

NeighborWorks Spring Virtual Training Institute (VTI)

VISUAL STEP-BY-STEP REGISTRATION GUIDE

Designed to help you register quickly and seamlessly

KEY EVENT DEADLINES:

- **Wednesday, May 7:** Last day to register for or exchange a faculty-led course or one-week Workshop
- **Wednesday, May 7:** Last day to cancel for a refund
- **Wednesday, May 7:** Recommended last day to select webinar sessions. Only customers registered for a webinar session will be assigned access to the recording of that session.
- **Friday, May 30, 5 p.m. EST:** Last day to access webinar recorded sessions, take and pass a webinar quiz and/or print your passing certificate from the event site. The site will close on this date.

STEP 1: REGISTER at: <https://collabornation.net/springvti2025>

Fill in all the account set-up fields and click **REGISTER**.

If assistance is needed, contact NeighborWorks Training Customer Response Team at trainingevents@nw.org or 1-800-438-5547.

Welcome to NeighborWorks Spring VTI

If you are already registered for this event, [log in](#) to return to your event schedule.

Fill in the fields below to register. This is a required step. Registration for each event varies, and so each event requires creating an account and filling in all fields. Please do not log in using prior event credentials, and [make sure you are logged out of any prior events before registering for this event](#).

All-Access and Faculty-Led/Peer Learning Combo package deadline is May 7, 2025. This is also the last day to add or exchange a faculty-led or one-week workshop course. Registration will remain open for all other courses until the day of offering.

To assure the accuracy of your course enrollment history with NeighborWorks Training, please use your full name as listed on your government-issued id.

First Name (as listed on your government-issued id)

Last Name (as listed on your government-issued id)

Email

Create Password

REGISTER

STEP 2: Complete **all required REGISTRATION FIELDS** and click **SUBMIT**.

Registration Fields

Please fill out this form to complete registration.

People Type *

Not sure if your organization is a NeighborWorks Network Member for member pricing? Check the list

Select an option

Prefix *

Select an option

Gender

Select an option

Race

Select an option

Job Title *

How many years have you worked in your current field?

Select an option

Primary Phone # *

Primary Phone Ext #

Mobile Phone Number *

Mailing Address 1 *

Mailing Address 2

Mailing City *

Mailing State *

Select an option

Mailing Zip *

Do you have a Reasonable Event and/or Course Accessibility Request?

Select an option

How did you first learn about this training institute?

Select an option

Agrees to share information

SUBMIT

If you are *not* one of the 240+ NeighborWorks network organizations, please select **OTHER ORGANIZATIONS** as your People Type.

People Type *

Not sure if your organization is a NeighborWorks Network Member for member pricing? Check the list

Select an option

Select an option

NeighborWorks Network

Other Organizations

STEP 3: ON THIS PAGE:

1. **Select** your event plan from the options available.

Plans

All Access Package - \$1250

Choice of (1) standard Faculty-led course, (1) accelerated Faculty-led course or (1) one-week workshop*

Unlimited Access to:

- Webinars
- Spotlight Webinar
- Networking (Roundtables and Hot Topics)

Week of Webinars - \$700

5 Webinars *

Spotlight webinar and unlimited Networking (Roundtables and Hot Topics)

Faculty-led & Networking Combo - \$665

1 standard Faculty-led Course or 1 accelerated Faculty-led Course*

Spotlight webinar and unlimited Networking (Roundtables and Hot Topics)

2. The **SUBMIT** button will activate once you have selected the required number of sessions in your plan (the items marked with an asterisk). You can select networking or afternoon workshops upfront, or at any time after you have completed your registration and payment (even during the event!).

