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)
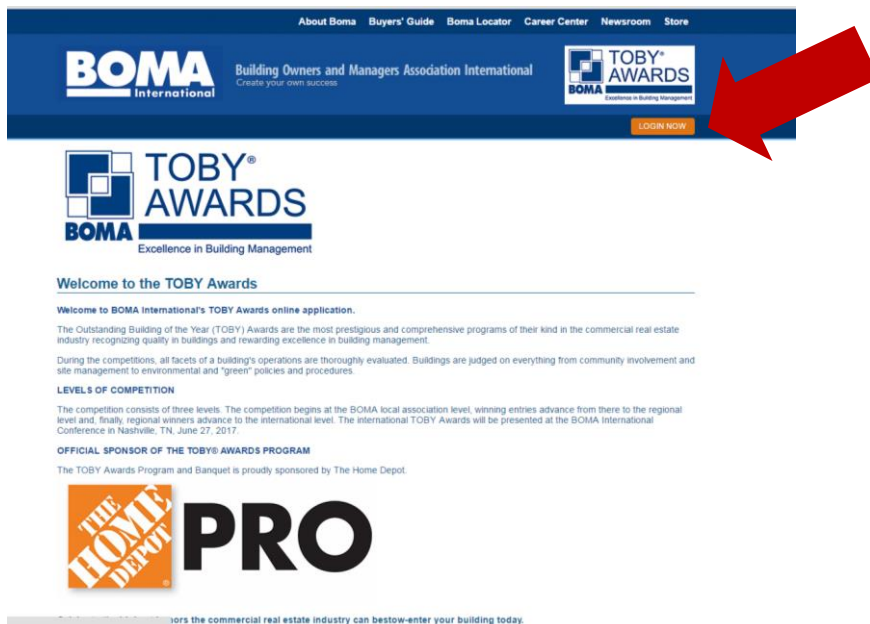
*Please note that if the system does not recognize, you will need to create a new account. Your account will need to be approved by BOMA International and your local BOMA association in order to continue the registration process. Once approved, you may log on at https://toby.boma.org.

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
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 *

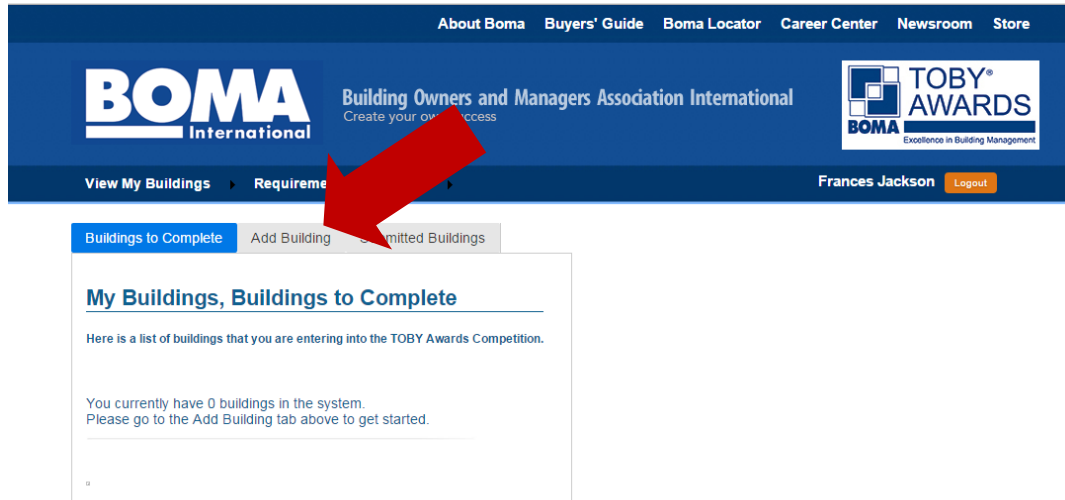State/Province*
District of Columbia

Postal Code
20005 *

Country
UNITED STATES *

BOMA International ID
1396116 *

Register

Step Three: Registering Your Building

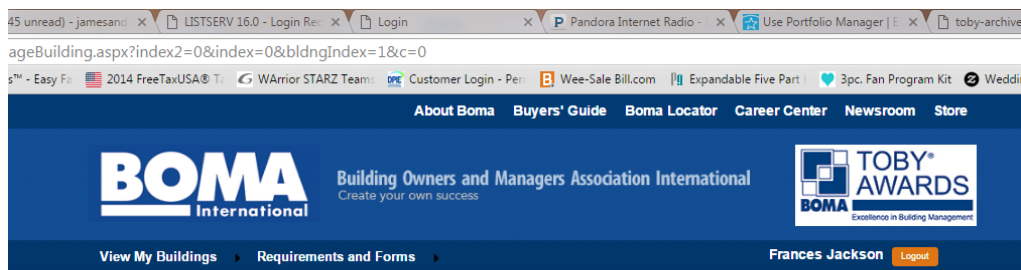- Once you have registered, you should see the following screen.

- 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.
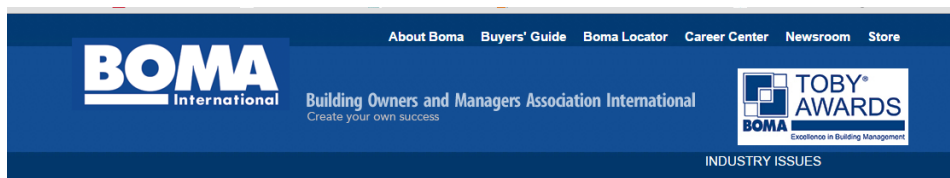
Step Four: Registering Your Building

- **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".**

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.

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.

Step Seven: Submitting Entry Details
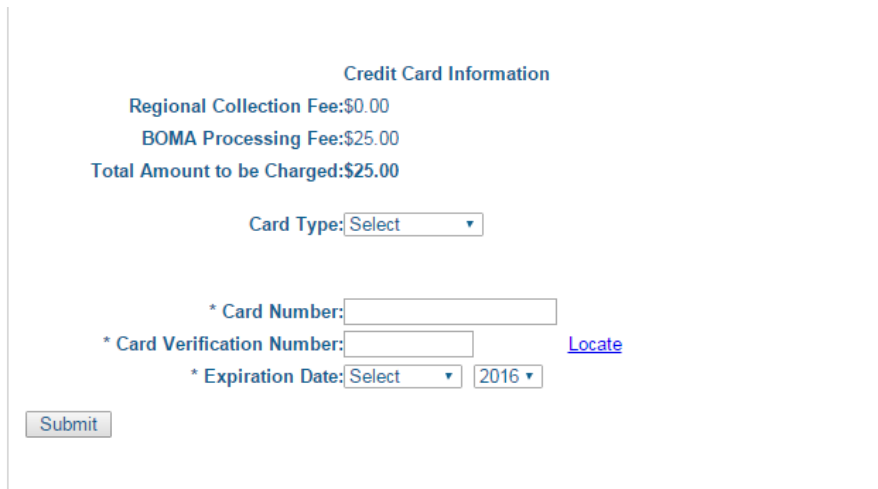
- Select a portfolio category by clicking the "Edit Info" icon and begin entering your building's data.

- 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."

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: Select ▾

* Card Number: [   ]
* Card Verification Number: [   ]   Locate
* Expiration Date: Select ▾ 2016 ▾

Submit

- 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.