

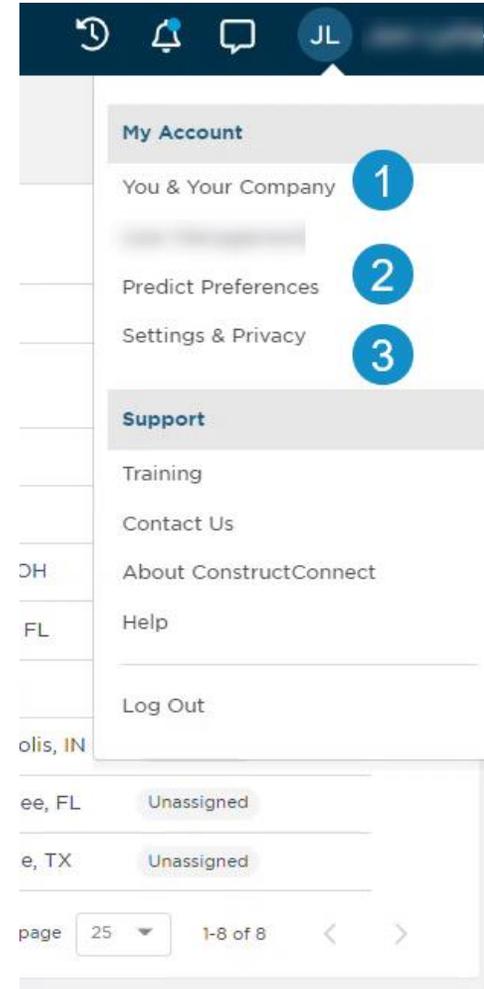
Hospitality

Training Aid

My Account

After logging into your ConstructConnect account, click on your name in the upper right corner of your screen. The My Account section allows you to set up your account.

1. You & Your Company
2. Predict Preferences
3. Settings & Privacy



My Account

Complete your contact information using You & Your Company

You & Your Company

Your Information | Your Company's Information

Your Information

First Name: Jon | Last Name: [Redacted] | Job Function: [Dropdown]

Address Line 1: 5 Edwards Road | Address Line 2: [Redacted]

City: Burnaby | State/Province: British Columbia | Zip Code*: V5G 1H3 | Country: Canada

Email Address: [Redacted]@constructconnect.com | Phone Number: [Redacted] | Extension: [Redacted] | Mobile Number: [Redacted]

Fax Number (optional): [Redacted]

Cancel | Save

Be sure to Save your information on each tab.

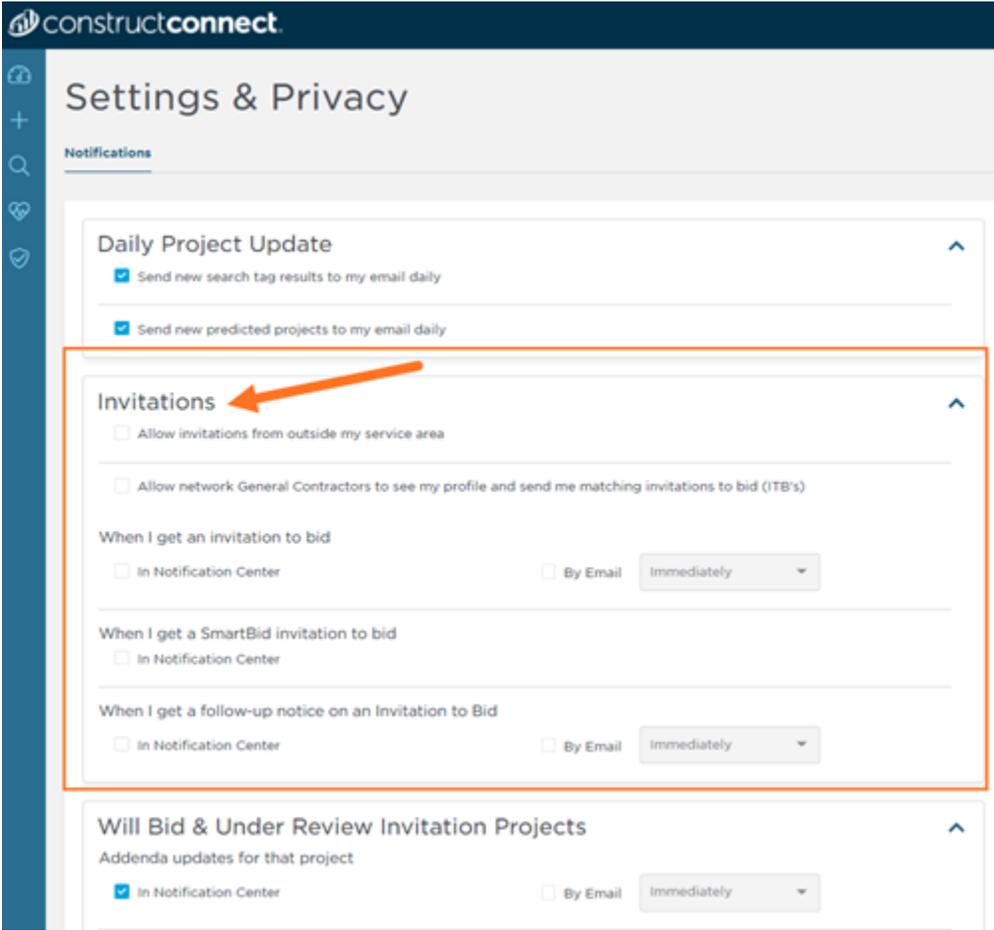
My Account

Follow these steps to set up your Predict Preferences so we can send projects to you.

