



**Master
Builders
Association**
New South Wales

MASTER BUILDERS ASSOCIATION NSW

EXCELLENCE IN HOUSING AWARDS

AWARDFORCE ONLINE ENTRIES – USER GUIDE

CONTENTS

Uploading an entry into AwardForce	2
Processing payment for your entry	16
Uploading a duplicate entry	18

Uploading an entry into AwardForce

1. Open the hyperlink <https://mbansw.awardsplatform.com> to register for an AwardForce account.
2. Complete the registration details, ensuring you tick both boxes to ensure you receive all necessary correspondence. *Please note that this information will only be used to contact you regarding the Awards programme. If you do not tick these boxes, you may not receive vital correspondence regarding your entry.* Once completed, click **register**.

Master Builders Association of NSW

Register

Start here

- 1 Register an account
- 2 Start your entry (save it in-progress)
- 3 Submit your entry to be judged

Best of luck!

For any questions, please contact events@mbansw.asn.au or (02) 8586 3504

First name: Sophie

Last name: Abbott

Email: example@mbansw.asn.au

Password: *****

Confirm password: *****

☒ I have read and agree to the [privacy policy](#), [cookie policy](#) and [terms of service](#).

☒ I agree to receive notification and communication emails or SMSs from Master Builders Association of NSW Excellence Awards. You may withdraw your consent at any time.

Log in

Email or mobile:

Password:

☐ Remember me

Log in

[Forgot password](#)

or log in with

Facebook Twitter

Register

3. Once registered, you will be sent a link to your email address, please click on the link to verify your account. Once you have clicked the link, refresh the page (and re-login if necessary), and you can start your entry by clicking 'Start new entry'.

My entries | Master Builders Ass...

Master Builders Association of NSW Excellence Awards

My entries

Master Builders Association of NSW

Important awards information

Dates

- Entry deadline: Friday 26 March 2021 at 5:00pm
- Please note the entry deadline, this date is final and there will be no extensions provided. The system will automatically prevent entry submission after the deadline
- Awards presentation ceremony: Saturday 4 September 2021 at The Star

Support

If you have any questions on the entry process, please contact the organisers by email to events@mbansw.asn.au or call 02 8586 3504

My entries

Hello, Sophie Abbott!

You have no entries yet. What are you waiting for?

Start new entry

- Select the category as **Housing Awards** and pick the category your entry falls under. If you have any queries regarding which category you should enter, please contact the Awards & Events team on (02) 8586 3524 / events.administration@mbansw.asn.au.

Start entry | My entries | Master | x +

mbansw.awardsplatform.com/entry-form/entrant/start?tabSlug=BjnZGgJD

Master Builders Association of NSW Excellence Awards

My entries → Start entry

All questions must be answered, unless marked optional.

Start Here | Entrants Details | Photography Requirements & Attachments | Attachments & Uploads | Authorisation

Category

Housing Awards

Adaptive Re-Use

Affordable Housing

Contract Houses

Design & Construct - House

Display Homes

Excellence in Energy Efficiency

Excellence in Environmental Management

Granny Flats (Secondary Dwelling)

Home Unit Renovation - External

Home Unit Renovation - Internal

Homes Units

House Additions / Alterations / Renovations

Restoration / Addition

Roof & Attic Conversions

Special Purpose Housing Project

Town Houses or Villas / Dual Occupancy

The Master Builders Association of NSW Excellence in Housing and Pool Awards is the state's most prestigious residential building awards. It celebrates excellence in construction, innovation and quality in the building and construction industry in NSW. The Housing Awards showcases the very best in residential construction and attracts a broad cross section of the residential building sector, including project home builders, contract builders, apartment constructors and contractors specialising in additions, alterations and renovations.

2021 EXCELLENCE IN HOUSING & POOL AWARDS

SATURDAY 4 SEPTEMBER | THE STAR CASINO

ENTRIES CLOSE FRIDAY 28 MARCH 2020

- Once you have picked your category, please fill out your company name, and pick the price category that your entry falls under from the drop-down menu (if the only option is Open Price Category, please pick that).

Start entry | My entries | Master | x +

mbansw.awardsplatform.com/entry-form/entrant/start?tabSlug=BjnZGgJD

Master Builders Association of NSW Excellence Awards

Start Here | Entrants Details | EIH Project Details (1) | EIH Project Details (2) | EIH Judging Restrictions | Photography Requirements & Attachments | Attachments & Uploads

EIH Conditions of Entry | Authorisation

Category

Housing Awards

House Additions / Alterations / Renovations

Company name

House Additions/Alterations/Renovations - housing prices

The Master Builders Association of NSW Excellence in Housing and Pool Awards is the state's most prestigious residential building awards. It celebrates excellence in construction, innovation and quality in the building and construction industry in NSW. The Housing Awards showcases the very best in residential construction and attracts a broad cross section of the residential building sector, including project home builders, contract builders, apartment constructors and contractors specialising in additions, alterations and renovations.

House Additions / Alterations / Renovations

The TOTAL Construction cost means the FULL amount (including GST) paid by the client to the builder, and/or direct to suppliers or sub-contractors, for the delivery of the building work, and any other associated work entered in these awards.

Construction costs for Builders' Own homes must include margins for profits and overheads. If the total construction cost is NOT accurately disclosed, your entry may be excluded from these awards.

Would you like to nominate a Young Builder?

☐ Yes

☐ No

Nominees for Young Builder of the Year must:

- BE AN INDIVIDUAL UNDER 35 YEARS OF AGE
- be a registered builder
- have been in business for at least two years
- maintain quality of workmanship and high safety standards
- demonstrate sound business management and ethical conduct
- be a financially sound business
- demonstrate a high level of client satisfaction and customer service
- be held in high regard by their industry peers
- be involved in Master Builders and contributing to the betterment of the industry

Submissions must include supporting material such as: copy of your driver's licence and a high resolution photo of the nominee and client / peer references

2021 EXCELLENCE IN HOUSING & POOL AWARDS

SATURDAY 4 SEPTEMBER | THE STAR CASINO

ENTRIES CLOSE FRIDAY 28 MARCH 2020

6. If you would like to make a nomination for Young Builder of the Year, please click yes on the tick box. If not, please skip to stage 8 in the guide.

Start entry | My entries | Master | X

mbansw.awardsplatform.com/entry-form/entrant/start?tabSlug=8lnZGgID

Start here | Entrants Details | EIH Project Details (1) | EIH Project Details (2) | EIH Judging Restrictions | Photography Requirements & Attachments | Attachments & Uploads

EIH Conditions of Entry | Authorisation

Would you like to nominate a Young Builder?

