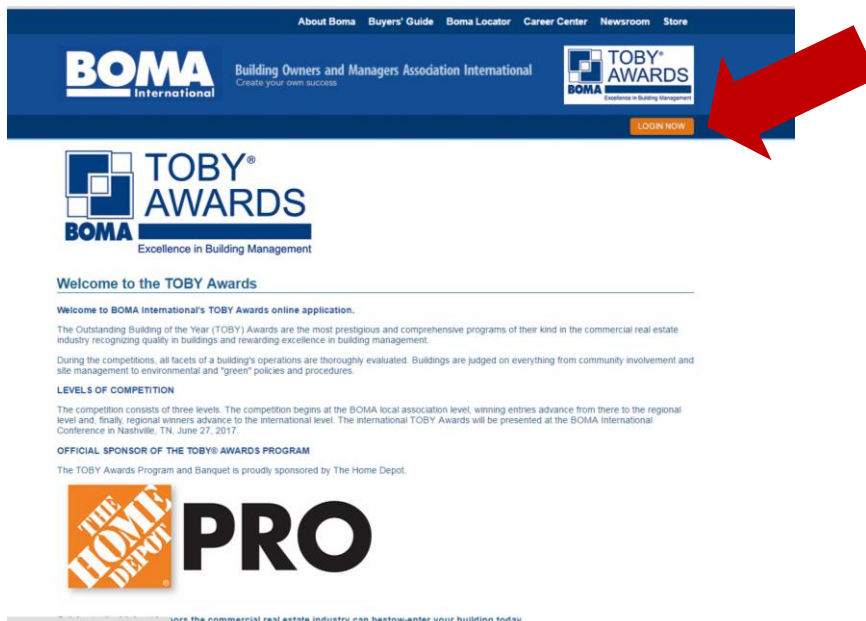


## Step One: Registering Your Building

- 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)



\*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.

BOMA Membership Location:  
BOMA International ▼

First Name  
Sherri \*

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 \*

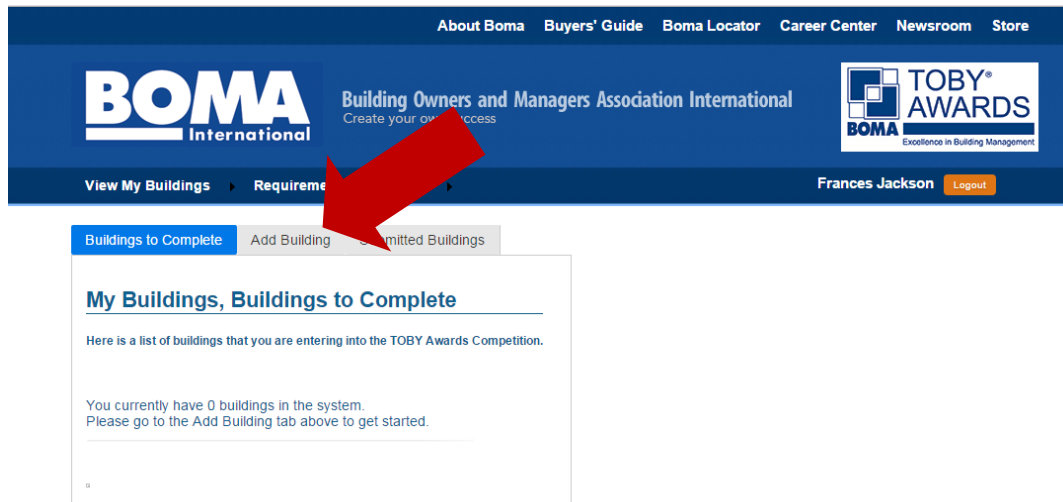
Country  
UNITED STATES ▼ \*

BOMA International ID  
1396116 \*

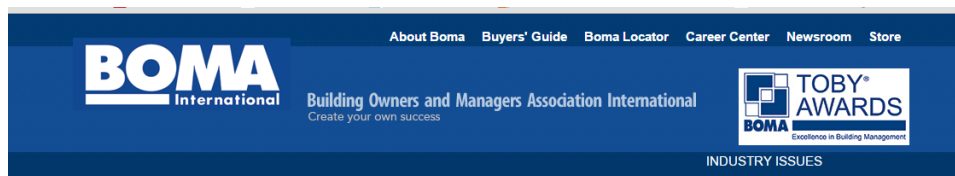
Register

## 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”.

The screenshot shows a web browser window with multiple tabs. The active tab displays the BOMA International website. The header includes navigation links: About Boma, Buyers' Guide, Boma Locator, Career Center, Newsroom, and Store. The main banner features the BOMA International logo and the TOBY Awards logo. Below the banner, there are links for 'View My Buildings' and 'Requirements and Forms', and a user profile for 'Frances Jackson' with a 'Logout' button.

