



## HOW TO REGISTER FOR A FACILITATOR WORKSHOP



— USER GUIDE —

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**DARKNESS TO LIGHT**<sup>®</sup>  
END CHILD SEXUAL ABUSE

*Please contact our Facilitator Support Team for more assistance.*

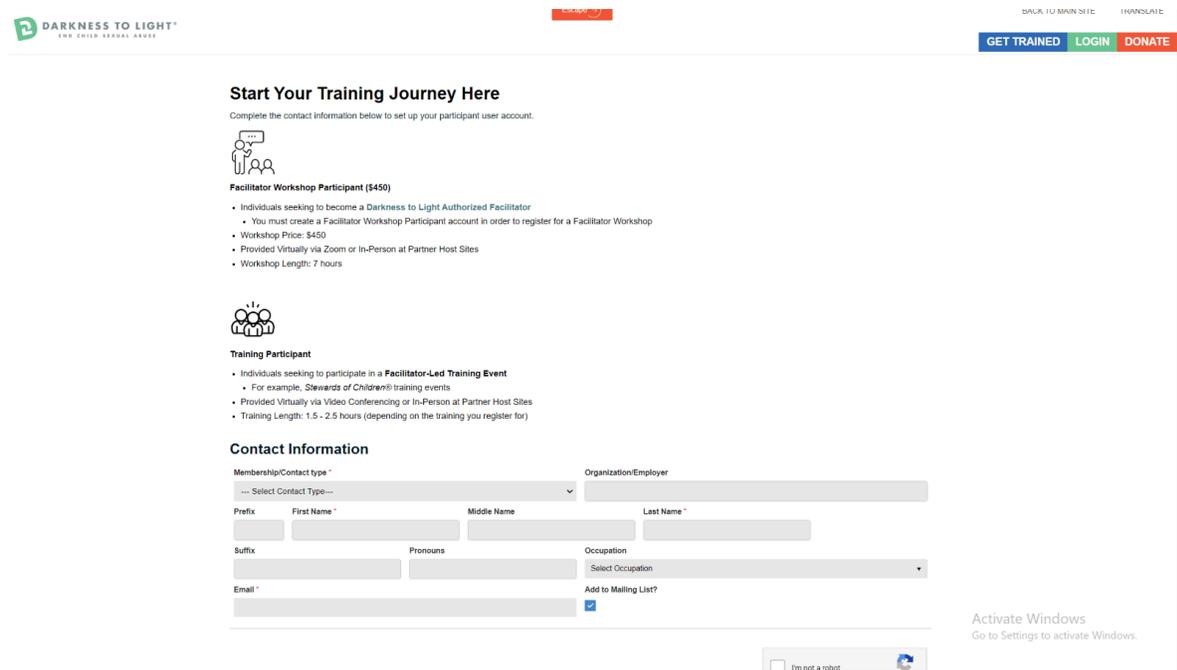
FacilitatorSupport@D2L.org | 843.965.5444

# CREATING A FACILITATOR WORKSHOP PARTICIPANT ACCOUNT

## 1. Complete the *Start Your Training Journey Here* form.

<https://d2l.coalitionmanager.org/contactmanager/contact/publicregistration>

- **Select the Facilitator Workshop Participant (\$450) type.** This ensures you can access the Facilitator Workshop calendar.
- Please fill out the demographic information questions that you feel comfortable sharing. This helps us understand who are facilitators are. None of these questions are required to create a **Facilitator Workshop Participant (\$450) account.**
- You must input an active email to create an account and register for a Facilitator Workshop.

