The National Electrical Contractors Association's
Project Excellence Awards Submission Guide

Table of Contents

## Introduction

Thank you for your interest in the 2018 NECA Project Excellence Awards. Using this document as your guide, we will cover how to log in, recovering a lost password, and most importantly, how to submit an application. You can quickly jump to a relevant chapter in this document by clicking the appropriate link in the Table of Contents above.

How To Login To Your Account

**1.** In your browser, navigate to the following url: www.necapea.com
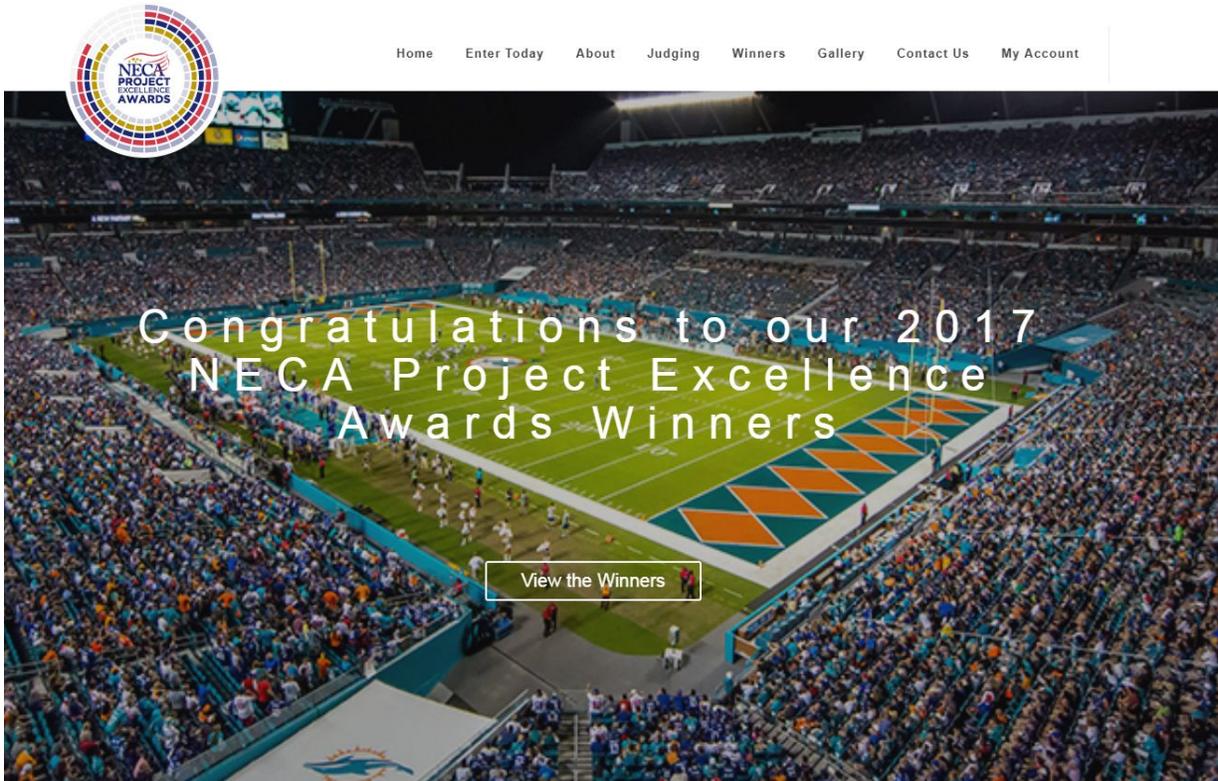
2. From the home page, you can quickly and easily log in to your account by clicking "My Account" in the navigation menu. Your browser will automatically take you to necanet.org in order to log in. Please provide your e-mail address and password that is associated with your NECA account. If you do not have an