

How to Register for Mock Trial

1. Click on the link: <https://www.dallasbar.org/?pg=events&evAction=showDetail&eid=107645> 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 information about the registration fee and payment methods. On the right, there is a "Registration" section with a "Register Now" button highlighted by a red arrow. Below the "Register Now" button, there are sections for "Event Rates", "Tell a Colleague", "Add to My Calendar", and "Questions?".

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

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

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’.

214-220-7400

About the Bar Membership For The Public CLE Judiciary Pro Bono Belo Mansion

Search...

MY DBA

Dallas Bar Association

Cargos, 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

About the Bar Membership For The Public CLE Judiciary Pro Bono Belo Mansion

Search...

MY DBA

Dallas Bar Association

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

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), and navigation links: About the Bar, Membership, For The Public, CLE, Judiciary, Pro Bono, and 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, identical to the previous image. Below the header, there are tabs for 'Register for Other Events' and '1 Pending Registration'. The main content area displays a message: 'You Have NOT Yet Completed Registration'. Below this, it says: '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.' A table shows the registration details:

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 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 table and the 'Finalize Registration' button in the action items section.

- 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 registration interface. 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 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. The 'Billing Information' section is partially visible at the bottom.

- 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 same registration page. However, the 'Pay By Check' tab is now selected and highlighted with a red arrow pointing to it from the right. The 'Pay By Credit Card' tab is now unselected. The rest of the page content, including the navigation bar, registration table, and payment form fields, 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.

Dallas Bar Association Payment Receipt

Registration	Total
2019 - 2020 Texas High School Mock Trial Team Registration Fri, January 10, 2020 12:00 AM to Sat, March 7, 2020 9:00 PM Add via Outlook Add via Google Add via iCal	
1. Melissa Garcia (Registration Fee)	Balance → \$175.00

Payment

No payment was made.

Payment instructions:
Please make your check payable to DBA Community Service Fund and mail to:
Dallas Bar Association
2101 Ross Avenue
Dallas, TX 75201

Melissa Garcia

Invoice is attached

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 Friday, December 17, 2021.**