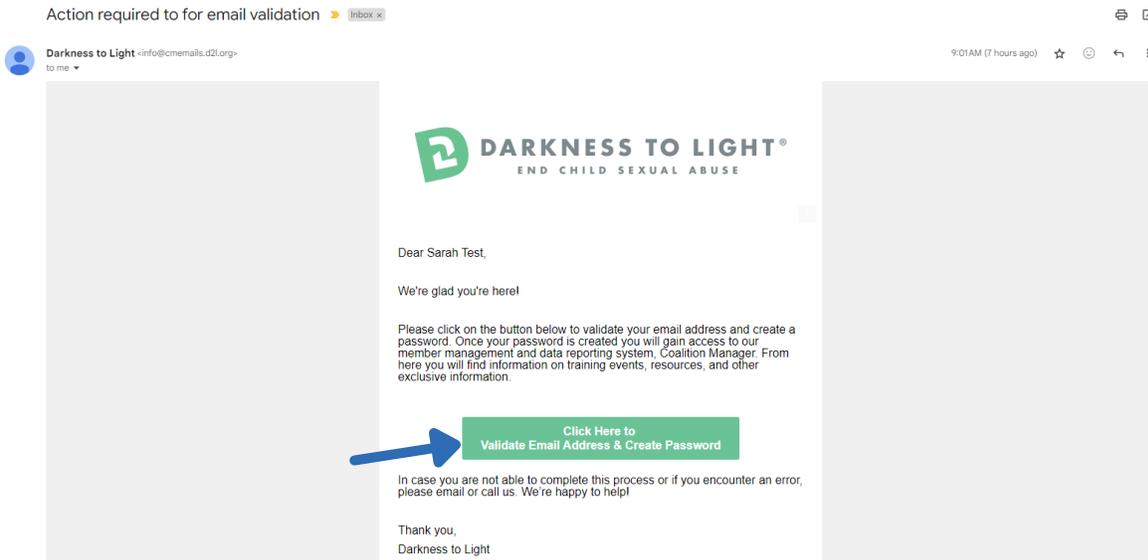


The screenshot shows the registration form for a Facilitator Workshop Participant. At the top left is the Darkness to Light logo. At the top right are navigation links: "GET TRAINED", "LOGIN", and "DONATE". The main heading is "Start Your Training Journey Here" with a sub-heading "Complete the contact information below to set up your participant user account." Below this is an icon of three people and the title "Facilitator Workshop Participant (\$450)". The form lists details: "Individuals seeking to become a Darkness to Light Authorized Facilitator", "You must create a Facilitator Workshop Participant account in order to register for a Facilitator Workshop", "Workshop Price: \$450", "Provided Virtually via Zoom or In-Person at Partner Host Sites", and "Workshop Length: 7 hours". Below this is another icon of three people and the title "Training Participant". The form lists details: "Individuals seeking to participate in a Facilitator-Led Training Event", "For example, Stewards of Children® training events", "Provided Virtually via Video Conferencing or In-Person at Partner Host Sites", and "Training Length: 1.5 - 2.5 hours (depending on the training you register for)". The "Contact Information" section includes fields for "Membership/Contact type" (a dropdown menu), "Organization/Employer", "Prefix", "First Name", "Middle Name", "Last Name", "Suffix", "Pronouns", "Occupation" (a dropdown menu), "Email", and "Add to Mailing List?" (a checked checkbox). At the bottom right, there is a "I'm not a robot" checkbox and a "Go to Settings to activate Windows" message.

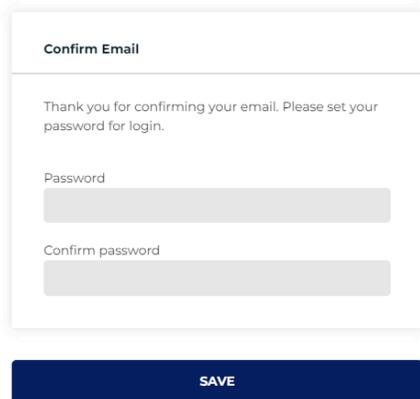
# CREATING A FACILITATOR WORKSHOP PARTICIPANT ACCOUNT (CONTINUED)

## 2. Check your email and select the link in the Welcome Email from Coalition Manager.

- Please note that this email will come from [info@cmemails.d2l.org](mailto:info@cmemails.d2l.org).
- The “Click Here to Validate Email Address & Create Password” button will open in a new window.



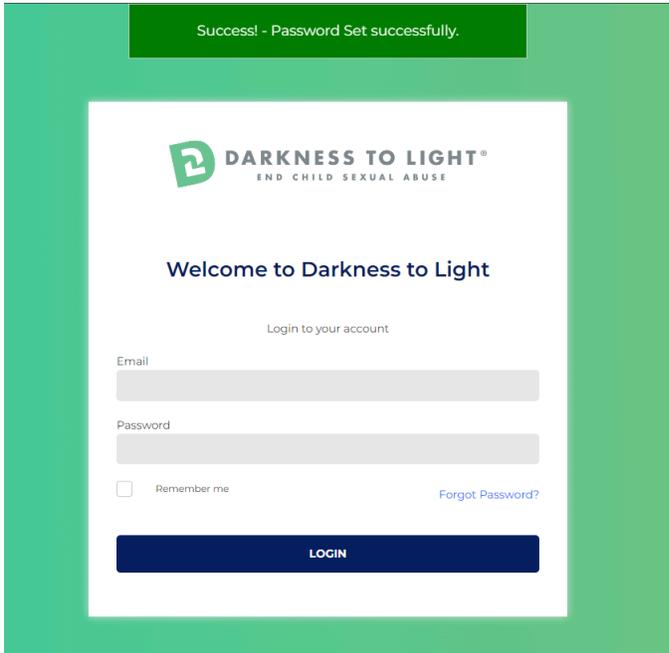
## 3. Complete the form to create a password for your Facilitator Workshop Participant (\$450) account and select SAVE.

A screenshot of a web form titled "Confirm Email". The form contains the text: "Thank you for confirming your email. Please set your password for login." Below this text are two input fields: "Password" and "Confirm password". At the bottom of the form is a dark blue button labeled "SAVE".

## CREATING A FACILITATOR WORKSHOP PARTICIPANT ACCOUNT (CONTINUED)

4. You will be redirected to the Coalition Manager login page below.

- If your password has been successfully set, you will see the message: **Success! - Password Set successfully.**

