



**Master
Builders
Association**
New South Wales

MASTER BUILDERS ASSOCIATION NSW

SITE SAFETY 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

- 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 use the 'copy' 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 entry they may not be included for judging

My entries

Hello, Sophie Abbott!

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

Start new entry

4. Select the category as **Site Safety 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 → Edit 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

Site Safety Awards

Best Personal Employee Contribution to WHS

Civil Construction

Commercial Projects

Safety Innovation

Save + next | Save + close | Preview

Please select an award, category and entry name.

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 → Edit entry

All questions must be answered, unless marked optional.

Start Here | Entrants Details | SSA Project Details (1) | SSA Project Details (2) | Judging Restrictions | Photography Requirements & Attachments | Attachments & Uploads | SSA Conditions of Entry

Authorisation

Award

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

Category

Site Safety Awards

Commercial Projects

Company name

TEST Master Builders Association NSW

Commercial Projects - pricing categories

Up to \$1 Million

\$1 Million - \$10 Million

\$10 Million - \$50 Million

\$50 Million - \$100 Million

Save + next | Save + close | Preview

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

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

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:** +61 412 345 678

Main contact persons **OFFICE number: (optional)** +61 412 345 678 For landline numbers, you must include the state code (i.e. NSW number = 2 8586 3555).

Main contact persons **EMAIL:**

Marketing telephone number: +61 412 345 678 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:** +61 412 345 678

Main contact persons **OFFICE number: (optional)** +61 412 345 678 For landline numbers, you must include the state code (i.e. NSW number = 2 8586 3555).

Main contact persons **EMAIL:**

Marketing telephone number: +61 412 345 678 Contact telephone number to be used in all printed marketing material such as MBA Magazines.

Company **WEBSITE: (optional)** https:// 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 SSA Project Details tab (1), 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 'SSA Project Details (1)' tab in the mbansw.awardsplatform.com entry form. The form is titled 'Authorisation' and contains several input fields: 'Project title' (with a note 'Exactly as it is to appear on plaque and in publicity'), 'Address of project', 'Project suburb', 'Project postcode', 'Date project commenced (DD/MM/YYYY)', 'Expected project completion date (DD/MM/YYYY)', and 'Estimated construction cost (where applicable): (optional)'. A note on the right side of the cost field states: 'Please do not add commas when inputting cost (e.g. for \$1 Million please add 1000000)'. At the bottom, there are three buttons: 'Save + next', 'Save + close', and 'Preview'. The 'Save + next' button is highlighted with a red circle.

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.

This screenshot is identical to the previous one, showing the 'SSA Project Details (1)' tab. The 'Save + next' button at the bottom is circled in red, indicating the next step in the process.

11. Complete all the required fields under the SSA Project Details (2) 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 'SSA Project Details (2)' tab selected in the 'mbansw.awardsplatform.com' entry form. The form is titled 'Authorisation' and contains several text input fields with rich text editors (B I H icons). The fields are: 'Project description:', 'Provide an example of High Risk Construction Work (HRCW):', 'Describe the process of selecting a control for this HRCW:', and 'Describe the implementation of the control:'. To the right of these fields, there is a section titled 'Please provide evidence of one or more of the following:' with a bulleted list: 'New controls', 'Development of a new safety innovation', 'Demonstrate elimination and minimisation of risk', and 'Consultation with workers and/or other Persons Conducting Business or Undertaking (PCBU)s formerly known as sub-contractors'. The browser's address bar shows the URL 'mbansw.awardsplatform.com/entry-form/entrant/bgmDkKxz/edit?tabSlug=owganERp'.

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

This screenshot shows the same 'SSA Project Details (2)' tab, but with the bottom navigation buttons highlighted. The buttons are 'Save + next', 'Save + close', and 'Preview'. The 'Save + next' button is circled in red. The browser's address bar shows the URL 'mbansw.awardsplatform.com/entry-form/entrant/qVloVWRM/edit?tabSlug=VOqBaVwP'. The Windows taskbar at the bottom shows the time as 3:14 PM on 29/01/2021.

13. 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.

Start entry | My entries | Master B | x +

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

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

14. 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=yRGdJKng

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

EIH Conditions of Entry | Authorisation

☒ Yes
☐ No

changes cannot be made

Please list all dates/ times unavailable for judging:

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

Add row

Additional judging information (optional)

B I H | [Rich Text Editor Icons]

Example of additional judging information could be:

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

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

15. 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.

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**. 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

15B. 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.

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

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A professional photography service is available at the cost of **\$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

16. 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.

