

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
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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 ▼
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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	Select Action Assign Judges View Entry Details Email Entrant Email Judges Update Status Extend End Date Show Judging Status View Building Info Select Action ▼
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 ▼

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.

Assigned Judges

Note: use shift or control keys to select multiple items
** scores already exist for this TOBY entry for this judge.

Select Judges

kliti nuri Search

Kliti Nuri (knuri@boma.org) SSOID:2007161

Remove Selected Judge(s) >>>
<<< Assign Selected Judge(s)

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

Close x

'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.

Kliti Nuri (knuri@boma.org) SSOID:2007161

Search

Remove Selected Judge(s) >>>

<<< Assign Selected Judge(s)

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	1/22/2024 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.

