



THE 2017 OAA AWARDS

CALL for ENTRIES

Online Nomination Walkthrough 2017 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 emails. 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 10 options). All the OAA Award categories are listed in a dropdown 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:

TASK LIST

Please click on each task below to enter the requested information.
Once completed, the task will then appear with a large green check mark.

NOTE: All Submissions will be reviewed to confirm eligibility and completeness. Any ineligible or incomplete submissions will be disqualified.

[Click here to view descriptions of the Award categories.](#)

Submission ID#244710
Test Tamara
Award Category: [Design Excellence - Sustainable Design Excellence](#)
Submission Status: Active

[Save Nomination](#)

- 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 work.
- 6. Sustainable Design Excellence**
Please complete if you would like to be considered for the Sustainable Design Award.
If you do not wish to be considered, please enter this task and complete the first question to opt out.
- 7. Upload Images / Electronic Files**
Click here to upload required images/drawings.
- 8. Optional Video Upload**
Click here 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.
- 9. Nomination Fee**
Please confirm payment method for \$100 submission fee.

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.)

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 Excellence

Complete additional questions related to sustainability if you would like to be considered for the Sustainable Design Award. If you do not wish to be considered, please enter this task and complete the first question to opt out.

7. 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.

Preferred Specifications:

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

PDF files also accepted

8. 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

9. 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

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.