

How to Register for Mock Trial

1. Click on the link:

<https://www.dallasbar.org/index.cfm?pg=events&evAction=showDetail&eid=84685> and click on the blue button on the right that says 'Register Now'

*****NOTE: The registration system does NOT work on Internet Explorer. Please use Chrome or Firefox*****

The screenshot shows the Dallas Bar Association website with a navigation bar at the top. The main content area is titled "2020 Texas High School Mock Trial Team Registration". On the left, there is a logo of a scale of justice and the text "Register for the 41st Annual Texas High School Mock Trial Competition!". Below this, there is a "Details" section with a "Register Now" button highlighted by a red arrow. On the right, there is a "Registration" sidebar with event details, event rates (\$175.00), and social media sharing options. The event dates are January 10, 2020, from 12:00 AM to March 7, 2020, at 9:00 PM.

2. Search for your last name in the 'Last Name' field. Then click 'Continue'.

The screenshot shows the "Choose Registrant" form. It has a header "Choose Registrant" and a sub-header "Register yourself or someone else for this event." Below this, it says "Using the form below, identify who will attend this event." There are three input fields: "Last Name", "Texas Bar Number", and "Member Number". The "Last Name" field is highlighted with a black arrow and the number "1.". Below the input fields, there is a section titled "How should we use the search terms you entered?" with three radio button options. The "Continue" button is highlighted with a black arrow and the number "2.". At the bottom, there is an "Action Items" section with a "Cancel" button and the text "Cancel this registration."

- If you registered online last year – scroll down to find your name and select your profile. Then skip to Step 5. However, if this is your first time registering with us, scroll down to the bottom and click ‘Enter a New Registrant’.

agos, Adam C.
Company: The Willis Law Group

Choose

Not Listed?

Search Again

Enter a New Registrant

For technical assistance, contact MemberCentral.
Call 800-701-4728 or e-mail support@membercentral.com

Action Items

Cancel Cancel this registration.

- You will now create a profile for our system. **This is the information that will be pulled for your invoice.** Please put the school name under ‘Company’. Once you’re done please click ‘Continue’.

2019 - 2020 Texas High School Mock Trial Team Registration
January 10, 2020 12:00 AM - March 7, 2020 9:00 PM

