

Good Afternoon Coaches:

I'm pleased to announce that online registration for 2018-2019 Middle School Mock Trial is now open. Our friends at the Connecticut Bar Association have graciously agreed to host our online registration this year. The system will accept payment by credit card or electronic transfer/check. The registration deadline is February 5, 2018. To register, please click this link:

<https://members.ctbar.org/event/2018CivicsFirstMS>

A few important notes about the online registration process and the CBA's electronic system:

- (1) As always, if you have multiple teams, please code them as Red, White, Blue, Gold. So, for example, "Weston White."
- (2) There are two tabs on the page. "Attendee Info" contains registration fields such as team name, school, teacher coach and contact information. "Attendee Selections" allows you to choose your date/location for your team.
- (3) When filling in the "Attendee Information," in the "Your Name" field, please list your team name. The first name should be your school name, and the "last name," your color code or "Middle" (Ex. "Conard Middle" or "Weston Red"). The rest of the registration fields should be self-explanatory.
- (4) After you complete the "Attendee Information page," go to "Attendee Selections" and choose your location/date under "Attendee Selections," If you are registering one team, click "Save and Finalize Registration" to go to the payment page. If you are registering multiple teams, click "Save and Add Another Attendee." That will bring up fields to allow you to name your second team, such as "Weston White," and then go to "Attendee Selections" to choose your location/date for your second team. Continue this process to continue adding teams, and then click "Save & Finalize Registration" when you're done adding teams.
- (5) After you "Save and Finalize Registration," the system will bring up an online checkout page with your final amount. You may pay by credit card or electronic funds transfer/check.
- (6) After you pay, you'll receive an e-mail confirmation from the CBA system, and a second receipt from BluePay confirming your payment.
- (7) If you require an invoice from Civics First to allow you to register teams, or if you absolutely must send a paper check and cannot do online registration, please let us know at [info@civicsfirstct.org](mailto:info@civicsfirstct.org). Our treasurer/bookkeeper will send you one.

An e-mail containing revisions to the case and answers to some questions received over the last few weeks will circulate in the next few days. As with last year, we will also contact you a few days before the tournament to give you matchups and courthouse information, including room assignments when available.

As always, please do not hesitate to let me know if you have any questions or concerns.

Best regards,

Jon

Jonathan Weiner  
Civics First Board President