

## **Subscribe! to TRS news. It's Quick and Easy!**

### **Transcript**

Thank you for your interest in the new TRS Email Subscription Service, Subscribe! In this brief video, you'll learn that registering from the TRS website is easy, and takes only a few minutes. To get started, you have two options. You can click on the "Subscribe" word at the top of the homepage. It will take you to the landing page where you start the process.

Or, you can click on the envelope icon at the bottom of the page and go to the same landing page. There you will find an overview of how Subscribe works. And, be sure to check out helpful FAQs for additional information. Let's go ahead and get started by clicking on the large red bar.

To subscribe, enter your email address and click on the "Submit" button. A new page will pop up. You will enter your email address again next to "Confirm Email Address." You do not need to enter a password, unless you would like to. Check the box to consent to the privacy policy. You may also click on the link to read the policy. Click the "Submit" button. You should receive an email confirming that you are a new user.

A new page will show TRS subscriber preferences. At the bottom of the page click "Add Subscriptions." A new page will open up for you to select TRS subscriptions topics. Check all the subscriptions you would like to receive and then click on the "Submit" button. A new page will appear with the words "Subscriptions updated." On this page, you will add your first and last name. Then click "Submit."

The next page will show you subscriptions from other organizations you may be interested in. Check the ones you'd like, as well as the button to consent to the privacy policy. Then click on the "Submit" button. It will confirm that you successfully subscribed to the updates. You will also receive an email with the confirmation. Then click on the "Finish" button. A window will pop up to ask if you would like to navigate away from the page. Click on "OK" to confirm.

It will close the page and redirect you to the TRS website. That's it! You've come to the end of our brief tutorial. Again, thank you for your interest in Subscribe!