☒ Yes

☐ No

Nominees for Young Builder of the Year must:

- **BE AN INDIVIDUAL UNDER 35 YEARS OF AGE**
- be a registered builder
- have been in business for at least two years
- maintain quality of workmanship and high safety standards
- demonstrate sound business management and ethical conduct
- be a financially sound business
- demonstrate a high level of client satisfaction and customer service
- be held in high regard by their industry peers
- be involved in Master Builders and contributing to the betterment of the industry

Submissions must include supporting material such as: copy of your driver's licence and a high resolution photo of the nominee and client / peer references

Save + next | Cancel

Please select a category and entry name.

7. If you would like to nominate a Young Builder, please ensure the nominated individual meets all the requirement listed next to the text box. Please then list their full name and date of birth in the text boxes provided.

Start entry | My entries | Master | X

mbansw.awardsplatform.com/entry-form/entrant/start?tabSlug=8lnZGgID

Start here | Entrants Details | EIH Project Details (1) | EIH Project Details (2) | EIH Judging Restrictions | Photography Requirements & Attachments | Attachments & Uploads

EIH Conditions of Entry | Authorisation

Would you like to nominate a Young Builder?

☒ Yes

☐ No

Nominees for Young Builder of the Year must:

- **BE AN INDIVIDUAL UNDER 35 YEARS OF AGE**
- be a registered builder
- have been in business for at least two years
- maintain quality of workmanship and high safety standards
- demonstrate sound business management and ethical conduct
- be a financially sound business
- demonstrate a high level of client satisfaction and customer service
- be held in high regard by their industry peers
- be involved in Master Builders and contributing to the betterment of the industry

Submissions must include supporting material such as: copy of your driver's licence and a high resolution photo of the nominee and client / peer references

Young Builder of the Year nomination

Full name of nominated Young Builder

Date of birth of nominated Young Builder (dd/mm/yyyy)

Save + next | Cancel

Please select a category and entry name.

8. Once every section on this page is complete, please **click save + next** to proceed.

The screenshot shows the 'Start Here' tab of the MBANSW Awards Platform. The page is titled 'Start entry | My entries | Master Builders Association of NSW'. The main content area is divided into two columns. The left column contains a form with a question: 'Would you like to nominate a Young Builder?' with radio buttons for 'Yes' and 'No'. Below this is a section titled 'Young Builder of the Year nomination' with two text input fields: 'Full name of nominated Young Builder' (containing 'test') and 'Date of birth of nominated Young Builder (dd/mm/yyyy)' (containing 'test'). At the bottom of this section is a button labeled 'Save + next' which is circled in red, and a 'Cancel' button. The right column contains a list of requirements for nominees, titled 'Nominees for Young Builder of the Year must:', followed by a list of criteria: 'BE AN INDIVIDUAL UNDER 35 YEARS OF AGE', 'be a registered builder', 'have been in business for at least two years', 'maintain quality of workmanship and high safety standards', 'demonstrate sound business management and ethical conduct', 'be a financially sound business', 'demonstrate a high level of client satisfaction and customer service', 'be held in high regard by their industry peers', and 'be involved in Master Builders and contributing to the betterment of the industry'. Below this list is a note: 'Submissions must include supporting material such as: copy of your driver's licence and a high resolution photo of the nominee and client / peer references'.

9. Complete all the required fields under the Entrants Details tab, ensuring all details are correct.

The screenshot shows the 'Entrants Details' tab of the MBANSW Awards Platform. The page is titled 'Start entry | My entries | Master Builders Association of NSW'. The main content area is divided into two columns. The left column contains a form with several fields: 'Are you a member of the Master Builders Association of NSW?' (a dropdown menu with 'Yes' selected), 'Membership number:' (a text input field containing '12345678'), 'Company name:' (a text input field containing 'Master Builders Association of NSW'), 'ABN:' (a text input field containing '12345678'), 'Licence number:' (a text input field containing '123456C'), and 'Company address:' (a text input field). The right column contains a note: 'If you're unsure of your membership number, please contact the Awards and Events department on 8586 3555 or events@mbansw.asn.au.' Below this note is a section titled 'Exactly as it is to appear in publicity and on plaques.' with a large text input field. At the bottom of the page is a button labeled 'Save + next' which is circled in red, and a 'Cancel' button.

9B. Please note that all correspondence will be sent to the contact details listed under Main contact person.

Start Here Entrants Details EIH Project Details (1) EIH Project Details (2) EIH Judging Restrictions Photography Requirements & Attachments Attachments & Uploads

EIH Conditions of Entry Authorisation

2037

Main contact persons **FIRST NAME**: All correspondence will be sent to this person.

Main contact persons **SURNAME**: All correspondence will be sent to this person.

Main contact persons **MOBILE**: All correspondence will be sent to this person.

Main contact persons **OFFICE number: (optional)**: For landline numbers, you must include the state code (i.e. NSW number = 2 8586 3555).

Main contact persons **EMAIL**: All correspondence will be sent to this person.

Marketing telephone number: Contact telephone number to be used in all printed marketing material such as MBA Magazines.

Company **WEBSITE: (optional)**: Website address to be used in all printed marketing material such as MBA Magazines.

10. At this stage, you can continue with your submission and enter the project details by clicking **save + next**. Alternatively, if you are still awaiting entry information, you can click **save + close** and return to your entry another time.

Start Here Entrants Details EIH Project Details (1) EIH Project Details (2) EIH Judging Restrictions Photography Requirements & Attachments Attachments & Uploads

EIH Conditions of Entry Authorisation

Main contact persons **MOBILE**: All correspondence will be sent to this person.

Main contact persons **OFFICE number: (optional)**: For landline numbers, you must include the state code (i.e. NSW number = 2 8586 3555).

Main contact persons **EMAIL**: All correspondence will be sent to this person.

Marketing telephone number: Contact telephone number to be used in all printed marketing material such as MBA Magazines.

Company **WEBSITE: (optional)**: Website address to be used in all printed marketing material such as MBA Magazines.

Save + next Save + close Preview Submit entry

11. Complete all the required fields under the Project Details (1) tab, ensuring all details are correct. Please note that the information required may vary dependent upon what category you chose. All information required is relevant to the entry category. If you have any queries, please contact the Awards & Events team on (02) 8586 3524 / events.administration@mbansw.asn.au.

