

# 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. The main content area is titled "Register for the 41st Annual Texas High School Mock Trial Competition". It includes a logo of a scale of justice, a "Register Now" button, and various details about the event, including dates, registration fee, and contact information. A red arrow points to the "Register Now" button.

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

The screenshot shows the "Choose Registrant" form. It includes a "Last Name" field, a "Texas Bar Number" field, and a "Member Number" field. Below these fields are radio buttons for search criteria: "Find matches that begin with the terms I entered", "Find matches that contain the terms I entered anywhere in the field", and "Find matches that exactly match the terms I entered". A "Continue" button is at the bottom. A red arrow points to the "Last Name" field, and another red arrow points to the "Continue" button.

3. 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’.

214-220-7400

Search...

HT OBA

gus, 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.

4. 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’.

214-220-7400

Search...

HT OBA

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

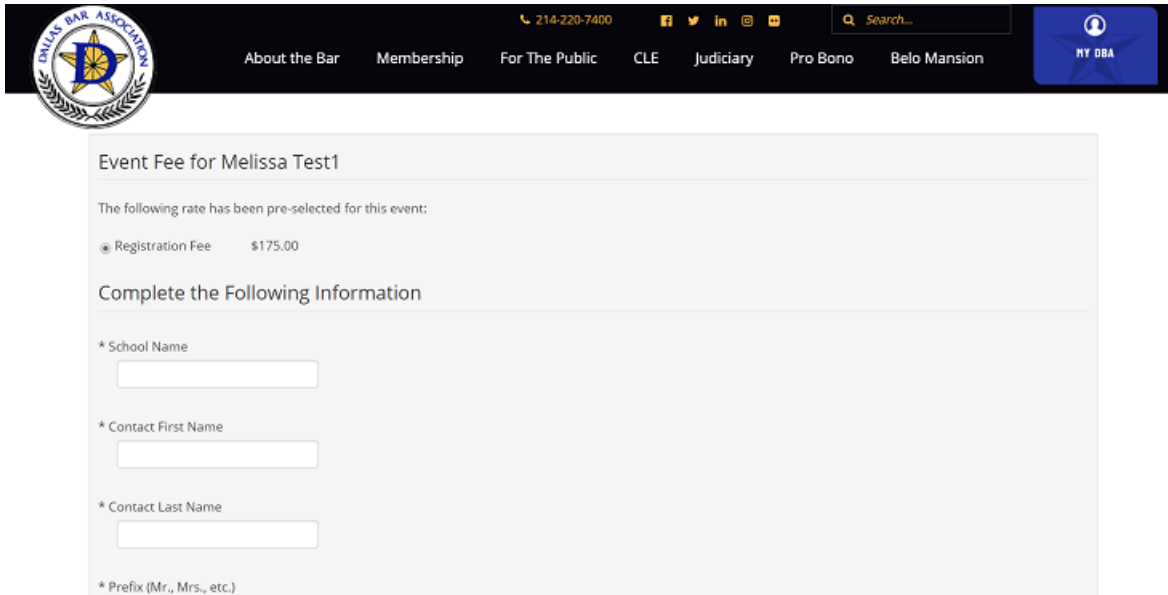
\* Home Address

Home Apartment or Suite

\* Home City

Home State

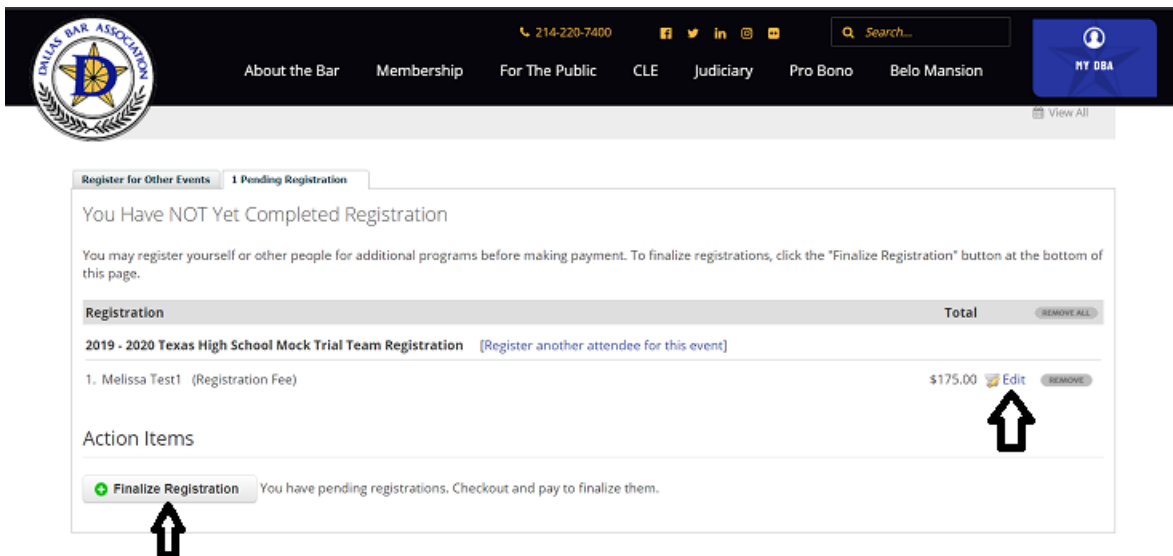
5. Now you will be on a new screen with your name and the \$175 registration fee pending on top. Please fill out the following form – **this information is what the program will use to contact you.** Then click ‘**Continue**’ to *Finalize registration and add to your Registration Cart.*



