



NSI CEU Platform Instructions

How to Add an Event and Attendees

1. Go to www.naturalstoneinstitute.org/nsiceu
2. The web link will take you to the CEU Event Registration form. You will be able to choose “Filling up a form” or “Using a spreadsheet.” “We will go over both options, but to start, we will discuss “Filling up a form.”

CEU Event Registration Form

How would you like to sign up? *

Filling up a form Uploading a spreadsheet

3. Fill out the next page, which is a “Speaker information” page. Please fill out the fields.

Speaker Information

Name *

<input type="text"/>	<input type="text"/>
First Name	Last Name

Company	Phone Number
<input type="text"/>	<input type="text" value="(000) 000-0000"/>

Please enter a valid phone number.

Email *

example@example.com

Website

Back

Save

Next

4. The next page is the “Program Information” page. You will be asked to choose from “preset course” or “custom course.” The preset courses are any one of our 20 turnkey courses. You will select one from the pull-down menu and fill out the rest of the details about your event in the fields.

Program Information

Preset Course Custom Course

Selected Course *

Achieving Green Building Goals with Natural Stone

Event Date *

MM-DD-YYYY



Date

Phone Number

(000) 000-0000

Please enter a valid phone number.

Event Location

Name of the venue

Event Address *

Street Address

City

Please Select



State

Back

Save

Next

5. A custom course is a course that has been approved by NSI and has been created by the company who has a specific need for it. When selected, it prompts you to fill out fields about your custom course details just as the preset course did.

Preset Course Custom Course

Type course name *

Event Date * Phone Number

Date Please enter a valid phone number.

Event Location

Name of the venue

Event Address *

Street Address

City State

6. The next step is to fill in the information for your “Attendee list.” These fields appear because you selected “filling up a form” in the first step. This option works best if you only have a short list of attendees. You will fill in their name, email address, choose their association and add their association member #. You will click the “add new” button to add additional attendees and click “next” when you have completed each attendee.

Attendee list *

First Name*	Last Name*	Email Address*	Credit Needed*
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> AIA <input type="checkbox"/> IDEC <input type="checkbox"/> LACES <input type="checkbox"/> NKBA <input type="checkbox"/> None

Association #

7. The next page will bring you to the final step, which is submitting your course.

Your application is ready to be sent. Please click the Submit button below to start the registration process.

If you have any questions, please reach out!

Natural Stone Institute Support: education@naturalstoneinstitute.org

CEU Events Department: Julie Zorn, ceu@naturalstoneinstitute.org

8. If you have a large group attending your course, you may want to upload your attendees on one spreadsheet and submit it to the registration form. To accomplish this, you will select “uploading a spreadsheet” on the CEU Registration Form page.

CEU Event Registration Form

How would you like to sign up? *

- Filling up a form
 Uploading a spreadsheet

To sign up using a spreadsheet, please follow these steps:

- Download our [CEU Event Registration worksheet template](#)
- Fill up the required event and attendee information
- Upload the completed document in the section below

If you need help or have any questions, please feel free to reach out directly:


CEU Events Department: ceu@naturalstoneinstitute.org

9. The CEU Event Registration page will provide you with a link to “download our CEU Registration worksheet template.” Once you download the template, we suggest bringing a laptop to your program and asking your attendees to fill out the form on the laptop in the back of the room. It should look like this.

A	B	C	D	E	F	G	H	I	J	K	L	M	N
SIGN-IN FORM													
PROGRAM TITLE:							Achieving Green Building Design						
Program Credit Information							Provider Information						
ALA/CES							Name <i>Natural Stone Institute</i>						
							Contact <i>Julie Zorn</i>						
IDCEC <i>CC-115169R2-1000</i>							ID#						
							Ph # <i>(440) 250-9222</i>						
LA CES							Speaker Information						
							Name <i>Cindy Lou Who</i>						
Other							Company <i>Grinch Stone Designs</i>						
Date of Program <i>2/26/2026</i>							Phone # <i>555-555-5555</i>						
Location <i>Town Hall</i>							Email clwho@grinchstonedesigns.com						
Phone Number <i>444-444-4444</i>							Website						
City, State <i>Whoville, South Pole</i>													
Need Certificate	ALA	IDCEC	LACES	NKBA*	None	Other (specify)*	Membership #	Name	Email	Job Title			
		X					21-21212121	Jack Skellington	jskellington@halloweentown.com	Xmas Designer			

10. After the program event, when all of the attendee information has been entered, you can now drag your spreadsheet into the “document upload “browse files” box” and click next.

Document Upload *


Browse Files
Drag and drop files here

SaveNext

11. Your spreadsheet is now ready to be sent.

Your application is ready to be sent. Please click the Submit button below to start the registration process.

If you have any questions, please reach out!

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CEU Events Department: Julie Zorn, ceu@naturalstoneinstitute.org

Back

Save

Submit

How to Review Courses, Outline and Materials

To view which courses are available for our CEU speakers to teach, course descriptions and learning objectives, please visit the following link.

<https://www.naturalstoneinstitute.org/education/ceu-page/classes-available/>

For course outline and materials, please email ceu@naturalstoneinstitute.org
(These materials will be available on our website at a future date.)