

Instructions for submitting for the CaGBC Atlantic Chapter Leadership & Green Building Awards

Step 1: Follow this link to our FluidReview online application site: <https://cagbc.fluidreview.com/>

Please note, you must use your FluidReview user account to log in here. If you don't have an account, click on "Need An Account" and follow the instructions. You cannot use your IMIS or CaGBC member number for your submission.

Canada Green Building Council

Call for Presentations and Award Nominations

Welcome to our online application site where you can submit nominations for awards or apply to calls for presentations.

Currently, we are accepting nominations for:

- ATLANTIC Chapter Awards (NOW OPEN - closing August 3)

Coming soon:

- GREATER TORONTO Chapter Awards (Opening soon - closing August 11)

Please note, you must use your Fluid Review user account to log in here in order to submit an application. If you don't have one, click on "Need An Account" and follow the instructions. You cannot use your IMIS or CaGBC or WorldGBC or international GBC member number for your submission.

Step 1 : Log in if you already have a Fluid Review User Account or Create a User account (Click on "Need An Account")

Step 2 : Select Applications (Click on "Edit")

Step 3 : Select which specific options you want to apply for, then click on Save and Exit, then return to your account.

Sign In

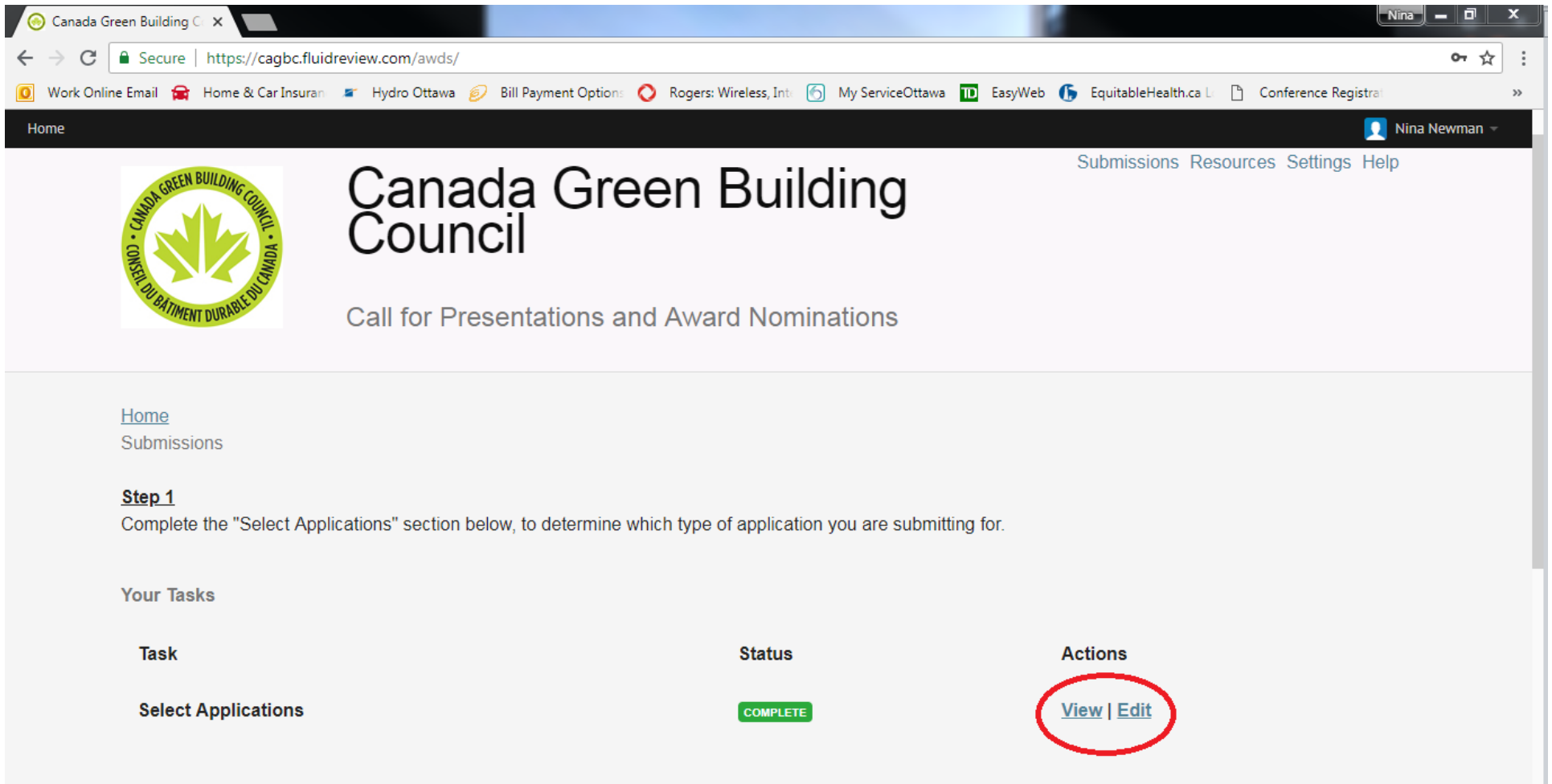
Email:

