



MASTER BUILDERS ASSOCIATION NSW

EXCELLENCE IN POOL AWARDS

AWARDFORCE ONLINE ENTRIES – USER GUIDE

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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**.

The screenshot shows the registration page for the Master Builders Association of NSW Excellence Awards. The 'Register' form is the central focus, with the following fields and options:

- First name: Sophie
- Last name: Abbott
- Email: example@mbansw.asn.au
- Password: [masked]
- Confirm password: [masked]
- Checkbox 1: I have read and agree to the [privacy policy](#), [cookie policy](#) and [terms of service](#).
- Checkbox 2: 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.
- Buttons: Register, Log in, Facebook, Twitter

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'.

The screenshot shows the user's dashboard after logging in. The page displays the following information:

- Header: Master Builders Association of NSW Excellence Awards
- Navigation: My entries, Cart, Sophie Abbott
- Important awards information: Dates, Support, My entries
- My entries section: Hello, Sophie Abbott! You have no entries yet. What are you waiting for? **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 / 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

My entries → Start entry

All questions must be answered, unless marked optional.

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

Category

Pool Awards

Commercial Pools

Commercial Spas

Display Pools

Fibreglass Pools

Freeform or Natural Concrete Pools

Lap Pools

Plunge Pools

Renovations

Spas/Portable Spas/Hot Tubs

Traditional Or Geometric Concrete Pools

Save + next | Cancel

Please select a category and entry name.

2021 EXCELLENCE IN HOUSING & POOL AWARDS

SATURDAY 4 SEPTEMBER | THE STAR CASINO

ENTRIES CLOSE FRIDAY 28 MARCH 2020

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).

Start entry | My entries | Master | x

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

Master Builders Association of NSW Excellence Awards

My entries

My entries → Start entry

All questions must be answered, unless marked optional.

Start Here | Entrants Details | EIP Project Details | Photography Requirements & Attachments | Attachments & Uploads | EIP Conditions of Entry | Authorisation

Category

Pool Awards

Renovations

Company name

Pool Awards - price category

Save + next | Cancel

Please select a category and entry name.

2021 EXCELLENCE IN HOUSING & POOL AWARDS

SATURDAY 4 SEPTEMBER | THE STAR CASINO

ENTRIES CLOSE FRIDAY 28 MARCH 2020

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

Start entry | My entries | Master Builders Association of NSW Excellence Awards

My entries → Start entry

All questions must be answered, unless marked optional.

Start Here | Entrants Details | EIP Project Details | Photography Requirements & Attachments | Attachments & Uploads | EIP Conditions of Entry | Authorisation

Category: Pool Awards

Renovations

Company name: TEST

Pool Awards - price category: Open Price Category

Save + next | Cancel

2021 EXCELLENCE IN HOUSING & POOL AWARDS

SATURDAY 4 SEPTEMBER | THE STAR CASINO

ENTRIES CLOSE FRIDAY 29 MARCH 2020

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

Start entry | My entries | 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

Your details

Are you a member of the Master Builders Association of NSW: Yes

Membership number: 12345678

Company name: Master Builders Association of NSW

ABN: 12345678

Licence number: 123456C

Company address:

If you're unsure of your membership number, please contact the Awards and Events department on 8586 3555 or events@mbanswasn.au.

Exactly as it is to appear in publicity and on plaques.

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

Start Here | My entries | Master | x

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

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.

8. 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 | My entries | Master | x

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

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

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.

The screenshot shows the 'EIP Project Details' tab in a web browser. The form contains the following fields and instructions:

- Date completed (DD/MM/YYYY):
- Address of entry:
- Entry suburb:
- Entry postcode:
- Name of architect: (optional)
- Client/Owner's name: PLEASE NOTE: we will not publish clients name(s) and or address
- Contract price: This must be completed for judging purposes
- Water depth:

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.

The screenshot shows the 'EIP Project Details (1)' tab in a web browser. The form contains the following fields and instructions:

- Total construction cost (including GST): 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: 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:

The 'Save + next' button is circled in red.

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.

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

Judging Criteria

The judging criteria for each award focus on the quality of workmanship in the following areas:

- Quality of Construction
- Design Challenges
- Use of Materials
- Value for Money
- 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 particular area once. We judge projects in geographical order.

Should there be a period of time that is not suitable for inspection to take place (i.e. no access to home due to client on holidays), please advise the Association no later than XX March 2020

Are there any dates/times that you or your client(s) are unavailable for judging?

Yes
 No

PLEASE NOTE: If judging restrictions are not declared, once an inspection date has been allocated, date 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

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.

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)

