



STEPS FOR ACCESS CODED REGISTRATION – PMI HOUSTON

1. Go to <https://2016houstonncaamensfinalfourvolunteers.my-trs.com/> and select the purple “Register now!” button on the right-hand side of the homepage.
2. Press “Select” in the General Volunteers box. On the NEXT page, enter the access code **PMI2016** at the top and press the blue “unlock” button.
3. Select **ONE** Volunteer Orientation to attend and scroll down to select the **Final Four Dribble-Operations-PMI HOUSTON** and/or **Final Four Fan Fest-Sport/Sponsor-PMI Houston** shift that has an **ORANGE lock** next to the title. Everyone is required to select two volunteer shifts per NCAA requirements.
 - i. Click the blue “?” for the volunteer description. Click the red “!” for the volunteer requirements for each position.
4. Click the green “Next” button once you have selected the shift(s) in which you would like to volunteer and create a myTRS (or Log In if you already have an account created) and click “Register”.
5. Fill out the requested information. Please list “**PMI HOUSTON**” in the Company/Organization field and select “**LaToshia Norwood**” from the dropdown down under the field, “I was recommended by which Point Guard or Committee Member”. Click the green “Next” button.
6. Accept the Volunteer waiver by entering your initials in the box on the right and Click the blue “Agree & Confirm” button.
7. Review your volunteer schedule and click the green “Confirm” button.
8. **FINAL STEP:** Click the blue button on the right-hand side of the page to complete your background check. You will be directed to a new screen to complete this process.
 - a. Click the large red button at the top of the page to begin your background check.
 - b. Click “Create an account” and fill out the requested information to complete the background check process. The same password can be used on the background check site as TRS.
 - c. You will only be contacted if you do NOT pass.