

Instructions

Step 1.

Log-in.

Click here to open the webpage



Login Required

The page you are attempting to access requires a log in.

Please provide your information below. If your log in information is displayed below, then you are already logged in. If you are a visitor and do not already have a username and login, please use the **New Visitor Account Creation** to create an account on Anthro Gateway.

Log into **as** anthrosource

login

e-mail address
izenobi@americananthro.

password

Go

remember me



Step 2.

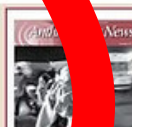
Click on AnthroGuide Listing.



2016 Annual Meeting WORKSHOPS/EVENTS/BADGES || View 2016 Annual Meeting PROPOSAL | **AnthroGuide Listing** ::::▶

- Log into **as** anthrosource
- My Information
- Add/Renew Membership
- Add Section Membership
- Add Interest Group
- Add Meeting Registration

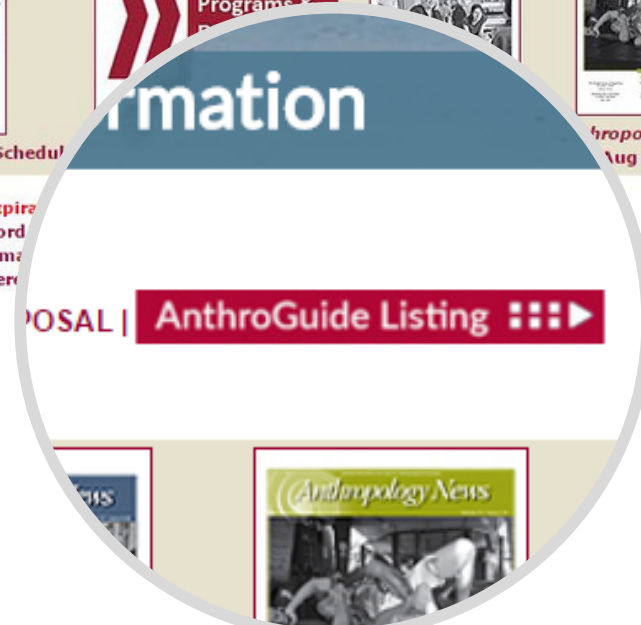
My Information



Online Program and Schedule

- Membership Expires
- Change Password
- Manage Your Email
- Please add Interest

PROPOSAL | **AnthroGuide Listing** ::::▶



Step 3.



Select pricing tier. Hit Save. Then click on Edit Listing.

Welcome AMERICAN ANTHROPOLOGICAL ASSOCIATION

AnthroGuide has now moved to a simpler flat-fee pricing model!

The 2017-2018 edition is now open for edits. Please select your pricing tier to get started. Press Save and click Edit Listing to continue. If you have any questions about pricing or how to edit your listing, please contact the Guide Coordinator at guide@americananthro.org or call 703-5298-1902, ext. 1165.

price tier:

Print out your current AnthroGuide listing to check for accuracy.

Print copies of the 2016-2017 AnthroGuide listing at [AAA Online Store](#).

price tier:

Step 4.



Update listing information and faculty.

[Edit Listing](#) > [Authorize and Submit Final Listing](#)

AMERICAN ANTHROPOLOGICAL ASSOCIATION

Print AnthroGuide Listing (PDF) to verify accuracy.

Complete the sections that apply to your institution. Non-academic institutions do not have to complete Sections 3 and 4.

SECTION 1: EDIT ANTHROGUIDE LISTING

Listing Name: American Anthropological Association

Department Name:

Institution Type:

Academic Year System:

Degrees Offered:

Affiliations:

Address Line 1: 2300 Clarendon Blvd, Suite 1301

Address Line 2:

City: Arlington

State: VA

71303-2201



AMERICAN ANTHROPOLOGICAL ASSOCIATION


To upload listing image click "E
Institutional Information" above
Images may be jpg, gif or png
under 4mb and 200 pixels wide
less. AAA may resize image fo
best resolution.



Step 5.




Once edits are done, click to Authorize and Submit your listing.

CONNECT WITH AAA ►  AAA Guide Listing

Edit Listing > Authorize and Submit Final Listing

My Information AMERICAN ANTHROPOLOGICAL ASSOCIATION


1) AnthroGuide Info/Choose Price Tier  **Print AnthroGuide Listing (PDF)** to verify accuracy.

2) Edit Listing Complete the sections that apply to your institution. Non-academic institutions do not have to complete Sections 3.

Step 6.



Check off the box, and click continue.

CONNECT WITH AAA ►  AAA Guide Listing

Authorize & Submit Final Listing

Back to View & Edit AnthroGuide Listing > Authorize and Submit Final Listing Page

1) AnthroGuide Info/Choose Price Tier **Complete the AnthroGuide Listing Submission**

2) Edit Listing **Submit AnthroGuide Listing** by checking the authorization checkbox below and clicking the "Continue to Submit Listing" button. Continue through the check-out form. The submission process is not complete until you have completed the payment form page and received a confirmation page.