account, you can click the "New User" button on the login page to create a new necanet.org account.
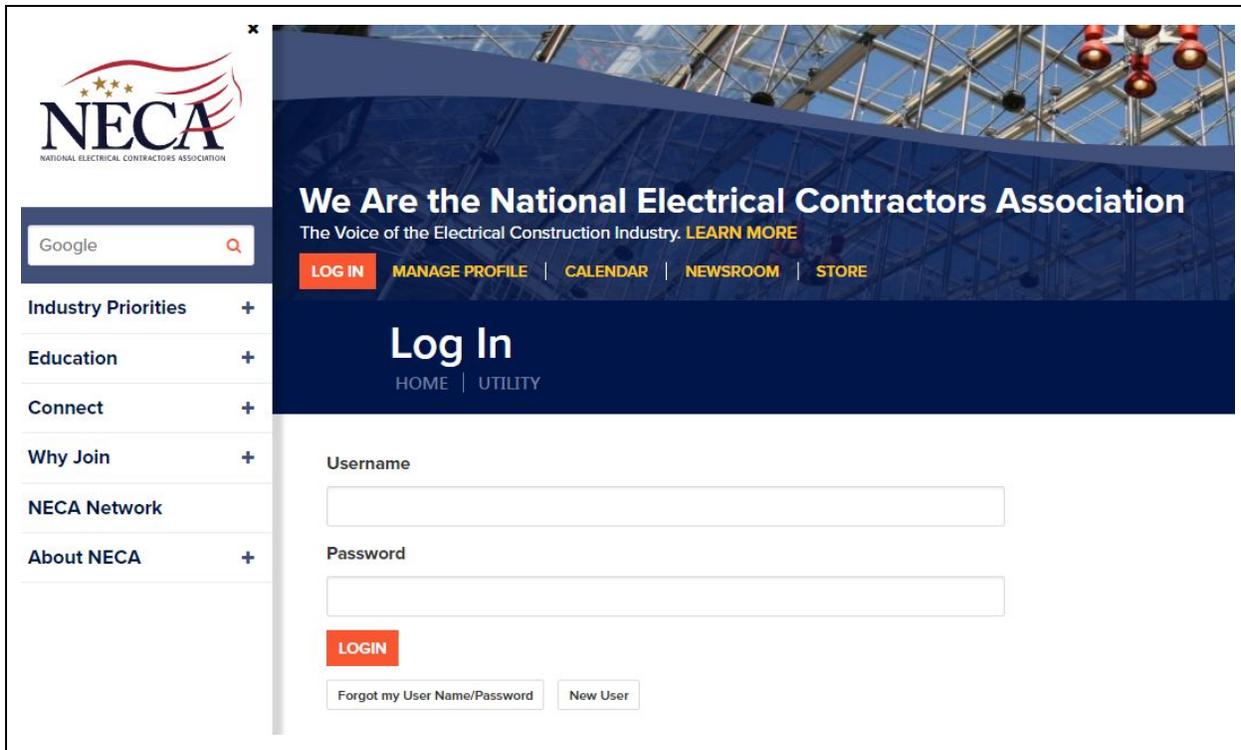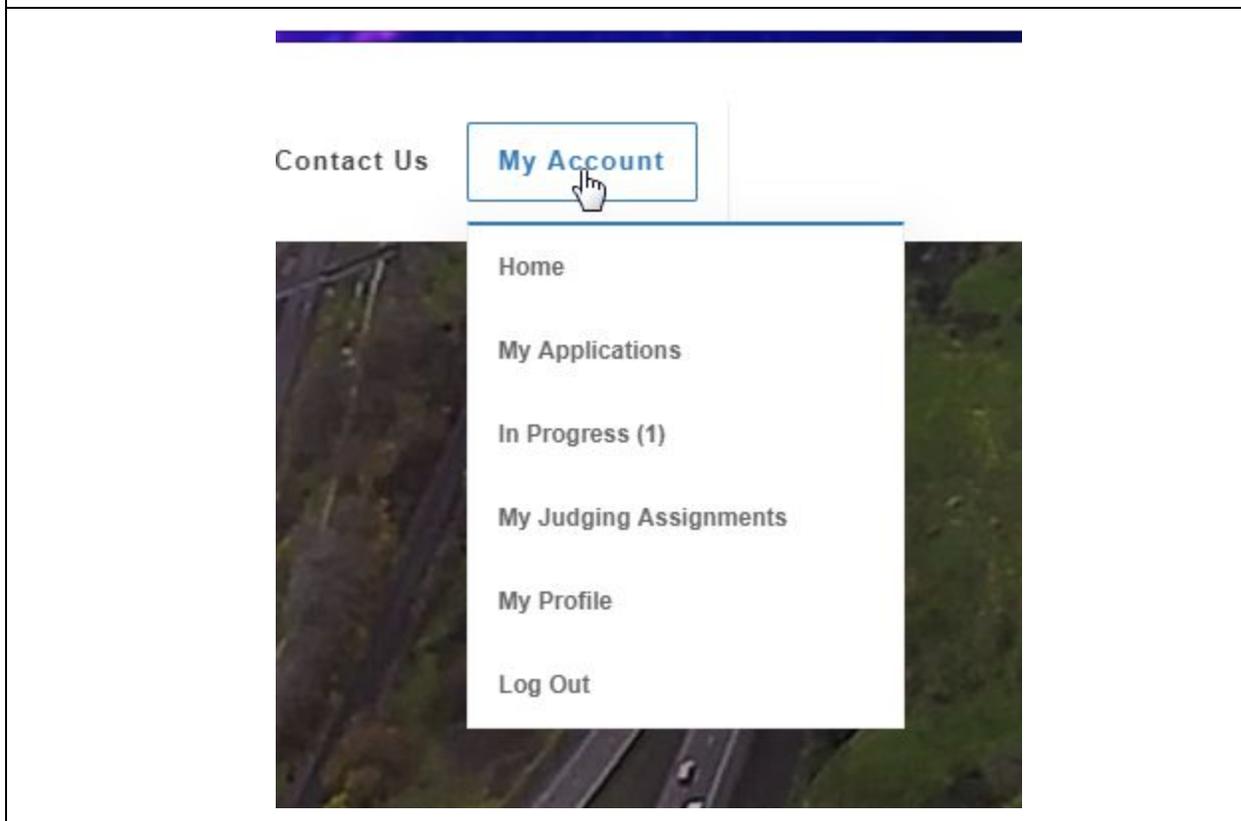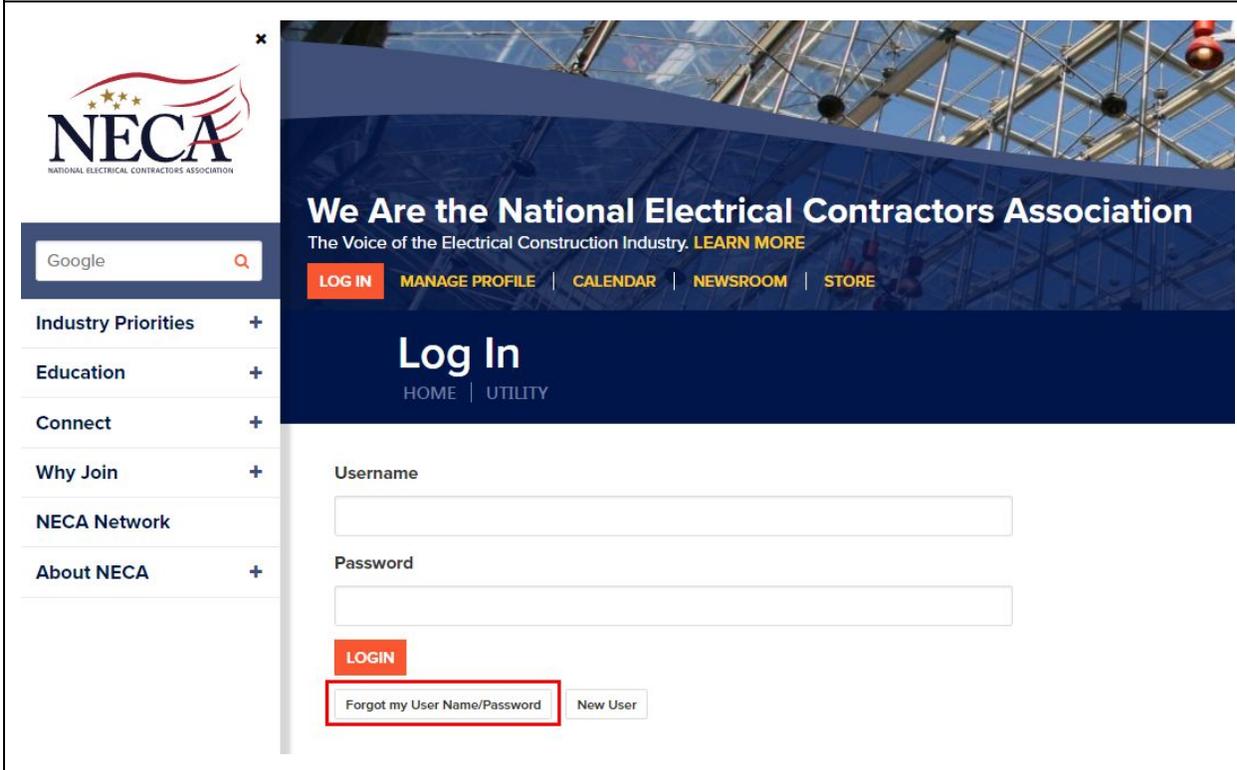
3. Once you have logged in, the "My Account" user panel will update to show various account items - From here you will be able to view any submissions you may already have, their status, as well as the ability to check your profile, or to log out.

