Submitting a Proposal or Applying for a Grant for ALAO 2012: Step-by-Step Instruction

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. Login to auto-fill your contact information. Follow the instructions (by clicking **login**) 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.