Start entry | My entries | Master | x +

mbansw.awardsplatform.com/entry-form/entrant/qVloWvRM/edit?tabSlug=VOqBaVwP

All questions must be answered, unless marked optional.

Start Here | Entrants Details | **EH Project Details (1)** | EH Project Details (2) | EH Judging Restrictions | Photography Requirements & Attachments | Attachments & Uploads

EH Conditions of Entry | Authorisation

Project completion date: Project must NOT be more than 2 years old as of Friday 26 March 2021.

Address of project: Street address of project being entered into awards. Please do not use lot numbers unless they are the true address. **PLEASE NOTE:** we will not publish clients name(s) and or address

Project suburb:

Project postcode:

Client/owner's name: **PLEASE NOTE:** we will not publish clients name(s) and or address.

Design/project name: (optional) For privacy reasons, please **DO NOT** use project address or clients name(s) as a design name.

12. Once this section of the form is completed, please click **save + next**. If you are awaiting details at this stage, you can click **save + close** and return later.

Start entry | My entries | Master | x +

mbansw.awardsplatform.com/entry-form/entrant/qVloWvRM/edit?tabSlug=VOqBaVwP

Start Here | Entrants Details | EH Project Details (1) | **EH Project Details (2)** | EH Judging Restrictions | Photography Requirements & Attachments | Attachments & Uploads

EH Conditions of Entry | Authorisation

Total construction cost (including GST): AS This must be provided for judging purposes. The TOTAL Construction cost means the FULL amount (including GST) paid by the client to the builder, and/or direct to suppliers or sub-contractors, for the delivery of the building work, and any other associated work entered in these awards. Display Homes must include all optional extras on display. Construction costs for Builders' Own homes must include margins for profits and overheads. If the total construction cost is NOT accurately disclosed, your entry may be excluded from these awards.

Does the construction cost **INCLUDE** a Swimming Pool and or Landscaping? This information must be provided for judging purposes.

Area of addition in m2: If not applicable, please type N/A in text box

Area of altered, renovated or restored part in m2: If not applicable, please type N/A in text box

Estimated average price per m2: AS Please provide an approximate m2 rate, taking into consideration the area (m2) of the different construction types that make up the project.

Type of contract

Save + next | Save + close | Preview | Submit entry

13. Complete all the required fields under the Project Details (2) tab, ensuring all details are correct.

Start Here | Entrants Details | **EH Project Details (1)** | **EH Project Details (2)** | EH Judging Restrictions | Photography Requirements & Attachments | Attachments & Uploads

EH Conditions of Entry | Authorisation

Company profile: 0 / 2000 words

Description of entry: 0 / 2000 words

List of manufacturers and/or suppliers: (optional)

	Manufacturing type	Name of manufacturer
1	Bricks:	
2	Concrete	
3	Doors	
4	Floor / Finishes	
5	Insulation	
6	Kitchen	
7	Paving	

14. If you would like to add additional manufactures to the section detailed below, please click 'add row'.

Start Here | Entrants Details | **EH Project Details (1)** | **EH Project Details (2)** | EH Judging Restrictions | Photography Requirements & Attachments | Attachments & Uploads

EH Conditions of Entry | Authorisation

List of manufacturers and/or suppliers: (optional)

	Manufacturing type	Name of manufacturer
1	Bricks:	
2	Concrete	
3	Doors	
4	Floor / Finishes	
5	Insulation	
6	Kitchen	
7	Paving	
8	Pool	
9	Roofing	
10	Sanitary Ware	
11	Steele Supplier / Fabricator	
12	Tile Supplier	
13	Timber	
14	Windows	
15	Landscaping	
16	Other	

Add row

15. Once this section of the form is completed, please click **save + next**. If you are awaiting details at this stage, you can click **save + close** and return later.

The screenshot shows the 'EIH Project Details (2)' tab of a form. The form contains a table with 16 rows, each with a number and a label, followed by an empty input field. The labels are: 1 Bricks, 2 Concrete, 3 Doors, 4 Floor / Finishes, 5 Insulation, 6 Kitchen, 7 Paving, 8 Pool, 9 Roofing, 10 Sanitary Ware, 11 Steele Supplier / Fabricator, 12 Tile Supplier, 13 Timber, 14 Windows, 15 Landscaping, 16 Other. Below the table is an 'Add row' button. At the bottom of the form, there are four buttons: 'Save + next' (circled in red), 'Save + close', 'Preview', and 'Submit entry'.

16. If you have any judging restrictions, please ensure you click yes on the tab as detailed below and complete the table with unavailable dates. If you do not have any judging restrictions, please click no.

The screenshot shows the 'EIH Judging Restrictions' tab of a form. The form contains a section for 'Judging Criteria' with a list of criteria: Quality of Construction, Design Challenges, Use of Materials, Value for Money, and Innovation. Below this is a paragraph of text. Then, there is a section for 'Are there any dates/times that you or your client(s) are unavailable for judging?' with two radio buttons: 'Yes' (circled in red) and 'No'. To the right of this is a 'PLEASE NOTE' box. Below the radio buttons is a section for 'Please list all dates/ times unavailable for judging:' with a table. The table has two columns: 'Date (from) dd/mm/yyyy' and 'Date (to) dd/mm/yyyy'. The first row has '12/04/2021' and '01/05/2021' circled in red. There are two more empty rows. Below the table is an 'Add row' button.

17. Once all necessary boxes are complete on this page, please click **save + next**. If you are awaiting details at this stage, you can click **save + close** and return later.

mbansw.awardsplatform.com/entry-form/entrant/qVloWWRM/edit?tabSlug=yrGdjKng

Start Here Entrants Details EIH Project Details (1) EIH Project Details (2) **EIH Judging Restrictions** Photography Requirements & Attachments Attachments & Uploads

EIH Conditions of Entry Authorisation

☒ Yes ☐ No changes cannot be made

Please list all dates/ times unavailable for judging:

	Date (from) dd/mm/yyyy	Date (to) dd/mm/yyyy
1	12/04/2021	01/05/2021
2		
3		

Add row

Additional judging information (optional)

B I H [Rich Text Editor Icons]

Example of additional judging information could be:

No Judging Restrictions
or
Clients have small children so may prefer judging between school hours (9:30am - 2:00pm)
or
Clients may go away every school holidays so would prefer no judging in the school holiday period
or
Please judge as early / late as possible

Save + next **Save + close** Preview Submit entry

18. If you have photos ready to upload, please click yes on the tick box; an option will then appear to upload photographs of your project. Please note that we require a minimum of 8 photos, and a maximum of 15. If you have picked House Additions, Alterations or Renovations (including Home Unit Renovations), you will be required to submit at least 2 before photos.

mbansw.awardsplatform.com/entry-form/entrant/qVloWWRM/edit?tabSlug=BOMjnMRw

Master Builders Association of NSW Excellence Awards

My entries → Edit entry

All questions must be answered, unless marked optional.

