

# Becoming a Site Member

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## **Q: What is a site member?**

**A:** A registered email and password through the Thinking Collaborative, LLC website. Once approved, a site member gains access to the trainer only resources of the website (ie: Resources for Trainers, Seminar Completion Certificates, Trainer Community, Submit AS and CC Seminars).

## **Q: I am a Training Associate and uploaded a bio/photo. Do I need to be a site member too?**

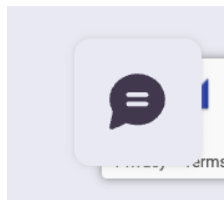
**A:** Yes, please do (these are two different tasks).

## **Q: Is it necessary for me to sign up as a site member?**

**A:** Yes, please do. In the near future all agreements, including your contracts will be sent through the site and to your site member account. We are hoping that email blasts and reminders will also be sent through the site.

## **Q: How do I sign up to be a site member and create an account?**

**A:** Please follow these instructions. If you get stuck, contact Lisa Joseph (ccclj@aol.com) or send a message through the website (lower right - bubble):



1. Go to a web browser and type in [www.thinkingcollaborative.com](http://www.thinkingcollaborative.com) (this will bring you to the home page - return to the home page at anytime by clicking on the TC logo).
2. Select **TC Trainer Login** in upper right corner.



3. Choose a method to sign up. To use Facebook or Google to create a account select the appropriate button. If you would rather use your email address only (not connected to Facebook or Google), select **Sign Up** above the buttons.

4. If you are a trainer, you will be approved as a site member shortly and then will be able to explore the trainer only side of the site.
5. Tutorials are here to help and are available at the bottom of the website pages.



**NEED HELP?** If you have any trouble email Lisa Joseph at [ccclj@aol.com](mailto:ccclj@aol.com) or use the chat bubble in the lower right corner.

# Posting Seminars

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**Q: Do I have to be a site member to submit my sessions?**

**A:** Yes. See **Becoming a Site Member** above.

**Q: Do I have to post my sessions on the website?**

**A:** Yes, please.

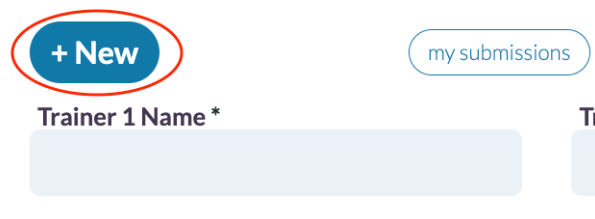
**Q: I have a support person who will post my dates. Can they registered as a site member?**

**A:** No, not at this time. You will want to share your credentials with them.

**Q: How do I post my sessions?**

**A:** Go to the site member menu (upper left corner) and select **Resources for Trainers**. Within the **Submit Trainings** menu on the left choose the appropriate seminar submission form. Use the **NEW** button to begin a new entry.

## Adaptive Schools Foundation Se

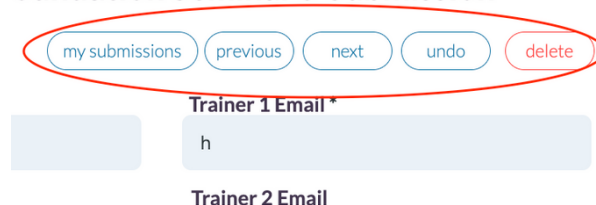


The screenshot shows the top portion of a web form. At the top left, there is a blue button with a white plus sign and the text '+ New', which is circled in red. To its right is a button labeled 'my submissions'. Below these buttons, the form has a label 'Trainer 1 Name \*' followed by a light blue input field. To the right of this field is a dropdown menu labeled 'Tr'.

**Q: I made a mistake when posting my session or my dates/information needs to be updated. How do I do that?**

**A:** You have the capability to view your existing seminar submissions, edit them, and delete if needed. On the seminar submission pages, use the buttons in the upper right to toggle through your submissions. If you change any details, use the Submit button to update the listing. Use the **My Submissions** button to fill in your active submissions that can be edited.

## oundation Seminar® Submission



The screenshot shows a navigation bar with five buttons: 'my submissions', 'previous', 'next', 'undo', and 'delete'. The 'delete' button is highlighted in red and is also circled in red. Below the navigation bar, the form has a label 'Trainer 1 Email \*' followed by a light blue input field containing the letter 'h'. Below that is a label 'Trainer 2 Email' followed by another light blue input field.

