

MASTER BUILDERS ASSOCIATION NSW

EXCELLENCE IN POOL AWARDS

AWARDFORCE ONLINE ENTRIES – USER GUIDE

CONTENTS

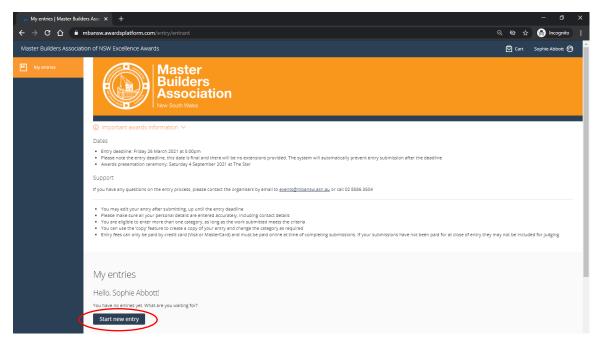
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Uploading an entry into AwardForce

- 1. Open the hyperlink <u>https://mbansw.awardsplatform.com</u> 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.* One completed, click **register**.

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		Register		South Wales
	Start here	Irst name Sophie	Email or mobile ③	
	1 Register an account	Last name	Password	
\mathbf{X}	 Start your entry (save it in-progress) Submit your entry to be judged 	Abbott		
	Best of luck!	Email	Remember me	
	For any questions, please contact events@mbansw.asn.au or (02) 8586 3504	example@mbansw.asn.au	Log in	
Carlos Contraction		Password Confirm password	Eargat pessword	
		I have read and agree to the privacy policy, sokie policy and terms of service.	Facebook Twitter	
		Inserve to receive notification and communication emails or SMSs from Master fulders Association of NSV Excellence Awards. You may withdraw your consent at eny time.		
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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'.



4. Select the category as **Pool 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 / <u>events.administration@mbansw.asn.au</u>.

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5. 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).

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	Please select a category and entry name.				

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

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

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Y	Your details		
			. 1
	Are you a member of the Master Builders Association of N5W:	If you're unsure of your membership number, please contact the Awards and Events department on 8586 3555 or events@mbansw.asn.au.	
	Yes 🗸		
	Membership number:		
	12345678		
	·/		- 1
	Company name:	Exactly as it is to appear in publicity and on plaques.	
	B I H 66 ≔ ⊨ % ® Ø Ø		
	Master Builders Association of NSW		
	ABN: 12345678		
	Licence number:		
	123456C		
9	Company address:		

7B. Please note that all correspondence will be sent to the contact details listed under Main contact person.

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All correspondence will be sent to this person.	
Main senterci persons MOBILE:	
Main contact persons OFFICE number: (optional) For landline numbers, you must include the state code (i.e. NSW number = 2 8586 3555). ## +61 = 412 345 678 412 345 678	
Main contact persons EMAIL:	
Marketing telephone number: Contact telephone number to be used in all printed marketing material such as MBA Magazines.	

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.

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Main contact persons EMAIL:			
Marketing telephone number: Contact telephone number to be used in all printed marketing material such as MBA Magaz	nes.		ł
Company WEBSITE: (optional) Website address to be used in all printed marketing material such as MBA Magazines.			l
Save + next Save + close Preview Submit entry			
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9. Complete all the required fields under the EIP Project Details 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.

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Cli	ent/Owner's name:]	PLEASE NOTE: we will not p	ublish clients name(s) and or	address			
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10. 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.

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	Inis must be provided for juoging purposes The TOTAL Construction cost means the FULL amount (including GST) paid by the client to the builder, and/or directs ouppilters 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:	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	
P Type here to search	へ 写 d× ENG 3-114 PM 2007/2027

11. 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.

