

VIP Information: South (Missouri City, TX) – **Pre-Registration is required**

Location: Congregation Beth El  
3900 Raoul Wallenberg Lane  
Missouri City, TX 77459

**NOTE:** This panel has a cut-off time for signing in on the day of the panel.  
Please read all notes below carefully.

- To register and pre-pay with credit/debit card or pre- register and pay at the event, select the correct panel, then click the link “**Click here to Register Online**”
- Fill out the requested information completely
- Choose your method of payment
  - If you would prefer to pay at the door, select “**ONSITE PAYMENT**”
  - The only acceptable form of ONSITE PAYMENT is **MONEY ORDER** - made out to MADD
  - Pre-registration and payment is *highly recommended*
- Unless court ordered to attend a panel, anyone under the age of 18 will NOT be allowed into a panel. It is highly recommended that anyone court ordered and under the age of 18 be accompanied by a parent or legal guardian.
- You will receive confirmation of registration via email to the email address provided. If you do not receive email verification, follow up with the SETX office (281) 590-2222 to verify your registration was completed.
- To receive a duplicate certificate or if you have questions regarding the panels, call (281) 590-2222. There is a fee for requesting a duplicate certificate. Duplicate certificates will be emailed directly to you. It is your responsibility to send to your probation office or the courts.
- **Sign in process for this location will start no later than 6:15 pm and will stop at 6:45 pm.** NOTE: You MUST arrive in plenty of time to allow time to be signed in by the cut-off time.
- Walk-ins will need to arrive early and have their names placed on the Walk-In roster. At 6:45 pm, we will begin to call walk-ins to fill in the open spots – as they are signed in on the roster only.
  - Classes normally last 2 hours.
  - There will be NO ADMITTANCE once the class has started (**NO EXCEPTIONS**)
  - Walk-Ins will be allowed only if space is available and it will be on a First Come, First In basis.

**Our Requirements:**

- Panel Fee: **\$35.00 by money order or \$38 by credit card.** *There is a \$3 convenience fee assessed when paying with credit card.*

- We do NOT accept cash, checks or credit cards at the actual panel, **MONEY ORDERS only** at the panel.
- MADD SETX does NOT waive Registration fees.
- No alcohol or drug use prior to attendance.
- If you are suspected of using alcohol or drugs, law enforcement will be called. **NO REFUNDS** will be given if you are asked to leave because of suspicion of drug or alcohol use or disrespect during the panel.
- Verification of attendance is given at the conclusion of the panel. You must retain and provide to probation, court admin or any other agency in reference to your case. MADD DOES NOT PROVIDE PROOF OF ATTENDANCE TO COURTS, THIS IS THE RESPONSIBILITY OF THE ATTENDEE.
- Failure to provide proof of attendance may result in additional consequences.
- Weather cancellations will be posted on the panel registration line and website or emailed if registered online.
- If you pay online, but are no longer able to attend that panel, you will need to contact the MADD SETX office by NOON the day PRIOR to the class date to reschedule for another panel and transfer your registration fee. If not rescheduled by noon the day prior, you will access a Reschedule Fee that MUST be paid when attending a class in order to receive credit.
- If asked to leave the panel due to suspected drug and/or alcohol use OR if you choose to leave the panel for any reason before it is over, you will be required to pay the ENTIRE Registration Fee again & a Reschedule Fee (no exceptions).
- All fees MUST be paid IN FULL in order to receive a certificate of attendance. If not paid when attending, the certificate will be held until the payments have been successfully made and then the certificate will either be emailed or mailed to you. Certificates will NOT be sent to the courts or probation offices.