To Submit an Annual Report you will need to create an account. You will be asked to create a username and password. This login is not connected to your AAA account.

6



Once you have created your account, login then you will be ready to start your submission for your annual report.

v 🖉	AMERICAN ANTHROPOLOGICAL ASSOCIATION Advancing Knowledge, Solving Human Problems	
Important awards information		
My submissions Active season (2023) + Current - Hello, Kim Baker!		Q Search list Advanced
You have no submissions yet. What are you waiting for?		
Start submission		

Once you are on the submission page you will need to choose your "Application" use the down arrow and choose "Section Annual Report" NOTE: under this box you have the option to download a list of the questions you will be asked on the report. You cannot use this document to submit the report, but it will give you an idea of the questions you will be asked so you can collect the needed information.

Ameri	American Anthropological Association Kim Baker 🤂												
() <sup>10</sup>	My submissions $\rightarrow$ Nomination form $\rightarrow$ Start submission All questions must be answered, unless marked optional.												
	Start here S	ection Information	Ask AAA	Board Members &	Section Officers	Membership	Finances	Sessions	Meetings	Awards	Mentorship	Outreach	
	Communications	Governance	Initiatives										
	Application Section Annual Reports Submitted By Kim Baker Save + next Cancel		The purpose of th your <u>dections</u> auto office <u>ourne</u> than Report on behalf your report.	is application is to gui Wittes for submission imme pernors were per- of their Section. Pleas	ide you in prepari to AAJ. The Secti Game responsible of the section of the section were use these instru-	ng the Annual Re nh leader who wa r submitting the ctions as you pre	port of sin Annual pare						

Once you have done this click the "Save and Next" button.

As you work your way through the questions on the report you will notice a series of buttons at the end of each section. These buttons give you the option to:

Save +next -moves you to the next page

Save and close- gives you the option to save your progress and come back later

**Preview**-lets you see what your report looks like so fare

**Submit submission**-turn in your report. Only use this button if you want to submit your report, do not use to close with the idea of coming back later to finish.

My	submissions $\rightarrow$	Nomination form $\rightarrow$	Start submission
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All questions must be answered, unless marked optional.

Start here Section Information		Ask AAA	Board Members & Section Officers	Membership	Finances	Sessions	Meetir
Communications	Governance	Initiatives					
What initiatives does annual meeting, mer	s your Section hav ntorship, other?	e underway or	planned for the coming year: membe	rship, publication			
Save + next S	ave + close	Preview	Submit submission				