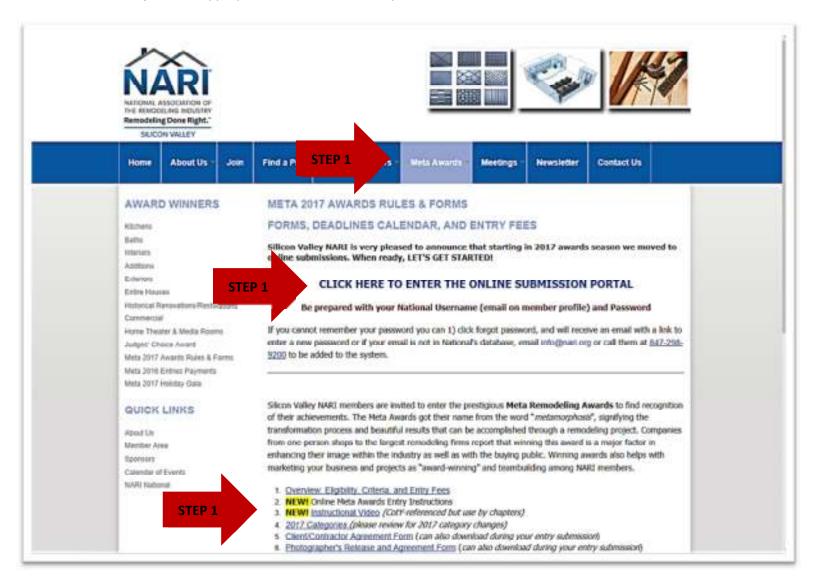
STEP 1: Click on the *Meta Awards* drow-down menu to *Meta 2017 Awards Rules & Forms* page. **A) Review** in advance the list of forms and documents needed; **B) Complete** the appropriate forms for each entry; and **C) Click** on the Online Submission Portal



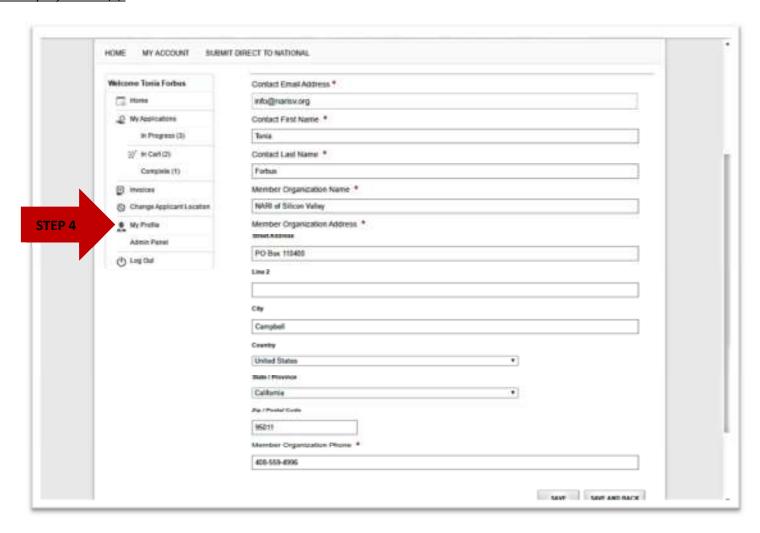
STEP 2: Inside of the Online Submissions Portal, **Click** on *Click Here To Submit*. Meta Awards forms and documents as well as 2018 Regional and NARI National Coty (Contractor of the Year) Awards information is also found on this page.



STEP 3: Enter your Login ID (member profile email) and password sent to you from NARI National (not your chapter's password). *If you cannot remember your password you can 1) Click lost password* and will receive an email with a link to enter a new password or 2) if your email is not in National's database, email info@nari.org or call them at 847-298-9200 to be added to the system.



STEP 4: Enter the contact information to create your entry profle in the (*) required fields. This is the staff person who is responsible for assembly and upload of the entries and any questions and answers. There will be an option later (see reference 3 on last page) to submit the names of the project lead(s).



