Tips for Preparing an Award Winning Entry

Read and follow all instructions carefully.

Pay close attention when writing your answers and project statement to ensure you are communicating

clearly.

Specific and concise statements are best received by the judges.

Quality photography is important. The old adage "a picture is worth a thousand words" rings true in this

context.

For best functionality it is recommended to switch your browser to Google Chrome or Fire Fox

before logging in.

Your individual user id and password was emailed to you on July 16, 2018.

Complete the online entry and simply upload photos in required format.

Entries will be accepted online between July 17 and October 5, 2018 at $50 per entry. Late Entry Fee

$75 October 6-October 19, 2018.

The average time to complete your entry and upload photos is less than 15 minutes if you prepare in

advance.

Remember to save your entry submission regularly as you enter the information and then upload
photos.

Saving your entry does not submit the entry. To save a copy of your entry before submitting, hit the

"printscreen" button on the upper right of your keyboard, open a word document, right click and paste
and

save. When you are completely satisfied with your submissions you must click "submit entry". You will

receive an email confirmation that the entry was received.

If you experience technical difficulty while inputting your entry: save your work, make a copy of the
page

and email the copy of the page with an explanation of the problem you encountered to

deedee@crbra.com for assistance.

Disqualification or reclassification

Due to the volume of entries received, entrants may not be notified of incomplete/and or incorrect entries.

It is the responsibility of each entrant to ensure that their entry is correct and complete. The judges reserve the right to disqualify any entry for substantial infringement of the requirements listed on the submittal forms or lack of completion of the required information. There shall be no refunds for disqualified entries. Upon review of the entries, the judges reserve the right to reassign any entry into a different, more suitable category.

Submission Material

Each category has unique submittal requirements based on the nature of the category. Please refer to the descriptions as outlined in each Entry Category for detailed submission requirements. All entry materials become the property of the CRBRA. By entering, entrant agrees that entry material may be used at the discretion of CRBRA for awards presentations, educational purposes, publications, marketing and/or other presentations.

Photography Requirements

Most categories have image requirements for judging because images will be used in the judging process

the submitted images must meet the following criteria:

1. Images should be saved as a jpg, jpeg or tif at 300 dpi.

2. Collateral marketing materials should be saved in pdf format.

3. The Best in Building committee will select the image to be used at the Awards Presentation.