

Award Force User Guide



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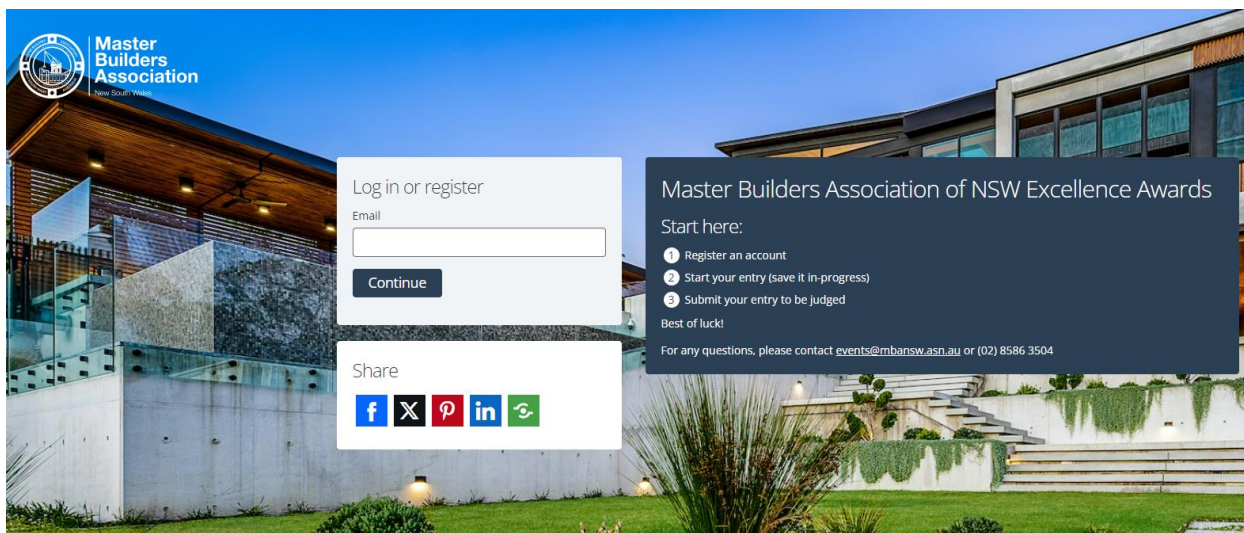
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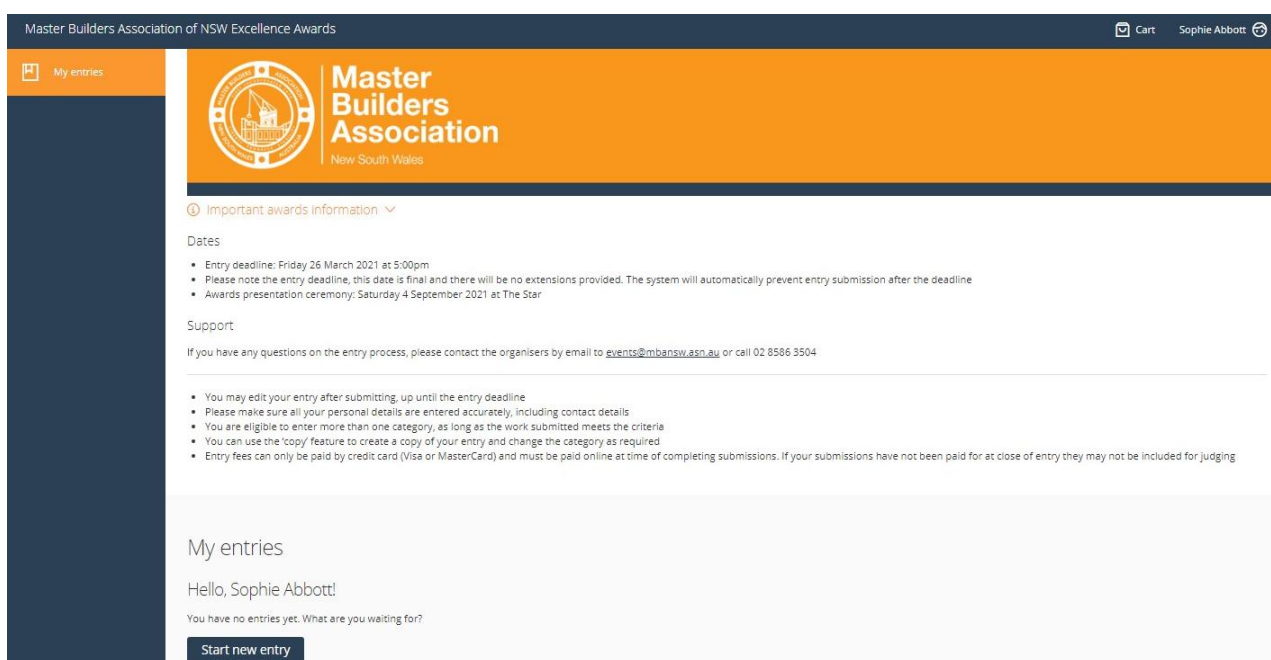
Uploading an entry into Award Force

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**.

