



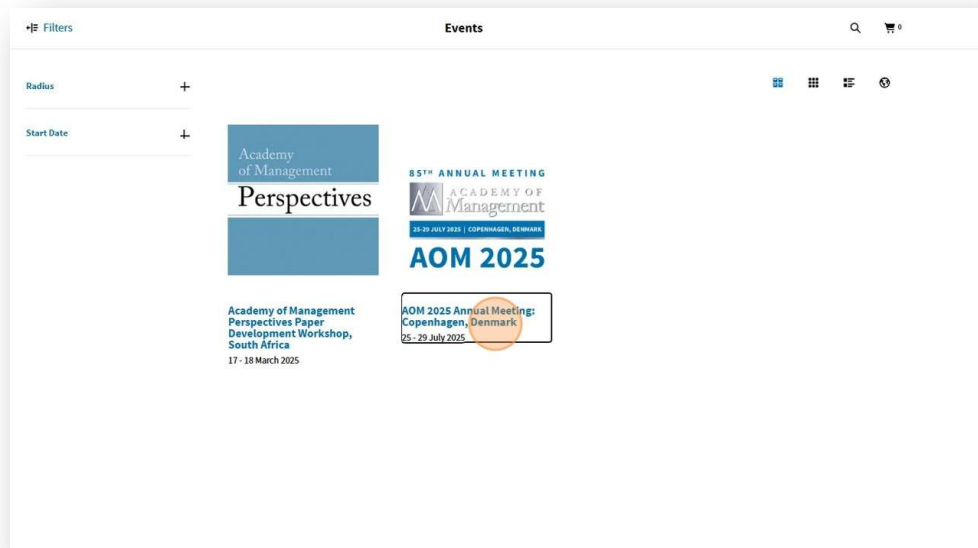
How to Register for the AOM 2025 Annual Meeting using Your Discount Code

Step 1: Log into your AOM Member Portal at <https://myaccount.aom.org>

A screenshot of the AOM Member Portal login page. The page has a blue header with the AOM logo and navigation links: Research, Membership, Network, Events, Career Services, and About AOM. The main content area is white with a blue sidebar on the left. The login form is centered and contains a text input for the email address (connecttest5@aom.org), a password input (masked with dots), and a 'Log in' button. Below the login form are links for 'Forgot your password?' and 'Create an Account'. A message at the bottom states: 'We've recently updated the user portal. Please note your username is your email address. For more details, check out our FAQs.'

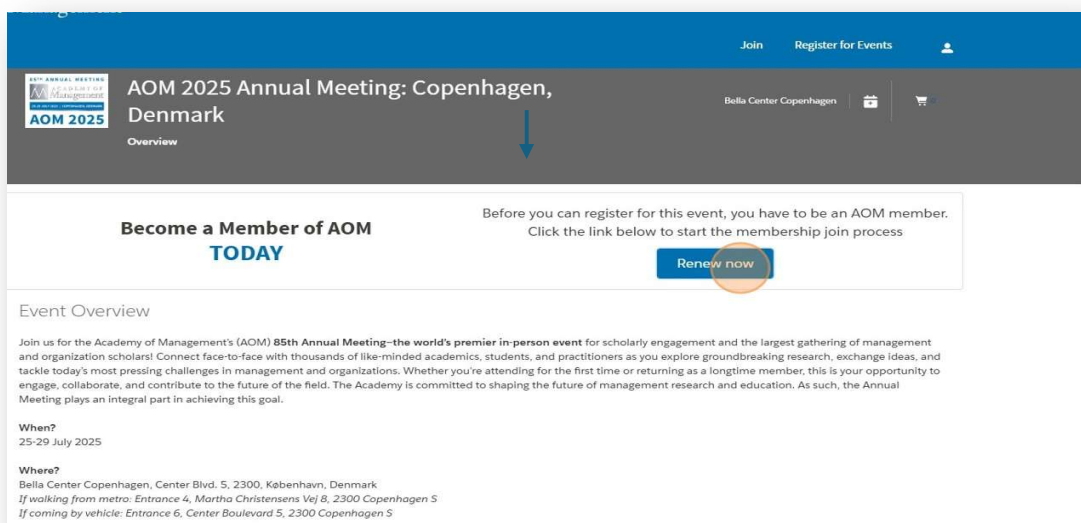
Step 2: Click [Register for Events](#) on the top right corner

A screenshot of the AOM Member Portal 'My Information' page. The page has a blue header with the AOM logo and navigation links: Research, Membership, Network, Events, Career Services, and About AOM. The main content area is white with a blue sidebar on the left. The sidebar contains a profile icon and links: 'My Information' (selected), 'My Affiliations', 'My Membership', 'My Community Groups', 'My Events', and 'Renewal Notices'. The main content area has a 'Contact Information' section with fields for 'First Name' (ACADEMIC), 'Middle Name' (TEST), 'Last Name' (ACCOUNT), 'Title' (Academic Director), 'Country of Origin', and 'Languages Spoken'. A 'Change' button is next to the 'First Name' field. A message at the top of the main content area states: 'Please contact AOM by sending an email to support@aom.org, if you need help changing last name.'