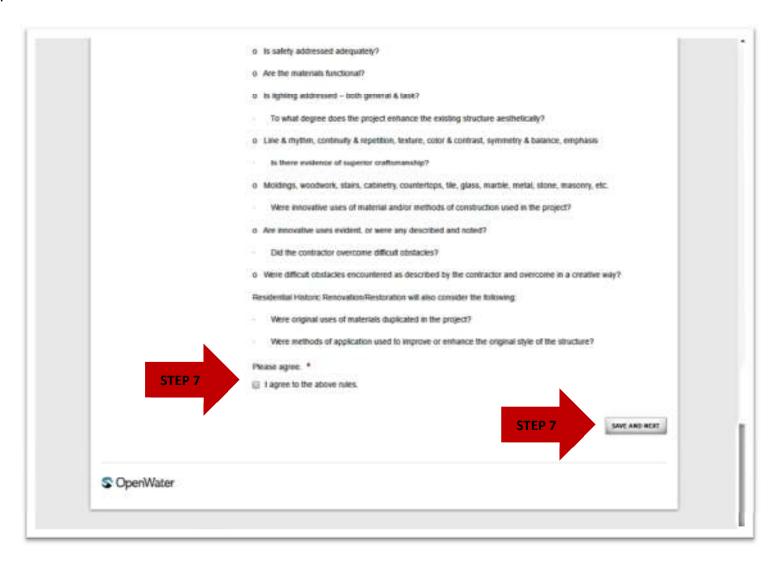
STEP 5: If this is your first entry, **Click** on *Click here to begin a new Submission*. If you are returning to continue a saved entry, **Click** on *Click here to review your past Submission(s)*.



STEP 6: Scroll through the *Rules for Entrant Agreement* page. This page largely is about information to any members who want to take their award-winning project beyond the chapter to NARI National's 2018 CotY Awards Program.



STEP 7: After review of the *Rules for Entrant Agreement* page. **Click** on I *agree to the above rules*, a (*) required field. **Click** on *Save and Next* button.

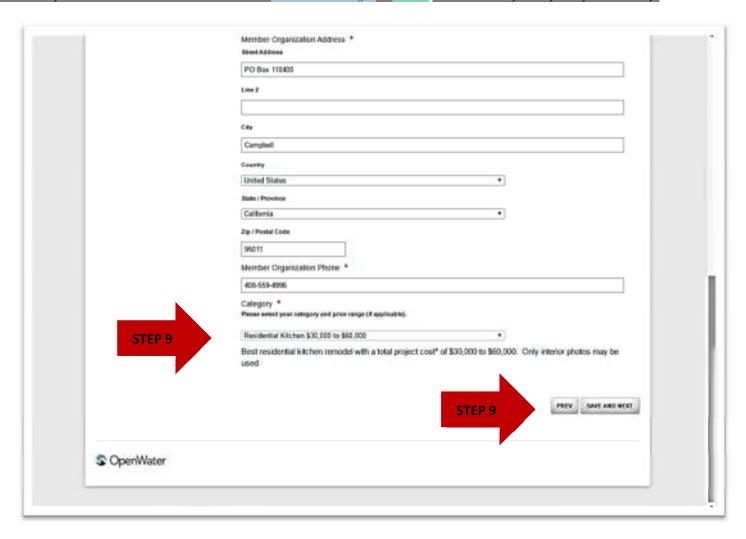


STEP 8: If your member profile contact details do not default on the Contact Information page, enter or update your contact details. *Please note the (*) required fields.*



STEP 9: Continue to the bottom of the page. **Select** the drow-down menu for the *Category** of your entry. **Click** *Save and Next* button.