Start Here Entrants Details EIH Project Details (1) EIH Project Details (2) EIH Judging Restrictions **Photography Requirements & Attachments** Attachments & Uploads

EIH Conditions of Entry Authorisation

Photography Requirements

A maximum of 15 digital images MUST be submitted with entries. Images provided will be used in the audio-visual presentation and print media; good quality images will better profile your entry

- Entrants are responsible for the quality of all images.
- Resolution of 300 dpi (highest quality camera setting)
- Image size no smaller than A4 (21cm x 29.7cm)
- Format: JPEG or TIFF (please no PDF or PPT file types)
- Please note if your digital images are not high quality you will be asked to resubmit them

A professional photography service is available at the of cost **\$682 (inc GST) per entry located in the Sydney metropolitan**. Additional costs will apply for entries outside the Sydney metropolitan area. MBA will arrange this service with the photographer on your behalf. The photographer will contact you to lock in a date and time to photograph your project.

Do you have photographs of your project available to submit with your entry?

☒ Yes ☐ No

If you would like us to credit the photographer, please provide their company name: (optional)

PLEASE NOTE: crediting the photographer is not an MBA requirement. Please only fill out this box if your photographer has specifically asked to be credited

Before photo 1:
Select file

18B. If you do not have photos to submit, please click 'no' on the tick box. You can then request for MBA NSW to organise a photographer for your entry. Alternatively, you can complete your entry form and submit your photos later. Please note all photos must be uploaded by Friday 26 March unless the Awards and Events team have granted an extension.

Once all necessary boxes are complete on this page, please click **save + next**. If you are awaiting details at this stage, you can click **save + close** and return later.

The screenshot shows the 'Photography Requirements' section of the MBA NSW Awards Platform. The page has a dark blue sidebar on the left and a main content area. At the top, there's a navigation bar with tabs: 'Start Here', 'Entrants Details', 'EIH Project Details (1)', 'EIH Project Details (2)', 'EIH Judging Restrictions', 'Photography Requirements & Attachments' (which is highlighted in orange), and 'Attachments & Uploads'. Below the navigation bar, there's a sub-navigation bar with 'EIH Conditions of Entry' and 'Authorisation'. The main content area has a heading 'Photography Requirements' with a dropdown arrow. Below this, there's a paragraph stating that a maximum of 15 digital images must be submitted. A list of requirements follows: Entrants are responsible for the quality of all images; Resolution of 300 dpi (highest quality camera setting); Image size no smaller than A4 (21cm x 29.7cm); Format: JPEG or TIFF (please no PDF or PPT file types); Please note if your digital images are not high quality you will be asked to resubmit them. A note mentions a professional photography service available at \$682 (inc GST) per entry located in the Sydney metropolitan area. Below this, there's a question: 'Do you have photographs of your project available to submit with your entry?'. There are two radio buttons: 'Yes' and 'No'. The 'No' button is selected and circled in red. Below this, there's another question: 'Do you require the MBA NSW to organise a photographer for your project at the cost of \$682? (Additional costs will apply for entries outside the Sydney metropolitan area)'. There are three radio buttons: 'Yes', 'No, I will submit my own photos at a later date', and 'If you are choosing to upload your photos at a later date, please ensure they are uploaded by Friday 26 March 2021. If your photos will not be available by this date, please contact events@mbansw.asn.au'. The 'No, I will submit my own photos at a later date' button is selected. At the bottom, there are four buttons: 'Save + next', 'Save + close', 'Preview', and 'Submit entry'.

19. The following section requires the upload of attachments. Please ensure you upload all required information by clicking the 'select file' box.

The screenshot shows the 'Attachments information' section of the MBA NSW Awards Platform. The page has a dark blue sidebar on the left and a main content area. At the top, there's a navigation bar with tabs: 'Start Here', 'Entrants Details', 'EIH Project Details (1)', 'EIH Project Details (2)', 'EIH Judging Restrictions', 'Photography Requirements & Attachments' (which is highlighted in orange), and 'Attachments & Uploads'. Below the navigation bar, there's a sub-navigation bar with 'EIH Conditions of Entry' and 'Authorisation'. The main content area has a heading 'Attachments information' with a dropdown arrow. Below this, there's a paragraph stating that material may be supplied as follows: 1. Upload JPEG or PDF files. Maximum file size is 10MB per piece; 2. Video attachments may be hosted on a video site such as YouTube or Vimeo; 3. Provide website URL's to the publicly accessible campaign or active URL of a landing page. Please ensure any applicable usernames and passwords are provided and active. Below this, there are three sections: 'HBCC Certificate', 'Floor plans - before (optional)', and 'Floor plans / elevations'. Each section has a 'Select file' button. The 'HBCC Certificate' button is circled in red. To the right of each section, there's a note: 'A Home Building Compensation Fund Certificate (HBCC) must be provided for all projects over \$20,000'; 'Please submit BEFORE floor plans for judging purposes'; and 'Please submit floor plans / elevations of your project'. Below these sections, there's a section for 'Young Builder nomination references' with a note: 'Providing a reference is recommended but not required'. At the bottom, there's a section for 'Drivers licence of Young Builder nominee (Required)' with a 'Select file' button.

19B. If you would like to upload any additional files that are not listed, you can do so under the Additional Attachments section. This could include Marketing Brochures, videos, or additional floor plans.

Once all necessary attachments have been uploaded on this page, please click **save + next**. If you are awaiting details at this stage, you can click **save + close** and return later.

