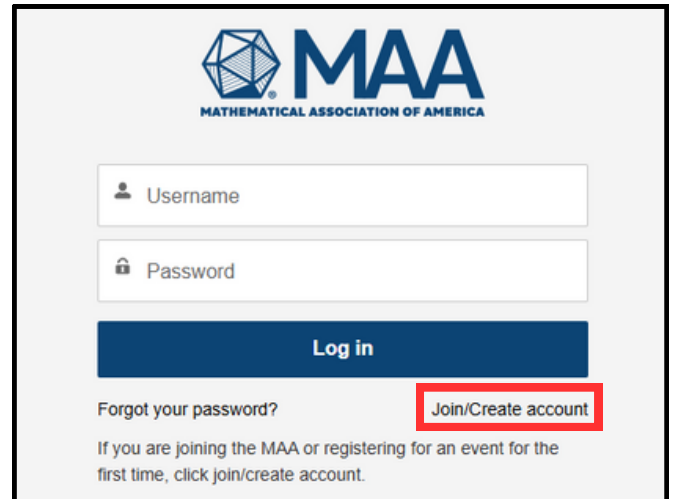


Putnam Supervisor Registration Guide

Follow these steps to register your university for the Putnam Competition.

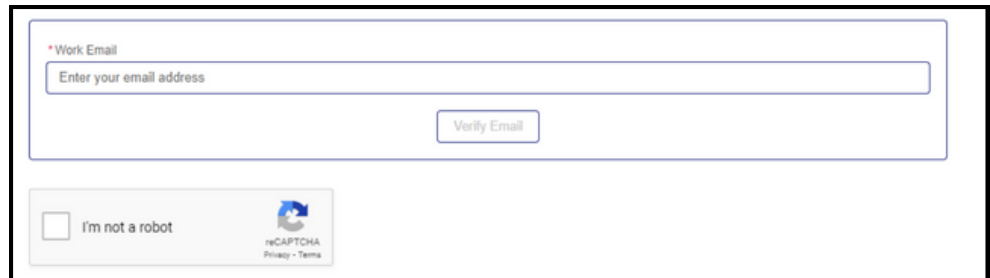
Step 1: Log in to the MAA Portal at <https://portal.maa.org/s/login/> and go to Step 3.

If you do not have an existing account, click "Join/Create account" and complete Step 2.



The MAA Portal login screen features the MAA logo at the top. Below it are two input fields: "Username" and "Password". A blue "Log in" button is positioned below the password field. At the bottom left, there is a link for "Forgot your password?". At the bottom right, a red-bordered button labeled "Join/Create account" is visible. Below this button, a note states: "If you are joining the MAA or registering for an event for the first time, click join/create account."

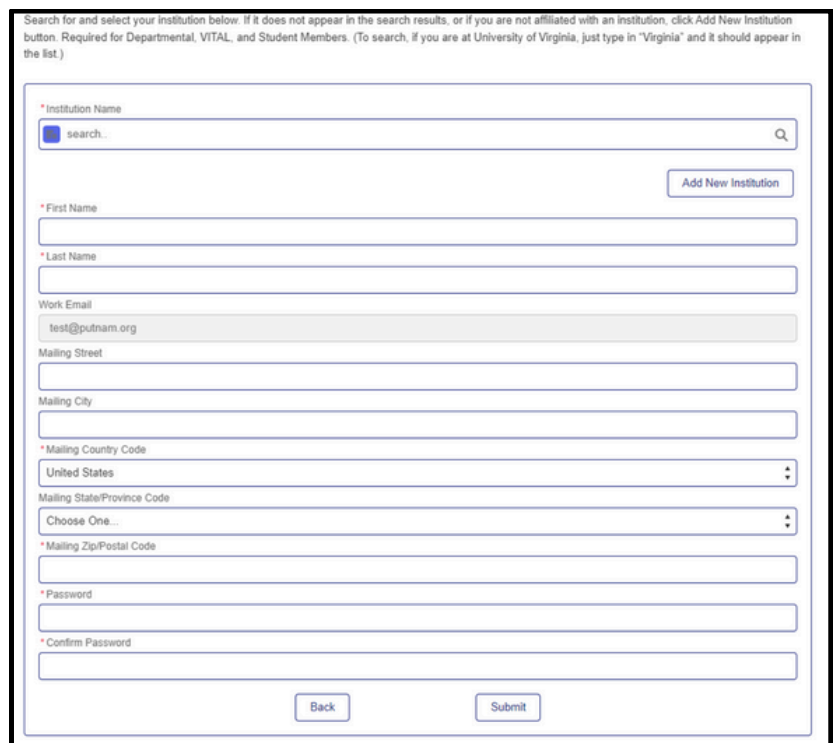
Step 2a: Enter your institutional email, complete the CAPTCHA, and click "Verify Email."