*Note: Please ensure your AOM membership is active through **31 July 2025**, as active membership is required for registration. If your membership is not active, you will be prompted to renew or join before proceeding.*

- If you had to renew or join, resume **Step 2** to continue the process.



Questions? Contact registration@aom.org

Step 4: Review Information

Review your Primary Attendee information and read the AOM 2025 Policies and Terms of Service. When ready, [CHECK] the **Acknowledgement box** and [CLICK] **Register Now**.

The screenshot shows the registration page for AOM 2025. At the top, there is an email field with 'connecttest5@aom.org'. Below this is a section titled 'Policy and Terms of Service Acknowledgment'. It contains a paragraph stating that by checking the box, the user acknowledges and agrees to abide by the AOM 2025 Policies and Terms of Service, which include the Code of Ethics, Privacy Policy, and Terms of Service, Registration, Attendance and Guest Policy, and AOM Annual Meeting Code of Conduct. Below this paragraph is a checkbox labeled 'AOM 2025 Policies and Terms of Service' which is checked, and a button labeled '* Acknowledgment & Agreement'. At the bottom of the page, there is a blue footer bar with links for 'AOM | Branding | Connect@AOM | Join AOM', 'Privacy Policy | Sitemap | Sponsoring | Terms of Use', the address '100 Summit Lake Drive, Suite 110, Valhalla, NY 10595, USA', and the AOM logo.

Step 5: Finalize the Registration

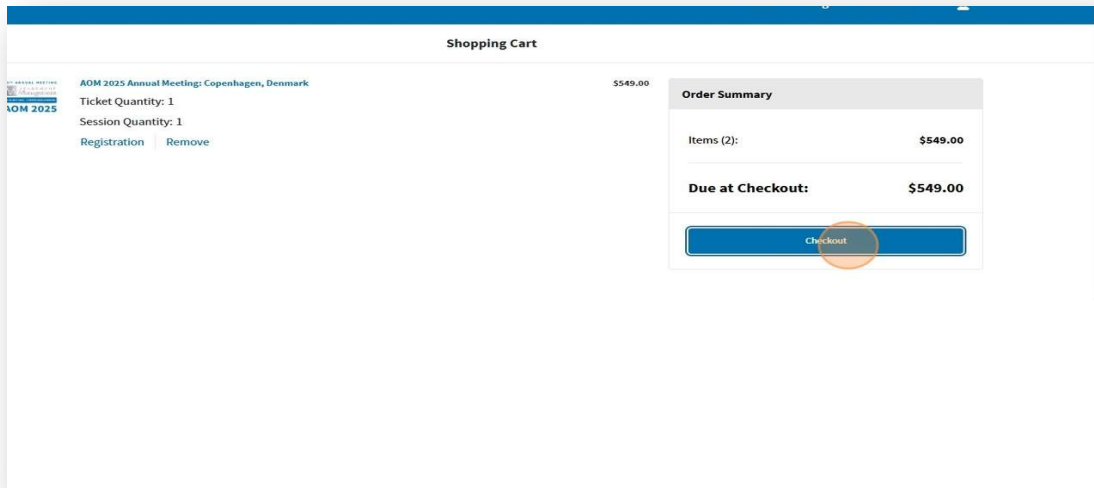
If you would like to include any registration add-ons, such as the Networking Guest Pass or Teaching and Learning Conference (TLC@AOM), [CLICK] **Add** next to the item. When finished, [CLICK] **Continue** to proceed.

Note: These options are listed as "Sessions" on the Agenda page.

The screenshot shows the registration page for AOM 2025. At the top, there is a section titled 'To add all sessions displayed to the selected attendee, click the "Add All" button. To individually add session(s) to the selected attendee, click the "Add" button for that session(s)'. Below this is a table of sessions. The first session is 'Friday, 25 July' with a time slot of '8:30 AM - Tue 5:00 PM' and a price of '\$85.00'. The session is 'AOM 2025 - Networking Guest Pass'. Below the session name is a paragraph stating that members are not permitted to bring guests to attend any Annual Meeting sessions, workshops, events, or group functions at any time, for any reason. However, members may purchase a Networking Guest Pass for \$85, which allows one (1) Networking Guest to accompany them/access to: the Exhibit Hall, the Annual Meeting Opening Reception on Friday evening, Networking Hubs with refreshment breaks to connect with colleagues and peers, and complimentary Wi-Fi in designated areas. For more information, please visit our Registration, Attendance, and Guest Policy page. The second session is 'Sunday, 27 July' with a time slot of '8:30 AM - 5:00 PM' and a price of 'Free'. The session is 'AOM 2025 - Teaching and Learning Conference (TLC@AOM) Registration'. Below the session name is a paragraph stating that join your colleagues for a day-long "conference within a conference" held during the Annual Meeting! TLC@AOM is designed to support AOM members who are passionate about teaching by providing an open forum for sharing experiences and improving teaching practices. Both submitted and invited sessions are featured, all aimed at addressing the teaching-related needs of AOM members. This event engages members as educators, enhances the visibility of teaching, positions AOM as a global. At the bottom right, there is a 'Registration Summary' box. It contains the following information: 'ACADEMIC ACCOUNT', 'AOM 2025 - Annual Meeting Registration' with a price of '\$549.00', 'AOM 2025 - Teaching and Learning Conference (TLC@AOM) Registration' with a price of 'Free', and a 'Subtotal' of '\$549.00'. Below the summary box are three buttons: 'Cancel Order', 'Back', and 'Continue'.