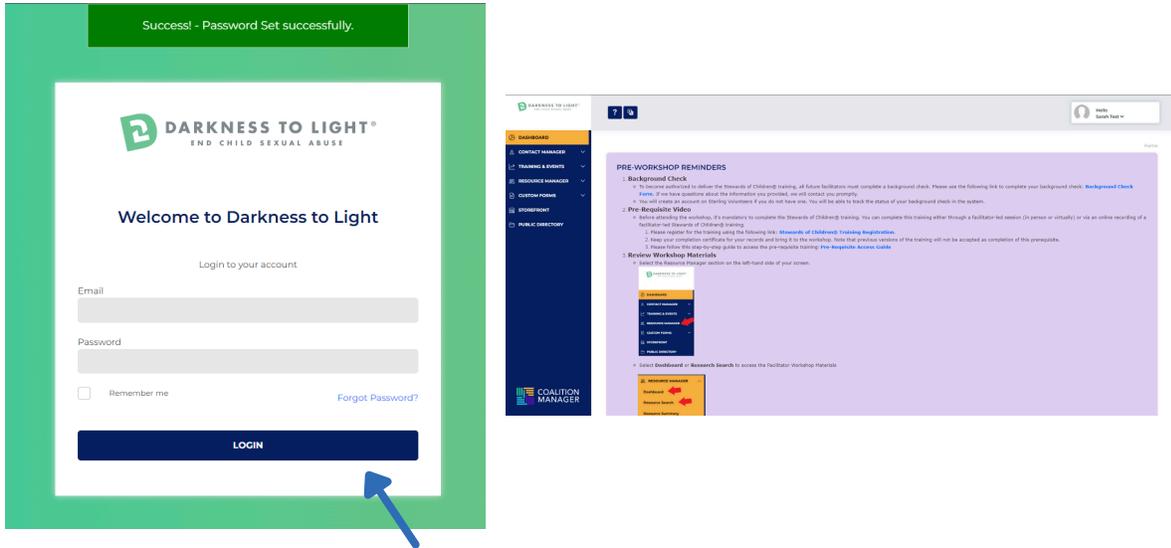


The screenshot shows a login page for Darkness to Light. At the top, a green banner displays the message "Success! - Password Set successfully." Below this, the Darkness to Light logo is visible, followed by the text "Welcome to Darkness to Light". The page prompts the user to "Login to your account" and provides input fields for "Email" and "Password". There is a "Remember me" checkbox and a "Forgot Password?" link. A dark blue "LOGIN" button is positioned at the bottom of the form area.

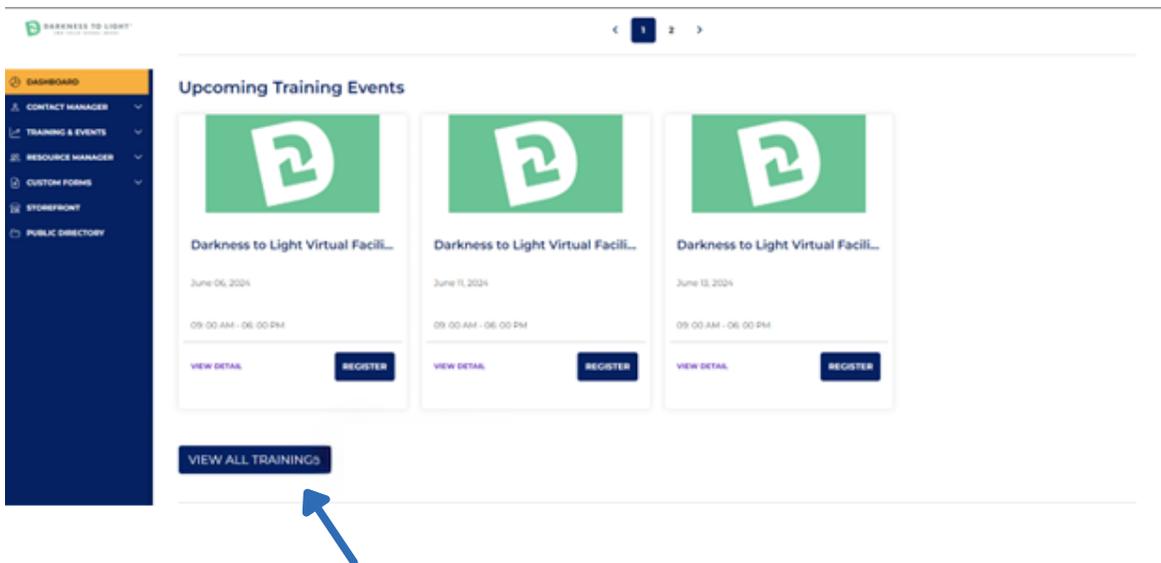
# REGISTERING FOR A FACILITATOR WORKSHOP

## 1. Log into your account by inputting your email and new password and selecting LOGIN.

- This will open to your Workshop Participant (\$450) dashboard.