**NEED HELP?** If you have any trouble email Lisa Joseph at [ccclj@aol.com](mailto:ccclj@aol.com) or use the chat bubble in the lower right corner.

# Ordering Learning Guides

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**Q: Do I have to be a site member to order Learning Guides?**

**A:** No.

**Q: Is there a way to place an order for Learning Guides on the website?**

**A:** Yes. Through the store. This keeps track of orders in a spreadsheet automatically.

**Q: How do I order Learning Guides?**

**A:** Please follow these instructions. If you get stuck, contact Lisa Joseph (ccclj@aol.com) or send a message through the website(lower right - bubble):

1. Go to a web browser and type in [www.thinkingcollaborative.com](http://www.thinkingcollaborative.com) (this will bring you to the home page - return to the home page at anytime by clicking on the TC logo).
2. Hover over the Store pull down. Click "Ordering Learning Guides" (see below):



3. We will collect the following before processing the order:
  - Quantity
  - Shipping address
  - Method of payment (PO/check preferred)
4. We will double check that your seminar is posted before shipping the materials. See **Becoming a Site Member** and **Posting Seminars** above.

**NEED HELP?** If you have any trouble email Lisa Joseph at [ccclj@aol.com](mailto:ccclj@aol.com) or use the chat bubble in the lower right corner.

# Explore Registration and Certificates

## Q: How do I register the participants for my session?

A: There are several ways to register the participants (with or without producing certificates).

## Q: Do I have to be a site member to process certificates for my seminar?

A: Yes, or you can share your credentials with a trusted person.

## Q: Where is the link to offer my participants on the first day of training (like I used to)?

A: The link is now in the form of a QR Code, however, there are several ways to process the certificates. You as a trainer can choose what path is best for you and your participants, based upon your facilitation style.

## Q: What does the data look like that is collected?

A: It is an extensive spreadsheet that is easy to read and access. It will be used if past participants request certificates in the future, etc. We never sell or market to the people who upload their information.

See here:

Content Manager > Participant Completions

**Participant Completions** LIVE COLLECTION

Default View: 9,568 Items, 4 Sorts | **Jill's**: 9,568 Items, 1 Sort | + New View

Jill's Table

Created date	FL	Seminar Cohort	First Name	T
Apr 7, 2023 10:50 AM		Arkansas Department of Education SPDG-Feb 23, 2023-Crystal Beshe...	Summer	Har
Apr 5, 2023 3:09 PM		Florence One Schools-Apr 21, 2023-Carol Hill	Mariana	Raz
Apr 5, 2023 2:50 PM		Lafayette School Corporation-Apr 5, 2023-Brenda Ward		
Apr 5, 2023 2:50 PM		Lafayette School Corporation-Apr 5, 2023-Brenda Ward	Megan	Jur
Apr 5, 2023 2:50 PM	<a href="#">Open</a>	Lafayette School Corporation-Apr 5, 2023-Brenda Ward		
Apr 5, 2023 2:50 PM		Lafayette School Corporation-Apr 5, 2023-Brenda Ward	Sherry	Triq
Apr 5, 2023 2:50 PM		Lafayette School Corporation-Apr 5, 2023-Brenda Ward	Kaleigh	Her
Apr 5, 2023 2:50 PM		Lafayette School Corporation-Apr 5, 2023-Brenda Ward	Shannon	Wa
Apr 5, 2023 2:50 PM		Lafayette School Corporation-Apr 5, 2023-Brenda Ward		
Apr 5, 2023 2:50 PM		Lafayette School Corporation-Apr 5, 2023-Brenda Ward	Janet	Qu
Apr 5, 2023 2:50 PM		Lafayette School Corporation-Apr 5, 2023-Brenda Ward	Kim	We
Apr 5, 2023 2:49 PM		Lafayette School Corporation-Apr 5, 2023-Brenda Ward	Alanna	Ber
Apr 5, 2023 2:49 PM		Lafayette School Corporation-Nov 30, 2023-Brenda Ward	Angelique	Jol
Apr 5, 2023 2:49 PM		Lafayette School Corporation-Apr 5, 2023-Brenda Ward	Abby	Nov
Apr 5, 2023 2:49 PM		Lafayette School Corporation-Apr 5, 2023-Brenda Ward	Leo	Lef
Apr 5, 2023 2:49 PM		Lafayette School Corporation-Apr 5, 2023-Brenda Ward		

## Q: How do I register the participants and/or offer them certificates?

A: Please follow these instructions.

