



**Master
Builders
Association**
New South Wales

MASTER BUILDERS ASSOCIATION NSW

EXCELLENCE IN CONSTRUCTION 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**.

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 New South Wales

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

4. Select the Award as **Construction & Site Safety Awards**, select **Construction 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@mbansw.asn.au.

Start entry | My entries | Master | x

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

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

Award
Excellence in Construction & Site Safety Awards (entry round closed)

Category
Construction Awards

Adaptive Re-use
Aged Care Buildings
Best Use of Bricks
Best Use of Concrete
Best Use of Glass
Best Use of Steel
Best Use of Timber
Civil Engineering Projects
Commercial Buildings
Communications Buildings
Educational Buildings - Childcare
Educational Buildings - Private Schools
Educational Buildings - Student Accommodation
Educational Buildings - Tertiary Building
Excellence in Energy Efficiency
Excellence in Environment
Health Buildings - New Building
Health Buildings - Refurbishment
Hospitality Buildings - New Building

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=BjnZGgID

Master Builders Association of NSW Excellence Awards

My entries → Start 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

Award
Excellence in Construction & Site Safety Awards (entry round closed)

Category
Construction Awards

Educational Buildings - Childcare

Company name

Save + next | Cancel

Please select a award, category and entry name.

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

Start entry | My entries | Master | x

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

Start Here | Entrants Details | EIC Project Details (1) | EIC Project Details (2) | Judging Restrictions | Contact Details of Person Meeting Judges On-site | Photography Requirements & Attachments

EIC Attachments & Uploads | Attachments & Uploads | EIC Conditions of Entry | Authorisation

Season
Active season (2021)

Award
Excellence in Construction & Site Safety Awards (entry round closed)

Category
Construction Awards

Educational Buildings - Childcare

Company name
Example - Master Builders Association NSW

Educational Buildings - Childcare - pricing categories
Open Price Category

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

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

Start entry | My entries | Master | x

mbansw.awardsplatform.com/entry-form/entrant/qVloWVRM/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

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:

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

Start entry | My entries | Master

mbansw.awardsplatform.com/entry-form/entrant/qVloWVRM/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 entry | My entries | Master

mbansw.awardsplatform.com/entry-form/entrant/qVloWVRM/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 EIC 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@mbansw.asn.au.

The screenshot shows the 'EIC Project Details (1)' tab of the mbansw.awardsplatform.com entry form. The browser address bar shows the URL: mbansw.awardsplatform.com/entry-form/entrant/qVloWvRM/edit?tabSlug=VOqBaVwP. The form has a dark blue sidebar on the left with a back arrow. The main content area has a header with tabs: 'Start Here', 'Entrants Details', 'EIC Project Details (1)' (highlighted in orange), 'EIC Project Details (2)', 'EIC Judging Restrictions', 'Photography Requirements & Attachments', and 'Attachments & Uploads'. Below these are 'EIC Conditions of Entry' and 'Authorisation' tabs. The form fields include: 'Address of project:', 'Project suburb:', 'Project postcode:', 'Project title:' (with a note 'Exactly as it is to appear on the plaque'), 'Date project commenced (DD/MM/YYYY):', and 'Original project completion date (DD/MM/YYYY):'. A note at the top states: 'All questions must be answered, unless marked optional.'

