

Home LOGIN

ASCRIBE

Plans Projects Help Blog See It

Create Your Free Account

Your Information

Full Name

Email
This will also be your login username


Password

Confirm Password

Company Information

Company Name

Company Website
(ex. www.yourdomain.com)

Type the two words: 

I agree to the [Privacy Policy](#) and [Terms of Service](#)

Create Account

Are subscription renewals automatic?

Yes. Prior to your renewal date, you will receive an email notice reminding you of the upcoming renewal.

1.
If you don't already have an Ascribe account, create one.

AscribeHQ.com/signup/free

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ASCRIBE

Dashboard Projects

+ Add Project

Recent Projects

Create your first Project

Search and associate yourself to a project or create your project if it doesn't already exist.

1000 Oaks
4100 Thousand Oaks, Dr.
Grand Rapids MI

Boardwalk At...
Blue Star Highway
South Haven MI

4901 Wilson Avenue, SW
Grandville MI

76th St.
Byron Center MI

View View View View

View Portfolio

- Create company description
- Upload your company logo

Project Name: Street:

Company: City:

Type: State:

Updated Since: Zip:

Find

2.
Click:
Add Project

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Dashboard Projects

FIRST – See if we already have it

You can do this by searching for existing projects within the system. If your project is found, you are able to click the "JOIN" button to add it to your portfolio.

Search for Other Projects

Project Name: Street:
 Company: City:
 Type: State:
 Updated Since: Zip:

Find

Create a Project

Know you're the first person to add a project? Go ahead and [create one](#).

3.

If you think the project might already exist in Ascribe, search for it and join, otherwise,

**Click:
Create One**

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Dashboard Projects

Create a New Project

Building Information

Project Title
The name of the building you're working on

Project Subtitle
The area or phase of the building you're working on

Size
square footage

Budget \$
Total Construction Budget

Completed on
ex. 12/16/2008

Project Phase:
 Green:
 Delivery Method:

Residential Information

Bedrooms:
 Baths:
 For Sale:
 For Lease:

Type of Project

Type of Project
 Project Definition

Location of Building

No Location
Location not defined yet? That's ok

Street
 Street 2
 City
 State
 Zip

Your Information

Contracted With:
 Role:

Create project Cancel

4.

Fill out as much project information as you know.

- Minimum Information:**
- Project Title
 - Type of Project
 - Project Definition
 - City
 - State
 - Contracted With
 - Role

**Click:
Create Project**

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Dashboard Projects

test 788

No Photo Available

Map

Size: Type: Arena
Budget: \$
Project Definition: Addition
Date Completed:
Project Phase:
Green:
Delivery Method: Bedrooms: 0.0
Baths: 0.0
For Sale: No
For Lease: No

Modify

Private Details [Edit](#)

Additional details. Non-shared and independent from descriptions.

Manage This Project

Status: ACTIVE

Project Facts

Other Portfolios

Photos

Awards

Public View

Add a Company

Know of other companies that worked on this project? Invite them to join.

[Leave this Project](#)

By leaving this project, all your marks will be removed from this project and it will no longer be displayed in your portfolio

5.
Click:
“Awards”
to submit
your
project

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Dashboard Projects

Project Awards

Want to submit this project for another award?

To submit this project for another award, choose the awarding institution and click Start Submittal.

Institutions Accepting Submissions:

ABC West Michigan Chapter

Start Submittal

Manage This Project

Status: ACTIVE

Project Facts

Other Portfolios

Photos

Awards

Public View

6.
Select
“GreenSite
Awards”
from
this list of
Institutions
accepting
submissions.

Click:
Start Submittal

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ASCRIBE Dashboard Projects

★ Award Creator

1. Select [an Award](#)
2. When will this be awarded?
 2011 [change](#)
3. Provide a description
4. Add Photos
 Pending Uploads
 No file chosen
 I agree to the Photo Policy outlined to the right
 Photo Credits

 Photographer Link or Website Address
5. Hand out Award to:
 Adams Bros. Cabinetry, Inc.

[Return to Project](#)

Special Directions:

- 222 Something
- Something else
- This is a real long somethidfadfadfng with and email address: fake@fakeemail.com

Photo Policy:
333 from sequal pro

7.

Be sure to follow any special directions on the right.

- 1) Select the Award Category
- 2) Step 2 is automatic, you don't need to change anything
- 3) Add the project description (up to 500 words). (be sure to include other companies involved, and their roles)
- 4) Upload your photos, read and agree to photo policy, and supply the photographer and their website if you have it.
- 5) Select your company
- 6) Click: Save Award

That's it. Your Done!

(Be sure to play with your new Ascribe Account as it does much, much more with your portfolio.)