

## Switching Your Local Unit Site to TRTA.org

Step One: [Complete this form](#) and TRTA will take the information and start creating your new page.

Step Two: Once your page is live, [use this form to submit updates](#). Updates are made once a week.

### **COMPLETING THE FORM REQUIRES YOU TO HAVE A GOOGLE ACCOUNT.**

#### **What is a Google account?**

A Google account is not the same thing as a Gmail account. But if you have a Gmail account, then you already have a Google account. A Google account is an account with Google that gives you access to the Google applications. The reason the form requires an account is so you can upload photos and files.

#### **How do I create a Google account?**

- Go to [google.com/account](https://google.com/account).
- Choose create account. Choose for myself.
- Enter your information.
- **Choose use my current email address instead.**
- Create a password.
- Then confirm your account via the email that Google sends you.