

Award Force User Guide



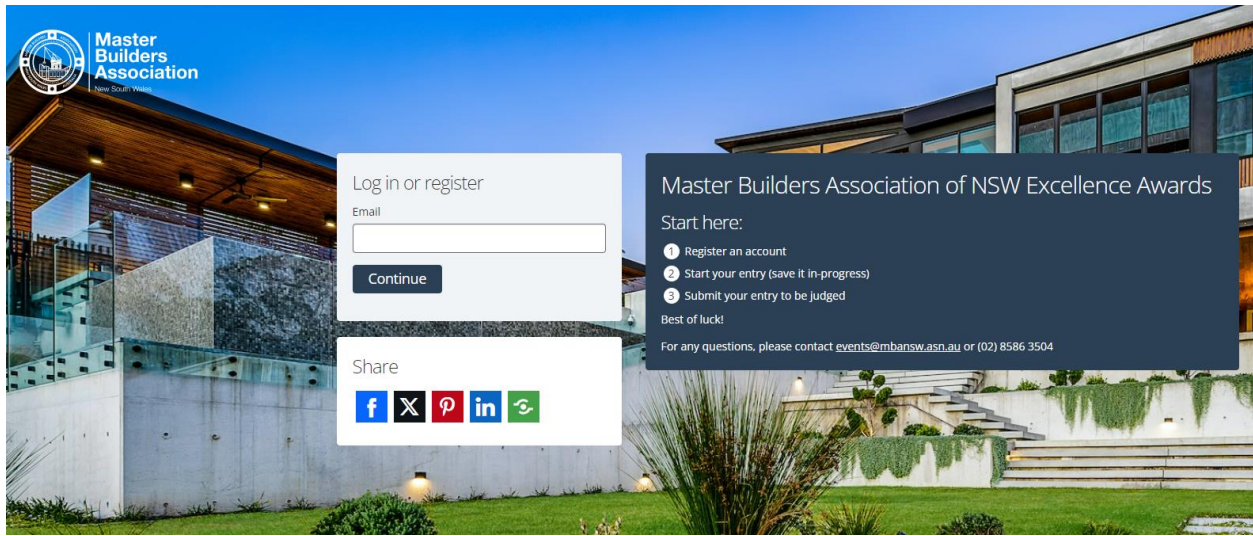
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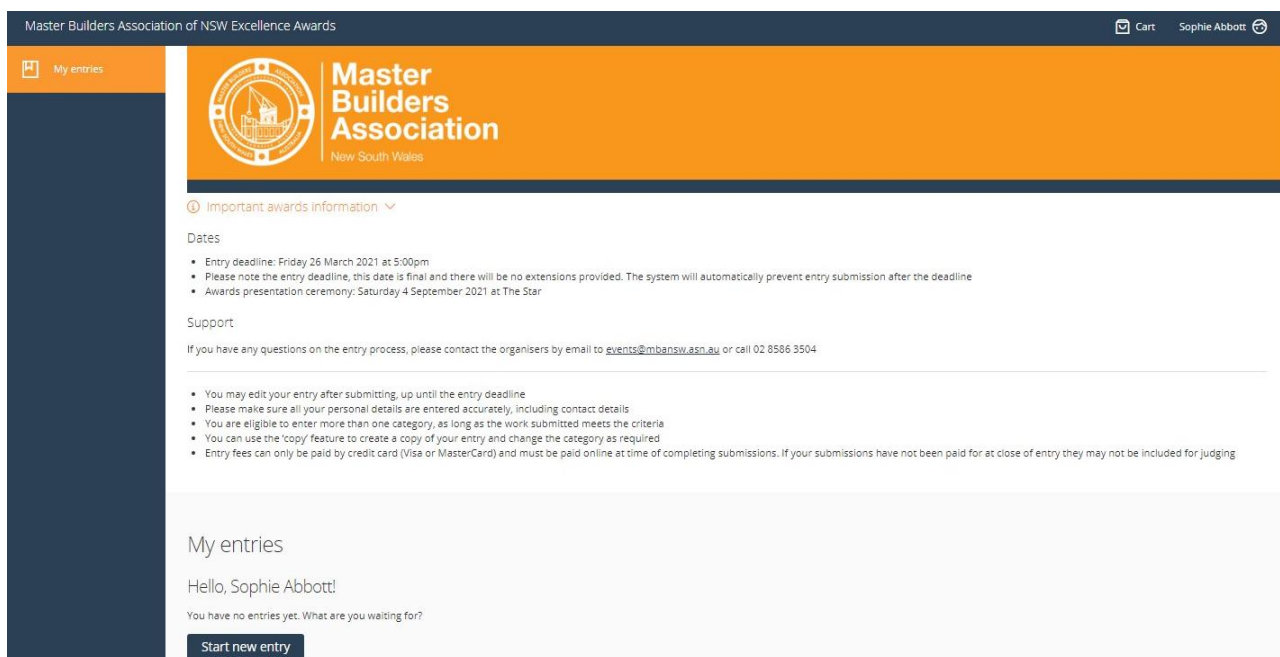
Uploading an entry into Award Force

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 **Housing or Pool Awards** and pick the category your entry falls under. If you have any queries regarding which category you should enter, please contact the Awards & Events team on (02) 8586 3524 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 → Entry form → Start entry

All questions must be answered, unless marked optional.

