



TBA's Annual Convention – Challenge. Change. Opportunity. Guest Registration Instructions

- First click the **Register Myself** button and select the **In Person Full Registration** option.

When	8/25/2021 - 8/27/2021	REGISTER MYSELF
Where	Hilton Austin 500 East 4th Street Austin	REGISTER SOMEONE ELSE
		My registration status: Not registered
REGISTRATION OPTIONS		
<input type="radio"/>	In Person Full Registration	895.00
<input type="radio"/>	Spouse/Guest Registration	350.00
<input type="radio"/>	Virtual Only Registration	695.00

- Next select **+ Add a guest**

When	8/25/2021 - 8/27/2021	CANCEL MY REGISTRATION
Where	Hilton Austin 500 East 4th Street Austin	REGISTER SOMEONE ELSE
		My registration status: Registered pending checkout
		Edit registrant information
		+ Add a guest
REGISTRATION OPTIONS		
<input checked="" type="radio"/>	In Person Full Registration	895.00
<input type="radio"/>	Virtual Only Registration	695.00

- Enter the **First name** and **Last name** of your spouse/guest and click **Save & Close**.
Note: The system will automatically assign the \$350 guest registration fee to your guest registration.

Register Guest

Prefix (None) ▼

*First name

Middle name

*Last name

Suffix (None) ▼

Designation

Informal name

Title

Organization Enter an organization

Email

Phone

Country United States ▼

Address 3321 Bee Caves Rd Ste 300

SAVE & CLOSE CANCEL

- Lastly, click **Proceed to Checkout** to enter payment information and submit the registration for yourself and your spouse/guest.

Price 350.00

When 8/25/2021 - 8/27/2021

Where Hilton Austin
500 East 4th Street
Austin

CANCEL MY REGISTRATION

REGISTER SOMEONE ELSE

My registration status: Registered pending checkout

Edit registrant information

Add a guest

Registrants

Your Name

Guest Guest

Registration status for Guest Guest: Registered pending checkout

Edit registrant information for Guest Guest

PROCEED TO CHECKOUT