

Registration Instructions for AATSP Members


STEP ONE:

From the NSE Registration page:

<http://www.nationalspanishexam.org/index.php/registration/step-1-register-online>

Click on the link to “Register as an AATSP Member.”

AATSP Member Registration

If you are an AATSP member, click here to [Register as an AATSP Member](#). 

[Note: AATSP members save \$10 and receive all the [benefits of AATSP membership](#).]

Non-Member Registration

If you wish to register as non-member, click here to [Register as a Non-Member](#).

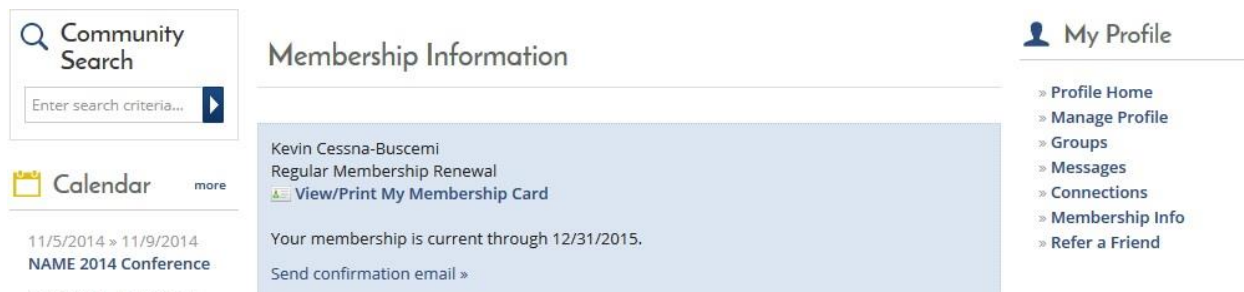
STEP TWO: You will be taken to the following page of the AATSP Website.



The screenshot shows the AATSP website's homepage. At the top, there is a navigation bar with links for Home, About Us, Membership, Programs & Activities, Publications, Conference, Resources, Awards & Scholarships, and News & Events. A yellow banner in the center reads "2015 Membership Renewal Process Opens September 1". Below the banner, the main content area is titled "National Spanish Examinations" and includes a "Sign In" form. The form has fields for "Username" and "Password", a "Remember Me" checkbox, and a "Sign In" button. A red circle highlights the Username and Password fields, and a red arrow points to the Sign In button.

STEP THREE: Enter your AATSP username and password to log in.

STEP FOUR: Once you have logged in, you will be taken to the AATSP Membership Information page where you can view when your dues expire.



The screenshot shows the AATSP website's membership information page. At the top, there is a navigation bar with links for Home, About Us, Membership, Programs & Activities, Publications, Conference, Resources, Awards & Scholarships, and News & Events. A yellow banner in the center reads "2015 Membership Renewal Process Opens September 1". Below the banner, the main content area is titled "Membership Information" and displays details for Kevin Cessna-Buscemi, including "Regular Membership Renewal" and "View/Print My Membership Card". It also shows the membership expiration date: "Your membership is current through 12/31/2015." and a link to "Send confirmation email".

STEP FIVE: Once you have renewed your dues for the current year, scroll to the top of the screen and hover over “National Spanish Exam” under the “Programs & Activities” menu, and select the NSE Registration link.



STEP SIX: You will be taken to the registration page for AATSP members. Please enter your email address to begin registering your students.

A screenshot of the "AATSP Member Registration Form" for the "2015 National Spanish Examinations". The page has a blue header with "National Spanish Examinations" on the left and "2015" on the right. Below the header, the title "AATSP Member Registration Form" is displayed. The text reads: "Teachers: Please use the following form to register yourself and your students for the 2015 National Spanish Examinations." and "Please note: Each teacher must fill out his/her own registration form. If there is more than one teacher in a school, each teacher must fill out a separate registration form." A section titled "Teacher Information" is highlighted in light blue. Below this section, it says "To get started, enter your e-mail address below." There are two input fields: "E-mail address" and "Confirm e-mail address". At the bottom left of the form is a "Next" button.