

## How to Enter a Building into the TOBY Awards Competition:

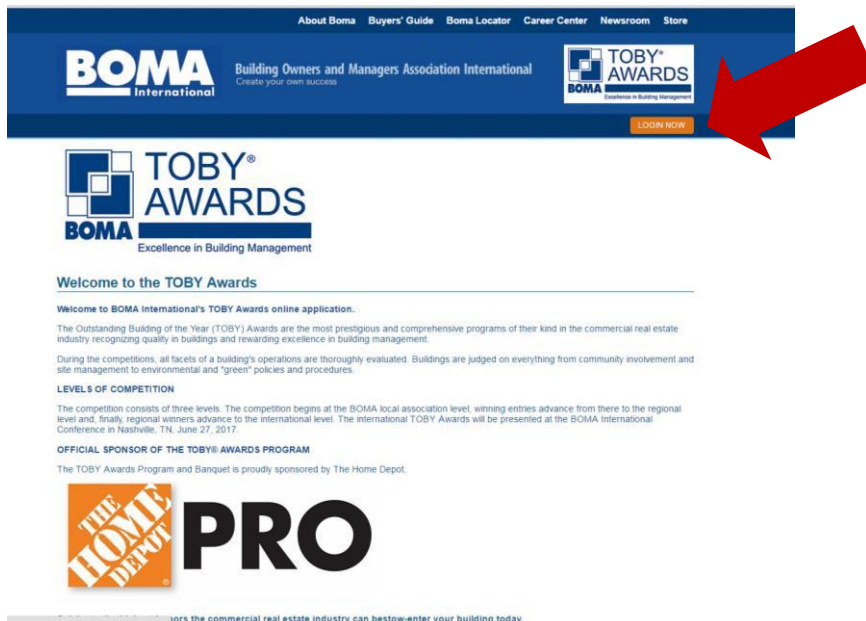
1. Read the current cycle's [Call For Entries Requirement Packet](#) to learn more about your building's eligibility for each category. Once you confirmed your eligibility and would like to enter the competition, please register your building online through [Denver Metro BOMA](#).
2. Once you have registered your building through Denver Metro BOMA, begin building content for your building submission, based on the information found in the Call For Entries packet. Begin entering your data into BOMA International's online portal, which can be found at <http://toby.boma.org>. This is new this year, and will make building entries for the regional and international competition that much easier, once you win at a local level.
3. When you are satisfied with your entry and you are ready to submit, click on the "submit" button in BOMA International's portal. Once you hit the "submit" button, your entry is **final** and you will not be able to go back and make any updates.
4. Please contact Denver Metro BOMA and let them know you have submitted your entry on BOMA Internationals website.
5. After you have submitted your building information online and paid the entry fees for the competition, Denver Metro BOMA judges will begin reviewing your entry online once each building has entered the competition. Judges will be appointed and will schedule a time with you to tour your building(s). In order to prepare for your building tour, please review the Building Inspection Form that TOBY Judges will use to evaluate your property.
6. When judging is complete, Denver Metro BOMA will be alerted who the Building Winners are for each category. **All TOBY Award winners are kept a secret until the night of the Awards Dinner.**
7. Note: Once local competition concludes at the Denver Metro BOMA TOBY Awards Celebration on November 15, 2019, your application will be released by BOMA International for your review and updating should you move onto the Regional and International TOBY Competition. If you win at the Regional competition, your building will automatically be entered into the International TOBY competition.

### Submission fees are as follows (admin fee):

- BOMA International \$50.00
- Denver Metro BOMA \$250
- Regional submission fee: \$325.00 (once you have won at a local level)

## Step One: Registering Your Building

- Go to <https://toby.boma.org>
- Click “Login Now” to begin the online registration process.
- Log on using your e-mail address and BOMA.org password (If you do not have this, click Forgot Your Username/Password or create an account)



The screenshot shows the website for the Toby Awards, part of BOMA International. At the top, there is a navigation bar with links for 'About Boma', 'Buyers' Guide', 'Boma Locator', 'Career Center', 'Newsroom', and 'Store'. Below this, the BOMA International logo is displayed alongside the text 'Building Owners and Managers Association International' and 'Create your own success'. To the right, there is a 'TOBY AWARDS' logo with the tagline 'Excellence in Building Management' and a 'LOGIN NOW' button. A large red arrow points to the 'LOGIN NOW' button. Below the navigation bar, the main content area features the Toby Awards logo and the text 'Welcome to the TOBY Awards'. A horizontal line separates this from the main body of text, which includes a welcome message, a description of the awards, and information about the competition levels. At the bottom, there is a logo for 'THE HOME DEPOT PRO' and a footer line that reads 'ors the commercial real estate industry can bestow-enter your building today.'

