

# Forum2026: Group Purchase Process

*This process is for those who need to make a bulk purchase for multiple attendees' Forum attendance.*

To see the process, view the [process tutorial video](#) for a step-by-step guide.



## Step 1: Identify Need

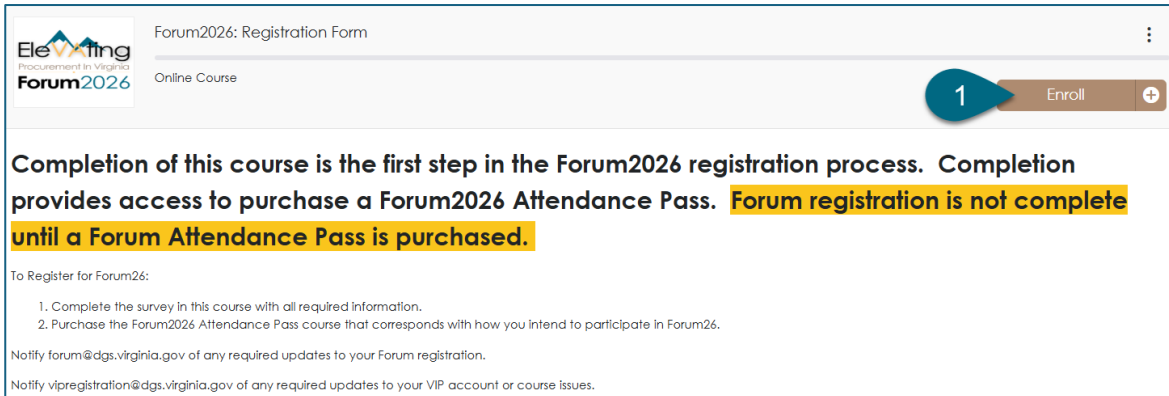
Assess your staff to determine how many will be attending the in-person event at the Virginia Beach Convention Center in November and how many will be attending virtually by watching the recordings when they are released on the VIP LMS after the event.

**Note:** *Be sure to include yourself in the count if you are attending the event either in-person or virtually.*

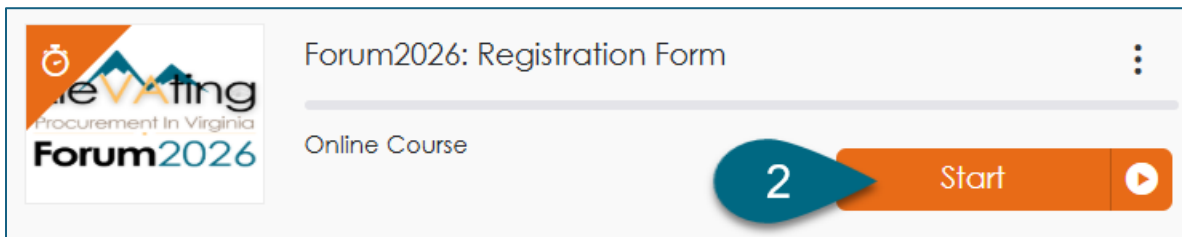
## Step 2: Access and complete the Forum Registration Form on the VIP LMS

**Note:** *This step applies even if you are only purchasing for your agency/entity and not attending the event.*

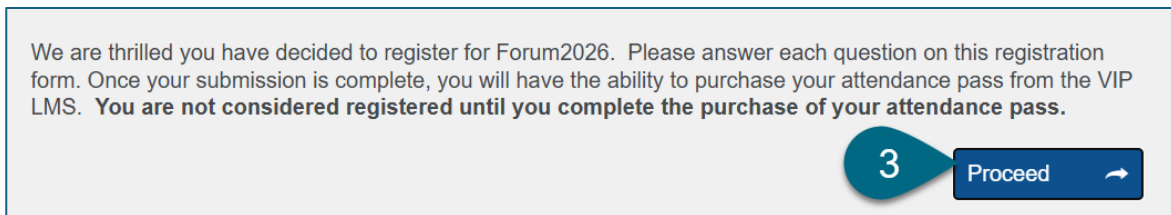
- a. Log in to your account on the [Virginia Institute of Procurement Learning Management System](#) (VIP LMS). If you do not already have an account, create your free account using your state-issued email address.
- b. Enroll in the [Forum2026: Registration Form](#) course either from the ‘Featured Courses’ section of the Dashboard or the catalog after logging in.



