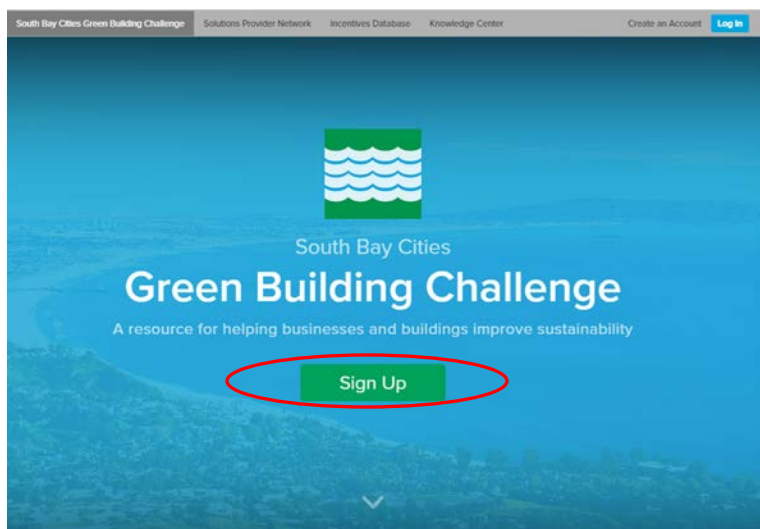


How to Join the South Bay Cities Green Building Challenge

September 1, 2015

1. Visit <http://southbaycities.org/gbc>



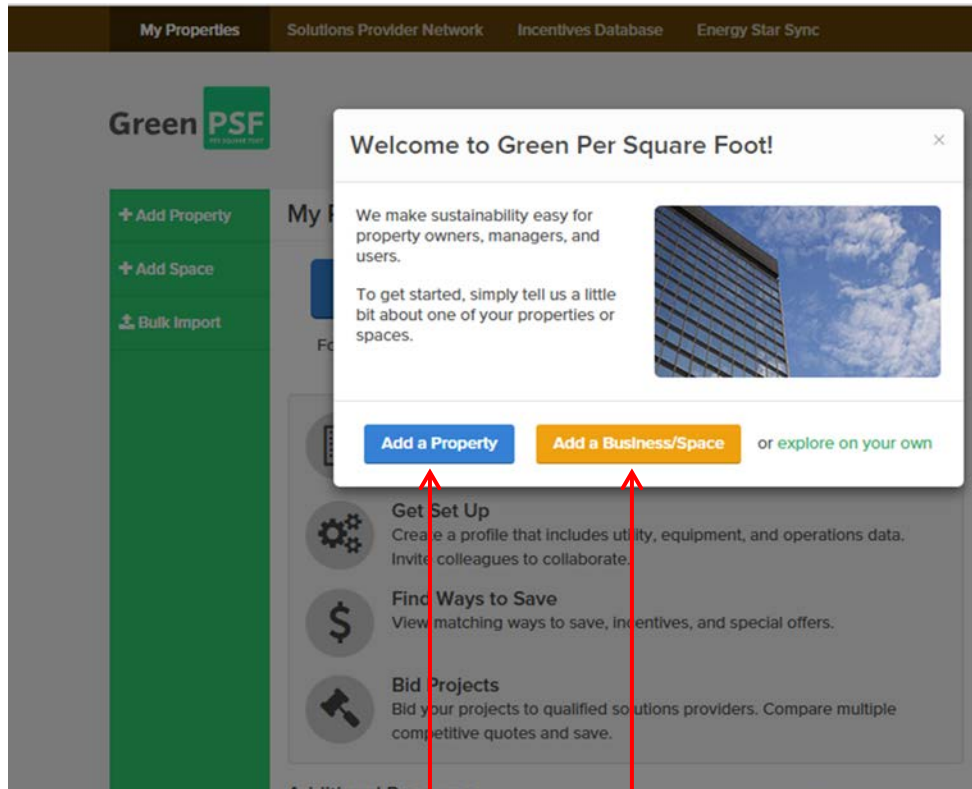
2. Click on **Sign Up** (If you already have an account, click 'Log In')

Note: Once you have completed the steps below and joined the Challenge, you will be taken directly to the Challenge Leaderboard each time you sign in. If you already signed up then go to **Step #6**

3. Complete the 'Create a Property User Account' form and click **Create my Account**.

4. In the Welcome box that pops up, if you represent:

- **A PROPERTY:** Click on **Add a Property**, search for your address and see if your property is already registered. *If your property is not listed, click **Add New Property** in the top left corner. You will then be prompted to enter your property's information, such as address, year built, and square footage. (Note: the Property Challenge leaderboard lists participants by property address only. If you would like the name of the property owner and/or manager to show with the property address, enter the property address in the following manner: Address – Property owner/manager name, Example: 500 Second Street, NW – ABC Development)*
- **AN ORGANIZATION:** Click on **Add a Business/Space** search for the building in which your organization resides and see if your building is already registered. *If your building is not listed, click **Add New Property & Space** in the top left corner and enter basic information about your property and specific information about your space, such as address, year built, and square footage.*



Click here if you represent a property

Click here if you represent a business

5. There is a list of over 500,000 properties. To get started, find yours or **Add a New Property**

Add a Property

There are over 500,000 properties in our database. To get started, find yours among the existing properties or [add a new one](#).

