

# ASPIRE Design Awards FAQ

## ***On Submitting an Award for the First Time***

**I've added my project to the cart, but I don't see where to upload photos or descriptive data.**

Our awards work in two “rounds.” There is a “Registration Round” where you tell us what you'd like to submit and pay for the project. Once you've paid and submitted that information, you will be automatically forwarded to the “Submission Round.” In that round, you will upload your images and input your descriptive data during the submission round.

**What size and file type should I save my photos as?**

All photos need to be in 16:9 format, at least 300 dpi. Images must be uploaded in either .jpg or .pdf format.

**Can I have more than one photo in one image?**

Yes, you can have composite images where more than one photo or elevation is included in a single image.

**Do I need to include every elevation of this project? There's one side I'd prefer the jury not see...**

While AIA ASPIRE Design Awards does not currently require you to include an image of every elevation, it is *highly* recommended to include them. Juries are very observant and will notice if an elevation is missing. This omission usually leads to the dismissal of the project by the jury.

**Should I include site plans, or before and after photos?**

Yes! If you have before and after images (especially for renovation or historic preservation), then it is recommended that you include them. Site plans are also beneficial and encouraged to help convey the story of your project to a jury.

**I realized I made a mistake after finalizing the submission. Is there a way to fix it?**

If you realize you've made a mistake soon after submitting your project, contact the All ASPIRE staff for assistance. They can reopen your project and allow you to edit it or do the edit for you. This feature is usually available for the first couple of days after submissions are due. Edits cannot be made within five business days of the scheduled jury review.

## **On Copying Awards from Previous Years**

### **Can I copy a submission and change the category it's submitted to?**

Yes, you can change the category you submit to once the submission is copied. You can also copy a submission you created in the previous three years.

### **Can I copy a submission I made for a state to this program?**

This method is only for copying projects submitted to the AIA SAR Awards from the previous three years.

### **Does this method save me time?**

It can. Because it copies all of your data from last year, You will not have to retype or re-upload all of the information. Instead, you can use your time verifying the data and updating any information that may be out of date.

### **I don't know my username/password.**

You can contact staff at AIA ASPIRE for assistance with your username or password.

### **I don't see the projects listed here that I am looking for.**

Verify that you are using the correct username. It is possible the project was submitted under a different username. If you don't see the project you are looking for, contact the staff at the AIA ASPIRE offices for assistance. They can help you look up the project and determine the with whose username it was submitted.