3) Join DSP **Authorization & Permission to Include Listing in AAA Print AnthroGuide & Online AnthroGuide**

4) Guide Invoices & Receipts Completion of this form authorizes AAA to print and make available online or in other media formats the information contained in these forms. Your listing may be authorized and submitted, changes to the listing may only be made by contacting the AAA staff at guide@americananthro.org.

AnthroGuide Institution Search **AnthroGuide Listing Cost: 525.00**

AnthroGuide Faculty and Staff Search I certify that the information I am submitting accurately reflects my institution as of this date and accept responsibility for payment if payment is required. NOTE: your listing is NOT submitted until you have continued ALL the way through the shopping cart process and clicked SUBMIT ORDER.


Logout

Authorizing Individual's Name/Institution: Lauryl Zenobi, American Anthropological Association (Guide Listing Only)

Email Address: lzenobi@americananthro.org

RETURN TO EDITING PAGE

Thank you for submitting your information for inclusion in the AnthroGuide!




I certify that the information I am submitting accurately reflects my institution as of this date and accept responsibility for payment if payment is required. NOTE: your listing is NOT submitted until you have continued ALL the way through the shopping cart process and clicked SUBMIT ORDER.

Authorizing Individual's Name/Institution: Lauryl Zenobi, American Anthropological Association (Guide Listing Only)

Email Address: lzenobi@americananthro.org

RETURN TO EDITING PAGE



Step 7.




Continue through shopping cart to checkout.

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Click on the **X** to remove an item from your cart. Click on the BACK button on your browser to change or add items. NOTE: When joining or renewing your AAA membership one section membership is required. AAA membership is required to join a section or interest group.

[Shopping Cart](#) | [View](#)

item	quantity	price	discount	tax	shipping	net total	balance	addl info:
 2017-2018 AnthroGuide Listing	1.00	525.000.00		0.000.00		525.00525.00		American Anthropological Association (Guide Listing Only)

Discount: discounts applied:






Step 8.



Select payment type - credit/debit or check "bill me later" and we will send you an invoice.

Payment Information

payment amount: **525.00** bill me later:

payment method: **Visa/MC**   

cardholder's name: (No spaces)

credit card number:

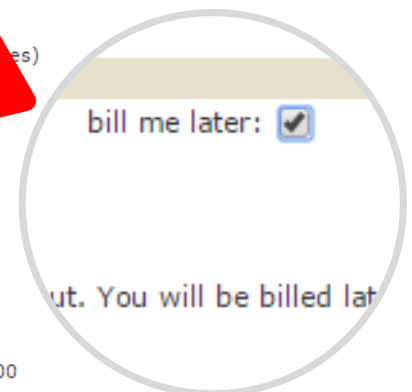
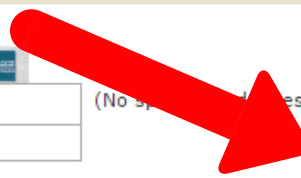
expiration date: **what is the CVV?**

CVV:

street address: 2300 London Blvd.

city/state/zipcode: Arlington VA 22201

email: guide@americananthro.org



net amount due: 525.00
invoice total: 525.00
unpaid balance: 525.00



Step 9.



Continue to submit until you get a confirmation page.

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Shopping Cart | Confirm your order

item	quantity	price	discount	tax	shipping	net total	unpaid balance	due:	net amount due:
2017-2018 AnthroGuide Listing	1.00	525.000.00		0.000.00		525.00	525.00		525.00

Billing/Shipping Information

customer name: American Anthropological Association (Guide Listing Only)
phone: (703)528-1902
email: guide@americananthro.org

billing name: American Anthropological Association (Guide Listing Only)
contact: Zenobi Lauryl

shipping label: American Anthropological Association (Guide Listing Only)
2300 Clarendon Blvd., Suite 1301
Arlington, VA 22201

billing label: American Anthropological Association (Guide Listing Only)
2300 Clarendon Blvd.
Suite 1301
Arlington, VA 22201

Payment Information

invoice total: 525.00
net-total: 525.00
net applied: 0.00
net-balance: 525.00

[Edit Payment](#) [Submit Order](#)

This lets you know you're all done!

Meeting Registration || Subscriptions || Publications/Books || Donations || Merchandise || Entry Fees and Manuscript Processing Fees

item

2017-2018 AnthroGuide Listing

Shopping Cart | Receipt

Thank you for your order.

Your Confirmation Number is **203869**

You may **Print** this page for your records

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customer name: American Anthropological Association (Guide Listing Only)