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O Judging Criteria ~									
The judging criteria for each award focus on the quality of workmanship in the following areas:	- 11								
Quality of Construction Design Challenges Use of Materials Value for Money Innovation									
 Innovation A judging panel will inspect all projects entered. Entrants will be requested to ensure the appropriate personnel are on hand during the inspection to ensure that any questions posed by the judging panel are answered. Entrants will receive at least one week's notice of the inspection time and date. 									
On site judging will take place between XX April - XX July 2020. Entrants will receive at least one week's notice of the inspection time and date. There are a large numbers of projects to judge and the judges can only visit a									
	- 1								
Are there any dates/times that you or your client(s) are unavailable for judging? PLEASE NOTE: If judging restrictions are not declared, once an inspection date has been allocated, date of the second seco	te								
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Please inst all dates/ times unavailable for jouging. Date (from) datematicany — Date (to) dd/mm/yyyy									
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12. 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.

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Plea 1 3		rallable for judging: Date (to) dd/mm/yyyy 01/05/2021						
	ditional judging information B I H 66 Ⅲ Ⅲ	∿ ⊕ ₽ ₽	ubmit entry	No Judging or Clients hav or Clients may or	fadditional judging information could be: g Restrictions e small children so may prefer judging between sc y go away every school holidays so would prefer n e as early / late as possible		triod	

13. 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 Renovations, you will be required to submit at least 2 before photos.

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	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 you Entrants are responsible for the quality of all images. Resolution of 300 diplicities quality careful era setting) Image size no smaller than A4 (21cm x 39.7cm) Forms: JPEG or TIFF (pieses no PDF or PTF (its yess) 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 5882 (inc CST) per entry located in the Sydney metropolitan . Additional costs will apply for entries outside the Sydney metropolitan in the to photograph your project		A will arrange	
	Do yoo have photographs of your project available to submit with your entry?			
	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. Ple photographer has specifically asked to be credited	ease only fill out the	s box if your	
	Before photo 1: Select file			

11B. 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 the deadline 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.

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Do you have photographs of your project available to submit with your entry?	
Do you require the MBA NSW to organise a photographer for your project at the cost of \$6827 (Additional costs will apply for entries outside the Sydney metropolitan area)	If you are choosing to upload your photos at a later date, please ensure they are uploaded by Friday 36 March 2021. If your photos will not be available by this date, please contact events@mbansw.asn.au
Yes No, i will submit my own photos at a later date	If you require MBA NSW to organise a photographer, an invoice will be sent at a later date.
Save + next Save + close Preview Submit entry	

14. The following section requires the upload of a HBCF Certificate. If you have a HBCF, please upload by clicking the 'select file' box.

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Material may be supplied as follows:		
1. Upload JPEG or PDF flies. 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. Piease ensure any applicable usernames and passwords are provided and active		
Do you have a HBCF Certificate for your project?		
HDEP Continues		
Additional Attachments Please provide any additional information you think will assist with judging i.e. Videos, Marketing Brochures,		l
Additional Floor Plans, Additional Photos, Street Maps etc		
Add attachments		
Save + next Save + close Preview Submit entry		

12B. If you do not have a HBCF, please click no, and provide a detailed explanation why in the text box provided.

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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 size 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 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				
Do you have a HBCF Certificate for your project?				
Please provide excalled explanation as to why you have not obtained a HBCF Certificate: A Home Building Compensation Fund Certificate (HBCF) must be provided for B I H isi III IIII IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	tificate was o	btained b	(
Additional Attachments Please provide any additional information you think will assist with judging Le. Videos, Marketing Brochures, Additional Floor Plans, Additional Photos, Street Maps etc				

15. 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 videos.

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.