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 'EIC Project Details (2)' tab of the mbansw.awardsplatform.com entry form. The browser address bar shows the URL: mbansw.awardsplatform.com/entry-form/entrant/qVloWvRM/edit?tabSlug=VOqBaVwP. The form has a dark blue sidebar on the left with a back arrow. The main content area has a header with tabs: 'Start Here', 'Entrants Details', 'EIC Project Details (1)', 'EIC Project Details (2)' (highlighted in orange), 'Judging Restrictions', 'Contact Details of Person Meeting Judges On-site', and 'Photography Requirements & Attachments'. Below these are 'EIC Attachments & Uploads', 'Attachments & Uploads', 'EIC Conditions of Entry', and 'Authorisation' tabs. The form fields include: 'Actual project completion date (DD/MM/YYYY):' (with a note 'Project must NOT be more than 2 years old as of Friday 11 June 2021.'), 'Actual construction period:', 'Original contract price (including GST):' (with a note 'Please do not add commas when inputting cost (e.g. for \$1 Million please add 1000000)'), 'Final contract price (including GST):' (with a note 'Please do not add commas when inputting cost (e.g. for \$1 Million please add 1000000)'), 'Procurement method:' (with radio buttons for 'Tender', 'Negotiated', 'ECI (Early Contractor Involvement)', and 'Other (please state)'), and 'Type of contract:' (with radio buttons for 'Lump Sum Contract', 'Design & Construct', 'Construction Management', and 'Other (please state)'). At the bottom, there are four buttons: 'Save + next' (circled in red), 'Save + close', 'Preview', and 'Submit entry'.

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

The screenshot shows the 'EIC Project Details (2)' tab selected in the entry form. The form contains three text input areas, each with a rich text editor toolbar (B, I, H, bold, italic, underline, link, unlink, image, video, help). The first area is labeled 'Project description:', the second is 'Brief construction methodology:', and the third is 'Construction/Design difficulties encountered and how these difficulties were solved:'. A 'Need help?' button is visible on the right side of the form.

12. If you would like to add additional project consultants, or major suppliers/ manufacturers to the section detailed below, please click 'add row'.

The screenshot shows the 'EIC Project Details (2)' tab with two tables. The first table is titled 'Project consultants engaged by the Building Contractor:' and has columns 'Service' and 'Consultant'. It has 5 rows, with the 'Add row' button circled in red. The second table is titled 'A list of major suppliers/ manufacturers of the entered project:' and has columns 'Item' and 'Supplier / Manufacturer'. It also has 5 rows, with the 'Add row' button circled in red. At the bottom of the form, there are buttons for 'Save + next', 'Save + close', 'Preview', and 'Submit entry'.

13. 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 'EIC Project Details (2)' tab in the mbansw.awardsplatform.com entry form. The form includes sections for 'Project consultants engaged by the Building Contractor' and 'A list of major suppliers/ manufacturers of the entered project'. At the bottom, the 'Save + next' button is circled in red.

14. 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 in the mbansw.awardsplatform.com entry form. The form includes a section for 'Judging Criteria' and a question 'Are there any dates/times that you or your client(s) are unavailable for judging?'. The 'Yes' radio button is circled in red, and the table below it shows dates 12/04/2021 and 01/05/2021 circled in red.

15. 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)

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

16. On the following tab, please input contact information for the allocated individual who will be meeting the judges onsite for an inspection. Please also include detailed information of where the judges will meet them onsite.

Start Here | Entrants Details | EIC Project Details (1) | EIC Project Details (2) | Judging Restrictions | **Contact Details of Person Meeting Judges On-site** | Photography Requirements & Attachments

EIC Attachments & Uploads | Attachments & Uploads | EIC Conditions of Entry | Authorisation

PLEASE NOTE THE CONTACT PERSON ON-SITE MUST BE THE PROJECT/SIT MANAGER RESPONSIBLE FOR THE PROJECT.

First name:

Last name:

Mobile number:

Office phone number: (optional)

Email address:

Exact location where you will meet the judges:

For example: School office, located 200 metres on the left when entering school or ground floor foyer near reception desk.

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/manager/zmMIYVz/edit?tabSlug=dEkbn8p

My entries

Start Here Entrants Details EIC Project Details (1) EIC Project Details (2) Judging Restrictions Contact Details of Person Meeting Judges On-site Photography Requirements & Attachments

EIC Attachments & Uploads Attachments & Uploads EIC Conditions of Entry Authorisation

Last name:

Mobile number:

Office phone number (optional):

Email address:

Exact location where you will meet the judges:

For example: School office, located 200 metres on the left when entering school or ground floor foyer near reception desk.