The screenshot shows the 'Predict Preferences' page in the ConstructConnect user interface. The page title is 'Predict Preferences' with a 'Reset Preferences' link in the top right. Below the title is a help message: 'Help us determine whether a project is a good match for you by filling in the information in each section.' The page is divided into several sections, each with a callout box:

- Trades:** A blue box with the text 'Do Not Select any Trades.' pointing to the 'What trades do you perform?' section.
- Service Area:** A map of the Pacific Northwest region with a callout box stating 'Service Area is based on your Subscription Region in your Agreement with us.'
- Favorite Companies:** A grey box with a callout box stating 'Search by name for Companies you want to follow.' and another callout box stating 'This eliminates small projects that would not allow for lodging.'
- Building Use:** A light blue box with a callout box stating '"Select All"' pointing to the list of building types.
- Project Status:** A grey box with a callout box stating 'Select "Bid Results" & "Award"' pointing to the 'Award' and 'Bid Results' options.
- Project Sector:** A light blue box with a callout box stating '"Select All"' pointing to the 'Public - City' and 'Public - County' options.
- Project Value:** A green box with a callout box stating '\$500K to \$100+ Million' pointing to the value range.

My Account



constructconnect

Settings & Privacy

Notifications

Daily Project Update

- Send new search tag results to my email daily
- Send new predicted projects to my email daily

Invitations

- Allow invitations from outside my service area
- Allow network General Contractors to see my profile and send me matching invitations to bid (ITB's)

When I get an invitation to bid

- In Notification Center
- By Email Immediately

When I get a SmartBid invitation to bid

- In Notification Center

When I get a follow-up notice on an Invitation to Bid

- In Notification Center
- By Email Immediately

Will Bid & Under Review Invitation Projects

Addenda updates for that project

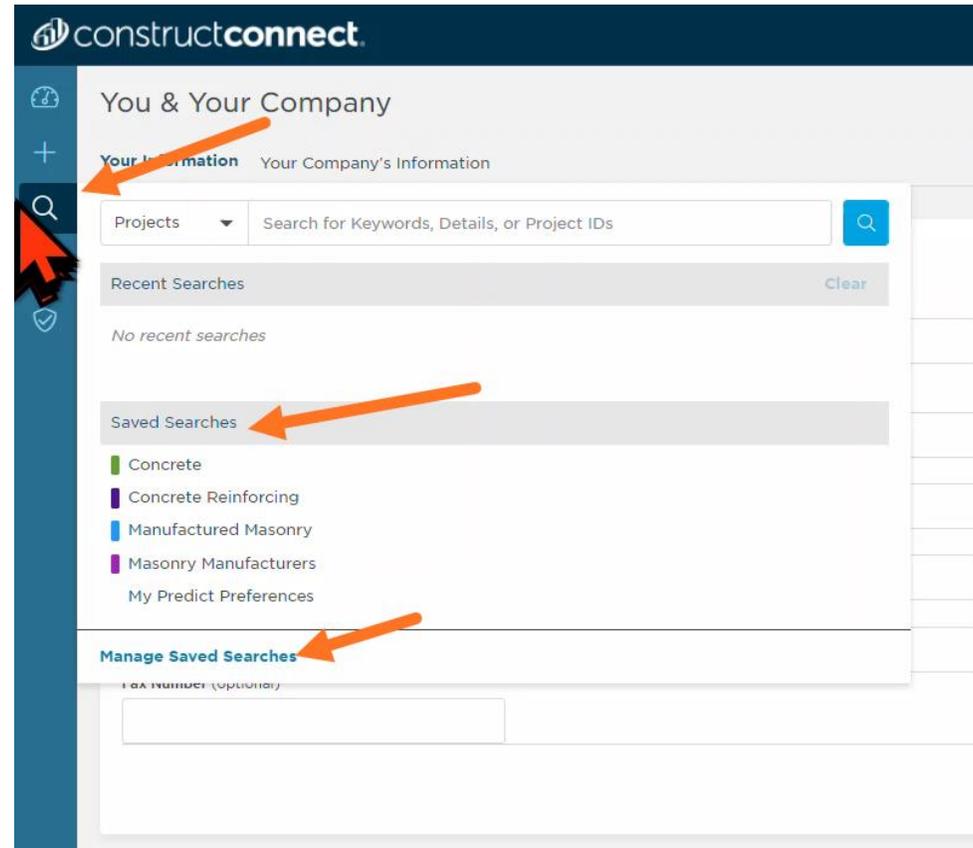
- In Notification Center
- By Email Immediately

Use Settings & Privacy to turn off all notifications found in the Invitation section, as seen to the left.

Then continue down the page to set up *what* you want to be informed of and *how* you would like to be informed.

