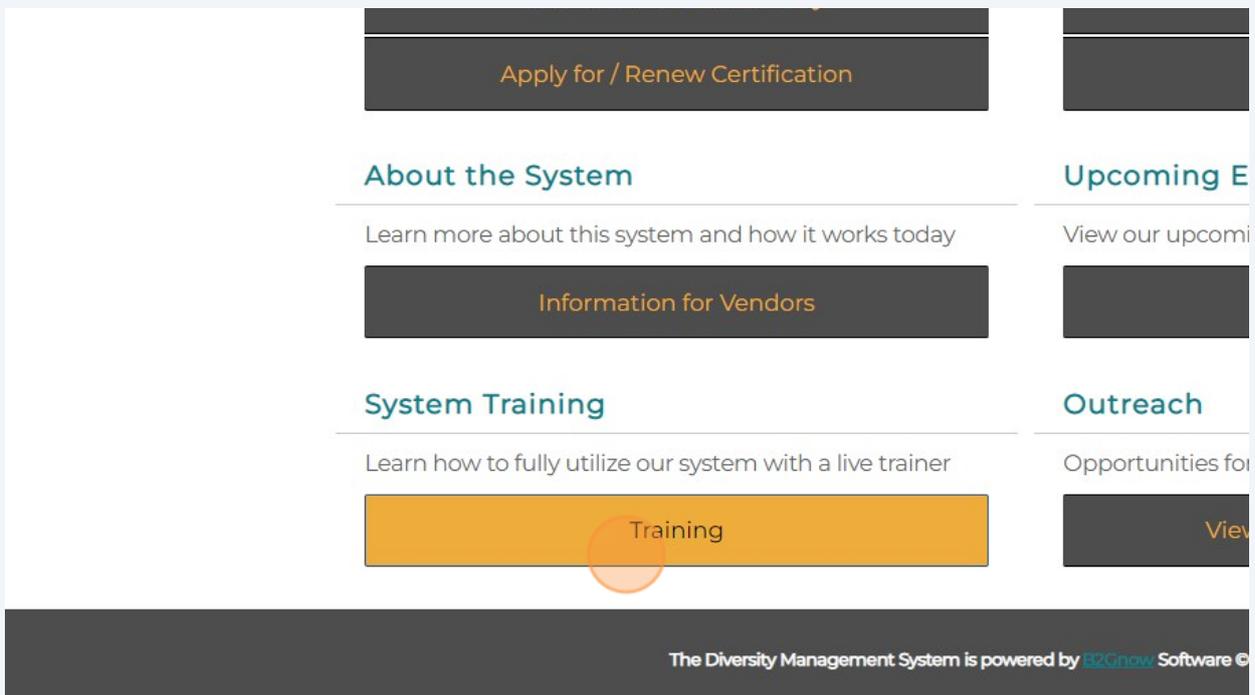


# How to Register for Training

1 Navigate to <https://baltimorecity.diversitycompliance.com>

2 Click "Training."



3 Find the class for 11/14/2023 or 11/16/2023.

11/3/2023	Open 190 space(s) left	View
11/6/2023	Open 193 space(s) left	View
11/10/2023	Open 144 space(s) left	View
11/14/2023	Open 147 space(s) left	View
11/15/2023	Open 192 space(s) left	View
11/16/2023	Open 150 space(s) left	View
11/17/2023	Open 172 space(s) left	View
11/20/2023	Open 195 space(s) left	View
11/21/2023	Open 197 space(s) left	View
11/28/2023	Open 147 space(s) left	View
11/28/2023	Open 194 space(s) left	View

4 Fill out required information.

CLASS TIMES 11:00 am Eastern 12:15 pm Eastern

### Reserve a Space

Complete all fields and click **RSVP for Training** to reserve a space. Invalid or duplicate reservations will be automatically cancelled without notice.

**\* required entry**

**Your Information**

FIRST NAME, LAST \*

ORGANIZATION \*

EMAIL \*

PHONE \*  -

log in, manage your user account and set up additional users for your company.

TRAINING INSTRUCTIONS Please join the webinar at least 5 minutes prior to start time so that we can ensure

## 5 RSVP for Training.

FIRST NAME, LAST *	John	Doe
ORGANIZATION *	Organization x	
EMAIL *	john.doe@gmail.com	
PHONE *	240	- 8176501

[RSVP for Training](#) [Return to List](#)

log in, manage your user account and set up additional users for your company.

TRAINING INSTRUCTIONS Please join the webinar at least 5 minutes prior to start time so that we can ensure an information on how to connect to this webinar will be displayed onscreen and sent to you. Space is limited, so please RSVP now. Each webinar connection to the training room is limited to one user. Multiple staff in the same location using the same webinar connection need only RSVP once.

