



Group & 3rd Party Registration/Payment Instructions

Thank you for your interest in attending the TxABA Annual Conference

Preparing to register a group or another individual:

- 1) **Gather the usernames of everyone you wish to register for the conference.**
 - a. They are required to have a TxABA Account to be registered.
 - b. All email communication regarding the conference will be sent to the email address associated with each username registered.
- 2) The person completing the registration is required to have a TxABA Account. A TxABA account is free and this is the account that the paid invoice will be saved for future reference.
- 3) To receive member prices for the conference the individual must either already be a member of TxABA or you are purchasing their membership with conference registration.
- 4) To receive RBT Member registration prices the individual must have their RBT number already entered in their TxABA Account **AND** either already have purchased RBT Membership or you are purchasing their membership with conference registration.
- 5) To receive Student Member registration prices the individual must have already verified their student status (instructions on www.txaba.org/student) **AND** either already have purchased Student Membership or you are purchasing their membership with conference registration.
- 6) Determine if you are purchasing the CEU package for BCaBAs, BCBA's, or BCBA-D's, they will need to enter their certificate number in their account prior to the conference.
- 7) **Visit www.txaba.org/2026conference to read through registration and payment information.**
 - a. Please email txaba@txaba.org if you have any questions prior to registration.
 - b. Determine if you will pay by credit card or pay by check.
 - i. Please note that if you select pay by check that you will not be able to switch to a card payment, you would need to ask to have the invoice deleted then redo the group registration at the current prices
 - c. Please note that items will stay in your group registration cart for up to 30 days **OR until that registration period ends (early, regular, late).**



Ready to Register and Pay:

- 1) Log into your TxABA account.
- 2) Go to www.txaba.org/group_registration/.
 - a. Link from main conference page and register page.
- 3) Read the instructions.
- 4) Enter the usernames and mark the appropriate checkboxes to purchase per username:
 - a. Conference Registration
 - b. Membership
 - c. CEU Certificate
- 5) Use the 'Add Row' in the top right to add the next username.
- 6) Enter your organization name below, this assists us in locating group registrations.
- 7) Select Submit
- 8) Review your group registration & edit as needed.
 - a. Read and follow the instructions.
 - b. You may view the invoice and print it prior to selecting a payment method.
 - i. If you are sending the invoice to another person in your organization to complete the payment, please check with them before selecting pay by check. Once pay-by-check is selected, we cannot switch to card. You would need to redo the group registration at the current registration prices.
 - ii. Reach out to txaba@txaba.org if you have questions
- 9) Select "Pay with Card" or "Pay by Check"
 - a. Once you select pay by check, we cannot switch to card. You would need to redo the group registration at the current registration prices.
- 10) After completing the payment process, the invoice will be available in your TxABA account profile and you should receive an email documenting the individuals you registered