

New Process: Accessing the Hotel Link to Secure Hotel Room in County and District Clerks' Association (CDCAT) Winter Conference Room Block

1. Register for Event (Same way you have previously registered.)

After finding the event in the Events Calendar on County.org, the user will be prompted to enter their login credentials.

The screenshot shows the Texas Association of Counties Membership Portal. At the top, there is a navigation bar with the TAC logo, the text "TEXAS ASSOCIATION of COUNTIES", and buttons for "Calendar of Events", "Member Portal", and "Contact Us". Below this is a secondary navigation bar with dropdown menus for "Member Services", "Education & Events", "Resources", "Texas Counties 101", and "About TAC", along with a search icon. The main content area is titled "Sign In" and includes a form with fields for "Username" and "Password", a "Sign In" button, and links for "Forgot username?", "Forgot password?", and "Create a new account". To the right of the form, there is a note: "For additional login assistance, please contact us by email: TACMembership@county.org or call (800) 456-5974 and ask for login assistance." Below this is a red warning: "Please note: Following five failed login attempts, your account will be temporarily locked out and will require login assistance." There are also links for "WebMD ONE Login Here" and "MyBenefits.County.Org Logon". On the left side, there is a "Welcome to TAC's Membership Portal" section with a "Use the Portal to:" section containing a list of actions: "Register and pay for TAC events.", "Pay association membership dues.", and "Update your contact information." Below that is a "First-Time Users" section with a sub-section for "Elected/appointed officials, event attendees and county staff:" containing a list: "Click 'Forgot username?'" and "Enter your email address, and".

Once the user has successfully registered for the event, they will be taken to the **Order Confirmation** page. On this page, find the yellow box with the Hotel Room Block Information page. Click on the link (click here) and a new tab will be opened in the web browser.

The screenshot shows the "Order Confirmation" page for the Texas Association of Counties. At the top, it says "Texas Association of Counties" and "P.O. Box 2131 Austin, Texas 78768". The main content area is titled "Order Confirmation" and includes the following information:

- Order Number:** 213163.00 (highlighted in yellow with a red arrow pointing to it)
- Order Date:** 11/7/2024
- Bill To:** Test User
- Payment Method:** You will be billed for the balance due - Purchase Order Number .
- Ship To:** Test User, PO Box 1748, Austin, TX 78767-1748

Below this is a table with columns for "Item", "Quantity", "Price", and "Total".

Item	Quantity	Price	Total
County and District Clerks Association Winter Conference When: 2/3/2025 8:00 AM - 2/6/2025 12:00 PM Where: Embassy Suites By Hilton Denton Conference Center 3100 Town Center Trail Denton, TX 78666 United States	1	200.00	200.00
Registration Option: Registration Program Items: <ul style="list-style-type: none">Pre-Conference Sessions - Added	10/30/2024 10:00 AM		
	2/3/2025		
Item Total			200.00
TRANSACTION GRAND TOTAL			200.00

Below the table, there is a "Send another copy to" field with a "Send" button. A note says: "A confirmation is being sent to: applicationsupport@county.org".

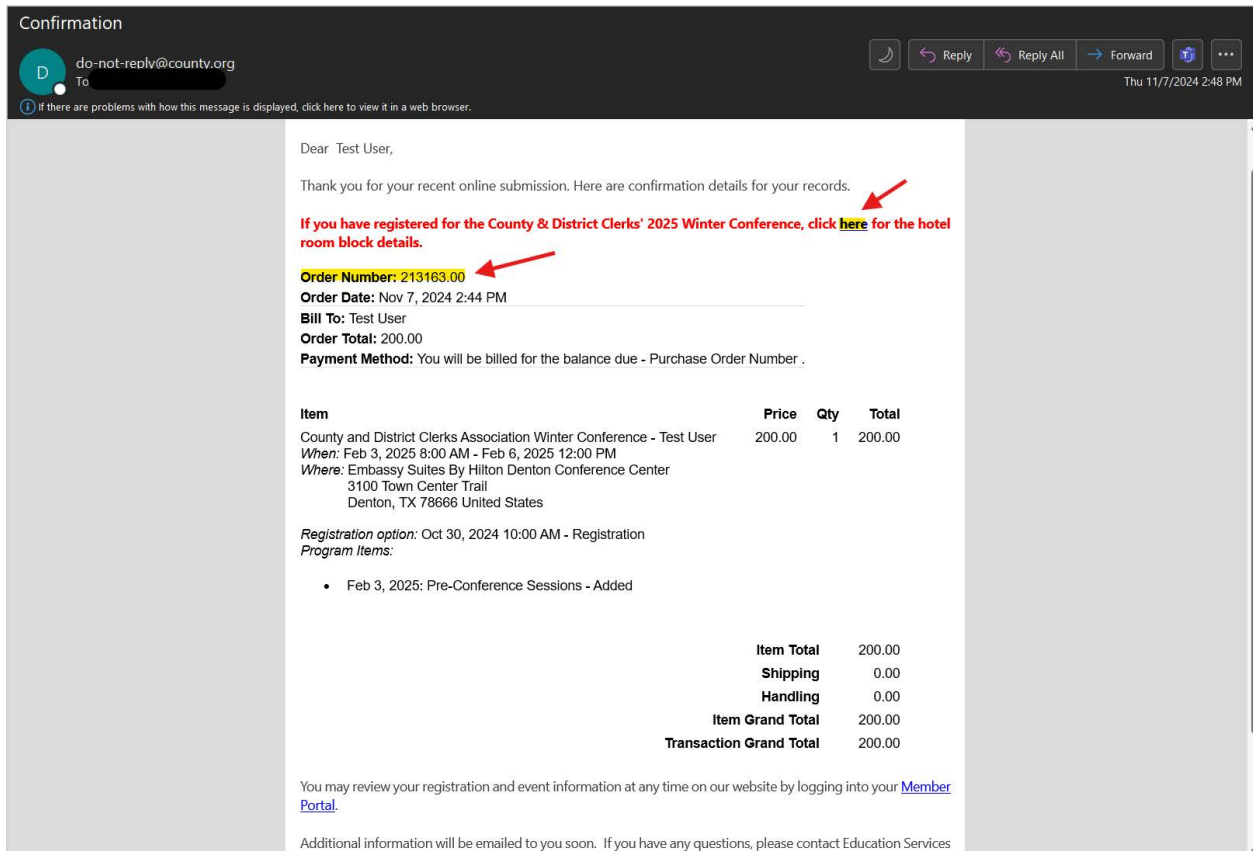
Below the "Send" button, there is a note: "To print a confirmation/invoice page, click on view registration below to be taken to the event registration summary page. If you would like to return to your account page, click on the Back to Account Page button below."

