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 with 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 (within 5 years of retirement)
- Counseling
  - within 5 years of retirement, 25 years of service, or 60 year 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.