

How to Drop a Card

Type of Action: In-Person (Austin, Capitol)

Time: Est 25

mins

NOTE: The form does NOT work on mobile, bring a laptop or tablet.

What is "Dropping a card"?

"Dropping a card" refers to the action of officially registering your stance (opposition or support). This action can only be taken when a committee is hearing a bill. Dropping a card logs your stance on a bill and submitted to the official bill record. Official records accompany the bill as its moves through the Legislature.

You can only drop a card on a bill being heard by a House committee if you are connected to the public Capitol WiFi. Luckily for us, the WiFi usually reaches outside the building, so you do not have to risk your health or waste your time entering the Capitol building.

When to drop a card?

Dropping a card must be done on Austin's Capitol grounds through a laptop\ tablet with a connection to the Captiols free wifi. A card can only be dropped on the day of the committee hearing. The bill will be available for registration about an hour before the committee is scheduled to start. Typically, registration closes when public testimony is completed, but this is not always the case.

How to drop a Card: Step-by-Step Guide

- → Park at the Capitol:
 - ◆ The Capitol Visitors Parking Garage Address: 1201 San Jacinto Blvd, Austin, TX 78701 Note: The first 2 hrs in the parking garage are free
 - ♦ Here's a map:

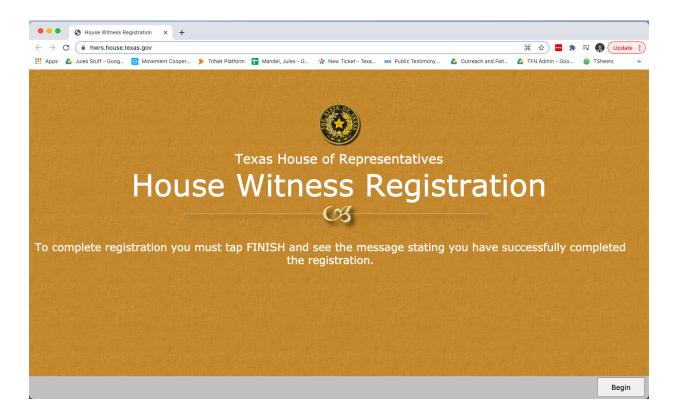


→ Log into Capitol Wifi

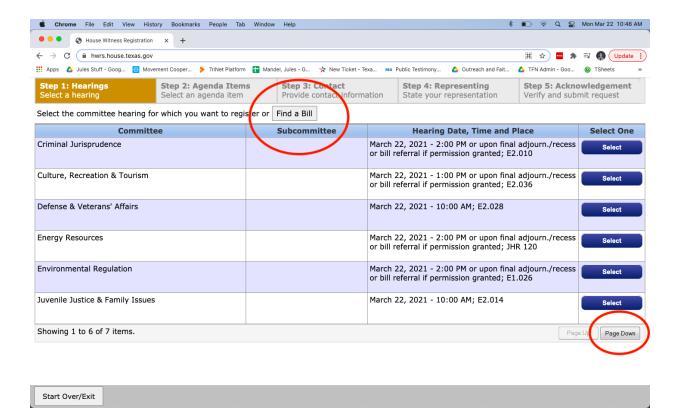
- ◆ Click here for a map to the Capitol grounds and good areas to sit
- ◆ The best device to use will be your laptop computer, but a tablet will work as well. Your cell phone will **not** work with the online portal
- ◆ Note: Do not skip this step. The websites below will only work when you are connected to the Capitol WiFi.

→ Go to the House or Senate Witness Registration Page

- ◆ For House bills (HB ##) go here: http://hwrs.house.state.tx.us/
- ◆ For Senate bills (SB ##) go here: http://swrs.senate.state.tx.us/
- ◆ Note: The screenshots below are from the House website. Senate bills will follow a similar format
- → Below is the first page you will see. Click "Begin" to continue.

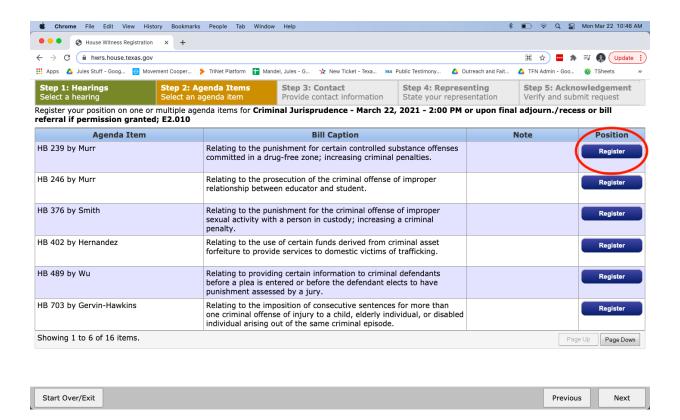


- → Step 1: Select your committee hearing or search for the bill #
 - ◆ You'll see a page full of committee hearings happening on this day
 - ◆ If you know what committee your bill is being hear in, you can select the committee
 - ◆ If you don't know what committee your bill is being heard in you can select "Find a Bill"
 - ◆ Note: Select "Page Down" if you do not immediately see the bill you're looking to register a position for.