Please note that all correspondence will be sent to the **entrant email when registered**.



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'.



- Select the category as **Construction, Apprentice or Site Safety** 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 or events@mbansw.awsn.au
- 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).

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 - Public 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

- To finish the first page tick the box that says “I understand I am entering the State Excellence Awards programme” to demonstrate your understanding of entering the **State NSW Awards**, not the regional Awards.

☒ I understand I am entering the State Excellence Awards programme

Please note the State Awards is a separate awards programme to the Regional Awards. If you would like to enter the Regional Awards only please [click here](#).

Save + next **Cancel**

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

8. Complete all the required fields under the Entrants Details tab, ensuring all details are correct. The **mobile phone number** listed will be the **primary contact number**, so please ensure someone will be able to answer calls.

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

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

Membership number:
12345678

Company name:
Master Builders Association of NSW

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

ABN:
12345678

Licence number:
123456C

Company address:

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

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

EIH Conditions of Entry Authorisation

Main contact persons **MOBILE**:
+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

10. Complete all the required fields under the Project Details (1) tab, ensuring all details are correct. Please note that the information required may vary dependent upon what category you chose. All information required is relevant to the entry category.

[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:

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

Address of project:

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

Project suburb:

Project postcode:

Client/owner's name:

PLEASE NOTE: we will not publish clients name(s) and or address.

Design/project name: (optional)

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

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

My entries → Entry form → Start entry

All questions must be answered, unless marked optional.

Start Here

Entrants Details

EIC Project Details (1)

EIC Project Details (2)

EIC Attachments & Uploads

Judging Criteria & Restrictions

Contact Details for Onsite Inspection/Interview

Photography Requirements & Attachments

Additional Attachments & Uploads

EIC Conditions of Entry

Authorisation

Company profile:

0 / 200 words

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Project description:

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12. If you would like to add additional consultants/manufactures to the sections detailed below, please click 'add row'.

Project consultants engaged by the Client:

	Service	Consultant
1		
2		
3		
4		
5		

Add row

Project consultants engaged by the Building Contractor:

	Service	Consultant
1		
2		
3		
4		
5		

Add row

13. 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". 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 judge's discretion. Please ensure you upload all required information by clicking the 'select file' box.

<p>Do you have a Final Occupation Certificate for your project?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> 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)</p>	<p>Final OC must be from the Private Certifying Authority (PCA) or the Local Council.</p> <p>The only requirement is the Certificate or Summary signed. The full supporting reports must not be submitted.</p> <p>The MBA Judges need to know that the whole building has been fully inspected and independently certified at completion. Please ensure the document you are uploading includes the following:</p> <ol style="list-style-type: none"> 1. Accessibility Certification Certificate and/or Access Performance Solution Report. 2. Reports based on the final inspection of completed work. The reports must not be subject to requirements.
<p>Do you have a Certificate of Compliance with the Building Code Australia for your project?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No (if no, you will have to provide a detailed explanation as to why a Certificate of Compliance with the BCA has not been obtained)</p>	<p>The only requirement is the Certificate or Summary signed. The full supporting reports must not be submitted.</p> <p>The MBA Judges need to know that the whole building has been fully inspected and independently certified at completion.</p> <p>Please ensure the document you are uploading is the reports based on the final inspection of completed work. The report must not be subject to requirements.</p>
<p>Do you have a Final Inspection Report from Fire Safety Engineering Consultant (where appointed) for your project?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>	<p>The only requirement is the Certificate or Summary signed. The full supporting reports must not be submitted.</p> <p>The MBA Judges need to know that the whole building has been fully inspected and independently certified at completion. Please ensure the document you are uploading includes the following:</p> <ol style="list-style-type: none"> 1. Accessibility Certification Certificate and/or Access Performance Solution Report. 2. Reports based on the final inspection of completed work. The reports must not be subject to requirements.

14. The uploads section also allows you to upload other relevant documentation such as site plans.
15. The next section is judging restrictions. 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.

This is essential to our onsite judging schedule. please ensure this section is completed accurately as we have a large number of projects enter our awards, rescheduling is not always possible.