20. Please ensure you read all the Conditions of Entry listed.

21. To proceed, please ensure you meet all the criteria listed and agree to all the Conditions of Entry.

Once all necessary boxes have been ticked on this page, please click **save + next**. If you are awaiting details at this stage, you can click **save + close** and return later.

questions posed by the judging panel are answered

9. If sufficient entries are not received for a category, entries may be moved to a similar category. Alternatively a refund will be provided. The numbers considered sufficient are to be at the complete discretion of the MBA NSW

10. Editorial comment on and photographic display of the projects entered will be at the discretion of the appropriate media and MBA NSW. Whilst it is the aim of the Association to represent all entrants accurately in every way, no responsibility is taken for discrepancy, error, omission or misrepresentation of that entry in any media report. Entry in the awards does not, however, automatically ensure exposure in the media

11. Photographs, as specified in the entry form, must comply with the reproduction standards of the newspapers, magazines and production. Photographs may be rejected or not used if they are of poor quality. All documents, including photography, submitted remain the property of MBA NSW

12. The judges decision is final and no correspondence will be entered into. A winner may not necessarily be declared in all categories

13. I/We agree to notify MBA NSW and withdraw any entries submitted if our business/company commits an act of insolvency, including but not limited to, being placed in liquidation, administration or receivership. This undertaking is binding up until the awards night ceremony. MBA NSW advises that an award will be withdrawn if your business commits an act of insolvency and MBA NSW has not been notified

14. I/We understand that MBA NSW can remove a nomination or withdraw any award if for any reason including, but not limited to, any act of insolvency, breach of the MBA NSW Code of Conduct, a complaint to or action by NSW Fair Trading, any information in the digital form is incorrect, or any other reason that may affect the reputation of or cause embarrassment to the Association or the awards

15. The entrant advises and confirms that no serious injuries or deaths occurred on site during construction of the project that is the subject of the entry

16. The entrant advises and confirms that there are no outstanding complaints relating to the project that is the subject of the entry

17. Entries close Friday 26 March 2021

18. MBA NSW will only refund an entry fee if the entry is withdrawn prior to the closing date. No refund will be given after that date

☒ I/We hereby agree to enter the before mentioned project in the Master Builders 2021 Excellence in Housing Awards and agree to be bound by the conditions of entry set out herein and acknowledge that I/We have read and understood the conditions

☒ I/We confirm that there were no serious injuries or deaths onsite during construction

☒ I/We confirm that there are no litigation or disputes relating to the project

☒ I/We confirm that all legal obligations have been met, including to all sub-contractors

Save + next **Save + close** Preview Submit entry

22. The final stage of the submission process is to submit the Authorisation Form signed by the company director and client of the project you are entering. You can download the form from here: <https://www.mbansw.asn.au/entrant-client-authorisation>

Home / Entrant & Client Authorisation

Please download the Authorisation Form below.

Please get the form signed by both your Company Director and your client.

Once signed by both parties, please upload Authorisation Form under the Authorisation tab on Awards Force before submitting your entry into the 2021 Excellence in Housing & Pool Awards. To access Award Force, please [click here](#).

[2021 Excellence in Housing Awards - Entrant Authorisation \(198.43 KB\)](#)

[2021 Excellence in Pool Awards - Entrant Authorisation \(196.63 KB\)](#)

23. Once the form has been signed by all required parties, please upload the completed form under the Authorisation tab.

The screenshot shows the 'Authorisation' tab selected in the 'My entries' section. The page title is 'My entries → Edit entry'. Below the title, it states 'All questions must be answered, unless marked optional.' A series of tabs are visible: 'Start Here', 'Entrants Details', 'EIH Project Details (1)', 'EIH Project Details (2)', 'EIH Judging Restrictions', 'Photography Requirements & Attachments', and 'Attachments & Uploads'. The 'Authorisation' tab is active. Under this tab, there is an 'Instructions' section with a red circle icon and a dropdown arrow. The instructions text reads: 'Please download the authorisation form [here](#). Please get the form signed by both your manager and your client. Once signed by both parties, please upload authorisation form below under Authorisation PDF.' Below the instructions, there is a section titled 'Authorisation PDF' with a red 'Select file' button. To the right of this section, there is a grey box with the text: 'Please download the authorisation form [here](#). Authority form **MUST** be signed by a company representative and your client. Once signed by both parties, please upload onto Authorisation tab'. At the bottom of the page, there are four buttons: 'Save + next', 'Save + close', 'Preview', and 'Submit entry'.

24. Once uploaded your entry should be ready to submit, please click the submit entry section of the form as circled below.

This screenshot is identical to the one above, showing the 'Authorisation' tab. However, the 'Submit entry' button at the bottom right is circled in red, indicating the next step in the process. The rest of the page content, including the instructions and the 'Select file' button, remains the same.

24B. If you have any outstanding information that is required, the tabs with missing information will be highlighted in pink. Please return to these tabs and submit the required information before submitting your entry.

All questions must be answered, unless marked optional.

Whose that's not ready yet - please check the highlighted fields.
Note, check on other tabs too. When you're done, click submit for another try.

- The house additions/alterations/reno field is required.
- The hbcf certificate field is required.
- The authorisation pdf field is required.
- The floorplans / elevations field is required.
- The drivers licence of young builder field is required.
- The high resolution photo to nominat field is required.

Start Here Entrants Details EIH Project Details (1) EIH Project Details (2) EIH Judging Restrictions Photography Requirements & Attachments Attachments & Uploads

Instructions

Please download the authorisation form [here](#).
Please get the form signed by both your manager and your client.
Once signed by both parties, please upload authorisation form below under Authorisation PDF.

Authorisation PDF

Select file

The authorisation pdf field is required.

Please download the authorisation form [here](#).
Authority form MUST be signed by a company representative and your client
Once signed by both parties, please upload onto Authorisation tab

Save + next Save + close Preview Submit entry

25. Once you have clicked submit entry, you can either proceed to payment, or alternatively add an additional entry. To add an additional entry, please click the button highlighted below.

Cart | Master Builders Association of NSW Excellence Awards

My entries

Cart Sophie Abbott

256 bit SSL encryption secured checkout

	Quantity	Amount
Entry fee (member) Entry: test Award: Excellence in Housing & Pool Awards Category: Housing Awards: House Additions / Alterations / Renovations ID: qVloWvRM	1	\$ 500.00
Sub-total		\$ 500.00
Payment processing fee (0.00%)		\$ 0.00
GST (10%)		\$ 50.00
Total		\$ 550.00

Add more entries to cart

Apply discount code

Entry fee

☐ Entry fee (non-members)

☒ Entry fee (member)

Enter your member number

Billing currency

☒ AUD

Billing address

Company name (if applicable)

Country

Australia

Address

City / suburb

State

Postcode

Payment method

Processing payment for your entry

1. If you would like to submit your entry, please note your entry **will not** be submitted until you complete the payment process. Please ensure you select the correct fee as highlighted below. Members are required to provide their membership number to unlock the discounted entry fee.

