



NeighborWorks Training Institute (NTI)

VISUAL STEP-BY-STEP REGISTRATION GUIDE

Designed to help you register quickly and seamlessly

KEY EVENT DEADLINES:

IN-PERSON and/or STREAMING REGISTRANT

Monday, April 4th:

- Last day to register for or exchange in-person or hybrid courses
 - Last day to submit event cancellations
 - Last day to submit ADA requests or lodging changes
- **Wednesday, April 19th:** Participant lodging/itineraries will be updated in the event site for registrants with a lodging included package
 - **Tuesday, May 16th:** 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.

COVID-19 EVENT POLICY and GUIDELINES:

To register for this event, you will need to agree to the event COVID-19 Policy and 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:

When an event admission category is sold out, no further registrations will be allowed from that category. The categories are: General Admission, Network Member and NeighborWorks Internal Staff. Register early to save your seat!

STEP 1: REGISTER ONLINE

- Fill in the account set-up fields.
- Select if you are registering as an In-Person or Streaming Online registrant 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 feel safe as you gather with colleagues from across the country!

To allow for physical distancing, the in-person event capacity and course seats will be limited. Be sure to register early!

- **In-Person** registrants can select from 80+ in-person courses in eleven content areas..
- **Streaming Online** registrants can select from a limited number of pilot courses.
- Review the event brochure with course descriptions to guide your registration.

April 4, 2023: The last day to register or make course changes.

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

First Name

Last Name

Email

Create Password

Select one option below (required)

In Person Registrant Streaming Online Registrant

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

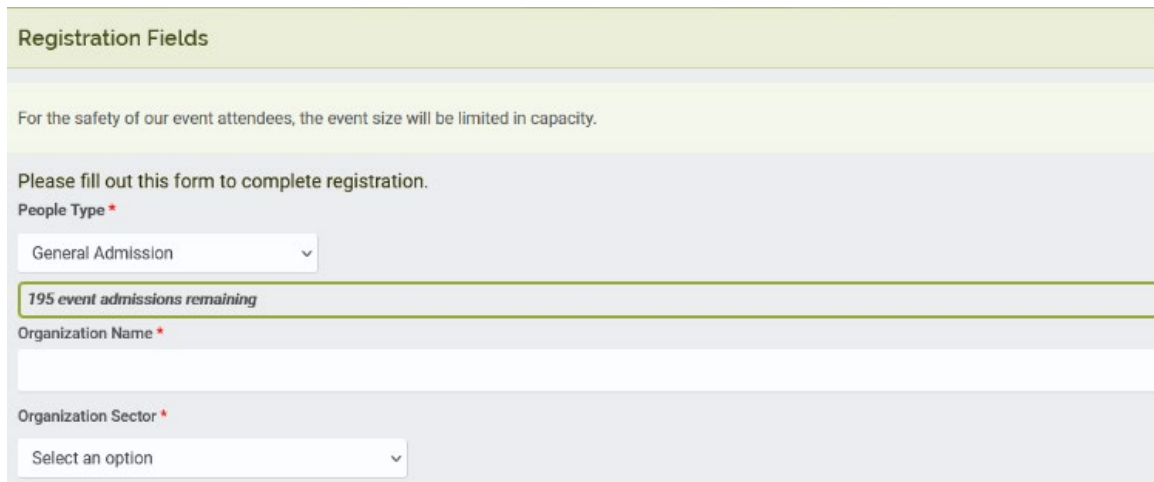
Select an option

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 ADA needs section in your profile.