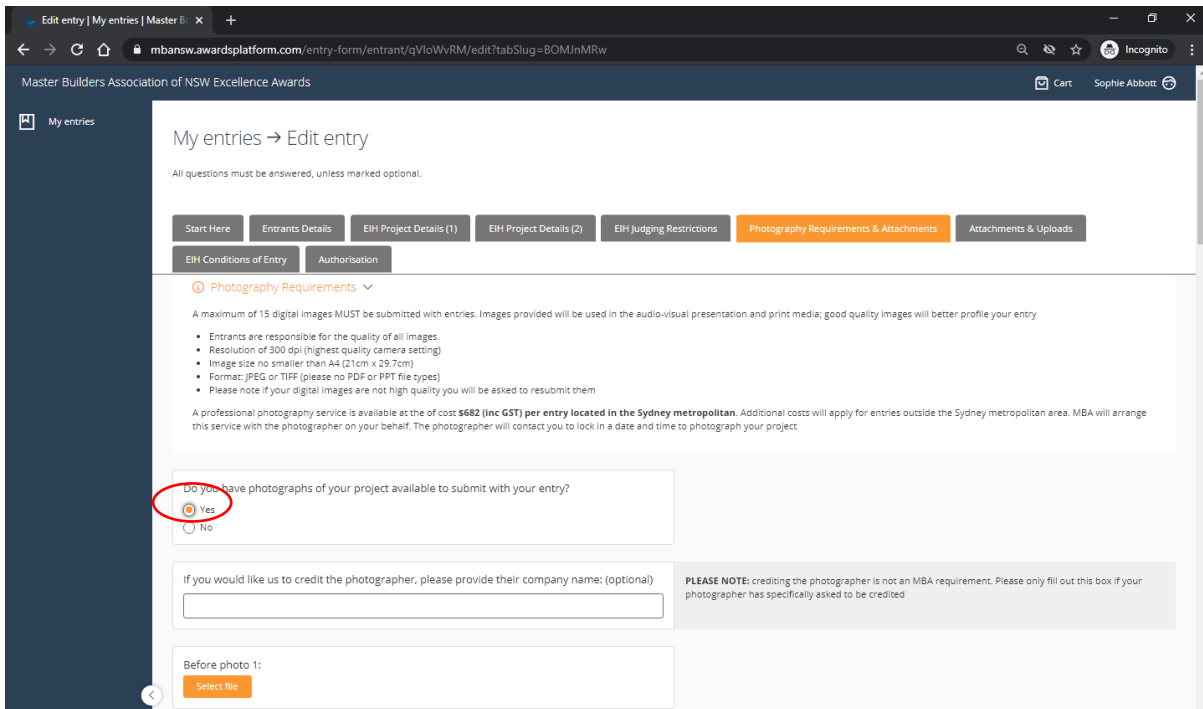
B I H | [Rich Text Editor Icons]

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

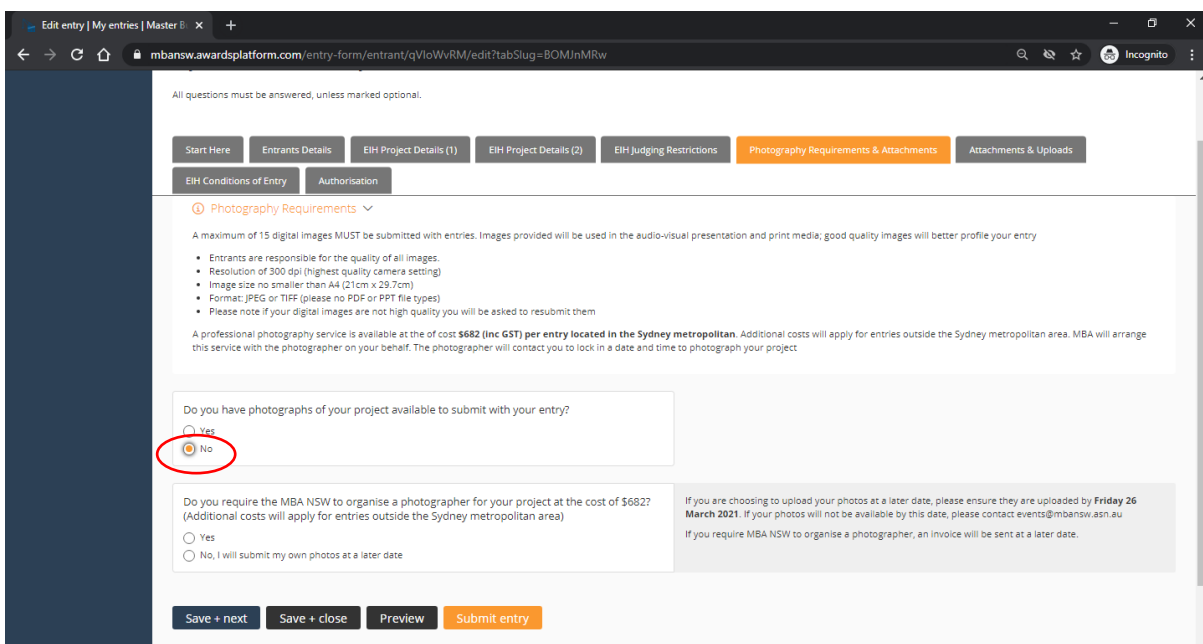
Save + next | **Save + close** | Preview | Submit entry

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.



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.



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

All questions must be answered, unless marked optional.

Start Here | Entrants Details | EIP Project Details | Photography Requirements & Attachments | **Attachments & Uploads** | EIP Conditions of Entry | Authorisation

Attachments information

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

Do you have a HBCF Certificate for your project?

Yes
 No

HBCF Certificate

Select file

Additional Attachments

Please provide any additional information you think will assist with judging i.e. Videos, Marketing Brochures, 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.

All questions must be answered, unless marked optional.

Start Here | Entrants Details | EIP Project Details | Photography Requirements & Attachments | **Attachments & Uploads** | EIP Conditions of Entry | Authorisation

Attachments information

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

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 i.e. 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.

