

Texas Chapter of The Wildlife Society Annual Meeting

Registration Instructions for SPONSORS & EXHIBITORS

1. Visit <https://tctws.org/annual-meeting-2/registration/> and click **Exhibitor & Sponsor Portal** link.
2. From the registration login portal, start by searching for your account. In the New Account Profile box, click the **Find My Account** button (2A). (NOTE: If you already know your account login, enter your information in the Access Your Profile box and Login (2B). Skip to Step 5.)



FIRST-TIME USER

RETURNING USER

2A



Find My Account

Click Here to Create a Profile

Enter your email and password to access your account.



Account Email



Account Password

2B



Login

Reset Password

3. Enter your Last Name and Email Address to lookup your account.

Find Profile

First Name

Last Name *

Email *

Next




- If your email address is in our system, you will be given several options for accessing your account. Choose one of the methods provided to gain access to your existing account. If your email address is not in our system, you will be directed through the new account creation process.



TEXAS CHAPTER
THE WILDLIFE SOCIETY
Established 1965


Your email address is already in the system: **cristygburch@gmail.com**

Please make a selection.

 Send Reset Password Link Click link in email to reset password.	 Send Magic Login Link Please change your password after logging in.	 I Don't Have Access To This Email Contact support for assistance.
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[Back to Login Screen](#)

- After you are successfully logged in, you may be prompted to Create a company profile (first time users). If you have been a Sponsor/Exhibitor with TCTWS in the past, you may already have a company profile (skip to step 6).



TEXAS CHAPTER
THE WILDLIFE SOCIETY
Established 1965

Create Sponsor / Exhibitor Profile

Company Name *

Contact First Name *

Contact Last Name *

Contact Title (*)

Contact Email (*)

CC Email

All email communication to the address above will be sent to this email address as well.

Address (*)

Address 2

76859

Phone

123.456.7890

Fax

Website

www.companyname.com

Company Description

Our company works to make you more efficient.

Organization Logo


[Choose File](#) Screenshot ... 113419.png

Success!

[Cloudflare](#)

[Create Sponsor / Exhibitor Profile](#)

6. Select Purchase Items.



TEXAS CHAPTER
THE WILDLIFE SOCIETY
Established 1965

[Profile Home](#)
[Sponsor / Exhibitor Home](#)
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Company profile has been added.
Please begin your registration now.

2024 TCTWS Sponsors & Exhibitors

Menu

- [Exhibitor Home](#)
- [Purchase Items](#)
- [Staff Registration](#)
- [Company Profile](#)
- [Invoice](#)

Welcome to your Sponsor/Exhibitor Portal!

- Click **Company Profile** to:
 - Update your company information
- Click **Purchase Items** to choose your Sponsorship Level and Exhibiting opportunities to increase your visibility to conference delegates.
- Use **Staff Registrations** to allocate your Complimentary or Purchased Registrations for your staff who will be attending the Conference
- Ready to submit Payment? **Checkout** to proceed to your cart and Submit Payment
- Need a copy of your Invoice? Click **Invoice** to download a PDF.

7. Select your Sponsorship level. If you are only interested in being an exhibitor, select Exhibit only (booth fees will be shown in the next step).

2024 TCTWS Sponsors & Exhibitors

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Sponsorship Selections

USD \$0.00
Proceed to Next Screen

NOTE: This page has required fields which are marked with *. Make selections and continue below.

SPONSORS AT EACH LEVEL WILL BE RECOGNIZED ON SOCIAL MEDIA AND THE MEETING WEBSITE,
AS WELL AS RECEIVE ACKNOWLEDGEMENT AT THE MEETING

THANK YOU GIFT PROVIDED IS PROPORTIONATE TO DONATION LEVEL

SPONSORSHIP LEVELS

	BRONZE \$1,000	SILVER \$2,500	GOLD \$5,000	PLATINUM \$10,000
CONFERENCE REGISTRATION	2	3	6	8
PRESIDENT'S RECEPTION TICKETS	2	3	6	RESERVED TABLE
AWARDS BANQUET TICKETS	2	3	6	RESERVED TABLE
EXHIBITOR BOOTH	-	-	1	1
FULL AD ON CONFERENCE WEBSITE	-	-	-	1
BAR SPONSORSHIP	-	-	-	1
THANK YOU GIFT	-	X	X	X

Sponsorship Level Options *

Sponsorship Level Options *

If you do not wish to purchase a Sponsorship, select Exhibit Only below.

☐ Platinum Sponsor

Includes 8 conference registrations, reserved table at President's reception and Awards Banquet, 1 exhibitor booth, full ad on conference website, bar sponsorship, and thank you gift.

