

# 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

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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

Welcome Sonya Rahrovi | [Logout](#)

### 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.

Justices of the Peace		—
<b>Conference Registration</b>		<b>\$150.00</b>
Select the quantity of each add-on that you would like to purchase.		
<input type="text" value="0"/>	<b>Lodging Fee</b> You opted for a hotel room, TJCTC will book your hotel room night for 3 nights from Sunday, November 26 <sup>th</sup> – November 29 <sup>th</sup> . TJCTC will book your hotel room reservation two weeks prior to the event. <b>DO NOT CONTACT THE HOTEL TO BOOK YOUR RESERVATION.</b> For any reservation-related questions (additional room nights, change in room type, etc.), please contact the Office Coordinator, April Williams, at <a href="mailto:adw167@txstate.edu">adw167@txstate.edu</a> . Requests for additional room nights outside the seminar dates are based upon availability and on your own for all charges. The contracted group rate is not guaranteed.  The room rate will be \$55.00 per night, payable to Texas State University. You can pay this along with your registration fee as listed on your invoice. You will be responsible for any and all charges on extra nights outside of the seminar dates.  Hotel check-in time is 4:00 p.m. and check-out is at 11:00 a.m. All guests arriving before 4:00 p.m. will be accommodated as guestrooms become available. Luggage storage can be arranged for those arriving early when rooms are unavailable, and for guests attending functions on departure day.	<b>\$165.00</b>

Back

Cancel

Continue

### Step 4: Answer Additional Information

The next screen is to gather additional information.

## Additional Information

Welcome Sonya Rahrovi | [Logout](#)

### Confirmation Message

- You have 30 minutes to complete the transaction. Your reservations will expire in **29:50**.

Please provide additional information related to your registration

#### Participant Preferences

**Participant: Sonya Rahrovi (X000004)**

Room Preference:\*

Single/Share with Spouse

Double Occupancy

If selecting Double Occupancy use promo code "24JP-Galveston" for discount at check out

Meal Preference (Optional):

Gluten-Free

Vegan

Vegetarian

Food Allergies

None

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

Back

Cancel

Continue

Required fields are indicated by \*.

### 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.**

Room Preference:\*

Single/Share with Spouse

Double Occupancy

If selecting Double Occupancy use promo code "24JP-Galveston" for discount at check out

Roommate Name:\*



### 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.

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.

# Review and Pay

Welcome Sonya Rahrovi | [Logout](#)

## Confirmation Message

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

Please review your cart and profile information below. Please continue with your transaction if everything is correct.

## Profile Information

[View My Profile](#)



## My Cart

### Justices of the Peace - Conference Registration

	Quantity	Price	Discount	Subtotal
Conference Registration	1	\$150.00	\$0.00	\$150.00
Lodging Fee	1	\$165.00	\$0.00	\$165.00
<a href="#">Sessions selected</a>				
				\$315.00

CART TOTAL:

\$315.00

## Payments

### Promo Code

Enter Promo Code:

[Apply](#)

### 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.

## 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](#)

[Change Registration](#)

[Cancel](#)

[Pay and Register](#)

Required fields are indicated by \*.

Please review your cart and confirm that everything looks correct.

# Review and Pay

Welcome **Laura Villarreal** | [Logout](#)

## Confirmation Message

- You have 30 minutes to complete the transaction. Your reservations will expire in **28:46**.

Please review your cart and profile information below. Please continue with your transaction if everything is correct.

## Profile Information

[View My Profile](#)



## My Cart

### Justice of the Peace - Conference Registration

	Quantity	Price	Discount	Subtotal
Lodging Fee	1	\$165.00	\$0.00	\$165.00
				\$165.00

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.

## 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](#)

Finally, click on Pay and Register in the bottom right-hand corner.

**Pay and Register**

## 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.

Choose a payment method 

Agent Invoice