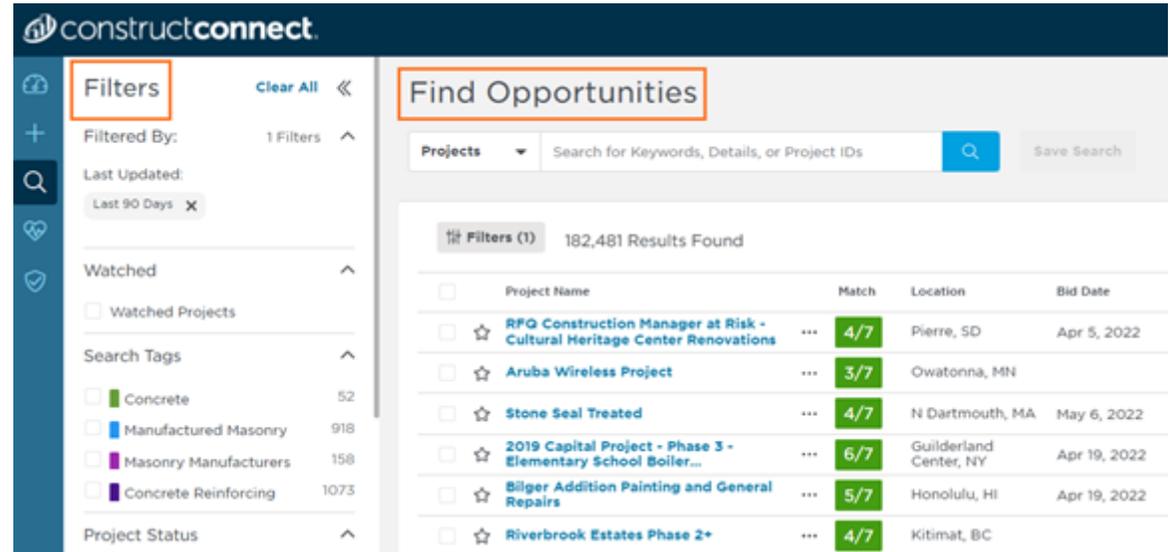
Searching

Position your cursor over the Spyglass on the left to start searching for projects. The pop out allows for quick keyword searches, recent searches and where you will find, run and manage your Saved Searches from.



Searching

Clicking on the Spyglass will launch the search screen, Find Opportunities. This is where you will find projects to market to. Notice that the left side of the screen is the Filters column. Next, let's use these filters to find relevant projects.



<input type="checkbox"/>	Project Name	Match	Location	Bid Date
<input type="checkbox"/>	RFQ Construction Manager at Risk - Cultural Heritage Center Renovations	4/7	Pierre, SD	Apr 5, 2022
<input type="checkbox"/>	Aruba Wireless Project	3/7	Owatonna, MN	
<input type="checkbox"/>	Stone Seal Treated	4/7	N Dartmouth, MA	May 6, 2022
<input type="checkbox"/>	2019 Capital Project - Phase 3 - Elementary School Boiler...	6/7	Guilderland Center, NY	Apr 19, 2022
<input type="checkbox"/>	Bilger Addition Painting and General Repairs	5/7	Honolulu, HI	Apr 19, 2022
<input type="checkbox"/>	Riverbrook Estates Phase 2+	4/7	Kitimat, BC	

Searching

A simple way to find great projects is to use a “Filter Only” search. The left column of the Find Opportunities screen is where you will find and add the following filters to set up your Filter Only Search. Start with selecting only projects that have the Bid Results & the Award(ed) contact information under Project Status.

Project Status		^
<input type="checkbox"/>	Conceptual	28007
<input type="checkbox"/>	Design	12303
<input type="checkbox"/>	Final Planning	10575
<input type="checkbox"/>	Pre-Construction/Negotiate	5843
<input type="checkbox"/>	GC Bidding	12815
<input type="checkbox"/>	Sub-Bidding	10624
<input type="checkbox"/>	Post-Bid	51151
<input checked="" type="checkbox"/>	Bid Results	15279
<input checked="" type="checkbox"/>	Award	28285
<input type="checkbox"/>	Under Construction	3694
<input type="checkbox"/>	Occupancy	1471
<input type="checkbox"/>	Project Abandoned	1608
<input type="checkbox"/>	Archived	0

[Show Less](#) ^

Searching

Location

Profile Service Area

45209

Within Radius of

- 50 Miles
- 5 Miles
- 10 Miles
- 25 Miles
- 50 Miles
- 75 Miles
- 100 Miles

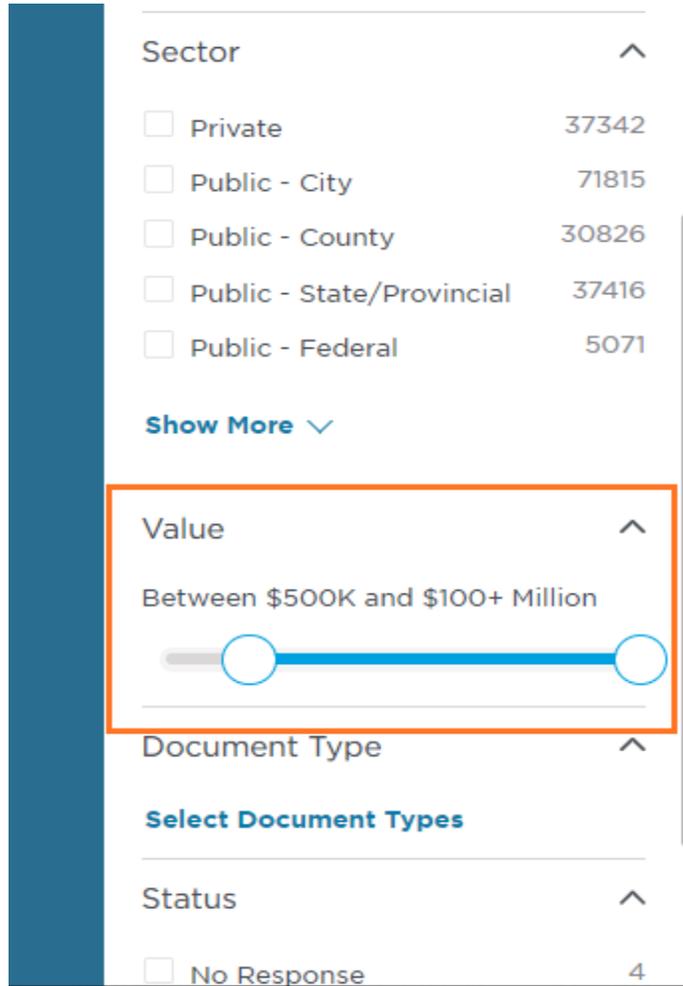
Select Counties or

Building Use

- Amusement and Recreational Centers: 0
- Arenas / Stadiums: 0
- Bridges / Tunnels: 0
- Casino: 0
- Clubhouse / Community Center: 2

Next, use your zip code and add a radius based on far you feel contractors will travel to stay with you.

