



NeighborWorks Training Institute (NTI)

VISUAL EVENT SITE GUIDE

Designed to help you navigate the event site quickly and seamlessly

KEY EVENT DEADLINES:

Sunday, Dec. 14: Last day to register using the **Early Bird Discount**

Monday, Jan. 19: Last day to submit ADA requests

Monday, Jan. 26:

- **Network Registration Deadline**, last day to register
- Last day to exchange in-person courses
- Last day to submit event cancellations/refunds
- Last day to submit lodging changes
-

Friday, Jan. 30: General Admission Registration Deadline, last day to pre-register

Tuesday, Feb. 10: Participant lodging/itineraries will be updated in the event site for registrants with a lodging-included package

Monday, Mar. 30: 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.

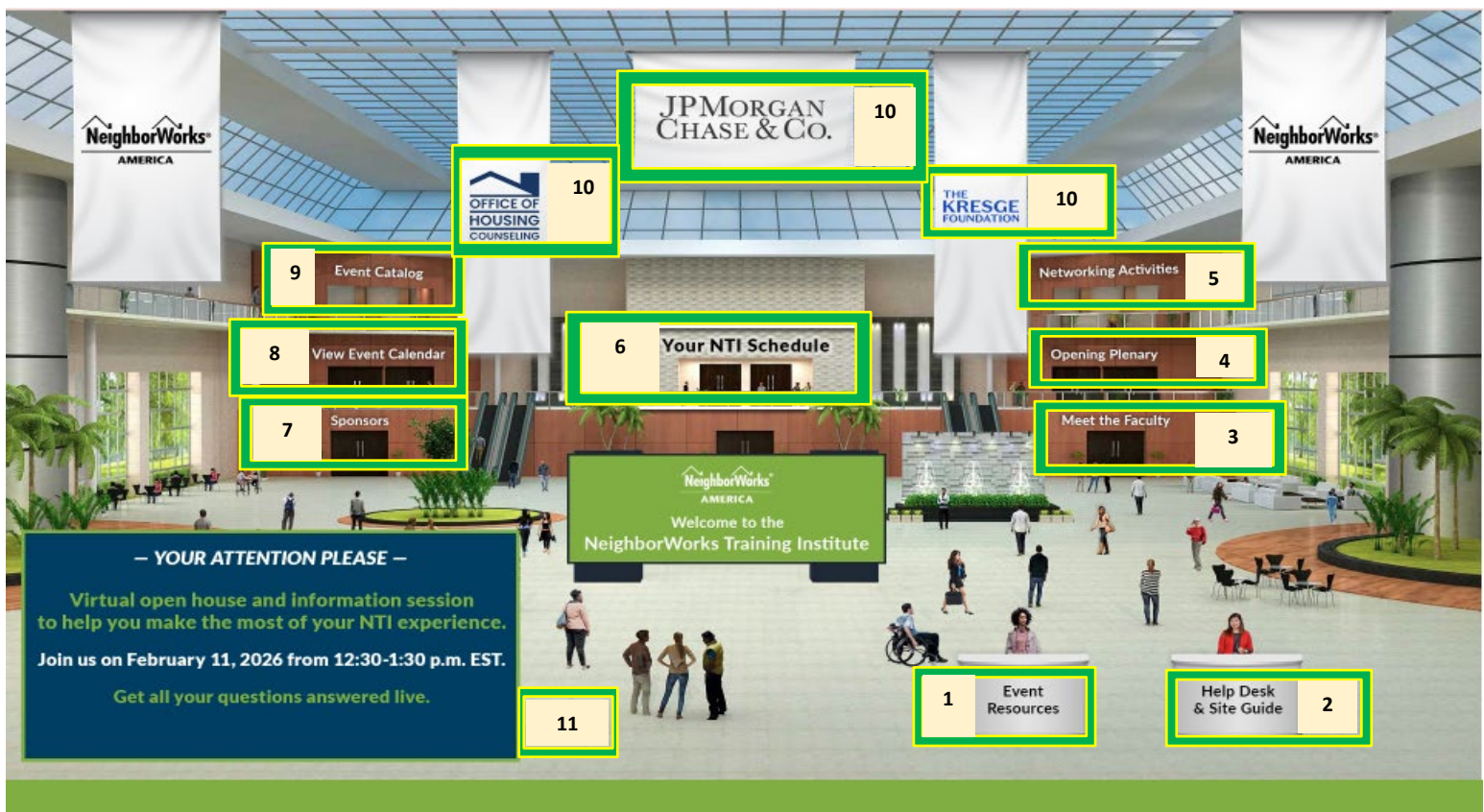
STEP 1: [EVENT LOGIN:](#)

- After registering for the event, this link will return you to the event site. The login username is the email you registered with, and your password is what you input when creating your account.
-If you are scholarship recipient, please refer to the password listed in your Scholarship Event Confirmation Letter and Receipt email.
- If assistance is needed, contact NeighborWorks Training Customer Experience team at nti@nw.org or 1-800-438-5547.