Lost Password: How To Recover Your Password

1. If you have forgotten your password, you are able to retrieve it by clicking "My Account," then clicking the "Forgot my Username / Password" link on the necanet.org login page.

2. You will then be prompted to fill out certain details about yourself to search for your credentials and proceed with the password reset process. Once your password has been reset, you can return to www.necapea.com to log in and proceed with your submission.

Forgot Your Password?

Please enter the following information about yourself and your company address.

If we find a match in our database and we have an email address on file for you, your login information will be emailed to you.

'2"="">* Denotes a Required Field

*First Name:	
*Last Name:	
Suffix:	
*Company City:	
*Company State:	--Select a State--- ▾
*Company Country:	United States of America ▾

Search

How to Submit a Nomination

1. Once logged in, you can now fill out a new nomination. To access the nomination form, click on the "Enter Today" link in the navigation menu at the top of the page.

Home   Enter Today   About   Judging   Winr
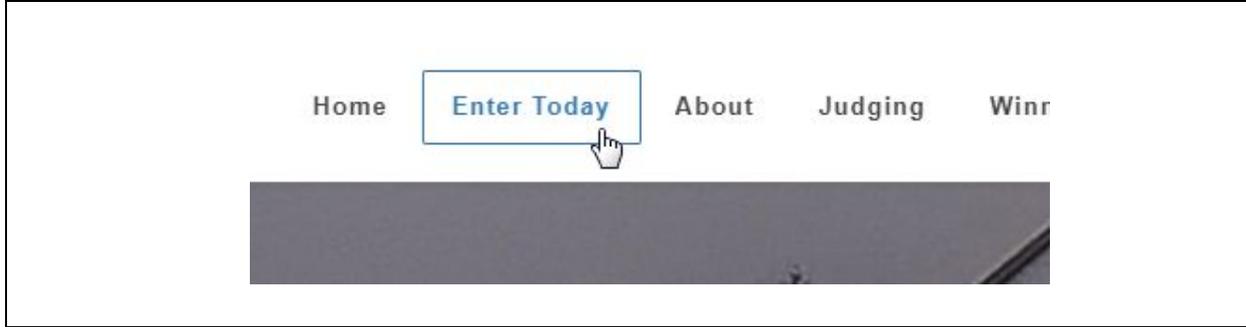
2. At the top of the form, you will notice that the form is divided into multiple parts, which you can click through to quickly move to different parts of the form. The form is broken up as follows:

    Entrant Information → Here you will fill out your contact details in order to receive information about your entry at a later date
    Entry Information → This page is where you will fill out information about your entry, such as the category, the name of the project, which NECA Chapter this falls under, et cetera
    Project Team → This page is where you enter the project owner, electrical contractor, and/or sound and communications contractor
    Supporting Materials → The final page of the submission form provides you the opportunity to upload images and video of your project for NECA's online gallery and

showcase - There you will find helpful instructions and tips for ensuring the best images in the online gallery. All submissions and winners will be showcased.

2018 NECA Project Excellence Awards

Entrant Information → Entry Information → Project Team → Supporting Materials

3. On the "Entrant Information" question page, you will be required to fill out your contact details. From here you can either click the question pages at the top of the form to move on to the next page, or you can click "Save and Next" to save your inputs and move on to the next portion.

2018 NECA Project Excellence Awards

Entrant Information → Entry Information → Project Team → Supporting Materials

First Name *

Last Name *

Company *

Phone *

Email Address *

Save   Save and Next

4. On the "Entry Information" page, you will be required to fill out information regarding your submission. You will need to select a Category, as well as fill out fields about the name of your project, the location of said project, the NECA Chapter this entry falls

under, as well as providing a scope of work - Whether you upload a document or you manually type up your scope of work is up to you.

