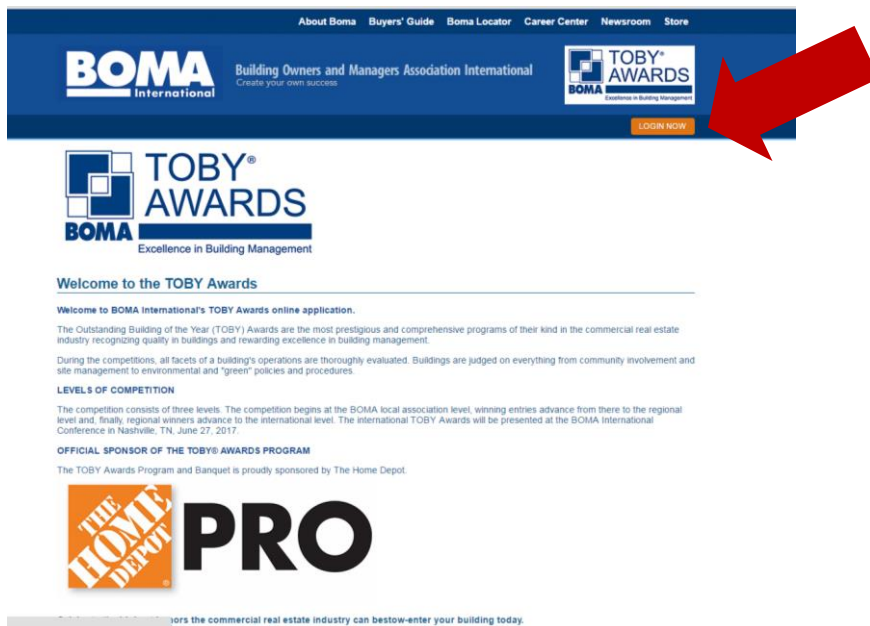


Step One: Registering Your Building

- 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)



The screenshot shows the website for the Toby Awards, part of BOMA International. The top navigation bar includes links for 'About Boma', 'Buyers' Guide', 'Boma Locator', 'Career Center', 'Newsroom', and 'Store'. The main header features the BOMA International logo with the tagline 'Building Owners and Managers Association International' and 'Create your own success'. To the right is the Toby Awards logo with the tagline 'Excellence in Building Management'. A red arrow points to an orange 'LOGIN NOW' button. Below the header is a large Toby Awards logo. The main content area is titled 'Welcome to the TOBY Awards' and contains the following text:

Welcome to BOMA International's TOBY Awards online application.
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 buildings and rewarding excellence in 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 Nashville, TN, June 27, 2017.

OFFICIAL SPONSOR OF THE TOBY AWARDS PROGRAM
The TOBY Awards Program and Banquet is proudly sponsored by The Home Depot.

The Home Depot logo is displayed next to the word 'PRO' in large, bold letters. At the bottom of the page, a small line of text reads: 'ors the commercial real estate industry can bestow-enter your building today.'

*Please note that if the system does not recognize, 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 dropdown 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.