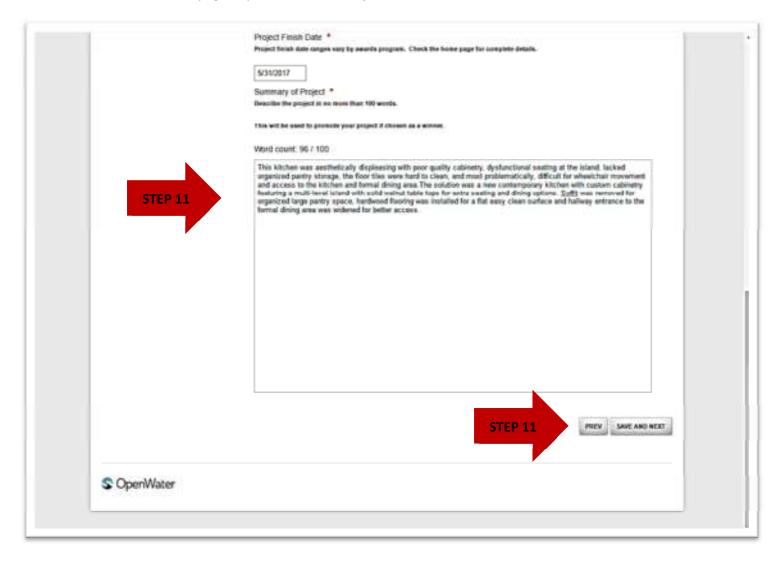
*Do not choose a *Universal Design* or Green Category project unless you intend to submit to NARI National's CotY Awards Program. If you intend to do so, you will also need to complete the Excel forms in Step 17 or Step 18. If you just want chapter recognition, use the checkboxes on the 2017 Meta Project Presentation Forms and use the *Universal Design* or Green Criteria Excel forms for reference only.



STEP 10: Enter the Project Information requested for the (*) required fields.



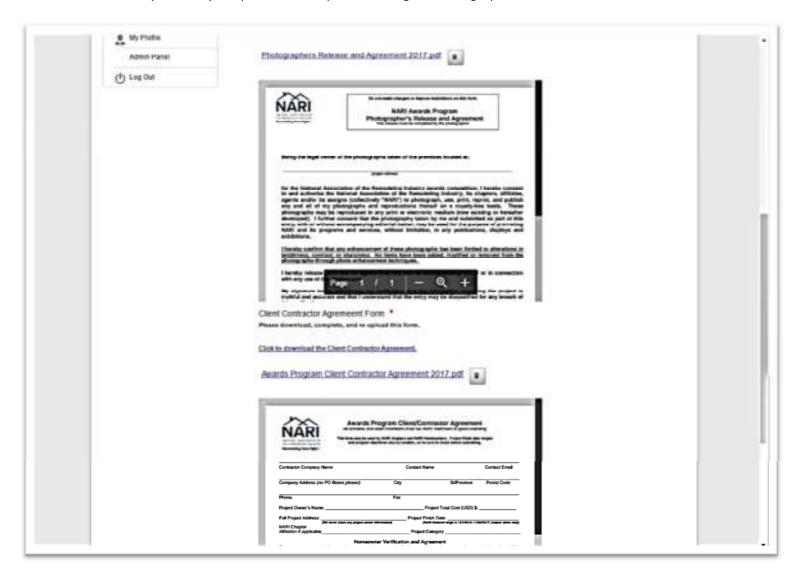
STEP 11: Continue entering the Project Information requested for the (*) required fields. The content you enter in the Summary of Project field will also need to be added on the cover page of your 2017 Meta Project Presentation Forms. **Click** Save and Next button.



STEP 12: Upload the completed and signed *Photographer's Release Form* and *Client Contractor Agreement Form* **requested** for the (*) required fields. If you did not download the blank forms from the homepage, you can do so here.



This is what the site will show you after you upload the completed and signed *Photographer's Release Form*.

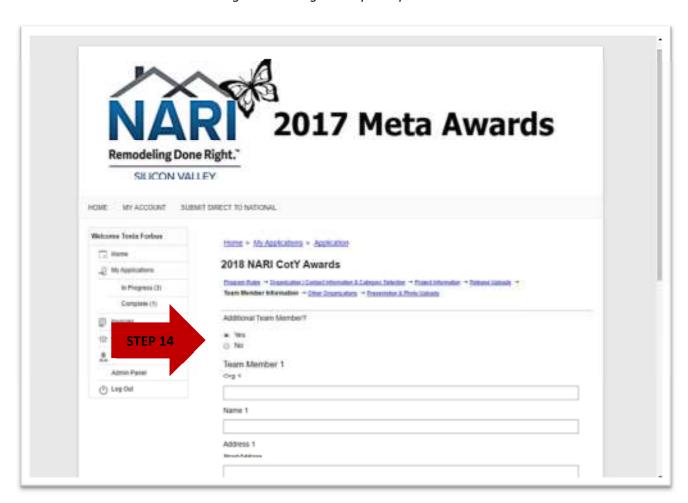


STEP 13: This is what the site will show you after you upload the completed and signed *Client Contractor's Agreement Form*. **Click** *Save and Next* button.

