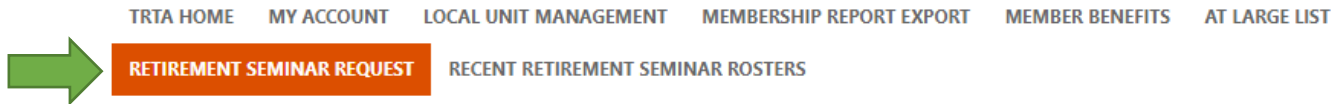


How to Submit Retirement Seminar Request

1. Confirm your seminar date (either virtual or in-person) with TRS. Once you have done so, follow the steps below to submit your date to the TRTA State Office to be added to the calendar.
2. Log into your local unit's profile on TRTACONnect at <https://portal.trta.org/imis15/TRTA>
 - a. If your **district** is hosting the event, any of the local units in that district may submit the request through TRTACONnect since districts do not have their own TRTACONnect accounts.
3. Select "Retirement Seminar Request" from the top navigation menu.



4. Select the **green plus sign (+)** in the upper right corner of the box below to begin your request.

Request Date (Today)	Seminar Contact Name	Seminar Contact Phone	Seminar Contact Email	Seminar Date	Seminar Start Time	Type	Location and Address (If In-Person)	Max Capacity	Primary Sponsor	Is TRS Co-Sponsoring?	OtherSponsors
There are no records.											

5. You will be prompted to answer a series of required questions including who the main contact for the event will be. Select "Save & Close" to submit your request to the State Office. Your input will then appear in the table below.

*Request Date (Today)

*Seminar Contact Name

*Seminar Contact Phone

*Seminar Contact Email

*Seminar Date

6. If you need to request a subsequent seminar, click the green plus sign and complete the submission a second time.
7. Once you are done, you may simply navigate away from the page (there is no save or submit button). Then, the TRTA State Office will add your event to the Retirement Seminars page on the TRTA website and begin taking online registrations.

Please email membership@trta.org if you need assistance.