

**Federal Transit Administration, Region 8**

**TrAMS 101- a Hands-On Training Session**

**Denver, CO**

Dear Colleague,

The FTA cordially invites you to participate in a hands-on training session of the future Transit Award Management System, referred to as TrAMS! This is a basic 101 training to familiarize users with the system and prepare for the transition from TEAM to TrAMS later in FY 2015.

We will cover the basics to orient you to the TrAMS system, learn about the differences between TEAM and TrAMS, and learn the basics of drafting applications, reporting (MPR/FFR) and submitting budget revisions and amendments. This is a one day hands-on-training where you will get to work directly in the TrAMS system. Computers will be provided for each participant. The same information will be presented on each of the available dates listed below.

Training is available for current FTA grantees with a valid recipient/vendor ID. Training space is limited to 30 participants each day. The target audience for this training is current FTA grantees and the individuals who are responsible for the day-to-day activities to develop and manage FTA grants in TEAM. **Please register ONLY TWO individuals from your organization to attend during the week.** If your agency registers more than two individuals, we will contact you to select the two that will participate. Registration is based on a first-come first-served policy and we will create wait lists as necessary, and open up slots as they come available. You must be registered and receive a confirmation to attend. FTA will offer more training soon. Your Regional Office will send future notices as they are scheduled.

**Training Dates (Choose one)**

Wednesday, November 5 ≈

Thursday, November 6 ≈

Friday, November 7

**Location**

MicroTek

999 18th Street

Suite 300, South Tower

Denver, CO 80202

**Schedule**

Registration will open at 8:00 AM, Training will begin promptly at 8:30 AM and will end at 5:00 PM.

**How to Register for a Training Session**

**Click on the link below (or paste it into your browser**). After registering, you will receive a confirmation email containing directions to your Training location, information on nearby hotels and other information related to your session. If you do not receive a confirmation email, please contact the TrAMS registrar at trams@planitnow.com to make sure that you are properly registered. **Registration for the Region 8 TrAMS Workshops will close on Friday, October 10.**

[**https://www.planitnow.com/TRO8\_DEN2.php**](https://www.planitnow.com/TRO8_DEN2.php)

**Questions?**

**General TrAMS related questions** not related to this training session may be sent to the TrAMS Working Group at fta.trams@dot.gov. We also encourage you to sign up for TrAMS alerts for other training opportunities and news about TrAMS by visiting FTA's website at <http://www.fta.dot.gov/TrAMS>

**Registration-related questions** should be directed to the TrAMS registrar, trams@planitnow.com or 240-343-4071.

**Questions related specifically to the Training in Region 8**: CJ Schlis, 720-963-3349, cheryl.schlis@dot.gov