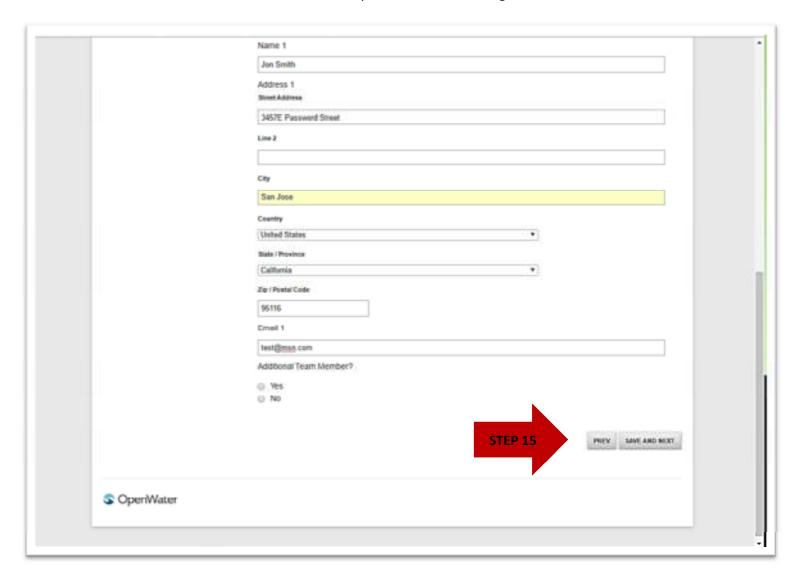


STEP 14: Will the project be a team* entry? If just an individual entry, **Click** *No.* If a team entry, **Click** *Yes* and enter the *Additional Team Member* information requested. Continue to **Click** *Yes* until you are able to list all team members.

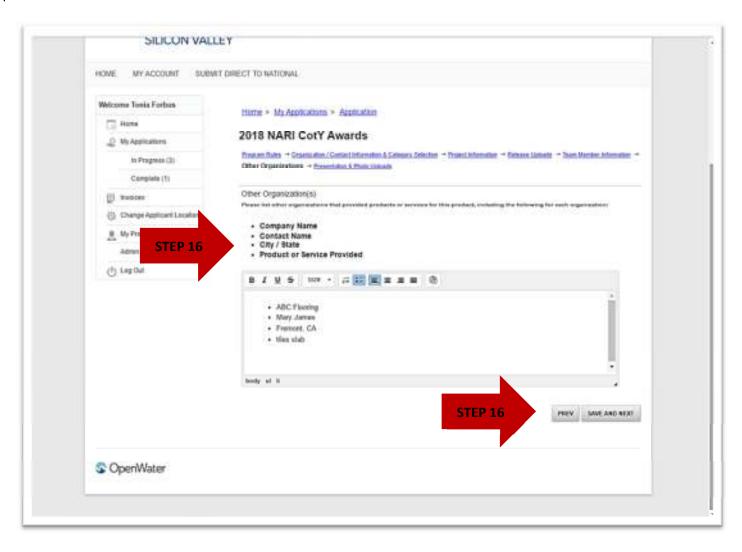
*team = any remodeling work on the project <u>outside of your company</u> that you want acknowledged. <u>Do not list your company's project lead(s)</u> <u>here</u>. Team members also must be a NARI member in good standing with 3 participation credits.



STEP 15: Continue to **Click** *Yes* until able to list all team members you want to acknowledge. **Click** *Save and Next* button.



STEP 16: This *Other Organizations* page is for members who plan to enter their project(s) into NARI National's CotY Awards Program. You can **list** the requested bulleted details noted of non-members. **Click** *Save and Next* button.