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 *

General Admission

195 event admissions remaining

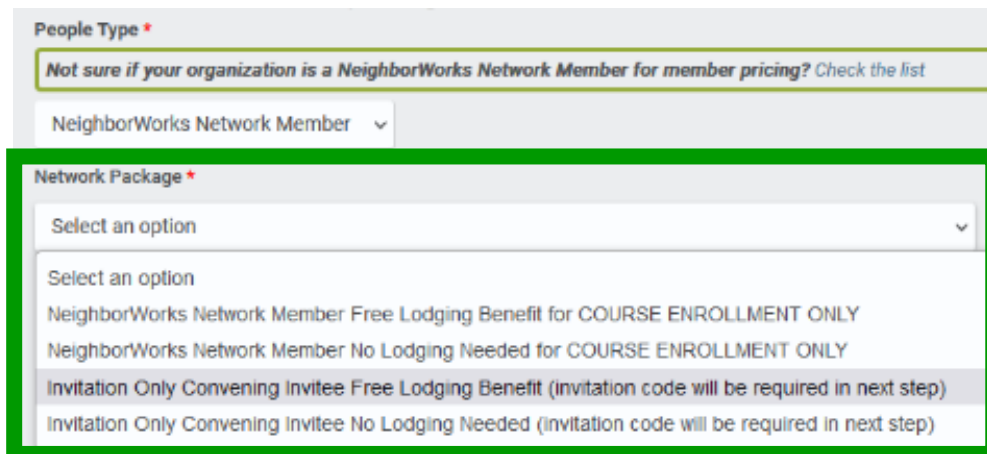
Organization Name *

Organization Sector *

Select an option

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.



People Type *

Not sure if your organization is a NeighborWorks Network Member for member pricing? [Check the list](#)

NeighborWorks Network Member

Network Package *

Select an option

Select an option

NeighborWorks Network Member Free Lodging Benefit for COURSE ENROLLMENT ONLY

NeighborWorks Network Member No Lodging Needed for COURSE ENROLLMENT ONLY

Invitation Only Convening Invitee Free Lodging Benefit (invitation code will be required in next step)

Invitation Only Convening Invitee No Lodging Needed (invitation code will be required in next step)

STEP 3a: NETWORK MEMBER Registrants ONLY continued:

- 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.

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

NeighborWorks Network Member ▾

Network Package *

Invitation Only Convening Invitee Free Lodging Benefit (invitation code will be required in next step) ▾

261 event admissions remaining

Please enter the convening invitation code to proceed. *

INVITECODE

STEP 4: ATTESTATION TO EVENT COVID-19 POLICY + 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 COVID-19 Policy and Safety Protocols. Please review these documents carefully before clicking **SUBMIT**.

By registering for this NeighborWorks America Event, I voluntarily assume all risk and responsibility for injury, harm, or other damages arising from attending the event and participating in its offerings. I also agree to hold harmless NeighborWorks America, its Board, its staff, its contractors, its affiliates, and its agents. Some of the offered activities -- including cooking, exercise, travel, and socializing at events where alcohol is served-- have inherent risks. Please use your best judgment regarding health, safety, equipment, surroundings, etc. Please remember that participation in these offerings is entirely voluntary. *

I am aware that by traveling to, attending, and participating in an in-person NeighborWorks America Event there is a risk of being exposed to COVID-19. I am also aware that such exposure may occur even where all attendees adhere to the COVID-19 Policy & Safety Protocols and take reasonable efforts to mitigate the risk of transmission. I have considered my own- and my family's- health risks in deciding to attend the NeighborWorks America Event. By registering (either personally or through a designated representative for my company/organization) I acknowledge and agree to the following:

(1) I understand and assume the risks associated with exposure to COVID-19 while traveling to and attending the NeighborWorks America Event;

(2) I agree on my own behalf -- and that of my personal representatives, heirs, and assigns -- to release, waive, and discharge NeighborWorks America, its officers, directors, employees, volunteers, contractors, sponsors, and agents from liability for any COVID-related damages or claims arising from my attendance at this in-person NeighborWorks America Event. *

By registering for this event, I agree to read and follow the COVID-19 Policy & Safety Protocols. I understand that I will be required to wear a mask if community levels of COVID-19 are high in the event location. *

SUBMIT

STEP 5: COURSE SELECTION(S)

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

ALL TIMES ARE IN PACIFIC TIME - PT				
Monday, May 1, 2023	Tuesday, May 2, 2023	Wednesday, May 3, 2023	Thursday, May 4, 2023	Friday, May 5, 2023
8:30a.m. start 11:30a.m. end 1:00p.m. start 4:00p.m. end	8:30a.m. start 11:30a.m. end 1:00p.m. start 4:00p.m. end	8:30a.m. start 11:30a.m. end 1:00p.m. start 4:00p.m. end	8:30a.m. start 11:45a.m. end 1:00p.m. start 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.
Courses ending in HYB-ip and HYB-st are Hybrid courses. Please see the course description for additional requirements.*

- Streaming registrants will see a limited catalog of 2 hybrid streaming courses.
- In-person registrants will see a catalog that includes 80+ in-person courses, in-person hybrid courses and a blended course.
- Hybrid and blended courses have special requirements so please read the course descriptions carefully before proceeding with your registration.
- 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.