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Do you have a HBCF Certificate for your project? Yes No	
Please provide a detailed explanation as to why you have not obtained a HBCF Certificate:	A Home Building Compensation Fund Certificate (HBCF) must be provided for all projects over \$20,000. Please note that if you were subcontracted to build the pool and the HBCF Certificate was obtained by another builder as part of a residential building contract, we will require the HBCF to be submitted at a later date.
Additional Attachments Please provide any additional information you think will assist with Judging Le. Videos, Marketing Brochures, Additional Floor Plans, Additional Photos, Street Maps etc	
Add attachments Save + next Save + close Preview Submit entry	

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

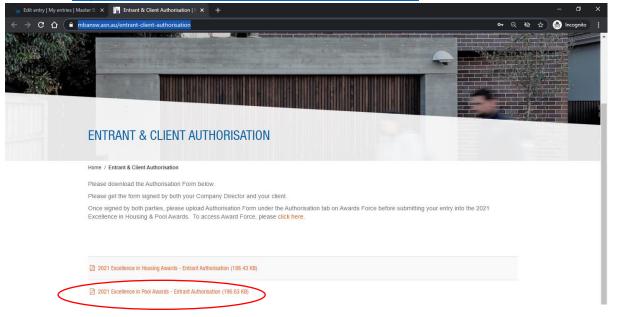
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	9. The judges decision is final and no correspondence will be entered into. A winner may not necessarily be decived in all categories. 9. The proprietic (interinvolver) must give higher consents to the project bring entered into the Polo Avards and agree to the conditions of the context. 1. It polos being submitted as entries must have been fully completed by the closing date. 12. Nex New Winn vierfund an entry field if the entry's thirdrawn prior to the closing date. 13. It was to notify MBA NSW and windraw any entries submitted if our buciness/commany commits an act of insolvency, including but not limited to, being placed in liquidation, undertaking splated by NW and windraw any entries submitted if our buciness/commany commits an act of insolvency. In MBA NSW and windraw any entries submitted if our buciness/commany commits an act of insolvency. and MBA NSW has no buck search and the search entry entry of the entry will be withdrawn my or to buck instance commits and act of insolvency. In MBA NSW and windraw any entries submitted if for any reason in cluding, but not limited to, any act of insolvency and MBA NSW has no by NSW Fair Trang, any NSW regimes in the MBA NSW incomest, or any share reason that may address and confirms that there are no uncertainty and windraw any address and during construction of the project that is the subject of the entry. 16. The entrant advises and confirms that there are not wateranding complaints relating to the project that is the subject of the entry. 10. If we hereby agree to enter the before mentioned project in the Master Builders 2021 Excellence in Housing Awards and agrees to be bound by the conflictions of entry set out herein and ackowledge that I/W have read and understool the conditions of entry set out herein and ackowledge that I/W have read and understool the conditions of entry set out herein and ackowledge that I/W have read and understool the conditions of entry set out herein and ackowledge that I/W have read an	t been notified.
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17. To proceed, please ensure you meet all the criteria listed and agree to 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.

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enter. 2. A Home Building Com 3. If sufficient entries ar NSW. 4. MBA NSW reserve the 5. All entries should be li 6. Each entry must be su category: 7. Edioral comment on every way, no regulated existing 3. Phrotographs, as speci- documents, including 9. The judge decision is 10. The proprietor (cilent) 11. All pool being submit 12. MBA NSW will only ref 13. UWe agree to notify M undertaking is binding 14. UWe understand that by NSW Fair Trading, a 15. The entrant advises a	ilders, Master Builders Association of NSW (MBA NSW) members and non members, for projects or bensation Fund Certificate (HBCF) must be provided for all projects over \$20,000 - where applicable not received for a category, entries may be moved to a similar category. Alternatively a refund will right to transfer entries into a category they deem appropriate and/or reduce and combine the nu the price category applicable to the contract price of the pool (pool building cost). omitted on a separate form giving all details required. An entry may be entered in more than one (and photographic display of the projects entered will be at the discretion of the appropriate media likely is taken for discrepancy. error, omission or mitrepresentation of that entry in any media rep led in the entry form, must comply with the reproduction transfars of the newspapers, magazine hotography. Builted remain the project of MBA. NW. Thail and ne cryfeel the entry is writely completed by the closing date. In all an entry feel the entry is writely approximate and write the entry form and a terty feel the entry is not more than a to of like ANSW and withdraw any entries submitted if your builtess/company commits an act of insolven and an entry feel the entry is writeness updates to the date and mitted memory in the project being appropringer commits and coll fiscibene and an entry feel the entry is writeness updates to the ANSW can remove a nonlination or writtnew any and if for any reason including, but not lime in formation in the form a lincerce, any out ensem that may affect the reputation of or d confirms may have been and updates to the down dates and a set is the subject of the d confirms that there are no outstanding complains relating to the project the d confirms that there are no outstanding complains relating to the project that is the subject of the down in the water and the subject of the down in the state area.	e. Il be provided. The numbers considered sufficient are to be at the complete discretion of the MBA umber of categories at anytime. category providing an additional entry fee is paid and the entry meets the requirements of that a and MBA SW. Whilst it is the aim of the Association to represent all entrants accurately in ort. Enry in the avards does not, however, automatically ensure exposure in the media. sand production. Photographs may be rejected or not used if they are of poor quality. All categories. the conditions of the contest: at date. e.g., including but not limited to, being placed in liquidation, administration or receivership. This siness commits an act of insolvency and MBA NSV has not been notified. Inside to any act of insolvency and MBA NSV has not been notified. Inside the association or the MBA NSV Code of Conduct, a complaint to or action use embarrassment to the Association or the avards. has its neuplice of the entry.
Brusing Awards and age	ter the before mentioned project in the Master Builders 2021 Excellence in ee to be bound by the conditions of entry set out herein and ackowledge understood the conditions	
Save + next Save	+ close Preview Submit entry	

