

GRADUATE DEPARTMENT MEMBERSHIP

The Graduate Department Membership is open to any language department that offers graduate degrees in Spanish and/or Portuguese. The graduate department category provides membership status to **one full-time faculty member** and the **graduate students** in the department.

The Graduate Department Membership consists of the following three tiers:

Category One: \$250	One full-time faculty member and 1-20 graduate students
Category Two: \$350	One full-time faculty member and 21-40 graduate students
Category Three: \$450	One full-time faculty member and 41+ graduate students

TO JOIN: The full time faculty member must create an individual graduate department membership online at www.aatsp.org and process payment within one of the three tiers listed above. Once the Graduate Department Membership is approved by the AATSP National Office, the faculty member will invite their graduate students to join online through the website. **Detailed instructions follow**

1. To join online, visit www.aatsp.org and click on the **Membership** tab listed in the blue menu bar at the top of the page. Then hover your mouse over **Join Now** and click **Join Online**.
2. Select the **Graduate Department Membership (Faculty)** option and click **continue**.
3. The Graduate Department Chair will need to create an individual department membership with a unique username for him/her to use. Enter your first and last name followed by your university (I.E. John Doe-MSU), then click continue.
4. Review the three *Membership Selections* available and select the graduate category that pertains to the correct number of graduate students in your department. Once chosen, click *Continue with Selected Membership*.
5. Complete **all required fields** designated with a red (*) asterisk as shown here prior to clicking submit at the bottom of the screen.

Step 2 - Member Information

Please fill out the following information in order to become a member.

Please Note: At this time, all information entered below will be visible only to site administrators. In the future, the social networking features of the site may be expanded. Please uncheck the boxes next to the field(s) you wish to remain hidden from members in the event social networking features are offered.

** Required Fields*

Your password must be a minimum of eight (8) characters in length and contain at least one number and one non-numeric character (letters, punctuation, etc.)

Account Information

Username * AATSPuniversity
 Password * [REDACTED]
 Confirm Password * [REDACTED]

E-Mail Address * AATSPoffice@aatsp.org
 Confirm E-Mail * AATSPoffice@aatsp.org

Personal Information

Gender * Male Female
 Title [REDACTED] (Mr./Ms./Dr.)
 Full Name * First: [REDACTED] Last: [REDACTED]
 Suffix [REDACTED] (Sr., Jr., III)
 Your Birthday [REDACTED] (12/31/1999)
 Your Website [REDACTED] (Start With: "http://")
 Alternate E-Mail [REDACTED]

Professional Information

Professional Information

Organization * AATSP
 Your Title [REDACTED]
 Website [REDACTED] (Start With: "http://")
 Address * 900 Ladd Road
 Address Cont. [REDACTED]
 City/Town * Walled Lake
 Country* United States
 State* Michigan
 Postal Code * 48390
 Phone [REDACTED] 248-960-2180
 Fax [REDACTED]
 Language * Spanish Please select the language(s) that you teach.
 Level * 4 Year College/University Please select the level that you teach.
 Methods Instructor * No Are you currently teaching a methods course?

Additional Information

Hispania Format * Print Version Please select your preferred version of the Hispania Journal.
 No Advertising * No The AATSP provides mailing lists to conference exhibitors, other organizations and companies that provide services related to the profession. If you do not wish to be included in these mailing lists please select "Yes".

Education/Experience [REDACTED]

Submit Cancel

6. After clicking submit, you will be prompted to review the membership category previously selected in an earlier step.

Membership Information

Graduate Category 1 — \$250.00

The rights and privileges for the graduate student members would be the same as for student members except that they can remain in the category of Graduate Student Member as long as the department is willing to pay their membership in that category.

The graduate students would receive the electronic version of Hispania. The full-time faculty member would choose to receive either the print or electronic version of Hispania.

CATEGORY ONE: One full-time faculty member and 1-20 graduate students: \$250

\$65 One full-time faculty member	\$ 65.00
\$25 per graduate student for 20 students*	\$500.00
Total regular cost	\$565.00
DEPARTMENT MEMBERSHIP PRICE	\$250.00
Savings	\$315.00

Promotional Code

Enter a Promotional Code: { Apply Code } { Clear }

Member Information

First Name First
 Last Name Last
 Email Address AATSPoffice@aatsp.org

7. Complete the billing information and process payment using a Visa or MasterCard.

Billing Information

Organization

Address*

Address Cont.

City/Town*

Country*

Location

Postal Code

Phone*

PO Number

Update the Professional Information section of my profile with the address and organization information entered above.

Additional Comments

Payment Information

Payment Amount \$250.00

Payment Type* Bill Me (Admin-only) Credit Card

Name on Card* First Last

Card Type*

Card Number*

Card CVV Num* What is this?