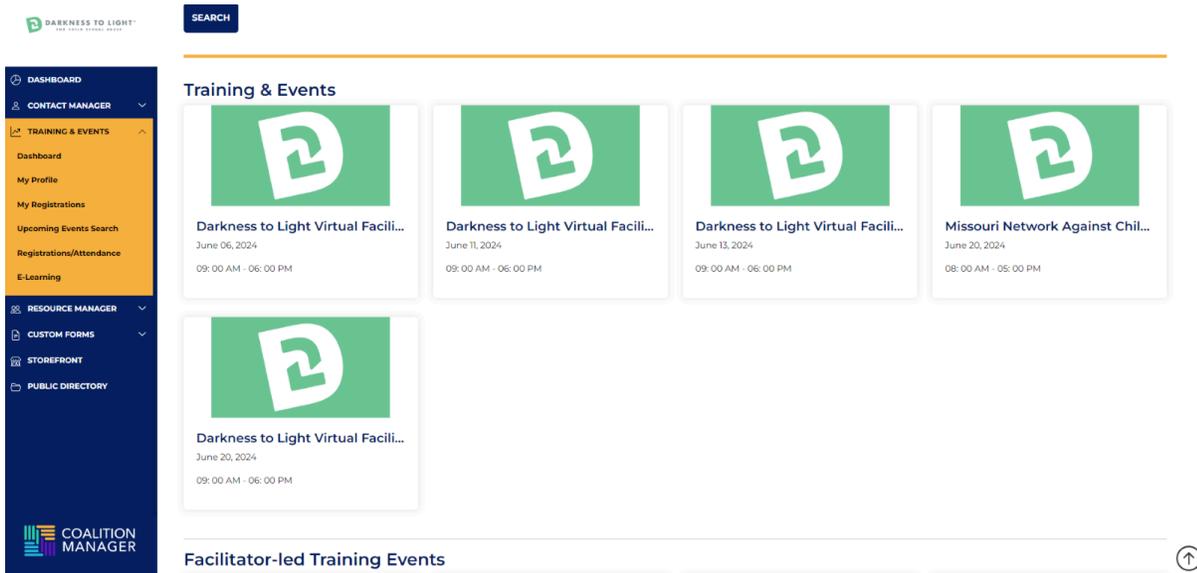


## 2. Scroll down and select View All Trainings to see the available Facilitator Workshop dates.



# REGISTERING FOR A FACILITATOR WORKSHOP (CONTINUED)

## 3. Select the Workshop/date that you want to register.

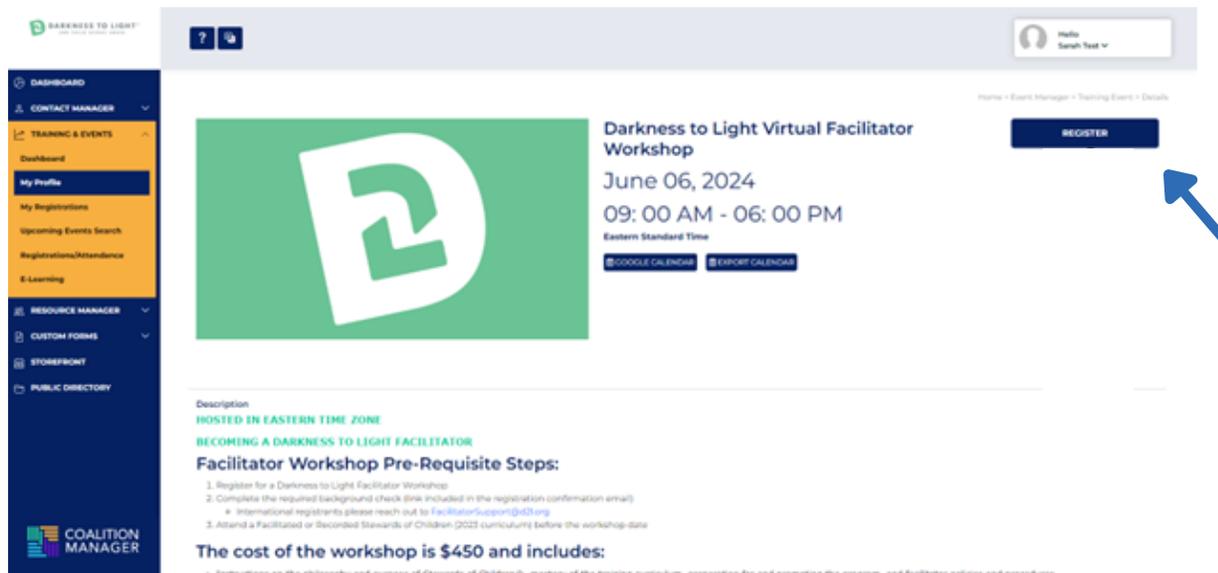


The screenshot shows the 'Training & Events' section of the Darkness to Light website. A sidebar on the left contains navigation links: DASHBOARD, CONTACT MANAGER, TRAINING & EVENTS (selected), My Profile, My Registrations, Upcoming Events Search, Registrations/Attendance, E-Learning, RESOURCE MANAGER, CUSTOM FORMS, STOREFRONT, and PUBLIC DIRECTORY. The main content area displays a list of events under the heading 'Training & Events'. The events listed are:

- Darkness to Light Virtual Facili... (June 06, 2024, 09:00 AM - 06:00 PM)
- Darkness to Light Virtual Facili... (June 11, 2024, 09:00 AM - 06:00 PM)
- Darkness to Light Virtual Facili... (June 13, 2024, 09:00 AM - 06:00 PM)
- Missouri Network Against Chil... (June 20, 2024, 08:00 AM - 05:00 PM)
- Darkness to Light Virtual Facili... (June 20, 2024, 09:00 AM - 06:00 PM)

Below the list is a section for 'Facilitator-led Training Events' with an upward arrow icon.

## 4. Select Register.



The screenshot shows the 'Darkness to Light Virtual Facilitator Workshop' registration page. The sidebar on the left is identical to the previous screenshot. The main content area displays the event details:

- Darkness to Light Virtual Facilitator Workshop**
- June 06, 2024**
- 09:00 AM - 06:00 PM**
- Eastern Standard Time

Buttons for 'GOOGLE CALENDAR' and 'EXPORT CALENDAR' are visible. A blue arrow points to a 'REGISTER' button in the top right corner. Below the event details, the 'Description' section includes the following text:

**HOSTED IN EASTERN TIME ZONE**  
**BECOMING A DARKNESS TO LIGHT FACILITATOR**  
**Facilitator Workshop Pre-Requisite Steps:**

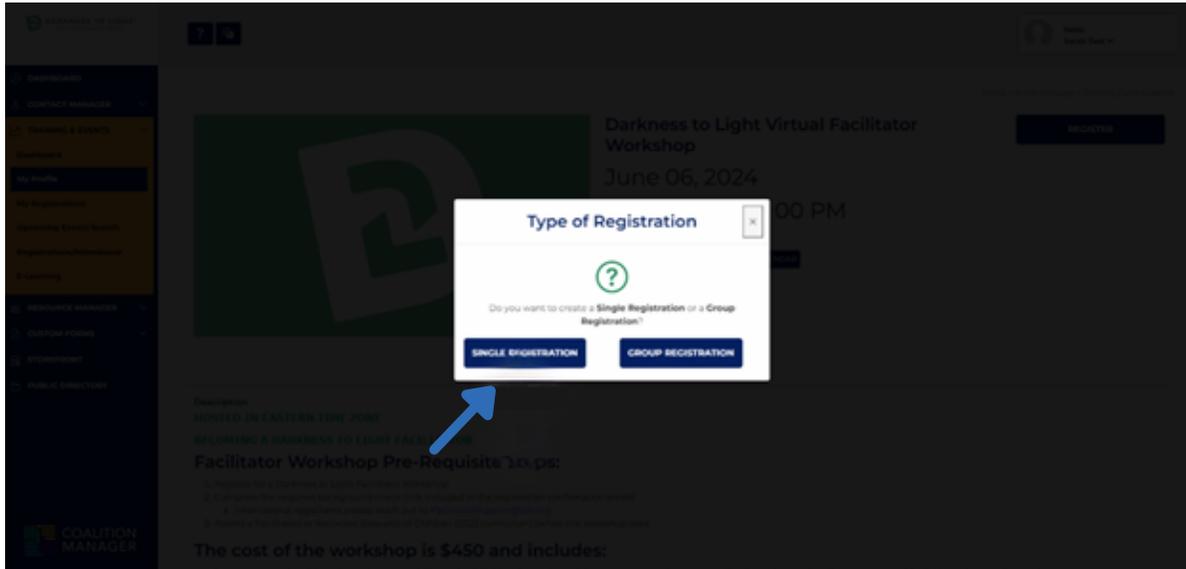
1. Register for a Darkness to Light Facilitator Workshop
2. Complete the required background check (link included in the registration confirmation email)
  - International registrants please reach out to [FacilitatorSupport@dtl.org](mailto:FacilitatorSupport@dtl.org)
3. Attend a Facilitated or Recorded Standards of Children (2023 curriculum) before the workshop date