Cart | Master Builders Association of NSW Excellence Awards

My entries

Cart

	Quantity	Amount	Entry fee
Entry fee (member) Entry: test Award: Excellence in Housing & Pool Awards Category: Housing Awards: House Additions / Alterations / Renovations ID: qVloWvRM	1	\$ 500.00	<input checked="" type="radio"/> Entry fee (member) <input type="radio"/> Entry fee (non-members) Enter your member number
Sub-total		\$ 500.00	
Payment processing fee (0.00%)		\$ 0.00	
GST (0%)		\$ 0.00	
Total		\$ 500.00	

Add more entries to cart

Apply discount code

Billing currency
AUD

Billing address
Company name (if applicable)

Country

256 bit SSL encryption secured checkout

2. Once your entry has been successfully submitted and payment has been processed, you will be directed to the page shown below.

Thanks for submitting your entry | Master Builders Association of NSW Excellence Awards

My entries

Ready for payment

Please download and print your invoice. Payment instructions are on the invoice:

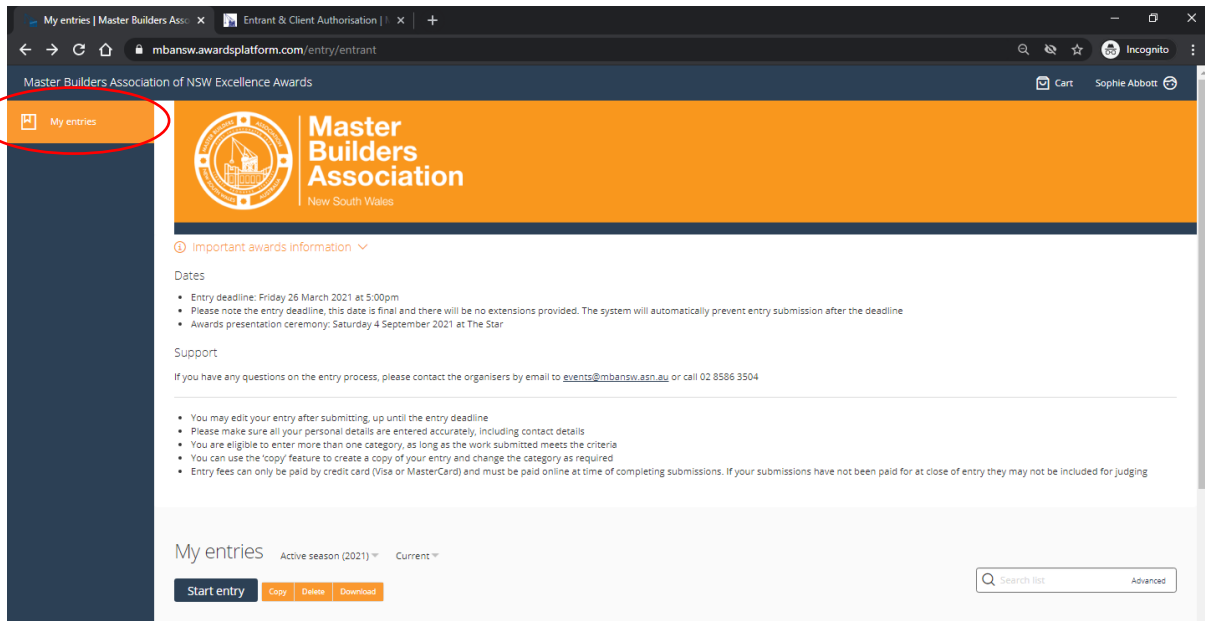
[Invoice](#)

Thanks for submitting your entry

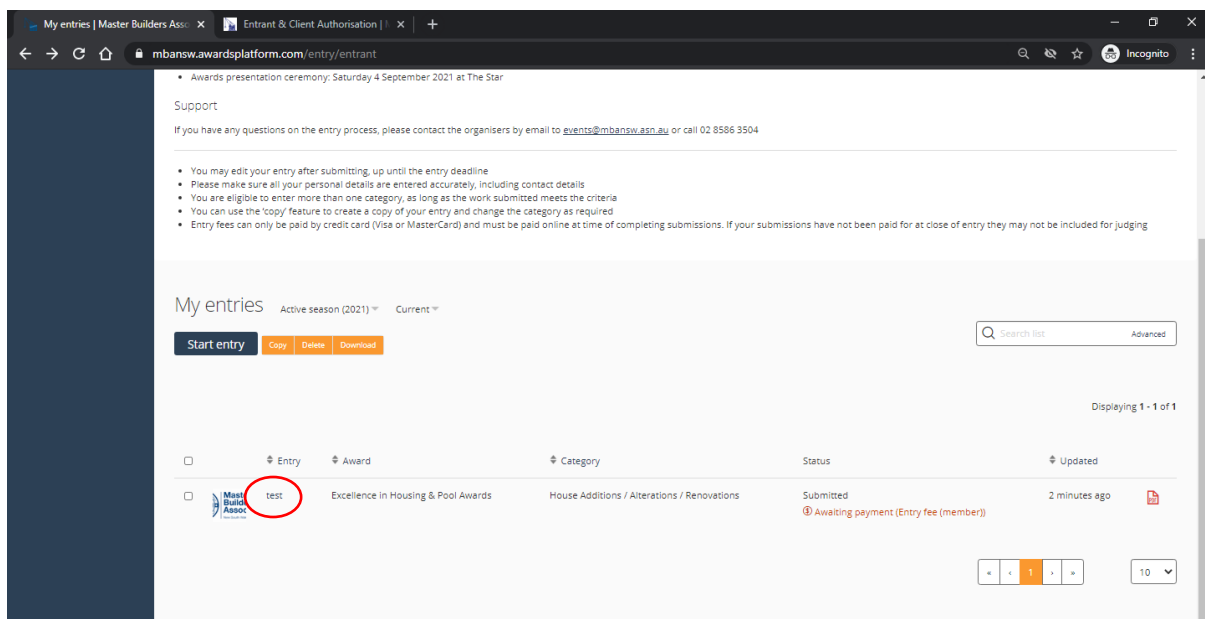
We'll keep you informed of the progress of your entry via email notifications and broadcasts so please make sure you're subscribed to receive these in your user profile.

[Return to my entries](#)

3. Once your entry has been submitted, you can continue to update the information provided up until Friday 26 March. To do so, please log into AwardForce and click on my entries.



- 3B. Scroll down to the 'My entries' section and you will find all your entries. Click the name of the entry you wish to open and amend.



Uploading a duplicate entry

If you wanted to upload the same entry into different categories (e.g., Contract Houses & Environmental Management), you can simply duplicate key information from your entry.

