

How to Register for Mock Trial

1. Click on the link:

<http://www.dallasbar.org/index.cfm?pg=events&evAction=showDetail&eid=73584> 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 header includes the logo, phone number (214-220-7400), and navigation links: About the Bar, Membership, For The Public, CLE, Judiciary, Pro Bono, and Belo Mansion. A search bar is also present. The main content area is titled '2020 Texas High School Mock Trial Team Registration' and features a 'Register Now' button highlighted with a red arrow. The page also displays event details, registration rates (\$175.00), and contact information for Melissa Garcia, State Mock Trial Coordinator.

2. Type anything in the 'Last Name' field. Then click 'Continue'.

The screenshot shows the 'Choose Registrant' form. It includes the following fields: Last Name, Texas Bar Number, and Member Number. 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 located at the bottom of the form. A red arrow points to the 'Last Name' field, and another red arrow points to the 'Continue' button.

3. A profile for you will not pop up (this is a new system) → so you will scroll down to the bottom and click ‘Enter a New Registrant’.

4. You will now create a profile for our system. **This is the information that will be pulled for your invoice.** Once you’re done please click ‘Continue’.

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 same website header as above. Below the header, there are two tabs: 'Register for Other Events' and '1 Pending Registration'. The main content area says 'You Have NOT Yet Completed Registration' and provides instructions: '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 instructions 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 green 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 '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 unselected. 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:

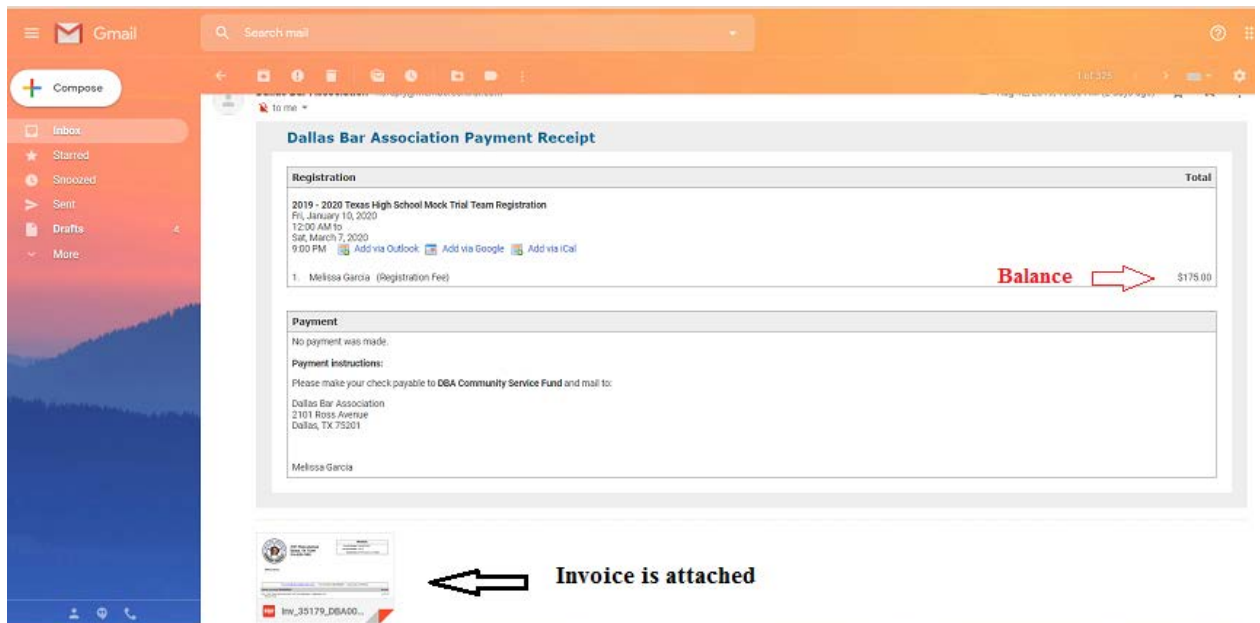
Pay By Credit Card **Pay By Check**

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 Monday, December 16, 2019.**