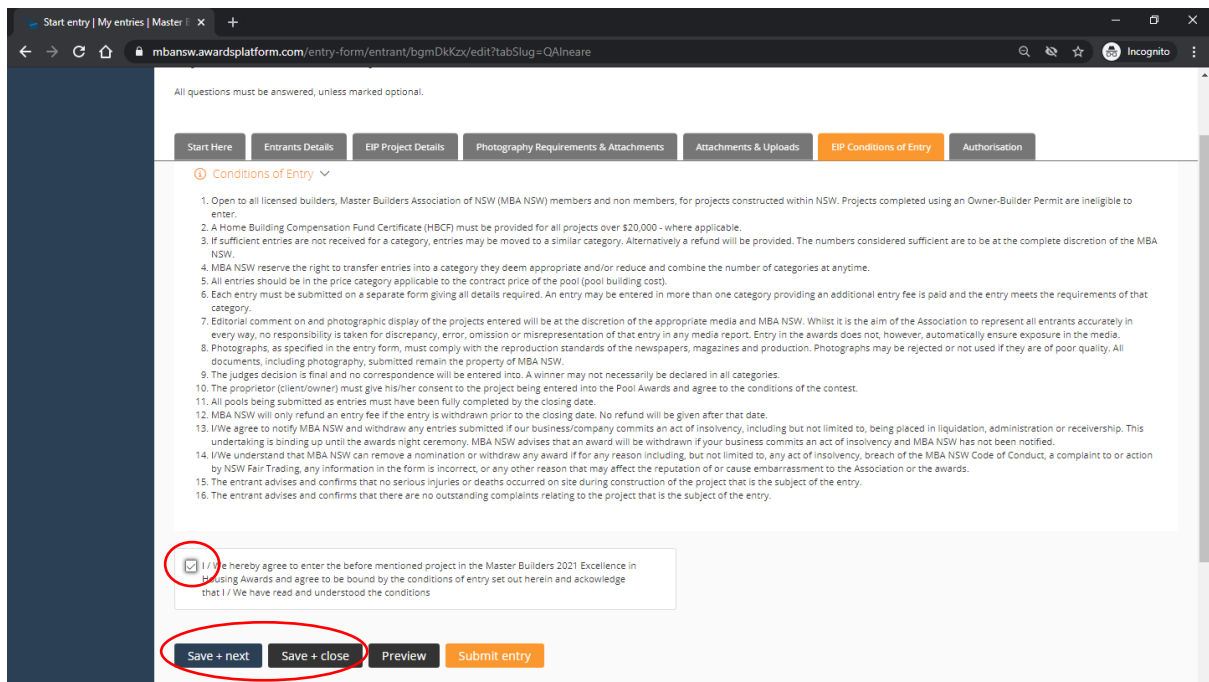
The screenshot shows the 'Attachments & Uploads' section of the entry form. At the top, there are navigation tabs: 'Start Here', 'Entrants Details', 'EIP Project Details', 'Photography Requirements & Attachments', 'Attachments & Uploads' (highlighted), 'EIP Conditions of Entry', and 'Authorisation'. Below the tabs, there is a question: 'Do you have a HBCF Certificate for your project?' with radio buttons for 'Yes' and 'No'. A text area below asks for a detailed explanation if 'No' is selected. To the right, there is a note about the Home Building Compensation Fund Certificate (HBCF). Below this is the 'Additional Attachments' section, which includes a text area and an 'Add attachments' button. At the bottom, there are four buttons: 'Save + next' (circled in red), 'Save + close', 'Preview', and 'Submit entry'.

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

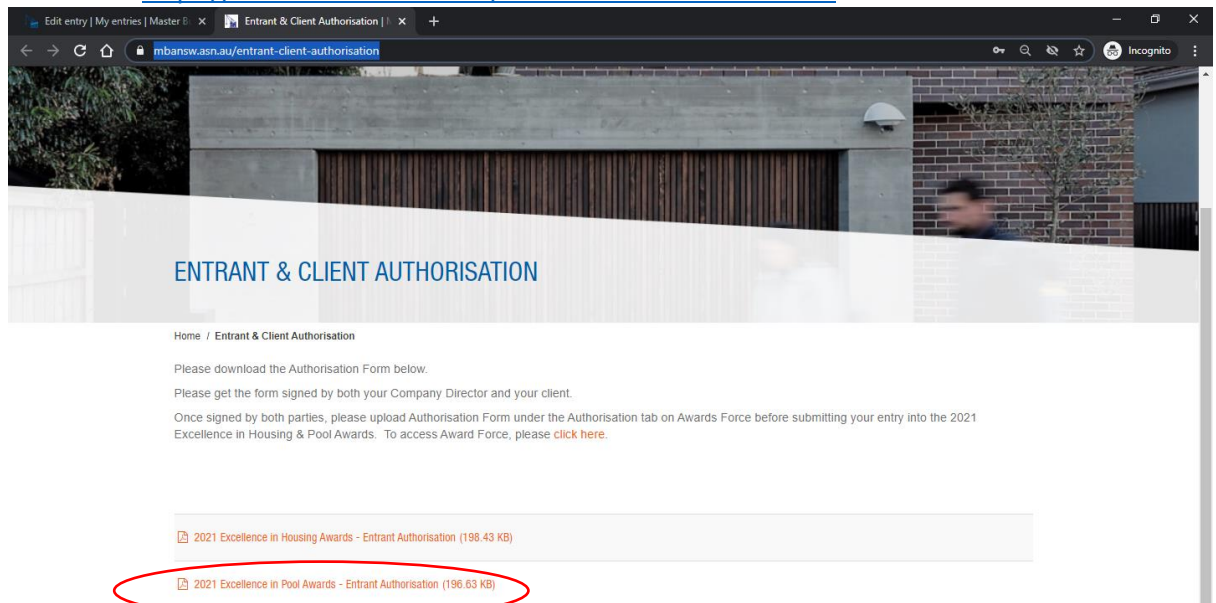
The screenshot shows the 'EIP Conditions of Entry' section of the entry form. At the top, there are navigation tabs: 'Start Here', 'Entrants Details', 'EIP Project Details', 'Photography Requirements & Attachments', 'Attachments & Uploads', 'EIP Conditions of Entry' (highlighted), and 'Authorisation'. Below the tabs, there is a heading 'Conditions of Entry' with a dropdown arrow. A list of 16 conditions follows, detailing rules for eligibility, HBCF certificates, entry fees, and other requirements. At the bottom, there is a checkbox for agreement to the conditions and a 'Save + next' button (circled in red).

