Here are instructions for registering everyone at once.

1. Go to <u>www.tml.org</u> and click 'Member Login' at the bottom of the page;

| RESOURCES POLICY | EDUCATION | AFFILIATES | CITY CAREERS | RISK POOL | | HOW CAN WE HELP | YOU? | ٩ |
|---------------------|-----------|-----------------|--------------|-------------------|-----------|-----------------|------|---|
| | | | | | | | | |
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| | | | |) (| <u>5®</u> | | | |

2. Enter your username and password;

| RESOURCES | POLICY | EDUCATION | AFFILIATES | CAREERS | POOLS | номе | Sign In Cart | |
|-----------|--------|--|--|--|--|---------------------------------------|---------------------------|---|
| | | WELCOME Welcome to your update listed under the "My Acc contact us at database@ | d TML online features. ount" menu item. If yo tml.org or 512-231-740 | Once you are logg ou have any questio 30. Thank you. | ged in you will fin ons regarding the | d many of the on se online feature | ine features s, please | SAFETY WEBINARS If you are looking for safety webinars, Please go to: https://tmlirp.webex.com |
| | | | Usernamo | 8 | | | | JOB OPENINGS If you are looking for job openings, please click here |
| | | | Password Required | e signed in | | | | BECOME A TML ASSOCIATE MEMBER If you are looking for the TML Associate Member application, please click here |
| | | | Forgot use | Sign In ername? Forgo | t password? | | | |
| | | CREATE ACC | OUNT | | | | | |
| | | Click here if you do no | ot currently have a T | ML account. | | | | |

3. Once you enter your account, go to the 'My Account' tab which should bring a drop-down menu and select 'Register Online';



4. Then find the conference on the calendar; (TOWARDS THE BOTTOM OF THE LIST, IT SHOULD SAY 6/12/2024 2024 TCAA Summer Conference South Padre Island M1753)

UPCOMING EVENTS

| | | | Export - |
|-----------|---|--------------------|------------|
| Date | Title | City | Event Code |
| 3/11/2024 | Texas Reception at NLC congressional City Conference | Washington, DC | M1752 |
| 3/14/2024 | Public Funds Investment Act Training | Waco | M1739 |
| 3/14/2024 | TML Midyear Conference | San Marcos | M1737 |
| 3/26/2024 | TCAA Paralegal Webinar | Webinar | M1754 |
| 4/4/2024 | William "King" Cole - Session 2 | San Antonio | M1723 |
| 4/10/2024 | TML Leadership Academy | Round Rock | M1727 |
| 4/11/2024 | Reshaping the Municipal Annexation Landscape | Webinar | M1748 |
| 4/14/2024 | GFOAT Spring 2024 Conference | Round Rock | M1750 |
| 4/26/2024 | TCMA Ethics Train the Trainer (INVITATION ONLY TO REGISTER) | Austin | M1731 |
| 5/2/2024 | Small Town Conference | Granbury | M1746 |
| 5/23/2024 | TML Budget & Tax Rate Workshop | Bastrop | M1745 |
| 6/5/2024 | 2024 TAMIO Annual Conference Sponsorship | San Antonio | M1749 |
| 6/12/2024 | 2024 TCAA Summer Conference | South Padre Island | M1753 |
| 6/20/2024 | 2024 TCMA Annual Conference | South Padre Island | M1743 |
| 6/20/2024 | 2024 TCMA Annual Conference Golf Tournament | Laguna Vista | M1744 |
| 6/20/2024 | 2024 TCMA Annual Conference Sponsors | South Padre Island | M1729 |

5. Then click 'Register Myself OR Someone Else'



6. Then add the first attendee from existing contacts or create a new contact if no account for the individual exists.

| Register Someone Else | | o □ × |
|--|-------------------------------------|--|
| Choose a contact to register | | |
| Select an existing contact O Add a new contact | Legal-Legislative Servi | |
| Le Title | ormal ne gal-Legislative e | Primary Address Selected Address Legal-Legislative Services 1821 Rutherford Ln Ste 400 Austin, TX 78754-5101 |
| Org Te | xas Municipal League | Save & Close Cancel |

OR FOR A NEW ACCOUNT:

| Register Someone El | se | ڻ × | |
|-------------------------|-----------------------|--------|----------|
| Choose a contact to r | egister | | ^ |
| ○ Select an existing co | ontact | | |
| Prefix | (None) 🗸 | | |
| •First name | | | |
| Middle name | | | |
| •Last name | | | |
| Suffix | (None) V | | |
| Designation | | | |
| Informal name | | | |
| Title | | | |
| Organization | Enter an organization | | |
| Email | | | |
| Phone | | | Ţ |
| | Save & Clos | e | Cancel |

- 7. Then press 'Save & Close' at the bottom of the page;
- 8. Then repeat the process until all attendees are added;
- 9. Once everyone has been added, answer the questions, then select 'Proceed to Checkout' at the bottom of the page;

QUESTIONS - LEGAL-LEGISLATIVE SERVICES

| Attending the Wednesday Night Reception? | |
|---|----------------|
| ⊖Yes ⊖No | |
| ·If attending Wednesday Night Reception, I will bring one guest at no char | ge. |
| ⊖Yes ⊖No | |
| *Attending the Thursday Night Reception? | |
| ⊖Yes ⊖No | |
| 'If attending Thursday Night Reception, I will bring one guest at no charge | |
| ⊖Yes ⊖No | |
| | Save Responses |

PROGRAMS

ONLY DISPLAY PROGRAM ITEMS IN REGISTRANT'S ITINERARY

| 6/12/2024 Wednesday Night Reception - Additional Guests Quantity (max 10) 1 Add | WEDNESDAY, 12 JUNE 2024 | | | A |
|---|-------------------------|-------------------|------------------------------|---|
| Quantity (max 10) 1 Price 15.00 | 6/12/2024 | Wednesday Night R | eception - Additional Guests | |
| Add | Quantity (max 10) 1 | Price | 15.00 | |
| | Add | | | |
| | | | | |

10. Then you can pay online for everyone's registration at once.

If you need further assistance, please contact Miguel Martinez at 512-231-7424 or miguel@tml.org