1. Open the hyperlink <https://mbansw.awardsplatform.com> to sign into your AwardForce account.
2. Log into your account using your AwardForce credentials.

3. Ensure the entry you would like to duplicate is ticked as per the below example.

4. Once the entry is ticked, click 'copy'.

The screenshot shows the 'My entries' section of the mbansw.awardsplatform.com website. The 'Copy' button is highlighted with a red circle. The table below shows one entry:

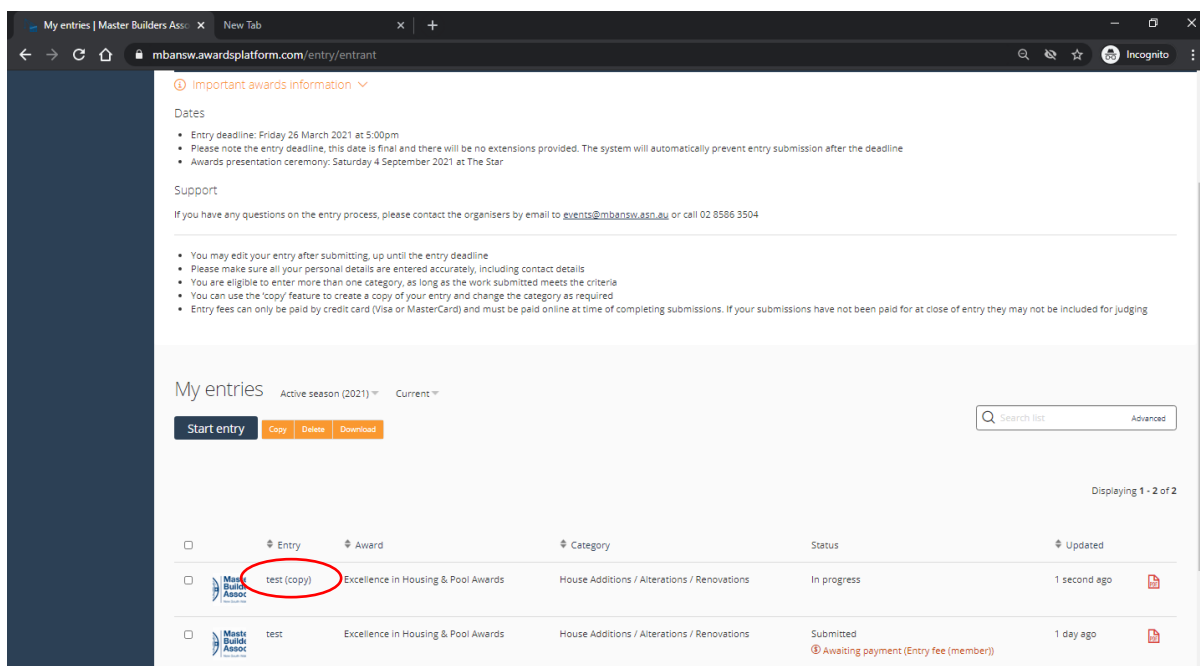
Entry	Award	Category	Status	Updated
test	Excellence in Housing & Pool Awards	House Additions / Alterations / Renovations	Submitted Awaiting payment (Entry fee (member))	1 day ago

5. After a few minutes, your copied entry will appear under the 'My entries' section.

The screenshot shows the 'My entries' section of the mbansw.awardsplatform.com website. A new entry, 'test (copy)', has been added and is highlighted with a red oval. The table below shows two entries:

Entry	Award	Category	Status	Updated
test (copy)	Excellence in Housing & Pool Awards	House Additions / Alterations / Renovations	In progress	1 second ago
test	Excellence in Housing & Pool Awards	House Additions / Alterations / Renovations	Submitted Awaiting payment (Entry fee (member))	1 day ago

6. To open the new entry, click Entry name under the Entry section as indicated below.



Important awards information

Dates

- Entry deadline: Friday 26 March 2021 at 5:00pm
- Please note the entry deadline, this date is final and there will be no extensions provided. The system will automatically prevent entry submission after the deadline
- Awards presentation ceremony: Saturday 4 September 2021 at The Star

Support

If you have any questions on the entry process, please contact the organisers by email to events@mbansw.asn.au or call 02 8586 3504