18. 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



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

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

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18B. 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.

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Once signed by both parties, please upload authorisation form below under Authorisation PDF.			
Authorisation PDF Please download the authorisation form <u>here</u> Select file Authority form MUST be signed by a company representative and your client The authorisation pdf field is required. Once signed by both parties, please upload onto Authorisation tab			
Save + next Save + close Preview Submit entry			

21. 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.

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	Entry fee (member) Entry: test Award: Excellence in Housing & Pool Awards Category: Housing Awards: House Additions / Alterations / Renovations ID: qVioWvRM	1 🛞	\$ 500.00	Entry fee (non-members) Entry fee (member) Enter your member number			
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Processing payment for your entry

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.

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

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Wy entrice Ready for payment Please download and print your invoice. Payment instructions are on the invoice: Image: Ima	Thanks for submitting your entry Well keep you informed of the progress of your entry vie emil nooffications 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.

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Master Builders Association New South Wales	
Important awards information	
Dates	
 Entry deadline: Firlady 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 Averds 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	
 You may edit your entry after submitting, up until the entry deadline Please make sure all your personal details are entered accurately, including contact details You are eligible to enter more than one category, as long as the work submitted meets the criteria You can eligible to enter more than one category, as long as the work submitted meets the criteria You can use the tooy feature to create a copy of your entry and change the category as required Entry fees can only be paid by credit card (Visa or MasterCard) and must be paid online at time of completing submissions. If your submissions have not been paid for at close of 	f entry they may not be included for judging
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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.

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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 <u>https://mbansw.awardsplatform.com</u> to sign into your AwardForce account.

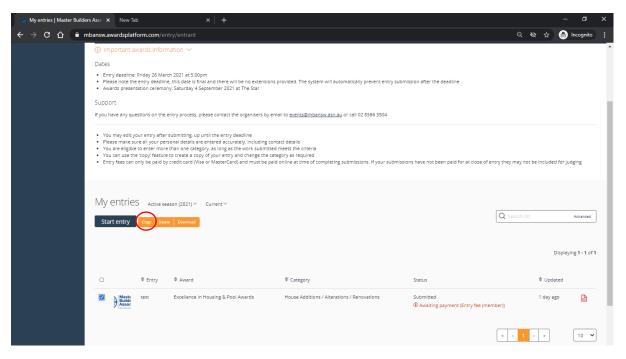
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2. Log into your account using your AwardForce credentials.

