

TOBY Awards Online Application Process

www.tobyawards.org

The Outstanding Building of the Year (TOBY®) Awards are the most prestigious and comprehensive programs of their kind in the commercial real estate industry recognizing quality in office buildings and rewarding excellence in office building management.

During the competitions, all facets of a building's operations are thoroughly evaluated. Buildings are judged on everything from community involvement and site management to environmental and "green" policies and procedures.

LEVELS OF COMPETITION

The competition consists of three levels. The competition begins at the BOMA local association level, winning entries advance from there to the regional level and, finally, regional winners advance to the international level. The international TOBY Awards are presented at the BOMA International Conference in June each year.

REGIONAL AND INTERNATIONAL ENTRY FEES

A total of \$300 in entry fees will be paid to BOMA International for each submission entering the regional competition. These fees will be collected during the online submission process. Fees are broken down as follows:

- A \$25 data-submission fee will be collected for each building added to the online system. Buildings may be added regardless of whether they have won at the local level or not. **Adding a building does not enter that building in the regional or international competitions.**
- A \$275 entry fee must be paid in order to submit a building for consideration in the regional and international competitions.

An additional regional competition fee may apply. If applicable the regional competition fee will be collected online along with the \$275 entry fee above.

Step One: Registering Your Building

- Go to www.tobyawards.org
- Click “Register” to add your building to the TOBY database



The screenshot shows the BOMA International website. The header includes the BOMA International logo and navigation links for Press Room, Buyers' Guide, and Career. A secondary navigation bar contains links for ABOUT, ADVOCACY, EDUCATION, EVENTS, GET INVOLVED, MEMBERSHIP, NEWS, RESOURCES, and STORE. Below this is a login section with e-Mail and password fields. The main content area is titled "Welcome to the TOBY Awards" and includes a welcome message, a description of the awards, and information about the competition levels and entry fees. A red arrow points to the "Register" link in the left sidebar.

BOMA INTERNATIONAL

Press Room | Buyers' Guide | Career

ABOUT | ADVOCACY | EDUCATION | EVENTS | GET INVOLVED | MEMBERSHIP | NEWS | RESOURCES | STORE

e-Mail: password:

Welcome

- Requirements
- About TOBY
- History
- Register

Program Materials

- Binder Tabs - Earth
- Binder Tabs - TOBY
- Building Inspection Form
- Building Inspection Form - Industrial
- Judging Sheet
- Judging Sheet - Earth
- Judging Sheet - Industrial
- Terms and Conditions

Welcome to the TOBY Awards

Welcome to BOMA International's TOBY Awards online application.

The Office Building of the Year (TOBY) Awards are the most prestigious and comprehensive programs of their kind in the commercial real estate industry recognizing quality in office buildings and rewarding excellence in office building management.

During the competitions, all facets of a building's operations are thoroughly evaluated. Buildings are judged on everything from community involvement and site management to environmental and "green" policies and procedures.

LEVELS OF COMPETITION

The competition consists of three levels. The competition begins at the BOMA local association level, winning entries advance from there to the regional level and, finally, regional winners advance to the international level. The international TOBY Awards will be presented at the BOMA International Conference in Long Beach, California, June 27-29, 2010.

Celebrate the highest honors the commercial real estate industry can bestow-enter your building today.

LOCAL ENTRY FEES AND DEADLINES

[Please contact your local association concerning local entry fees and deadlines.](#)