Password:

[Forgot your password?](#)

Need An Account?

Step 2: Once you sign in you will land here: Under **Task** and **Actions**, click on **Edit**.



The screenshot shows a web browser window with the URL <https://cagbc.fluidreview.com/awds/>. The page header includes the Canada Green Building Council logo and the text "Call for Presentations and Award Nominations". The user is logged in as "Nina Newman". The main content area has a navigation menu with "Home" selected. Below the navigation, there is a "Step 1" section with instructions to complete the "Select Applications" section. A table titled "Your Tasks" is displayed with the following content:

Task	Status	Actions
Select Applications	COMPLETE	View Edit

The "View | Edit" link in the Actions column is circled in red.

Step 3: You'll go here: Select _____. **Save** and **Edit** and then **Back to Account**.

The screenshot shows a web browser window with the URL <https://cagbc.fluidreview.com/u/94481537/t/696/e/>. The page header includes the Canada Green Building Council logo and the text "Canada Green Building Council" and "Call for Presentations and Award Nominations". The user is logged in as "Nina Newman".

The main content area is titled "Select Applications" and includes the following text:

Completion of this form will determine which applications you will see. You may edit this form at any time.

Please select all categories that you are completing applications for:

- Award Nominations (Leadership and Green Building Excellence)
- Call for Presentations
- Greenest School Competition
- Product of the Year Award
- Students Leading Sustainability: Andy Kesteloo Memorial Project Award

At the bottom of the form, there are two buttons: "Save & Continue Editing" and "Save & Exit".

Red circles highlight the "Award Nominations (Leadership and Green Building Excellence)" checkbox, the "Back to Account" button, and the "Save & Exit" button.

Step 4: You'll go back to the homepage. Go to Step 2. *Thank you for selecting which type of application you are submitting to above.* To choose the specific program or awards type, please select **"View Submissions"** below and start completing your submission. Here you can view the categories and criteria. First click on **View Submissions**.

The screenshot shows a web browser window with the URL <https://cagbc.fluidreview.com/awds/>. The page is titled "Home" and "Submissions". It contains the following sections:

- Home**
Submissions
- Step 1**
Complete the "Select Applications" section below, to determine which type of application you are submitting for.
- Your Tasks**
A table with the following content:

Task	Status	Actions
Select Applications	COMPLETE	View Edit
- Step 2**
Thank you for selecting which type of application(s) you are submitting to above.
To choose the specific program stream or awards type, please select "View submissions" below and start completing your submission.
- Your Submissions**
A search filter section with a "STATUS:" dropdown menu set to "Any", a "SEARCH:" input field with "Search..." text, and "Go" buttons. Below this is a light blue box containing the text "No applications found".
- A blue button labeled "View Submissions »" is circled in red at the bottom of the page.

