

Copying Design Award Entries from Previous Years

This guide is for users who submitted architectural projects to the AIA North Carolina Chapter and Section Design Awards in the last three years and would like to save time by copying previous projects for submission in the current year. Once copied, users can update the submission before finalizing the project for jury review.

What You Will Need

To copy submissions from previous years, you will need the following information:

1. Username and password you used to submit the project previously.
2. Year you previously submitted the project.
3. Name of the project when it was last submitted (*optional*).

How to Copy your Previous Submissions

1. Go to the following link: <https://aiancaawards.secure-platform.com/a/solicitations/16/home?createFromLinkedSolicitation=True>
2. If you are not already, log in using the email and password used to manage submission previously.
3. Once you've logged in, select the year you last submitted the project from the "Program" dropdown.
 - *Optional*- To narrow down your search, you can include the name of the submission in the "Application Name" text box. However, the application name is not required to complete the search.

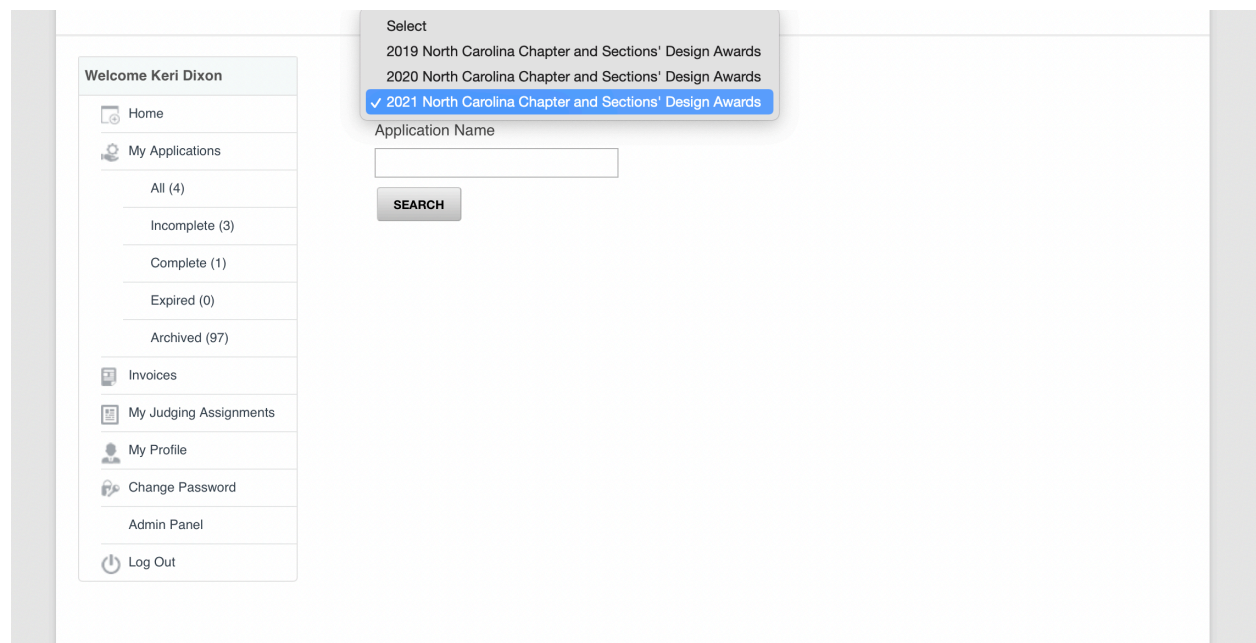


Figure 1 - Select the year you last submitted the project.

4. Press the “Search” button.
5. A list of your previous submissions will populate on the screen.

The screenshot shows a user interface for a web application. On the left is a sidebar with a user profile 'Welcome Keri Dixon' and navigation links: Home, My Applications (All (4), Incomplete (3), Complete (1), Expired (0), Archived (97)), Invoices, My Judging Assignments, My Profile, Change Password, Admin Panel, and Log Out. The main content area has a search form with a 'Program' dropdown menu set to '2021 North Carolina Chapter a', an 'Application Name' input field, and a 'SEARCH' button. Below the search form is a table of search results.

Application #	Title	Program	Round	Action
10852	First Test	2021 North Carolina Chapter and Sections' Design Awards	Registration Round	Use This Application
10853	First Test	2021 North Carolina Chapter and Sections' Design Awards	Registration Round	Use This Application
11724		2021 North Carolina Chapter and Sections' Design Awards	Registration Round	Use This Application
11828		2021 North Carolina Chapter and Sections' Design Awards	Registration Round	Use This Application

Figure 2 - Previous submissions are populated on screen.

6. Locate the submission you'd like to resubmit. Click “Use this Application” from the Action Column.

7. Verify the program category, update any additional information, and press "Add to Cart."

This is will complete your "Registration Round".

Once you've finalized and paid, you will be given access to the "Submission Round" where you can fill in your entry's submission data and upload images.

SAVE

ADD TO CART

Figure 3 - Add to Cart.

8. After completing payment, you will proceed to the "Submission Round."
9. Verify and update all information in the Submission Round, including Concealed Identification, Descriptive Data, Photos, and Photo Release forms.
10. Once you've updated all of the data, click "Save and Finalize."