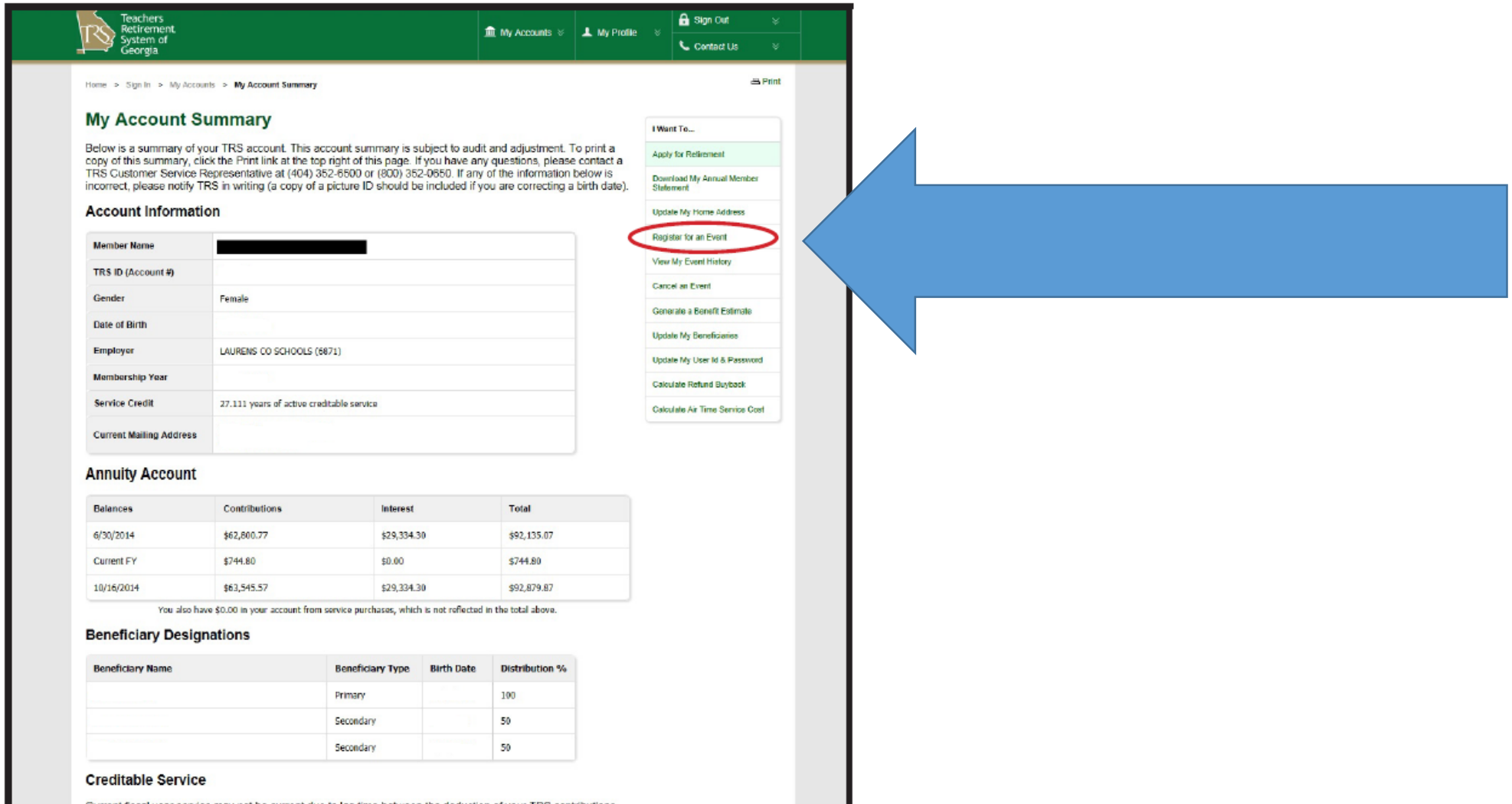
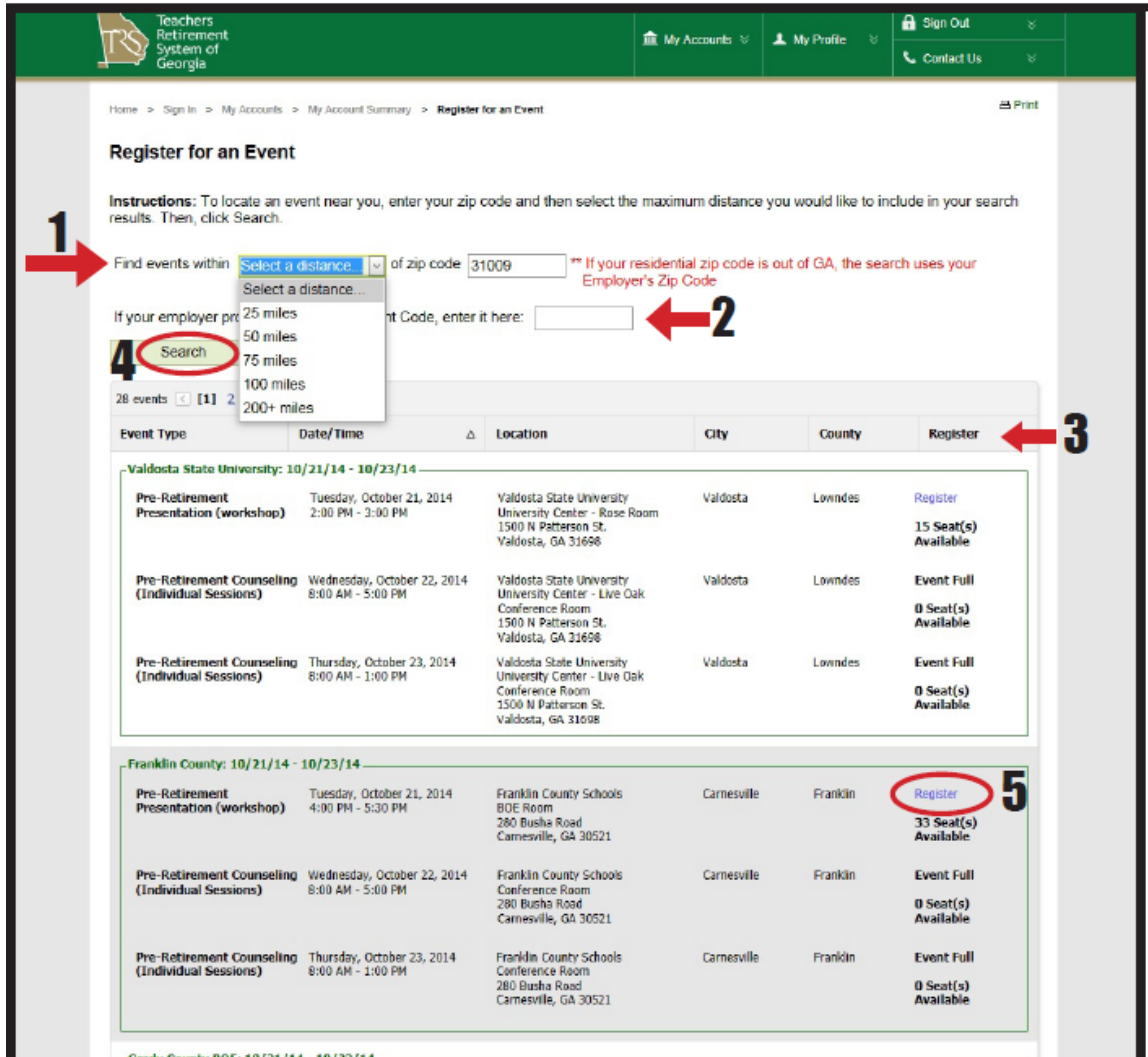
Registering for a TRS Outreach Presentation