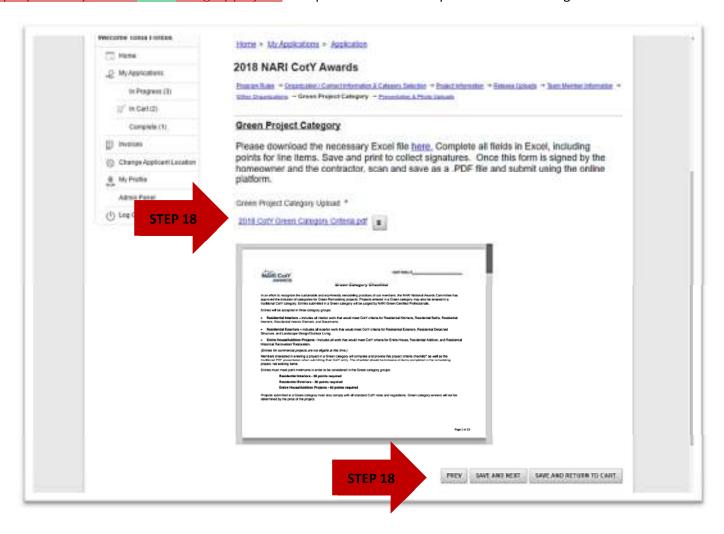
STEP 17: If your entry is a *Universal Design Category* project that you plan to enter into NARI National's CotY's Awards Program, **Upload** the completed and signed PDF copy of the Excel Spreadsheet. If you did not download the blank Excel file from the homepage, you can do so here. **Click** *Save and Next* button.

Skip this step if your entry is not a *Universal Design* Category project. This spreadsheet is not required for *Universal Design* recognition for Meta Awards.



STEP 18: If your entry is a *Green Category* project that you plan to enter into NARI National's CotY Awards Program, **Upload** the completed and signed PDF copy of the Excel Spreadsheet. If you did not download the blank Excel file from the homepage, you can do so here. **Click** Save and **Next** button.

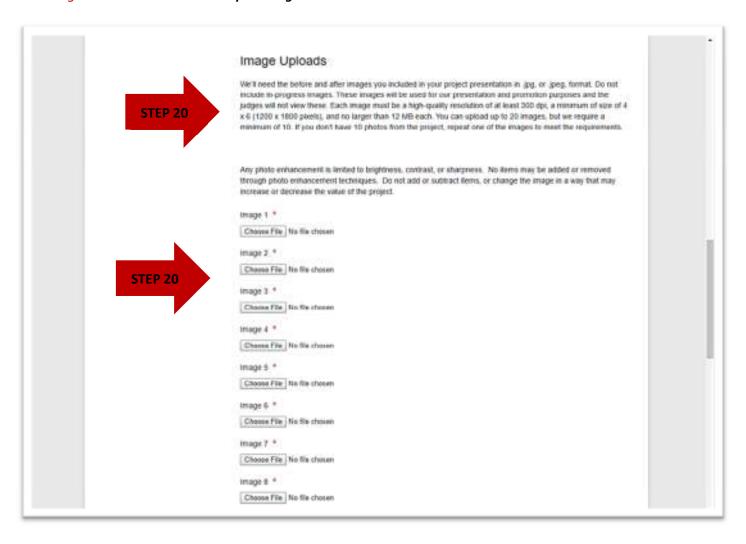
Skip this step if your entry is not a Green Category project. This spreadsheet is not required for Green recognition for Meta Awards.



STEP 19: Upload your completed Project Presentation Forms in PDF format. This is the only file the judges will see!



