NeighborWorks Training Institute (NTI)

VISUAL STEP-BY-STEP REGISTRATION GUIDE
Designed to help you register quickly and seamlessly

KEY EVENT DEADLINES:

IN-PERSON REGISTRANT

Tuesday, Jul. 22:
- Last day to register for or exchange in-person courses
- Last day to submit event cancellations
- Last day to submit ADA requests or lodging changes

Tuesday, Aug. 5: Participant lodging/itineraries will be updated in the event site for registrants with a lodging-included package

Monday, Sep. 22: Last day to access the training event site to print/download your course e-certificate of completion or access your event records. After this date the event site will close.

NOTE: Your official NeighborWorks Training transcript information will be updated within 3 weeks after the event.

EVENT HEALTH and SAFETY GUIDELINES:

To register for this event, you will need to agree to the event Health and Safety Guidelines. Please review them carefully before registering. They can be found on the event website, linked in the event brochure and are also in Step 4 of the event registration process.

EVENT CAPACITY:

Some course seats fill quickly **so register early to save your seat**! For Network Members, the Network Member Lodging Admission category has limited capacity and is first-come, first-served.

STEP 1: REGISTER ONLINE

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

Welcome to the NeighborWorks Training Institute

We've designed the NeighborWorks Training Institute to be a place of personal and professional growth—and a place where you can gather with colleagues from across the country for robust engagement and networking.

Course seats are limited. Be sure to register early!

- Registrants can select from 85+ courses in eleven content areas.
- Review the event brochure with course descriptions to guide your registration.

July 22, 2025: Is the last day to pre-register online or make course changes in the event virtual site. Onsite walk-on registrations will open in New Orleans at the event on Sunday, August 24, 2025.

Fill in the fields below to register and create an account for this event. This is a required step for each unique event. Please make sure you are logged out of the site for any other NeighborWorks events you may have registered for as each site is managed separately and this may result in account errors.

If you are already registered for this event, log in to return to your event schedule and key resources.

To ensure 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: PEOPLE TYPE

- Select if you are a General Admission registrant or a NeighborWorks Network Member.

Registration Fields

For the safety of our event attendees, the event size will be limited in capacity.

Please fill out this form to complete registration.
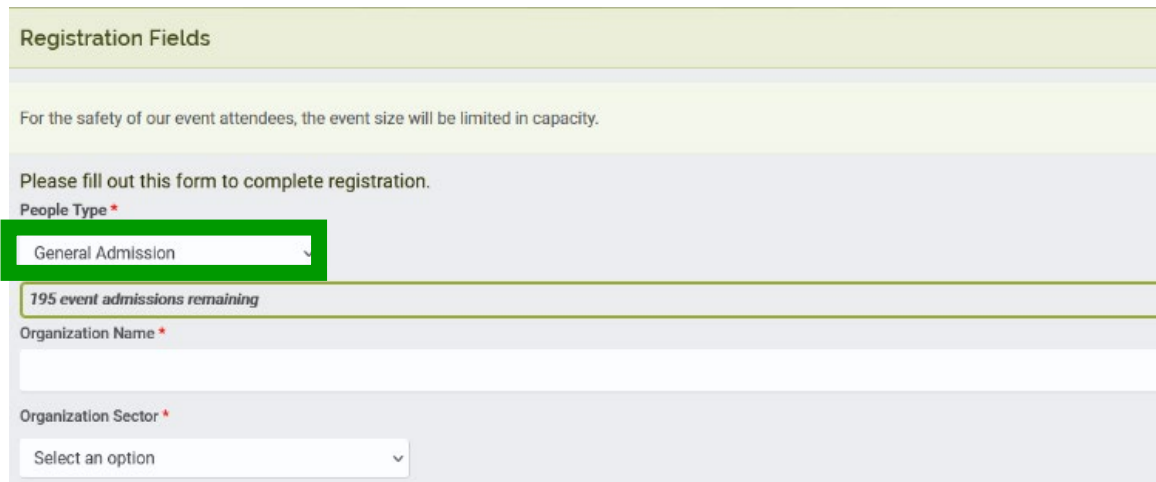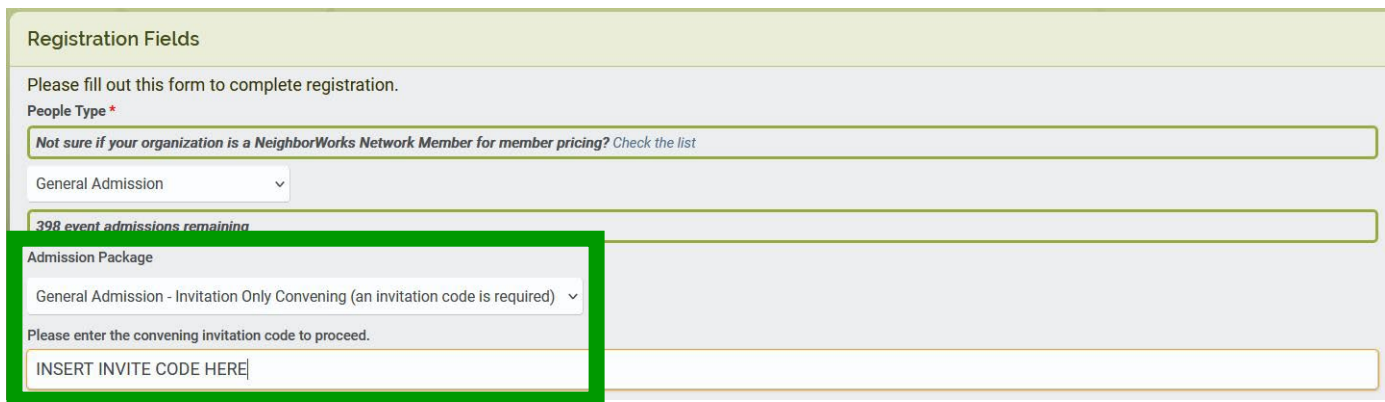
People Type *

