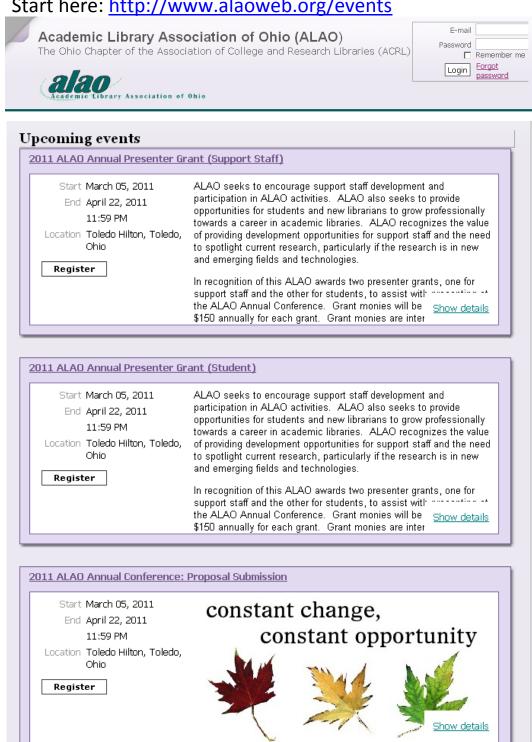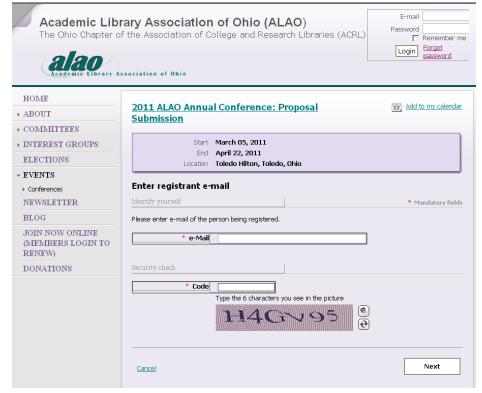# Submitting a Proposal or Applying for a Grant for ALAO 2011: Step-by-Step Instructions

1. Start here: http://www.alaoweb.org/events

2. Click **register.**

3. Enter your **email address** and the security check **code** provided. If you are an ALAO member, use the email address associated with your ALAO membership. (It still works if you aren't a member.) Click **next** to continue.

4a. **If you are an ALAO member**, the next screen will look like the one below. Follow the instructions (by clicking **login** or **next**) to continue.

4b. If you are not an ALAO member, the next screen will look like the one below. Fill in the information boxes to submit your proposal.