Searching



Sector ^

- Private 37342
- Public - City 71815
- Public - County 30826
- Public - State/Provincial 37416
- Public - Federal 5071

[Show More](#) v

Value ^

Between \$500K and \$100+ Million



Document Type ^

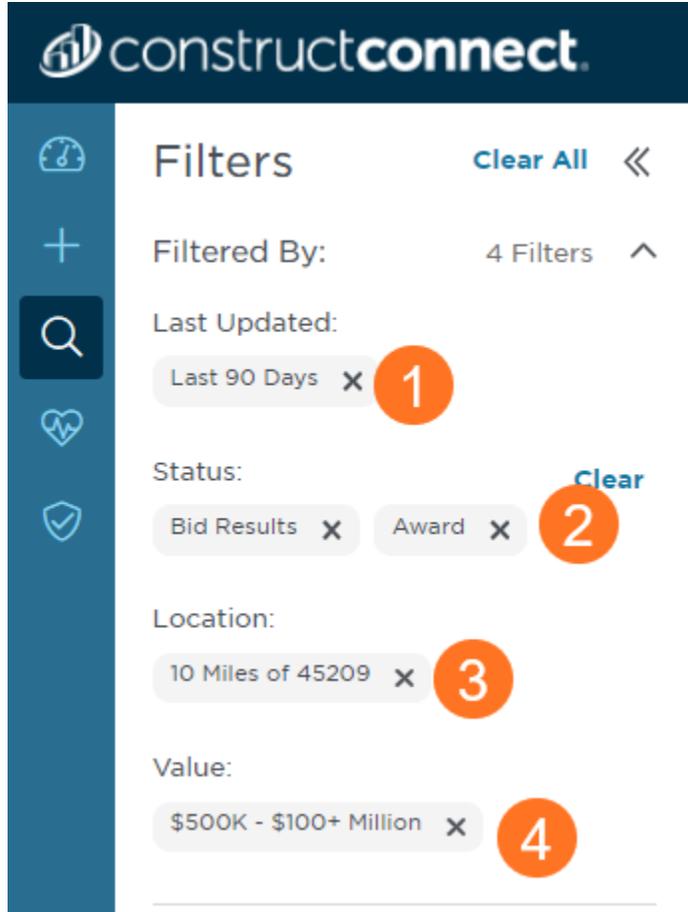
[Select Document Types](#)

Status ^

- No Response 4

Scrolling further down the Filters column allows you to change the project value range. This is intended to exclude smaller projects that are usually done by local contractors.

