

# Online Nomination Walkthrough

## Ontario Wood *WORKS!* Wood Design Awards



### Step 1: Create Account Profile

You'll need a contact name, mailing address, phone and email 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 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 5 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:

A screenshot of the "TASK LIST" interface. At the top left is an icon of a checklist with a red pencil. The title "TASK LIST" is centered. Below it is an information icon and a note: "Complete the tasks listed below. A green check mark indicates completion. Once all tasks are complete, click PREVIEW &amp; SUBMIT to finalize your nomination." Below this is a horizontal line. Underneath, the application ID "120597" is shown, followed by "Test Record" in blue. The award category is "Ontario Wood Award" and the application status is "Active". Another horizontal line follows. There are five numbered tasks, each with an icon and a description: 1. Nominator/Nominee Information (people icon) - "Click here to add participants to this submission." 2. Project Team (people icon) - "Click here to add project team members." 3. Project Information (clipboard icon) - "Click here to provide basic project information." 4. Project Details (folder icon) - "Click here to provide project details." 5. Photo Uploads (paperclip icon) - "Click here to upload project photos." At the bottom is a "PREVIEW &amp; SUBMIT" button.

### Step 3: Complete the 5 sections of the Task List

#### 1. Nominator/Nominee Information

Complete contact information required for both nominator and nominee (if a firm is being nominated, designate a principal contact for communications purposes).

#### 2. Project Team

Enter the following information for each member of the project team (name, company, role, email address, phone number). Include as many team members as you like (eg. architect, engineer, general contractor, timber supplier, etc).

#### 3. Project Information

Project Name, Date of Completion, Location, Value, Size, Use.

#### 4. Project Details *(requested information depends on the award the project is nominated for)*

For the Architect Wood Advocate Award, you must identify projects where the nominee actively contributed to the selection of wood or helped overcome an obstacle to the use of wood (include project name, building size, use, location and date completed for up to 5 projects).

For the Engineer Wood Advocate Award answer the following questions: Explain why the firm has and will continue to use wood in engineering? What are some challenges that had to be overcome to permit the use of wood in the engineer's projects? How has the firm continued to meet these challenges? How does the Nominee's work contribute to the creation of a wood culture in Ontario?

For the Environmental Building Wood Design Award answer the following questions: Explain how the use of wood contributed to the design solution of the building. Please give specific examples of how the use of wood enhanced this building. List the wood products used and indicate their value. Explain why wood was used and how it contributes to reducing the environmental impact of the building. What other factors contribute to the increased environmental performance of the building?

For the Ontario Wood Award answer the following questions: Briefly describe why Ontario wood and wood products were used in this project. List the wood products used and indicate their value. Explain how the use of wood contributed to the design solution of the building. Please give specific examples of how the use of wood enhanced this building.

For the Residential Wood Design Award, Interior Wood Design Award, Multi-Unit Wood Design Award, and the two Institutional/Commercial Wood Design Awards, answer the following questions: Explain how the use of wood contributed to the design solution of the building. Please give specific examples of how the use of wood enhanced this building. List the wood products used and indicate their value.

For the Northern Ontario Excellence Award, answer the following questions: Explain how the use of wood contributed to the design solution of the building. Please give specific examples of how the use of wood enhanced this building. List the wood products used and indicate their value. Briefly describe the community's link to the forest products industry. How does this building represent the community's commitment to supporting the forest products industry?

#### 5. Photo Uploads

Using the tool built into the form, please upload your project photos (min. 5, max. 10). Resolution should be as high as possible and photography should highlight the wood elements of the building above all else. Please include at least one exterior shot of the building in full profile (regardless of category). Photos submitted become the property of Wood *WORKS!* and we reserve the right to use them for promotional purposes.

#### **Step 4: Submit your Nomination**

**For assistance with your nomination, contact Tim Buhler: [tbuhler@wood-works.ca](mailto:tbuhler@wood-works.ca) | 1-866-886-3574 x2**