1. Open [www.WorkSourceWa.com](https://www.worksourcewa.com/)

2. Select Career tools and Workshops

3. Select Location

Select an area to see workshop schedules and locations:

- **Puget Sound Area**
  - Snohomish County | Seattle-King County | Pierce County
- **Northwest Washington**
  - Bellingham | Mount Vernon | Oak Harbor | Bremerton | Port Angeles | Port Hadlock | Port Orchard
- **Southwest Washington**
  - Chehalis | Grays Harbor | Kelso | Long Beach | Olympia | Raymond | Shelton | Vancouver
- **Central Washington**
  - Ellensburg | Moses Lake | Omak | Sunnyside | Wenatchee | White Salmon | Yakima
- **Eastern Washington**
  - Colville | Kennewick | Pullman | Spokane | Walla Walla
4. Select the week

5. If you are looking for a specific module, select it here

6. Click “Sign-up” on the module you wish to register for.

**Please note: If the “sign up” button is grayed out, the workshop is full**
7. A pop-up will appear.

In the attendee name, put the client’s last name and the CSO number.
8. Enter the rest of the attendees information

9. Click “OK”

Registration is complete and an email is generated to the SFS Instructor letting them know the registration is available to view.

The participant will need to be registered for each workshop they will be attending.