\*Please note that if the system does not recognize your e-mail address, you will need to create a new account. Your account will need to be approved to continue the registration process. Once approved, you may log on at <https://toby.boma.org>.

## Step Two: Registering Your Building

- Select “Member Location” in the drop-down menu (this should be the LOCAL (if a local entry) or REGION (if a regional entry) in which you are submitting your entry.
- Review the contact information and make any necessary updates.
- Confirm your e-mail address and ensure you have completed all required fields indicated with an asterisk.
- Click “Register” to successfully register your building.

### Online Registration

We have loaded your profile information from Boma.org. If you need to correct or update something please do it below.

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BOMA Membership Location:  
BOMA International ▼

First Name  
Sherril \*

Last Name  
Jackson \*

Company Name  
BOMA International \*

e-Mail  
sjackson@boma.org \*

e-Mail Confirmation  
\* \*

Address  
1101 15th Street, NW \*

Address 2  
Suite 800

City  
Washington \*

State/Province\*  
District of Columbia ▼

Postal Code  
20005 \*

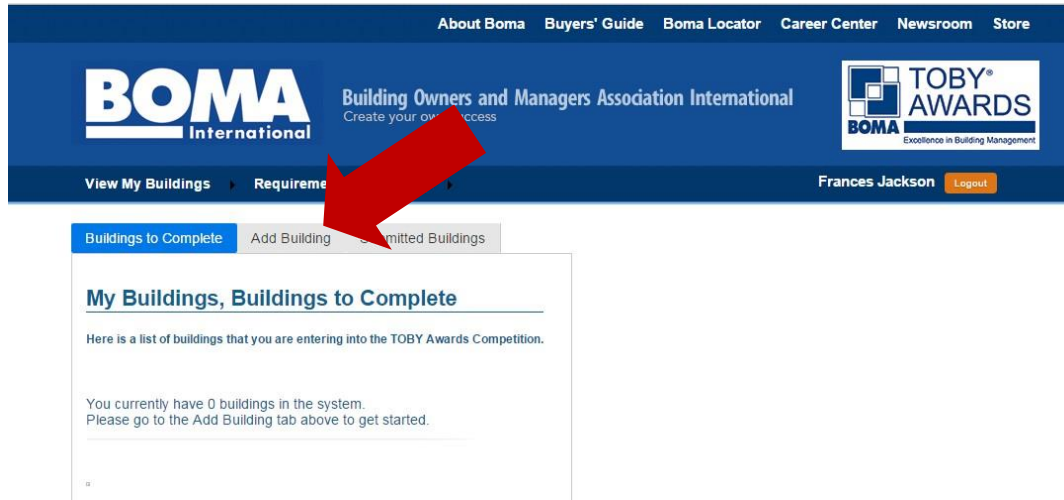
Country  
UNITED STATES ▼ \*

BOMA International ID  
1396116 \*

[Register](#)

## Step Three: Registering Your Building

- Once you have registered, you should see the following screen.



- Click “Add Building” to begin your entry submission.
- If our system does not recognize you as an active member, in good standing, you will receive the following screen and your membership will need to be verified by your local BOMA before proceeding.



Thank you for applying for Toby. We will approve your account and notify you as soon as possible

## Step Four: Registering Your Building

- Read and understand the Terms and Conditions before adding your building and verify that you have read the Eligibility Requirements.
- Select the category in which you are entering your building in the drop-down menu.
- Answer the eligibility questions for your category and press “continue”.