- c. Click the ‘Start’ button to access the Forum registration form.



- d. Click ‘Proceed’ to begin the form.



- e. Enter the requested identifying information for Questions 1-6, being sure to click ‘Submit Response’ after each entry.
- i. First Name
  - ii. Last Name
  - iii. Best Contact Phone Number
  - iv. State-issued email address used to login to LMS
  - v. Agency/Organization Name
  - vi. Title

**Question 1**
Written response

First Name

Jennifer

10 of 10 Questions Remaining

4

Submit Response
✓

- f. Indicate if you are responsible for purchasing multiple Forum attendance passes for those at your agency/entity or if you are purchasing only for yourself. *Note: Be sure to choose ‘Yes, I will be purchasing attendance passes for others in my agency/entity.’*

**Question 7**
Select the appropriate response

Will you be purchasing Forum attendance passes for others in your agency/entity?

Yes, I will be purchasing attendance passes for others in my agency/entity.

No, I am only purchasing an attendance pass for myself.

1 of 11 Questions Remaining

5

Submit Response
✓

- g.** Indicate your type of Forum attendance: in-person at the Virginia Beach Convention Center, virtually by accessing the recorded sessions after they are posted on the VIP LMS, or not attending – only purchasing bulk attendee passes for the agency/entity.

<b>Question 8</b>	Select the appropriate response
How will you be participating in Forum2026?	
<input checked="" type="radio"/>	I will be attending the live event November 15-18, 2026 at the Virginia Beach Convention Center.
<input type="radio"/>	I will be participating virtually by watching the recorded sessions once they are posted to the VIP LMS.
<input type="radio"/>	I am not attending Forum2026. I only need to purchase attendance passes for my agency/entity.
4 of 11 Questions Remaining	6 <a href="#">Submit Response</a> ✓

- h.** Indicate your role at the Forum event. You may only choose one.

<b>Question 9</b>	Select the appropriate response
What is your role at the Forum2026 event?	
<input checked="" type="radio"/>	Attendee - either in-person or virtual
<input type="radio"/>	Confirmed Speaker
<input type="radio"/>	Forum Guest
<input type="radio"/>	DGS Staff
<input type="radio"/>	DPS Staff
<input type="radio"/>	I am not attending the event, only purchasing attendance passes.
3 of 11 Questions Remaining	7 <a href="#">Submit Response</a> ✓

- i. Select if you need a vegan meal at the in-person event.

Question 9Select the appropriate response

If you are attending the in-person event, do you require a vegan meal?

I do require a vegan meal.

I do not require a vegan meal, or I am not attending the in-person event.

2 of 10 Questions Remaining8 [Submit Response](#) ✓

- j. Alert the Forum Team to any other requests. If there are none, type N/A or None in the box.

Question 10Written response

If you are attending the in-person event, are there any other special requirements requested? Please do not include sensitive medical information.

N/A


1 of 10 Questions Remaining9 [Submit Response](#) ✓

- k. Click 'Continue' to submit your registration form and gain access to purchase Forum Attendance Passes for your agency/entity. **You must complete the purchase of the Attendance Passes for your agency/entity in the next step to proceed with registration.**

### Step 3: Purchase the Required Attendance Passes

- a. By answering 'Yes, I will be purchasing attendance passes for others in my agency/entity' on the registration form, you will have access to purchase both in-person and virtual attendance passes.


- b. Add the In-Person and/or Virtual Attendance Pass course(s) to your cart as determined by the assessment of need in **Step 1: Identify Need**



Forum2026: In-Person Attendance Pass

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Online Course


\$875.00 

**Competencies:** [F26 PDAttendee \(Level 1\)](#)

Completion of this course will add you as a registered attendee to the Forum2026 in-person event conducted November 15-18, 2026 in Virginia Beach Virginia.

Contact the Forum Team at [Forum@dgs.virginia.gov](mailto:Forum@dgs.virginia.gov) for any Forum questions.


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Forum2026: Virtual Attendance Pass

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Online Course

\$875.00 


**Competencies:** [F26 PDAttendee \(Level 1\)](#)


Completion of this course will add you as a registered attendee to the Forum2026 event as a virtual attendee. You will be provided access to the recorded Forum sessions as they become available after the live event.