The screenshot shows a login interface for NeighborWorks NTI. It has a title bar 'Log In to NeighborWorks NTI'. Below it is a text input field containing the email 'newregistrant@newregistration.test'. Underneath the email field is a password field represented by a yellow bar with ten black dots. Below the password field is a link that says 'Forgot your password?'. At the bottom of the form is a purple button with the text 'SIGN IN' in white capital letters.

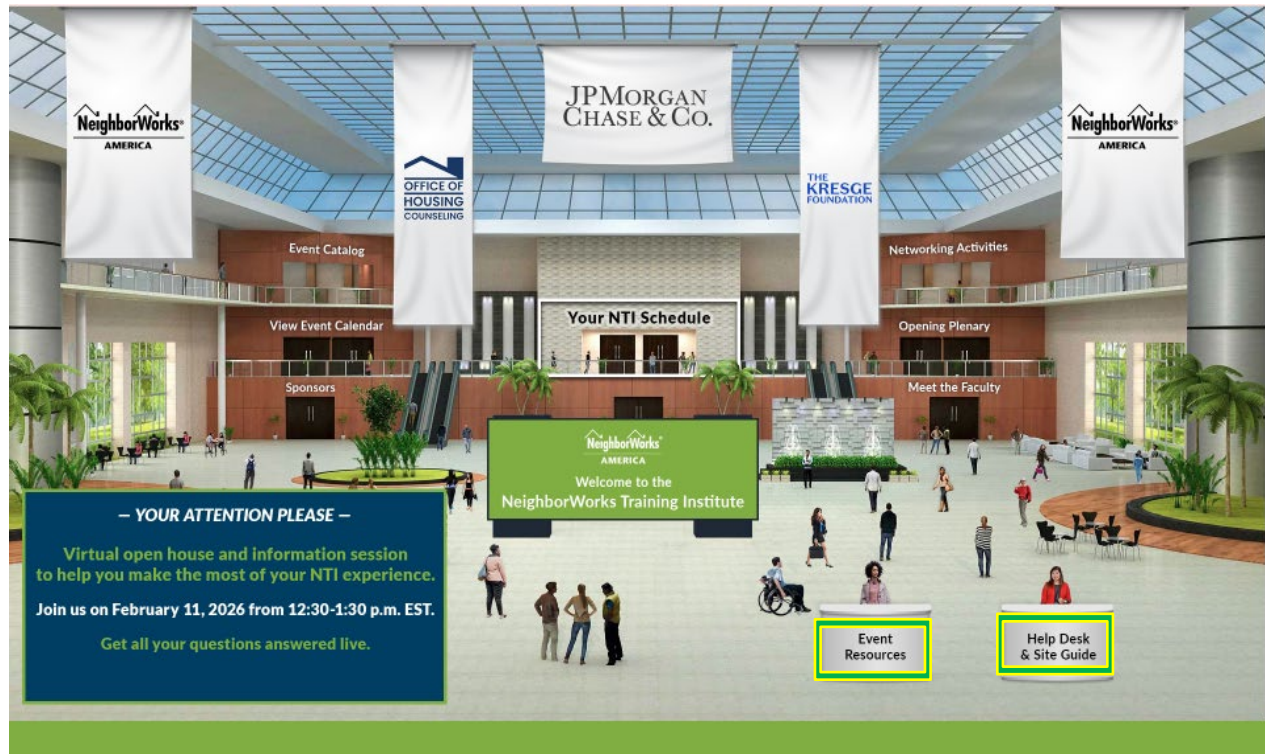
STEP 2: CONFERENCE HALL | HOME PAGE – Clickable links to view the following:

1. **EVENT RESOURCES** to view information and instructions about the event
2. **HELP DESK & SITE GUIDE** to view instructions on reaching our Customer Experience team and how to access visual instructions on navigating the event site
3. **MEET THE FACULTY** to see who is teaching your course(s)
4. **OPENING PLENARY** to join fellow NTI Attendees for some lunch, networking, and light remarks from our event hosts.
5. **NETWORKING ACTIVITIES** to sign up for free networking activities as they are added to the site
6. **YOUR NTI SCHEDULE** to view and print your event schedule of courses and key registration details from the **MY COURSES** page
7. **SPONSORS** to view the sponsors of this event
8. **VIEW EVENT CALENDAR** to view a listing of all event activities in **calendar view**
9. **EVENT CATALOG** to view a listing of all event activities in **catalog view**
10. **BANNERS** to link to funder information sites
11. **VIRTUAL OPEN HOUSE** information session to help you make the most of your NTI experience



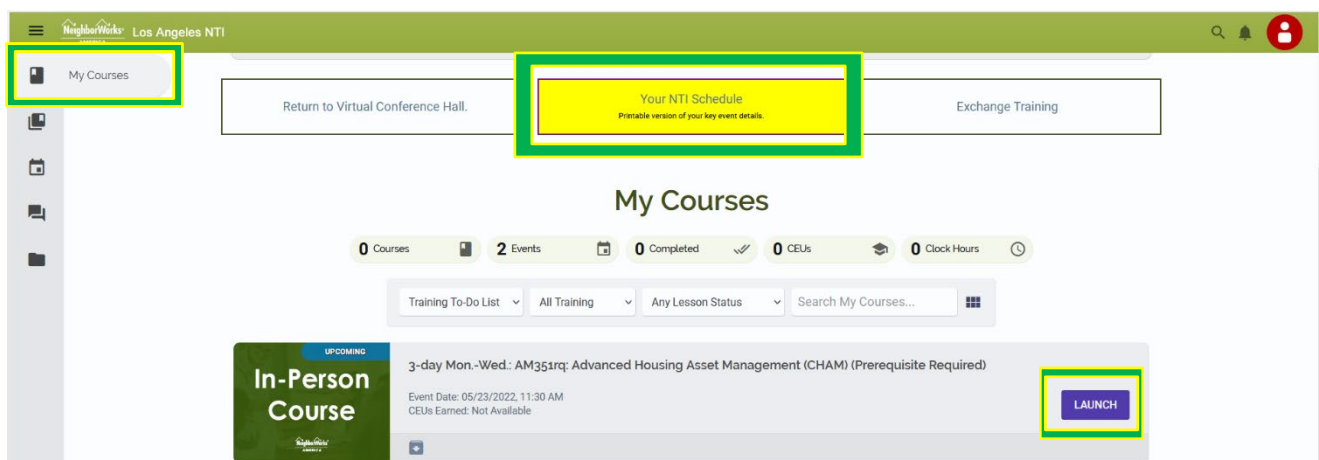
STEP 3: ACCESSING YOUR NTI SCHEDULE | MY COURSES PAGE:

- CLICK the link to **YOUR NTI SCHEDULE**



STEP 4: FROM THE MY COURSES PAGE:

- Here you will see the courses and networking activities you signed up for
- Clicking the **LAUNCH** button for any activity will take you to the description page for that activity
- CLICK the **YOUR NTI SCHEDULE** link to view your detailed event itinerary (printable PDF format) to see your registered activities



STEP 5: FROM THE YOUR NTI SCHEDULE PAGE (printable pdf):

- This is where you will find **your** specific key event details:
 - Your registered courses and network activities
 - Course room locations for in-person attendees will appear under **LOCATION**
 - Course evaluation links for in-person or Zoom and/or platform links for virtual/streaming activities (if offered) will appear under the **PARTICIPANT COMMENTS** section
 - If applicable, your lodging, travel and/or scholarship details and instructions
 - Click the **PRINT YOUR SCHEDULE** button to export to pdf and print

Your NTI Schedule

PRINT YOUR SCHEDULE HERE

Details

Learner Details

newregistrantfirstname newregistrantlastname

New Registrant

555-555-5555

555 New Registrant Lane

Scholar City, ID 55555

Assigned Hotel: Specific hotel assignments will be updated by **Tuesday, February 10, 2026**. If you have accessibility needs under the Americans with Disabilities Act (ADA) related to your lodging, please submit them to Customer Response at NTI@nw.org by **Jan 19, 2026**. Some ADA accommodation requests, which may require contracting of services, require at least 75 days advance notice by Dec. 8, 2025.