REGIONAL AND INTERNATIONAL ENTRY FEES

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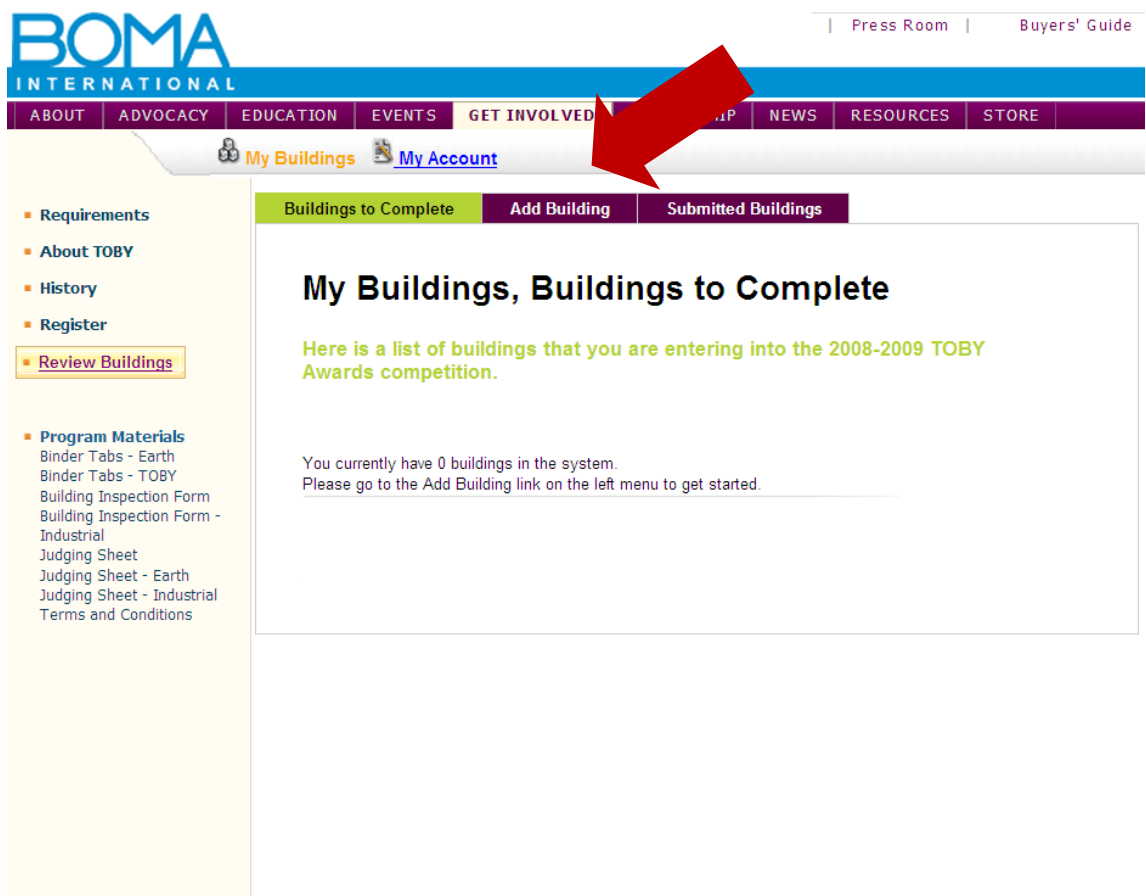
Step Two: Registering Your Building

- Enter all required information marked by an asterisk “*”
- You will need your BOMA International ID number. If you do not know your ID number, contact BOMA International at membership@boma.org.
- Click “Register” to successfully register your building.

The screenshot displays the BOMA International website's registration page. At the top, the BOMA International logo is on the left, and navigation links for 'Press Room', 'Buyers' Guide', and 'Caree' are on the right. Below the logo is a horizontal menu with categories: ABOUT, ADVOCACY, EDUCATION, EVENTS, GET INVOLVED, MEMBERSHIP, NEWS, RESOURCES, and STORE. A search bar with 'e-Mail:' and 'password:' labels is positioned below the menu. On the left side, a vertical navigation menu lists: Welcome, Requirements, About TOBY, History, Register, Program Materials (with sub-links for Binder Tabs - Earth, Binder Tabs - TOBY, Building Inspection Form, Building Inspection Form - Industrial, Judging Sheet, Judging Sheet - Earth, Judging Sheet - Industrial, and Terms and Conditions), and a BOMA International logo at the bottom. The main content area is titled 'BOMA Member Information' with a sub-section 'Online Registration'. The registration form includes the following fields: First Name, Last Name, Company Name, e-Mail, e-Mail Confirmation, Address, Address 2, City, State* (a dropdown menu), Postal Code, Country (a dropdown menu with 'UNITED STATES' selected), BOMA International ID, Create Password, and Confirm Password. A 'Register' button is located at the bottom of the form. The footer of the page contains the copyright notice '©2010 BOMA International'.