Back to event details

* First Name

* Last Name

* Email

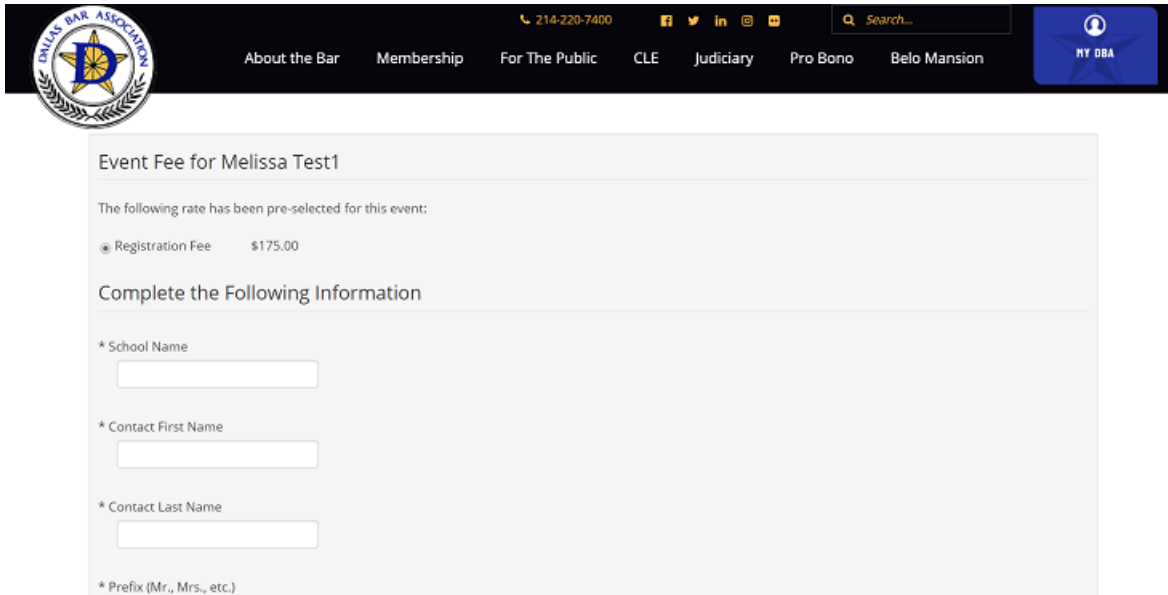
Company

* Home Address

Home Apartment or Suite

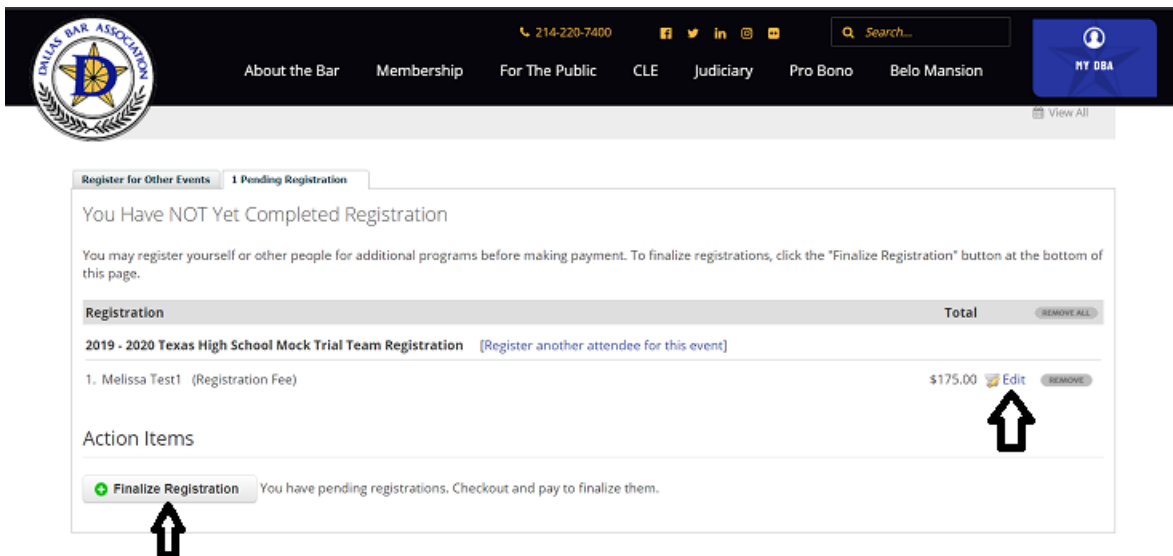
* Home City

5. Now you will be on a new screen with your name and the \$175 registration fee pending on top. Please fill out the following form – **this information is what the program will use to contact you.** Then click ‘**Continue**’ to *Finalize registration and add to your Registration Cart.*



The screenshot shows the Dallas Bar Association website header with the logo, phone number (214-220-7400), and navigation links (About the Bar, Membership, For The Public, CLE, Judiciary, Pro Bono, Belo Mansion). A search bar and a user profile icon labeled 'NY DBA' are also visible. The main content area is titled 'Event Fee for Melissa Test1' and states: 'The following rate has been pre-selected for this event:'. Below this, a radio button is selected for 'Registration Fee \$175.00'. The section 'Complete the Following Information' contains four input fields: '* School Name', '* Contact First Name', '* Contact Last Name', and '* Prefix (Mr., Mrs., etc.)'. All fields are currently empty.

6. At the bottom of the screen click ‘**Finalize Registration**’. If you need to go back and edit any of the information you put in – click ‘**Edit**’ next to the \$175.00. **If you try to go back using your browser buttons it will kick you back to the event page.**



The screenshot shows the Dallas Bar Association website header, similar to the previous image. Below the header, there is a navigation bar with 'Register for Other Events' and '1 Pending Registration'. The main content area displays a message: 'You Have NOT Yet Completed Registration'. Below this, there is a table of registrations:

Registration	Total	REMOVE ALL
2019 - 2020 Texas High School Mock Trial Team Registration [Register another attendee for this event]		
1. Melissa Test1 (Registration Fee)	\$175.00	Edit REMOVE

Below the table, there is an 'Action Items' section with a green button labeled 'Finalize Registration' and a message: 'You have pending registrations. Checkout and pay to finalize them.' Two black arrows point to the 'Edit' button in the registration table and the 'Finalize Registration' button in the action items section.

7. Fill out your credit card info to pay by card then select ‘**Complete Registration**’. A receipt and copy of your registration will be sent to the email you provided.