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, and at least 2 progress photos. If you have picked a renovations category, you will be required to submit at least 2 before photos.

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

Master Builders Association of NSW Excellence Awards

My entries

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 cost of \$682 (inc GST) per entry located in the Sydney metropolitan area. 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 11 June 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.

Edit entry | My entries | Master B | x +

mbansw.awardsplatform.com/entry-form/entrant/qVloWVRM/edit?tabSlug=BOMJnMRw

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.

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- 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

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)

☐ Yes

☐ No, I will submit my own photos at a later date

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

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**

19. The following section requires the upload of attachments including the Final OC, Compliance with BCA, and Final Inspection Report. If you do not have these available to upload, please click no in the box highlighted below. Please note that if this information is not available, you will have to provide a detailed explanation as to why you cannot provide this information, and acceptance of this will be at the judges discretion. Please ensure you upload all required information by clicking the 'select file' box.

mbansw.awardsplatform.com/entry-form/entrant/zmMYXVz/edit?tabSlug=oljmWwPG

Setup guide

Entries

Manage entries

Manage reviews

Review entries

Judge entries

My entries

Users

Orders

Judging

Settings

All questions must be answered, unless marked optional.

Start Here

Entrants Details

BIC Project Details (1)

BIC Project Details (2)

Judging Restrictions

Contact Details of Person Meeting Judges On-site

Photography Requirements & Attachments

BIC Attachments & Uploads

Attachments & Uploads

BIC 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 Final Occupation Certificate for your project?

☐ Yes

☐ No (If no, you will have to provide a copy of your Interim OC and a detailed explanation as to why a Final OC has not been obtained)

Final OC must be from the Private Certifying Authority (PCA) or the Local Council (including list of certificates in "Attachments" on Occupation Certificate).

Do you have a Compliance with Building Code Australia (BCA) for your project?

☐ Yes

☐ No (If no, you will have to provide a detailed explanation as to why a BCA has not been obtained)

Do you have a Final Inspection Report from Fire Safety Engineering Consultant (where appointed) for your project?

☐ Yes

☐ No

Site plans showing site establishment and materials handling methodology:

Select file

Simplified floor/elevation plans:

Select file

Need help?

20. 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.

Orders

Judging

Settings

Start Here

Entrants Details

BIC Project Details (1)

BIC Project Details (2)

Judging Restrictions

Contact Details of Person Meeting Judges On-site

Photography Requirements & Attachments

BIC Attachments & Uploads

Attachments & Uploads

BIC Conditions of Entry

Authorisation

not been obtained)

Do you have a Compliance with Building Code Australia (BCA) for your project?

☐ Yes

☐ No (If no, you will have to provide a detailed explanation as to why a BCA has not been obtained)

Do you have a Final Inspection Report from Fire Safety Engineering Consultant (where appointed) for your project?

☐ Yes

☐ No

Site plans showing site establishment and materials handling methodology:

Select file

Simplified floor/elevation plans:

Select file

Street map indicating where onsite personnel will meet judges for site visit:

Select file

Save + next

Save + close

Preview

Submit entry

Need help?

21. 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.

Master Builders Association of NSW Excellence Awards

My entries → Edit entry

All questions must be answered, unless marked optional.

Start Here | Entrants Details | EIC Project Details (1) | EIC Project Details (2) | Judging Restrictions | Contact Details of Person Meeting Judges On-site | Photography Requirements & Attachments

EIC Attachments & Uploads | **Attachments & Uploads** | EIC 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