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ageBuilding.aspx?index2=0&index=0&bldngIndex=1&c=0

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About Boma Buyers' Guide Boma Locator Career Center Newsroom Store

**BOMA** International Building Owners and Managers Association International Create your own success

**TOBY AWARDS** BOMA Excellence in Building Management

View My Buildings Requirements and Forms Frances Jackson Logout

Buildings to Complete **Add Building** Submitted Buildings

### Building Information

Online Registration

Step1: Read and Understand all [Terms and Conditions of Entry](#)

Step2: Select the Building Category.

Step3: Answer the Category Eligibility Questions.

Step4: If all of your Eligibility Questions are correct, proceed to add your building.

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**Eligibility Requirements:**  
 I understand the eligibility requirements outlined in the TOBY Terms and Conditions of Entry.

**Building Category:**  
Under 100,000 sq. feet  [What Building should I choose?](#)

**Eligibility:**

**AnswerQuestion**

Yes 1. Does your entry have at least 50 percent office space as measured by the BOMA standards?

Yes 2. Has the building been occupied for at least one full year from the date of occupancy of the first tenant by June 15, 2016 with a minimum of 12 months of building operations?

Yes 3. Has this building won the category in which it is being entered at the National/International level within the past five years?

Yes 4. Has the building won a different National/International TOBY category within the past three years?

Yes 5. Is this building, or its management team, a member in good standing with both BOMA International and the appropriate local BOMA association?

Yes 6. Is this building being entered in only one TOBY category?

## Step Five: Registering Your Building

- Enter your building information
- Select the cycle – If entering at the local level the select your local BOMA. If entering at the regional level, select your region. (This is important in ensuring your entry is pulled correctly for judging.)
- Building Manager and Point of Contact (POC) can be the same person.
- POC should be the person that can be contacted to answer any questions regarding your TOBY submission.



Buildings to Complete **Add Building** Submitted Buildings

### Building Information

Online Registration

Enter the Information for Your Building

\* = Required Field

Building Name

Year Built

Year Renovated  (if applicable)

Select the cycle

Is this a single building or multiple buildings entry?  
 Single Building  Multiple Buildings

Building Address Address:

Address 2:

City:

State/Province:

Zip:

Building Contacts

Owner:  Management Company:

## Step Six: Submitting Entry Details

- After registering your building, you may begin entering data in each of the sections specified in the TOBY Entry Requirements.

Navigation bar for BOMA International TOBY Awards. It includes links for About Boma, Buyers' Guide, Boma Locator, Career Center, Newsroom, and Store. The BOMA International logo is on the left, and the TOBY AWARDS logo is on the right. Below the logos, there are navigation options: Admin, Requirements and Forms, and a user profile for Anita Smith with a Logout button.

Portfolio Specifications

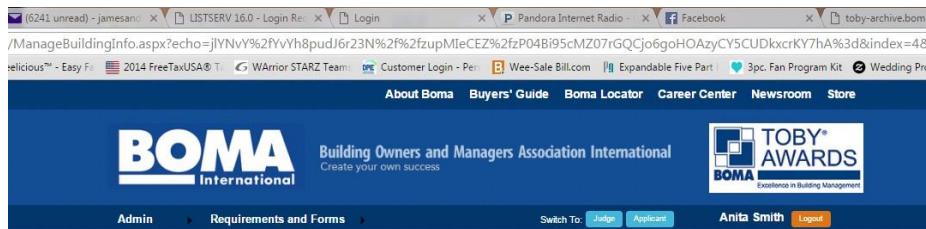
### Anita Test Building 3

| Status       | Category   | Edit Info |
|--------------|--|-----------|
| ✓ Complete   | Building Description - 1 Point                           |           |
| ✗ Incomplete | Building Standards - 3 Points                            |           |
| ✗ Incomplete | Competition Photographs - 1 Point                        |           |
| ✗ Incomplete | Award Ceremonies Photographs                             |           |
| ✗ Incomplete | Community Impact - 15 Points                             |           |
| ✗ Incomplete | Tenant Relations/Communications - 15 Points              |           |
| ✗ Incomplete | Energy Conservation - 20 Points                          |           |
| ✗ Incomplete | Environmental, Regulatory and Sustainability - 15 Points |           |
| ✗ Incomplete | Emergency Preparedness/Life Safety - 15 Points           |           |
| ✗ Incomplete | Training for Building Personnel - 15 Points              |           |



## Step Seven: Submitting Entry Details

- Select a portfolio category by clicking the “Edit Info” icon and begin entering your building’s data.
- It is important to take note of the word count limitations, file type and number of documents allowed in each section.
- It is suggested that you begin your entry in MSWord and copy and paste your text into the appropriate fields.
- Once you have successfully completed a portfolio category, the status will indicate “Complete.”



