

## HOW TO ROLLOVER ENTRIES FROM 2018 MAX AWARDS TO 2018 STAR AWARDS

To rollover entries from the 2018 MAX Awards to the 2018 Star Awards, you must be associated with both **Texas Association of Builders** and **HBA of Greater Austin** in the system.

### To add an association to your profile:

After logging in, select **My Profile** in the top right-hand corner. Within this page, select the **Associations** tab on the left-hand side. Click the green **Add Association** button to select an association and from the two dropdowns. Once you've made your selection from both dropdowns, click **Save** and your profile will be updated.

### To rollover 2018 MAX Awards entries to 2018 Star Awards:

From your MAX Awards Dashboard, you can use the **competition dropdown** just to the left of the **My Profile** link in the top, right-hand corner to toggle between awards shows. You'll know which show you're viewing by the logo in the top, left-hand corner of the page. On your MAX Awards Dashboard, use the **Edit Entry** and **View Entry** tools under the Options column in the Category Entries section of the page to collect entry information for each entry you've started and would like to rollover. Once you have saved this information, use the **competition dropdown** to select the Star Awards from the list and access your Star Awards Dashboard. Once here, access the **Category List**, select a Star Awards category to begin an entry, and copy and paste your collected MAX Awards entry information.

You may toggle back and forth to collect and enter entry information between the two shows or you can save all textual information to a spreadsheet or Word document and all images to a folder on your computer at one time. After collecting all information and images you might need, begin a new entry in the 2018 Star Awards and copy and paste each relevant line item.

Once the 2018 MAX Awards have closed for entries, you will not be able to edit your MAX Awards entry information any longer, but you will still have the option to view your entries and all information within them. Access entry information from the Category Entries section of your Dashboard with the **View Entry** tool next to each entry under the **Options** column.

Please contact the 2018 MAX Awards competition manager, Naomi Bludworth at [naomi@hbaaustin.com](mailto:naomi@hbaaustin.com) with any questions or concerns on this matter.