My entries Active season (2021) Current

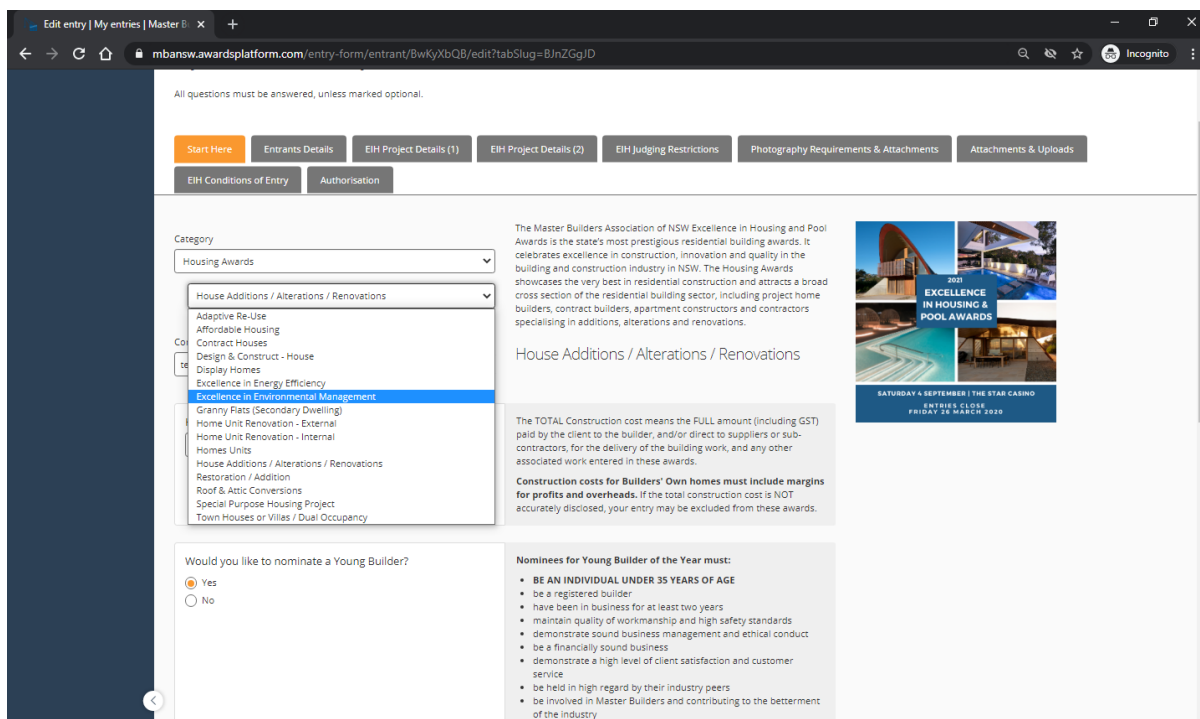
Start entry Copy Delete Download

Search list Advanced

Displaying 1 - 2 of 2

Entry	Award	Category	Status	Updated
test (copy)	Excellence in Housing & Pool Awards	House Additions / Alterations / Renovations	In progress	1 second ago
test	Excellence in Housing & Pool Awards	House Additions / Alterations / Renovations	Submitted Awaiting payment (Entry fee (member))	1 day ago

7. Once the copied entry is open, you can go through each section and update accordingly (e.g. entry category). Please note that each category has different requirements, so if you amend the category, there may be parts of the form that are now incomplete.



All questions must be answered, unless marked optional.

Start Here Entrants Details EIH Project Details (1) EIH Project Details (2) EIH Judging Restrictions Photography Requirements & Attachments Attachments & Uploads

EIH Conditions of Entry Authorisation

Category: Housing Awards

House Additions / Alterations / Renovations

Adaptive Re-Use
Affordable Housing
Contract Houses
Design & Construct - House
Display Homes
Excellence in Energy Efficiency
Excellence in Environmental Management
Granny Flats (Secondary Dwelling)
Home Unit Renovation - External
Home Unit Renovation - Internal
Homes Units
House Additions / Alterations / Renovations
Restoration / Addition
Roof & Attic Conversions
Special Purpose Housing Project
Town Houses or Villas / Dual Occupancy

The Master Builders Association of NSW Excellence in Housing and Pool Awards is the state's most prestigious residential building awards. It celebrates excellence in construction, innovation and quality in the building and construction industry in NSW. The Housing Awards showcases the very best in residential construction and attracts a broad cross section of the residential building sector, including project home builders, contract builders, apartment constructors and contractors specialising in additions, alterations and renovations.

House Additions / Alterations / Renovations

The TOTAL Construction cost means the FULL amount (including GST) paid by the client to the builder, and/or direct to suppliers or sub-contractors, for the delivery of the building work, and any other associated work entered in these awards.

Construction costs for Builders' Own homes must include margins for profits and overheads. If the total construction cost is NOT accurately disclosed, your entry may be excluded from these awards.

Would you like to nominate a Young Builder?

Yes
No

Nominees for Young Builder of the Year must:

- BE AN INDIVIDUAL UNDER 35 YEARS OF AGE
- be a registered builder
- have been in business for at least two years
- maintain quality of workmanship and high safety standards
- demonstrate sound business management and ethical conduct
- be a financially sound business
- demonstrate a high level of client satisfaction and customer service
- be held in high regard by their industry peers
- be involved in Master Builders and contributing to the betterment of the industry

8. Once you have amended the necessary information on the first page, please click **save + next**. If you are awaiting details at this stage, you can click **save + close** and return later.

Start Here | Entrants Details | EIH Project Details (1) | EIH Project Details (2) | EIH Judging Restrictions | Photography Requirements & Attachments | Attachments & Uploads

EIH Conditions of Entry | Authorisation

Would you like to nominate a Young Builder?

☒ Yes
☐ No

Nominees for Young Builder of the Year must:

- BE AN INDIVIDUAL UNDER 35 YEARS OF AGE
- be a registered builder
- have been in business for at least two years
- maintain quality of workmanship and high safety standards
- demonstrate sound business management and ethical conduct
- be a financially sound business
- demonstrate a high level of client satisfaction and customer service
- be held in high regard by their industry peers
- be involved in Master Builders and contributing to the betterment of the industry

Submissions must include supporting material such as: copy of your driver's licence and a high resolution photo of the nominee and client / peer references

Young Builder of the Year nomination

Full name of nominated Young Builder

test

Date of birth of nominated Young Builder (dd/mm/yyyy)

test

Further Young Builder information will be required (copy of drivers licence, high res image and references) under the "Attachment" Tab.

Save + next | Save + close | Preview | Submit entry

9. Please then review the form ensuring you complete any information that is now missing. Once each page has been reviewed, click **save + next** to review the following section.

10. Once all information has been completed, please click submit entry.

Master Builders Association of NSW Excellence Awards

My entries → Edit entry

All questions must be answered, unless marked optional.

Start Here | Entrants Details | EIH Project Details (1) | EIH Project Details (2) | EIH Judging Restrictions | Photography Requirements & Attachments | Attachments & Uploads

EIH Conditions of Entry | Authorisation

Instructions

Please download the authorisation form [here](#).

Please get the form signed by both your manager and your client.

Once signed by both parties, please upload authorisation form below under Authorisation PDF.

Authorisation PDF

Download

Master Builders Association
New South Wales

Please download the authorisation form [here](#).

Authority form MUST be signed by a company representative and your client

Once signed by both parties, please upload onto Authorisation tab

Save + next | Save + close | Preview | Submit entry

11. If you have any outstanding information that is required, the tabs with missing information will be highlighted in pink. Please return to these tabs and submit the required information before submitting your entry.

My entries → Edit entry

All questions must be answered, unless marked optional.

Whoa! That's not ready yet - please check the highlighted fields.
Note, check on other tabs too. When you're done, click submit for another try.

- The entry postcode (project) field must contain a numeric value.
- The floor area in m2 field is required.
- The floor area in m2 (including gst) field is required.
- The energy description of entry field is required.

Start Here | Entrants Details | **EIH Project Details (1)** | **EIH Project Details (2)** | EIH Judging Restrictions | Photography Requirements & Attachments | Attachments & Uploads

EIH Conditions of Entry | Authorisation

Project completion date:
xx

Address of project:
xx

Project suburb:
xx

Project postcode:
xx

Project must NOT be more than 2 years old as of Friday 26 March 2021.

Street address of project being entered into awards.
Please do not use lot numbers unless they are the true address.
PLEASE NOTE: we will not publish clients name(s) and or address

Thank you for your entry for the 2021 Excellence in Housing Awards if you have any queries, please contact our Awards and Events team:

T: (02) 8586 3524

E: events.administration@mbansw.asn.au