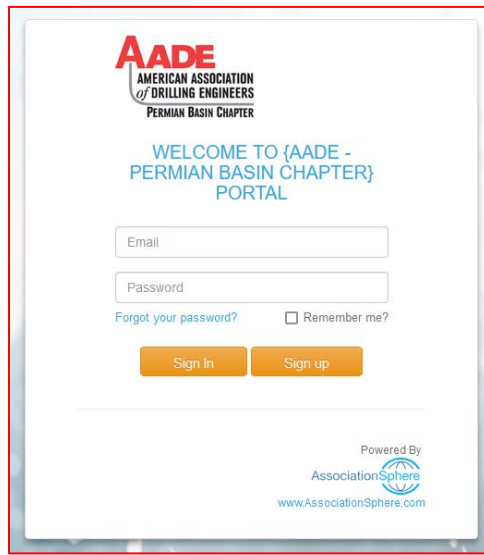


How to Create Portal Login and Verify Membership Status

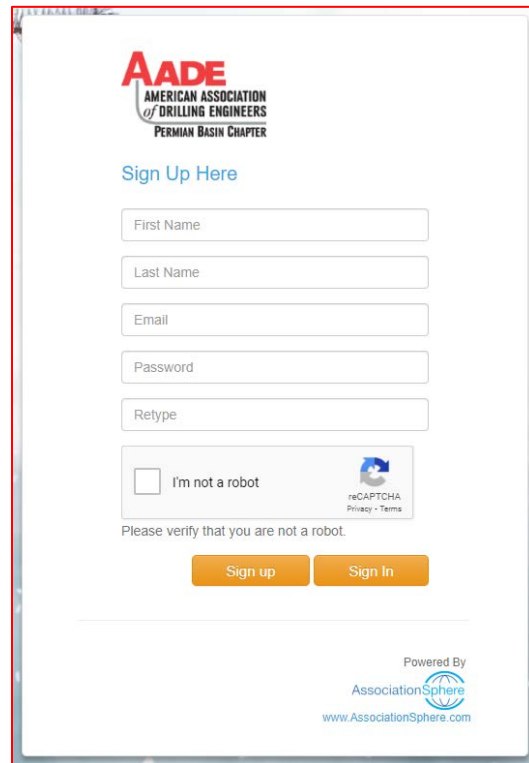
Navigate to the following link:

<https://app.associationsphere.com/reAoW>

Click "Sign Up"



The screenshot shows the AADE (American Association of Drilling Engineers) Permian Basin Chapter portal. The header includes the AADE logo and the text "AMERICAN ASSOCIATION of DRILLING ENGINEERS PERMIAN BASIN CHAPTER". Below the header, it says "WELCOME TO {AADE - PERMIAN BASIN CHAPTER} PORTAL". There are two input fields for "Email" and "Password". A link "Forgot your password?" and a checkbox "Remember me?" are present. At the bottom, there are two orange buttons: "Sign In" and "Sign up". The footer includes "Powered By AssociationSphere" and the website URL "www.AssociationSphere.com".

