56th AORS Registration Guide

Thank you for your interest in the 56th Army Operations Research Symposium (AORS). This guide is designed to help you to complete the registration process. There are 3 main steps to complete your registration for AORS.

Refer to this checklist to use during the process:

- ☑ Register for AORS on JEMIS
- ☑ Pay for Social activities on PayPal
- ☑ Pay for Lunch on Lunchbox

Lunch and Social activities (Banquet and Night Owls) are not mandatory.

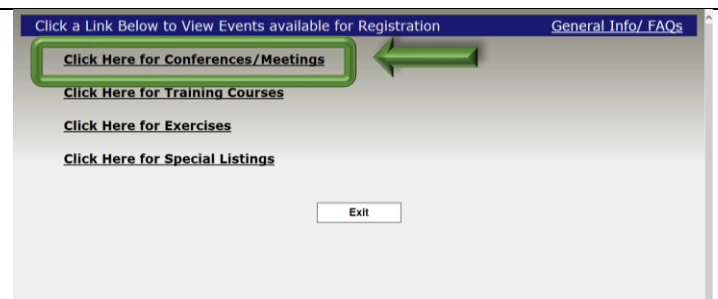| Step 1:	
• Register for AORS using the JEMIS Site : Click Here • Click Register for an event	
Step 2: • Select appropriate button • If using a CAC do not use your email certificate. • Fill in the information if required and click submit. • If you choose "I Do Not have a CAC" the Event Access Code is: **AORS**	
Step 3: • Select -- "Click Here for Conferences/Meetings"	

### Step 4: • Select – "56th Army Operation Research Symposium"	
### Step 5: • Fill out form completely. • *Please pay attention to the special instructions at the top of the registration page.*	
## Step 6A: • If you **ARE NOT** attending the Social Activities: Banquet and Night Owl • Click *Register* and Thank you for registering for AORS. ## Step 6B: • If you **ARE** attending the Social Activities: Banquet and Night Owl Please continue to Step 7. • If you **ARE** ordering lunch. Please continue to Step 8.	

## Step 7: ## Paying for Social Activities - Please keep the JEMIS site open. - Go the AORS registration website, <u>Here</u>. - Scroll to the bottom of the page. - Click on the "Add to Cart" button for each activity you'd like to purchase: Banquet and/or Night Owl. - *Click drop down arrow to select Meal Option for Banquet before clicking "Add to Cart"* - Follow the PAYPAL on screen instructions to make your payment and record the PayPal invoice number. - Return to this site and enter the PayPal invoice number to complete registration and submit.	**Banquet** — Meal Options: Braised Beef Short Rib ▾ Braised Beef Short Rib Chef's Crab Cake Herb Roasted Chicken Grilled Ratatouille **Banquet** — Meal Options: Braised Beef Short Rib ▾ **Add to Cart** **Night Owls** — **Add to Cart**

## Step 8: 	
## Ordering Lunch 	
 	
- Please the JEMIS site open.
- Go the Lunchbox website, <u>Click Here</u>
  - Click the AORS logo under "BUSINESS EVENTS" for the days that you would like to order lunch.
  - Complete the payment and selection process on the Lunchbox website.
- You must pay via this link in order for your lunch to be delivered.
- Your lunch will be delivered to the Mallette Training Facility on the selected days.
- If you do order a box lunch please make sure you've checked the
	BUSINESS EVENTS
	PLEASE ONLY PLACE AN ORDER FOR THE BUSINESS EVENT YOU ARE ATTENDING!
	
	OR OPERAT RCH SYMP(
	AORS- Day 1 October 16, 2018
	$9.43
	
	OR OPERAT RCH SYMP(
	AORS- DAY 2 October 17, 2018
	$9.43

appropriate boxes on your registration form. • Return to this site and enter the PayPal invoice number to complete registration and submit.	

Thank you for registering for AORS!

✔ **Be sure you have completed your registration via JEMIS, ordered lunch if needed and paid for social activities before hitting 'Register'**