

Step by step Instructions to complete TRS online registration for returning users.

Step 1: Use your web browser to connect to www.PLDBand.org.

Step2: Click the 'Online Registration' button on the left side of the page.



Step 3: A new web page will open up. Click the blue 'Register Now' button on the right side of the page.



Step 4: A new web page will open up. Complete the form by:

- Entering your e-mail address. This should be the e-mail address that you used for TRS the previous year. You will be given the opportunity to update/correct this e-mail address once you have successfully signed in.
- Click the 'Yes, I have a password' radio button. All returning users must enter the password which you used the previous year. If you cannot remember your password follow the instructions in step 5.
- Click the 'Sign in' button. Skip step 5 if you were able to remember your password.


The image shows a registration form with the following elements: A heading 'What is your email address?' followed by a text input field labeled 'Email Address: Enter YOUR e-mail Address'. Below this is another heading 'Do you have a password with the 2010 PLD Bands?' followed by two radio buttons: 'No, I am a new user' and 'Yes, I have a password'. The 'Yes, I have a password' radio button is selected. To the right of this radio button is a password input field with a masked password '.....'. Below the radio buttons is a 'Sign in' button. At the bottom of the form, there is a link 'Forgot your password? Click Here!'.

Step 5: Forgotten Passwords: The process for reestablishing your password is dependent on your e-mail address. If you have forgotten your password **and your e-mail address has not changed from last year**, click the link next to the 'Forgot your password?' prompt. A new webpage will open up. Follow the instructions on this page to have a new password e-mailed to you. Note: TRS will only e-mail reset passwords to existing accounts.

Reset Your Password

Your Email Address: 

On clicking 'Reset My Password' below, your password will be changed and sent to the address you specified above, from autoreply@theregistrationsystem.com. From there, you may log in with the new password, and manually change your password to a more memorable one.



If you have forgotten your password **and your e-mail address has changed from last year**, your e-mail address and password will need to be reset by the TRS administrator. Send an e-mail message with 'Reset TRS Password' in the subject line to Webmaster@pldband.org. You must include the following information:

Your full name:

Your old e-mail address:

Your **primary phone** number:

Once your e-mail address and password has been reset you will be contacted with the new login credentials. Please allow 24-48 hours for this process to take place.

Step 6: Select the registration type that best describes you. Parents should select 'Band Parent'. Marching or Concert band students should select 'Band Student' All others should select 'Friend of the PLD Band'.

Choose a registrant type:

- Band Parent
- Band Student
- Friend of PLD Band

Step 7: Fill out the personal information form. The forms vary depending on your selection in step 6. All items marked with an asterisk (*) are required fields and must be completed. Parents are asked for student information and volunteer interests. Students are asked for instruments you play, T-shirt size, and emergency contact information. Friends of the Band are asked for Student affiliation. Passwords entered on this form are case sensitive and must be used the next time you sign in. You must remember this password. When complete click the 'Register button at the bottom of the page.

 **Click below to continue!**

Register

Step 6: You must read and accept the 'Terms and Conditions' of use of the TRS system. Enter your initials (First letter of your First/Given and Last/Family Name) in the 'I Accept' box.

Your Initials (First letter of your First/Given and Last/Family Name.)

Step 7: Congratulations you have completed your registration setup! TRS will now direct you to a webpage where you can begin selecting your Legends games to work. Click the link at the top of the 'Legends Concessions' page for additional step by step instructions on signing up for your Legends games.