Start entry | My entries | Master | x

mbansw.awardsplatform.com/entry-form/entrant/bgmDkKzx/edit?tabSlug=mxNOynvz

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

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

Add attachments

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

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

Start entry | My entries | Master | x

mbansw.awardsplatform.com/entry-form/entrant/bgmDkKzx/edit?tabSlug=QAlneare

Start Here | Entrants Details | EIP Project Details | Photography Requirements & Attachments | Attachments & Uploads | **EIP 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. A Home Building Compensation Fund Certificate (HBCF) must be provided for all projects over \$20,000 - where applicable.
3. 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.
4. MBA NSW reserve the right to transfer entries into a category they deem appropriate and/or reduce and combine the number of categories at anytime.
5. All entries should be in the price category applicable to the contract price of the pool (pool building cost).
6. Each entry must be submitted on a separate form giving all details required. An entry may be entered in more than one category providing an additional entry fee is paid and the entry meets the requirements of that category.
7. 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.
8. 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.
9. The judges decision is final and no correspondence will be entered into. A winner may not necessarily be declared in all categories.
10. The proprietor (client/owner) must give his/her consent to the project being entered into the Pool Awards and agree to the conditions of the contest.
11. All pools being submitted as entries must have been fully completed by the closing date.
12. 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.
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 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.

☐ 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

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

18. 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.

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

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. A Home Building Compensation Fund Certificate (HBCF) must be provided for all projects over \$20,000 - where applicable.
3. 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.
4. MBA NSW reserve the right to transfer entries into a category they deem appropriate and/or reduce and combine the number of categories at anytime.
5. All entries should be in the price category applicable to the contract price of the pool (pool building cost).
6. Each entry must be submitted on a separate form giving all details required. An entry may be entered in more than one category providing an additional entry fee is paid and the entry meets the requirements of that category.
7. 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.
8. 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.
9. The judges decision is final and no correspondence will be entered into. A winner may not necessarily be declared in all categories.
10. The proprietor (client/owner) must give his/her consent to the project being entered into the Pool Awards and agree to the conditions of the contest.
11. All pools being submitted as entries must have been fully completed by the closing date.
12. 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.
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 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.

☒ 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

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

19. 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>

Manage | Starcuts | events.administration | Edit

Content | Commerce

View Edit Delete

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)**

Open file in new window

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

The screenshot shows the 'Authorisation' tab selected in the 'My entries' section. The page title is 'My entries → Edit entry'. Below the title, there are 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 highlighted. Below the tabs, there is a section titled 'Instructions' with a dropdown arrow. The instructions state: 'Please download the authorisation form [here](#). Please get the form signed by both your manager and your client. Once signed by both parties, please upload authorisation form below under Authorisation PDF.' Below the instructions, there is a section titled 'Authorisation PDF' with a 'Select file' button. To the right of this section, there is a note: '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'.

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

This screenshot is similar to the previous one, showing the 'Authorisation' tab. However, the 'Submit entry' button at the bottom right is circled in red. Additionally, there is a red error message below the 'Select file' button that reads: 'The authorisation pdf field is required.' The 'Instructions' section and the note about the authority form are also visible.

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.

All questions must be answered, unless marked optional.

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

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

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

Instructions

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

Authorisation PDF

Select file

The authorisation pdf field is required.

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

Save + next Save + close Preview Submit entry

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

Cart | Master Builders Association of NSW Excellence Awards

My entries

Cart Sophie Abbott

256 bit SSL encryption secured checkout

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

Add more entries to cart

Apply discount code

Entry fee

☐ Entry fee (non-members)

☒ Entry fee (member)

Enter your member number

Billing currency

☒ AUD

Billing address

Company name (if applicable)

Country

Australia

Address

City / suburb

State

Postcode

Payment method

Processing payment for your entry

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

Cart | Master Builders Association of NSW Excellence Awards

My entries

Cart

Entry fee (member)

Entry: test | Award: Excellence in Housing & Pool Awards | Category: Housing Awards: House Additions / Alterations / Renovations | ID: qVloWvRM

Quantity	Amount	Entry fee
1	\$ 500.00	<input type="radio"/> Entry fee (non-members) <input checked="" type="radio"/> Entry fee (member)
		Enter your member number
Sub-total	\$ 500.00	Billing currency
Payment processing fee (0.00%)	\$ 0.00	<input checked="" type="radio"/> AUD
GST (0%)	\$ 0.00	Billing address
Total	\$ 500.00	Company name (if applicable)
		Country

