**STEP 1:** From the navigation menu **A)** Click on the *Meta Awards* drop-down menu to **2020 Meta Awards Rules & Forms-ONLINE** page. **B)** Review in advance the list of forms and documents needed and complete the appropriate forms for each entry beforehand; then **C)** Click on the *Access To The Online ONLINE Portal.*
STEP 2: Inside of the ONLINE ONLY Submissions Portal, Click on *Click Here To Enter The Meta Awards*.

NOTE: Meta Awards reminders as well as 2021 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).

NOTE: 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:** To create your portal profile, the system will prompt you to **ADD** (if first time) or **UPDATE** (if returning) your contact information in the (*) required fields. This page is for the one staff person who is responsible for assembly and upload as well as respond to any questions regarding the entries, these fields are not meant for the project lead.
STEP 5: Click on Click here to begin a new Submission.

NOTE: Click on Click here to review your past Submission(s) if want to locate your saved or In Progress entries.
**STEP 6:** Scroll through the *Rules for Entrant Agreement* page.

NOTE: This page is largely providing information to any members who want to take their award-winning project beyond the chapter to NARI National’s 2021 CotY Awards Program for regional and national recognition.
STEP 7: After review of the Rules for Entrant Agreement page. A) Click on I agree to the above rules(*) then B) Click on Save and Next button.
STEP 8: The portal should auto-transfer the contact profile you entered earlier to this page, YOU MUST UPDATE with the PRIMARY Project Lead contact information.
**STEP 9: Continue** to the bottom of the page. **A)** Select the drop-down menu for the Category (*) of the entry. **B)** Field only required for Interior Element categories otherwise field will not appear for other categories. **C)** Enter Your Social Media Accounts [enter NA if do not have an account] **D)** Click Save and Next button.

NOTE: If you choose a *Universal Design* or *Green* Category project, you will also need to complete the *Universal Design* or *Green* Criteria Excel forms.
**STEP 10:** Enter the Project Information (*) requested.
STEP 11: Continue entering the Project Information requested for the (*) required fields. The content you enter in the A) Summary of Project field will also need to be added on the cover page of your 2020 Meta Project Entry Sheet. B) Click Save and Next button.
**STEP 12:** Upload the completed and signed **A) Photographer’s Release Form** and **B) Client Contractor Agreement Form requested** (*). If you did not download the blank forms from the homepage, you can do so here. **C) Click Save and Next button.**
Meta Remodeling Awards 2020
A Remodeling Awards Program Sponsored by NARI of Silicon Valley

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.

*NOTE: team = any remodeling collaboration on the project outside of your company that you want acknowledged. Do not list your own company's project lead(s) here. Team members also must be a NARI member in good standing with 3 participation credits. Each Team Member will be $100 entry fee.
STEP 15: Continue to A) Click Yes until able to list all team members you want to acknowledge. B) Click Save and Next button.
STEP 16: Click **Add Organization**(*) button to add brands, manufacturers and suppliers you used on the project. We will be using this information to recognize these companies when we promote winners and to recruit new members.
STEP 17: Select Current National Partner Member Organization (*) from the drop down list and/or choose Other at the bottom.
**STEP 18:** Select Current National Partner Member Organization (*) from the drop down list and/or choose Other at the bottom and A) enter the full contact information (*) requested. B) Click Add button until enter all suppliers &/or manufacturers. When complete, C) Click Save and Next button. SKIP STEPS 19 & 20, IF DO NOT PLAN TO ENTER A UNIVERSAL DESIGN OR GREEN ENTRY.
**STEP 19:** If your entry is a *Universal Design Category* project, A) **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. B) **Click Save and Next** button.
STEP 20: If your entry is a **Green Category** project, **A) 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. **B) Click Save and Next button.**
STEP 21: Upload your completed Project Entry Sheet in PDF format. Save each entry by category type only - e.g. 2020_Meta_Project_EntireHouse (Note: Can add a # - e.g. 1, 2, 3 - at the end of the entry title if multiple projects in same category. No company name should be noted on the entry name). This is the only file the judges will see!

NOTE: Follow the instructions carefully to make sure your entry sheet has 2 or 3 sentences describing the problems (BEFORE) and solutions (AFTER) for each image of the remodel. Also make sure you present your BEFORE and AFTER images from the same angle if possible to help the judges see the project from the right perspective.
**STEP 22: A)** Scroll down to Upload each of your BEFORE and AFTER images used on your Meta Project Entry Sheet.

**NOTE:** This upload is for NARI National promotion purposes only, not for judges. The judges will see the same images on your Meta Project Entry Sheet. **B)** The system requires 10 images minimum and 20 images maximum. Review the upload high resolution criteria and size dimensions! If you do not have the 10 minimum images, can duplicates images until reach 10.
**STEP 23: Continue** to upload each of your 10 minimum before and after photos (images can also include any floor plans, diagrams or drawings).

A) **Click Save** button if want to finish later or B) **Click Add to Cart** button if finished with entry.

**NOTE:** Remember that entrants are allowed up to 20 images for each project entry.
**STEP 24:** 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 **A)** Remove the entry, Copy to use details for another entry, Make Changes, Print, start Another Submission. When ready, **B)** you pay by clicking the Checkout button.

NOTE: Click Copy Application as a shortcut on data entry and will just require you to update the copied information.
STEP 25: When click Checkout button, select the radio button for how you would like to pay for the entry or entries – 1) Pay by check payable to NARI Silicon valley and mailed to our PO Box 110400, Campbell, CA 95011 or 2) Pay by PayPal Express Checkout.

NOTE: Check payment via mail must be postmarked by 10/16/2020 or your presentation will not be included in the judging.
STEP 26: As noted in the message below, once you select the payment option and Click OK button, you will not be able to make changes to the entry.
STEP 27: If you select the *PayPal Express Checkout* button, follow the payment options to **A) Pay with PayPal or B) Pay with Debit or Credit Card.**
Reference 1: If you would like to see your payment history, A) Click Invoices. If you would like to see the details or print the invoice, B) Click Print All Applications to get printout out of full entry/entries and payment.
Reference 2: A) Click Home to start next entry or B) To see the status of each of your entries/applications, go to In Progress, in Cart, or Complete pages.