<p>Are there any dates/times that you or your client(s) are unavailable for judging?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>	<p>PLEASE NOTE: If judging restrictions are not declared, once an inspection date has been allocated, date changes cannot be made.</p>
<p>Additional judging information: (optional)</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>B I H </p> </div>	<p>Example of additional judging information could be:</p> <p>Do not judge in school holidays No access on Mondays and Thursdays Please judge as early / late as possible Property is rented so tenant will require 2 weeks notice</p>

16. The next tab requires contact details for the person meeting the judging panel **on site** for their entry. Please ensure the contact person listed is your company representative who knows the most about the build, and their correct mobile number is listed too.

<p>First name:</p> <input type="text"/>	<p>Please ensure the contact person listed is your company representative who knows the most about the build.</p>
<p>Last name:</p> <input type="text"/>	
<p>Mobile number:</p> <div style="display: flex; align-items: center;"> +61 <input type="text"/> </div>	<p>Please ensure this is the mobile number of the person listed above, who will be meeting the judges onsite. Judges will use this information to communicate to the onsite contact person on the date of judging if necessary.</p>
<p>Office phone number: (optional)</p> <div style="display: flex; align-items: center;"> +61 <input type="text"/> </div>	
<p>Email address:</p> <input type="text"/>	
<p>Job title:</p> <input type="text"/>	
<p>Exact location where you will meet the judges:</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>B I H </p> </div>	<p>Excellence in Housing & Pool Awards: If your project is a country entry and requires additional judging information to locate the project, please input that information in this field. If not relevant and the exact location is the same as the project address, please put N/A.</p> <p>Excellence in Construction Awards & Site Safety Awards: For example: School office, located 200 meters on the left when entering school or ground floor foyer near reception desk.</p>
<p>Street map indicating where onsite personnel will meet judges for site visit: (optional)</p> <div style="text-align: center; padding: 20px;"> <p>Drag your file here or</p> </div>	

17. 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.

[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 **\$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)

Before photo 1:

[Select file](#)

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

18. 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.

19. 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.

[Start Here](#)[Entrants Details](#)[EIH Project Details \(1\)](#)[EIH Project Details \(2\)](#)[EIH/EIP Attachments & Uploads](#)[Judging Criteria & Restrictions](#)[Contact Details for Onsite Inspection/Interview](#)[Photography Requirements & Attachments](#)

[Additional Attachments & Uploads](#)[EIH Conditions of Entry](#)[Authorisation](#)[EIH Checklist](#)

Attachments information


Material may be supplied as follows:

- Upload JPEG or PDF files. Maximum file size is 10MB per piece
- Video attachments may be hosted on a video site such as YouTube or Vimeo
- 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

Excellence in Housing & Pool Awards and Excellence in Construction & Site Safety Awards
Please provide any additional information you think will assist with judging i.e. Videos, Marketing Brochures, Additional Floor Plans, Additional Photos, Street Maps etc.

Building Degree Graduate and Apprentice of the Year
Please provide any relevant character references and information to support your entry.



Drag your files here
or

[Select attachments](#)

[Save + next](#)[Save + close](#)[Preview](#)[Submit entry](#)

20. 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.

📌 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) and client paid for items.
3. Where applicable, a Home Building Compensation Fund Certificate (HBCF) must be taken out for all projects over \$20,000. An MBA judge can request a copy of this documentation at any time.
4. All works must be complete by the time of entry or within two (2) years of the closing date for entries.
5. Entries previously judged are not eligible to be re-entered.
6. 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.
7. 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.
8. 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 & Excellence in Sustainability = \$572 x 2 entries = \$1,144).
9. The entrant must obtain permission from the client/owner prior to judging which will take place approximately between (April - July 2024). 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 (which may be a televised broadcast), 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.
10. If a Young Builder of the Year has been nominated, the nominee must be onsite for the allocated judging date and time to have a one-on-one interview with the judges. If the Young Builder nominee cannot attend the onsite judging, the Young Builder nomination will be withdrawn.
11. If a Young Builder of the Year has been nominated, the nominee must be a member of the Master Builders Association NSW, be involved in Master Builders and be contributing to the betterment of the industry.
12. 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.
13. 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.
14. 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.
15. The judges decision is final and no correspondence will be entered into. A winner may not necessarily be declared in all categories.
16. 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.
17. 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.
18. 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.
19. The entrant advises and confirms that there are no outstanding complaints relating to the project that is the subject of the entry.
20. Entries close Friday 15 March 2024.
21. 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 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

21. The next 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 [HERE](#).

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

Start Here	Entrants Details	EIH Project Details (1)	EIH Project Details (2)	EIH/EIP Attachments & Uploads	Judging Criteria & Restrictions	Contact Details for Onsite Inspection/Interview	Photography Requirements & Attachments
Additional Attachments & Uploads	EIH Conditions of Entry	Authorisation	EIH Checklist				

📌 Instructions ▾

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

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

Authorisation PDF



Drag your file here
or

Select file

Please download the authorisation form [here](#)

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

Once signed by both parties, please upload onto Authorisation tab.