1. Go to a web browser and type in [www.thinkingcollaborative.com](http://www.thinkingcollaborative.com) (this will bring you to the home page - return to the home page at anytime by clicking on the TC logo).
2. Sign in as a site member (see **Becoming A Site Member** above)
3. From the member menu (upper left), select **Resources for Trainers**.
4. Choose **Completion Certificates**.
5. Use the text at the top to learn about your options: Slides? Templates? QR Codes? Keynote or PowerPoint? Click and try these options yourself before you offer an option to your participants to see which might work best for you and your participants during your training.

**Q: How can I see if my participants submitted their participant completion information?**

**A:** Within **Trainer Tools**, select **My Seminars & Workshops**. Use the drop down menus on this new page to see the names, emails, and organization of your participants that submitted their information. The circle buttons will open the completion certificate resources in a new tab for you to easily display the QR code to participants if needed.

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# Trainer Resources

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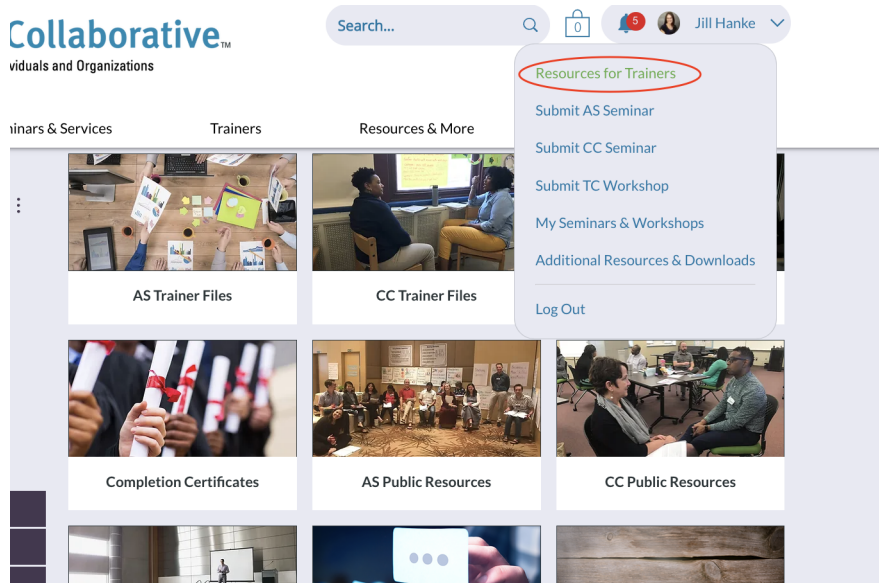
## Q: Do I have to be a site member to access resources?

A: Yes and no. There are many resources available only to trainers when they are logged on as site members.

## Q: How do I access the resources?

A: Please follow these instructions.

1. Go to a web browser and type in [www.thinkingcollaborative.com](http://www.thinkingcollaborative.com) (this will bring you to the home page - return to the home page at anytime by clicking on the TC logo).
2. Sign in as a site member (see **Becoming A Site Member** above)
3. From the member menu (upper left), select **Resources for Trainers**.



4. Explore the resources once logged in:  
<https://www.thinkingcollaborative.com/account/Resources>
5. Research is located here: <https://www.thinkingcollaborative.com/research>
6. Access the tutorials for trainers, as needed at the bottom of the website page:





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# Exploring Events

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**Q: Do I have to be a site member to access Events?**

**A:** No.

**Q: Can I pay with a check or PO?**

**A:** Yes.

**Q: What are the Events?**

**A:** Thinking Collaborative sponsored or co-sponsored events include the Symposium, Presenters Forum and International Conferences.

**Q: How to I access the Events?**

**A:** Please follow this instructions.

1. Go to a web browser and type in [www.thinkingcollaborative.com](http://www.thinkingcollaborative.com) (this will bring you to the home page - return to the home page at anytime by clicking on the TC logo).
2. Select **Events** from the top menu: <https://www.thinkingcollaborative.com/events>
3. Use the **Detail & Register** button next to the even in which you're interested to learn more and sign up to attend.

**Q: How can I see events for which I signed up?**

**A:** Use the **Events** site member page to view current and past events you have registered for through your site member account.

