How to Purchase Lodging after Registration:

Have you successfully registered but now need to purchase lodging? Please follow these instructions.

*Step 1: Return to the conference site and log in.*

*Step 2: Click on “Purchase add-ons”.*

Your 20 Hour Justice of the Peace Seminar - Lubbock Registration

What would you like to do?

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

*Step 3: Add Lodging*
On the next screen, change the quantity of the Lodging Fee to 1 and click on Continue.

**Conference Registration > Optional Add-Ons**

**Confirmation Message**
- You have 30 minutes to complete the transaction. Your reservations will expire in 29:54.

The following optional add-ons are available with your package:

<table>
<thead>
<tr>
<th>Add-On</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conference Registration</td>
<td>$150.00</td>
</tr>
<tr>
<td>Lodging Fee</td>
<td>$165.00</td>
</tr>
</tbody>
</table>

Select the quantity of each add-on that you would like to purchase.

**Step 4: Answer Additional Information**
The next screen is to gather additional information.

**Room Preference:**

If you are planning to stay in a room by yourself or your spouse/your family, choose *Single/Share with Spouse*.

If you want to stay with another participant, choose *Double Occupancy*. A new field will appear for your preferred roommate’s name. Please enter the name of the participant that you would like to share a room with. If you do not have anyone in mind, you can enter “Anyone”.

**Please take note of the Double Occupancy promo code! Write it down because you will need to enter it on the checkout page. If you do not, you will be charged for lodging.**
Special Needs:

This is your chance to tell us if you need a handicapped room, a room close to the elevator, double beds, any accommodations for accessibility, etc.

Roommate Name:

Seminar Special Needs (Handicap Room, feather pillow allergy, etc.):

Once you have entered all the additional information, you can press on the Continue button.

*Step 5: Review your cart and Pay*

The next screen is the Review and Pay screen.
Please review your cart and confirm that everything looks correct.

Confirmation Message
- You have 30 minutes to complete the transaction. Your reservations will expire in **28:18**.

Profile Information
- View My Profile

My Cart
- Justices of the Peace - Conference Registration

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Price</th>
<th>Discount</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conference Registration</td>
<td>1</td>
<td>$110.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Lodging Fee</td>
<td>1</td>
<td>$165.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Sessions selected

CART TOTAL: $315.00

Payments
- Promo Code
- Enter Promo Code: 

Select a payment method:
- Credit Card
- eCheck
- Other methods

To secure your purchase immediately, choose this option

After clicking Continue Checkout, you will be redirected to another page to complete your purchase securely.

Policy Confirmation
- Contact the program or site administrator for the registration policies for this conference.
- I have read and understand the Registration Policies and approve the settlement of any amount owing with my chosen payment method.

Print Registration Policies

Required fields are indicated by *.
Under Payments, you will see Promo Code. This is where you will enter the Promo Code provided to you if you choose Double Occupancy on the previous page.

Payments

Promo Code

Enter Promo Code:  

You will also see Select a Payment Method. We offer 3 payment methods through this site: Credit Card, eCheck, and Other Methods (Invoice). More information about these options is below.

Select a payment method:

To secure your purchase immediately, choose this option

- Credit Card
- eCheck
- Other methods

After clicking Continue Checkout, you will be redirected to another page to complete your purchase securely.

Under Policy Confirmation, you will need to check the box that you have read and understand our registration policies.
Finally, click on Pay and Register in the bottom right-hand corner.

Payment Methods

- **Credit Card** – If you choose Credit Card, you will be redirected to a secure site to enter your credit card information. Please enter your credit card and contact information and then press Continue. Your payment will be processed, and you will receive an email receipt.

- **eCheck** – eCheck is also known as Electronic Check or ACH. This allows the payment to be pulled from your bank account. If you choose eCheck, you will be redirected to a secure site to enter your banking information. Please enter the requested information and then press Continue. Your payment will be processed, and you will receive an email receipt.

- **Other methods** – Choose this option if you plan to pay with a personal check, county check, money order, or purchase order. If you choose “Other methods”, a new field will appear below. Please choose Agent Invoice from the drop-down menu. It is the only option on this menu. When you click Pay and Register, you will receive a message that your shopping cart has been forwarded to Registration for processing. This means that it has been sent to TJCTC staff to be approved. We will try to approve these as quickly as possible. Once your registration has been approved, you will receive a receipt email which includes an attached invoice.
Select a payment method:

To secure your purchase immediately, choose this option

- Credit Card
- eCheck
- Other methods

Your request will be forwarded to Registration for processing.