

How to Print a Receipt for Your AMTE Conference Registration Fees

Here is a description of how to print a receipt for your AMTE Conference registration fees:

Log on to the AMTE Memberclicks gateway at the following address: <http://my.memberclicks.com/amte>.

Log in using the username and password we sent to you earlier. If you were a current member before registering, it should be a combination of your first initial followed by your last name. Some people with hyphenated names or multiple first names will find their usernames to be a little different, but the correct username and password should have been provided to you via email. If you lost the email, you can retrieve your password by clicking the Forgot Password button on the login screen.

If your web browser asks you if you want to save your password, please note that the Memberclicks gateway adds several characters to the end of your normal password when you click submit, and these characters are randomly generated. It has been found that the best practice is to type it in manually each time. Therefore, please choose a password that you will easily remember.

If you never received a username and password via email, and you registered for the conference online by providing your email address, your username might be your email address. Your password would have been provided to you after your form was submitted. If you aren't able to log in using your email address and password, try retrieving it using your email address by clicking on the Forgot Password button. The password should be sent to you in an email message. If you don't receive an email message after trying to retrieve your forgotten password, please contact Mike Klass at mklass@projects.sdsu.edu.

Once on the AMTE Memberclicks gateway, click on "My Profile" on the right side. You will see it in the list of options underneath the Log Out button. If you don't see it, make sure to scroll over if you have a horizontal scroll bar. This will enable you to view your receipts by clicking on the tab entitled "My Form Receipts" (see the arrow below).

The screenshot shows the AMTE Memberclicks gateway interface. At the top, there is a navigation bar with links for Admin Home, Website Management, Database Management, Form Management, and Admin Options. Below this is the AMTE logo and the text "Association of Mathematics Teacher Educators". The main content area is titled "RECEIPTS - Mike Klass" and contains a navigation menu with links for My Profile, My Contact Preferences, My Form Receipts (highlighted with a green arrow), My Permissions, and My Notes. Below the navigation menu is a section for "Form Receipts" with a table of transaction details. The table has the following data:

Transaction ID	Description	Date	Amount
329936	Eleventh Annual Conference Registration	09/29/2006 18:47:11	No Payment \$0.00

At the bottom of the page, it says "powered by memberclicks".

While in My Profile you can also edit your profile and contact preferences. Please make sure all of this information is correct and up to date. Please also remember to keep your username and password in a safe place. The Memberclicks gateway will eventually become the main AMTE site which will only allow access to member-related information to members who are logged in to the system.

Please contact Mike Klass at mklass@projects.sdsu.edu with any questions. Thanks.