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**

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

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

Conditions of Entry

1. Open to all licensed builders, Master Builders Association of NSW (MBA NSW) members and non-members, for projects constructed within NSW. **Projects completed using an Owner-Builder Permit are ineligible to enter**
2. Total Construction Cost MUST include overhead and profit (including Builders' own home)
3. Where applicable, a Home Building Compensation Fund Certificate (HBCF) must be provided for all projects over \$20,000
4. All works must be complete by the time of inspection or within two (2) years of the closing date for entries. Entries previously judged are not eligible to be re-entered
5. MBA NSW reserves the right to transfer entries into a category they deem appropriate and/or reduce and combine the number of categories at anytime
6. All entries, except Display Homes, will be entered in the price category applicable to the total construction cost. Land cost is not to be included
7. Each entry must be submitted on a separate digital form giving all details required. An entry may only be entered in more than one category providing an additional entry fee is paid and the entry meets the requirements of that category (i.e. Contract Houses & Energy Efficiency = \$550 x 2 entries = \$1,100)
8. The entrant must obtain permission from the client/owner prior to judging which will take place approximately between (April - July 2021). At this time internal and external access to the property is required for judging and/or photography purposes. The builder and the client must each signify their consent to the project being entered into the awards and willingness to be bound by the rules including accompanying publicity, by signing the Authorisation form. **Clients will remain totally anonymous for public purposes.** Entrants will be requested to ensure the appropriate personnel are on site during the inspection to ensure that any 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. 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. 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

23. 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

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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

24. 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 State 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 (196.64 KB)

2021 Excellence in Construction Awards - Entrant Authorisation (193.32 KB)

2021 Site Safety Awards - Entrant Authorisation (160.24 KB)

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

The screenshot shows the 'Edit entry' page for the Master Builders Association of NSW Excellence Awards. The 'Authorisation' tab is selected. The page includes a sidebar with 'My entries' and a main content area with a breadcrumb 'My entries → Edit entry'. A navigation bar at the top contains tabs: 'Start Here', 'Entrants Details', 'EIH Project Details (1)', 'EIH Project Details (2)', 'EIH Judging Restrictions', 'Photography Requirements & Attachments', and 'Attachments & Uploads'. Below this, the 'EIH Conditions of Entry' and 'Authorisation' tabs are visible. The 'Authorisation' tab contains an 'Instructions' section with a red icon and a 'Select file' button under the 'Authorisation PDF' heading. The 'Select file' button is circled in red. To the right of the 'Select file' button, there is a text box with instructions: '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'.

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

This screenshot shows the same 'Authorisation' tab as the previous one, but with the 'Submit entry' button at the bottom circled in red. The 'Select file' button under 'Authorisation PDF' is no longer circled. The text box on the right now includes a red error message: 'The authorisation pdf field is required.' The 'Submit entry' button is highlighted with a red circle.

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.

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 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 for nominat field is required.

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

Entrants Details 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

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

27. 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

Cart

	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

256 bit SSL encryption secured checkout

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

256 bit SSL encryption secured checkout

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.