Contact the Forum Team at [Forum@dgs.virginia.gov](mailto:Forum@dgs.virginia.gov) for any Forum questions.


- c. Access your shopping cart.

1

 **2**

 **1236**






Sub Total:

**\$1750.00**

2

View Shopping Cart




Forum2026: In-Pers...

Online Course

**\$875.00**

×



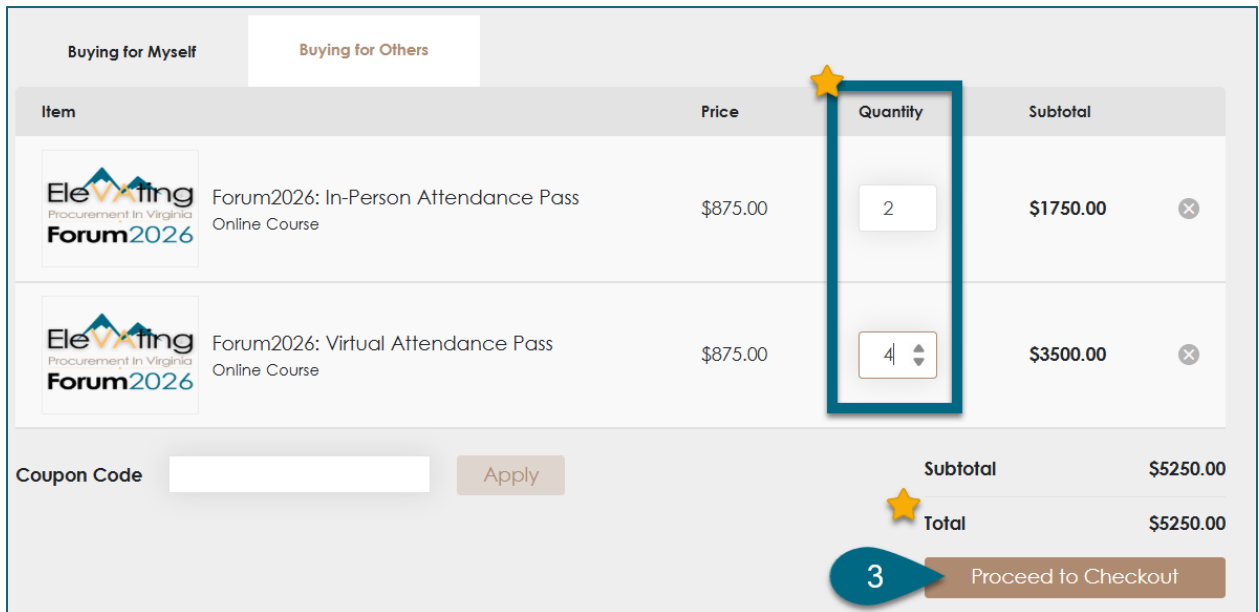
Forum2026: Virtual ...



Online Course

**\$875.00**

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- d. Update the quantity needed for each type of Forum attendance. *Note: Be sure to include your attendance pass in the quantity if needed. The Subtotal and Total fields update to reflect the new quantities. Click ‘Proceed to Checkout’.*



Buying for Myself		Buying for Others	
Item	Price	Quantity	Subtotal
 Forum2026: In-Person Attendance Pass Online Course	\$875.00	2	\$1750.00
 Forum2026: Virtual Attendance Pass Online Course	\$875.00	4	\$3500.00
Coupon Code <input type="text"/> <input type="button" value="Apply"/>			Subtotal \$5250.00
			<span style="color: gold;">★</span> Total \$5250.00

3

- e. Complete the transaction using your credit card.
- f. When the transaction is completed, you will receive an email containing unique Enrollment Keys to distribute to Forum Attendees at your agency/entity.

### Step 4: Distribute Enrollment Keys to Forum Attendees

- a. Distribute one Enrollment Key to each attendee.
- i. **Note:** *Be sure to provide the enrollment key that corresponds to the individual’s type of attendance needed. Remember, you will need an enrollment key to complete your registration if you are attending the event.*
- b. Attendees will follow the typical Forum registration process on the VIP LMS by completing the required Forum2026: Registration Form course and then using the provided enrollment key to complete the registration process.