

THE 2018 OAA AWARDS



Online Nomination Walkthrough 2018 OAA Awards

Step 1: Create Account Profile

You'll need to provide a contact name, mailing address, phone and e-mail address. You'll have the opportunity to assign an 'administrative assistant' to be copied on all submission e-mails. The nominator's company name and profession/title also need to be entered during this step.

Step 2: Start New Application

You'll need to enter the nominee's name and select the award category you are submitting the nomination for (1 of 6 options). All the OAA Award categories are listed in a drop down menu and a description is available for each award by clicking the "view descriptions of the categories here" link within the form.

After completing this step you'll be taken to a page containing a task list with various sections. As you complete the sections of the form, a green checkmark will appear to indicate completion. Once all tasks are complete, you can preview your nomination before clicking 'submit' to finalize your nomination. You may leave and come back to the nomination at any time before finalizing and submitting it.

The task list looks like this:

The screenshot shows a 'TASK LIST' interface. At the top, there is a red checkmark icon and the title 'TASK LIST'. Below this, a blue information icon is followed by instructions: 'Please click on each task below to enter the requested information. Once completed, the task will then appear with a large green check mark.' A red note states: 'NOTE: All Submissions will be reviewed to confirm eligibility and completeness. Any ineligible or incomplete submissions will be disqualified.' A blue link says 'Click here to view descriptions of the Award categories.' Below a horizontal line, submission details are shown: 'Submission ID: 399819', 'Design 123', 'Award Category: Design Excellence', and 'Submission Status: Active'. A 'Save Nomination' button is on the right. The task list consists of eight items, each with an icon and a description:

- 1. Eligibility Verification**
Click here to complete Eligibility Verification.
- 2. Credit of Authorship**
Please complete the Credit of Authorship details.
- 3. Credit of Authorship Practice Details**
Click here to add all practices involved in the project.
- 4. Project Information**
Please provide the Project Information in this section.
- 5. Detailed Description of the Project**
Please complete a detailed description of the scope of work and illustrate how the project responds to the five award criteria.
- 6. Sustainable Design**
Complete additional questions related to the sustainability of the project. If any questions do not apply to your project, simply type or select N/A when required to complete the task.
- 7. Sustainable Design Upload**
Upload applicable PDF files to illustrate the sustainability of the project. If not applicable to your project, enter task and complete first question to opt out.
- 8. Upload Images / Electronic Files**
Click here to upload required images/electronic files.

Step 3: Complete the sections of the Task List for your Award Category. (Task lists will vary depending on the award category you are submitting to.)

The Example provided below is for the **Design Excellence** Category:

1. Eligibility Verification

Complete questions to verify that all eligibility requirements have been met.

2. Credit of Authorship

Complete to identify if the project was a joint venture and to confirm all of the authors/practices involved in the project.

3. Credit of Authorship Practice Details

List all practices involved in the project. You will be adding the Practice contact along with Practice Name. Click the 'Save Practice' button at the top of the page once complete.

4. Project Information

Project Name, Date of Completion, Location and Value.

5. Detailed Description of the Project

Complete a detailed description of the scope of work and illustrate how the project responds to the five awards criteria.

6. Sustainable Design

Complete additional questions related to the sustainability of the project. If any questions do not apply to your project, simply type or select N/A when required to complete the task.

7. Sustainable Design Uploads

Upload applicable PDF files to illustrate the sustainability of the project. If not applicable to your project, enter task and complete first question to opt out.

8. Upload Images / Electronic Files

Using the tool built into the form, upload your project images and drawings. (site plan and min. 5, max. 10 images). Please include interior and exterior views of the project. Photos submitted become the property of the Ontario Association of Architects and we reserve the right to use them for promotional purposes. Please ensure anonymity is maintained. For Design Excellence submissions, the name/logo of the architect should not appear on the photo credits or description text. If the photo is taken by the submitting architect, simply state: "Architect". All projects that do not adhere will be disqualified.

Preferred Specifications:

300 dpi @ 8" x 10", JPEG, EPS, or TIFF

PDF files also accepted

9. Optional Video Upload

Complete this task to add a video if applicable. If you do not have a video, please enter this task and check the box provided to opt out.

Video file types accepted are: .mp3, .mp4 .avi., .mov, .mpg and .mp4

10. Nomination Fee

Please confirm payment method for \$100 submission fee. Options include: Cheque, Interac, Online & Telephone Banking.

Note: If you have not completed the nomination, you may save it and come back to the nomination at any time before finalizing and submitting.

Step 4: Submit your Nomination. Deadline: December 15, 2017

For assistance with your nomination, contact Administrator, Website & Communications, [Tamara King](#). If you experience technical difficulty with the submission site, contact [Technical Support](#) at 1-877-426-6323.