Questions? Contact registration@aom.org

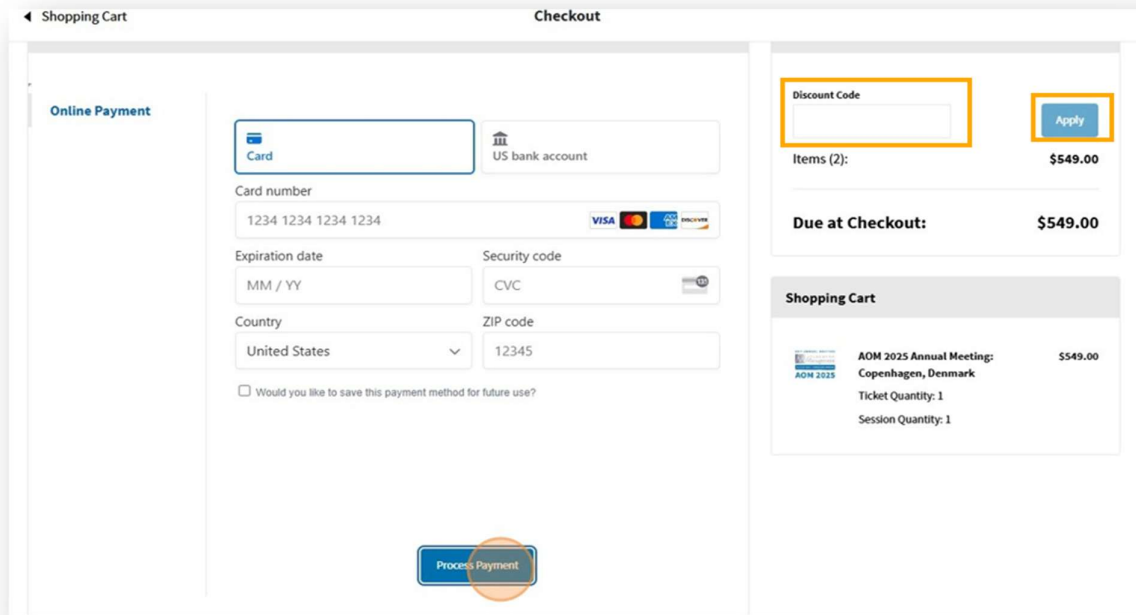
Step 6: Review Cart and Check out



The screenshot shows the 'Shopping Cart' page. On the left, the cart contains one item: 'AOM 2025 Annual Meeting: Copenhagen, Denmark' with a price of \$549.00. The quantity is 1. Below the item name are links for 'Registration' and 'Remove'. On the right, the 'Order Summary' section shows 'Items (2):' for \$549.00 and 'Due at Checkout:' for \$549.00. A blue 'Checkout' button is highlighted with an orange circle.

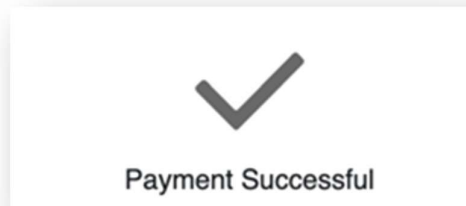
Step 7: Apply Discount Code and enter Payment Information

Enter the Discount Code provided first, and [CLICK] **Apply**. The amount Due at Checkout will reflect the revised payment. Finally, provide your online payment by selecting "Card" or "US bank account". [CLICK] **Process Payment** to complete



The screenshot shows the 'Checkout' page. On the left, under 'Online Payment', there are two options: 'Card' (selected) and 'US bank account'. Below these are fields for 'Card number' (1234 1234 1234 1234), 'Expiration date' (MM / YY), 'Security code' (CVC), 'Country' (United States), and 'ZIP code' (12345). There is a checkbox for 'Would you like to save this payment method for future use?'. On the right, there is a 'Discount Code' field with an 'Apply' button next to it. Below this, the 'Order Summary' shows 'Items (2):' for \$549.00 and 'Due at Checkout:' for \$549.00. At the bottom, a blue 'Process Payment' button is highlighted with an orange circle.

registration.



Once your payment is complete, you will receive a confirmation email with your registration details and receipt.

Congratulations and we look forward to seeing you at AOM 2025 Annual Meeting in Copenhagen, Denmark!