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.



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>



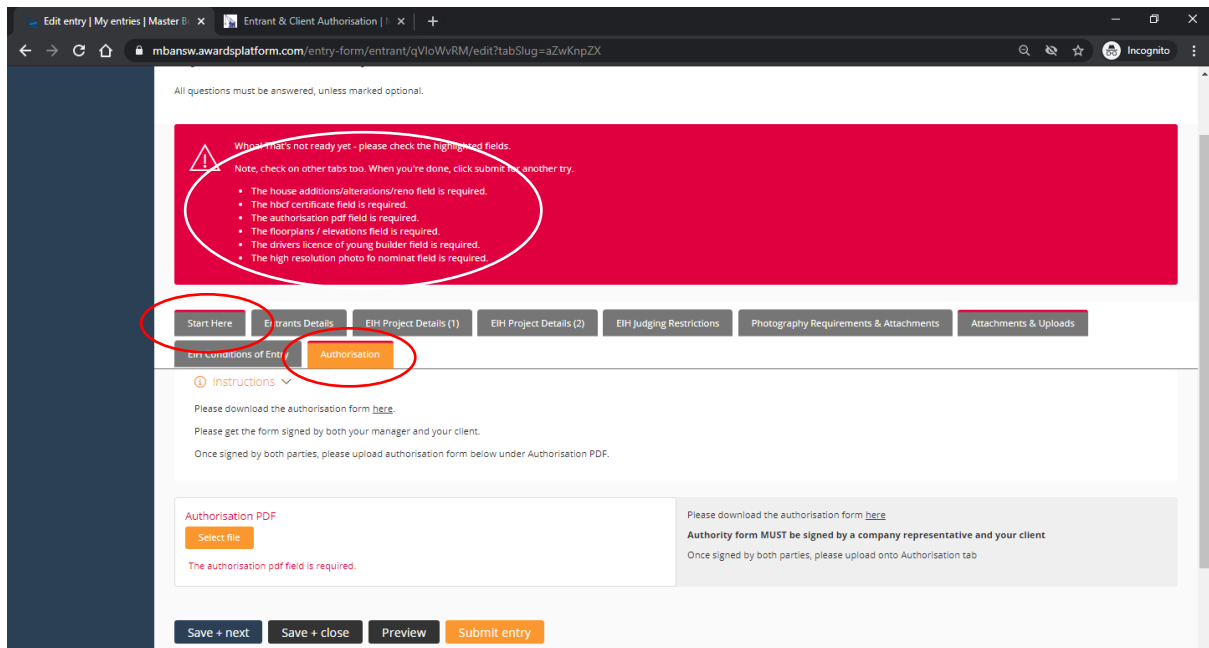
19. Once the form has been signed by all required parties, please upload the completed form under the Authorisation tab.

The screenshot shows a web browser window with the URL mbansw.awardsplatform.com/entry-form/entrant/qVloWRM/edit?tabSlug=aZwKnpZX. The page title is "Master Builders Association of NSW Excellence Awards". The user is logged in as "Sophie Abbott". The page is titled "My entries → Edit entry" and includes a navigation bar with tabs: "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 selected. Below the navigation bar, there are 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." There is a "Select file" button under the "Authorisation PDF" section, which is circled in red. At the bottom of the form, there are buttons for "Save + next", "Save + close", "Preview", and "Submit entry".

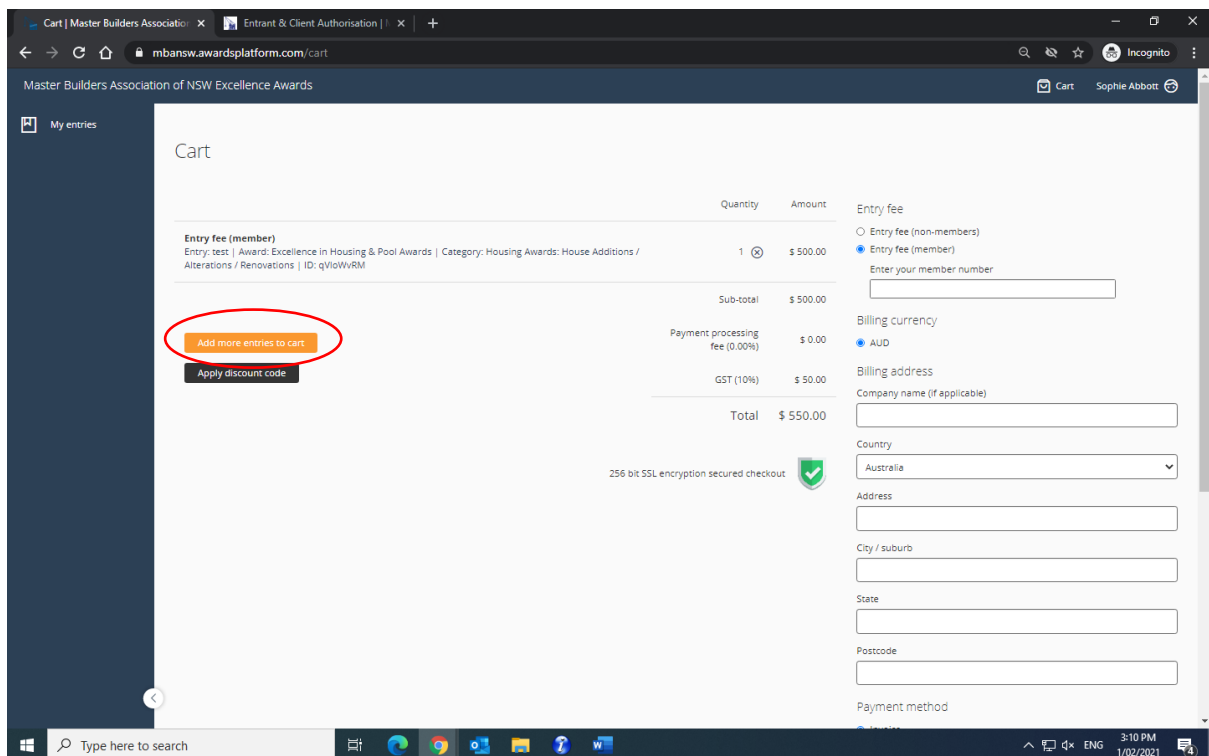
20. Once uploaded your entry should be ready to submit, please click the submit entry section of the form as circled below.