The screenshot shows the Dallas Bar Association website header with the logo, phone number (214-220-7400), social media icons, a search bar, and navigation links: About the Bar, Membership, For The Public, CLE, Judiciary, Pro Bono, and Belo Mansion. A user profile icon labeled 'NY DBA' is in the top right.

The main content area is titled 'Event Fee for Melissa Test1'. It states: 'The following rate has been pre-selected for this event:' followed by a radio button selected for 'Registration Fee \$175.00'. Below this is a section titled 'Complete the Following Information' with four input fields: '\* School Name', '\* Contact First Name', '\* Contact Last Name', and '\* Prefix (Mr., Mrs., etc.)'.

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.**



This screenshot shows the Dallas Bar Association website header, similar to the previous one, but with a 'View All' link in the bottom right of the header area.

The main content area is titled 'Register for Other Events' and shows '1 Pending Registration'. A message states: 'You Have NOT Yet Completed Registration. You may register yourself or other people for additional programs before making payment. To finalize registrations, click the "Finalize Registration" button at the bottom of this page.'

Below the message is a table with the following structure:

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 is an 'Action Items' section with a button labeled 'Finalize Registration' and the text: 'You have pending registrations. Checkout and pay to finalize them.'.

Two black arrows point to the 'Edit' button in the 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 'Event Registrations' is displayed. A table shows 'Pending Registrations' with one entry: '1 pending registration' for a 'Total Price' of '\$175.00'. Below this is the 'Payment Information' section, which prompts the user to '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 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 credit card payment 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:

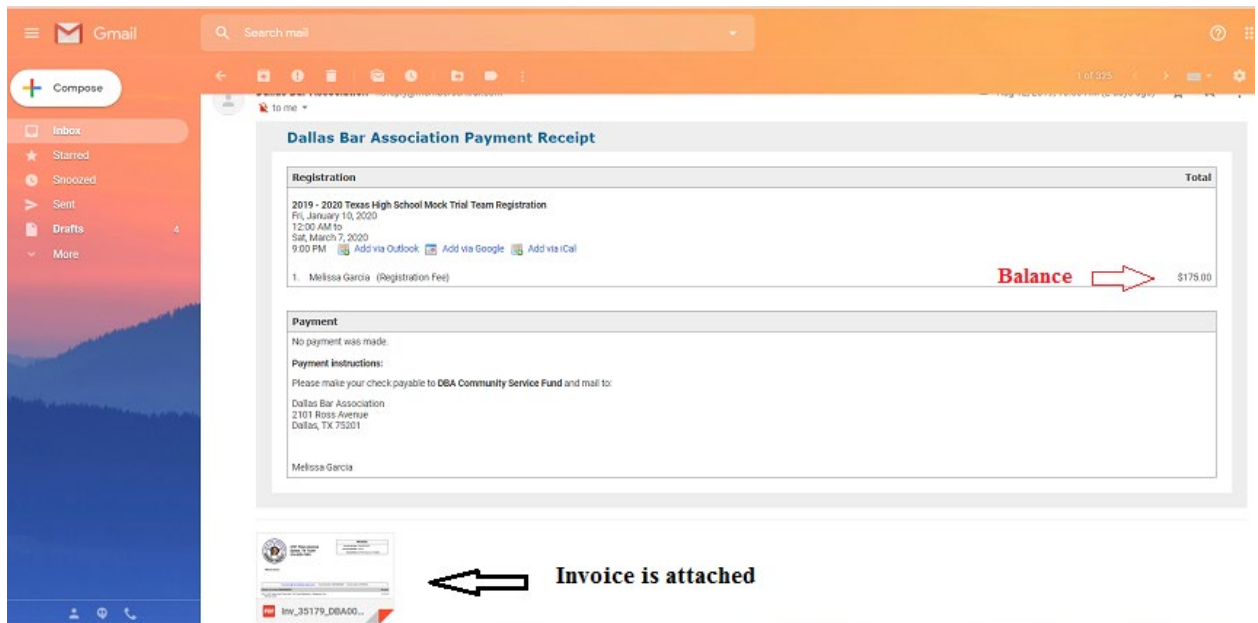
**Pay By Credit Card** **Pay By Check**

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.**