

# Registering for an Event on Behalf of Someone Else

1

Navigate to <https://web.cvent.com/event/808ac19f-9495-4a0d-95a9-7b6af41fb8fb/regProcessStep1>



1 Personal Information      2 Session Selection      3 Registration Summary      4 Payment

## Personal Information

Fill out the information below, then click Next to continue.

\* Attendee First name

\* Attendee Last name

\* Email address

## 2 Click the fields and fill out the information

May 13, 2025 – May 14, 2025  
Houston Marriott Sugar Land

1 Personal Information 2 Session Selection 3 Registration Summary

### Personal Information

Fill out the information below, then click Next to continue.

\* Attendee First name

\* Attendee Last name

\* Email address

I'm registering on behalf of this person

Please Note - Group Registrations

Please enter the first registrant's information to begin. After submitting, you will have the option to add additional r

## 3 Click the "I'm registering on behalf of this person" field.

1 Personal Information 2 Session Selection 3 Registration Summary

### Personal Information

Fill out the information below, then click Next to continue.

\* Attendee First name  
Kristie

\* Attendee Last name  
Ondracek

\* Email address  
live.capture.remember.llc@gmail.com

I'm registering on behalf of this person

Please Note - Group Registrations

Please enter the first registrant's information to begin. After submitting, you will have the option to add additional r of 6 or more will automatically receive a 10% discount at checkout.

\* Registration Type

## 4 Put in your information as the leader registering the group

\* Attendee Last Name  
Ondracek

\* Email address  
live.capture.remember.llc@gmail.com

I'm registering on behalf of this person

**Enter your personal information below**  
Once registration is complete, you'll receive a copy of the confirmation email.

\* Your First Name  
[Redacted]

\* Your Last Name  
[Redacted]

\* Your Email Address  
[Redacted]

Please Note - Group Registrations  
Please enter the first registrant's information to begin. After submitting, you will have the option to add additional registrants. Registrants of 6 or more will automatically receive a 10% discount at checkout.

\* Registration Type  
[Redacted]

## 5 Click the correct type

\* Your Last Name  
Ondracek

\* Your Email Address  
kso131976@gmail.com

Please Note - Group Registrations  
Please enter the first registrant's information to begin. After submitting, you will have the option to add additional registrants. Registrants of 6 or more will automatically receive a 10% discount at checkout.

\* Registration Type  
 Member  
 Non-member  
 Non-CPA

\* Are you attending Virtually or In-Person?  
 Virtual  
 In-Person

\* CPA License Number  
\*If Non-CPA, please enter N/A  
[Redacted]

\* For this event, how would you like to hear from our sponsors and/or exhibitors?  
[Redacted]

## 6 Click the correct field

Please Note - Group Registrations

Please enter the first registrant's information to begin. After submitting, you will have the option to add additional registrants. Registrations of 6 or more will automatically receive a 10% discount at checkout.

\* Registration Type

Member

Non-member

Non-CPA

\* Are you attending Virtually or In-Person?

Virtual

In-Person

\* CPA License Number

\*If Non-CPA, please enter N/A

\* For this event, how would you like to hear from our sponsors and/or exhibitors?

Email

Please remove me from sponsor and/or exhibitor contact lists for this event

Mobile

## 7 Click the "\*\* CPA License Number \*If Non-CPA, please enter N/A" field.

Please Note - Group Registrations

Please enter the first registrant's information to begin. After submitting, you will have the option to add additional registrants. Registrations of 6 or more will automatically receive a 10% discount at checkout.

\* Registration Type

Member

Non-member

Non-CPA

\* Are you attending Virtually or In-Person?

Virtual

In-Person

\* CPA License Number

\*If Non-CPA, please enter N/A

\* For this event, how would you like to hear from our sponsors and/or exhibitors?

Email

Please remove me from sponsor and/or exhibitor contact lists for this event

Mobile

Company

## 8 Click the appropriate choice

Non-member

Non-CPA

\* Are you attending Virtually or In-Person?