Searching

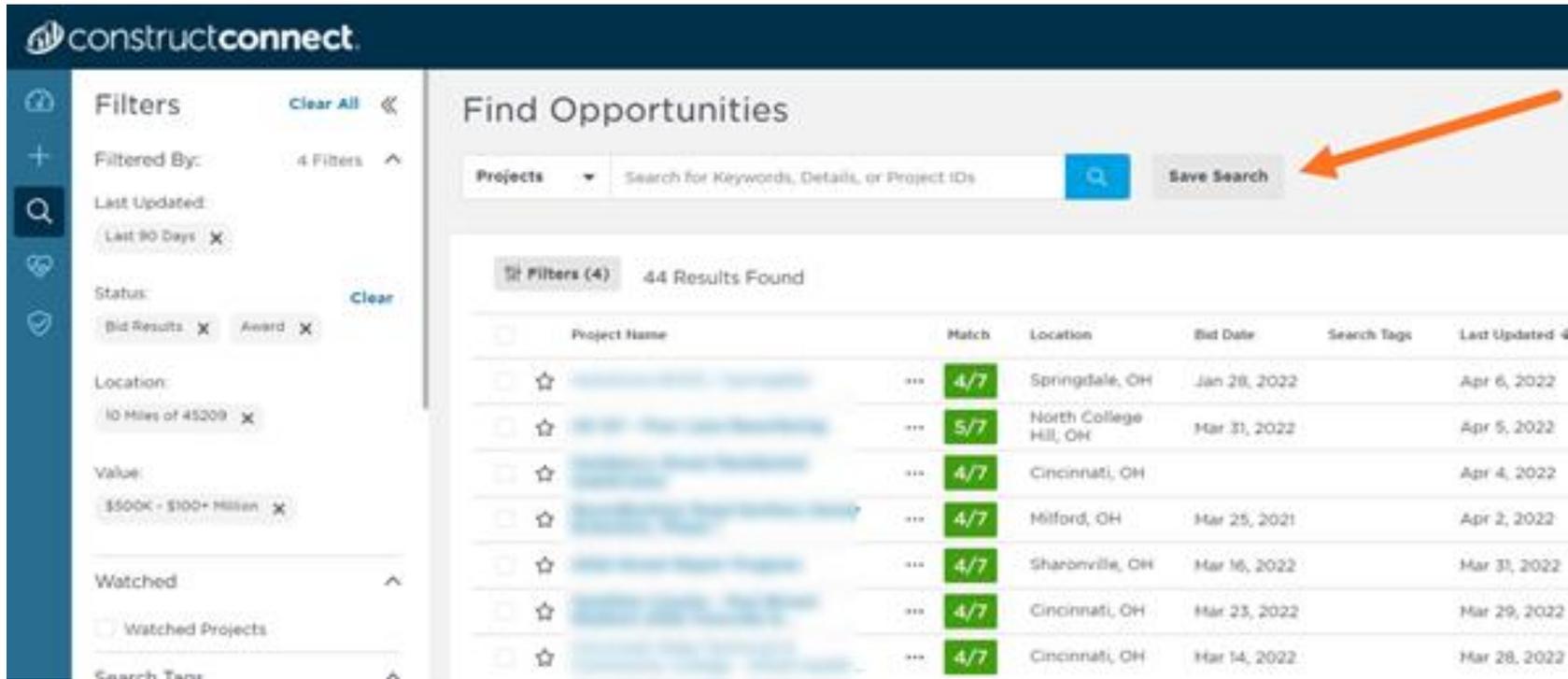


The screenshot displays the ConstructConnect interface with a dark blue header containing the logo and the text "constructconnect". A vertical sidebar on the left contains navigation icons: a clock, a plus sign, a magnifying glass (highlighted with a dark background), a heart, and a shield. The main content area is titled "Filters" and includes a "Clear All" link and a left-pointing arrow. Below the title, it shows "Filtered By: 4 Filters" with an upward-pointing arrow. The filters are organized into sections: "Last Updated:" with a "Last 90 Days" filter (marked with a red circle '1'); "Status:" with "Bid Results" and "Award" filters (marked with a red circle '2') and a "Clear" link; "Location:" with a "10 Miles of 45209" filter (marked with a red circle '3'); and "Value:" with a "\$500K - \$100+ Million" filter (marked with a red circle '4').

Congrats! You have now put together your Filter Only search. The top of your Filters column should look like this. The filter ‘Last 90 days’ is set automatically but that can be changed using the Dates filter, found further down the Filters column.

Searching

Then to save the search, select the Save Search icon at the top of the search screen.



The screenshot shows the ConstructConnect interface for finding opportunities. On the left is a sidebar with filters, and on the right is the main search area. An orange arrow points to the 'Save Search' button in the search bar.

Filters:

- Filtered By: 4 Filters
- Last Updated: Last 90 Days
- Status: Bid Results, Award
- Location: 10 Miles of 45209
- Value: \$500K - \$100+ Million

Find Opportunities

Projects Search for Keywords, Details, or Project IDs Save Search

Filters (4) 44 Results Found

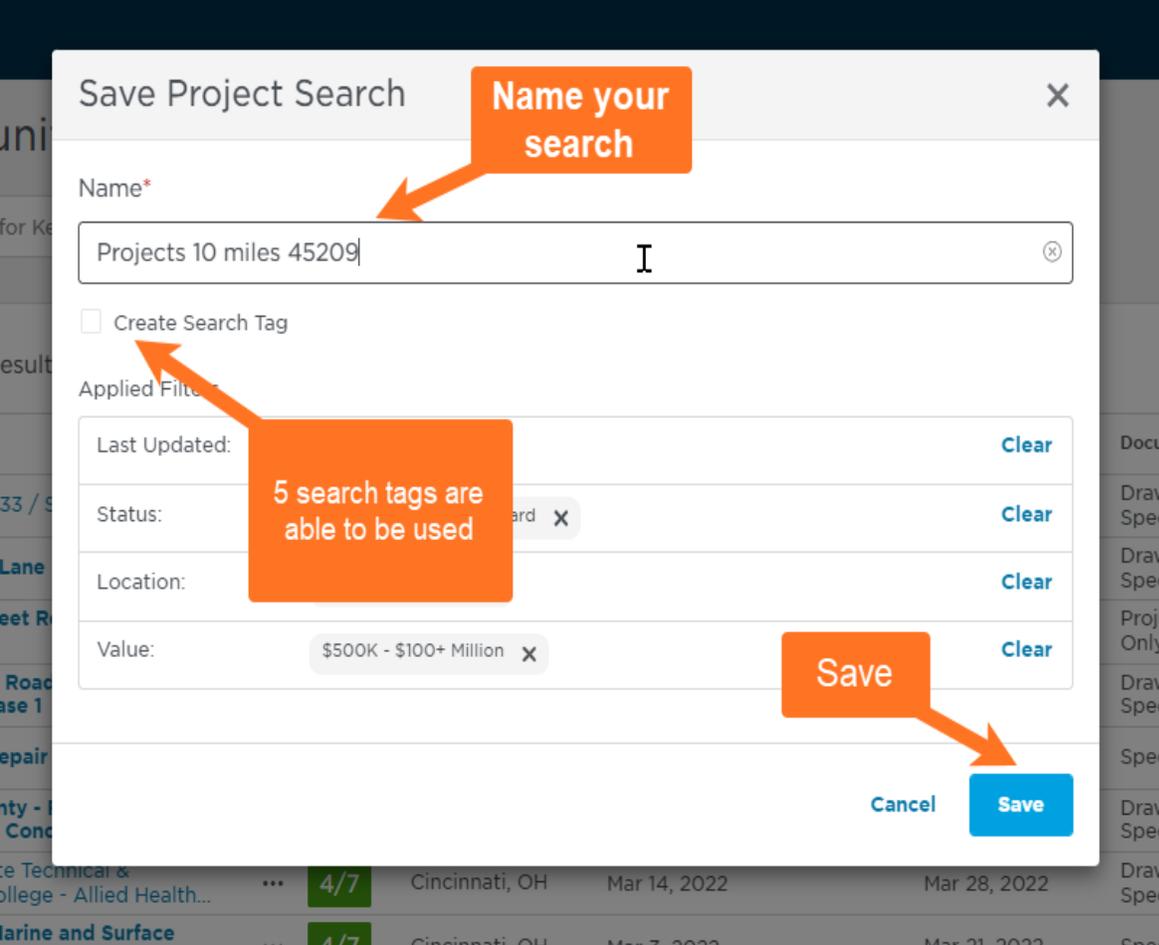
<input type="checkbox"/>	Project Name	Match	Location	Bid Date	Search Tags	Last Updated
<input type="checkbox"/>	...	4/7	Springdale, OH	Jan 28, 2022		Apr 6, 2022
<input type="checkbox"/>	...	5/7	North College Hill, OH	Mar 31, 2022		Apr 5, 2022
<input type="checkbox"/>	...	4/7	Cincinnati, OH			Apr 4, 2022
<input type="checkbox"/>	...	4/7	Milford, OH	Mar 25, 2021		Apr 2, 2022
<input type="checkbox"/>	...	4/7	Sharonville, OH	Mar 16, 2022		Mar 31, 2022
<input type="checkbox"/>	...	4/7	Cincinnati, OH	Mar 23, 2022		Mar 29, 2022
<input type="checkbox"/>	...	4/7	Cincinnati, OH	Mar 14, 2022		Mar 28, 2022

Searching

First, name this newly created search. Any name that reminds you what that search does is fine.