NOTE: **Items that are marked with a red asterisk (*) indicate fields which must be filled out in order to submit your nomination. If you attempt to submit without filling out these required fields, the platform will highlight the item(s) in red.**

2018 NECA Project Excellence Awards

Entrant Information → **Entry Information** → Project Team → Supporting Materials

Category *

(select) ▾

Name of Project *

Address / Location of Project *

Street Address

Line 2

City

Country

5. Once you are finished filling out each question page, you will notice a few buttons on the bottom of the page. If you would like to save your nomination and finish filling it out at a later date, click the "Save" button. You will be able to come back at any time to continue from where you left off before the nomination deadline. To continue to the next page of the form, click "Save and Next."

Save   **Save and Next**

6. Now you will be brought to the Project Team page. This is your opportunity to showcase various individuals involved in your project: the Project Owner, the Electrical Contractor involved, as well as the Sound & Communications Contractor. Be sure to check your

spelling and ensure it is exactly how you would like them to appear on the engraved award in the event that your application is a winner.

2018 NECA Project Excellence Awards

Entrant Information → Entry Information → **Project Team** → Supporting Materials

Fill in the blanks that apply below EXACTLY as you would like them to appear on the engraved award.

Project Owner

_____

Electrical Contractor

_____

Sound & Communications Contractor

_____

[Prev] [Save] [Save and Next]

6a. The final page of the submission form is "Supporting Materials." Here you are required to upload a single primary image for NECA's online gallery and showcase. You will find detailed tips and guidelines to help you prepare your images for the best possible result in the online showcase. You will have the ability to upload an additional, optional 14 images as well as 4 optional videos of your project.

2018 NECA Project Excellence Awards

Entrant Information → Entry Information → Project Team → **Supporting Materials**

Primary Image Upload

This image will be used as the thumbnail image to showcase your entry in our submission gallery.

For best results in showcasing your work, follow these suggested guidelines for your thumbnail image:

- Your image should be a JPG / JPEG
- Your image should be no smaller than 1,200 pixels (px) by 1,200 pixels (px)
- High resolution images are highly recommended to avoid pixelation or distortion
- Avoid extremely large file sizes, as your image will take longer to load upon viewing
    - *Tip: There are free services online which you can use to compress your images' file size without sacrificing quality*

Primary Image *

Choose File | No file chosen

Optional Additional Images Upload

Use the fields below to upload additional images to showcase your work.
These images will also be shown in your entry's details page in our submission gallery.

For best results in showcasing your additional images, follow these suggested guidelines for your entry's details page:

- Your images should be JPG / JPEG
- Your images should be at least 800 pixels (px) by 800 pixels (px)
- High resolution images are highly recommended to avoid pixelation or distortion
- Avoid extremely large file sizes, as your images will take longer to load upon viewing
    - *Tip: There are free services online which you can use to compress your images' file size without sacrificing quality*

Image #2

Choose File | No file chosen

---

7. Once you are finished, you have three options in the form of buttons at the bottom of the page.
- You can click "Prev" to return to the previous page of the form
- You can click "Save" if you wish to come back to your nomination at a later date
- If you are ready to submit your nomination, click "Save and Finalize"

NOTE: Keep in mind upon clicking "Save and Finalize," the system will verify that your application has been completely filled out. If there are fields which are required, but information has not been provided, the system will highlight these fields in red and will prevent you from submitting your application until they have been filled out.

| Prev | Save | Save and Finalize |

NOTE: **Once you have submitted your nomination, you will not be able to make any further edits. A pop-up notification will appear upon clicking "Save and Finalize" to confirm that you wish to submit. Click "Cancel" if you wish to return to the form, or click "OK" to submit.**

Press OK to Submit your application. You will not be allowed to make changes after submitting.

Press Cancel to return to the application.

You may also press 'Save' instead of 'Save and Finalize' to save and return later.

| Cancel | OK |

8. You will know that your nomination has been successfully received as you will have a "Complete" item in your user panel under "My Account," as well as be redirected to a confirmation page thanking you for your nomination. You should also receive a confirmation e-mail in your inbox as well. If needed, you can review your submissions at any time either using the link on the confirmation page, or accessing these items via "My Applications" under "My Account."

Welcome System Admin

⊡ Home	›
⚲ My Applications	›
In Progress (1)	›
Complete (1)	›
⚇ My Profile	›
Admin Panel	›
⏻ Log Out	›

Thank you

We have received your information successfully.

See My Submissions

And thus, this concludes the nomination process.
Thank you for submitting your nomination(s) into the 2018 National Electrical
Contractors Association's Project Excellence Awards!
Best of luck to you!