The screenshot shows the same web browser window as above. The "Authorisation PDF" section now shows a "Select file" button and a red error message: "The authorisation pdf field is required." The "Submit entry" button at the bottom of the form is circled in red.

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.



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.



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.

The screenshot shows a web browser window with the URL mbansw.awardsplatform.com/cart. The page title is "Master Builders Association of NSW Excellence Awards". The main content area is titled "Cart" and displays a table with the following items:

Quantity	Amount	Entry fee
1	\$ 500.00	<input checked="" type="radio"/> Entry fee (member) <input type="radio"/> Entry fee (non-members)

Below the table, there are buttons for "Add more entries to cart" and "Apply discount code". The sub-total is \$ 500.00. The payment processing fee (0.00%) is \$ 0.00, and the GST (0%) is \$ 0.00. The total is \$ 500.00. The "Entry fee" section is circled in red. The "Entry fee (member)" option is selected, and there is a text input field for "Enter your member number". The billing currency is set to AUD. The billing address section includes fields for "Company name (if applicable)" and "Country".

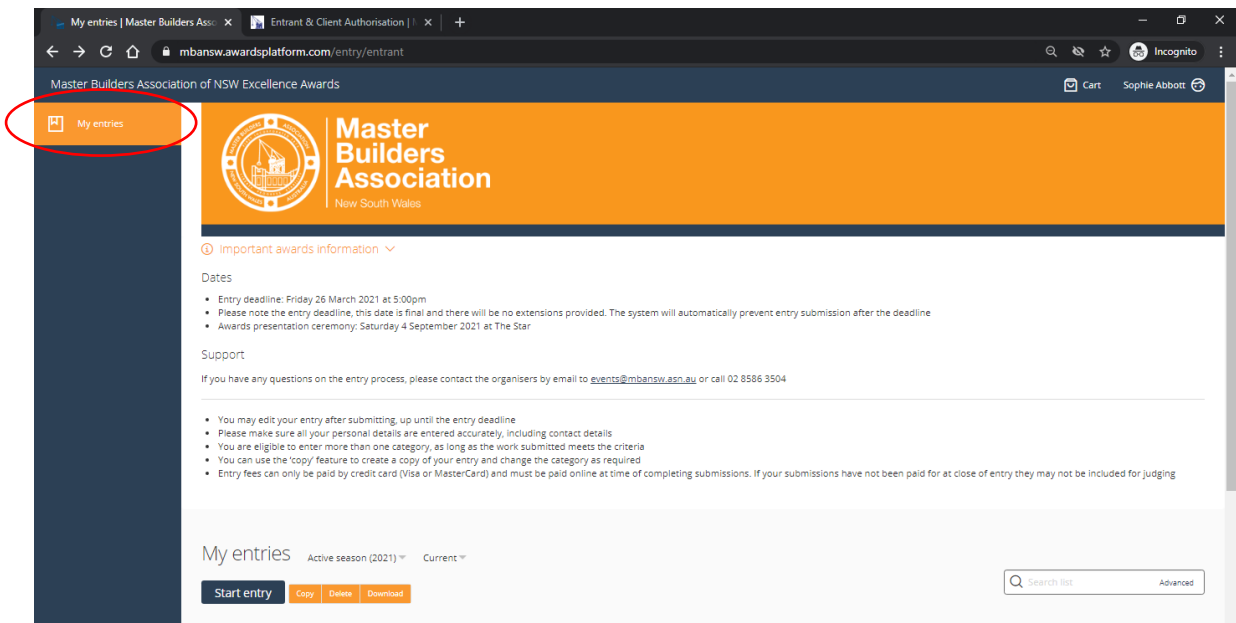
2. Once your entry has been successfully submitted and payment has been processed, you will be directed to the page shown below.

The screenshot shows a web browser window with the URL mbansw.awardsplatform.com/entry/entrant/complete. The page title is "Master Builders Association of NSW Excellence Awards". The main content area is titled "Ready for payment" and displays the following text:

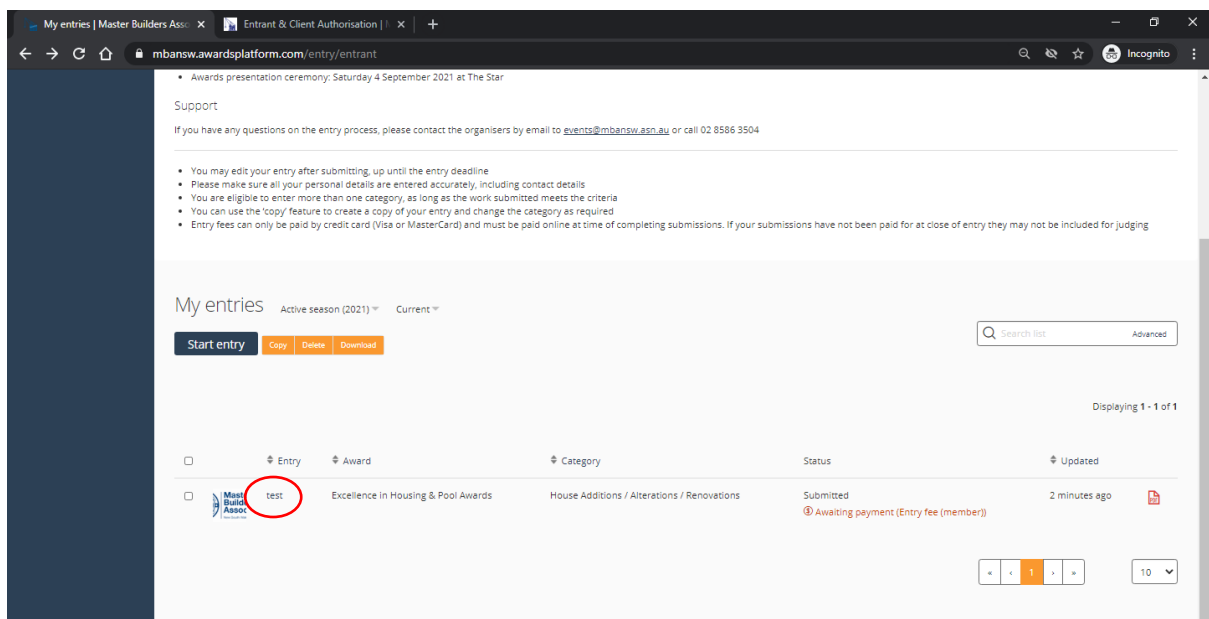
Ready for payment
Please download and print your invoice. Payment instructions are on the invoice.
[Invoice](#)

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.



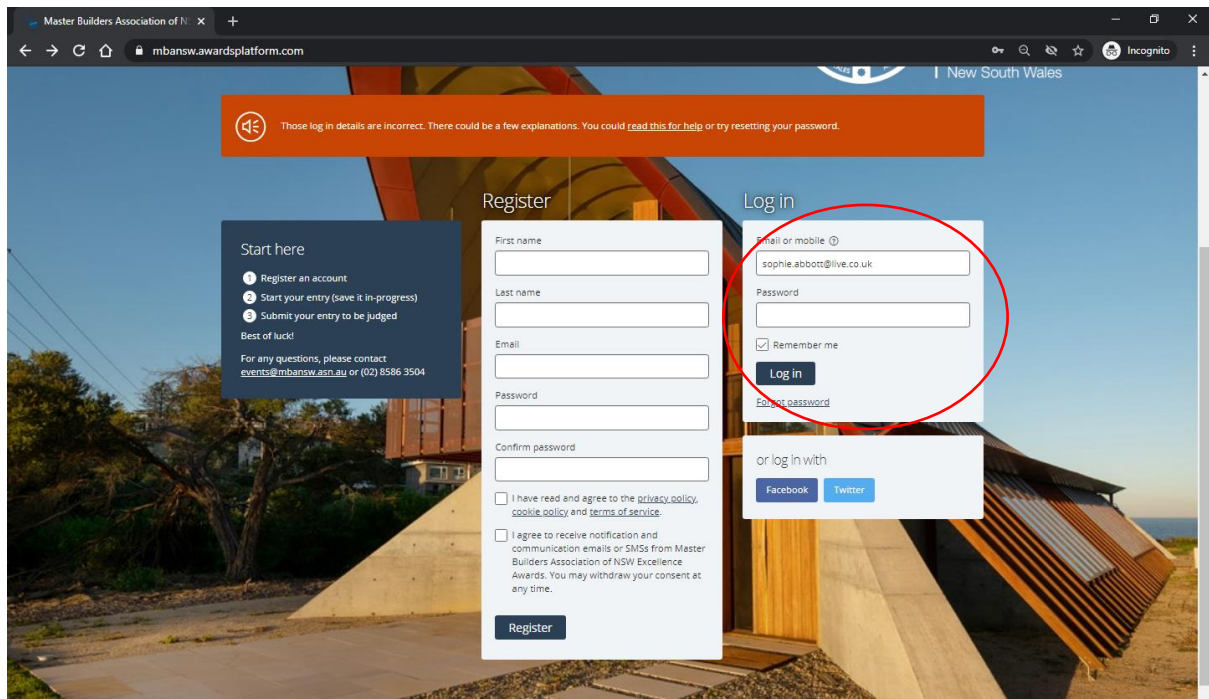
- 3B. Scroll down to the 'My entries' section and you will find all your entries. Click the name of the entry you wish to open and amend.



