



## AMBASSADOR GROUPS

### INSTRUCTIONS FOR ACCESSING AND UPDATING YOUR GROUP INFORMATION

1. **Login to your account here:** <https://usasefambassadors.my-trs.com/>

From your Dashboard you can:

- Add group members
- Delete group members (remember, if you delete a group member, you are deleting all of the data collected for that person!)
- Update group member information
- Log hours worked (this feature will be available from the group member's profile in February 2018)

Remember that in order to track community service hours for individual group members, you must enter your group member names in your account!

2. **Add or update your group member information** (see diagram below):

To update your **EXISTING** group members, click "View Guests" from the **BLACK BOX** to add, edit or delete group members.

If you have not yet added any group members to your account **OR** if you do not see the black box, click "View Schedule" from the **BLUE BOX** and scroll down to select "Add Another Person" to add your group member names (scroll down for detailed instructions for adding group members).

Events you signed up for

Individual Registrations    Group Leader Registrations

USASEF Ambassadors  
Sep 1st, 2017 - Apr 9th, 2018

Edit Profile    View Schedule

USASEF Ambassadors  
Sep 1st, 2017 - Apr 9th, 2018

Edit Profile    View Guests

3. **Detailed Instructions for Adding Group Members to your Account:**

- Click on the "Add Another Person" button
- Select "Ambassador Registration"
- Click "Next" to agree that the group member will participate in the Ambassador activities
- Check the box for "No Email" and enter the name, shirt size and grade level of your group member and click "Next"
- Click "Confirm" to finalize this group member
- Repeat by clicking "Add another person" to any additional group members.
- Once all group members have been added, click "Checkout Group" and "Confirm" to finalize your group registration.

Contact [nancy@usasciencefestival.org](mailto:nancy@usasciencefestival.org) with questions or to obtain a report showing your group member hours worked or with other questions about the Ambassador program.