Start Here

Entrants Details

ElH Project Details (1)

ElH Project Details (2)

ElH/EIP Attachments & Uploads

Judging Criteria & Restrictions

Contact Details for Onsite Inspection/Interview

Photography Requirements & Attachments

Additional Attachments & Uploads

ElH Conditions of Entry

Authorisation

ElH Checklist

🔗 ⓘ Master Builders Association of NSW Excellence Awards ▾

Please ensure you read the below information before submitting an entry into the awards.

All correspondence regarding the awards will be sent to the Account Holder.

This person will be sent all updates regarding the awards and it is imperative that all correspondence is forwarded to the appropriate people. If the Account Holder is unable to monitor their inbox throughout any of the awards period, please ensure events@mbansw.asn.au is contacted to make the Awards & Events team aware.

Award

Excellence in Housing & Pool Awards ▾

Category

Housing Awards ▾

House Alterations & Additions ▾

House Alterations & Additions

Entries in this category must demonstrate modification of an existing residential property by making structural changes, adding new elements, or expanding its footprint. Projects must have involved renovating or extending the house to enhance functionality, improve aesthetics, or accommodate changing needs. **To qualify, a minimum of 20% of the original house structure including 1 existing wall of the residence must be retained.**

01. House Alterations & Additions: Up to \$200,000 ▾

📄 Download blank entry PDF for reference

Company name and project name ⓘ

Example Company, Example Project

Need help?

- If you would like to make a nomination for Young Builder of the Year, please click yes on the tick box. If not, please skip.

Start Here

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Would you like to nominate a Young Builder?

☐ Yes
 ☐ No

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.

Nominees for Young Builder of the Year must:

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

Submissions must include supporting material such as: copy of your driver's licence and a high resolution photo of the nominee and client / peer references

Save + next

Cancel

Please select a category and entry name.

7. If you would like to nominate a Young Builder, please ensure the nominated individual meets all the requirements listed next to the text box. Please then list their full name and date of birth in the text boxes provided.

8. 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.

click here.' At the bottom are 'Save + next' and 'Cancel' buttons."/>

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

10. 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:

11. 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

12. 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

ElH Project Details (1)

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Attachments & Uploads

ElH Conditions of Entry

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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.

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

Company profile:

0 / 500 words

B I H

Description of entry:

0 / 2500 words

B I H

List of manufacturers and/or suppliers: (optional)

	Manufacturing type	Name of manufacturer
1	Bricks	
2	Concrete	

14. If you would like to add additional manufactures to the section detailed below, please click 'add row'.

The screenshot shows the 'EIH Project Details (2)' tab in a web application. Below the navigation tabs, there is a section titled 'List of manufacturers and/or suppliers: (optional)'. It contains a table with two columns: 'Manufacturing type' and 'Name of manufacturer'. The table has 16 rows, numbered 1 to 16, with manufacturing types: Bricks, Concrete, Doors, Floor / Finishes, Insulation, Kitchen, Paving, Pool, Roofing, Sanitary Ware, Steele Supplier / Fabricator, Tile Supplier, Timber, Windows, Landscaping, and Other. At the bottom of the table, there is a button labeled 'Add row', which is circled in red.

15. The next section requires you to upload a HBCF Declaration Form. Please download the form [HERE](#).

Once filled in, click the upload button, and select the saved file from your computer to upload.

Please note this is **not** an optional field. The only exception is for Home Units over 3 floors, Affordable Housing or Special Housing Projects under commercial contracts. Unless your project falls under any of these 3 categories, please upload a HBCF Certificate.

The screenshot shows the 'EIH/VEIP Attachments & Uploads' tab. Below the navigation tabs, there is a section titled 'Attachments Information'. It contains a list of instructions for uploading materials. Below this, there is a section titled 'HBCF Certificate declaration form:'. It includes a question 'Do you have a HBCF Certificate for your project?' with radio button options 'Yes' and 'No'. To the right of the question, there is a text box explaining that a HBCF Certificate must be provided for all projects over \$20,000, except for certain residential projects. Below the question, there is a text box for the 'HBCF Certificate declaration form:' with a file upload icon and a 'Select file' button. To the right of this text box, there is another text box explaining that a HBCF Certificate must have been taken out for all projects over \$20,000, except for certain residential projects, and provides a link to download the form.

16. The uploads section also allows you to upload any other relevant documentation such as floor plans.
17. This is also where you will upload any Young Builder attachments required if you have a Young Builder Nomination.

Young Builder nomination information

Providing a reference is recommended but not required

Drivers licence of nominated Young Builder:



Drag your file here
or

Select file

High resolution photo of nominated Young Builder:



Drag your file here
or

Select file

Young Builder reference #1: (optional)



Drag your file here
or

Select file

18. 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.

