

# How To Cancel Your Conference Registration:

**Step 1: Log into the conference site.**

The conference site can be accessed in 2 places.

- 1. Under the specific event on the Education Events pages on our website, [www.tjctc.org](http://www.tjctc.org).

The screenshot shows the TJCTC website navigation bar with links for Justices of the Peace, Constables, Court Personnel, Legal Resources, Online Learning, Contact Us, Log In, Database, Handouts, and 2023 I. Below the navigation bar, there are two event listings: Galveston 20-Hour - November 26 - 29, 2023 and Corpus Christi 20-Hour - January 21 - 24, 2024. The Corpus Christi event is highlighted with a blue border. Below the event listing, there is a description of the event, an agenda, cost information, and a registration link. A yellow arrow points to the registration link.

Galveston 20-Hour - November 26 - 29, 2023

Corpus Christi 20-Hour - January 21 - 24, 2024

January 21 - 24, 2024 at the [Omni Corpus Christi](#) in Corpus Christi, TX

**Agenda**  
The 20-Hour program will include a range of topics including general sessions and breakout rooms.

**Cost**  
Registration cost: \$150. This cost includes a \$60 registration fee and a \$90 overhead assessment.  
Hotel cost: \$165 (\$55 per night for 3 nights)

**Registration**  
Click on this link to register: <https://enroll.tjctc.org/portal/events/reg/participantTypeSelection.do?method=load&entityId=1077161>

- 2. Under My Conference History in your account at <https://enroll.tjctc.org>. My Conference History will appear after you have successfully registered for a conference. If you do not see My Conference History, close your browser, and retry. It may take around 15 minutes after registration to appear.

# Student Home

- Student Home
- My Profile
- My Enrollment History
- My Conference History
- Request New Employee
- My Account History
- My Saved Items
- My Files
- Registration Policies
- Legal Board

Welcome to your Student View.

## My Current Courses

You are not enrolled in any currently scheduled courses.

## My Current Conferences

You are not registered in any currently scheduled conferences.

The Conference History page will look similar to this. Click on the link for the conference to access the conference site.

# Conference History

Sonya Rahrovi  
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Here are your conference registrations (and cancellations).

Current Conferences

## Current Conferences

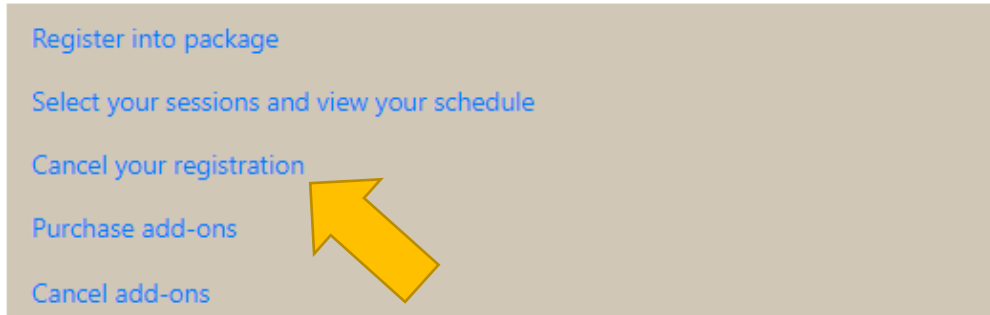
Conference	Registration Package	Conference Dates	Academic Units	CEUs	Final Grade	Actions and Status
<a href="#">20 Hour Justice of the Peace Seminar</a>	Conference Registration	Nov 26 - Nov 29, 2023				Print...

Required fields are indicated by \*.

**Step 2: Choose “Cancel your registration.”**

# Your 20 Hour Justice of the Peace Seminar Registration

What would you like to do?



- Register into package
- Select your sessions and view your schedule
- Cancel your registration
- Purchase add-ons
- Cancel add-ons

**Step 3: Choose a cancellation reason**

## Cancellation Request

Welcome Sonya Rahrovi | [Logout](#)

You have requested to cancel 20 Hour Justice of the Peace Seminar

Provide a reason for your cancellation below. A staff member will review your request and notify you if it is approved and if you are eligible for a refund.

Select a cancellation reason:\*

Other:

Cancel

Submit

Required fields are indicated by \*.

Please select a reason from the dropdown and hit the Submit button. The cancellation will be sent to TJCTC staff for processing.

You will receive an email either confirming or denying your cancellation request. If your cancellation request is submitted 2 weeks prior to the event start date, you will receive a full refund.