Next, each user with a license is entitled to unlimited saved searches, however, only five of those searches can be given a Search Tag. Tags help you find projects that match your saved searches.

Finally, be sure to save your search.



The screenshot shows a 'Save Project Search' dialog box with the following elements and annotations:

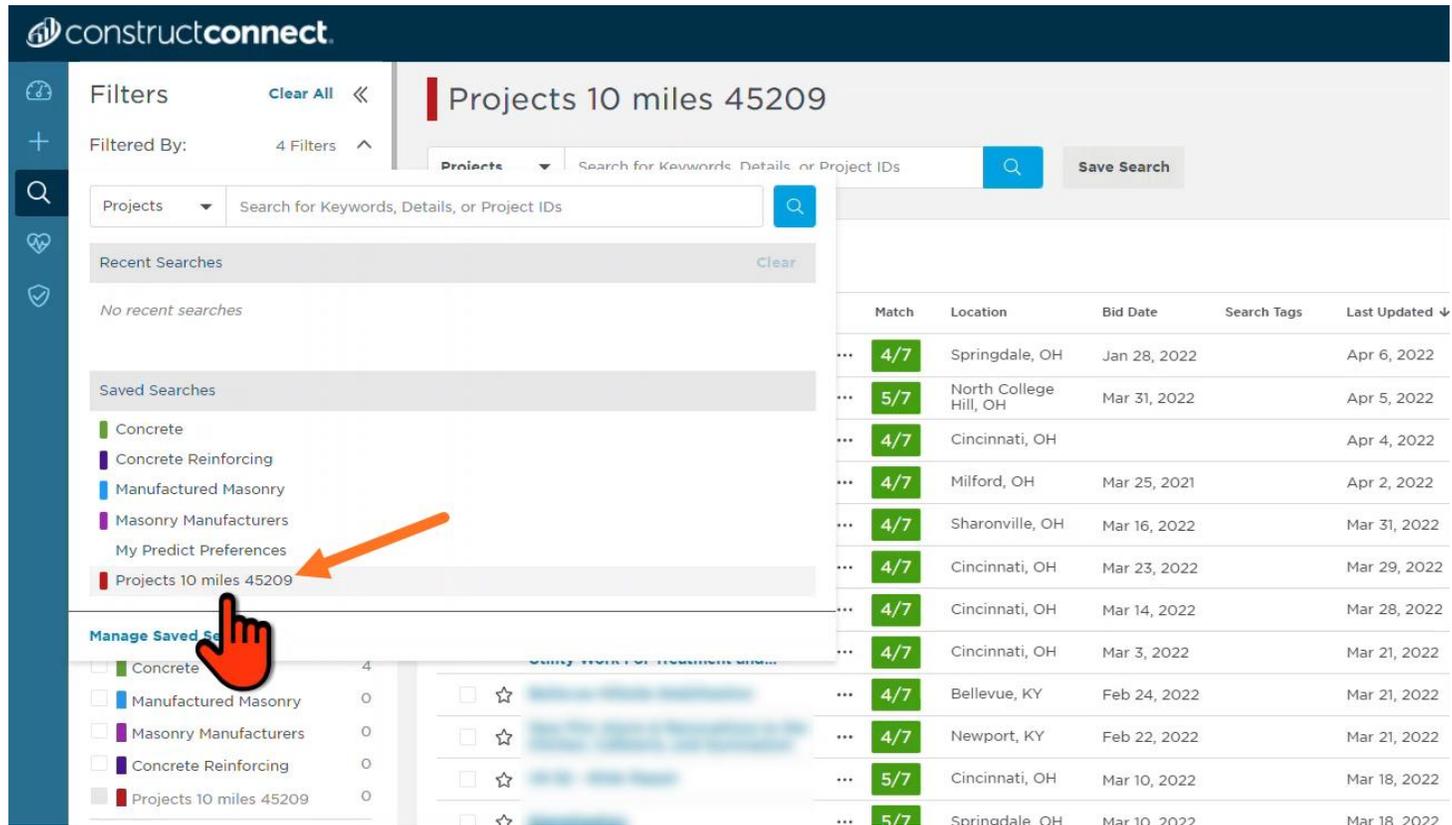
- Name***: A text input field containing 'Projects 10 miles 45209'. An orange callout box labeled 'Name your search' points to this field.
- Create Search Tag**: A checkbox. An orange callout box labeled '5 search tags are able to be used' points to this checkbox.
- Applied Filters**: A list of filters with 'Clear' buttons:
 - Last Updated: Clear
 - Status: Clear
 - Location: Clear
 - Value: \$500K - \$100+ Million x Clear
- Buttons**: 'Cancel' and 'Save' buttons at the bottom right. An orange callout box labeled 'Save' points to the 'Save' button.

Searching

The screenshot displays the ConstructConnect search interface. On the left, a sidebar contains navigation icons: a clock, a plus sign, a magnifying glass, and a heart. The main area is titled 'Filters' with a 'Clear All' button and a left arrow. Below this, it shows 'Filtered By: 4 Filters' with an upward arrow, and 'Last Updated: Last 90 Days' with a close icon. The search bar contains the text 'Projects 10 miles 45209' and a dropdown menu set to 'Projects'. Below the search bar, it indicates '41 Results Found'. An orange callout box with an arrow pointing to the search results contains the text: 'Once your search is saved, the name will appear at the top of the Find Opportunities page'.

