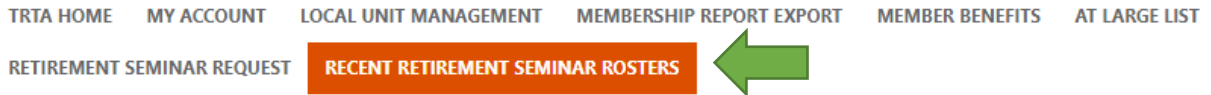


How to Access List of Retirement Education Seminar Attendees

1. Log into your Local Unit's profile on TRTACONnect at <https://portal.trta.org/imis15/TRTA>
2. Select "Recent Retirement Seminar Rosters" from the top navigation menu.



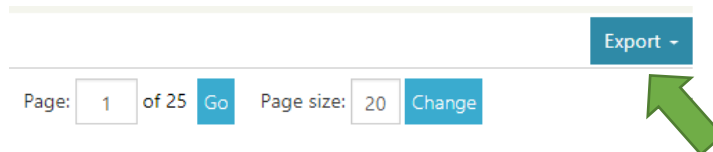
3. Enter the event code for the seminar you would like the list of registrants for. A list of seminars held within the last year and their corresponding event codes can be found at the bottom of the page.

*Event Code
Find
Please enter your search criteria to view results

List of Recent Retirement Seminar Event Codes

Event Date	Title	Event Code
1/25/2021	District 10 Retirement Seminar Hosted By Irving RSPA	087RE1
1/30/2021	District 8 Retirement Seminar	DIST08RE1
2/6/2021	Brownsville Area RSEA Retirement Seminar	022RE1
2/6/2021	District 18 Retirement Seminar	202RE1
2/27/2021	District 17 Retirement Seminar	DIST17RE1
2/27/2021	District 19 Retirement Seminar (Begins 9 AM MST)	DIST19RE1

4. Click "Find." Please note that only the first 20 results will appear. At the top right of the results box, choose "Export" and select "Excel" to download your complete At Large list as an Excel file.



Please email membership@trta.org if you need assistance. Please include your local unit name, district, and the seminar you would like information on.