Below this is a yellow box with the text: "To view hotel room block information for the County & District Clerks' 2025 Winter Conference, [click here](#). You will need your order number from above to look up your room block details." (A red arrow points to the "click here" link).

Below the yellow box is a section titled "Billed Event Registrations" with a table:

Date	Event	Location	View registration	Full Name	Balance
2/3/2025	County and District Clerks Association Winter Conference	Denton, TX	View registration	Test User	200.00

****Note:** The order number and the link to the hotel room block information page can also be found in the order confirmation email. See screenshot below.



2. Enter Confirmation Information

Once the user has clicked on the link to access the hotel room block info, they will be taken to the page below where they will enter the order number and the registrant's last name.

TEXAS ASSOCIATION of COUNTIES

Calendar of Events Member Portal Contact Us

Member Services Education & Events Resources Texas Counties 101 About TAC

On Behalf Of: (select)

Enter Event Registration Info from Confirmation

• Order Number (from order confirmation page online, or from order confirmation email)

• Enter at least the first 3 characters of the attendee's last name

Find

Please enter your search criteria to view results

3. Access the Booking Link

If the user has entered the correct order number and last name, the hotel room block information will appear.

Enter Event Registration Info from Confirmation

• Order Number (from order confirmation page online, or from order confirmation email)

• Enter at least the first 3 characters of the attendee's last name

Find

[Room Block Details](#)

Thank you for registering to attend the 2025 CDCAT Winter Education Conference in Denton!

The conference, scheduled for February 3-6, will be at the Embassy Suites by Hilton Denton Convention Center.

The County and District Clerks' Association of Texas will have a block of rooms at this host hotel.

Visit the [Embassy website](#) to make a reservation in the County and District Clerks' Association room block. *Please confirm your check-in and check-out dates for your stay.*

Direct link to reservations:

If you have any questions, please email Sam Burke at samb@county.org or Luz Hinojosa at luzh@county.org, or contact them at (800) 456-5974.

If the host hotel is full and you would like to add your name to the waiting list, contact Sam Burke at samb@county.org or (800) 456-5974. We recommend making a reservation at an overflow hotel ([listed here](#)), even if your name is on the waiting list.

Association and conference management services provided by the Texas Association of Counties

Error Message

If the order information they have entered is not correct, they will receive an error message stating “There are no records.” Check the order number and re-enter it and the last name of the attendee.

Enter Event Registration Info from Confirmation

• Order Number (from order confirmation page online, or from order confirmation email)

• Enter at least the first 3 characters of the attendee's last name

Find

[Room Block Details](#)

There are no records.

Message: Hotel Room Block Full

Once the hotel room block is full, the Confirmation screen will include that in red letters. If you get this page with this message, please contact Sam Burke (samb@county.org) or Luz Hinojosa (luzh@county.org) to be added to the waitlist. We encourage you to secure a room at one of the overflow hotels listed on the event page.

Enter Event Registration Info from Confirmation

* Order Number (from order confirmation page online, or from order confirmation email)

* Enter at least the first 3 characters of the attendee's last name

Find

Room Block Details

Thank you for registering to attend the 2025 CDCAT Winter Education Conference in Denton!

Conference Dates

The conference, scheduled for February 3-6, will be at the Embassy Suites by Hilton Denton Convention Center.

Host and Overflow Hotels

The host hotel, Embassy Suites by Hilton Denton Convention Center, has **officially sold out of the room block for the group**. Visit the [Hotel Page](#) for list of overflow hotels.

Wait List

If the host hotel is full and you would like to add your name to the waiting list, contact Sam Burke at samb@county.org or (800) 456-5974. We recommend making a reservation at [an overflow hotel](#), even if your name is on the waiting list at the host hotel.

Questions

For further information, please email Sam Burke at samb@county.org or Luz Hinojosa at luzh@county.org, or contact them at (800) 456-5974.

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