



## **BAC Craft Awards Frequently Asked Questions**

1. If I don't have all of the information to complete the online entry form in one sitting, can I save my progress and come back to where I left off?  
There is no way to save the information you have entered before submitting it. Please be sure you have gathered all information before beginning the form. To view required entry information, please refer to the entry form PDFs and General Entry Information posted on <https://bacweb.org/bac-craft-awards>.

2. I'm a contractor or IMI/IMTEF employee. Can I submit an entry?  
No, only Local Union/ADC officers, Field Representatives or their Local/ADC designees may submit Best Project nominations. BAC signatory contractors that have completed projects that they believe merit consideration should contact the respective local union to discuss submission of their project(s). IMI/IMTEF employees should work with the respective local union on submissions.

All BAC members in good standing may submit entries in any of the Individual/Service Awards categories.

3. For Best Project entries, what should I include in the support statement/description?  
The supporting statement/description should provide additional details about the project. Some of those details may include:
  - Background, history, or purpose of the project
  - How the space will be used
  - Specifics on how the project was built (installation methods, etc.)
  - Further details on materials used
  - Challenges faced in completing the project

4. What type of photos should I submit?

For Best Project submissions, you are encouraged to include photos of the project during the construction phase and the final completed project. For restoration projects, you should include photos of before, during and after. **Please make sure that all BAC members are wearing proper PPE at all times.**

For additional details regarding photos, please see the General Entry Information.

5. Can I submit photos taken by a cell phone?

We strongly encourage you to submit photos taken with a camera or by a professional photographer. Despite the improvement in photo quality, photos taken with cell phones become pixelated and blurry when enlarged. **Photos must be a minimum of 300 dpi in .jpg format.**

6. How are entries judged?

Please view the scoring rubric posted on <https://bacweb.org/bac-craft-awards>.

7. How do I upload photos and supporting documents to the Dropbox folder?

Upon the IU's receipt of your submission, you will receive an email that contains a Dropbox link. Please follow the steps below to upload photos and supporting documents. **You do not need a Dropbox account to upload materials to the folder.**

1. Click the link in the email you received.
2. Click "Choose files" (blue button).
3. A window will pop up for you to navigate to where the files are stored on your computer (i.e. desktop, network folder, etc.). You can double click the files you want to upload or drag and drop them directly into your browser window.
4. After selecting the file, it will be listed under the folder name. If you have more files to upload, click "+Add another file."

5. Once you have selected all the files you want to upload, enter your name and email address so that the file requester knows who uploaded these files.
6. Click the blue “Upload” button. A blue “uploading” box will appear.
7. A green check mark means that you've successfully uploaded your files to the file request. You will also receive an email from Dropbox that your files were uploaded.

Note: You can add more files at any time by clicking the file request invitation for as long as the file request is open. You will not be able to access files that you already uploaded.

For additional assistance with file requests, please visit <https://help.dropbox.com/files-folders/share/received-file-request>.