



TOBY Admin - Portal Instructions

As early in the TOBY cycle as possible, ask for experienced professionals to judge the TOBY entries.

The following information is recommended as qualifications for TOBY judges:

- *At least 5 years of property management experience*
- *Previously participated as a member of a TOBY entry team*
- *Not also representing a building currently entering this year's competition.*

Requesting the following information will help you to facilitate the judging process:

Name	Email	Company	BOMA Member #

STEP 2: CONFIRM RECOGNITION PORTAL ACCESS FOR JUDGES

All judges must have an online account to participate in TOBY judging and ensure access to the [Recognition Portal](#) prior to start of judging cycle.

How to confirm Recognition Portal access:

1. Visit <https://recognition.boma.org>
2. Click "Sign In"
3. Login using your BOMA.org credentials (note, these are different from the credentials you use at your local)
 - If you're able to log in, your access is confirmed.
 - If you're a new user, click "Create a new account" and follow instructions.
 - If you're a returning user getting the error message below click "Forgot Username" or "Forgot Password" options to find correct login.



Login unsuccessful. The additional security information was incorrect.

- If you're locked out or still unable to log in, email recognition@boma.org.

STEP 3: ASSIGN JUDGES

Prior to assigning judges, please confirm the following:

1. Confirm cycle end date has not passed to ensure TOBY cycle is still open. Judges will not be able to see nor judge the buildings assigned to them if the cycle has ended. To extend the cycle, please contact recognition@boma.org with the new date.
2. Confirm the status of each application reads "Pending Review" before assigning a judge. You will not be able to assign a judge if the status is "Incomplete" which means the application has not been submitted.

Start Date: 1/22/2024 12:00:00 AM Eastern Time End Date: 1/24/2025 12:00:00 AM Eastern Time Year: 2025 Total Entries: 2

Category Winner: 0 Judging Complete: 1 Pending Review: 1 Ready to Submit: 0 Incomplete: 0

Building	Category	Location	Score	Status	Status Date	Applicant	Entry Action

BOMA Building
 TEST Under 100,000 Square Academy Of Real Estate 0.00 Pending Review 09/16/2024 Susan
 Washington, DC Feet (ARE) 05:12 PM ET Hammer
 BOMA Building Test



Select Action

How to Assign Judges:

1. Select Building
2. Select Action Drop Down Menu
3. Select Assign Judges

Buildings TOBY BOMA 360 BOMA BEST TOBY Admin/Judge BOMA Admin Shop/Plaques BOMA Home

TOBY Cycle Administration Current Role: BOMA Admin Cycle Actions: Select Action

Award Competition: Academy Of Real Estate (ARE) Cycle Year: 2025

Start Date: 1/22/2024 12:00:00 AM Eastern Time End Date: 1/24/2025 12:00:00 AM Eastern Time Year: 2025 Total Entries: 2						
Category Winner: 0 Judging Complete: 0 Pending Review: 2 Ready to Submit: 0 Incomplete: 0						
Building	Category	Location	Score	Status	Status Date	Applicant
BOMA Building Test Washington, DC TEST	Under 100,000 Square Feet	Academy Of Real Estate (ARE)	100.00	Pending Review	01/22/2024 01:40 PM ET	Tyler Kirshner
BOMA Building TEST Washington, DC BOMA Building Test	Under 100,000 Square Feet	Academy Of Real Estate (ARE)	0.00	Pending Review	09/16/2024 05:12 PM ET	Susan Hammer

Select Action

Assign Judges

View Entry Details
Email Entrant
Email Judges
Update Status
Extend End Date
Show Judging Status
View Building Info

