Steps to Add an Author

1. Select the "Add Author" icon
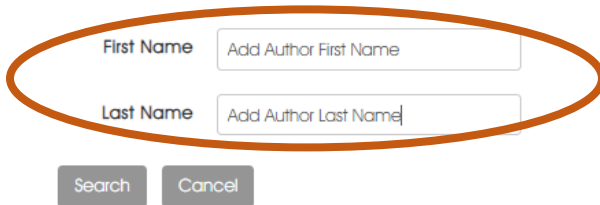

2. Input the Auhor's First and Last Name

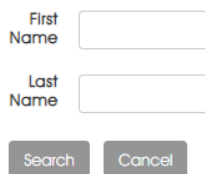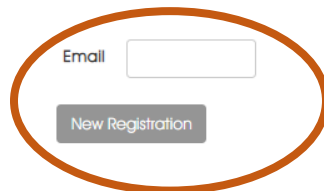3. If the Author is listed in the ACAAI System, select the name from the list provided. If the Author is Not Found in the ACAAI System, click "Go Back and Fix Error(s)"

4. Enter the Unknown Author's email into the New Registration text box and complete the profile when it appears on screen.