Searching

Also, the new search can now be found with the other Saved Searches.

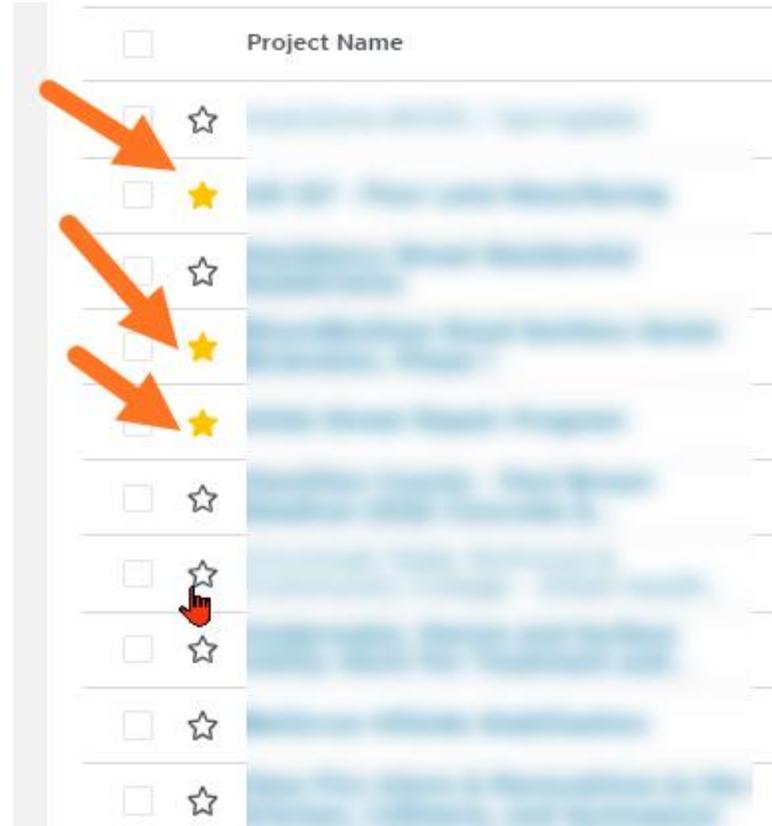


The screenshot displays the ConstructConnect search interface. The search bar contains the text "Projects 10 miles 45209". Below the search bar, there are sections for "Recent Searches" (showing "No recent searches") and "Saved Searches". The "Saved Searches" section lists several searches, including "Concrete", "Concrete Reinforcing", "Manufactured Masonry", "Masonry Manufacturers", "My Predict Preferences", and "Projects 10 miles 45209". A red arrow points to the "Projects 10 miles 45209" entry. Below the "Saved Searches" section, there is a "Manage Saved Searches" section with a list of filters and their counts. The main search results are displayed in a table with columns: Match, Location, Bid Date, Search Tags, and Last Updated. The table contains 15 rows of results, each with a match score (e.g., 4/7, 5/7) and a location (e.g., Springdale, OH, North College Hill, OH).

Match	Location	Bid Date	Search Tags	Last Updated
4/7	Springdale, OH	Jan 28, 2022		Apr 6, 2022
5/7	North College Hill, OH	Mar 31, 2022		Apr 5, 2022
4/7	Cincinnati, OH			Apr 4, 2022
4/7	Milford, OH	Mar 25, 2021		Apr 2, 2022
4/7	Sharonville, OH	Mar 16, 2022		Mar 31, 2022
4/7	Cincinnati, OH	Mar 23, 2022		Mar 29, 2022
4/7	Cincinnati, OH	Mar 14, 2022		Mar 28, 2022
4/7	Cincinnati, OH	Mar 3, 2022		Mar 21, 2022
4/7	Bellevue, KY	Feb 24, 2022		Mar 21, 2022
4/7	Newport, KY	Feb 22, 2022		Mar 21, 2022
5/7	Cincinnati, OH	Mar 10, 2022		Mar 18, 2022
5/7	Springdale, OH	Mar 10, 2022		Mar 18, 2022

Watch List

Next to the search results, the star allows projects be added to the watch list. The watch list saves projects for later and it can provide updates on those projects too.



| Watch List

The screenshot shows the ConstructConnect interface. At the top, the ConstructConnect logo is visible. Below it, a project entry is shown with a yellow star icon in the top left corner. An orange callout box with a white border points to the star and contains the text: "Inside the project, the star can be found in the top left corner of a project, next to it's name." Below the project name, there is a section titled "Project Intelligence" with a sub-header "Updated on Apr 5, 2022 @". Further down, there is an "Events" section with three entries: "Bid Date" (Mar 31, 2022 @ 10:00am ET), "Start Date" (May 30, 2022), and "End Date" (Jul 21, 2023).

Watch List

The screenshot shows the ConstructConnect user profile page. The header includes the ConstructConnect logo and the text 'You & Your Company'. Below this, there are tabs for 'Your Information' and 'Your Company's Information'. A vertical sidebar on the left contains several icons: a clock, a plus sign, a magnifying glass, and a heart icon. A red mouse cursor is pointing at the heart icon, which has a dropdown menu open showing 'Task List' and 'Watch List'. An orange callout box with a white border and text points to the 'Watch List' option. The main content area shows a form for user information, including fields for 'Last Name' (with 'Jon' entered), 'Address Line 1', 'Address Line 2', 'City' (with 'Burnaby' entered), 'Zip Code*' (with 'V5G 1H3' entered), 'Email Address' (with '@constructconnect.com' entered), 'Phone Number', 'Extension', and 'Fax Number (optional)'. The 'Watch List' callout box contains the text: 'Use the Heart Icon on the left to access your Watch Lists.'