## 6 Option to Add To Calendar.

STATUS	Space reserved. See additional event instructions below.	
CLASS DATE(S)	11/16/2023	to 11/16/2023
CLASS TIMES	11:00 am Eastern 10:00 am Central 9:00 am Mountain 8:00 am Pacific	12:15 pm Eastern 11:15 am Central 10:15 am Mountain 9:15 am Pacific
ATTENDANCE LIMIT	149 space(s) left	
RSVP REQUIRED?	Yes - RSVP is required to attend.	

[Add To Calendar](#) [Cancel RSVP](#) [Print Page](#) [Return to List](#)

### Training Details

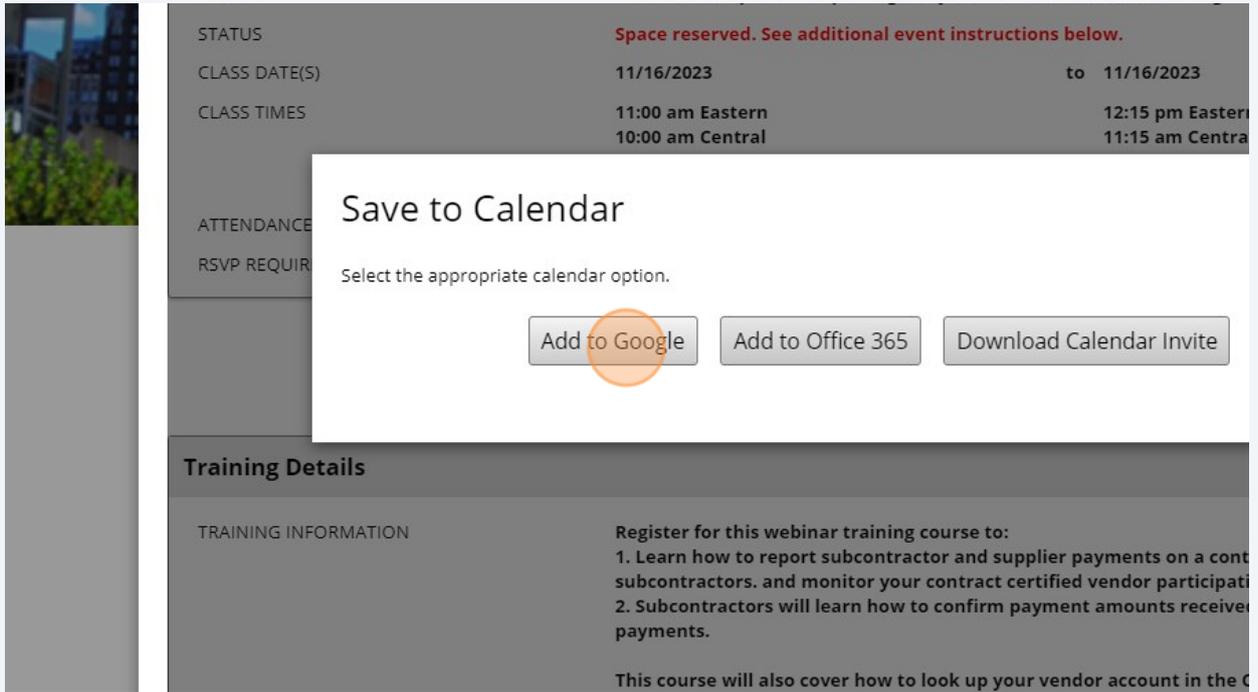
TRAINING INFORMATION

Register for this webinar training course to:

- Learn how to report subcontractor and supplier payments on a contract with new subcontractors, and monitor your contract certified vendor payments.
- Subcontractors will learn how to confirm payment amounts received from vendors.

This course will also cover how to look up your vendor account in the system and how to log in, manage your user account and set up additional users for your company.

7 Select the appropriate calendar option.



The screenshot shows a training event page with a modal overlay. The modal is titled "Save to Calendar" and contains the text "Select the appropriate calendar option." Below this text are three buttons: "Add to Google", "Add to Office 365", and "Download Calendar Invite". The "Add to Google" button is circled in orange. The background page shows event details for a class on 11/16/2023 from 11:00 am Eastern to 12:15 pm Eastern. Below the modal is a "Training Details" section with a list of instructions for the webinar training course.

**STATUS** Space reserved. See additional event instructions below.

**CLASS DATE(S)** 11/16/2023 to 11/16/2023

**CLASS TIMES** 11:00 am Eastern 12:15 pm Eastern  
10:00 am Central 11:15 am Central

**ATTENDANCE**

**RSVP REQUIREMENTS**

### Save to Calendar

Select the appropriate calendar option.

[Add to Google](#) [Add to Office 365](#) [Download Calendar Invite](#)

### Training Details

**TRAINING INFORMATION**

Register for this webinar training course to:

1. Learn how to report subcontractor and supplier payments on a contract, and monitor your contract certified vendor participation.
2. Subcontractors will learn how to confirm payment amounts received from the state.

This course will also cover how to look up your vendor account in the C...