

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**.

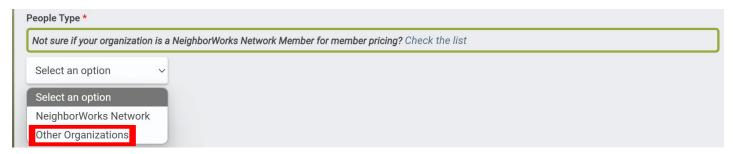
If assistance is needed, contact NeighborWorks Training Customer Response Team at trainingevents@nw.org or 1-800-438-5547.

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 Control of the				
Create Password				
REGISTER				

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



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

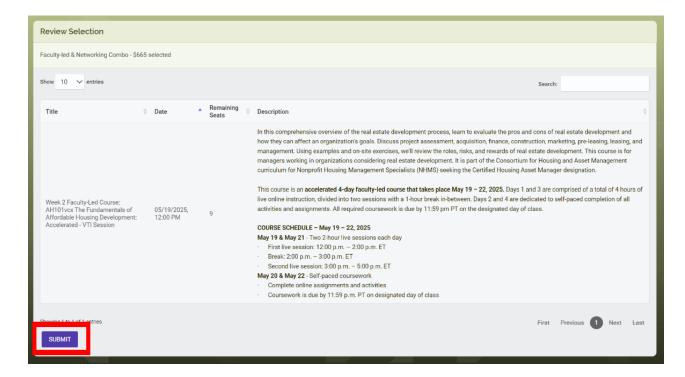


STEP 3: ON THIS PAGE:

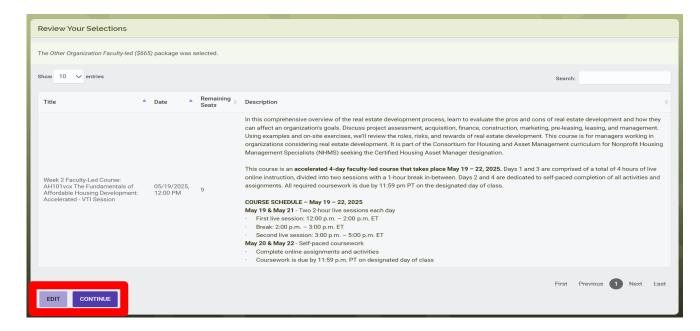
1. Select your event plan from the options available.

Plans					
0	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)				
0	Week of Webinars - \$700	0	Faculty-led & Networking Combo - \$665		
	5 Webinars * Spotlight webinar and unlimited Networking (Roundtables and Hot Topics)		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 <u>you have selected the required</u> 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!).

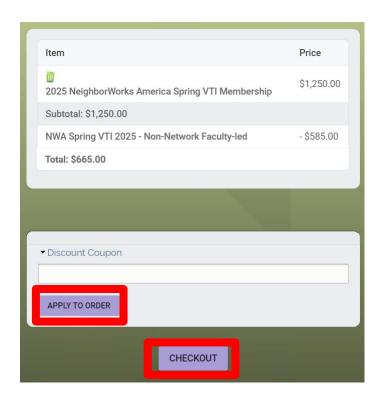


3. Once you click the **SUBMIT** button you will enter a review page to confirm your selections. You may go back and edit your selections by clicking the **EDIT** button or select **CONTINUE** to proceed to the payment page.



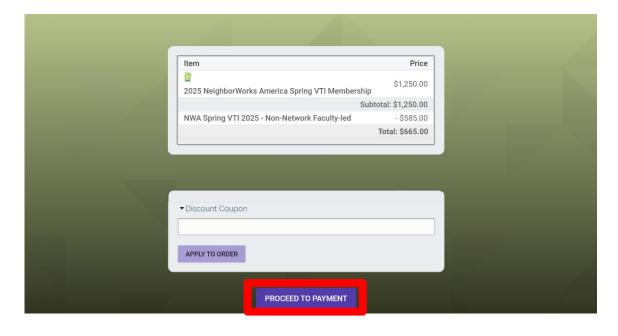
STEP 4:

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**.



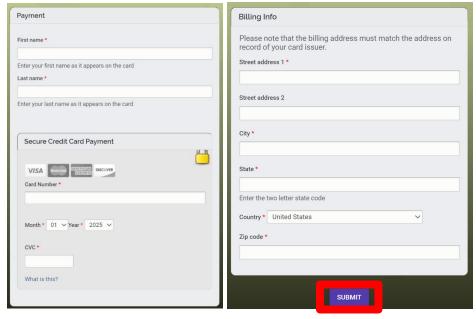
STEP 5:

Click to PROCEED TO PAYMENT.



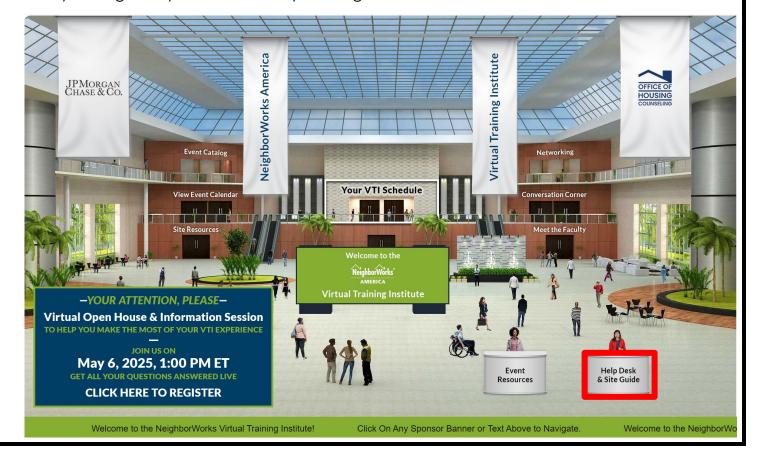
STEP 6:

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



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

1-800-438-5547!