\$10,000.00

☒ Gold Sponsor

Includes 6 conference registrations, 6 tickets to the President's Reception, 6 tickets to the Awards Banquet, 1 exhibitor booth, and a thank you gift.

\$5,000.00

☐ Silver Sponsor

Includes 3 conference registrations, 3 tickets to the President's Reception, 3 tickets to the Awards Banquet, and a thank you gift.

\$2,500.00

☐ Bronze Sponsor

Includes 2 conference registrations, 2 tickets to the President's Reception, and 2 tickets to the Awards Banquet.

\$1,000.00

☐ Exhibit Only

Select this option if you only want to be an exhibitor. Exhibitor fees will be calculated on the next pages. Exhibitor fee includes 1 booth, 1 conference registration, 1 ticket to the President's Reception, and 1 ticket to the Awards Banquet.

\$0.00

Proceed

8. Continue through the registration screens, selecting applicable options and any additional items.

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2024 TCTWS Sponsors & Exhibitors

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Exhibiting Opportunities

USD \$5,000.00
Proceed to Staff Registration

EXHIBITORS WILL BE RECOGNIZED ON SOCIAL MEDIA AND THE MEETING WEBSITE, AS WELL AS RECEIVE ACKNOWLEDGEMENT AT THE MEETING

Exhibitor Options

☒ Complimentary Booth \$0.00
** GOLD / PLATINUM SPONSORS ONLY ** Please select to receive your complimentary booth.

ADDITIONAL 6' TABLE

0

\$50.00 / each

PURCHASE ADDITIONAL EXHIBITOR MEETING REGISTRATIONS

You may purchase up to 4 additional exhibitor registrations. Each registration includes 1 Meal/Drink Ticket for receptions.

☐ 1 x EXHIBITOR REGISTRATION \$100.00

☐ 2 x EXHIBITOR REGISTRATIONS \$200.00

☐ 3 x EXHIBITOR REGISTRATIONS \$300.00

☐ 4 x EXHIBITOR REGISTRATIONS \$400.00

Unselect

Proceed

9. Use the Review & Checkout screen to verify your registration items. The list will show your discounted registration. If you added any additional items, you will see them listed and have the option to pay via Credit Card or Purchase Order. (**NOTE:** While the pay by credit card button is called 'PayPal', you do not need a PayPal account to pay by card.)

Credit Card Payments

- Click Continue to Payment button
- On the following screen, click the PayPal button which will open a PayPal login screen.
- You may log in to your PayPal account OR click the **Pay with a credit or Visa Debit card** button.
- You will be asked to enter an email address, you may continue to **bypass creating a PayPal account by continuing as a Guest** and completing the information on the PayPal payment screen. (HINT: Turn off: Save info & create your PayPal account option)

Back to Shopping

Balance Due: \$1,220.00

PAY NOW BY

Credit Card

Purchase Order

Continue to Payment

Registration Items

Sponsorship Level Options - Exhibit Only	\$0.00										
Qty: 0											
Exhibitor Options - STANDARD EXHIBITOR BOOTH	\$550.00										
Qty: 1											
PURCHASE ADDITIONAL EXHIBITOR MEETING REGISTRATIONS - 2 x EXHIBITOR REGISTRATIONS	\$200.00										
Qty: 2											
<div>Cristy Test</div> <table> <tr> <td>Mtg. Registration, Regular</td> <td>\$300.00</td> </tr> <tr> <td>No</td> <td>\$0.00</td> </tr> <tr> <td>Guest ticket - Qty 1</td> <td>\$50.00</td> </tr> <tr> <td>Guest Ticket - Qty 2</td> <td>\$120.00</td> </tr> <tr> <td>Prescribed Fire for At-Risk Species Workshop</td> <td>\$0.00</td> </tr> </table>	Mtg. Registration, Regular	\$300.00	No	\$0.00	Guest ticket - Qty 1	\$50.00	Guest Ticket - Qty 2	\$120.00	Prescribed Fire for At-Risk Species Workshop	\$0.00	
Mtg. Registration, Regular	\$300.00										
No	\$0.00										
Guest ticket - Qty 1	\$50.00										
Guest Ticket - Qty 2	\$120.00										
Prescribed Fire for At-Risk Species Workshop	\$0.00										
Total Amount Invoiced:	USD \$1,220.00										
Total Amount Paid:	USD \$0.00										
Balance Due:	USD \$1,220.00										

Download PDF Invoice

For Credit Card Payments:

On the PayPal popup window, either enter your PayPal information or click the 'Pay with Credit/Debit Card' button if you do not have a PayPal login. Fill out the information required and submit payment. (**NOTE:** If you do not have a PayPal account and do not wish to create one, uncheck the create account button before submitting your payment. If you don't have a PayPal account and your checkout button doesn't say '**Continue as Guest**', you have not unchecked the create account button.)

