


TOBY Judging - Portal Instructions

STEP 1: SIGN-IN

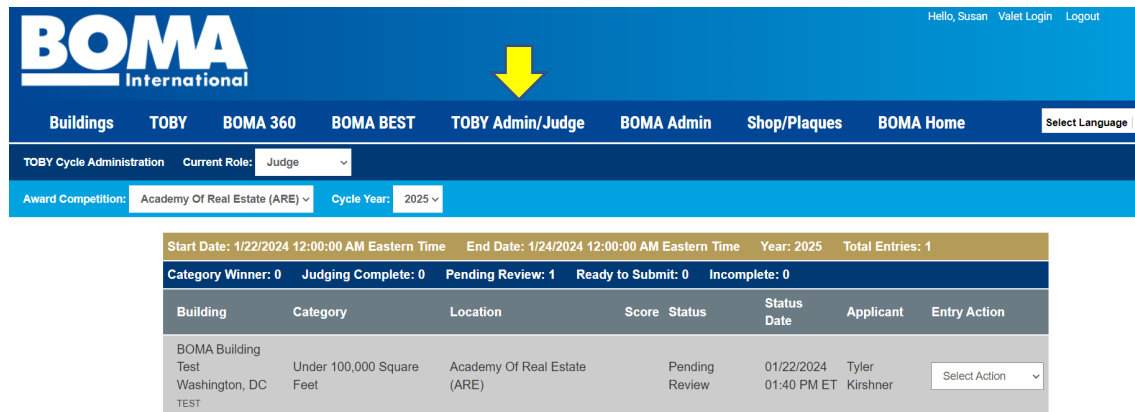
1. Visit <https://recognition.boma.org>
2. Click "Sign In"
3. Login using your BOMA.org credentials (note, these are different from the credentials you use at your local)
 - If you're able to log in, your access is confirmed.
 - If you're a new user, click "Create a new account" and follow instructions.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

STEP 2:

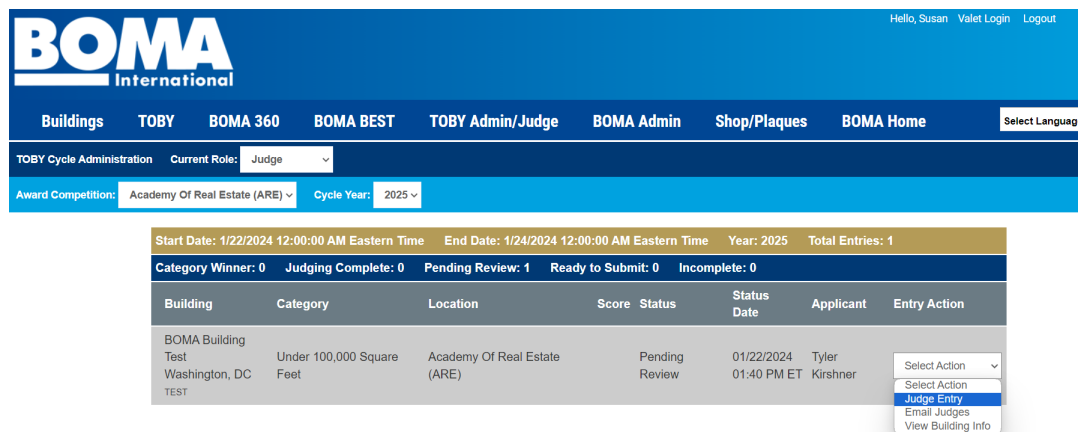
After sign-in you should see the following screen with the assigned buildings. If the buildings are not visible, click on the TOBY Admin/Judge link on the ribbon.



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)		Pending Review	01/22/2024 01:40 PM ET	Tyler Kirshner	Select Action

STEP 3:

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



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)		Pending Review	01/22/2024 01:40 PM ET	Tyler Kirshner	Select Action Judge Entry Email Judges View Building Info

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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.

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

Save
Save and Return
Submit Scorecard

TOBY Judging Scorecard

Building Name: TEST
Building Display Name for Award: TEST
Cycle: 2025 - Academy Of Real Estate (ARE)
Category: Under 100,000 Square Feet
Cycle Entry ID: 3957

Section 0: Building Information

Section 0: Building Information
Number of floors in the building:
View Text Entry
BOMA Certified Total Building Area Square Footage
View Text Entry
BOMA Certified Office Rentable Area Square Footage
View Text Entry
Other Certified Rentable Area Square Footage (where applicable) such as lab space, retail space, other mixed or multi-use areas (specify type/use).

Section 0: Building Information
Score: 0

The best building description I have ever read.

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.

Save
Save and Return
Submit Scorecard

TOBY Judging Scorecard

Building Name: TEST
Building Display Name for Award: TEST
Cycle: 2025 - Academy Of Real Estate (ARE)
Category: Under 100,000 Square Feet
Cycle Entry ID: 3957

If you experience any problems, contact your TOBY administrator OR recognition@boma.org for assistance.