Select an option

Select an option
General Admission
NeighborWorks Network Member

STEP 3: GENERAL ADMISSION Registrants:

- Fill in your organization name and other profile fields and **skip to step 4**. If you have special needs under the Americans with Disabilities Act that are required for your successful participation in the event, please be sure to fill in the Accessibility Needs section in your profile.

- If you are a General Admission participant whose selection is ***Invitation-Only Convening Invitee***, please note that you are **required** to enter the valid invitation-only convening code. You will also be able to add event courses, if you would like to do so, in the next registration pages.

STEP 3a: NETWORK MEMBER Registrants ONLY:

- NeighborWorks network member registrants must select a registration package:
  - NeighborWorks Network Member Lodging Benefit (taking courses)
  - NeighborWorks Network Member No Lodging Needed (taking courses)
  - Invitation-Only Convening Invitee Free Lodging Benefit (requires an invitation code)
  - Invitation-Only Convening Invitee No Lodging Needed (requires an invitation code)
- NeighborWorks Network members MUST select their organization from the pull down of network organizations. If you do not follow these steps, you will not receive your full network member benefits and discount. Any registrant found to be misrepresenting themselves as approved to register under a network member organization will be subject to removal from the event, not receiving course credit and may be banned from attending future NeighborWorks events.

- Complete all remaining profile fields.

- If you are a NeighborWorks Network Member whose selection is **Invitation-Only Convening Invitee**, please note that you are **required** to enter the valid Invitation Only Convening code. You will also be able to add event courses, if you would like to do so, in the next registration pages.

STEP 4: ATTESTATION TO EVENT HEALTH + SAFETY PROTOCOLS

- After filling in all remaining profile fields, you will need to attest that you agree to the event liability waiver and to follow the Event Health and Safety Protocols. Please review these documents carefully before clicking **SUBMIT**.

STEP 5: COURSE SELECTION(S)

- All courses are in **Central Time**. Please see below the schedule for courses.

ALL TIMES ARE IN CENTRAL TIME - CT				
Monday, August 25, 2025	Tuesday, August 26, 2025	Wednesday, August 27, 2025	Thursday, August 28, 2025	Friday, August 29, 2025
8:30a.m. start 11:30a.m. break 1:00p.m. restart 4:00p.m. end	8:30a.m. start 11:30a.m. break 1:00p.m. restart 4:00p.m. end	8:30a.m. start 11:30a.m. break 1:00p.m. restart 4:00p.m. end	8:30a.m. start 11:45a.m. break 1:00p.m. restart 4:30p.m. end	8:30a.m. start 1:00p.m. end

To view the course catalog and course descriptions by content area please view this course grid.