Portfolio Specifications

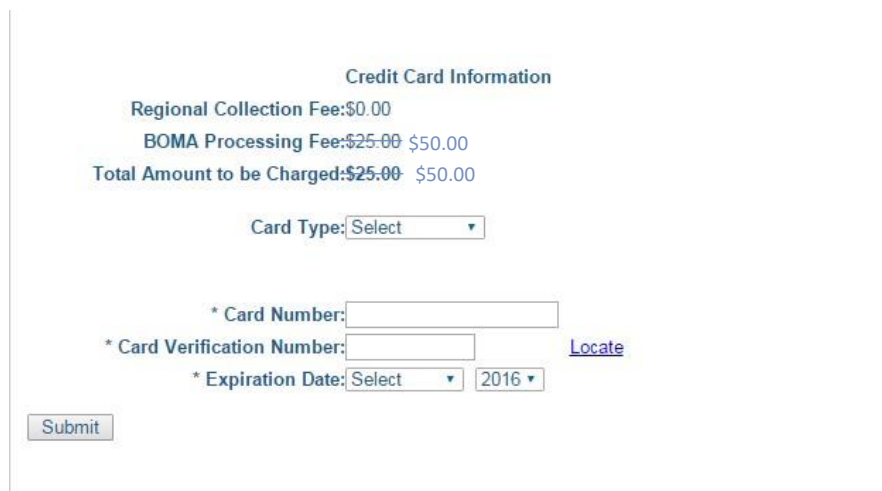
**Anita Test Building 3**

| Status       | Category   | Edit Info |
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| ✓ Complete   | Building Description - 1 Point                           |           |
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| ✗ Incomplete | Competition Photographs - 1 Point                        |           |
| ✗ Incomplete | Award Ceremonies Photographs                             |           |
| ✗ Incomplete | Community Impact - 15 Points                             |           |
| ✗ Incomplete | Tenant Relations/Communications - 15 Points              |           |
| ✗ Incomplete | Energy Conservation - 20 Points                          |           |
| ✗ Incomplete | Environmental, Regulatory and Sustainability - 15 Points |           |
| ✗ Incomplete | Emergency Preparedness/Life Safety - 15 Points           |           |
| ✗ Incomplete | Training for Building Personnel - 15 Points              |           |



## Step Eight: Submitting Entry Details

- In order to successfully submit your entry, all portfolio categories/sections must be marked “Complete.”
- Once all of your data has been entered, you will be given the option to submit your building. Do not hit submit until you are sure that your information is accurate and complete. No modifications can be made after the information is submitted.
- At this point, you will also be asked to make payment of all applicable fees including any additional regional fees that may apply if you are submitting a regional entry.



Credit Card Information

Regional Collection Fee:\$0.00  
BOMA Processing Fee:~~\$25.00~~ \$50.00  
Total Amount to be Charged:~~\$25.00~~ \$50.00

Card Type: Select ▾

\* Card Number:

\* Card Verification Number:  [Locate](#)

\* Expiration Date: Select ▾ 2016 ▾

- Once payment has been made, your building has been successfully registered.

## **Fee Schedule:**

**Local Submission Fee: \$50**

**Regional Submission Fee: \$50 (if not submitted online locally first), plus \$325 and any region fees (if applicable to your region).**

## **Additional Information:**

- **If your building wins on the regional level, your building name is submitted by your regional administrator for the International competition. Entry may not be modified at this point in the competition.**
- **You're done! Winners will be announced during the TOBY Awards Ceremony held during the Annual Conference each year in June.**