-Student Member At-Large-
Membership Registration Standard Operating Procedures (SOP)

Students not affiliated with a Chapter will pay their membership dues directly to MAES National. Per MAES policies, minimum membership dues are $10.

**Students At-Large (Not affiliated with a student chapter)**

1. Go to the MAES Website ([www.mymaes.org](http://www.mymaes.org)) to register as a member.
   a. Selects the “I Am a Student” from the “Join Us” tab
   
   ![MAES Website](image1)

   b. Select the “Sign Up” tab

   ![Sign Up](image2)

   c. Select “Student Member” and following registration instructions

   ![Registration Information](image3)

   d. Fill information and select “At Large” and click on “Continue”

   ![Continue](image4)

   e. Selects “Student Membership Dues”

   ![Select Dues](image5)

   f. Fill in Account, Personal and Additional Information and click “Submit”

   ![Submit](image6)
g. Verify Member and Billing Information

- Enter member information.
- Check if billing address is the same as the member address.
- Update personal information if needed.
- Fill in payment information and click “Submit Securely.”

h. Fill in Payment Information and click “Submit Securely”

- Enter payment information.
- Click “Submit Securely.”

i. Registration is complete. You are now a member in good standing with MAES and you are eligible to receive all the benefits of being MAES Student Member.

Membership Dues - Thank You!

- Thank you for submitting your membership dues. Membership dues are an investment in the MAES organization and your own member experience.
- View invoice receipt.

Notes:
- Students that fail to register before their issued Membership Coupon Code expires will have to purchase a new Membership Coupon Code from their Student Chapter for $1 or register as an At-Large student member and pay the full $10 in dues. Checks are not an acceptable form of payment.
- Student must be a member in good standing no later than the first day of each National Event in order to qualify for all National Programs within that event.
- Student Membership will be verified at every National Program prior to registration. If a student is not registered and their dues are not current on the MAES Membership Management System the student will have two options: pay the full non-member registration price or register on the MAES Management System for $10 prior to completing the program registration process. Associate Members receive the non-member registration rate for National Program events.