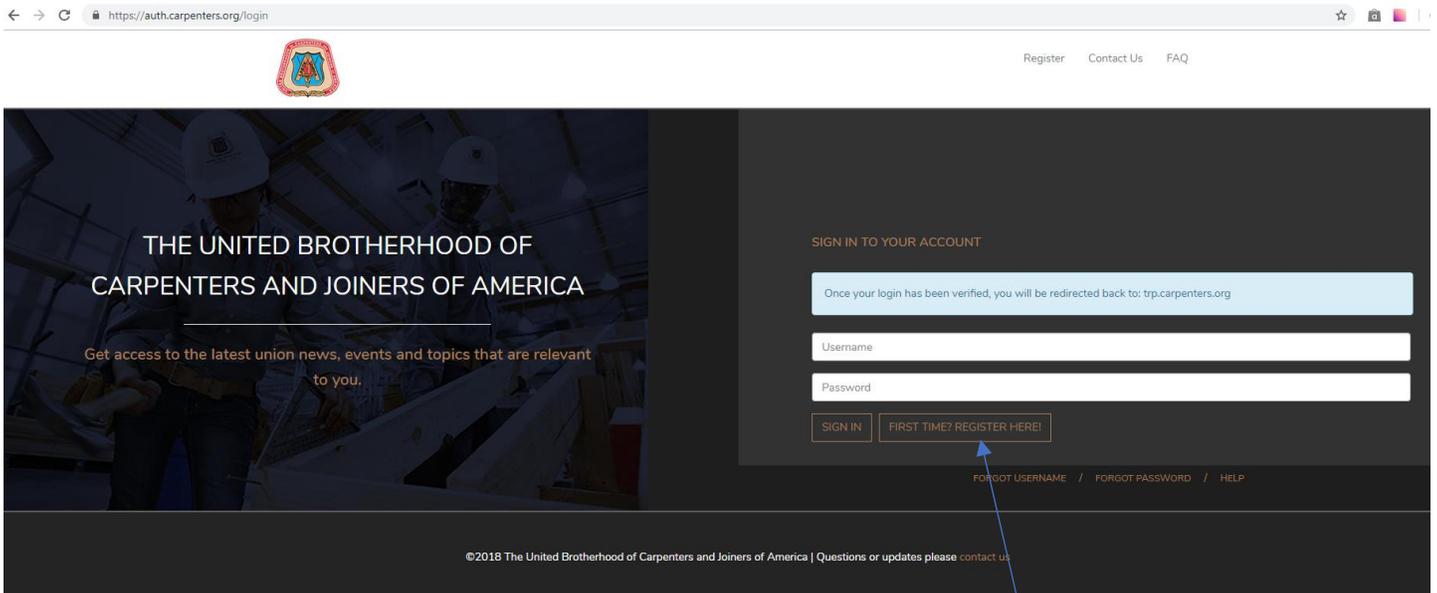


## How to Register for the Traveller Referral Program

Note: We recommend that you register using a desktop computer – not a mobile device.

1. Visit: <https://auth.carpenters.org/login?ReturnUrl=https%3A%2F%2Ftrp.carpenters.org>  
(Ctrl+click to open in new tab. Cmd+click for Mac).



2. Click the 'Register Here' button if you do not have a username and password.

- Fill in the fields with your information and check the 'I'm not a robot' box. (Your UBC Member ID is your union number. It's an eight-digit number. If you don't know it, it's on your Training Verification card and your Union Membership card. Otherwise, call your regional council office).
- Return to <https://auth.carpenters.org/login?ReturnUrl=https%3A%2F%2Ftrp.carpenters.org> and enter your username and password.
- Read these instructions carefully.
- Take the time to fill in or verify your profile information on all three tabs. Be sure to include your phone number.

**Instructions**

- Many entries will be auto-filled from your UBC records.
- Correct any missing or inaccurate details. If needed, contact your Local Union or Training Center for assistance with your UBC records.
- Name/address must match your current address and full legal name. Review carefully.
- You can start, stop, reopen, and change your records at any time, as you gather information. Click **SAVE PROGRESS** at the bottom of any page to save your changes. Click **SUBMIT** to finalize your application.
- You must re-open and renew your registration every 90 days to affirm your interest and your preferences for travel.
- Note: This registration system does NOT bypass or supersede any member's Local Union or Council traveler list or procedures.

Status: Draft

Step 1: Your Information      Step 2: Skills/Experience      Step 3: Preferences/Health

- When you're done, check the box at the bottom of the third tab to affirm that, to the best of your knowledge, all of the information you have provided in this registration is true, accurate, and up to date, and to acknowledge that it is solely your responsibility to ensure that this information is updated as required.

- Click the  button on the third tab when finished. Note that some fields are required.

**IMPORTANT:** Click the 'save progress' and 'submit' buttons on the third tab only. Clicking these buttons on the first or second tab seems to generate error messages.  
 Also: If the information on the first tab needs to be changed, give us a call to update that information. 250.383.8116.

- When your submission's approved, you'll get a message saying, 'You're All Done!' that looks like this.

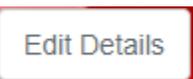
**You're All Done!**

Your registration will be processed through your home council and added to the Traveller Referral list.

If and when your name is matched to and referred out for a job call, the system will send an email to alert you that your name has gone out.

Thank you for your commitment to working union and to keeping these jobs in UBC hands.

[Return to Members Home Page](#)

- Click the  button to go back and change your information. Click 'submit' again when finished.

11. You will be put on a list that our representatives will use for loading major projects.