Property Name Address State / Provin Zip

| | Property Name & Address | City, State | Type |
|----------|--|-----------------|----------------|
| Select > | 9660 Lurline Ave 9660 Lurline Ave | Chatsworth, CA | Warehouse / DC |
| Select > | 10857 Sherman Way 10857 Sherman Way | Sun Valley, CA | Manufacturing |
| Select > | 7901 Sepulveda Blvd 7901 Sepulveda Blvd | Van Nuys, CA | Manufacturing |
| Select > | 11213 Randall St 11213 Randall St | Sun Valley, CA | Manufacturing |
| Select > | 8371 Canoga Ave 8371 Canoga Ave | Canoga Park, CA | Manufacturing |
| Select > | 16665 Arminta St 16665 Arminta St | Van Nuys, CA | Manufacturing |

6. Once your property and/or space has been found or added, look for the **Challenges** tab in the green toolbar on the left of your screen.

My Properties Solutions Provider Network Incentives Database Energy Star Sync

Green PSF currently viewing South Bay Cities Council of Governments | South Bay Cities Council of Governments (Suite 100) [change](#)

South Bay Cities Council of Governments Energy & Sustainability Dashboard [Choose Photo](#)

Office 5,817 SF Torrance CA 90501

Projects Energy Star Sync Challenge

Space Overview 100% complete

Provide basic information about your space and view matching Ways to Save.

Challenges partially completed

Provide detailed information to gain additional insights in specific areas.

Timeline 0 events

See how prior initiatives impact utility consumption and expenses.

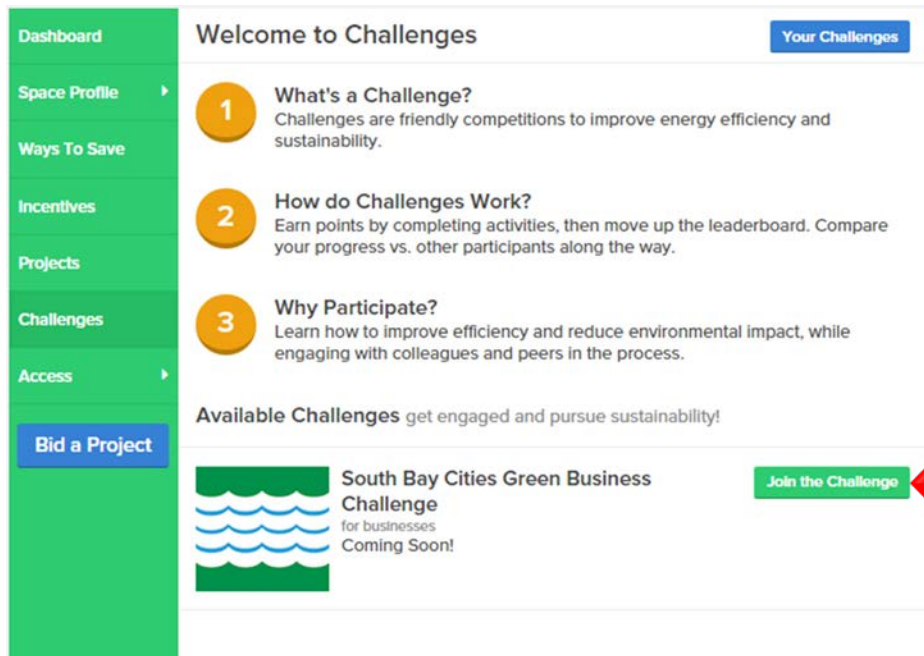
Ways to Save 0 out of 24 opportunities completed

View matching opportunities to reduce energy, water, and waste.