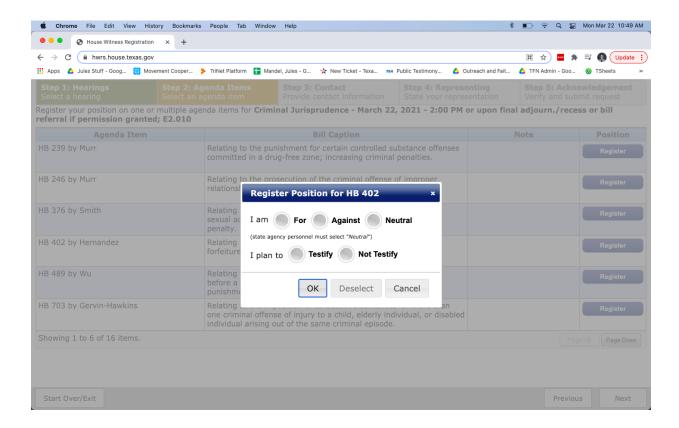


→ Step 2: Agenda Item Selection

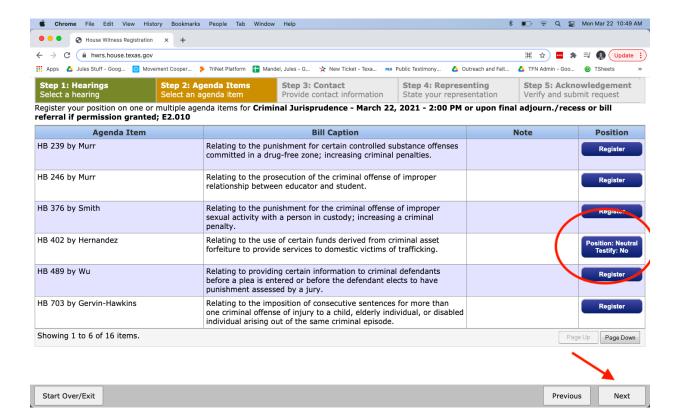
- ◆ Once you find the committee or bill that you want to "register" your position on you select the "Register" button next to that bill
- ◆ A pop-up window will appear.



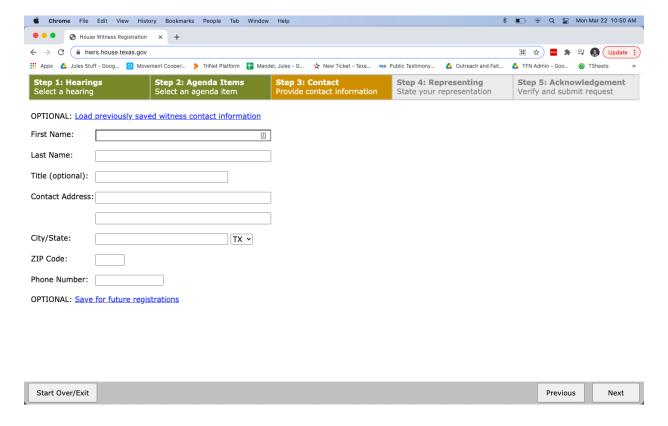
- → Step 2a: Make a selection based on: (1) your position on a bill; and (2) whether or not you plan to testify
 - Select "Against" if it's a bill you're opposing.
 Select "For" if it's a bill you're supporting.
 - ◆ Additionally be sure to select "Not Testify." (If you plan to enter the building and testify, you should select "Testify". This is also how you can register to testify from outside the building.)
 - ◆ Note: Dropping a card, at it's core, means registering your position without testifying.



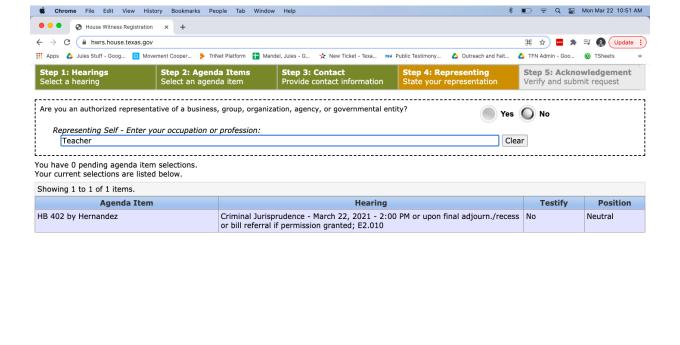
- → Step 2b: Confirm your agenda item selections are there
 - ◆ You will now see your stance in the blue button for the particular bill
 - ◆ Select "Next" to continue



- → Step 3: Provide contact information
 - ◆ Enter all of your contact information
 - ◆ Select "Next" when completed



- → Step 4: State your representation
 - Unless you have explicit permission to represent an organization, you will select "No."
 - It will ask for your occupation, so just put whatever simplified name of your position is easiest.



→ Step 5: Acknowledgement

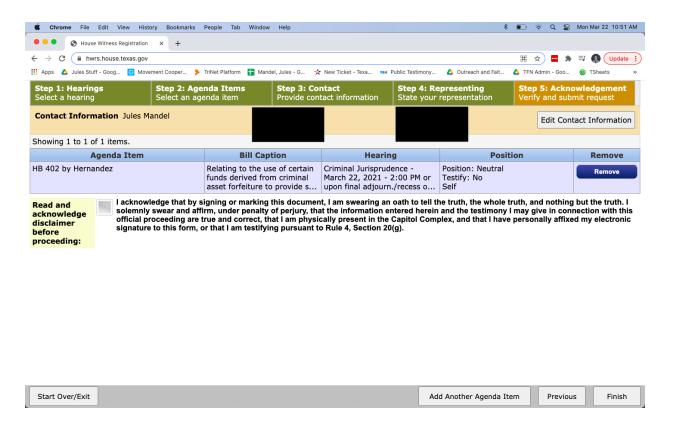
Start Over/Exit

◆ Acknowledge that all the information you have submitted is correct and that you are the person you say you are, present in the Capitol Complex, and that you electronically approve this form

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Note: This form is legally binding. Please don't drop a card on behalf of someone else!



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