256 bit SSL encryption secured checkout

Add more entries to cart

Apply discount code

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

Thanks for submitting your entry

Master Builders Association of NSW Excellence Awards

My entries

Ready for payment

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

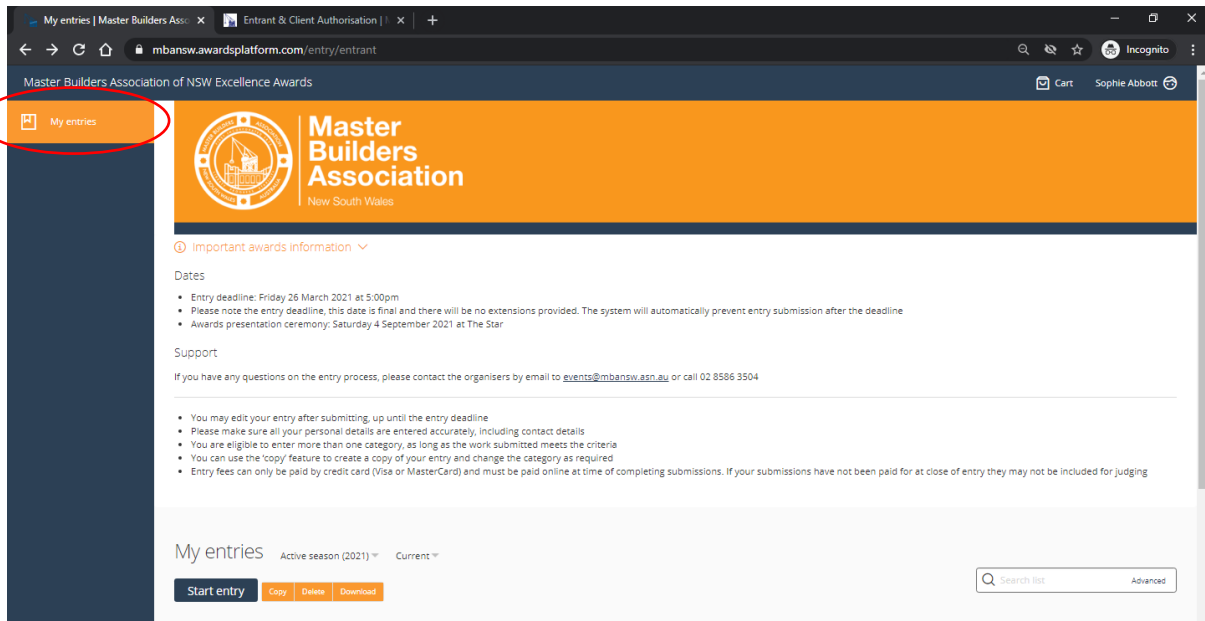
[Invoice](#)

Thanks for submitting your entry

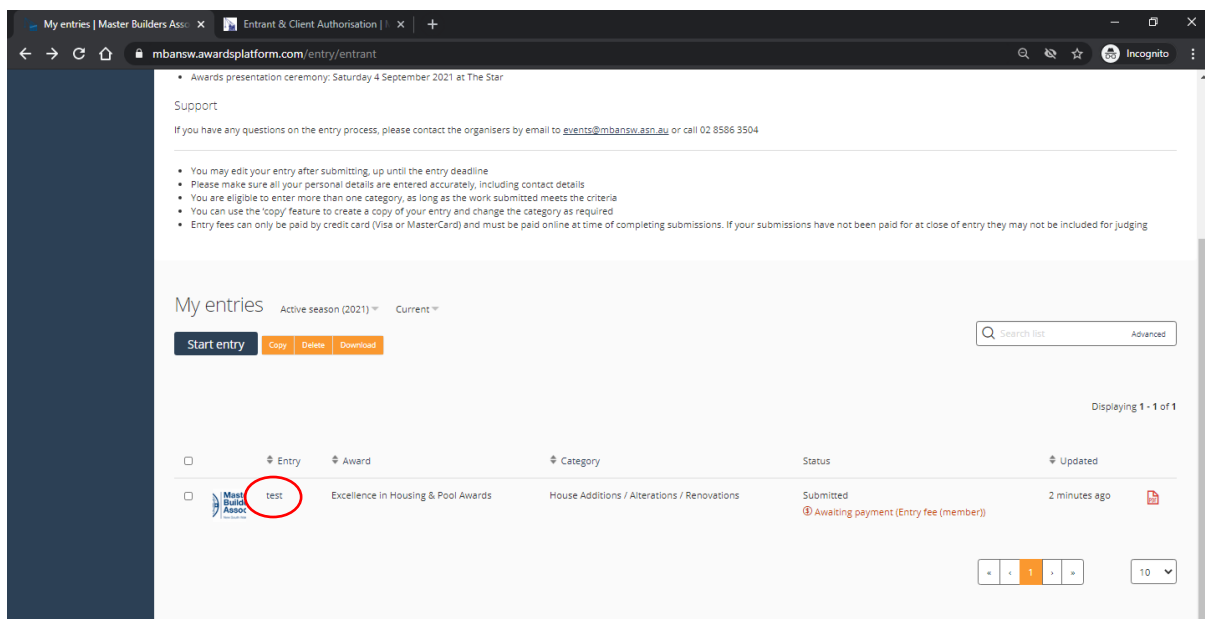
We'll keep you informed of the progress of your entry via email notifications and broadcasts so please make sure you're subscribed to receive these in your user profile.

[Return to my entries](#)

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



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



Uploading a duplicate entry

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

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

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

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

The screenshot shows the 'My entries' section of the 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

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

House Additions / Alterations / Renovations

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

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

Would you like to nominate a Young Builder?

☒ Yes ☐ No

Nominees for Young Builder of the Year must:

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

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

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. It contains a question: 'Would you like to nominate a Young Builder?' with radio buttons for 'Yes' and 'No'. 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 input 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. It contains an 'Instructions' section with a dropdown arrow. Below this, there is an 'Authorisation PDF' section 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.

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

T: (02) 8586 3524

E: events.administration@mbansw.asn.au