**The cost of the workshop is \$450 and includes:**

- Reimbursement on the stipend for self-nominating of facilitators; members of the facilitator committee; preparation for self-nominating the session; self-facilitator salaries and materials

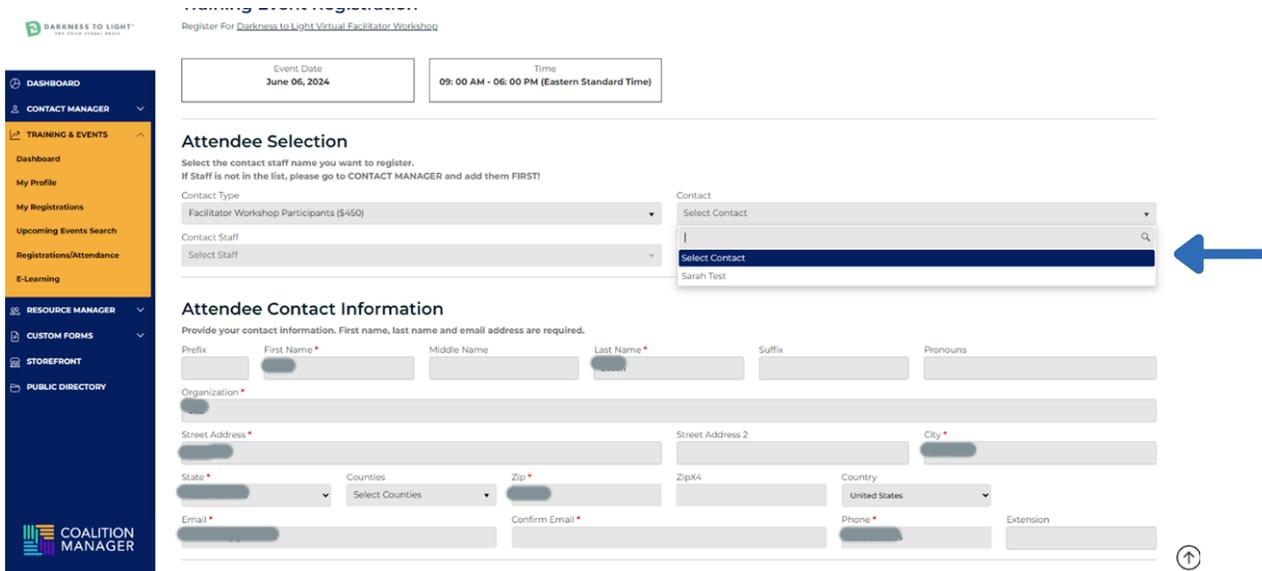
# REGISTERING FOR A FACILITATOR WORKSHOP (CONTINUED)

## 5. Select Single Registration.



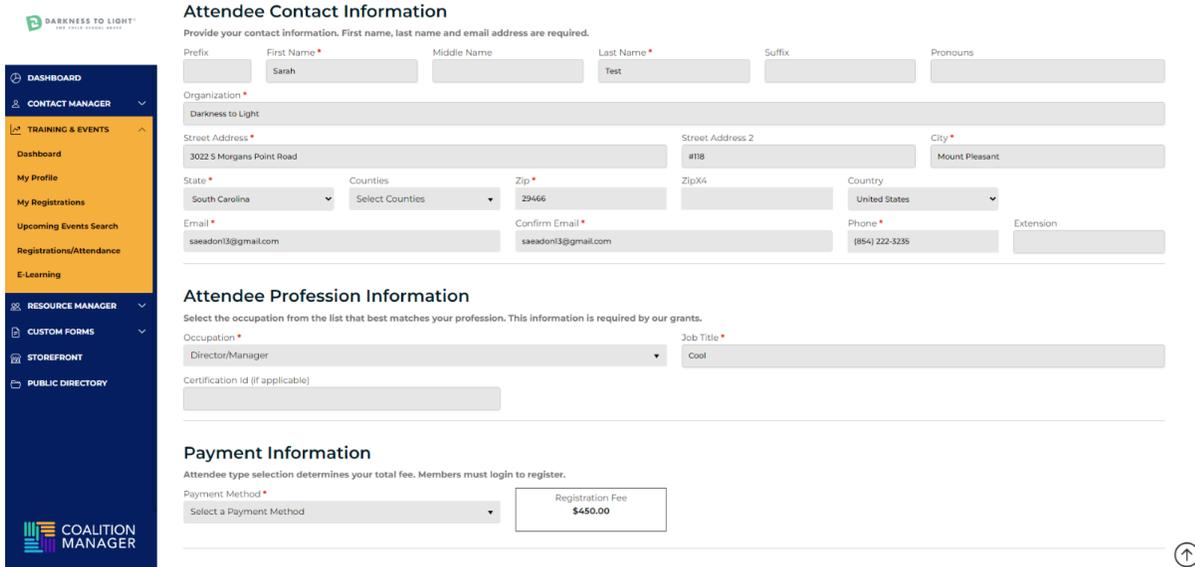
## 6. Select "Select Contact" and click on your name in the dropdown.