Check In: 2/22/2026

Check Out: 2/27/2026

Travel Arrival: 2/22/2026

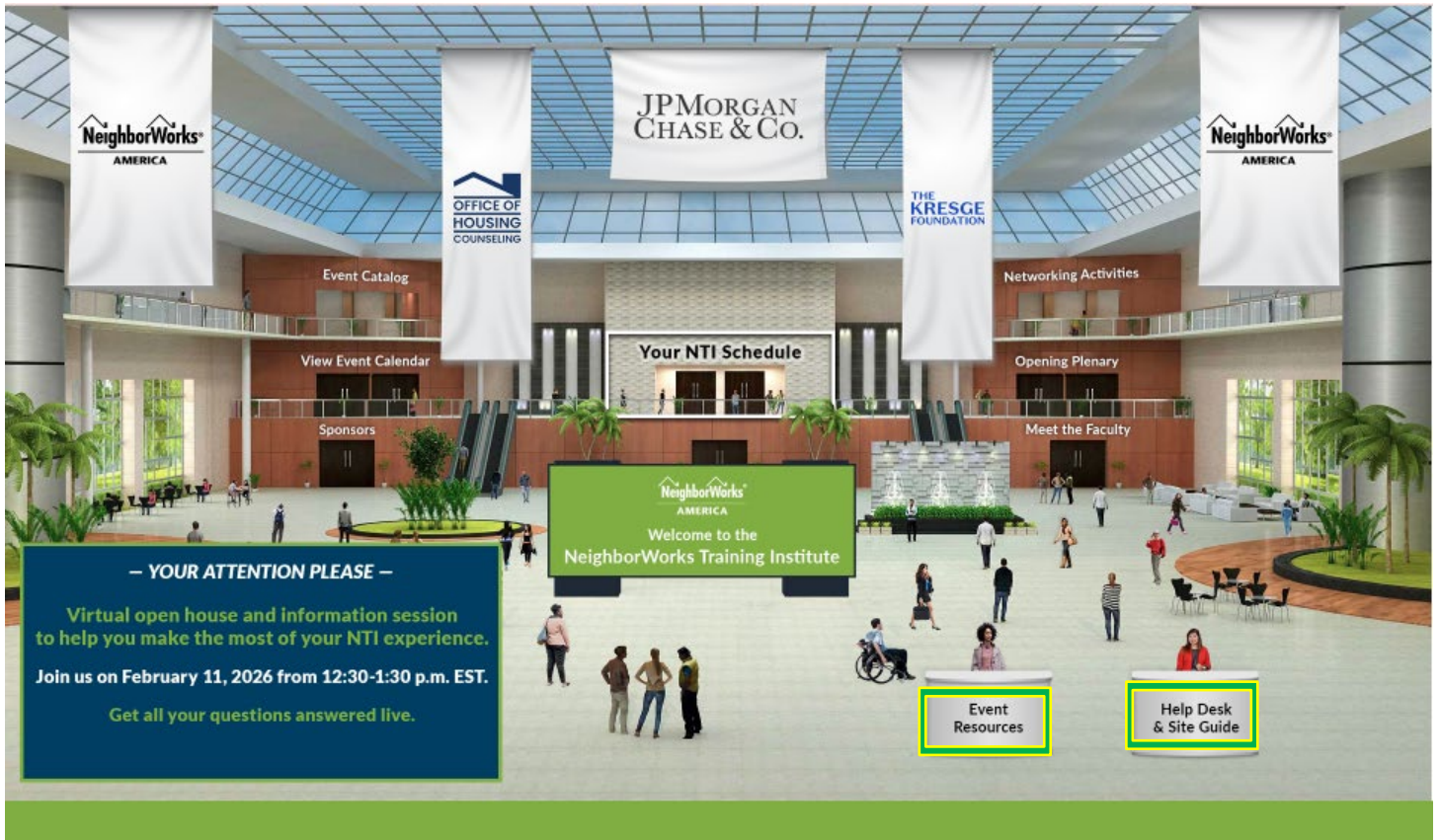
Travel Departure: 2/27/2026

Itinerary

Session	Participant Comments	Date	Location
3-day Mon.-Wed.: AM351rq: Advanced Housing Asset Management (CHAM) (Prerequisite Required)	-	May 23rd 8:30 - 11:30 am, 1pm - 4pm May 24th 8:30 - 11:30 am, 1pm - 4pm May 25th 8:30 - 11:30 am, 1pm - 4pm	-