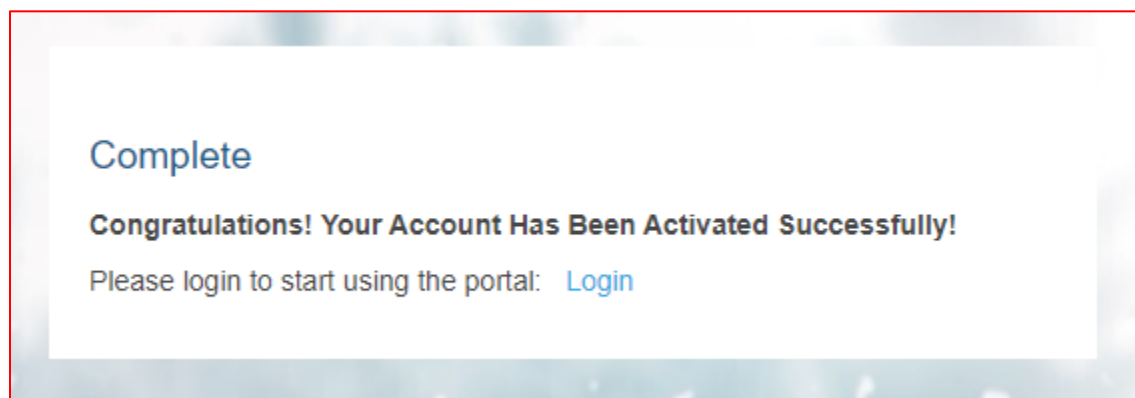


The screenshot shows the AADE portal sign-up page. The header includes the AADE logo and the text "AMERICAN ASSOCIATION of DRILLING ENGINEERS PERMIAN BASIN CHAPTER". Below the header, it says "Sign Up Here". There are five input fields: "First Name", "Last Name", "Email", "Password", and "Retype". Below the input fields, there is a checkbox "I'm not a robot" and a reCAPTCHA logo. Below the checkbox, it says "Please verify that you are not a robot." At the bottom, there are two orange buttons: "Sign up" and "Sign In". The footer includes "Powered By AssociationSphere" and the website URL "www.AssociationSphere.com".

Please use the same email address used for 123Signup.

You will receive a confirmation email in your inbox to complete your profile

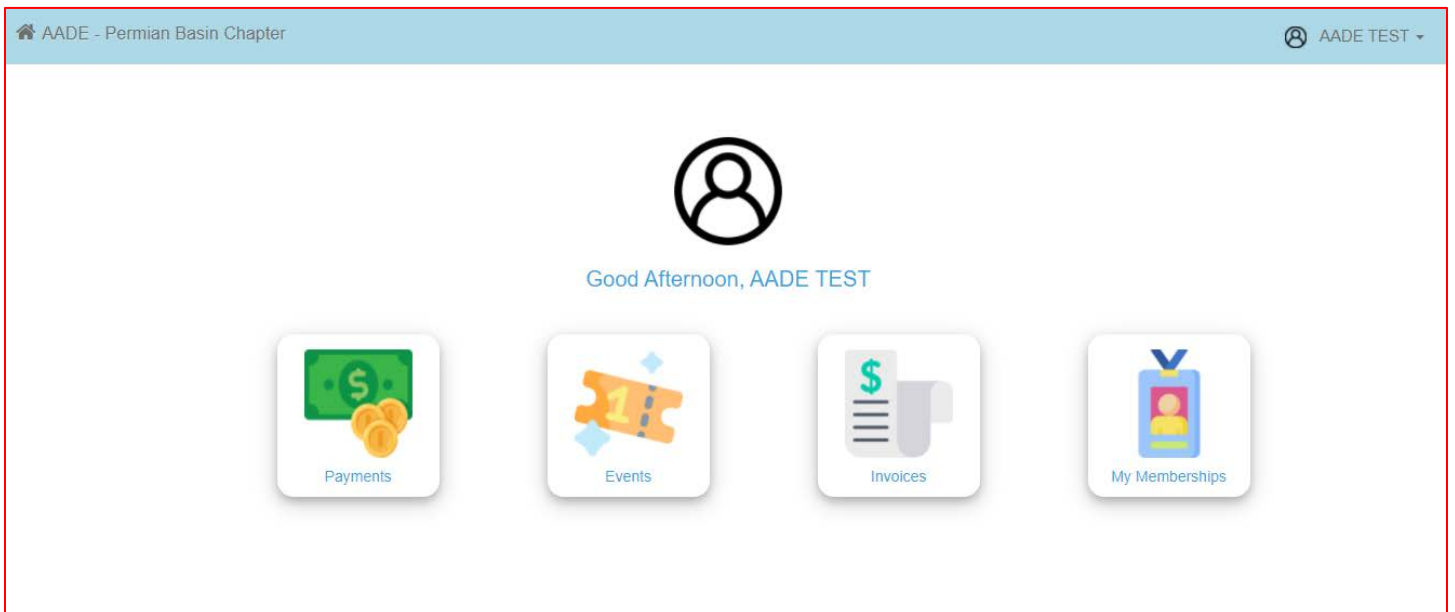
Click the link and your account will be activated