- This will fill the form in with your information.



# REGISTERING FOR A FACILITATOR WORKSHOP (CONTINUED)

## 7. Fill in any blank and required contact information.



**Attendee Contact Information**  
Provide your contact information. First name, last name and email address are required.

Prefix:  First Name:  Middle Name:  Last Name:  Suffix:  Pronouns:

Organization:

Street Address:  Street Address 2:  City:

State:  Counties:  Zip:  ZipX4:  Country:

Email:  Confirm Email:  Phone:  Extension:

**Attendee Profession Information**  
Select the occupation from the list that best matches your profession. This information is required by our grants.

Occupation:  Job Title:

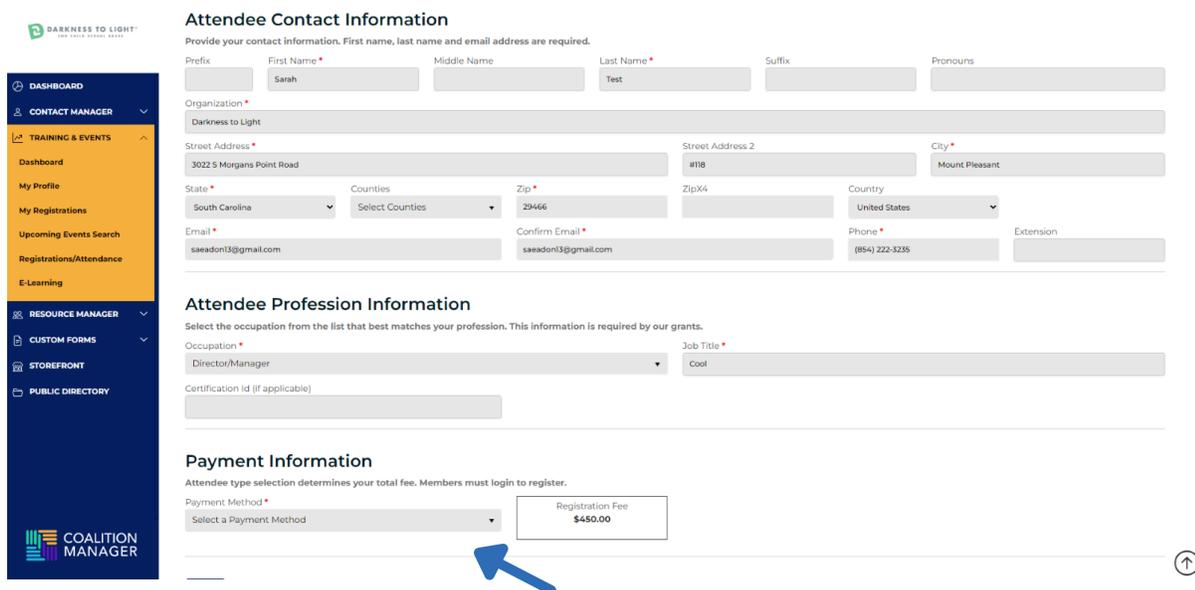
Certification Id (if applicable):

**Payment Information**  
Attendee type selection determines your total fee. Members must login to register.

Payment Method:  Registration Fee:

## 8. Select the payment method.

- Please note that you can only pay by credit card. If you need to purchase your Workshop registration with another form of payment, please contact [FacilitatorSupport@d2l.org](mailto:FacilitatorSupport@d2l.org) for assistance with processing invoices.



**Attendee Contact Information**  
Provide your contact information. First name, last name and email address are required.

Prefix:  First Name:  Middle Name:  Last Name:  Suffix:  Pronouns:

Organization:

Street Address:  Street Address 2:  City:

State:  Counties:  Zip:  ZipX4:  Country:

Email:  Confirm Email:  Phone:  Extension:

**Attendee Profession Information**  
Select the occupation from the list that best matches your profession. This information is required by our grants.

Occupation:  Job Title:

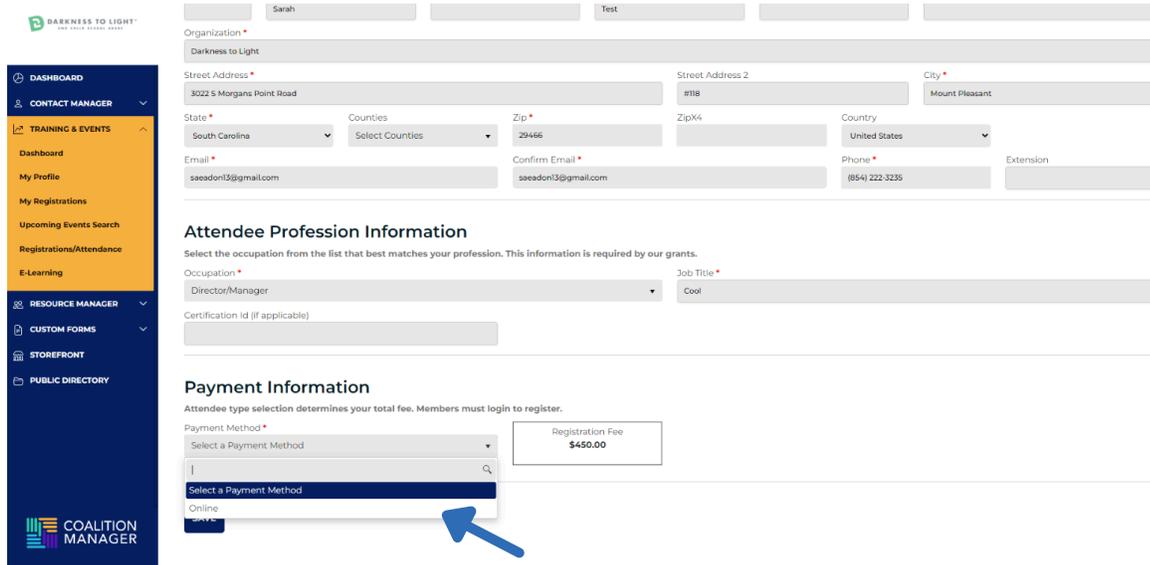
Certification Id (if applicable):

