

How to Register for a Conference:

Step 1: Accessing the Conference Registration Site

Each conference has its own link for registration. These will be found on our website, www.tjctc.org, under the Education Events for each program. Click on the registration link for the conference that you wish to register for.

In the new window, log in using your new account information under “I have an account already.” Remember that your username is your unique email address. Both the username and password are case sensitive. Also remember that this database does not allow special characters (*#\$%&@) in this new password.

Step 2: Registration Package

After logging in, your screen will look like this. The *Session selection information* will show you available sessions at this conference. However, you only be able to choose your sessions upon registration completion. Click on the Continue button.

Registration Packages

Welcome Sonya Rahrovi | Logout

Select a participant type to show available registration packages.

Justices of the Peace

Conference Registration

Session selection information

Awards:
Academic Units 20.0

The following add-ons are available for purchase with this package. You can choose which add-ons to purchase in a subsequent step.
[Hide this list.](#)

Lodging Fee

You opted for a hotel room, TJCTC will book your hotel room night for 3 nights from Sunday, November 26th – November 29th. TJCTC will book your hotel room reservation two weeks prior to the event. DO NOT CONTACT THE HOTEL TO BOOK YOUR RESERVATION. For any reservation-related questions (additional room nights, change in room type, etc.), please contact the Office Coordinator, April Williams, at adw167@txstate.edu. 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.

\$150.00

Optional \$165.00

Cancel

Continue



Step 3: Option to add-on Lodging

The next screen is your opportunity to add lodging.

If you are NOT requesting lodging at this event, leave the quantity at 0 and press the Continue button.

If you are requesting lodging, change the quantity to 1 and press the Continue button.

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	
Conference Registration	\$150.00
Select the quantity of each add-on that you would like to purchase.	
0	Lodging Fee \$165.00
You opted for a hotel room, TJCTC will book your hotel room night for 3 nights from Sunday, November 26th – November 29th. TJCTC will book your hotel room reservation two weeks prior to the event. DO NOT CONTACT THE HOTEL TO BOOK YOUR RESERVATION. For any reservation-related questions (additional room nights, change in room type, etc.), please contact the Office Coordinator, April Williams, at adw167@txstate.edu. 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.	
Back Cancel	Continue

Step 4: Enter Additional Information

The next screen is to gather additional information. This includes lodging information if you chose to add lodging, meal preferences, and any special needs.

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:

Note: This question will only appear if you have added lodging on the previous page.

If you are planning to stay in a room by yourself or with a spouse/partner/family member, 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:*



Meal Preference:

Please let us know if you have any specific meal preferences. If you choose *Food Allergies*, a new field will appear for you to tell us what kind of food allergy.

Meal Preference (Optional):

☐ Gluten-Free

☐ Vegan

☐ Vegetarian

☒ Food Allergies

☐ None

Name Allergy:*

Special Needs:

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

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

Once you have entered all the additional information, you can click 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
Sessions selected				
				\$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. The blue link to *Sessions selected* will show you the General Sessions that everyone attends. You will be able to choose your other classes after registration and payment.

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
Sessions selected				\$315.00
CART TOTAL:				\$315.00

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.

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. Please contact your county to see if this method of payment is an option.
- 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 the invoice registrations no later than 48 hours after submission. 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

Congratulations! You have successfully registered for a TJCTC event!

If you are ready to select your sessions, please see the instructions for **How to Choose your Conference Sessions**. Reminder – if you chose to pay by Invoice, you will not be able to choose your conference sessions until TJCTC has processed your invoice.