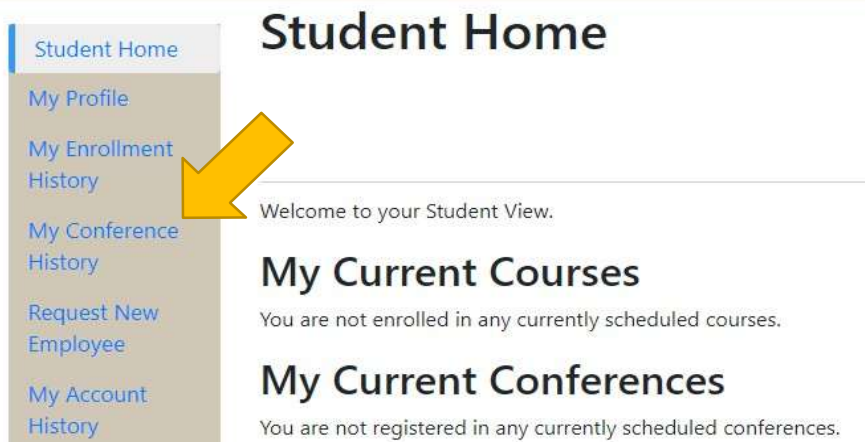


How to Purchase Lodging after Registration:

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

Step 1: Log in to the conference site.

Visit <https://enroll.tjctc.org/> and log in. Click on My Conference History on the left-side menu.



The screenshot shows the 'Student Home' interface. On the left is a vertical sidebar menu with the following items: 'Student Home' (highlighted), 'My Profile', 'My Enrollment History', 'My Conference History' (indicated by a yellow arrow), 'Request New Employee', and 'My Account History'. The main content area on the right has the heading 'Student Home' and a welcome message: 'Welcome to your Student View.' Below this are two sections: 'My Current Courses' with the text 'You are not enrolled in any currently scheduled courses.' and 'My Current Conferences' with the text 'You are not registered in any currently scheduled conferences.'

Once in your Conference History, click on the link for the specific conference you want to edit.

Conference History

Sonya Rahrovi

sr41@txstate.edu — X000004

Here are your conference registrations (and cancellations).

Current Conferences

Current Conferences

Conference	Registration Package	Conference Dates	Academic Units	CEUs	Final Grade	Actions and Status
20 Hour Justice of the Peace Seminar	Conference Registration	Nov 26 - Nov 29, 2023				Print...

Required fields are indicated by *.

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

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: 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.):

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".

If you choose Double Occupancy, 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
Sessions selected				\$315.00

CART TOTAL: \$315.00

Payments

Promo Code

Enter Promo Code:

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](#)

Required fields are indicated by *.

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 **28:46**.

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

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.

Choose a payment method

Agent Invoice