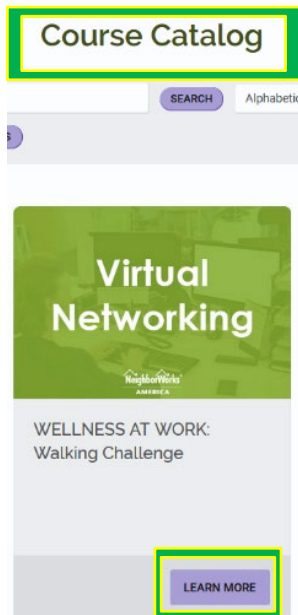
STEP 6: EVENT RESOURCES:

- Access the **EVENT RESOURCES** section from the **Virtual Conference Hall**.



STEP 7: REGISTER FOR NETWORKING ACTIVITIES:

- From the **COURSE CATALOG** page, click the **LEARN MORE** button on any activity
- CLICK the **REGISTER** button to add a networking activity to your schedule
- CLICK **UNREGISTER** to remove a networking activity from your schedule



WELLNESS AT WORK: Walking Challenge

[BACK TO EVENTS](#)

Event Details

Event Staff

 Theresa Padovano

Description

Join NeighborWorks Training Institute attendees for a fun Walking Challenge! Instructions will be added closer to the event.

[Download to calendar](#)

Location

 Not Specified

Price

 FREE

Certificate

 No Certificate

Visibility

 Public

Open Seats

 40 / 40

Event Date (PST)

• May 23, 2022: 7:00am thru May 26, 2022: 7:00pm

Your Other Events on Mon, May 23, 2022

Conflict?	Event Title	Event Start	Event End
	3-day Mon.-Wed.: AM351rq: Advanced Housing Asset Management (CHAM) (Prerequisite Required)	11:30 am	2:30 pm

[REGISTER](#)

WELLNESS AT WORK: Walking Challenge

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Open Seats

 39 / 40 (accepted)

Event Date (PST)

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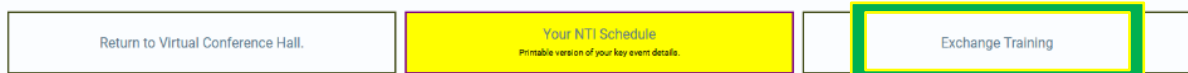
Your Other Events on Mon, May 23, 2022

Conflict?	Event Title	Event Start	Event End
	3-day Mon.-Wed.: NR121: Measuring the Impacts of Your Revitalization Work (same as CB200)	11:30 am	2:30 pm

[UNREGISTER](#)

STEP 8: EXCHANGE TRAINING

- Using this feature, registrants may exchange training courses that take place on the **same dates/times only** and for the same monetary value until **Jan. 26**. Blended and courses with prerequisites or pre-assessments may not be exchanged using this function as they require attestation that you have read and agree to the course terms. Please contact Customer Response if you require support.
- From the **YOUR NTI SCHEDULE | MY COURSES** page, click on **EXCHANGE TRAINING**



My Courses

- From within the exchange function, select the course you are registered for that you want to exchange. Select the new course you want to switch into. Click the **SUBMIT** button at the bottom of the page to make the exchange.
- Once the exchange is done, go back to your **MY COURSES | YOUR NTI SCHEDULE** to verify the change is reflected and accurate.

Exchange 3-day Mon.-Wed. In-Person courses

Exchange training is applicable only for courses that match the same day(s).

1. Select the **EXISTING** course that you no longer want to remain enrolled in.
2. Select the new **REPLACEMENT** course.
3. Courses which are full will be greyed out and not available for enrollment.
4. Click the Submit button to finalize your exchange
5. Once you have successfully exchanged your course return to your [MY COURSES PAGE](#) to review your revised schedule.

Existing 3-day Mon.-Wed. In-Person courses

Show 10 entries

Title	Date	Remaining Seats	Description
☐ 3-day Mon.-Wed.: NR121: Measuring the Impacts of Your Revitalization Work (same as CB200)	05/23/2022, 11:30 AM	14	NR121/old

Showing 1 to 1 of 1 entries

Replacement 3-day Mon.-Wed. In-Person courses

Show 10 entries

Title	Date	Remaining Seats	Description
☐ 3-day Mon.-Wed.: CB200: Community Engagement: Measuring its Impact (same as NR121)	05/23/2022, 11:30 AM	1	CB200/new

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