Save + next

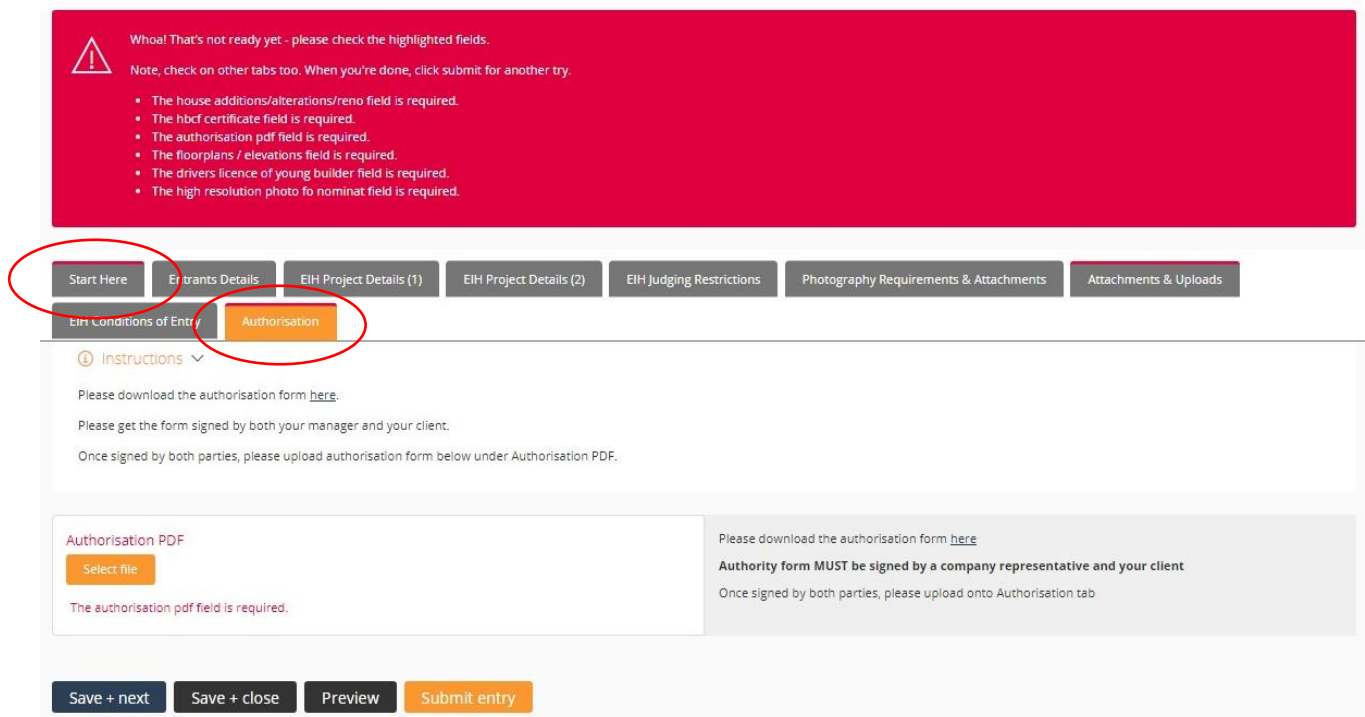
Save + close

Preview

Submit entry

23. Your entry should now be ready to submit, please click the submit entry section of the form.

24. If you have any outstanding information that is required, 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 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 | **ElH Project Details (1)** | ElH Project Details (2) | ElH Judging Restrictions | Photography Requirements & Attachments | Attachments & Uploads

ElH Conditions of Entry | **Authorisation**

Instructions ▾


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


Authorisation PDF
Select file
The authorisation pdf field is required.

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

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

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

Cart		
	Quantity	Amount
Member Entry Fee Entry: Example Company, Example Project Award: Excellence in Housing & Pool Awards Category: Housing Awards: House Alterations & Additions: 01. House Alterations & Additions: Up to \$200,000 Slug: YVIneOkW ID: 2577	1 	\$ 520.00
	Sub-total	\$ 520.00
<div>Add more entries to cart</div> <div>Apply discount code</div>	Payment processing fee (0.00%)	\$ 0.00
	GST (10%)	\$ 52.00
	Total	\$ 572.00

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.