Select Action

STEP 4: SELECT JUDGES

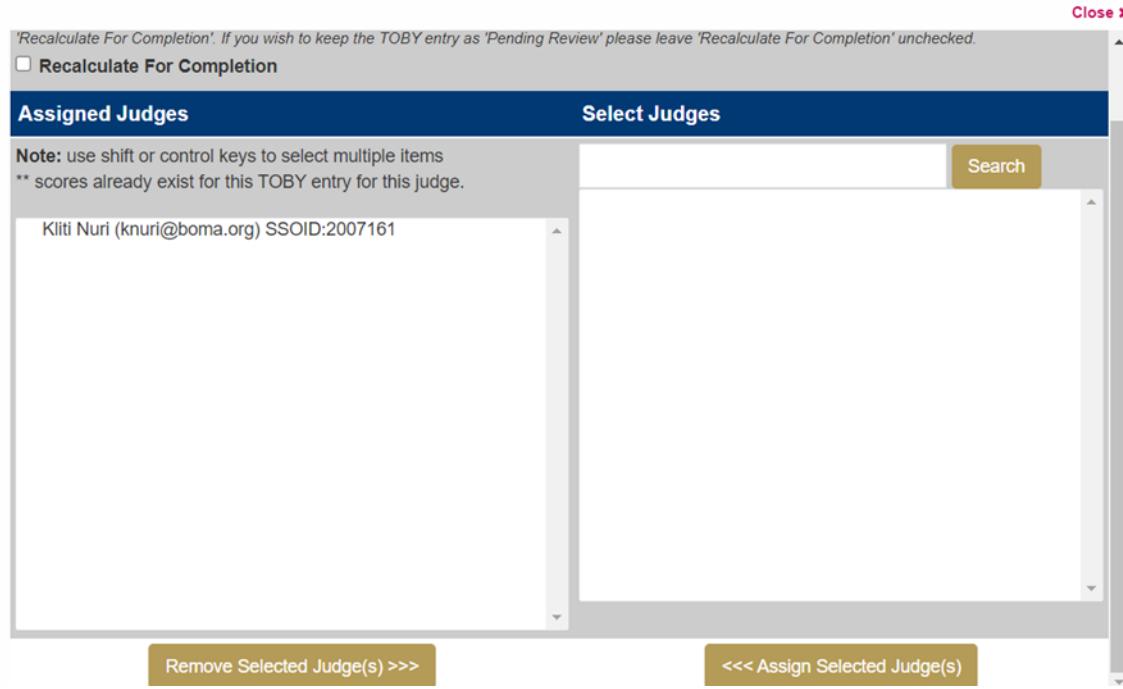
1. Type the judge's name in the Search Box (If the judge has registered on the Recognition Portal, their name should appear as a choice on the right box).
2. Verify the judge's Member ID Number (if the judge has more than one entry).
3. Highlight correct judges name and Member ID Number
4. Select Assign Selected Judge(s) button.

Recalculate For Completion. If you wish to keep the TOBY entry as 'Pending Review' please leave 'Recalculate For Completion' unchecked.*

Recalculate For Completion

Assigned Judges	Select Judges
Note: use shift or control keys to select multiple items ** scores already exist for this TOBY entry for this judge.	<input type="text" value="kitti nuri"/> <input type="button" value="Search"/> <div style="border: 1px solid #ccc; padding: 5px; display: inline-block;"> Kitti Nuri (knuri@boma.org) SSOID:2007161 </div>

5. Judge's name should appear in the left box.



6. Close the box and the judges are ready to go as soon as you provide the “OK”. Provide the Judges: TOBY JUDGING – Portal Instructions and Best Practices Guide.

STEP 5: COMPLETE JUDGING

In the main TOBY page, after all judges have scored the submission for each building, “Judging Complete,” will appear in the status section. If a judge has not completed a score within the before the cycle end date, you may delete it so the competition can continue.

Start Date: 1/22/2024 12:00:00 AM Eastern Time End Date: 1/24/2025 12:00:00 AM Eastern Time Year: 2025 Total Entries: 2							
Category Winner: 0 Judging Complete: 1 Pending Review: 1 Ready to Submit: 0 Incomplete: 0							
Building	Category	Location	Score	Status	Status Date	Applicant	Entry Action
BOMA Building Test Washington, DC TEST	Under 100,000 Square Feet	Academy Of Real Estate (ARE)	100.00	Judging Complete	2/24/2024 01:40 PM ET	Tyler Kirshner	Select Action

STEP 6: MARKING THE WINNER

IMPORTANT REMINDER: Marking an entry as a winner will automatically advance them to the next round and applicants will be able to see if they have won. BOMA International recommends marking the winners after you have announced your local or regional winners publicly.

How to announce the winner:

Under the “Select Action” menu choose “Update Status”.

Competition: Academy Of Real Estate (ARE) Cycle Year: 2025

Start Date: 1/22/2024 12:00:00 AM Eastern Time End Date: 1/24/2025 12:00:00 AM Eastern Time Year: 2025 Total Entries: 2							
Category Winner: 0 Judging Complete: 1 Pending Review: 1 Ready to Submit: 0 Incomplete: 0							
Building	Category	Location	Score	Status	Status Date	Applicant	Entry Action
BOMA Building Test Washington, DC TEST	Under 100,000 Square Feet	Academy Of Real Estate (ARE)	100.00	Judging Complete	01/22/2024 01:40 PM ET	Tyler Kirshner	Select Action Select Action View Entry Details Email Entrant Email Judges Update Status Extend End Date Show Judging Status View Building Info
BOMA Building TEST Washington, DC BOMA Building Test	Under 100,000 Square Feet	Academy Of Real Estate (ARE)	0.00	Pending Review	09/16/2024 05:12 PM ET	Susan Hammer	

1. Check the “Mark as winner” box and click the “Update Status” button.

Close ✕

Update Status

Judging Complete ▾

Mark as Winner 

Cancel  **Update Status**

2. A Trophy  will appear by the building name to confirm announcement. The entry is then automatically entered in the Regional or International Competition depending on the stage of the competition.

If you experience any problems, please email recognition@boma.org.