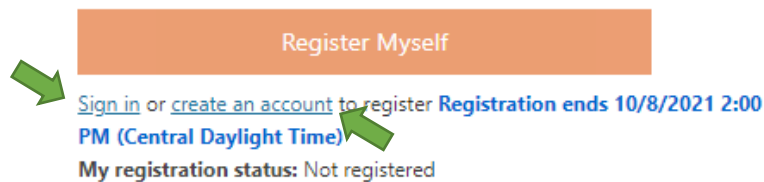# How to Register for a Retirement Seminar

1. Visit www.trta.org/retirementseminars
2. Click the blue hyperlinked title of the event you would like to register for.

3. The "Register Myself" button will be de-selected until you are signed in. If you already have an account (member or non-member) with TRTA, select the "Sign in" button. If you do not yet have an account, select "create an account" to get started.

4. If you are a first-time user and selected "create an account," provide your contact information and other required fields. Please use a personal email address whenever possible to ensure you will receive email notifications about the event. Then, click "Save" at the bottom of the page.
5. Select "Register Myself" in order to continue.
6. Additional questions will populate below the event details. Answer the questions, click "Save Responses," and then "Proceed to Checkout." You must save your responses in order to progress to the next page.

7. The complimentary event will appear in your cart. To complete your registration, choose "Submit Order" and you will be directed to a confirmation page. You will also receive a confirmation by email the next morning.
8. You will receive additional details (including connecting information for virtual event) 3 days prior to the event start date.

Please contact the event organization for assistance with registration or for any other questions regarding event details.