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EIH Checklist

Judging Criteria & Restrictions

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. All projects will be judged onsite with the exception of the Site Safety Awards which will be judged either onsite or via an online interview (the format in which judging takes place is at the discretion of the judging panel) and Excellence in Sustainability which will be judged via an online interview.

Where judging onsite applies, 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.

Excellence in Housing & Pool Awards
Judging will take place between April - mid July 2024. 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. **Please note if a Young Builder of the Year has been nominated, the nominee must attend the onsite inspection.**

Excellence in Construction & Site Safety Awards
On site judging will take place between May - August 2024. 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.

All entries into the Site Safety Awards will be judged onsite or via an online interview. The format in which judging takes place is at the discretion of the judging panel. All projects for the Site Safety Awards must be under construction at the time of judging. **If your project is likely to be completed prior to the entry deadline, please call David Solomon on 0420 227 060 once your entry has been submitted to arrange for an earlier site visit for judging.**

Should there be a period of time that is not suitable for inspection to take place (i.e. no access to project due to client away), please complete the judging restrictions section below. If judging restrictions are not declared, once an inspection date has been allocated, changes cannot be made and if you are unable to make your allocation, your entry may be withdrawn.

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.

Additional judging information: (optional)

B I H

Example of additional judging information could be:

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

Save + next

Save + close

Preview

Submit entry

19. 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.

For all entries (apart from Display Homes & Excellence in Sustainability), the contact person must meet the judges onsite.

First name:

Last name:

Mobile number:

+61

Office phone number: (optional)

+61

Email address:

Job title:

Please ensure the contact person listed is your company representative who knows the most about the build.

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.

Exact location where you will meet the judges:

B I H

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.

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.

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

Drag your file here

or

9

20. 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 House Additions, Alterations or Renovations (including Home Unit Renovations), you will be required to submit at least 2 before photos.

[My entries](#) → [Edit entry](#)

All questions must be answered, unless marked optional.

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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 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

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

21. 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.

22. 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.

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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

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.

① 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

24. 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](#).

25. 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				

① 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

26. The last step is a yes or no checklist to ensure you have included all relevant information within your entry form.

Please note anything that is ticked “no” will be followed up by the Awards and Events team to receive the information from you at a later date.

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Photography Requirements & Attachments

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EH Conditions of Entry

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EH Checklist

① Entry Form Checklist ▾

Please ensure that you have provided all the necessary information. Any missing details must be submitted to events@mbansw.asn.au before your scheduled judging date.
Failure to submit the required information may result in your entry being disqualified from judging.

Please verify that you have submitted the following requirements:

Project description:

- ☐ Yes
☐ No

Company name (displayed exactly how it is to appear on the plaque):

- ☐ Yes
☐ No

Floor plans:

- ☐ Yes
☐ No

Total construction cost (including any client paid for items):

- ☐ Yes
☐ No

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

28. 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

EH Project Details (1)

EH Project Details (2)

EH Judging Restrictions

Photography Requirements & Attachments

Attachments & Uploads

EH Conditions of Entry

Authorisation

① 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

29. 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
	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

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: YVineOKW 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

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 - 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.

	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'.

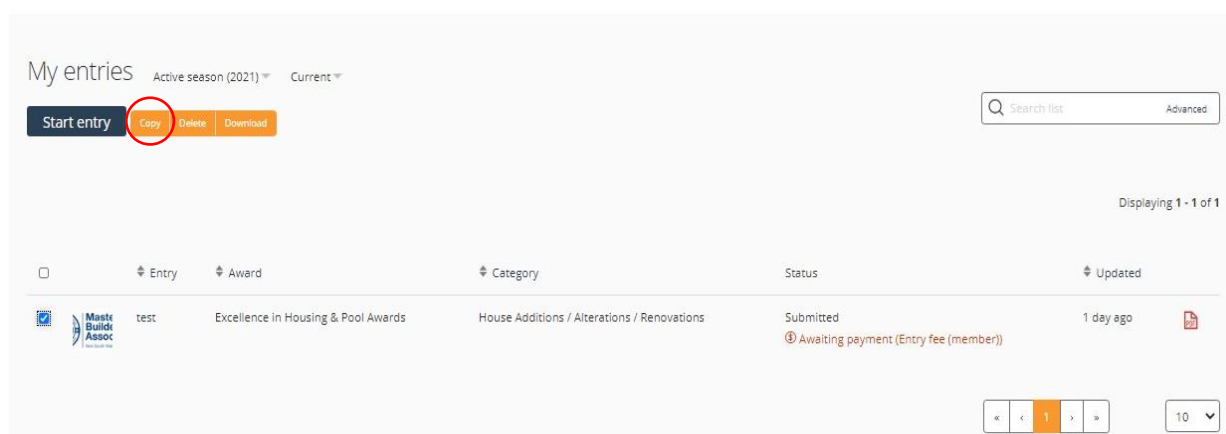
Dates

- 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.

	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

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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.

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