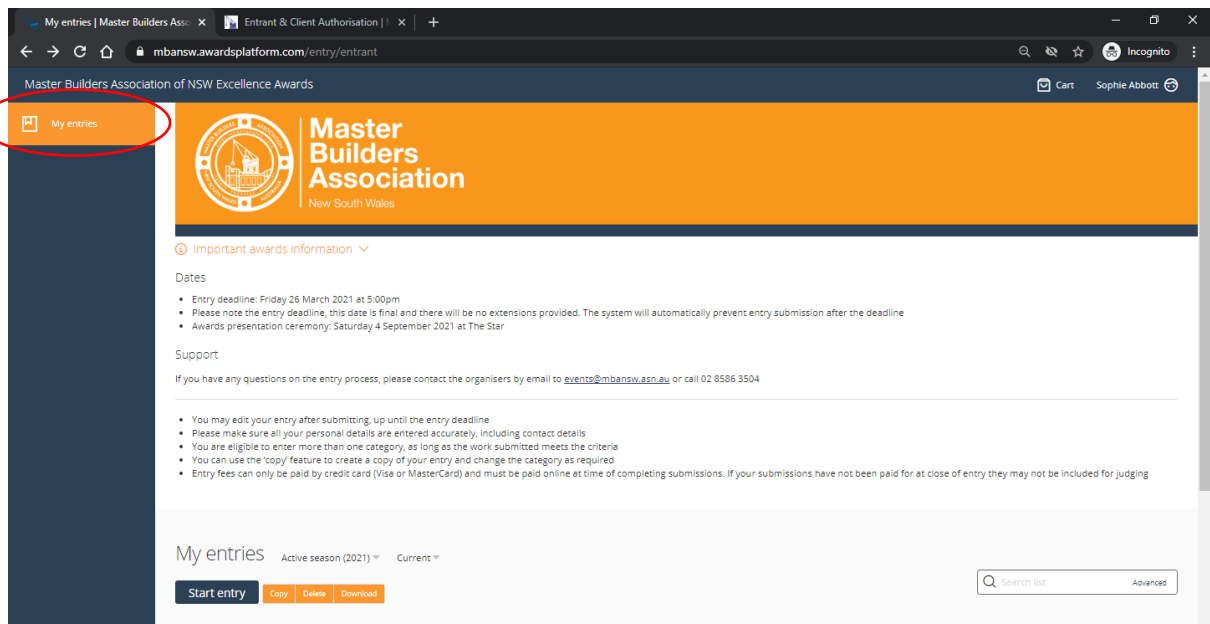
The screenshot shows the 'Cart' page on the 'mbansw.awardsplatform.com' website. The page title is 'Master Builders Association of NSW Excellence Awards'. The left sidebar has a 'My entries' link. The main content area is titled 'Cart'. It displays a table with columns 'Quantity' and 'Amount'. The table has one row for 'Entry fee (member)' with a quantity of 1 and an amount of \$500.00. Below the table, there are buttons for 'Add more entries to cart' and 'Apply discount code'. To the right of the table, there is a section for 'Entry fee' with two radio buttons: 'Entry fee (non-members)' and 'Entry fee (member)'. The 'Entry fee (member)' option is selected and circled in red. Below this, there is a text input field for 'Enter your member number'. Further down, there are sections for 'Billing currency' (set to AUD), 'Billing address' (with a company name field), and 'Country' (a dropdown menu). At the bottom, there is a 'Total' of \$500.00 and a '256 bit SSL encryption secured checkout' badge.

Quantity	Amount
1	\$500.00
Sub-total	\$500.00
Payment processing fee (0.00%)	\$0.00
GST (0%)	\$0.00
Total	\$500.00

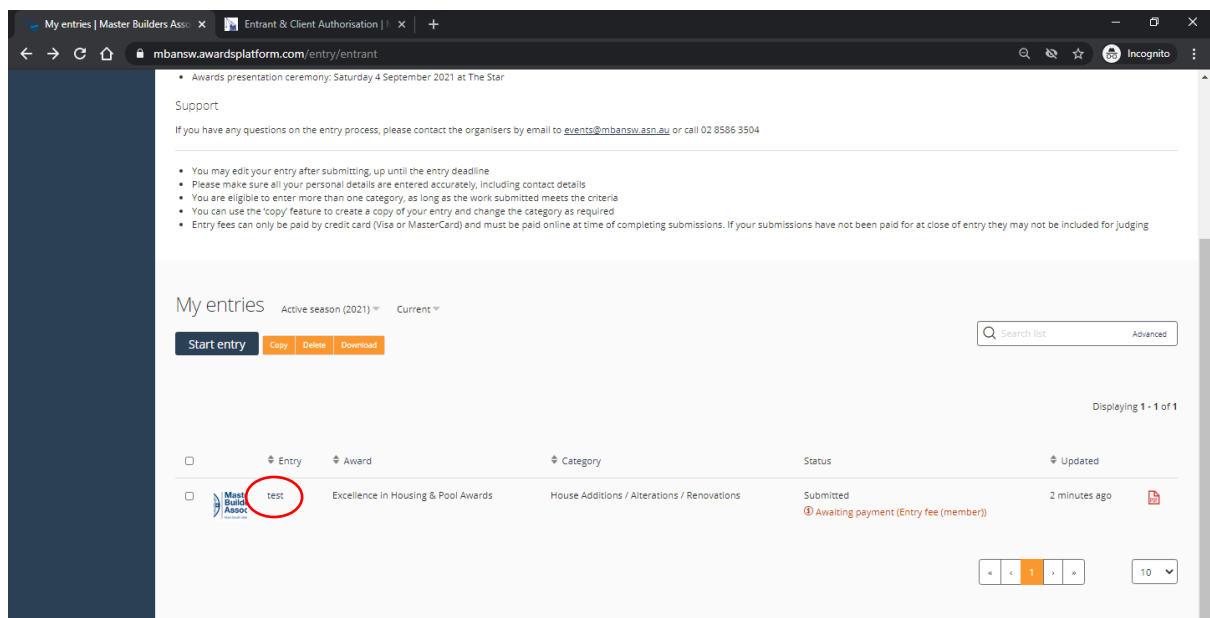
2. Once your entry has been successfully submitted and payment has been processed, you will be directed to the page shown below.