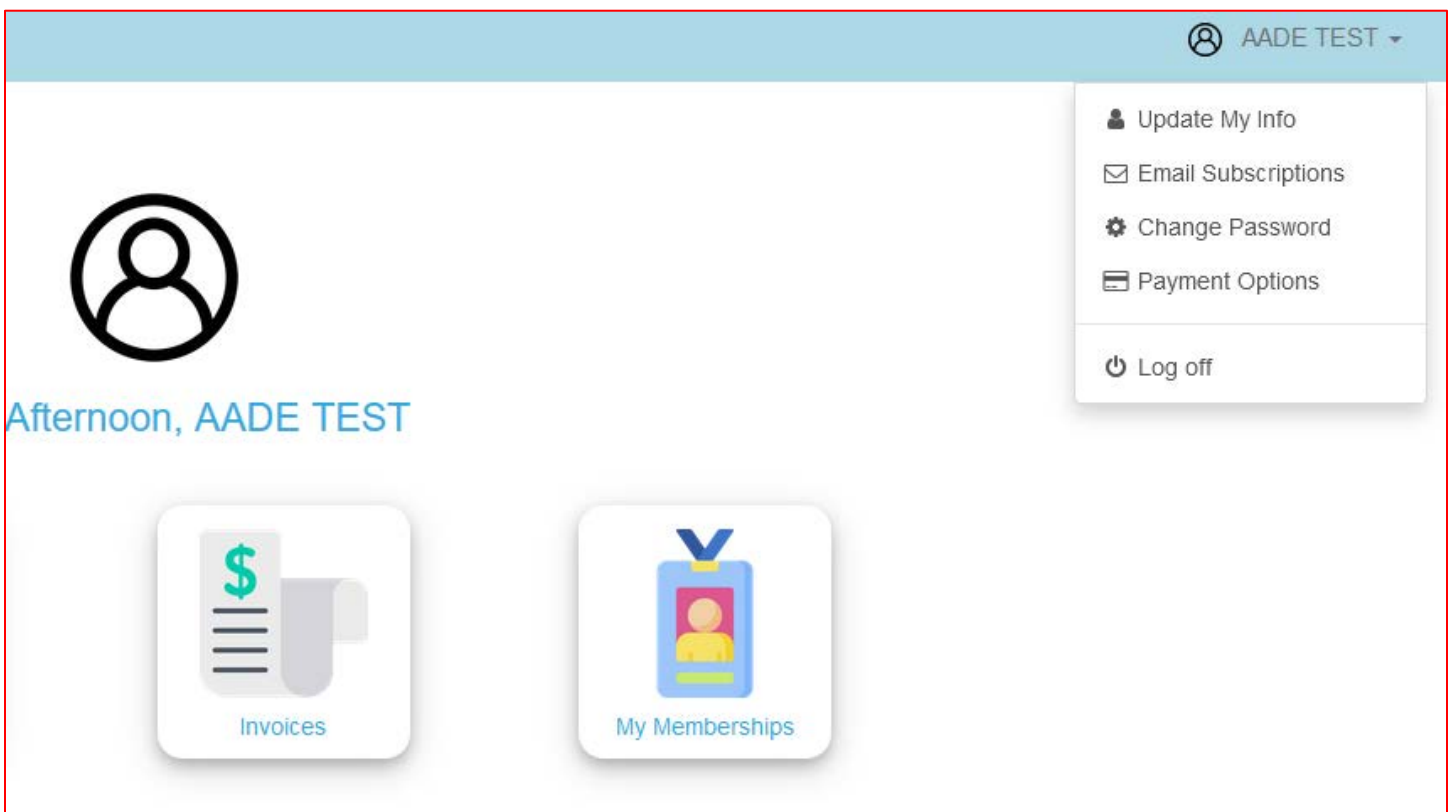
The screenshot shows a confirmation message. It says "Complete" in large blue text. Below that, it says "Congratulations! Your Account Has Been Activated Successfully!" in bold black text. At the bottom, it says "Please login to start using the portal: [Login](#)".