The email verification screen has a section titled "Work Email" with a text input field labeled "Enter your email address". To the right of the input field is a "Verify Email" button. Below this section is a CAPTCHA area with a checkbox labeled "I'm not a robot" and a reCAPTCHA logo with links for "Privacy" and "Terms".

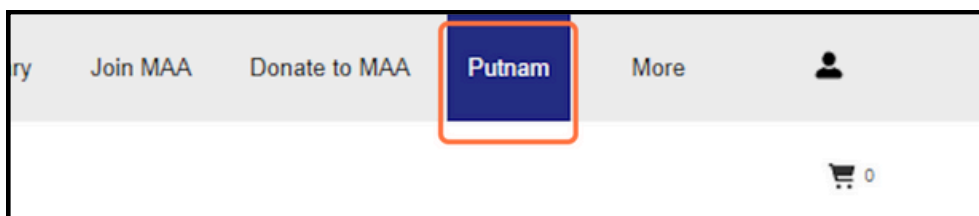
Step 2b: Search for your institution name by beginning to type it into the Institution Name box. If it does not appear in the drop-down list, click "Add New Institution" and enter your institutional information.

Complete your personal contact information, and click submit.

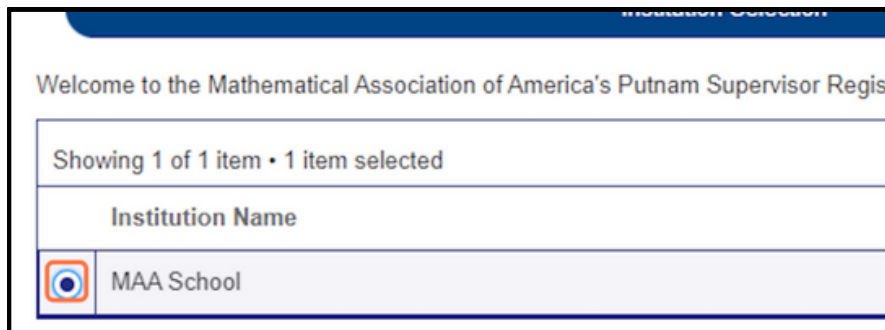


The institution registration form includes a search bar at the top for the "Institution Name" with a magnifying glass icon and a "search..." placeholder. To the right of the search bar is an "Add New Institution" button. Below the search bar are fields for "First Name" and "Last Name". The "Work Email" field is pre-filled with "test@putnam.org". Below this are fields for "Mailing Street", "Mailing City", "Mailing Country Code" (a dropdown menu currently showing "United States"), "Mailing State/Province Code" (a dropdown menu with "Choose One..." selected), and "Mailing Zip/Postal Code". At the bottom are fields for "Password" and "Confirm Password". "Back" and "Submit" buttons are located at the very bottom of the form.

Step 3: Click on 'Putnam' in the upper menu.



Step 4: Select your institution for registration and click 'Next.'



Step 5: Complete the Registration Form, including an institutional email address and a department web page URL that shows you are a faculty member. Click 'Submit.'

A screenshot of the 'William Lowell Putnam Competition Supervisor Registration' form. The form is titled 'William Lowell Putnam Competition Supervisor Registration' and has a progress bar at the top. The progress bar shows 'Registration Details' as the current step. The form contains several input fields: 'First Name', 'Last Name', 'Provide a department website that verifies your position as a faculty member (ex: http://www.site.com)', 'Your Email Provided by Your Institution' (with the example 'you@example.com'), and 'Phone Number'. There are also checkboxes for 'Check here if you are a returning Putnam Supervisor', 'Check here if you are a returning Putnam Grader', and 'Check here if you are interested in serving as Putnam Grader'. At the bottom right, there are 'Back' and 'Submit' buttons.

Step 6: Click 'Confirm Order.'

A screenshot of the MAA Checkout page. The page is titled 'Checkout' and has a navigation bar at the top with links for 'Directories', 'Contact Us', 'MAA Publications', 'MAA Member Library', 'Join MAA', 'Donate to MAA', 'Putnam', and 'More'. The main content area is divided into two columns. The left column is titled '1. Choose a Payment Method' and contains a message: 'There is no payment due. Click the button below to complete your order.' with a 'Confirm Order' button. The right column is titled 'Order Summary' and shows 'Items (1):' with a price of 'Free'. Below this, it says 'Due at Checkout: Free'. At the bottom right, there is a 'Shopping Cart' section showing '2023 William Lowell Putnam Competition Supervisor Registration' with a quantity of 1 and a price of 'Free'.

This completes your Putnam Supervisor Registration. Please allow time for the MAA to vet you and process your registration. Please visit maa.org/putnam for more information on how to register your students and use the competition platform.