
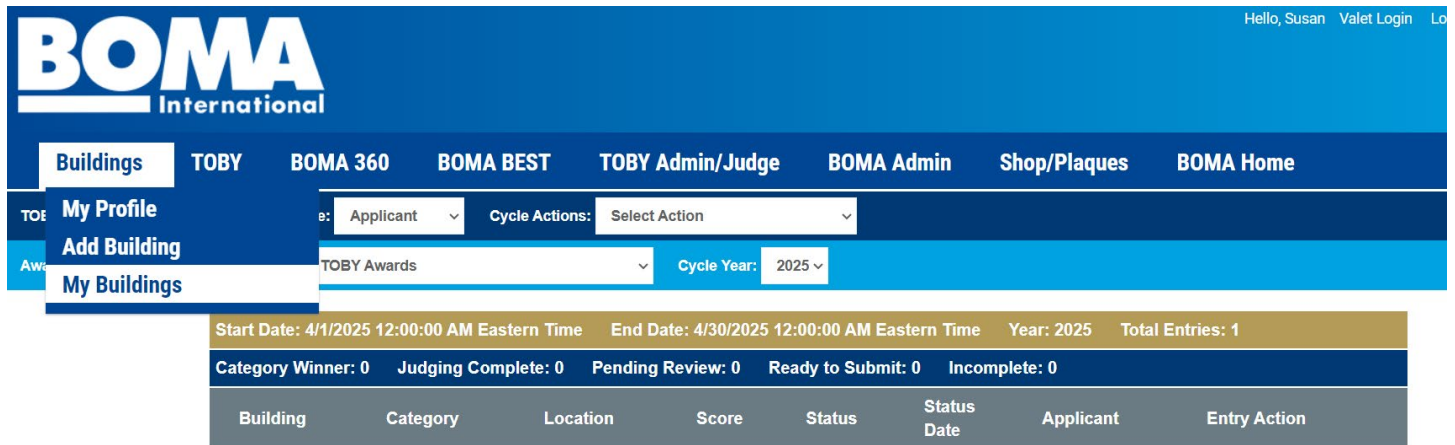


STEP 1: SIGN-IN

1. Visit <https://recognition.boma.org>
2. Click "Sign In"
3. Login using your BOMA.org credentials (note, these are different from the credentials you use at your local)
 - If you're able to log in, your access is confirmed.
 - If you're a new user, click "Create a new account" and follow instructions.
 - If you're a returning user getting the error message below click "Forgot Username" or "Forgot Password" options to find correct login.

 Login unsuccessful. The additional security information was incorrect.

- If you're locked out or still unable to log in, email recognition@boma.org.



Navigation tabs: Buildings, TOBY, BOMA 360, BOMA BEST, TOBY Admin/Judge, BOMA Admin, Shop/Plaques, BOMA Home

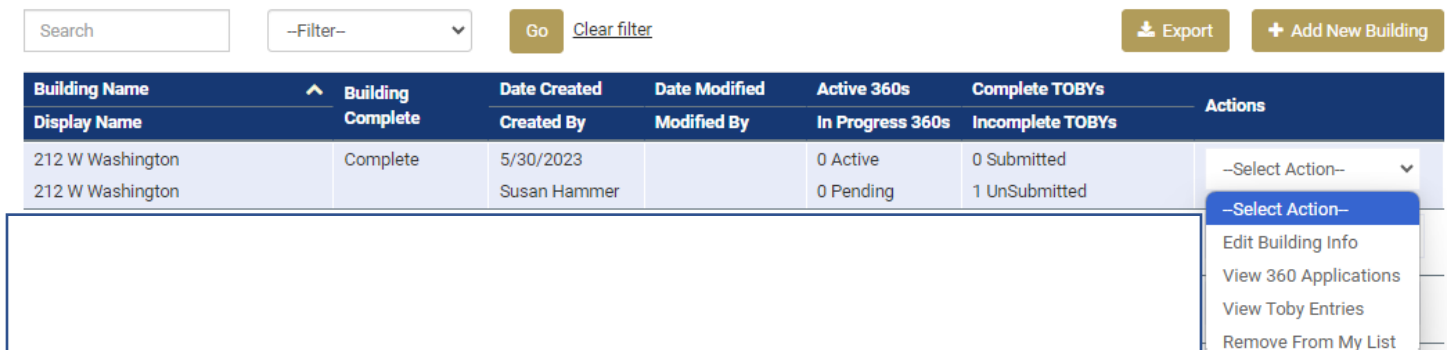
Profile options: My Profile, Add Building, My Buildings

Form fields: TOBY Awards, Cycle Year: 2025

Building	Category	Location	Score	Status	Status Date	Applicant	Entry Action
Start Date: 4/1/2025 12:00:00 AM Eastern Time End Date: 4/30/2025 12:00:00 AM Eastern Time Year: 2025 Total Entries: 1							
Category Winner: 0 Judging Complete: 0 Pending Review: 0 Ready to Submit: 0 Incomplete: 0							

STEP 2: After log-in go to My Buildings and select the building then select Action Menu, select View TOBY Entries

My Buildings



Search: -Filter- [Clear filter](#)

Building Name	Building Complete	Date Created	Date Modified	Active 360s	Complete TOBYs	Actions
Display Name		Created By	Modified By	In Progress 360s	Incomplete TOBYs	
212 W Washington	Complete	5/30/2023		0 Active	0 Submitted	-Select Action-
212 W Washington		Susan Hammer		0 Pending	1 UnSubmitted	-Select Action- Edit Building Info View 360 Applications View Toby Entries Remove From My List

STEP 3: Click on Add New TOBY Entry

212 W Washington



BOMA 360 Applications

TOBY Entries

--Filter--

Go

[Clear filter](#)

Export

+ Add New TOBY Entry

Cycle Entry ID	Status Date Submitted	Cycle Name	Cycle Year Cycle End Date	Created Created By	Actions
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0 Item(s) found



20

Items Per Page

Page

1

of 1

STEP 4: Complete the Application

All items in each section of the application must be completed prior to submitting.

A complete application will show all sections in green.

SECTION 0: BUILDING INFORMATION

- Section 0: Building Information
- Section 0: Narrative

An incomplete application will show some or all sections in yellow.

SECTION 1: BUILDING OPERATIONS & MANAGEMENT

- Section 1: Narrative
- Section 1: Attachments

Criteria Set: 2025 TOBY Office/Life Science/Medical

COMPLETE

PARTIALLY COMPLETED

NOT COMPLETED

Submit TOBY Entry



SECTION 0: BUILDING INFORMATION

- Section 0: Building Information
- Section 0: Narrative
- Section 0: Attachments

SECTION 1: BUILDING OPERATIONS & MANAGEMENT

- Section 1: Narrative
- Section 1: Attachments

SECTION 2: LIFE SAFETY/SECURITY/RISK MANAGEMENT

- Section 2: Narrative

After all items show green, the "Submit TOBY Entry" button will appear and needs to be clicked.

If you experience any problems, please contact your TOBY administrator or email recognition@boma.org.