Step 5: A page will open with the Award Categories and **Full Descriptions** and you can see the criteria for each award. Click on **Apply Now** to open an application and see the submission requirements.

The screenshot shows a web browser window with the URL <https://cagbc.fluidreview.com/awds/app/>. The page displays a list of award categories. The first entry, "Emerging Green Leader Award", has its "Full Description+" link and "Create Applications" button circled in red. The other entries are "Excellence in Green Building – New Construction (Commercial or Institutional)", "Excellence in Green Building - Existing Building Award (Commercial or Institutional)", "Excellence in Green Building - Inspiring Home", "Excellence in Green Building - Tenant Improvement", "Excellence in Green Building - Zero Carbon", "Government Leadership Award", and "Green Building Champion Award". Each entry includes a "Full Description+" link, a "Submission (Internal)" label, a "1" in a box, and a "Create Applications" button.

Award Category	Description Link	Submission Type	Count	Action
Emerging Green Leader Award	Full Description+	Submission (Internal)	1	Create Applications
Excellence in Green Building – New Construction (Commercial or Institutional)	Full Description+	Submission (Internal)	1	Create Applications
Excellence in Green Building - Existing Building Award (Commercial or Institutional)	Full Description+	Submission (Internal)	1	Create Applications
Excellence in Green Building - Inspiring Home	Full Description+	Submission (Internal)	1	Create Applications
Excellence in Green Building - Tenant Improvement	Full Description+	Submission (Internal)	1	Create Applications
Excellence in Green Building - Zero Carbon	Full Description+	Submission (Internal)	1	Create Applications
Government Leadership Award	Full Description+	Submission (Internal)	1	Create Applications
Green Building Champion Award	Full Description+	Submission (Internal)	1	Create Applications

Step 6: You can work on your submission and return to it a later date. Once the submission is complete click **Submit your Application**. Return Home.

The screenshot shows a web browser window with the URL <https://cagbc.fluidreview.com/s/5931452/>. The page title is "Home » Emerging Green Leader Award » 2016-5864". The user is logged in as "Nina Newman".

The main content area displays the "Emerging Green Leader Award" application round. It features a table with the following tasks and status:

Task	Status	Actions
Submission Title	INCOMPLETE	Start
Nominee Information Form	INCOMPLETE	Start
Application Form - Emerging Green Leader	INCOMPLETE	Start
<p>The Emerging Green Leader Award recognizes a deserving student or young professional who has made a significant contribution to advocating, educating or practicing green building and/or community development. This individual is recognized as a leader among their peers and has a strong commitment to green building, the environment and positive change.</p>		
Supporting Portfolio	INCOMPLETE	Start
<p>This portfolio can include photos, renderings, schematics, floorplans, blueprints that support your project and further demonstrate your project's eligibility in this category.</p>		
Supporting Document	INCOMPLETE	Start
<p>This supporting document should not exceed three letter sized pages (8.5" x 11")</p>		

At the bottom of the page, there is a "Submit your Application" button (circled in red) and a "PREREQUISITES NOT MET" message.

On the right side, there are sections for "Members" (Nina Newman, Owner) with "Add Member" and "Edit Members" buttons, and "Additional Attachments" with "Add Document", "Add Audio File", "Add Video File", and "Withdraw Application" buttons.

Step 7a: When submitting to a chapter/conference please be sure to indicate which you are submitting to under **Nominee Information Form**. Click **Start** beside **Nominee Information Form**.

2016-5864 | Task list | Ca | x

Secure | https://cagbc.fluidreview.com/s/5931452/

Work Online Email Home & Car Insurance Hydro Ottawa Bill Payment Options Rogers: Wireless, Int My ServiceOttawa EasyWeb EquitableHealth.ca L Conference Registrat CaGBC - Online Reg Sponsor Registratio

Home Nina Newman

Home » Emerging Green Leader Award » 2016-5864

2016-5864 (2016-5864)

Emerging Green Leader Award

Application Round

Task	Status	Actions
Submission Title	INCOMPLETE	Start
Nominee Information Form	INCOMPLETE	Start
Application Form - Emerging Green Leader	INCOMPLETE	Start

The Emerging Green Leader Award recognizes a deserving student or young professional who has made a significant contribution to advocating, educating or practicing green building and/or community development. This individual is recognized as a leader among their peers and has a strong commitment to green building, the environment and positive change.