Cart

	Quantity	Amount
Member Entry Fee Entry: Example Company, Example Project Award: Excellence in Housing & Pool Awards Category: Housing Awards: House Alterations & Additions: 01: House Alterations & Additions: Up to \$200,000 Slug: YVineONW ID: 2577	1	\$ 520.00
Sub-total		\$ 520.00
Payment processing fee (0.00%)		\$ 0.00
GST (10%)		\$ 52.00
Total		\$ 572.00

Add more entries to cart

Apply discount code

256 bit SSL encryption secured checkout

Entry fee

☐ Non-member Entry Fee

☒ Member Entry Fee

Enter your member number

Billing currency

☒ AUD

Billing address

Company name (if applicable)

Country

Address

City / suburb

State

Postcode

Payment method

☐ American Express

☐ MasterCard

☐ Visa

Proceed to payment

[Or return to my entries](#)

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

Master Builders Association of NSW Excellence Awards

Cart Sophie Abbott

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](#)

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

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

Active season (2021) Current

Start entry Copy Delete Download

Search list Advanced

- 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.

Awards presentation ceremony: Saturday 4 September 2021 at The Star

Support

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My entries

Active season (2021) Current

Start entry Copy Delete Download

Search list Advanced

Displaying 1 - 1 of 1

<input type="checkbox"/>	Entry	Award	Category	Status	Updated
<input type="checkbox"/>	 test	Excellence in Housing & Pool Awards	House Additions / Alterations / Renovations	Submitted ⓘ Awaiting payment (Entry fee (member))	2 minutes ago

10

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.



The screenshot shows the 'My entries' page with a table of entries. The first entry is selected, indicated by a red circle around the checkbox in the first column. The entry details are: Entry: test, Award: Excellence in Housing & Pool Awards, Category: House Additions / Alterations / Renovations, Status: Submitted (Awaiting payment (Entry fee (member))), Updated: 1 day ago.

<input type="checkbox"/>	Entry	Award	Category	Status	Updated
<input checked="" type="checkbox"/>	test	Excellence in Housing & Pool Awards	House Additions / Alterations / Renovations	Submitted ⓘ Awaiting payment (Entry fee (member))	1 day ago

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

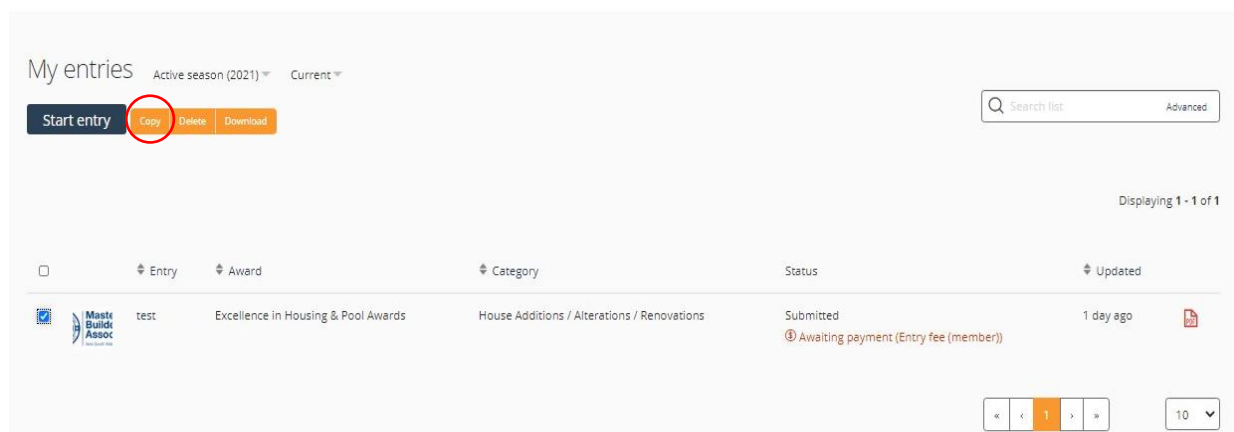
Dates

- 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



The screenshot shows the 'My entries' page with the 'Copy' button highlighted by a red circle. The entry details are the same as in the previous screenshot.

<input type="checkbox"/>	Entry	Award	Category	Status	Updated
<input checked="" type="checkbox"/>	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.
6. To open the new entry, click Entry name under the Entry section as indicated below.

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

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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.

Use the steps above to go through the form and contact the Events & Awards team should you have any questions.



CONTACT INFORMATION

T: (02) 8586 3504

E: events@mbansw.asn.au