**Payment Information**  
Attendee type selection determines your total fee. Members must login to register.

Payment Method:  Registration Fee:

# REGISTERING FOR A FACILITATOR WORKSHOP (CONTINUED)

## 9. Select Online.



**Organization \***  
Darkness to Light

**Street Address \***  
3022 S Morgans Point Road

**Street Address 2**  
#118

**City \***  
Mount Pleasant

**State \***  
South Carolina

**Counties**  
Select Counties

**Zip \***  
29466

**ZipX4**

**Country**  
United States

**Email \***  
saeadon3@gmail.com

**Confirm Email \***  
saeadon3@gmail.com

**Phone \***  
(854) 222-3235

**Extension**

**Attendee Profession Information**  
Select the occupation from the list that best matches your profession. This information is required by our grants.

**Occupation \***  
Director/Manager

**Job Title \***  
Cool

**Certification Id (if applicable)**

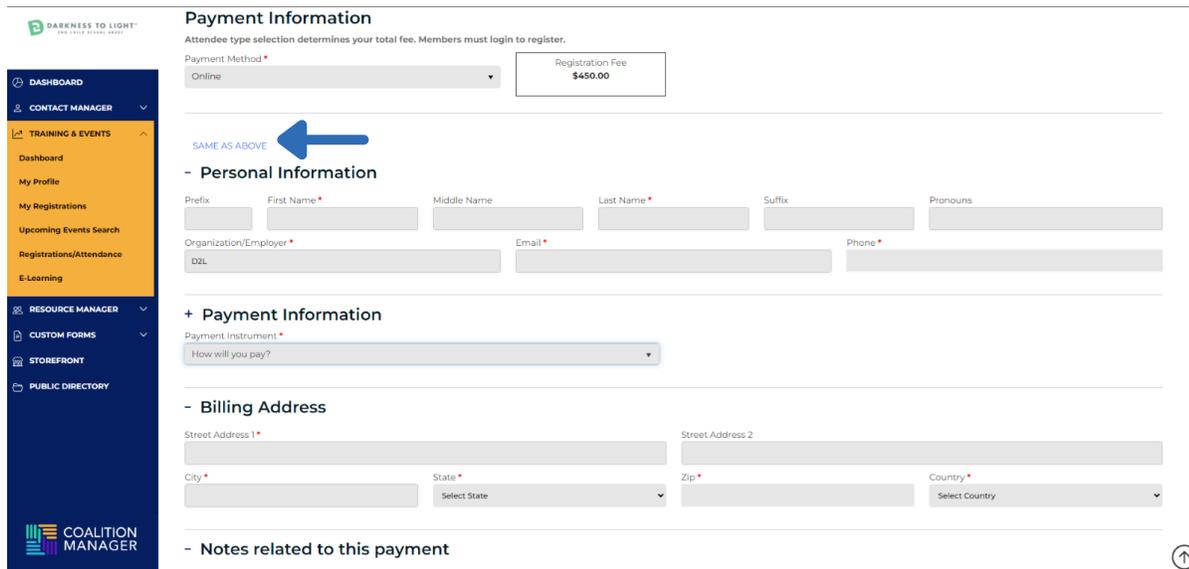
**Payment Information**  
Attendee type selection determines your total fee. Members must login to register.