Supporting Portfolio	INCOMPLETE	Start
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This portfolio can include photos, renderings, schematics, floorplans, blueprints that support your project and further demonstrate your project's eligibility in this category.

Supporting Document	INCOMPLETE	Start
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This supporting document should not exceed three letter sized pages (8.5" x 11")

Submit your Application

PREREQUISITES NOT MET

Members

Nina Newman (Owner)

Add Member

Edit Members

Additional Attachments

Add Document

Add Audio File

Add Video File

Withdraw Application

Step 7b: The first question is the one you want to be sure to answer accordingly. Once you have select your submission you can continue to fill out the form or fill out **Save and Exit**.

Nominee Information Form

Home » Emerging Green Leader Award » 2016-5864 » Nominee Information Form

Back

Nominee Information Form

Which set of awards are you applying to?

* For BLC 2018 CaGBC Leadership Awards please select NATIONAL

National

British Columbia (BC) Chapter

Alberta (AB) Alberta Chapter

Saskatchewan (SK) Chapter

Manitoba (MB) Chapter

Greater Toronto Area (GTA) Chapter

Ottawa Region Chapter

Atlantic Region (NL, PE, NB, NS) Chapter

The nominee, is the nominee aware of this nomination?

The nominee is different from nominator.)

The nominee is a member of this CaGBC Chapter


The nominee is not a member of the CaGBC (National or Chapter)

Save & Continue Editing Save & Exit

Step 7c: It will lead you back to this page where you can continue your application or to go **Home**; select **Home**.

The screenshot shows a web browser window with the address bar displaying <https://cagbc.fluidreview.com/s/5931452/>. The browser's taskbar includes several open applications: Work Online Email, Home & Car Insurance, Hydro Ottawa, Bill Payment Options, Rogers: Wireless, Int, My ServiceOttawa, EasyWeb, EquitableHealth.ca, and Conference Registration. The user is logged in as Nina Newman.

The main content area displays the breadcrumb navigation: [Home](#) » Emerging Green Leader Award » [2016-5864](#). The word "Home" is circled in red. Below the breadcrumb, the page title is "2016-5864 (2016-5864)" and the subtitle is "Emerging Green Leader Award". The section is labeled "Application Round".

Task	Status	Actions
Submission Title	INCOMPLETE	Start
 Nominee Information Form	COMPLETE	View Edit Delete
Application Form - Emerging Green Leader	INCOMPLETE	Start

On the right side of the page, there are several utility buttons: "Download application", "Members" (with a user icon for Nina Newman, Owner), "Add Member", "Edit Members", and "Additional Attachments" (with an "Add Document" button).

Step 8: When you return to the **HOME** page, you will see your submission under **Your Submissions**. Follow the instructions from Step 4 for multiple submissions.

The screenshot shows a web browser window with the URL <https://cagbc.fluidreview.com/awds/>. The user is logged in as Nina Newman. The page displays the 'Your Submissions' section, which includes a table of submissions and search filters. A red oval highlights the submission table and search filters.

Home
Submissions

Step 1
Complete the "Select Applications" section below, to determine which type of application you are submitting for.

Your Tasks

Task	Status	Actions
Select Applications	COMPLETE	View Edit

Step 2
Thank you for selecting which type of application(s) you are submitting to above.
To choose the specific program stream or awards type, please select "View Submissions" below and start completing your submission.

Your Submissions

STATUS: Any Go SEARCH: Search... Go

Application ID	Reference ID	Submission	Status	Owner	
2016-5864	2016-5864	Emerging Green Leader Award	IN PROGRESS	You	Edit

[View Submissions >](#)