Watch List

The screenshot displays the ConstructConnect 'Watch List' interface. On the left, there is a 'Filters' sidebar with options for Role (Administrator, Agent, Apparent Low Bidder, Architect, Construction Manager) and Location (Profile Service Area, Postal Code or City, Within Radius of 50 Miles, Select Counties or State/Province). The main content area is titled 'Watch List' and has tabs for 'Projects' and 'Companies'. Below the tabs, it shows '79 Results Found' and a list of companies, each with a star icon and a blue dot. To the right of the company list is a table with columns for location and a numerical value.

Company Name	Location	Value
...	Arcanum, OH	206
...	North York, OH	4760
...	Houston, TX	1404
...	Overland Park, KS	1807
...	Sacramento, CA	1026
...	Alexandria, MN	2309
...	Erlanger, KY	153
...	Bedford, TX	2060
...	Gilbert, IL	1327
...	Saint Michael, MN	2513
...	Ancaster, OH	1679
...	Carlisle, NH	1626
...	Lenexa, KS	1658
...	Irvine, CA	2073

Projects and Companies can be followed in The Watch List.

Project Contacts

In the center of a project, the Contacts section will provide the correct parties to reach out to about marketing. Under the Bidders list, the Role of the correct company is listed as either the Apparent Low Bidder or the Awarded General Contractor. This is who to speak to about lodging arrangements.

Contacts

All 7 Design Team 4 Bidders 3 Planholders 0

Name ↑	Role	Company Name
☆ -	General Contractor Bidder	[blurred]
☆ -	General Contractor Bidder	[blurred]
☆ -	Awarded General Contractor	[blurred]



Contacts

All 11 Design Team 3 Bidders 3 Planholders 5

Name ↑	Role	Company Name
☆ -	General Contractor Bidder	[blurred]
☆ -	Apparent Low General Contractor	[blurred]
★ -	General Contractor Bidder	[blurred]



Project Contacts

Glossary of Common Industry Terms

Apparent Low Bidder

After all bids have been received, this is the bidder with lowest estimate, but they have not officially been awarded yet.

Award

This does not happen with negotiated projects, only projects that have gone to Bid. The bidder who is chosen for the project is awarded the contract.

Bid

The process of submitting a proposal (tender) to undertake or manage the undertaking of a construction project. The process generally involves a cost estimate for the project or work based on plans and specifications.

General Contractor (GC)

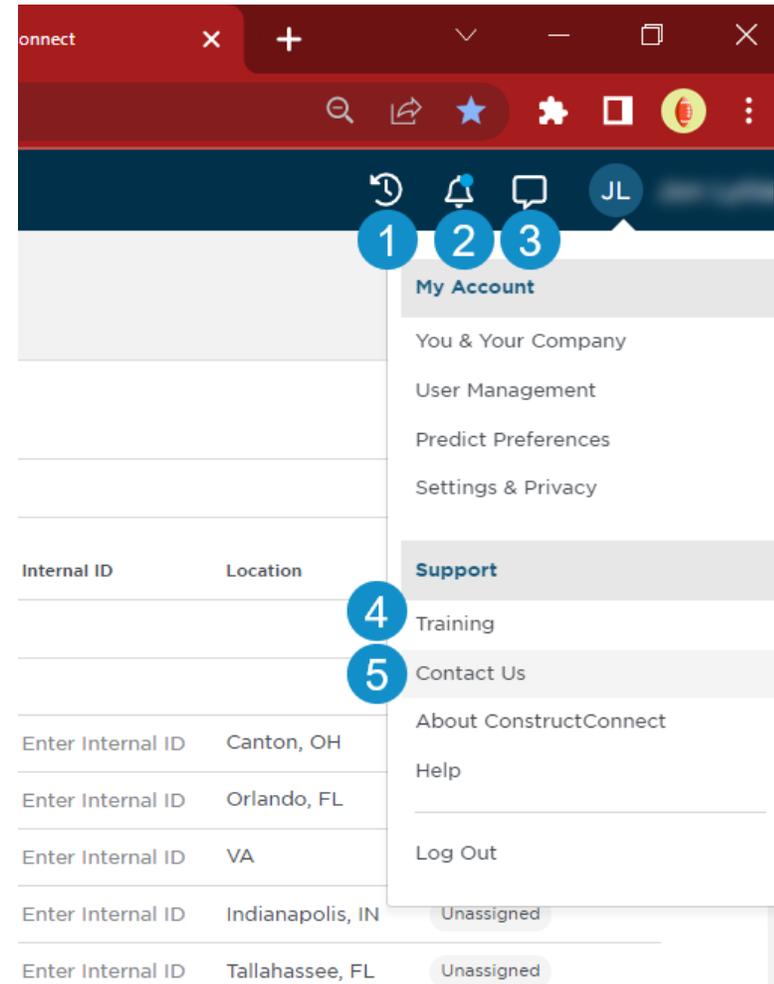
Responsible for the day-to-day oversight of a construction site, management of vendors and trades, and communication of information to involved parties throughout the course of a building project. A general contractor is responsible for providing all the material, labor, equipment (such as engineering vehicles and tools) and services necessary for the construction of the project. The general contractor hires specialized subcontractors to perform all or portions of the construction work.

Subcontractor (Sub)

A specialized builder in a specific trade i.e. painter, plumber, glazer, excavator, etc., contracted by general contractors, owners, or construction managers.

Need Help?

1. History – Displays your last viewed 5 projects and companies.
2. Notification Bell – Alerts & Reminders can be sent here, instead of email.
3. Live Chat will connect you with a Customer Support Specialist.
4. Training – Provides on demand video training. Look for the “ConstructConnect for Hospitality” icon.
5. Contact Us – Shows the phone number and email address for Customer Support.



| Training

For more information: please use this link to access our
[Training Resource Center](#).



THANK YOU

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BEFORE YOU BUILD.