BOMA Membership Location:
BOMA International

First Name
Sheri

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

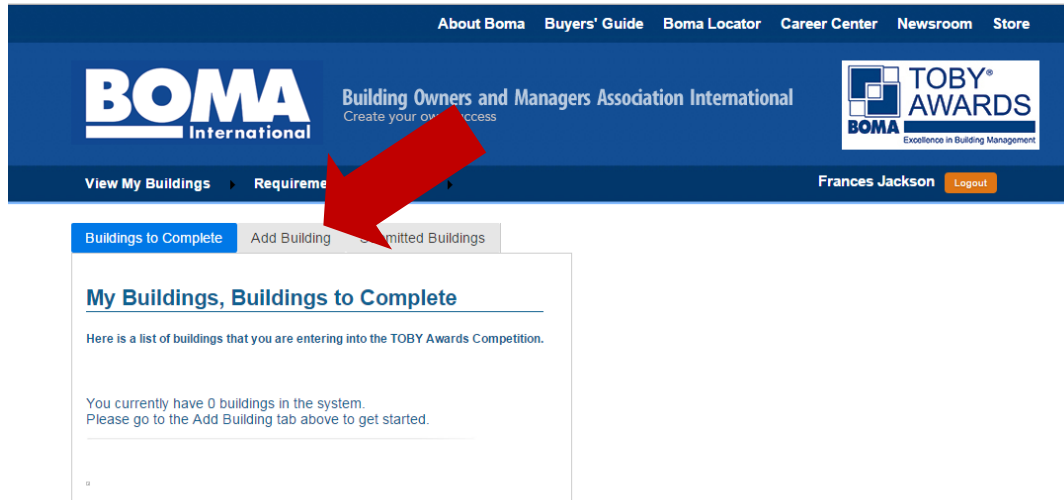
Country
UNITED STATES

BOMA International ID
1396116

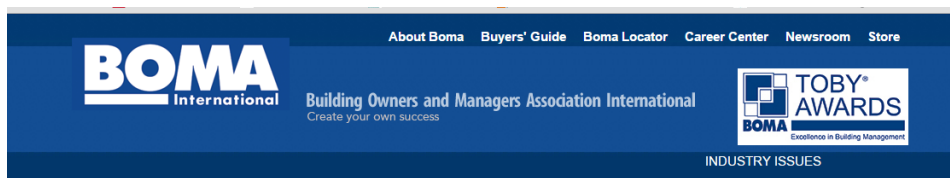
Register

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.

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?

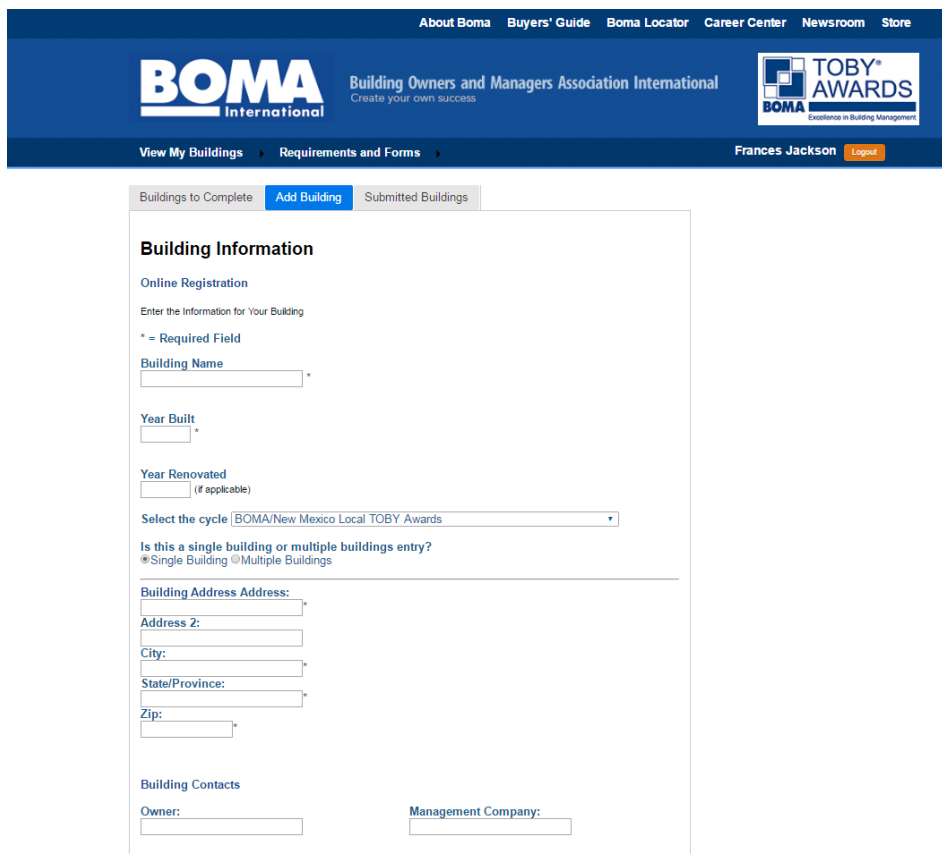
Yes 4. Has the building won a different National/International TOBY category within the past three years?

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.



