



## 2026 SPRING RETREAT

### INSTRUCTIONS FOR REGISTRATION

1. Click the event registration link.
2. Choose **CREATE AN ACCOUNT** located at the bottom right corner of the login box.
3. Complete the required profile information on the next three screens. (Please note that if you are registering on behalf of someone else, use that person's contact information for the account, including email address. The email address is the unique identifier for the account holder/registered individual.)
4. If your email address is already in the system, you will receive an alert and be prompted to use the **FORGOT PASSWORD** link to reset your password.
5. Once you are logged in, choose EVENTS from the left-hand menu dropdown and select **UPCOMING EVENTS**.
6. Choose the Spring Retreat REGISTER button and follow the prompts to register for the event.

**PLEASE NOTE:** PAC events, including the PAC Golf Tournament and Party FORE PAC tickets, must be purchased under a separate transaction using personal dollars. Corporate dollars, by Texas law, are not accepted for PAC events.

- The system will display the following alert message if you attempt to purchase the Spring Retreat and the PAC golf tournament/Party simultaneously.

*"First Name Last Name is not eligible to register for this event."*

- Simply remove one of the events from your cart and purchase it separately. PAC events are fundraising events and must be paid for with personal funds. Corporate dollars, by law, are not accepted.

Check your Spring Retreat email confirmation for the link to add the PAC Golf Tournament and/or Party FORE PAC tickets.