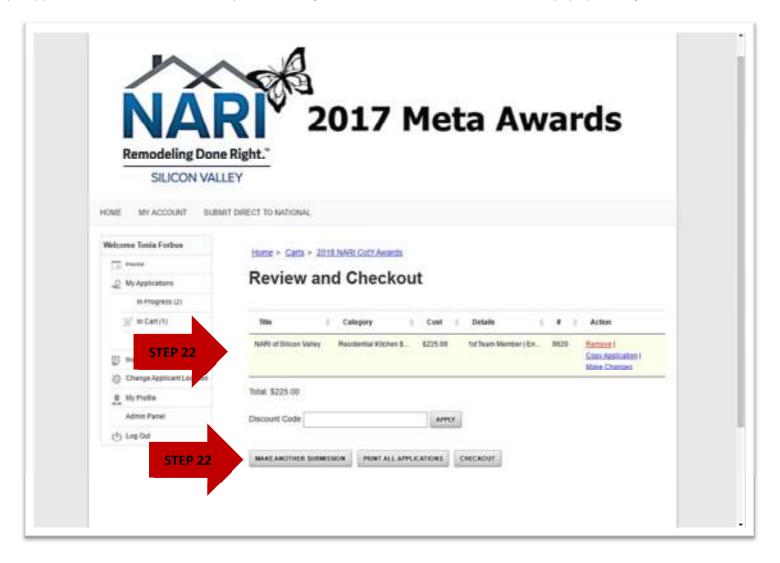
STEP 20: Upload each of your before and after images used on your 2017 Meta Project Presentation Forms. *This upload is for NARI National promotion purposes only not for judges. The judges will see this images on the Project Presentation Forms. The system requires 10 images minimum and 20 images maximum. Review the upload high resolution criteria and size dimensions!*



STEP 21: Continue to upload each of your 10 before and after photos. **Click** *Save* button if want to finish later *or Add to Cart* button if finished with entry.



STEP 22: In the shopping cart, you will find your entry with the entry fee cost and an auto-assigned entry number. At this stage, you can *Remove* the entry, *Copy* to use details for another entry, *Make Changes, Print*, start *Another Submission* and pay by clicking the *Checkout* button.



STEP 23: When click *Checkout* button, select the radio button for how you would like to **pay** for the entry or entries – 1) *Pay* by check to be mailed to the chapter's PO Box 110400, Campbell, CA 95011 or 2) *Pay by PayPal Express Checkout*.

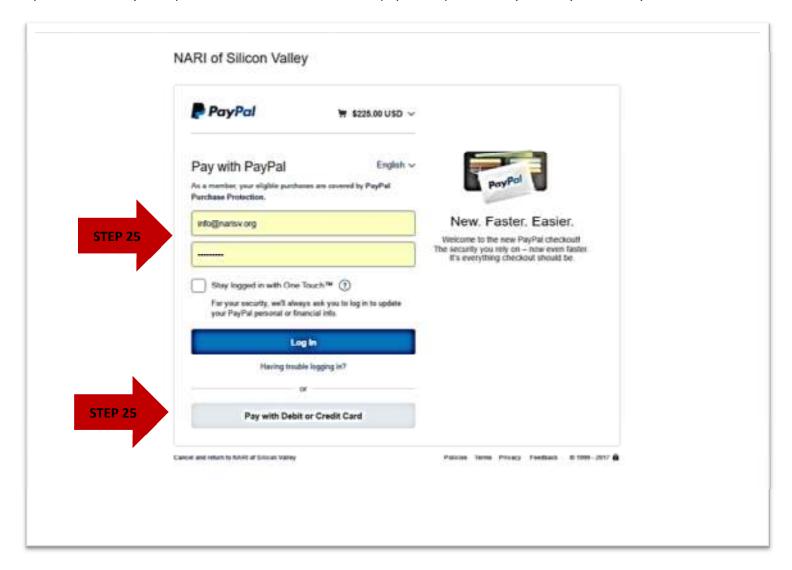
NOTE: Check payment via mail must be postmarked by 10/6/2017 or your presentation will not be included in the judging.



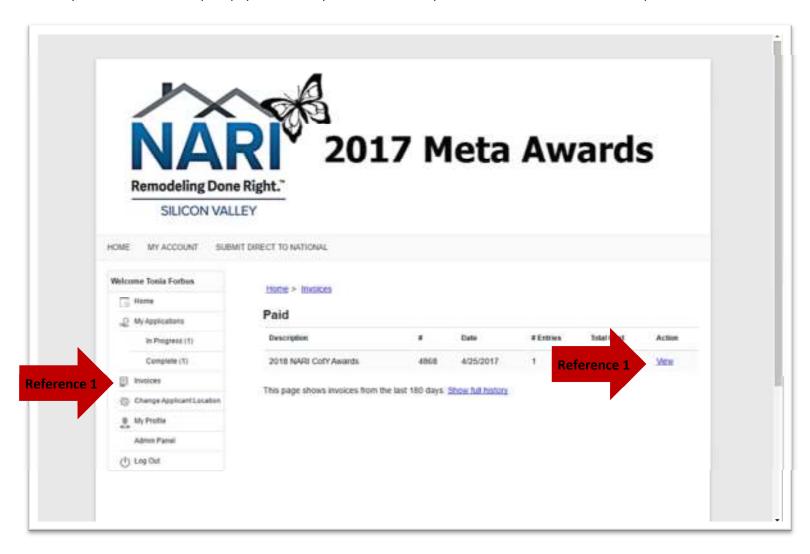
STEP 24: As noted in the message below, once you select the payment option and **Click** *OK* button, you will not be able to make changes.



