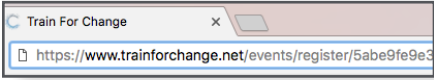
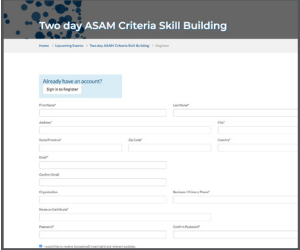
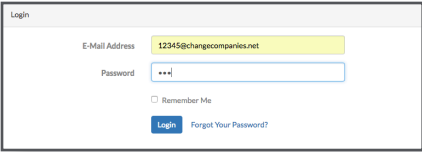
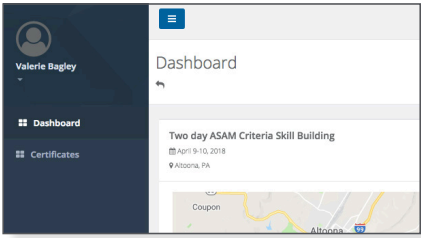


Train for Change® Event Registration and Certificate Generation

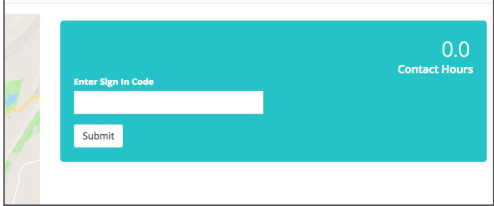
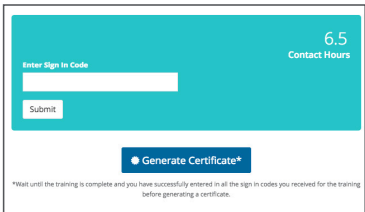
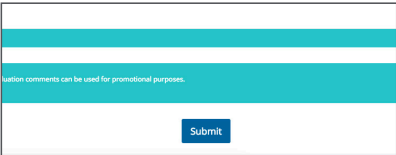
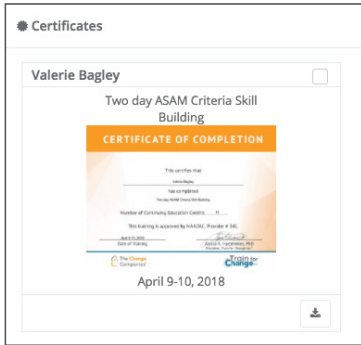
A. Creating a Train for Change® Account

	<ol style="list-style-type: none">1. In your browser window, enter the unique registration URL for the event you are attending. You should have received this URL from your event coordinator via email. If you have already set up an account and registered for your event, you may proceed to Section B: Viewing Your Events.
	<ol style="list-style-type: none">2. Fill out the required fields and click Register.
	<ol style="list-style-type: none">3. You will now be able to sign in to your account and view your events by clicking the Sign In button in the top right corner of the screen and entering your new login credentials.

B. Viewing your Events

	<ol style="list-style-type: none">1. To view the event(s) for which you have registered, sign in to your account by going to trainforchange.net, clicking the Sign In button, and entering your login credentials.2. You will be taken to your Dashboard, which shows all upcoming events for which you are registered.
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C. Signing in at an Event and Generating a Certificate

 <p>A screenshot of a web interface for signing in. It features a teal header with '0.0 Contact Hours' on the right. Below the header is a white input field labeled 'Enter Sign In Code' and a 'Submit' button. A small map icon is visible on the left side of the teal area.</p>	<ol style="list-style-type: none"> 1. At the end of each event, you will be provided with sign-in codes for all days that you attended the event. These codes, and the online training evaluation, serve as proof that you attended the event and allow you to access your certificate. <p>Enter your sign-in codes by logging in to your account at trainforchange.net and typing your sign-in code in the field provided under the event. You will enter a different sign-in code for each day that you attended. You will notice that each sign-in code entered increases the number of contact hours received for that event.</p>
 <p>A screenshot of the sign-in interface showing '6.5 Contact Hours'. A 'Generate Certificate*' button has appeared below the 'Submit' button. A small note at the bottom reads: '*Wait until the training is complete and you have successfully entered in all the sign in codes you received for the training before generating a certificate.'</p>	<ol style="list-style-type: none"> 2. Once all sign-in codes have been entered, click on the Generate Certificate button that appears beneath the sign-in code window. This will redirect you to an evaluation form - the final requirement before being able to access your certificate.
 <p>A screenshot of an evaluation form. It has a teal header with the text 'Evaluation comments can be used for promotional purposes.' Below the header is a white text area and a 'Submit' button.</p>	<ol style="list-style-type: none"> 3. Fill out all the required fields on your evaluation form, then hit Submit.
 <p>A screenshot of the 'Certificates' page. The user's name 'Valerie Bagley' is at the top. Below it is the title 'Two day ASAM Criteria Skill Building'. A 'CERTIFICATE OF COMPLETION' is displayed with a download icon in the bottom right corner. The date 'April 9-10, 2018' is shown at the bottom.</p>	<ol style="list-style-type: none"> 4. You will be redirected to the Certificates page. This page can also be accessed by clicking on the Certificates button in the left-hand column of your screen after login. 5. Here, you will see a certificate icon for all trainings you have completed with Train for Change®. Click on the Download icon in the bottom left-hand corner of the training certificate you would like to generate. A PDF of your certificate will begin downloading immediately. 6. If at any time you need to re-download your certificate, simply log in to your account, click on the Certificates button in the left-hand column of your login screen, and repeat the process above.