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:

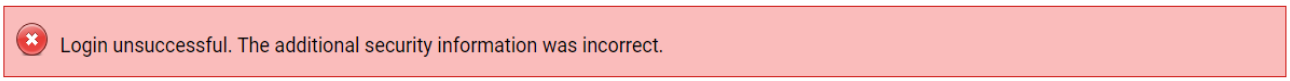
Name	Email	Company	BOMA Member #

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.



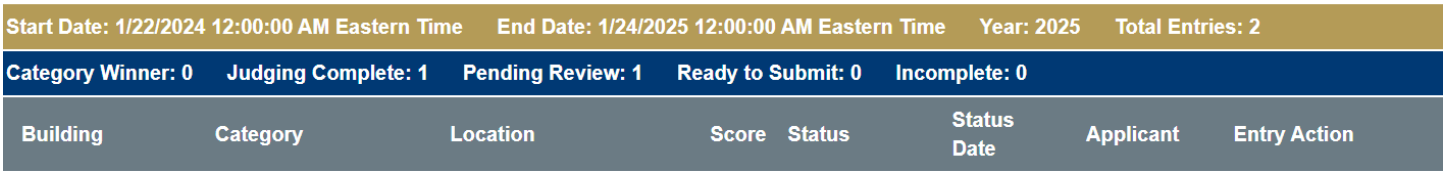
    - If you're locked out or still unable to log in, email recognition@boma.org.

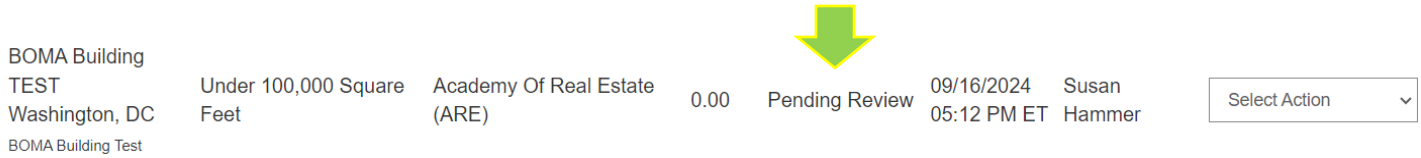
STEP 3: ASSIGN JUDGES

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 recogition@boma.org with the new date.

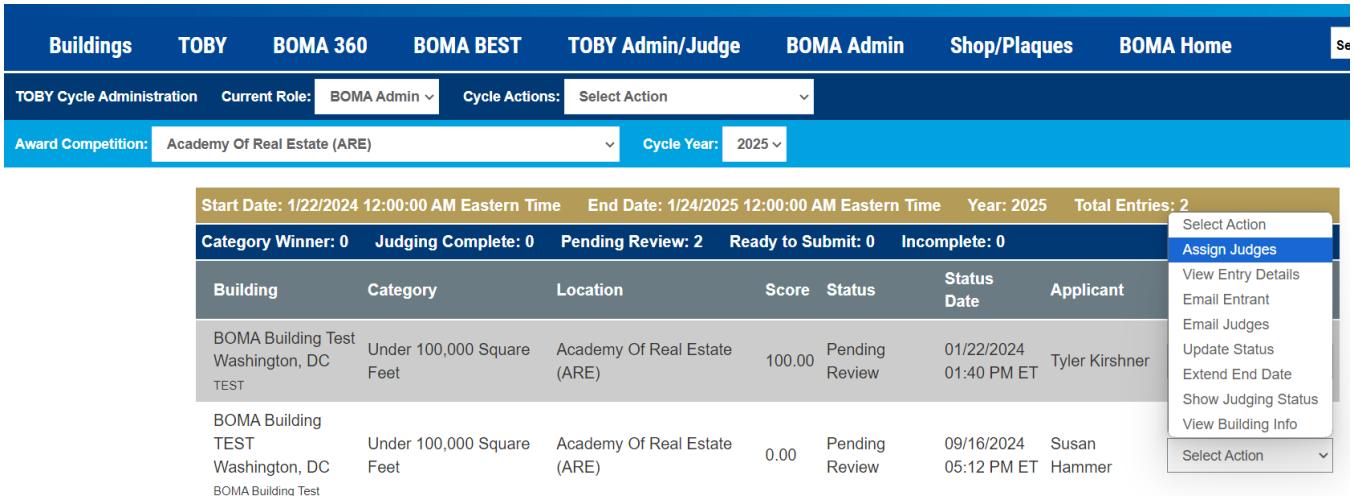
2. Confirm the status of each application reads "Pending Review" before assigning a judge. You will not be able to assign a judge if the status is "Incomplete" which means the application has not been submitted.





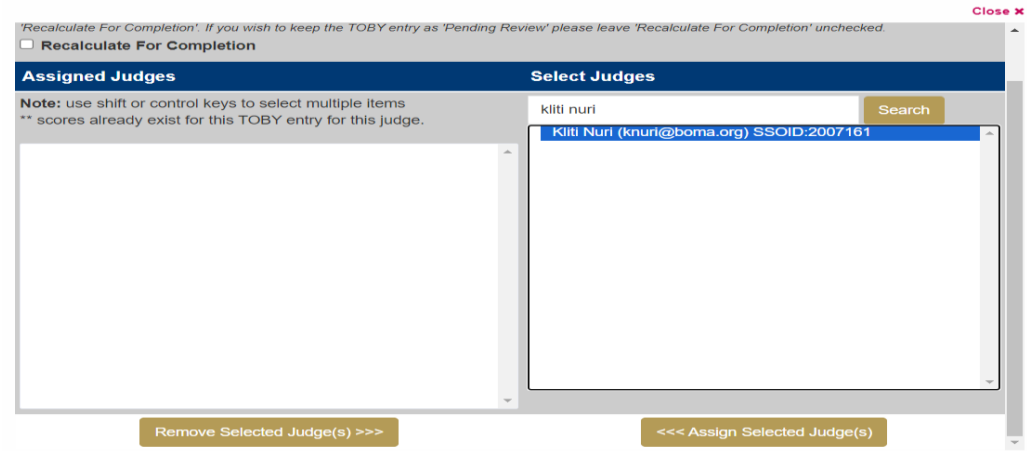
How to Assign Judges:

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

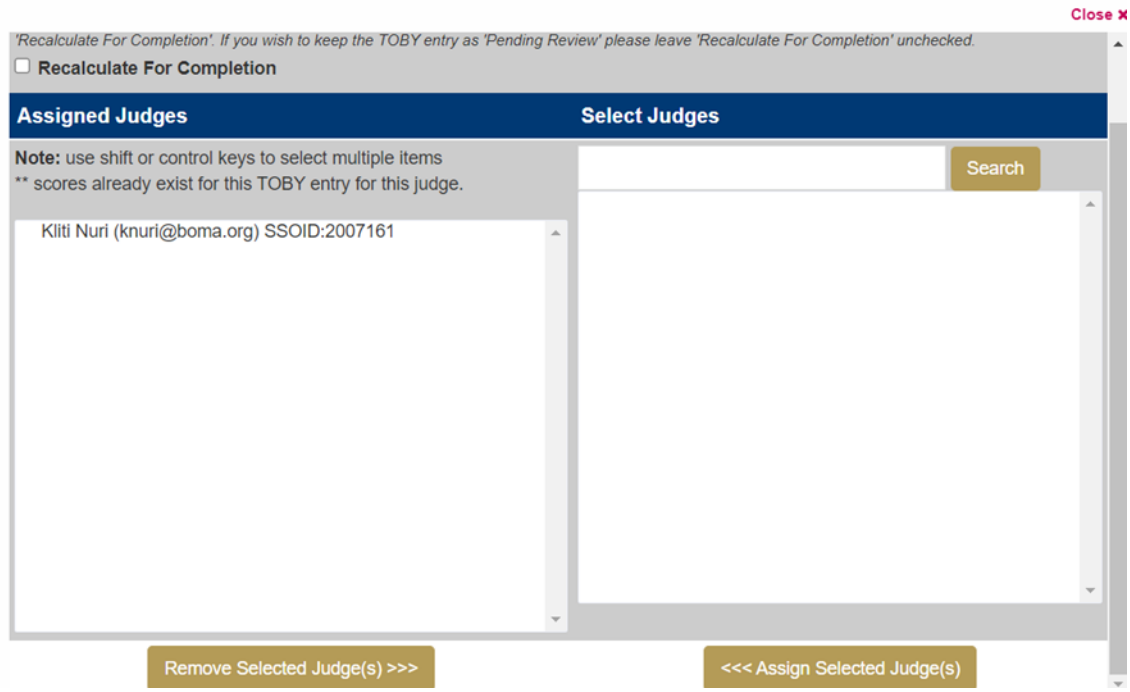


STEP 4: SELECT JUDGES

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.



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.

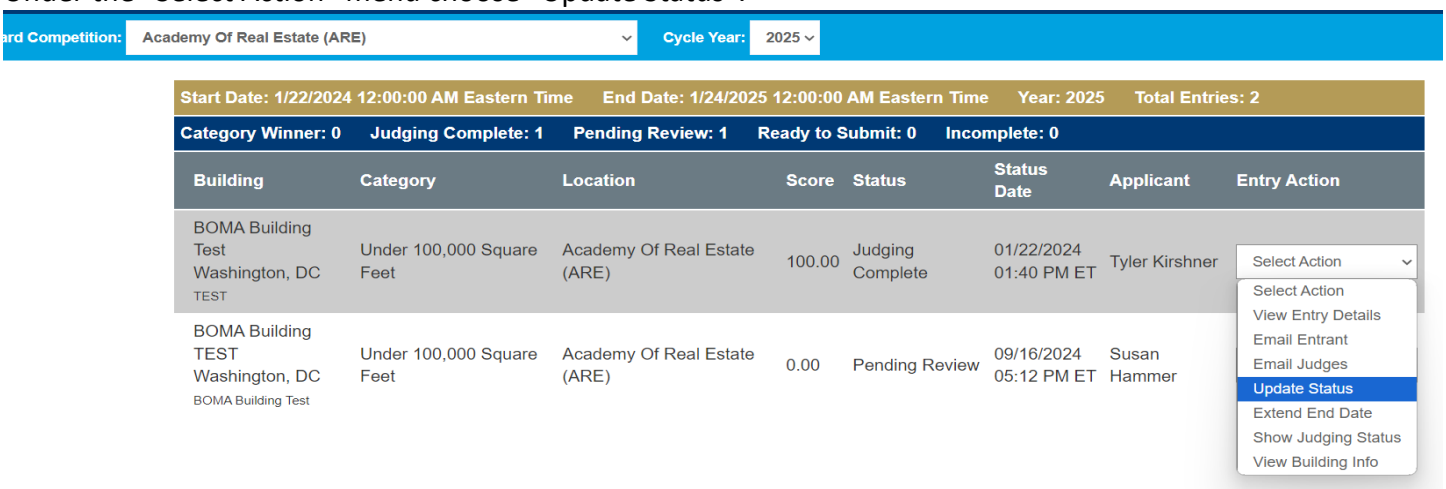
STEP 5: COMPLETE JUDGING

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.

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”.



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

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.