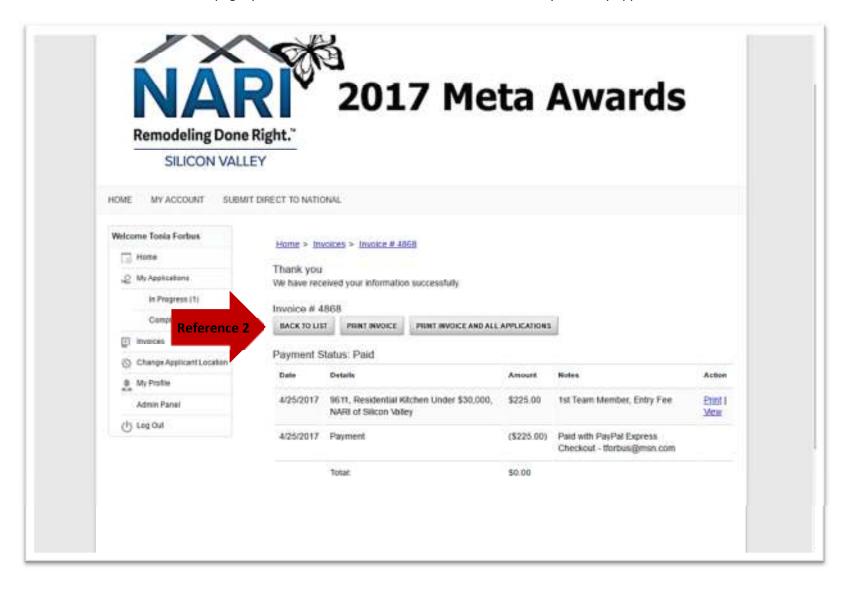
STEP 25: If you select the *PayPal Express Checkout* button, follow the payment options to *Pay with PayPal* or a *Pay with Debit or Credit Card*.



Reference 1: If you would like to see your payment history, **Click** *Invoices*. If you would like to see the details or print the invoice, **Click** *View*.

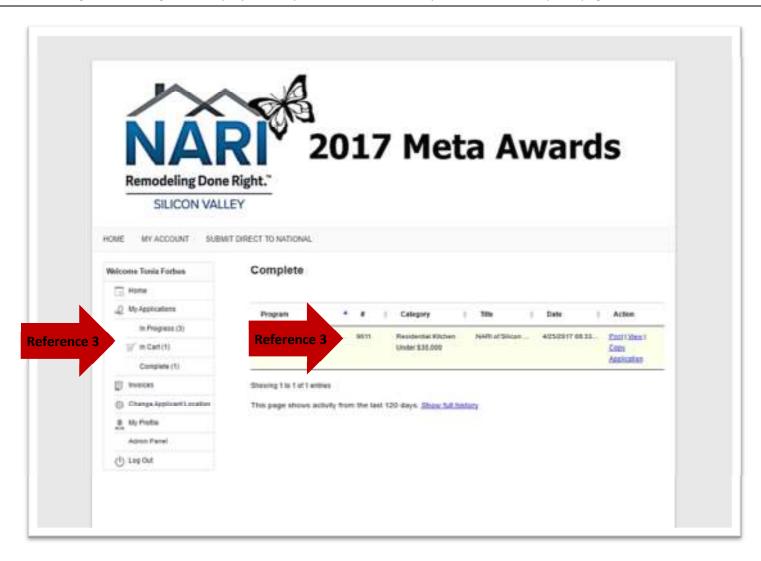


Reference 2: On the detailed invoice page, you can **Print** the invoice or **Print** the invoice with your entry application.