Step Three: Registering Your Building

- You may complete the registration process by adding your building(s) entry.
- Click “Add Building”





The screenshot displays the BOMA International website interface. At the top, the BOMA International logo is on the left, and links for 'Press Room' and 'Buyers' Guide' are on the right. A navigation bar contains links for 'ABOUT', 'ADVOCACY', 'EDUCATION', 'EVENTS', 'GET INVOLVED', 'MEMBERSHIP', 'NEWS', 'RESOURCES', and 'STORE'. Below this, there are links for 'My Buildings' and 'My Account'. A red arrow points to the 'Add Building' button in the 'My Buildings' section. The main content area is titled 'My Buildings, Buildings to Complete' and includes a message: 'Here is a list of buildings that you are entering into the 2008-2009 TOBY Awards competition.' Below this, it states: 'You currently have 0 buildings in the system. Please go to the Add Building link on the left menu to get started.'

BOMA
INTERNATIONAL

| Press Room | Buyers' Guide

ABOUT | ADVOCACY | EDUCATION | EVENTS | GET INVOLVED | MEMBERSHIP | NEWS | RESOURCES | STORE

 My Buildings  My Account

Requirements

About TOBY

History

Register

Review Buildings

Program Materials

- Binder Tabs - Earth
- Binder Tabs - TOBY
- Building Inspection Form
- Building Inspection Form - Industrial
- Judging Sheet
- Judging Sheet - Earth
- Judging Sheet - Industrial
- Terms and Conditions

Buildings to Complete | **Add Building** | Submitted Buildings

My Buildings, Buildings to Complete

Here is a list of buildings that you are entering into the 2008-2009 TOBY Awards competition.

You currently have 0 buildings in the system.
Please go to the Add Building link on the left menu to get started.

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.
- Answer the eligibility questions for your category.
- In order to be considered in the International competition, entries must have won on the local and regional level and have met all specifications outlined in the entry requirements and qualify in the category being entered.

The screenshot displays the BOMA International website interface. At the top, the BOMA International logo is on the left, and navigation links for 'Press Room' and 'Buyers' Guide' are on the right. Below the logo is a purple navigation bar with links for 'ABOUT', 'ADVOCACY', 'EDUCATION', 'EVENTS', 'GET INVOLVED', 'MEMBERSHIP', 'NEWS', 'RESOURCES', and 'STORE'. Underneath this is a white bar with 'My Buildings' and 'My Account' links. The main content area is divided into three tabs: 'Buildings to Complete' (selected), 'Add Building', and 'Submitted Buildings'. On the left side of the main area is a sidebar menu with links for 'Requirements', 'About TOBY', 'History', 'Register', 'Review Buildings', and 'Program Materials' (which includes links for Binder Tabs, Building Inspection Forms, and Judging Sheets). The main content area is titled 'Building Information' and contains an 'Online Registration' section. It lists four steps: Step 1: Read and Understand all [Terms and Conditions of Entry](#); Step 2: Select the Building Category; Step 3: Answer the Category Eligibility Questions; Step 4: If all of your Eligibility Questions are correct, proceed to add your building. Below the steps is a section for 'Eligibility Requirements' with a checkbox and the text 'I have read and understand the Terms and Conditions of Entry. [...read](#)'. At the bottom, there is a 'Building Category:' label, a dropdown menu with 'Earth Awards' selected, and a 'Go' button.

Step Five: Registering Your Building

- Complete the online registration process by entering your building information.