www.trsga.com

Registering for a workshop



Registering for a workshop



Next will be the **Register for an Event** page. There are different options to help the members sort through and find the right event.

1. Select a distance by miles from your zip (zip should automatically populate)
   ** If member's zip code is out of state, please use his/her employers zip code.*
2. If your employer gave you an event code, please enter it in the box provided.
   ** If the event is tagged w/ an Employer Code, only those members employed by that employer will see the event.*
3. You can sort the options by clicking on the following headers:
   - Event Type *(please see below about event types)*
   - Date/Time
   - City
   - County
4. Click **Search.**

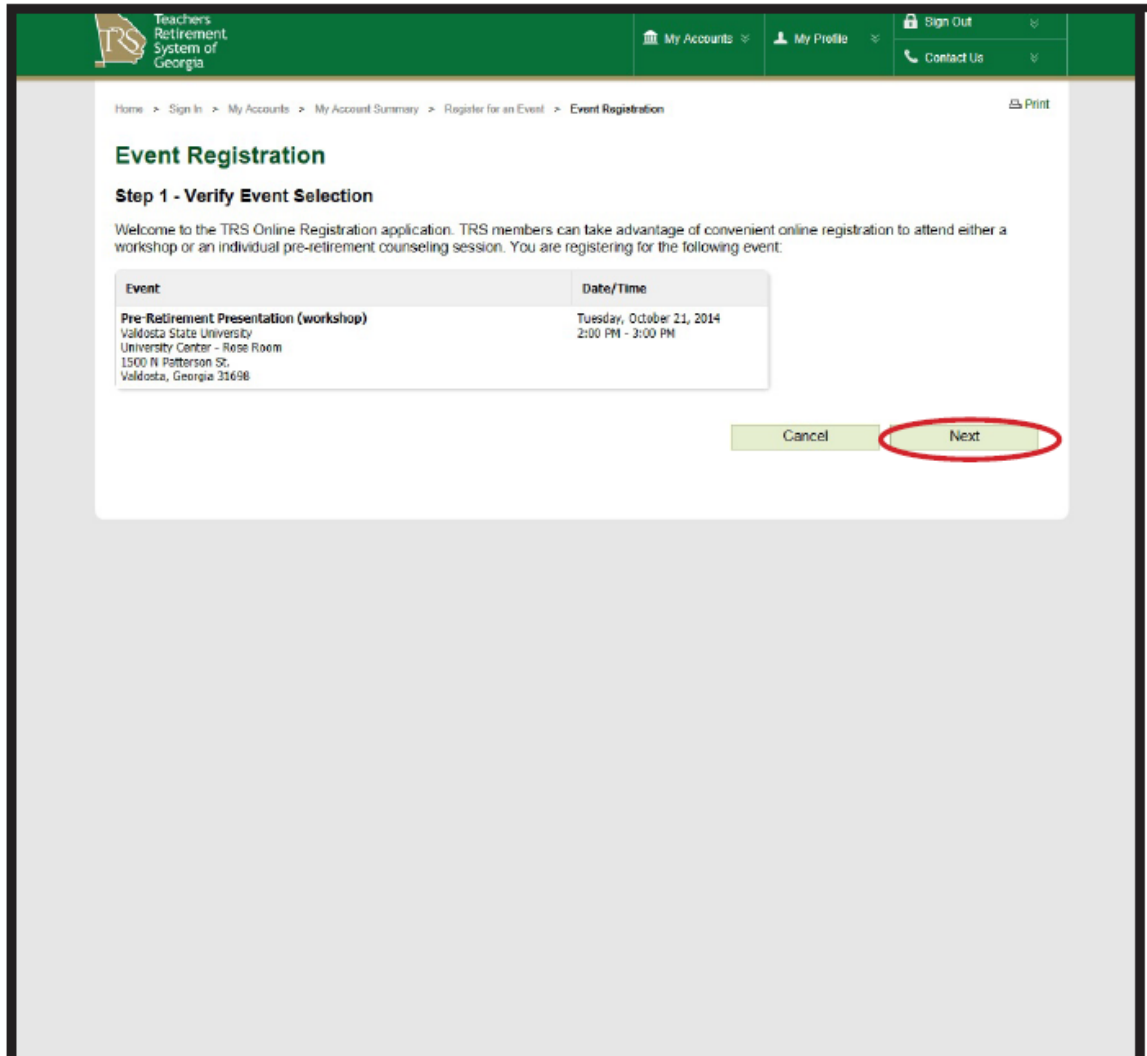
EVENTS: There are 2 categories of events that members register separately for:

- **Workshop**
  - New Hire
  - Mid Career *(10-20 years)*
  - Pre-Retirement *(w/in 5 years of retirement)*
- **Counseling** *(w/in 5 years of retirement, 25 years of service, or 60 years old)*

Workshops are open to everyone, anyone can sign up. Amount of open spots depends on size of the venue.

5. Once they find their event, click **Register** on the right hand side of the screen.

Registering for a workshop



The next page will be **Verify Event Selection.**

Please verify the event you are registering for, then click **Next.**

If it is not the event you want, please click **Cancel.** You will be sent back to the **Register for an Event** page.