- In-person registrants will see a catalog that includes 80+ in-person courses.
- Courses are organized by the days they are offered so that you can build a full-week schedule.
- Courses that are sold out will be grayed out.
- Once you have built your schedule and finalized your selections, you may **SKIP TO THE REVIEW SECTION** or scroll down to the review section and click the **SUBMIT** button.
- **Check the box** for the course(s) you want to select. Courses that conflict in day/time will gray out.

	Title	Price	Remaining Seats	Description
☑	2-day Mon.-Tue.: HO248- Cracking the Code: HUD Compliance for Housing Counselors	800.00	25	Are you working for a HUD-approved agency and not sure how that impacts the way you do your job? Being HUD-approved raises the bar not just for your organization but also for the work you do. This course gives you resources and checklists for working with clients, having complete files, managing your time, and all the other things you really need to know. We review the key features of relevant, national HUD programs, including fair housing, and help you crack the code about the HUD 9902 report. If you are a counselor who has achieved your HUD certification, or you want to learn more about what's involved in being a HUD certified counselor, this is the course for you. Come learn all the tips and tools you need to help you standardize and streamline the housing counseling process. * formerly titled: Program Compliance & Reporting for HUD Approved Agencies.
☐	2-day Mon.-Tue.: AH101- The Fundamentals of Affordable Housing Development	800.00	30	In this comprehensive overview of the real estate development process, learn to evaluate the pros and cons of real estate development and how they can affect an organization's goals. Discuss project assessment, acquisition, finance, construction, marketing, pre-leasing, leasing, and management. Using examples and on-site exercises, we'll review the roles, risks, and rewards of real estate development. This course is for managers working in organizations considering real estate development. It is part of the Consortium for Housing and Asset Management curriculum for Nonprofit Housing Management Specialists (NHMS) seeking the Certified Housing Asset Manager designation. For more information, visit www.cham.org.

- After you have made all your course selections, **SKIP TO REVIEW SECTION** or scroll down to the review section.

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Showing 1 to 11 of 11 entries

SKIP TO REVIEW SECTION

- From the REVIEW SECTION at the bottom of the screen select the **SUBMIT** button to proceed.

Showing 1 to 2 of 2 entries

SUBMIT

STEP 6: COURSE FINAL REVIEW PAGE

- A final review page will appear. Click **EDIT** to return to the prior page to make edits or click **CONTINUE** to proceed. If you are registering for courses that have prerequisites, pre-assessments or any hybrid or blended course(s), you are required to check off that you have read the course description and understand and agree to the course requirements.

STEP 7: FOR NETWORK MEMBERS ONLY/LODGING

- Network members who selected the Network Member Lodging Benefit package or the Invitation-Only Convening Free Lodging package will then proceed to a lodging information page. Please review the instructions on this page carefully. *Registrants are expected to arrive one day prior to their first course start date and to depart on their last course day*. **Friday, Aug. 29th** is the last check-out date available.

STEP 8: SHOPPING CART AND PAYMENT

- For registrants with a balance due, if your shopping cart is correct, proceed to CHECKOUT. You will proceed through two more payment cart pages to finalize your payment. If you have an Event Coupon Code, enter it on this page and click **APPLY TO ORDER**. *Do not add more than 1 QTY of a single course*. To arrange group registrations or to pay by check, please contact our Customer Experience team at nti@nw.org.

STEP 9: EVENT CONFERENCE HALL

- Congratulations and thank you for joining us! You are now registered for the NeighborWorks Training Institute. The event **CONFERENCE HALL** is where you will return each time you log into the event platform. From here you will access important **EVENT RESOURCES** and information. Download the event **SITE GUIDE**, highlighted below, for details on how to find what you need, how to navigate the event site, where to find your event schedule, make changes, print your course certificates, sign up for free networking activities and much more!

- Event information including the Onsite Event Guide will be updated leading up to the event so check back often for key updates, new event resources, newly added networking activities and more. This information will be accessible in the **EVENT RESOURCES** booth**.**
- By **Tuesday, Aug. 5th,** our goal is to update the site with final course locations for in-person attendees, lodging assignments for those registrants for whom we are booking lodging.

Enjoy the event and do not hesitate to contact the NeighborWorks Training Customer Experience team if you need any assistance at nti@nw.org or 1-800-438-5547.

THANK YOU FOR JOINING US!