The screenshot shows a 'Review Selection' page with a green header. Below the header, it says 'Faculty-led & Networking Combo - \$665 selected'. There is a 'Show 10 entries' dropdown and a search box. A table with columns 'Title', 'Date', 'Remaining Seats', and 'Description' is displayed. The table contains one entry: 'Week 2 Faculty-Led Course: AH101vcx The Fundamentals of Affordable Housing Development: Accelerated - VTI Session' with a date of '05/19/2025, 12:00 PM' and '9' remaining seats. The description includes a course overview and a detailed 'COURSE SCHEDULE - May 19 - 22, 2025' with live sessions on May 19 & 21 and self-paced coursework on May 20 & 22. At the bottom left, a 'SUBMIT' button is highlighted with a red box. At the bottom right, there are navigation buttons: 'First', 'Previous', '1', 'Next', and 'Last'.

3. Once you click the **SUBMIT** button you will enter a review page to confirm your selections. You may go back and edit your selections by clicking the **EDIT** button or select **CONTINUE** to proceed to the payment page.

The screenshot shows a 'Review Your Selections' page with a green header. Below the header, it says 'The Other Organization Faculty-led (\$665) package was selected.' There is a 'Show 10 entries' dropdown and a search box. A table with columns 'Title', 'Date', 'Remaining Seats', and 'Description' is displayed. The table contains one entry: 'Week 2 Faculty-Led Course: AH101vcx The Fundamentals of Affordable Housing Development: Accelerated - VTI Session' with a date of '05/19/2025, 12:00 PM' and '9' remaining seats. The description includes a course overview and a detailed 'COURSE SCHEDULE - May 19 - 22, 2025' with live sessions on May 19 & 21 and self-paced coursework on May 20 & 22. At the bottom left, 'EDIT' and 'CONTINUE' buttons are highlighted with a red box. At the bottom right, there are navigation buttons: 'First', 'Previous', '1', 'Next', and 'Last'.

STEP 4:

ORDER REVIEW: This screen shows your event pricing. The event's full general admission price (All-Access Package) is \$1,250, and each package is discounted off this price. The total balance due is listed in the **Total:** field. If you have a discount code, enter it in the Discount Coupon field, and click **APPLY TO ORDER** before checking out. Proceed to **CHECK OUT**.

Item	Price
2025 NeighborWorks America Spring VTI Membership	\$1,250.00
Subtotal: \$1,250.00	
NWA Spring VTI 2025 - Non-Network Faculty-led	-\$585.00
Total:	\$665.00

▼ Discount Coupon

APPLY TO ORDER

CHECKOUT

STEP 5:

Click to **PROCEED TO PAYMENT**.

Item	Price
2025 NeighborWorks America Spring VTI Membership	\$1,250.00
Subtotal: \$1,250.00	
NWA Spring VTI 2025 - Non-Network Faculty-led	-\$585.00
Total:	\$665.00

▼ Discount Coupon

APPLY TO ORDER

PROCEED TO PAYMENT

STEP 6:

PAYMENT: If payment is due, fill in the required fields and click **SUBMIT**.

The screenshot shows two side-by-side form panels. The left panel is titled "Payment" and contains fields for "First name", "Last name", "Secure Credit Card Payment" (with logos for VISA, Mastercard, American Express, and Discover), "Card Number", "Month", "Year", and "CVC". The right panel is titled "Billing Info" and contains a note about matching the billing address, fields for "Street address 1", "Street address 2", "City", "State", "Country" (set to United States), and "Zip code". A red box highlights the "SUBMIT" button at the bottom right of the form.

STEP 7: CONGRATULATIONS!

You are now **registered** for the Virtual Training Institute. Be sure to download the **EVENT SITE GUIDE** for a visual reference on how to maneuver in the event site, including making any changes to your schedule by clicking on the **HELP DESK & SITE GUIDE** Booth.



STEP 8: NEED ASSISTANCE?

For more resources, the event brochure and event information visit the event information website at:

www.neighborworks.org/nwspringvti

Enjoy the event and do not hesitate to contact the NeighborWorks Customer Response team if you need any assistance at

trainingevents@nw.org or

1-800-438-5547!