<input type="checkbox"/>	2-day Mon.-Tue.: AH101: The Fundamentals of Affordable Housing Development	690.00	15	In this comprehensive overview of the real estate development process, you'll learn to assess 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. Review the roles, risks and rewards of real estate development, using examples and on-site exercises. 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.
<input type="checkbox"/>	2-day Mon.-Tue.: AH113: Using the HOME Program	690.00	14	The HOME program is the major source of housing development funding for many nonprofit community-based organizations. Get a clear understanding of how the program works, how it can be used to attract nonfederal sources of project support, and what the restrictions are related to use by sub-recipients. The course covers the HOME program in detail, clearing up many of the misunderstandings about how the program can be used. Recommended for community housing development organizations and other community-based organizations involved in affordable housing development.
<input type="checkbox"/>	2-day Mon.-Tue.: AH224: Understanding Underwriting: Successful Loans for Nonprofit Developers	690.00	23	Learn how to discuss your deal with private-sector lenders and present a loan package that will interest lenders and result in a positive review of your loan request. Find out what your loan package should and should not include. Discover how to best present your ideas to private-sector lenders to get them to finance your deal. Recommended for community housing development organizations (CHDOs), community-based organizations, community development corporations and others involved in financing real estate or business development deals.

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

<input checked="" type="checkbox"/>	3-day Mon.-Wed.: LE210: USDA Rural Development Sec502 Direct Loans: Affordable Rural Homeownership	750.00	15	This three-day advanced course will cover USDA Rural Development's Section 502 direct loan program and provide invaluable insight as to how this homeownership financing resource can be utilized in your community. Learn how your organization can assist potential borrowers and work in partnership with RD staff in your state to deliver successful Section 502 loan packages. Through the course, designed for those experienced in using Section 502, participants will learn the regulations and practical applications of the loan program. Participants will develop a strong understanding of 502 direct underwriting and packaging standards, which will ensure that submitted loan dockets are complete and accessible for processing. Please bring a laptop to class. This advanced course is not open for those without experience in working with this program.
-------------------------------------	--	--------	----	--

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.

2-day Thur.-Fri.: HO208hybip: Building Skills for Financial Confidence-Hybrid (in-person)	May 26th 8:30 - 11:45 am, 1pm - 4:30pm May 27th 8:30 - 11:45 am, 1pm - 2:30pm	469.00	6
--	--	--------	---

Are you wondering what skills are necessary for practitioners to effectively work with customers in reaching their financial goals? What behaviors and attitudes can make a person financially confident? What barriers consumers face in working toward long-term financial security? Attend this 2-day course to gain the most useful and efficient tools to make a real difference in the lives of your clients. You will learn how to facilitate engaging and candid conversations around using appropriate financial products and services, spending, saving, credit, protecting assets and maximizing income. Develop and build your skills in key content areas that will help consumers put themselves in a better position to withstand economic stresses and achieve financial prosperity. Who should attend: financial coaches, financial and housing counselors, program managers, rental housing counselors, and community development professionals.

NOTE: This is a hybrid course (offered both in-person and via streaming online). Enrolling in the in-person version means:

- You will attend the course in-person in Los Angeles.
- You will be enrolled in our virtual classroom platform (easy instructions to come after your registration is processed).
- All course materials will be provided in a digital format, well in advance of the course.
- To fully participate, you'll need to bring a smartphone, tablet, or laptop that can connect to wi-fi.

By registering for a hybrid course, I agree that I have read the course description and understand the requirements necessary to successfully participate in this type of course. *

By registering for a course with a prerequisite and/or preassessment requirement, I agree that I have met or will meet, prior to the course start date, the requirements necessary to register for this course. *

EDIT **CONTINUE**

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, May 5th* 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 Customer Response at nti@nw.org.

Shopping Cart

Cart contents

Products	Qty	Remove	Total
3-day Mon.-Wed.: AM351: Advanced Housing Asset Management (CHAM)	1	REMOVE	\$704.00
2-day Thur.-Fri.: HO208hybip: Building Skills for Financial Confidence-Hybrid (in-person)	1	REMOVE	\$469.00

Subtotal: \$1,173.00

UPDATE CART **CHECKOUT**

Coupon discounts

Coupon Code

Enter a coupon code and click "Apply to order" below.

APPLY TO ORDER

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.
- By **Wednesday, April 19th**, 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, and platform links for hybrid streaming course registrants.

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

THANK YOU FOR JOINING US!