

## STEP 1: SIGN-IN

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.

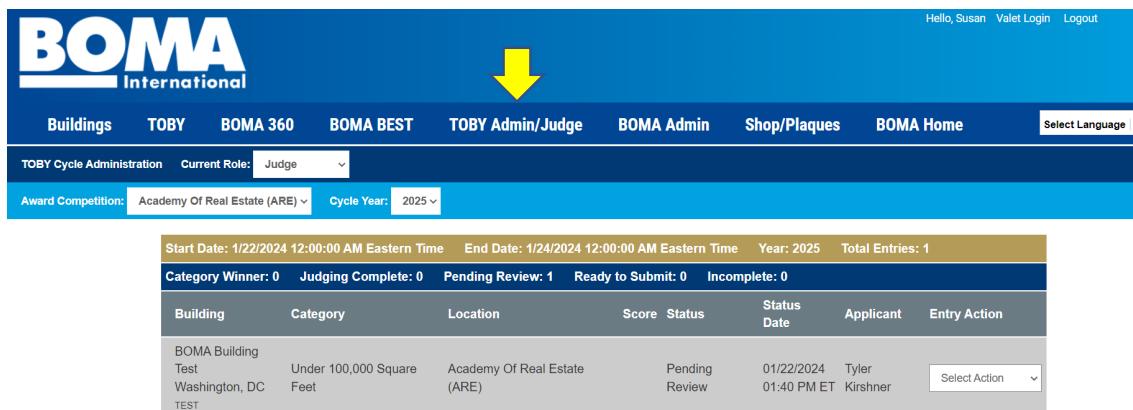


Login unsuccessful. The additional security information was incorrect.

- If you're locked out or still unable to log in, email [recognition@boma.org](mailto:recognition@boma.org).

## STEP 2:

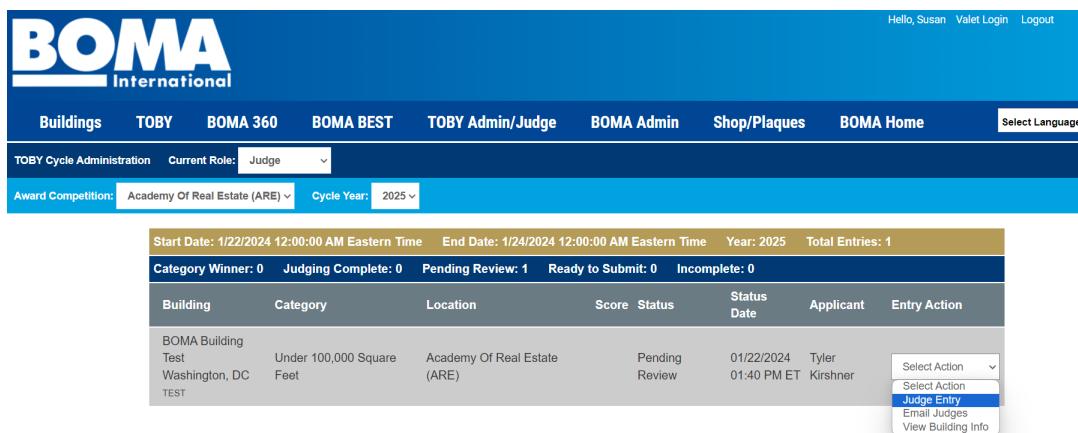
After sign-in you should see the following screen with the assigned buildings. If the buildings are not visible, click on the TOBY Admin/Judge link on the ribbon.



The screenshot shows the BOMA International TOBY Admin/Judge interface. The top navigation bar includes links for Buildings, TOBY, BOMA 360, BOMA BEST, TOBY Admin/Judge (which is highlighted in yellow), BOMA Admin, Shop/Plaques, and BOMA Home. A "Select Language" dropdown is also present. Below the navigation is a search bar with "TOBY Cycle Administration" and "Current Role: Judge". The main content area displays a table of building entries. The table headers are: Start Date, End Date, Year, Total Entries, Category Winner, Judging Complete, Pending Review, Ready to Submit, and Incomplete. The table data shows one entry: BOMA Building Test, Under 100,000 Square Feet, Academy Of Real Estate (ARE), Pending Review, 01/22/2024, 01:40 PM ET, Tyler Kirshner, and a "Select Action" dropdown menu.

## STEP 3:

Click on the Select Action dropdown menu and select Judge Entry.



The screenshot shows the same BOMA TOBY Admin/Judge interface as above, but with the "Select Action" dropdown menu open. The menu options are: Select Action, Judge Entry (which is highlighted in blue), Email Judges, and View Building Info.



# TOBY Judging - Portal Instructions

## STEP 4:

You will be able to view the Scorecard and begin judging including entering comments and selecting a score for each section. Be sure to Save the Scorecard frequently.

## STEP 5:

To finalize the Scorecard, click Submit. You will be asked to enter your last name. The Scorecard cannot be reopened after submission so please make sure you are satisfied with your scores before submitting.

*If you experience any problems, contact your TOBY administrator OR [recognition@boma.org](mailto:recognition@boma.org) for assistance.*