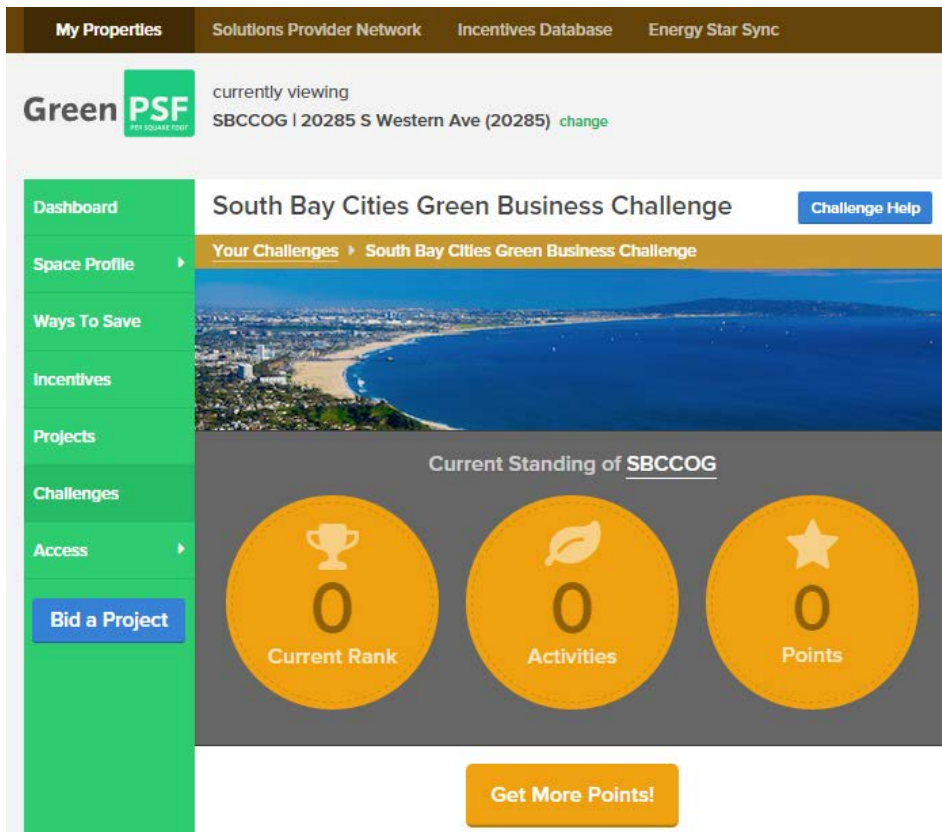
Incentives 332 potential incentives found

View matching incentives for your Ways to Save.

7. Click on **Challenges** and scroll down to find the **South Bay Cities Green Business Challenge**. Click **Join the Challenge**.



8. Click on **Get More Points** to view and begin completing activities in the Challenge.



Note that the list of activities for property managers and organizations are different

Go through the categories and activities and make a plan about how you will implement each one!

9) Click on each **activity** to see a **detailed description** and **supporting knowledge** (including resources) to help you implement your sustainability actions.

Get educated on energy and sustainability
Education & Outreach | E&O-001

500 pts

Complete this Activity

Purpose
Learn about sustainability, sustainable real estate, and related topics.

Background
To make the business case for sustainability and implement projects, property managers and building staff need training on related concepts and methods.

A variety of in-person, online, and self-study education options are available at all levels, from beginner to expert.

Complete the Activity
Complete 10 hours of any combination of the following:

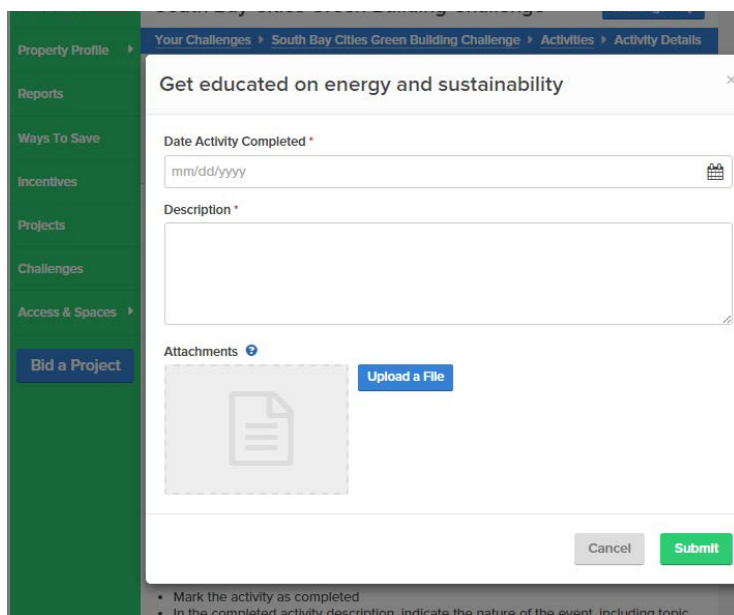
- Read a related informative article
- Attend a webinar
- Complete an in-person or online course, seminar, or speaker event
- Attend a conference
- Host a knowledge sharing session with staff or colleagues
- Attend related events

Each option may be repeated any number of times to complete the 10 hours. The education or training must be related to sustainability.

Earn Challenge Points

- Mark the activity as completed
- In the completed activity description, indicate the nature of the event, including topic

10) To mark an activity as complete: After clicking on the green title of the activity click **Complete this Activity**. Enter the date of completion, the description of what your property or organization did to complete the activity, and upload an optional attachment (the file types supported by the system are PDF and Word documents). Click **Submit**.



For activities with 'metric' points (i.e. +50 points for 50% increase, +75 points for 75% increase, +100 points for 100% increase): Enter the metric you have achieved in the 'Description' box for each activity. You will automatically receive the minimum points; based on your description we will increase your points accordingly.

Thank you for being part of the Green Building Challenge!