**Payment Method \***  
Select a Payment Method

**Registration Fee**  
\$450.00

**Online**

## 10. Select Same As Above if the billing information is the same. If not, input the necessary information.



**Payment Information**  
Attendee type selection determines your total fee. Members must login to register.

**Payment Method \***  
Online

**Registration Fee**  
\$450.00

**SAME AS ABOVE**

**- Personal Information**

**Prefix**

**First Name \***

**Middle Name**

**Last Name \***

**Suffix**

**Pronouns**

**Organization/Employer \***  
DQL

**Email \***

**Phone \***

**+ Payment Information**

**Payment Instrument \***  
How will you pay?

**- Billing Address**

**Street Address 1 \***

**Street Address 2**

**City \***

**State \***  
Select State

**Zip \***

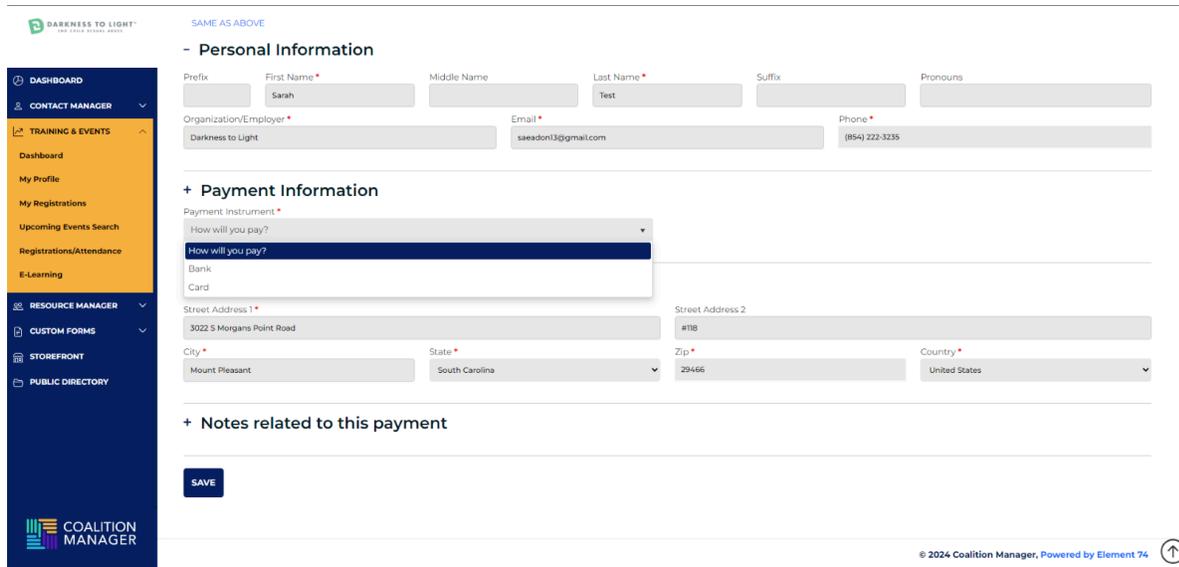
**Country \***  
Select Country

**- Notes related to this payment**

# REGISTERING FOR A FACILITATOR WORKSHOP (CONTINUED)

## 11. Select the payment method you prefer – Bank or Card

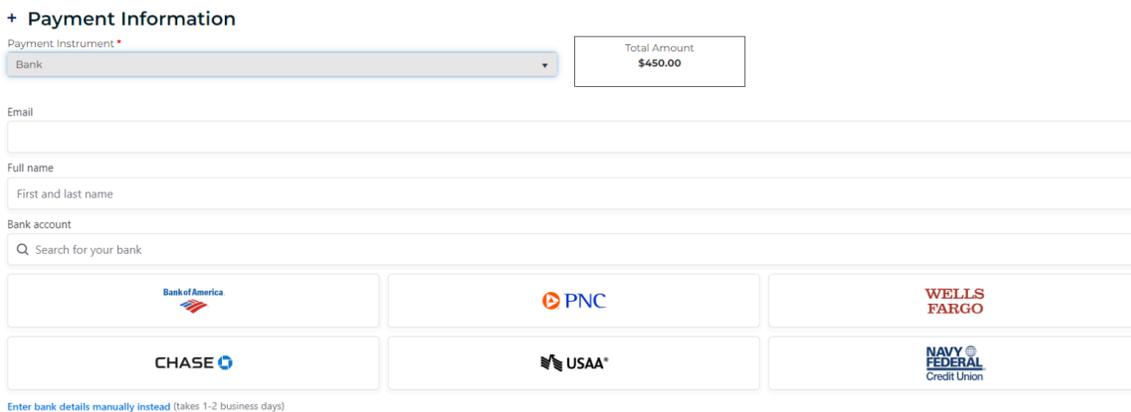
- You can pay by credit card or online ACH payment.



The screenshot shows a web form for registration. On the left is a dark blue sidebar with navigation options: DASHBOARD, CONTACT MANAGER, TRAINING & EVENTS (expanded), RESOURCE MANAGER, CUSTOM FORMS, STOREFRONT, and PUBLIC DIRECTORY. The main content area is titled 'SAME AS ABOVE' and contains two sections: '- Personal Information' and '+ Payment Information'. The personal information section includes fields for Prefix, First Name (Sarah), Middle Name, Last Name (Text), Suffix, and Pronouns. Below these are Organization/Employer (Darkness to Light), Email (saeadon13@gmail.com), and Phone ((854) 222-3235). The payment information section has a dropdown for 'Payment Instrument' with 'Bank' selected. Below it are fields for Street Address 1 (3022 S Morgans Point Road), Street Address 2 (#118), City (Mount Pleasant), State (South Carolina), Zip (29466), and Country (United States). A 'Notes related to this payment' section is empty. A 'SAVE' button is at the bottom left. A footer at the bottom right reads '© 2024 Coalition Manager, Powered by Element 74' with an upward arrow icon.

## 12. Fill in the appropriate details and then select SAVE.

### a. BANK



This screenshot shows the 'Payment Information' section for a bank payment. It features a dropdown menu for 'Payment Instrument' set to 'Bank'. To the right, a box displays 'Total Amount \$450.00'. Below are input fields for 'Email', 'Full name' (with a sub-label 'First and last name'), and 'Bank account' (with a search icon and the text 'Search for your bank'). A grid of six bank logos is shown: Bank of America, PNC, WELLS FARGO, CHASE, USAA, and NAVY FEDERAL Credit Union. At the bottom, a note reads 'Enter bank details manually instead (takes 1-2 business days)'.

# REGISTERING FOR A FACILITATOR WORKSHOP (CONTINUED)

## b. CARD

### + Payment Information

Payment Instrument \*  
Card

Total Amount  
**\$450.00**

Card number  
1234 1234 1234 1234

Expiration  
MM / YY

CVC  
CVC

Country  
United States

ZIP  
12345

## c. CODE

- Input the provided and select Apply.

### Payment Information

Attendee type selection determines your total fee. Members must login to register.

Payment Method \*  
Select a Payment Method

Registration Fee  
**\$450.00**

Discount Code  
STEST24AE

**APPLY**

### Payment Information

Attendee type selection determines your total fee. Members must login to register.

Registration Fee  
**\$0.00**

Discount Code  
STEST24AE

**APPLY**

# REGISTERING FOR A FACILITATOR WORKSHOP (CONTINUED)

13. You will be directed to this screen if your registration was successful.