The screenshot displays the BOMA International website's registration interface. The top navigation bar includes links for 'About Boma', 'Buyers' Guide', 'Boma Locator', 'Career Center', 'Newsroom', and 'Store'. The main header features the BOMA International logo with the tagline 'Building Owners and Managers Association International' and 'Create your own success', alongside the TOBY AWARDS logo with the tagline 'Excellence in Building Management'. Below the header, there are navigation links for 'View My Buildings', 'Requirements and Forms', and a user profile for 'Frances Jackson' with a 'Logout' button.

The main content area is titled 'Buildings to Complete' and contains three tabs: 'Buildings to Complete', 'Add Building', and 'Submitted Buildings'. The 'Add Building' tab is active, showing the 'Building Information' form. The form includes the following fields and options:

- Online Registration:** A heading for the registration section.
- Enter the information for Your Building:** A sub-heading for the form.
- * = Required Field:** A note indicating which fields are mandatory.
- Building Name:** A text input field with an asterisk.
- Year Built:** A text input field with an asterisk.
- Year Renovated:** A text input field with '(if applicable)' and an asterisk.
- Select the cycle:** A dropdown menu currently set to 'BOMA/New Mexico Local TOBY Awards'.
- Is this a single building or multiple buildings entry?:** Radio buttons for 'Single Building' (selected) and 'Multiple Buildings'.
- Building Address Address:** A text input field with an asterisk.
- Address 2:** A text input field.
- City:** A text input field with an asterisk.
- State/Province:** A text input field with an asterisk.
- Zip:** A text input field with an asterisk.
- Building Contacts:** A section for contact information.
- Owner:** A text input field.
- Management Company:** A text input field.

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. 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

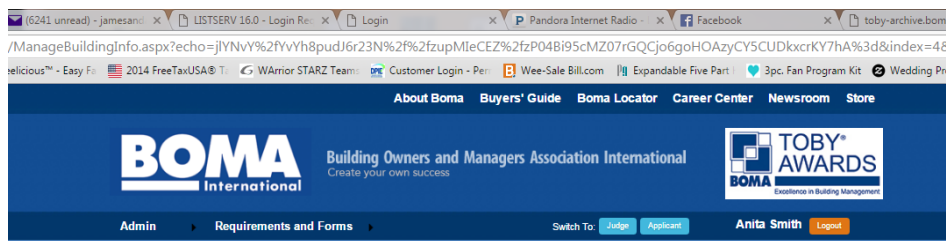
Anita Test Building 3

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.”



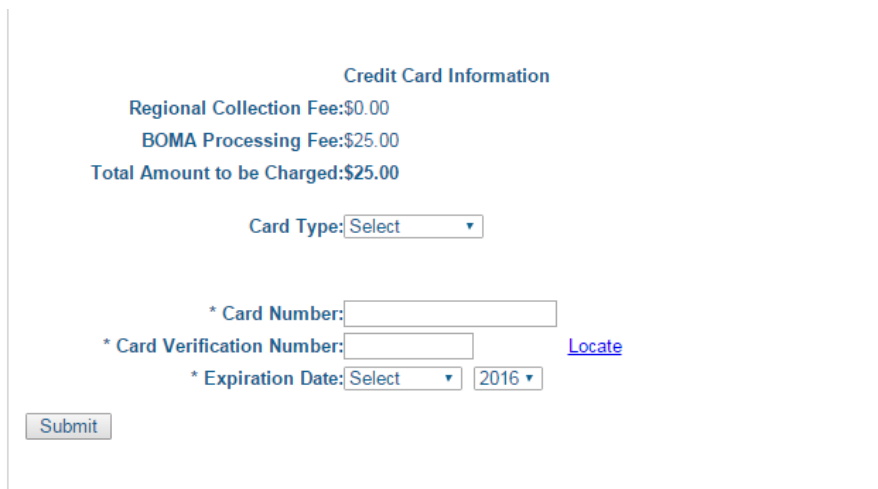
Portfolio Specifications

Anita Test Building 3

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✘ 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
Total Amount to be Charged:\$25.00

Card Type:

* Card Number:

* Card Verification Number: [Locate](#)

* Expiration Date:

- 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.