The screenshot shows the BOMA International website's registration interface. The header includes the BOMA International logo and navigation links for Press Room and Buyers' Guide. A main navigation bar contains links for ABOUT, ADVOCACY, EDUCATION, EVENTS, GET INVOLVED, MEMBERSHIP, NEWS, RESOURCES, and STORE. Below this is a secondary navigation bar with 'My Buildings' and 'My Account' links. The left sidebar contains a menu with categories like Requirements, About TOBY, History, Register, Review Buildings, and Program Materials. The main content area is titled 'Building Information' and features a 'Building Information' section with an 'Online Registration' sub-section. The form prompts the user to 'Enter the Information for Your Building' and lists required fields with asterisks. The fields include: Building Name, Year Built, Year Renovated (if applicable), a selection for building region and locality, a radio button to specify if it's a single or multiple building entry, and a series of text boxes for address, ownership, management, and point of contact information (address, city, state, country, zip, phone, email, and confirm email).

BOMA INTERNATIONAL | Press Room | Buyers' Guide

ABOUT | ADVOCACY | EDUCATION | EVENTS | GET INVOLVED | MEMBERSHIP | NEWS | RESOURCES | STORE

My Buildings | My Account

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 building region and then locality: *

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

Address: *

Address 2:

City: *

State/Province: *

Owned By: *

Management Company: *

Building Manager: *

Point of Contact Information: *

POC Address: *

POC Address 2:

POC City: *

POC State: *

POC Country: *

POC Zip: *

POC Phone: *

POC Email: *

POC Email Confirm:

Step Six: Registering Your Building

- To finalize adding your building into the TOBY database, you must submit a \$25 data-submission fee for each building that you are entering.
- Adding your building does not automatically enter your building in to the regional and/or international competitions.

* Required Field

Billing Information

First Name: *

Middle Name:

Last Name: *

Address: *

City: *

State: *

Country: * *

Postal Code: *

Credit Card Information


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

Card Type: *

Card Number: *

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

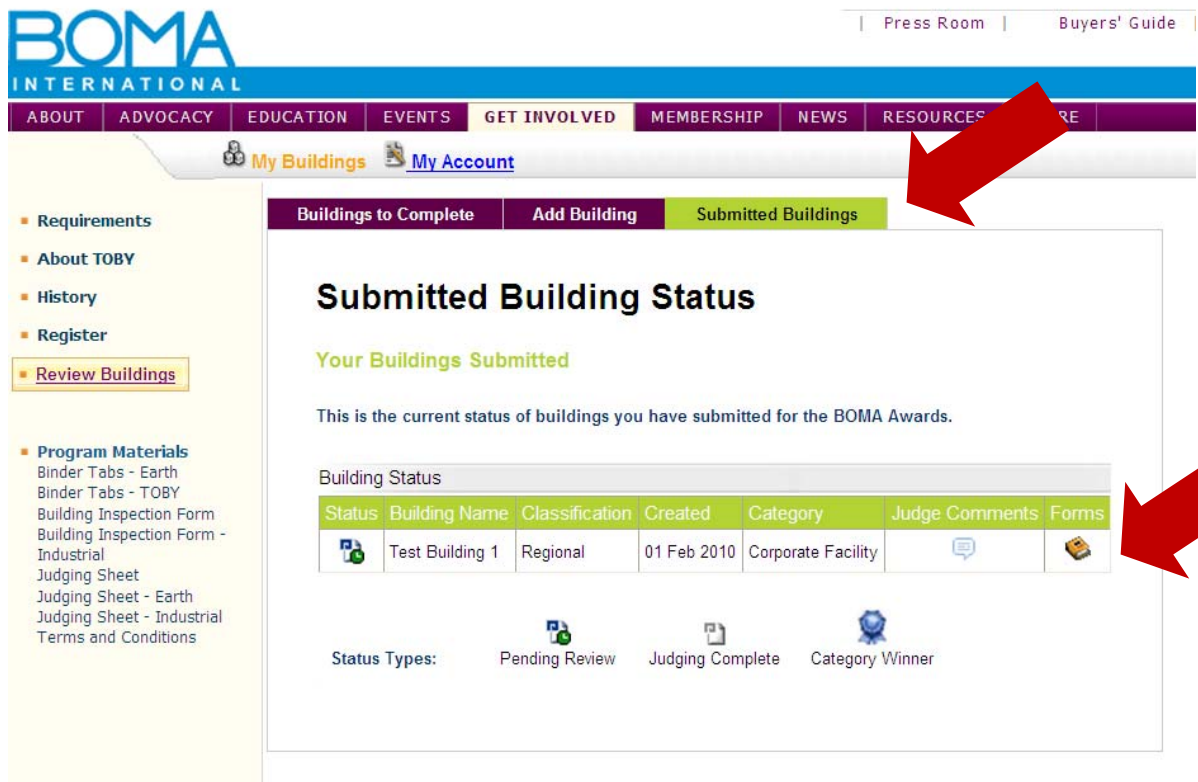
Expiration Date: 2010 *






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Step Seven: Submitting Entry Details

- Under the “Submitted Buildings” tab, you may access the portfolio specification information and begin entering your data by clicking the “Forms” icon.



The screenshot shows the BOMA International website interface. The top navigation bar includes links for Press Room and Buyers' Guide. Below this is a main menu with categories like ABOUT, ADVOCACY, EDUCATION, EVENTS, GET INVOLVED, MEMBERSHIP, NEWS, and RESOURCES. A secondary menu contains 'My Buildings' and 'My Account'. On the left, a sidebar lists various resources such as Requirements, About TOBY, History, Register, Review Buildings, and Program Materials. The main content area features three tabs: 'Buildings to Complete', 'Add Building', and 'Submitted Buildings'. The 'Submitted Buildings' tab is active, displaying the 'Submitted Building Status' section. This section includes a heading 'Your Buildings Submitted' and a note: 'This is the current status of buildings you have submitted for the BOMA Awards.' Below this is a table titled 'Building Status' with the following data:

Status	Building Name	Classification	Created	Category	Judge Comments	Forms
	Test Building 1	Regional	01 Feb 2010	Corporate Facility		

Below the table, there are three status type icons: Pending Review, Judging Complete, and Category Winner.

Step Eight: 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 character limitations, file type and number of documents allowed.
- 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.”

The screenshot shows the BOMA International website interface. The top navigation bar includes links for Press Room, Buyers' Guide, and Career. Below this is a main menu with categories like ABOUT, ADVOCACY, EDUCATION, EVENTS, GET INVOLVED, MEMBERSHIP, NEWS, RESOURCES, and STORE. The user is logged in as 'My Buildings' and 'My Account'. The main content area is titled 'Buildings to Complete' and 'Required Categories'. A table titled 'Portfolio Specifications' lists various categories with their status and an 'Edit Info' icon.

Status	Category	Edit Info
Incomplete	Community Impact - 15 Points	
Complete	Building Description - 1 Point	
Incomplete	Competition Photographs - 1 Point	
Incomplete	Building Standards - 2 Points	
Incomplete	Tenant Relations - 15 Points	
Complete	Training for Building Personnel - 15 Points	
Incomplete	Award Ceremonies Photograph	
Incomplete	Environmental, Regulatory and Sustainability - 15 Points	
Incomplete	Typical Floor Plan & Site Plan - 1 Point	
Incomplete	Emergency Preparedness & Security Standards - 15 Points	
Complete	Energy Conservation - 20 Points	