Virtual

In-Person

\* CPA License Number

\*If Non-CPA, please enter N/A

100086

\* For this event, how would you like to hear from our sponsors and/or exhibitors?

Email

Please remove me from sponsor and/or exhibitor contact lists for this event

Mobile

Company

Title

## 9 Continue to fill out the information

In-Person

\* CPA License Number

\*If Non-CPA, please enter N/A

100086

\* For this event, how would you like to hear from our sponsors and/or exhibitors?

Email

Please remove me from sponsor and/or exhibitor contact lists for this event

Mobile

Company

Title

Cancel

Next

## 10 Click "Next"

100086

\* For this event, how would you like to hear from our sponsors and/or exhibitors?

Email

Please remove me from sponsor and/or exhibitor contact lists for this event

Mobile

402-677-0455

Company

LiveCaptureRememberLLC

Title

Founder

Cancel Next

**cvent**

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## 11 Select the items wanted for the person being registered

– May 14,  
5  
ott Sugar Land

### Registration Items

Select an item and click Next or Submit.

**5/12 Only - No Conference**

ce  
'12

**\$125.00**

Select

**75 remaining (In Person)**

**\$400.00**

Select

**\$400.00**

Select

12

You do not have to click the different sessions; person being registered will be able to come back in select the sessions they are interested in. I would recommend selecting the ethics to update the number remaining if taking ethics.

that the optional May 12th Ethics session must be purchased during registration if you plan to attend. are optional to select below at this time. Sessions can be chosen afterwards closer to May once the agenda is finalized. Attendees will be emailed when it's time to make their selections.

## Sessions

Select the sessions you'd like to attend.

2025

### Optional Day-Before Ethics Session

\$125.00



Deanna Sullivan  
Principal  
SullivanSolutions

Select

65 remaining (In Person)

2025

### Early Bird Session - Executive Retention Planning/Succession Planning

Free

Select

Breakout - Track 1

13

Click "Next"



Jennifer Warawa  
President  
QuickFee

4:40 PM-5:30 PM

### General Session - Sips & CPE - Cybersecurity and AI

Free

Select

Breakout - Track 1  
Room 1

Previous

Cancel

Next

**TXCPA**  
HOUSTON  
FOUNDATION

Register Now

[Already registered?](#)

14 Click "Add Group Member"

The screenshot shows an event agenda page. At the top, there is a table titled "Agenda" with two columns: "Item" and "Date". The table contains the following rows:

Item	Date
Admission Item	
Full Conference	
Sessions	
Optional Day-Before Ethics Session	5/12/25, 1:00 PM - 5/12/25, 4:00 PM

Below the table, there is a blue button labeled "Add Group Member" which is highlighted with an orange circle. To the right of this button are three other buttons: "Previous", "Cancel", and "Next". At the bottom of the page, there is a footer with the "cvent" logo, copyright information "Copyright © 2000-2025 Cvent, Inc. All rights reserved.", and a list of links for various services: "Event Management Software", "Mobile Event Apps", "Survey Software", "Event Venues", "Strategic Meetings Management", "Event Registration Software", "Onsite Solutions", and "Webinar Platform".

15 Register the next person picking the registration type

The screenshot shows a registration modal form titled "Add Group Member" with a close button (X) in the top right corner. The form asks the user to "Choose the registration type for your group member" and provides three radio button options: "Member", "Non-CPA", and "Non-member". The "Non-CPA" option is highlighted with an orange circle. At the bottom of the modal, there are two buttons: "Cancel" and "Next". The background of the page is a blurred image of a city skyline at night with text overlays: "Technology & Accounting Resources Summit (S.T.A.)", "May 13, 2025 - Houston Ma", "Personal", "Krist", "live.capture.remember.llc@gmail.com", "Edit", "Mobile", and "Company".

16 Click "Next"