The screenshot shows the 'Ready for payment' page on the 'mbansw.awardsplatform.com' website. The page title is 'Master Builders Association of NSW Excellence Awards'. The left sidebar has a 'My entries' link. The main content area is titled 'Ready for payment'. It contains a section for 'Please download and print your invoice. Payment instructions are on the invoice:' with a link to 'Invoice'. To the right, there is a section titled 'Thanks for submitting your entry' with a message: '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.' Below this message is a link to 'Return to my entries'.

3. Once your entry has been submitted, you can continue to update the information provided up until Friday 11 June. 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 Master Builders Association awards platform. 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 Master Builders Association awards platform. A new entry, 'test (copy)', 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

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

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.

2021 EXCELLENCE IN HOUSING & POOL AWARDS

SATURDAY 4 SEPTEMBER | THE STAR CASINO

ENTRIES CLOSE FRIDAY 26 MARCH 2020

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.

The screenshot shows the 'Edit entry' form for the Young Builder of the Year nomination. The form is titled 'Edit entry | My entries | Master Builders Association of NSW Excellence Awards'. The URL is 'mbansw.awardsplatform.com/entry-form/entrant/BwKyXbQB/edit?tabSlug=BjnZGgJD'. The form has several tabs: 'Start Here', 'Entrants Details', 'EIH Project Details (1)', 'EIH Project Details (2)', 'EIH Judging Restrictions', 'Photography Requirements & Attachments', and 'Attachments & Uploads'. The 'EIH Conditions of Entry' tab is selected, showing a question 'Would you like to nominate a Young Builder?' with 'Yes' and 'No' radio buttons. To the right, there are 'Nominees for Young Builder of the Year must:' criteria and a note about supporting material. Below this, there is a 'Young Builder of the Year nomination' section with fields for 'Full name of nominated Young Builder' and 'Date of birth of nominated Young Builder (dd/mm/yyyy)'. At the bottom, there are four buttons: 'Save + next' (circled in red), 'Save + close', 'Preview', and '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.

The screenshot shows the 'Edit entry' form for the Authorisation section. The form is titled 'Edit entry | My entries | Master Builders Association of NSW Excellence Awards'. The URL is 'mbansw.awardsplatform.com/entry-form/entrant/BwKyXbQB/edit?tabSlug=aZwKnPZX'. The form has several 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, showing instructions for downloading and signing the authorisation form. Below the instructions, there is a section for 'Authorisation PDF' with a placeholder image and a 'Download' button. At the bottom, there are four buttons: 'Save + next', 'Save + close', 'Preview', and 'Submit entry' (circled in red).

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 Construction Awards if you have any queries, please contact our Awards and Events team:

T: (02) 8586 3524

E: events.administration@mbansw.asn.au