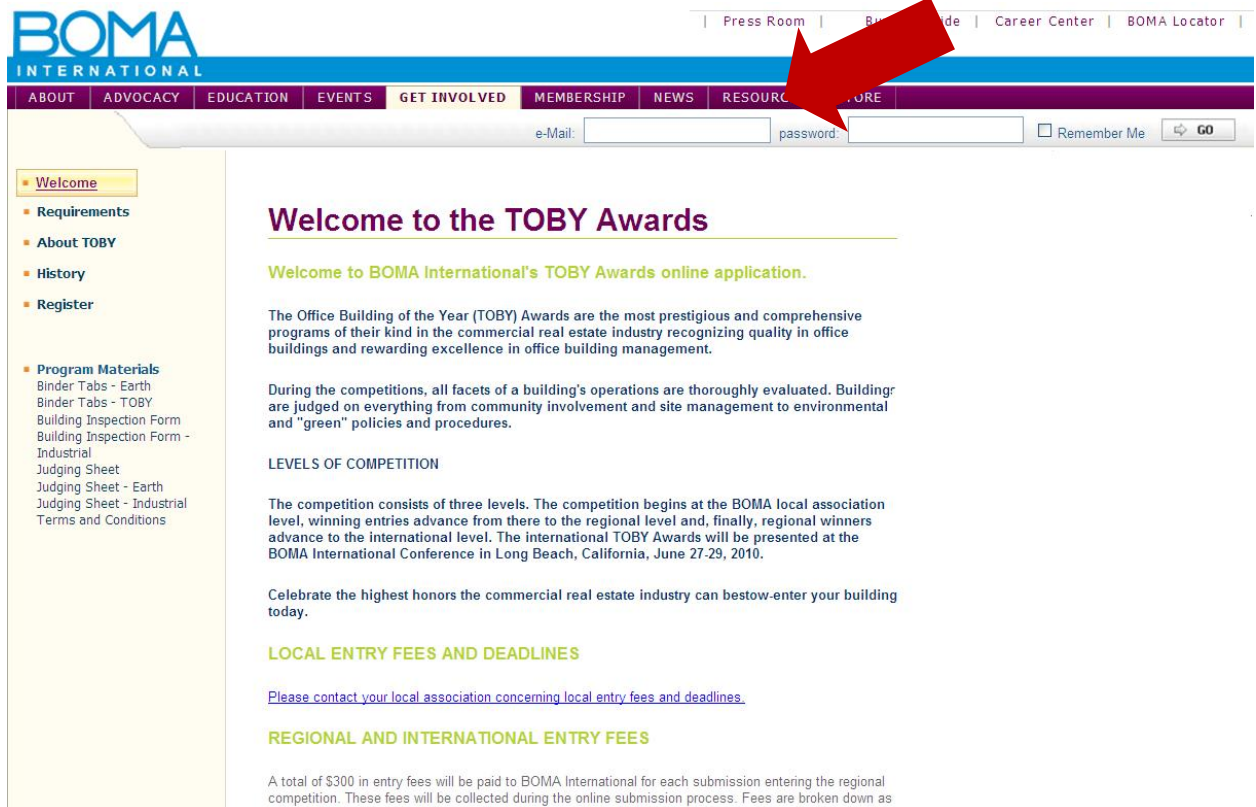
©2010 BOMA International

Step Nine: Submitting Entry Details

- **In order to successfully submit your entry, all portfolio categories 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 pay the remaining \$275 entry fee and any regional fees (if applicable).**
- **Be sure to submit your building entry prior to your region’s entry deadline, which can be found at www.tobyawards.org.**
- **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.**

Special Notes

- When logging back into the TOBY website, use your e-mail address and password created during the initial registration process, log in to the TOBY Portal at www.tobyawards.org
- If you have forgotten your password, enter “x” into the password field and it will prompt you to the “Forgot Your Password” screen.



BOMA
INTERNATIONAL

Press Room | Building | Career Center | BOMA Locator

ABOUT | ADVOCACY | EDUCATION | EVENTS | GET INVOLVED | MEMBERSHIP | NEWS | RESOURCES | MORE

e-Mail: password: Remember Me

Welcome

- Requirements
- About TOBY
- History
- Register

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Special Notes

- **The TOBY website will time out after 30 minutes of inactivity. If you haven't been using the system for a while, just log out and log back in. The system will reset.**

(Note the system does not recognize typing into the fields as activity. Activity is recognized by clicking through fields and adding attachments.)

- **Work on your information in MS Word and then paste them in the portal when you're satisfied with them. This provides you with a backup of your information if the system times out.**
- **Prepare early. Don't wait until the week of the deadline.**