



## Register for a LEED® Workshop

1. Go to <https://www.usgbc.org/Workshops/Register>.
2. Leave the “Workshop Type” search field blank and click on the “Search” button to view a full list of workshops, or limit your search by selecting a workshop type.
3. Scroll down to view your search results. Click on a workshop title for full details, including location and pricing. Click on “[Register]” next to your desired workshop.
4. If you have an existing site user account on the USGBC Web site and *have yet to log in*, please log in by entering the Email address and password that you provided when you created your account. Then click on the “Log In” button and proceed to step 6.
5. If you have not created a site user account, please do the following:
  - a. Click on “New to USGBC? Register now. It’s free and easy” beneath the “Log In” button.
  - b. Enter your contact information. *If your company is a member of USGBC National, please enter your organization’s USGBC Corporate Access ID in the appropriate field to access ‘member only’ online resources and receive member rates for products and services purchased through our Web site. You can add your organization’s ID to your account later if you lack it at this time.*
  - c. Click on the “Submit Your Registration” button at the bottom of the page once you have completed all required fields. You will be notified that you are about to be connected to a non-secure site. Click “Yes” to continue.
6. On the “Register for a workshop” page, confirm that you are registering for the correct workshop. *Scroll down to verify pricing.* You can purchase the workshop’s corresponding Reference Guide by checking the appropriate field and updating your cart. Click on “Checkout.”
7. Enter your payment information and shipping information (if applicable). After you have verified that your information is correct, click *only once* on “Submit Order.”
8. The message “Thank you for registering for [Workshop Type]” will appear at the top of the page to confirm that you have successfully registered for the workshop.
9. Upon registration, each workshop attendee receives online access to several USGBC resources, including the appropriate LEED Reference Guide, Letter Templates, and CIR (Credit Interpretation Rulings). To access these resources, sign into your account, place your cursor over the “Resources” link at the top of the USGBC Web site, click on “LEED Resources,” and click on the appropriate links on the left-hand side of the page.

If you encounter problems with registration, please contact the USGBC customer service team at [workshop@usgbc.org](mailto:workshop@usgbc.org) or call us at (800) 795-1747. Thank you and enjoy the workshop!