For Purchase Orders:

Complete the fields listed and click PAY. Reference number is required – if you do not have a specific PO number, please enter any key in the field to proceed.

Payment Details - Purchase Order Payment for Cristy Test

Please complete the fields below. Include your Purchase Order number when asked for the Payment Reference number.

**MAIL PURCHASE ORDERS TO: TCTWS, 1262 US HWY 180 W
Rotan, TX 79546**

Payment Method	Purchase Order
Payor Name ?	Payor Name or Organization
Reference Number	Payment Reference Number

Payment Amount
\$75.00

Pay

- Any Complimentary registrations included as part of your sponsorship/exhibitor status will be listed under the Staff Registration section. You will need to assign badges to your staff.

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USD \$5,000.00

Proceed to Checkout

You must select a Sponsorship and/or Exhibit item before adding staff registrations.

Your Sponsorship and/or Exhibit purchases will display the complimentary and purchased registrations below.

Click Add Name For Badge button to assign it to a staff member who will be on-site at the conference.

Registered: 0 • Available Passes: 8 • Passes Used: 0

Add Additional Exhibitor Staff

Send Invoices

Add Name For Badge

Gold Sponsor - Complimentary Conference Registration

Discount Applies To: Mtg. Registration, Regular

Add Name For Badge

Gold Sponsor - Complimentary Conference Registration

Discount Applies To: Mtg. Registration, Regular

Add Name For Badge

Gold Sponsor - Complimentary Conference Registration

Discount Applies To: Mtg. Registration, Regular

11. Check for existing Staff before adding a new contact.

Add Attendee's Registration

Add Existing Contact

Select a Contact:

Burch, Cristy - texas.chapter@tctws

Add Existing Contact

Add New Contact

All contacts must have a unique email address.

First Name

Last Name

First Name

Last Name

Email

Company

Job Title

Email

Test Company

Job Title

City

State

Country

Menard

TX

United States

Add New Contact

12. You can substitute attendees or designate additional company administrators from the staff registration page.

Send Invoices

Add Additional Exhibitor Staff

Wendy Anderson

Status: Incomplete

Make Admin

Substitute Attendee

Remove

Update Registration

Upload Profile Image

Add Name For Badge

Gold Sponsor - Complimentary Conference Registration

Discount Applies To: Mtg. Registration, Regular

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13. Update your Company profile (add logo image, social media links) at any time by visiting the Company Profile on your Sponsor/Exhibitor landing page.

Profile Home Sponsor / Exhibitor Home Logout Admin

2024 TCTWS Sponsors & Exhibitors

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Company Info Company Address Staff Contacts

Below lists all contacts currently associated with your Company Profile. Only contacts who have been previously tied to your Company Profile will appear on the list. New company contacts will appear on the list after they have been registered for this year's conference.

You may remove contacts to update the list with current contacts only. The option to "Make Admin" will allow access to all functions of the exhibitor portal, we recommend only providing Admin access to the main point of contact.

Adding a contact on this page will not register them for the conference, it is adding them as a contact to your company's profile.

Add Contact

Manage Contacts

Cristy Burch
Company Admin
texas.chapter@tctws.org

Contact Info **Make Public** **Upload Profile Image**

Remove Admin **Remove From Company**

Change Primary Contact

Current Admin:
Cristy Burch
texas.chapter@tctws.org
Contact ID: 1

Update Primary Contact

Profile Home Sponsor / Exhibitor Home Logout Admin

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Company Info Company Address Staff Contacts

Update Sponsor / Exhibitor Profile

Organization Logo

Select **Delete**

Recommended size within 1000 px wide x 250 px tall

Company Name *
Test Company

Website
www.companyname.com

Company Description

Our company works to make you more efficient.

LinkedIn URL
https://...

Facebook URL
https://...

Twitter URL
https://...

YouTube URL
https://...

Instagram URL
https://...




Pinterest URL
https://...

Update Sponsor / Exhibitor Profile

You can use the links on the right side of the registration banner to print/email your invoice or go to the conference hotel website to make your lodging arrangements. **The hotel block for reduced room rates will expire well in advance of the meeting, don't wait to make your reservation.**

[Workshops](#)

Review & Check Out

Invoice     

Registration Status: Complete

Visit <https://tctws.org/annual-meeting-2/schedule-and-program/> for program and meeting app information.

See you in February!