Exp. Month/Year* (MM/YYYY)

Submit Securely



8. To print out a receipt, click on **View Invoice/Receipt**.

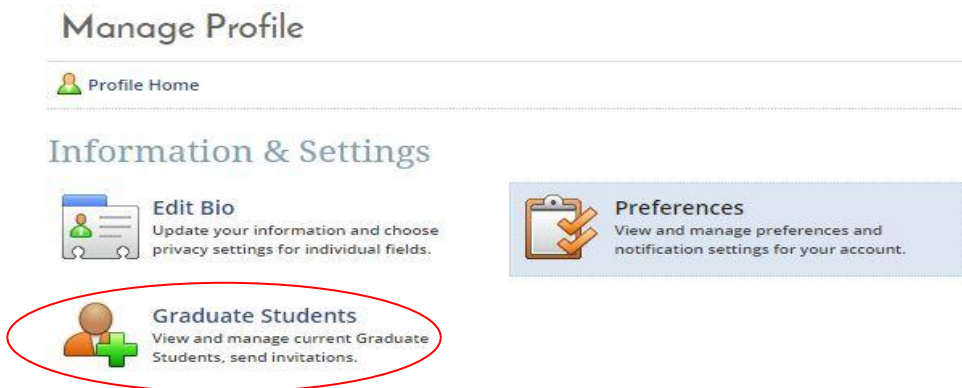
Membership Dues - Thank You!

[View Invoice/Receipt](#)

Thank you for submitting your membership dues. Membership dues are an investment in the organization and your own member experience.

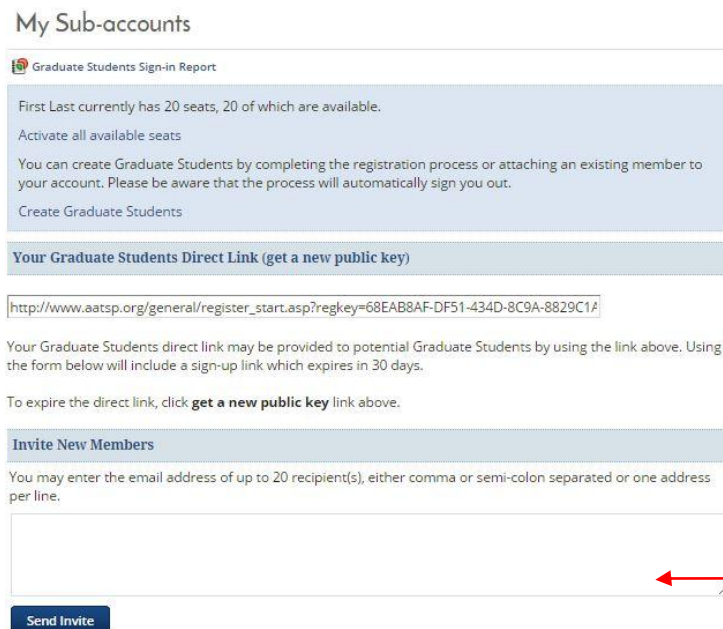
We hope that you enjoy the many benefits of membership in the AATSP!

9. Once the membership has been approved by AATSP National Office staff (please note this can take up to 48 hours during regular business hours), the graduate chair can add graduate student names by completing the following:
 - Sign in at www.aatsp.org using the username and password you created during the registration process.
 - On your first sign in, you will automatically be directed to the *My Preferences* page.
 - Once you have updated your settings, click on *manage profile* under *my profile* on the right side of the page.



For all future sign-ins, you will automatically be directed to the *Manage Profile* screen, as shown above.

- Click **Graduate Students** as circled above.
- This will direct you to the page below where you can add students by completing the following:
 - ❖ **Invite new members by email address** (Note: multiple email addresses can be added at the same time by entering a semi-colon or a line between the email addresses.) The graduate students will receive an email message stating that you (the graduate chair) have requested them to join. The email message also provides a link that will take them to the corresponding page



10. You will be able to keep track of the current graduate students that have joined within your graduate department membership. Review the information in red shown on the image below to view features available to you.

My Sub-accounts

Graduate Students Sign-in Report

Sample1 **currently has 20 seats, 19 of which are available.** **This provides the remaining number of students allowed to join.**

Activate all available seats

You can create Graduate Students by completing the registration process or attaching an existing member to your account. Please be aware that the process will automatically sign you out.

Create Graduate Students **Click here to add new students at any time**

Your Graduate Students Direct Link (get a new public key)

http://www.aatsp.org/general/register_start.asp?regkey=F7CB9A51-9C8F-438F-B2E2-9B719141

Your Graduate Students direct link may be provided to potential Graduate Students by using the link above. Using the form below will include a sign-up link which expires in 30 days.




To expire the direct link, click **get a new public key** link above.

Invite New Members

You may enter the email address of up to 19 recipient(s), either comma or semi-colon separated or one address per line.

Send Invite

Enter email addresses here at any time to invite new/existing graduate students to be a part of the graduate department membership.

Options	Member Name / Organization	Account Status	Last Modified
  	Tracy1 Miller1 AATSP	Enabled	2 hours ago

When graduate students have graduated or no longer wish to participate, click on the red X to remove them from your list of students. This will also adjust the quantity allowed to join your departmental membership, shown at the top of this image.

- As the years progress, you will be able to add and/or remove graduate students at any time.
- If the graduate students wish to continue with an AATSP membership after graduation, they can renew their existing membership as a **regular** member.
- The membership runs on the calendar year: January – December.
- The department membership expires on December 31 of each year.

QUESTIONS?

Visit the AATSP website (www.aatsp.org) or call the AATSP National Office directly at 248-960-2180