To pay by check -> proceed to step #8

The screenshot shows the Dallas Bar Association website's 'Event Registrations' page. At the top, there is a navigation bar with the logo on the left, contact information (214-220-7400) and social media icons in the center, and a search bar and 'MY DBA' button on the right. Below the navigation bar, the page title is 'Event Registrations'. A table shows 'Pending Registrations' with one entry: '1 pending registration' for a 'Total Price' of '\$175.00'. Below this is a 'Payment Information' section with the instruction 'Choose from the following payment methods:'. Two tabs are visible: 'Pay By Credit Card' (which is selected) and 'Pay By Check'. The 'Pay By Credit Card' tab contains a 'Payment Information' form with fields for 'Card Number', 'Expiration Date' (with a '(mm/yy)' label), and 'Security Code'. Below these fields are logos for accepted credit cards: American Express, Discover, Mastercard, and Visa. A 'Billing Information' section is partially visible at the bottom.

8. If you would like to pay by check – click on the ‘**Pay by Check**’ tab.

This screenshot is identical to the one above, showing the 'Event Registrations' page. However, the 'Pay By Check' tab is now selected, and a red arrow points to it from the right. The 'Pay By Credit Card' tab is now inactive. The rest of the page content, including the registration table and the 'Payment Information' form, remains the same.

9. Review who the check should be made out to then click ‘Complete Registration’.

Event Registrations

Pending Registrations	Total Price
1 pending registration	\$175.00

Payment Information

Choose from the following payment methods:

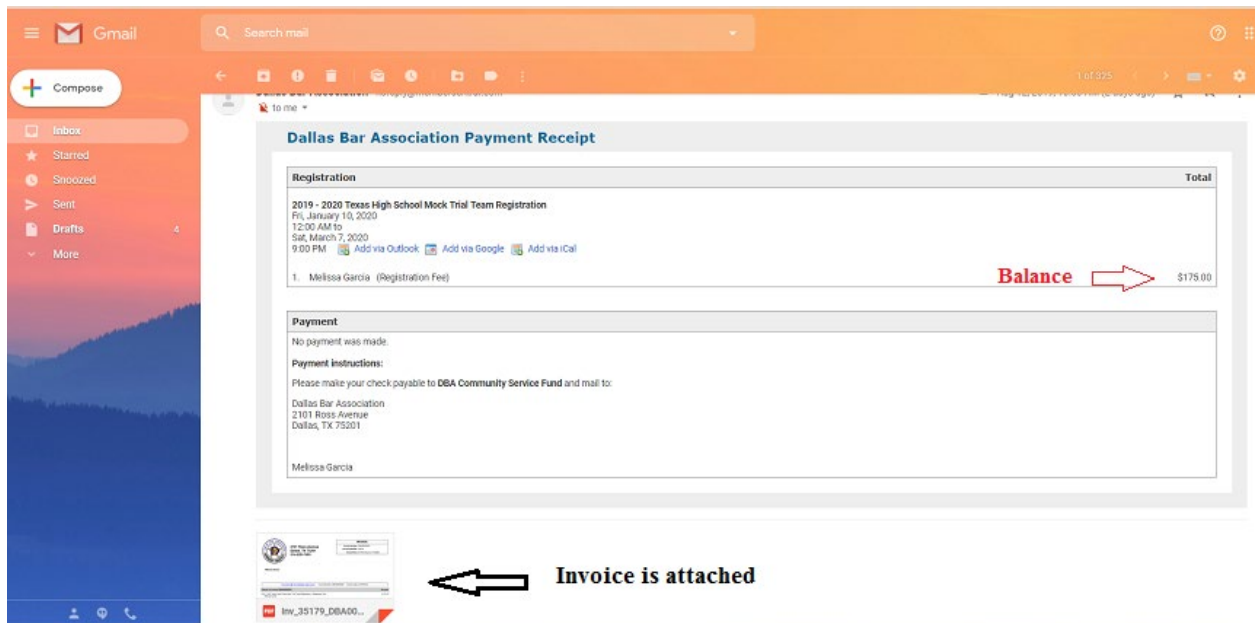
Pay By Credit Card **Pay By Check**

Please make your check payable to **DBA Community Service Fund** and mail to:

Dallas Bar Association
2101 Ross Avenue
Dallas, TX 75201

Complete Registration

10. Check your email for a confirmation receipt and invoice. Please print that out along with our [W9](#) for you to submit to your business office. There will also be a second email with a copy of your registration to keep for your records.



And you're done! If you have any questions feel free to give the State Coordinator a call at 214-220-7484. Would be happy to walk you through the process! **Reminder: Registration and payment must be done by Wednesday, December 16, 2020.**