NeighborWorks
VIRTUAL TRAINING INSTITUTE - August 17-21, 2020
REGISTRATION INSTRUCTIONS

KEY DATES:
Monday, July 13th – Registration Opens, Register by August 16th to get the full event experience.
Wednesday, August 12th – Cancel by this date for a full refund. No refunds after this date.
Monday, August 31st – The event site officially closes. All webinars and webinar quizzes must be completed by this date. Webinar recordings will not be available after this date.

1. Log into your NeighborWorks Training online account at:
   https://trainingevents.nw.org/OnlineReg/Login/Login.aspx

2. If you don’t have an online account with NeighborWorks Training follow the steps to create an account. This will include setting up your user profile and account activation steps.
3. Proceed to log into your NeighborWorks Training online account.

4. From your account home page select the tab that says “VIRTUAL TRAINING INSTITUTE, Self-Guided Courses and Interactive Webinars”.

5. Once the tab opens, click on REGISTER NOW for the AA001WT: August 17-21, 2020 | Virtual Training Institute.

6. Once the catalog menu opens up select the AA001WT Virtual Training Institute at the top of the list by checking the SELECT check mark. If you have a discount code for the event this is where you type in your event discount code. The discount will automatically be applied.

7. Be sure to click the “NEXT” button at the bottom of the page to proceed with your registration. If you have a payment to make you will be directed to a payment screen. If your discount code covered your full tuition, then you will receive a pop-up notice that you are now registered for the event along with a confirmation email. But hold on there’s still more important steps to do.
8. After selecting the “NEXT” button if you have a payment to make the payment screen will open before you are confirmed for the event. Follow the payment page instructions and submit payment to be confirmed for the event.

9. Once your payment goes through or your discount code is accepted you will see the below confirmation notice, confirming your registration was successful.

10. You will also receive the below email confirmation to your email inbox. Please be sure to check your junk mail folders just in case you don’t see this in your inbox.
THE NEXT STEPS ARE THE MOST IMPORTANT!!!

11. It is very important that you continue on with your registration and enter the event site in the collaboration software where you can sign up for the specific webinars, symposia, or networking activities you would like to take during the week. Seats are limited for some sessions so it’s important you complete this next step. Your NeighborWorks Training Online account will now have a live link to the event site as shown below. Just click on the link to enter the site to begin signing up for your chosen webinars. If any webinar is full, remember that all webinars will be recorded and available for up to 1 week past the event for you to attend.

12. Once in the event site you will land on the “MY COURSES” page where you will find a course called START HERE: Event Welcome & Session Registration Instructions. We recommend you take this short course to learn how to navigate the site and sign up for any of the event sessions, networking opportunities, how to access the recorded webinars, how to take your webinar quiz and print your webinar certificate after successfully passing the quiz.
13. You can then proceed to sign up for the webinars and other activities via two convenient ways. Either through the **COURSE CATALOG** where all the webinars for each day are listed by calendar date and time or by the **EVENTS - Calendar feature** listing feature where you can filter by topic, by date and other categories to sign up for your webinar preferences.

14. The event **COURSE CATALOG** feature allows you to find webinars by key word search, date, and other quick access filtering options.
15. The **EVENTS** -Calendar feature allows you to view and select the webinars you are interested in signing up for by day and time in a calendar feature. Be sure to go to the week of Aug. 16-22, 2020 to see the event sessions list.

16. Once you click the **REGISTER** button for the webinar you are interested in signing up for it will open a webinar description page with more details about the webinar and the faculty. Click on the **REGISTER** button inside the webinar and you are now signed up for that webinar. The **WEBINARS** you sign up for will now appear in your **MY COURSES** page so when you return to the event site the week of the event you will only need to go to your **MY COURSES** page and you will be able to gain quick access to each of your sessions.
17. The Webinars you signed up for will now appear in your **MY COURSES** page so when you return to the site the week of the event you can click the **TAKE COURSE** button to join your webinar.

**WE HOPE YOU HAVE A WONDERFUL VTI EXPERIENCE!**

Do not hesitate to contact CypherWorx for any technical support the week of the event at: (888) 685-4440 or email at: support@collabornation.net

Or

NeighborWorks Customer Response for questions related to our training offerings, your event registration, payments or transcript history by email at trainingevents@nw.org or phone 1-800-438-5547.