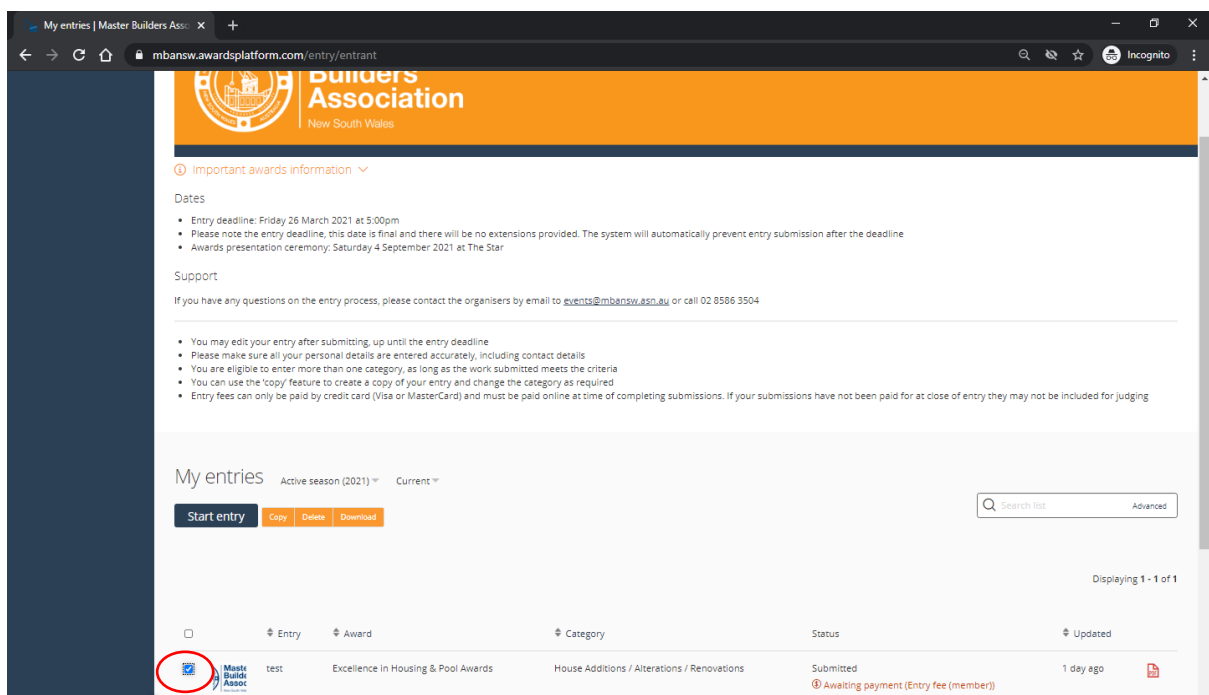
Uploading a duplicate entry

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 awards platform. The 'Copy' button is highlighted with a red circle. Below the buttons, a table lists the user's entries. The first entry is 'test' with a status of 'Submitted' and 'Awaiting payment (Entry fee (member))'. The 'Copy' button is circled in red.

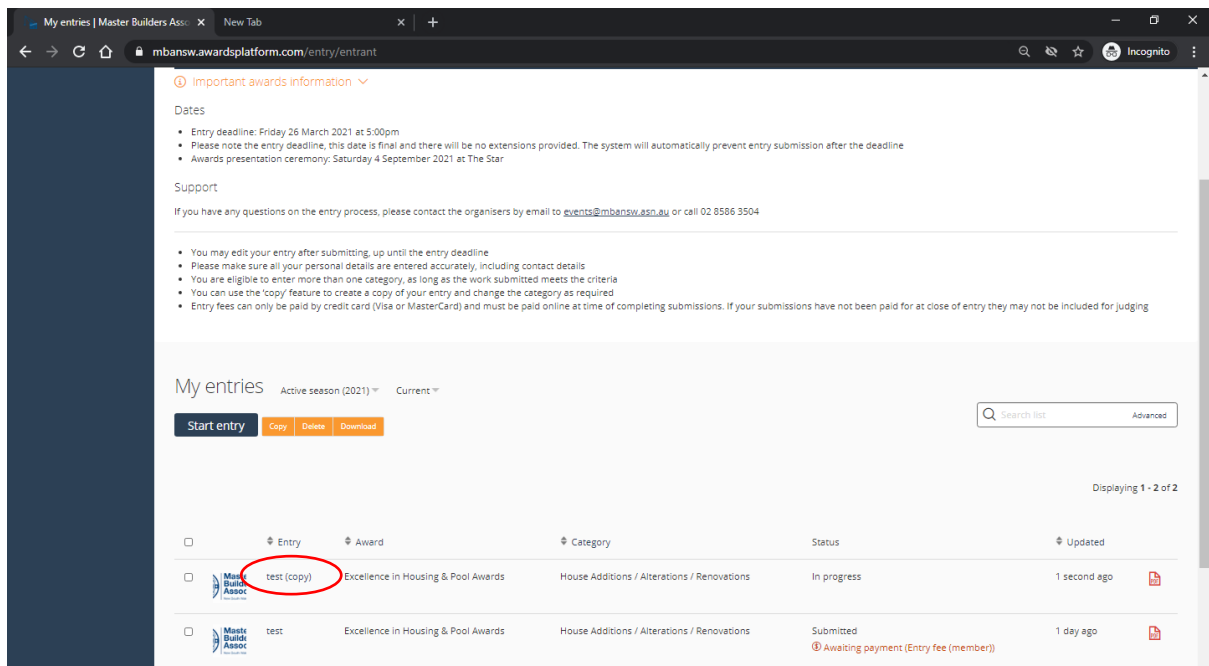
Entry	Award	Category	Status	Updated
test	Excellence In Housing & Pool Awards	House Additions / Alterations / Renovations	Submitted Awaiting payment (Entry fee (member))	1 day ago