Below the main navigation, there are three tabs: 'Buildings to Complete', 'Add Building' (which is highlighted), and 'Submitted Buildings'. The 'Add Building' tab contains the following sections:

**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**

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

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?

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

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

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

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 'Add Building' registration form. The header includes navigation links: 'About Boma', 'Buyers' Guide', 'Boma Locator', 'Career Center', 'Newsroom', and 'Store'. The BOMA International logo is prominently displayed, along with the tagline 'Building Owners and Managers Association International' and 'Create your own success'. To the right, the 'TOBY AWARDS' logo is shown with the tagline 'BOMA Excellence in Building Management'. Below the header, a user profile for 'Frances Jackson' is visible with a 'Logout' button. The main content area features a tabbed interface with 'Buildings to Complete', 'Add Building' (selected), and 'Submitted Buildings'. The 'Add Building' tab contains the 'Building Information' section, which includes a sub-header 'Online Registration' and the instruction 'Enter the Information for Your Building'. A legend indicates that an asterisk (\*) denotes a required field. The form fields include: 'Building Name' (required), 'Year Built' (required), 'Year Renovated' (if applicable), 'Select the cycle' (a dropdown menu currently showing 'BOMA/New Mexico Local TOBY Awards'), 'Is this a single building or multiple buildings entry?' (a radio button selection between 'Single Building' and 'Multiple Buildings'), 'Building Address Address:' (required), 'Address 2:', 'City:', 'State/Province:', and 'Zip:' (all required). Below these fields is the 'Building Contacts' section, which includes 'Owner:' and 'Management Company:' fields.

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 BOMA/New Mexico Local TOBY Awards

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.



Portfolio Specifications

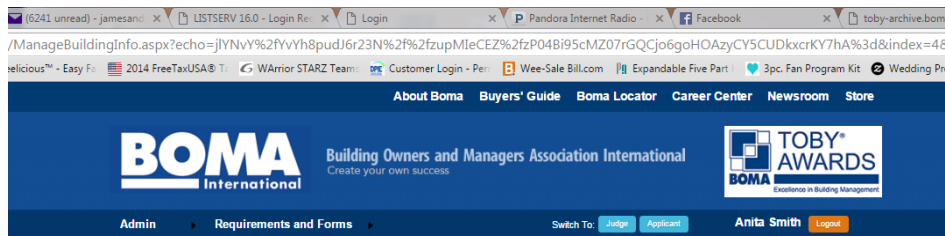
**Anita Test Building 3**

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

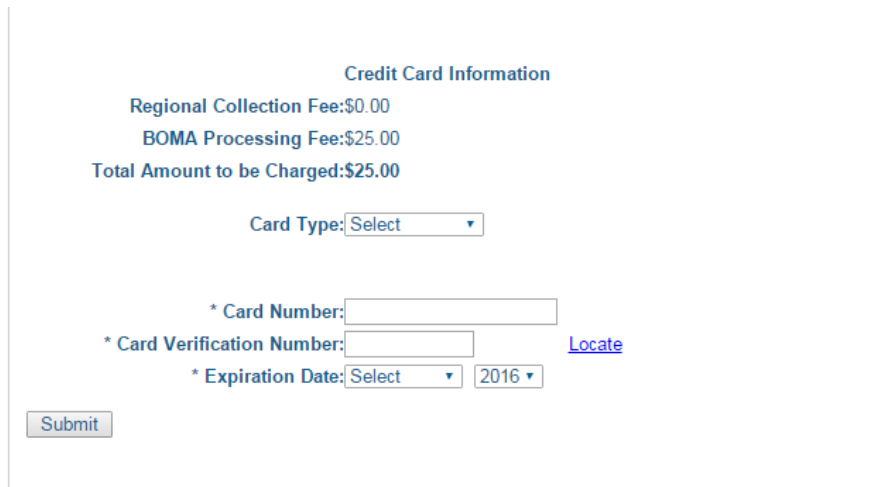
- Select a portfolio category by clicking the “Edit Info” icon and begin entering your building’s data.
- It is important to take note of the word count limitations, file type and number of documents allowed in each section.
- It is suggested that you begin your entry in MSWord and copy and paste your 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
✓ 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 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.**