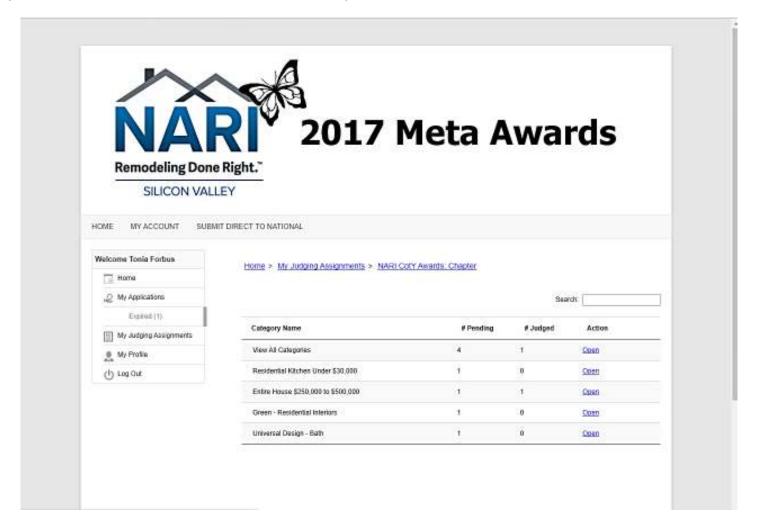


Reference 3: The status of each of your entries/applications will be shown in the *In Progress, in Cart,* or *Complete* pages.

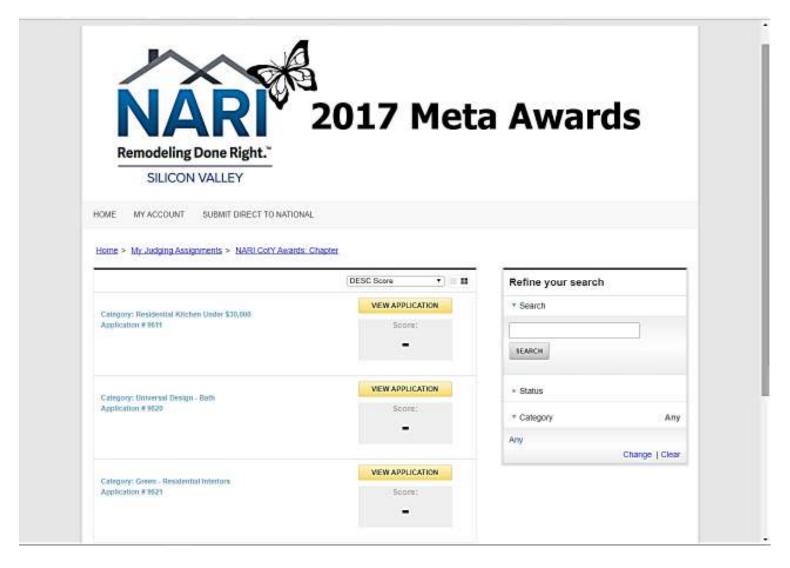
To note your project lead(s) [up to 2 names with any relevant designations-e.g. John Smith, CR], **Email** the NARI Office at info@narisv.org with the name(s) and designations along with the project entry number for each entry noted on the Complete page.



Reference: JUDGE'S VIEW – The selected judges will login to their **Judging Assignments** page to view the entries assigned to them. They can click the **Open** link under Action to access all or individual 2017 Project Presentation Forms.



Reference: JUDGE'S VIEW - The judge can then click on View Application to begin the review of an entry and start scoring.



Reference: JUDGE'S VIEW – The judge will click on the Project Presentation pdf link to bring the entry to full screen and begin the scoring 1-15 range under the **Evaluation Form** area. See the evaluation questions on the **2017 Rules, Eligibility, Entry Criteria and Fees** document.



Reference: JUDGE'S VIEW – The judge will be able to see their scoring for each entry and track their progress. The Meta Committee will be able to download a report to assign the award levels of Silver, Gold, and Platinum based on the score ranges.