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

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Please note t	e: Friday 26 March 2021 at 5:00pm ie entry deadline, this date is final and there will be no ext ntation ceremony: Saturday 4 September 2021 at The Star	ensions provided. The system will automatically prevent entry s	ubmission after the deadline	
	sestions on the entry process, please contact the organise	rs by email to <u>events@mbansw.asn.au</u> or call 02 8586 3504		
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	♦ Entry	Category	Status	Updated
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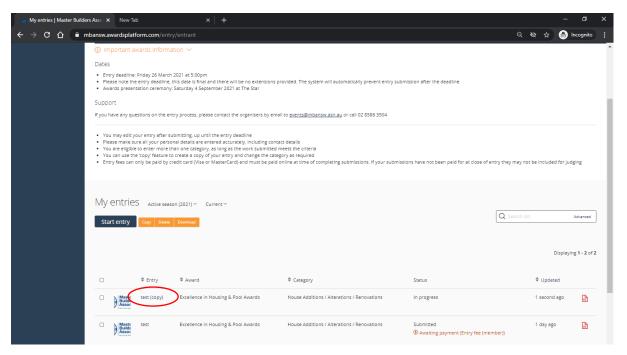
4. Once the entry is ticked, click 'copy'.



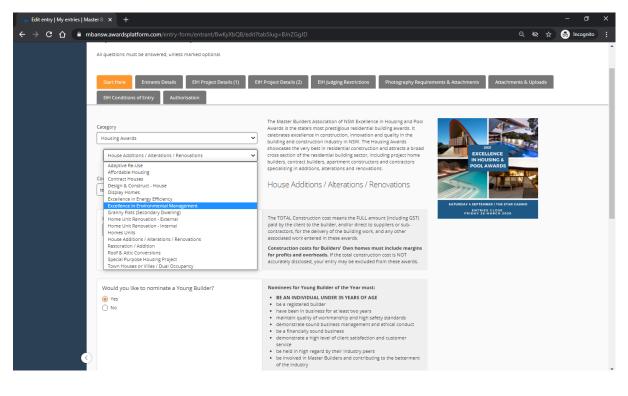
5. After a few minutes, your copied entry will appear under the 'My entries' section.

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	 Please make s You are eligibl You can use th 	ure all your person e to enter more th he 'copy' feature to	bmitting, up until the entry deadline hal details are entered accurately, including co an one category, as long as the work submitts reares a copy of your entry and change the c reares a copy of your entry and change the c edit card (Visa or MasterCard) and must be pa	ed meets the criteria	ssions have not been paid for at close of entry they ma	y not be included for j	judging	
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6. To open the new entry, click Entry name under the Entry section as indicated below.



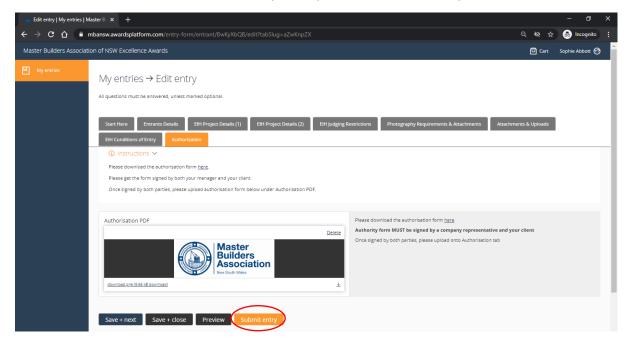
7. Once the copied entry is open, you can go through each section and update accordingly (e.g. entry category). Please note that each category has different requirements, so if you amend the category, there may be parts of the form that are now incomplete.



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.

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Ett Conditions of Entry Authorisation Would you like to nominate a Young Builder? Nominees for Young Builder of the Year must:			
Young Builder of the Year nomination Full name of nominated Young Builder Itest Itest			
Date of birth of nominated Young Builder (dd/mm/yyyy) Exest			
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- 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.



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.

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Address of project:	Street address of project being enterned 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
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Thank you for your entry for the 2021 Excellence in Pool Awards if you have any queries, please contact our Awards and Events team:

T: (02) 8586 3524

E: events.administration@mbansw.asn.au