Login with your Information to proceed

You will be able to manage historical payments, events, invoices, and memberships from the Dashboard page.



Once here click on your name at the top right and make sure your personal information is up to date



Next, please verify Membership by Clicking "My Memberships"

If you renewed for 2022, it will show your membership here

The screenshot shows the 'My Memberships' section of a user interface. At the top left, it says 'AADE - Permian Basin Chapter'. At the top right, there is a user profile icon and the text 'AADE TEST'. Below the header, there is a 'Total Amount In Memberships' box with a coin icon and '\$0.00'. To the right, there is an 'Enroll to a membership:' section with a dropdown menu labeled 'Select Membership' and a green 'Go' button. Below this, there is a table with the following data:

Date	Exp Date	Last Name	First Name	Member Prof...	Membership ID	Description	Membership Name
01/14/2022	01/01/2023	TEST	AADE	000002	CM-00002	Annual Membership 2022	AADE - Permian Basin Chapter Membership

If the screen is blank like below, you can renew your membership with the “Enroll to a Membership” Drop-down on the top right.

The screenshot shows the 'My Memberships' section of a user interface. At the top left, it says 'AADE - Permian Basin Chapter'. At the top right, there is a user profile icon and the text 'AADE TEST'. Below the header, there is a 'Total Amount In Memberships' box with a coin icon and '\$0.00'. To the right, there is an 'Enroll to a membership:' section with a dropdown menu labeled 'Select Membership' and a green 'Go' button. Below this, there is a table with the following headers:

Last Name	First Name	Member Prof...	Membership ID	Description	Price	Non-Refund...	Date	Payment Type	Check #
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Select AADE – Permian Basin Membership and click “Go”

The screenshot shows a close-up of the 'Enroll to a membership:' section. The dropdown menu is open, showing the following options:

- AADE - Permian Basi... (selected)
- Select Membership
- AADE - Permian Basin Chapter Membership

The green 'Go' button is visible to the right of the dropdown menu. Below the dropdown, there is a table with the following headers:

Non-Refund...	Date
---------------	------

This brings you to the Membership Registration Page

AADE - Permian Basin Chapter AADE TEST

AADE
AMERICAN ASSOCIATION
of DRILLING ENGINEERS

AADE - Permian Basin Chapter Membership

Please fill in the form below with your information so that we can process your membership

Please make a selection

AADE
AMERICAN ASSOCIATION
of DRILLING ENGINEERS
PERMIAN BASIN CHAPTER

Annual Membership
2022


\$25.00

[Click here](#) for description

Fill out the form and payment information and click "Submit". You will receive a receipt and confirmation email in your inbox.

AADE - Permian Basin Chapter AADE TEST

My Memberships

 **Total Amount In Memberships**
\$0.00

Enroll to a membership:

Select Membership Go

Date	Exp Date	Last Name	First Name	Member Profile ID	Membership ID	Description	Price	Non-Ref...	Payment Type
01/14/2022	01/01/2023	TEST	AADE	000002	CM-00002	Annual Membership 2022	\$0.00	\$0.00	

Your active membership is now visible in this section with Purchase Date and Expiration Date.

This will allow you to register for future events.

If you have any questions or issues, please contact us at PermianBasinAADE@gmail.com

We appreciate your patience as we all learn this new system together.