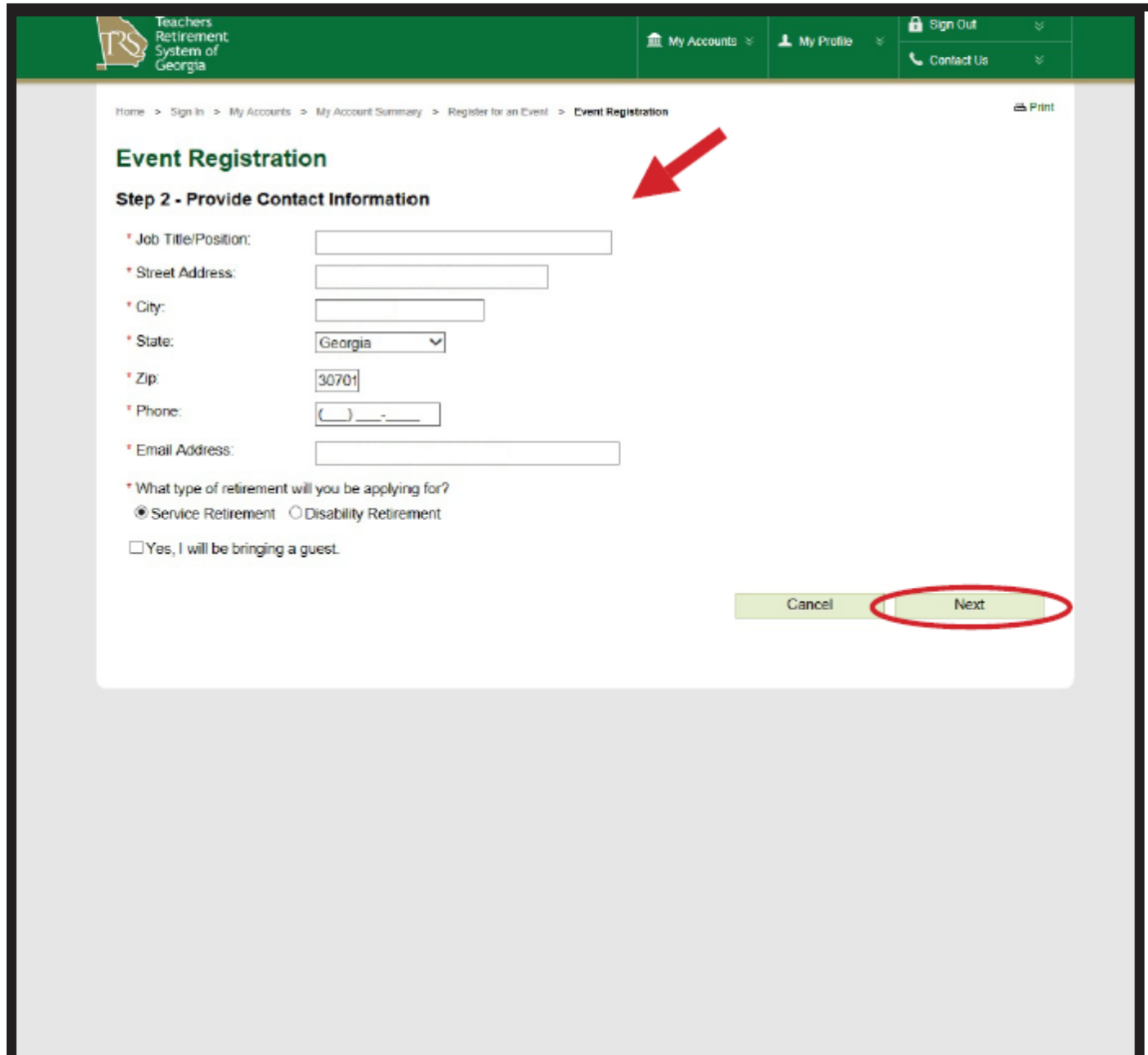
After clicking **Next** they will either be sent to:

Provide Contact Information - if registering for a Workshop *(pg 5)*

OR

Select Appointment Time - if registering for a Counseling Appointment *(pg 6)*

Registering for a workshop



The next page will be **Provide Contact Information.**

Please fill out the contact information.

- Job Title/Position*
- Street Address*
- City*
- State*
- Zip*
- Phone*
- E-mail*
- What type of retirement will you be applying for?*
- If they will be bringing a guest

Some pieces of information will automatically be pulled from the member's account.

E-mail address must be correct, this is where the confirmation will be sent.

Once all the information is filled out, click **Next.**

On the next page they will see their **confirmation** for registering. They should print this out for their records. They will also receive an **automatic e-mail** about the registration. Members will receive an e-mail one week prior to the event.

Event details are on the confirmation.