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

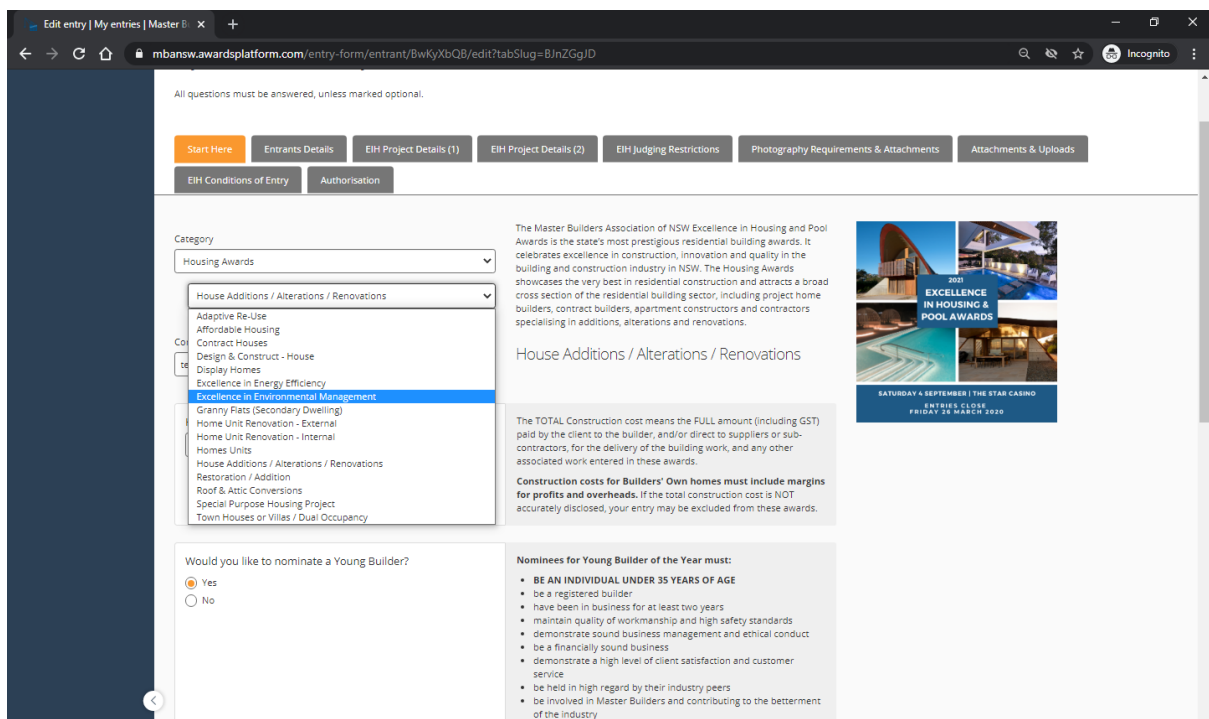
The screenshot shows the 'My entries' section of the awards platform. A new entry, 'test (copy)', has appeared in the table. This entry is circled in red. The status of this entry is 'In progress'. The 'Copy' button is also visible in the 'My entries' section.

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.



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.

Start Here | My entries | 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

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.

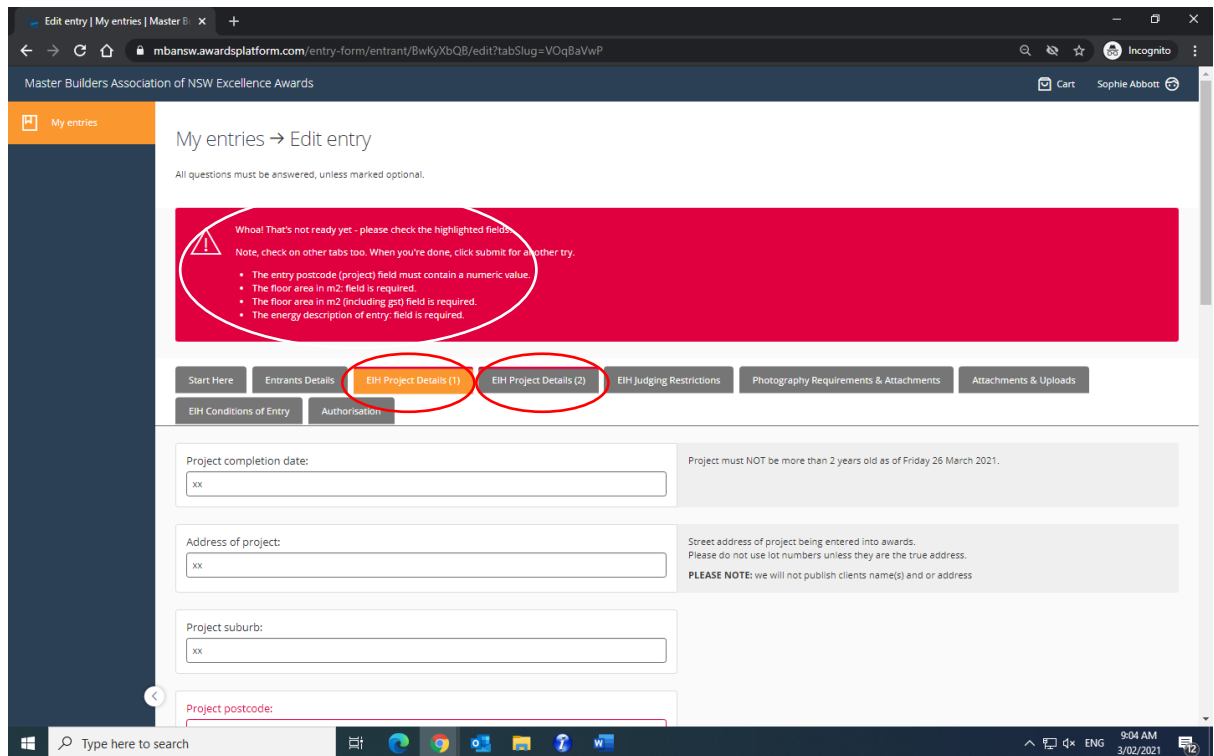
Authorisation PDF

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

Download

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.



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