Tips for completing your 2019 Maury Project or Project Atmosphere application:

This step comes AFTER setting up your AMS Application Website Profile; please complete that step before following these instructions.

1. The first page that opens <u>after you log into the AMS Application Website</u> is the "My Applications" page (which can be accessed again in the future by clicking the corresponding tab in the blue menu bar at the top of the website).
    a. If you have not started any applications, you see a message that says "No applications".
    b. If you have already started or submitted an application, you will be able to view its status and/or continue filling it out on this page.
2. To locate and select the application for the appropriate program, click the "Programs" tab in the blue menu at the top of the website.
3. The "Programs" page has a list of ALL AMS applications; you will want to search this page until you find either the "Project Atmosphere" or "Maury Project" application boxes.
    a. <u>Once you have located the appropriate application, click the red "More >" button.</u>
4. The following page contains a brief description of the workshop, a link to our main webpage where you can learn more about that workshop, and a red button with the word "Apply" on it.
    a. <u>Click the red "Apply" button.</u>
5. This brings up the main page containing the full application for the workshop of your choice. Please complete all sections of the application, follow all instructions, and hit the final "Submit" button at the end to complete the process.
    a. <u>There may be times during the application process where you will have to leave and return to the application website to confirm/submit something.</u> Although you will be sent email prompts/reminders to do so, **please remember that you haven't fully submitted your application until you hit the final "Submit" button and receive a confirmation email regarding your application.**
        i. For example, you will be prompted to return to the website after your principal/supervisor has submitted their statement of support to finish that step.
6. <u>If you wish to apply to both workshops, repeat Steps 2-5, selecting the new application in Step 3.</u>

To regain access to the AMS Application Website after logging out:

1. Go to https://apply.ametsoc.org/acc/l/
2. Log in using your AMS Application Website username and password.
    a. Do NOT use the Google, Twitter, or Facebook log in option.

If you have any questions about completing your Maury Project or Project Atmosphere application, the AMS Application Website, and/or these instructions, please contact Abigail Stimach via email (astimach @ametsoc.org) or phone (202-737-1043) from 8:00 AM – 4:00 PM Eastern Time.