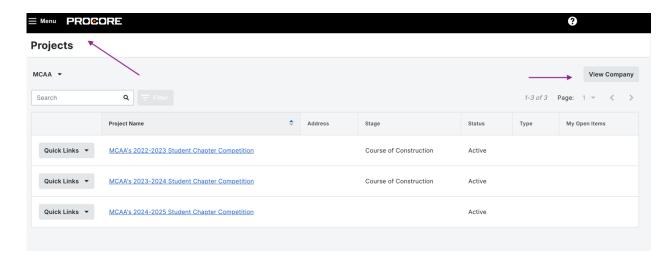
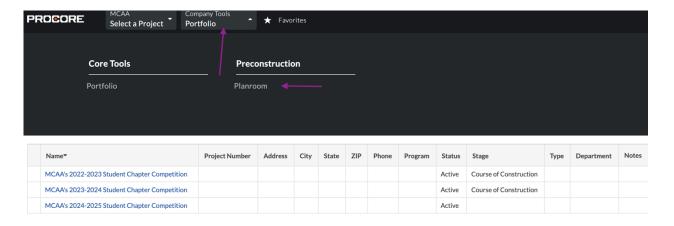
Instructions for Submitting a Bid on Procore MCAA Student Chapter Competition 2025-2026

- 1. Login and click the menu button lines on the top left.
- 2. Drop down and select PROJECTS.
- 3. Click VIEW COMPANY button on the right.

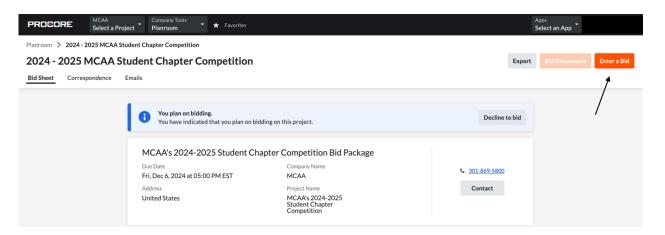


- 4. Ensure you're in MCAA as the company.
- 5. Once on the 'company page', click the 2nd dropdown at the top: COMPANY TOOLS.
 - a. Drop-down and you'll see **PLAN ROOM** under Pre-construction.



- 6. Select & click the appropriate year if more than 1 shows up (2025-2026).
 - a. If a yellow box appears asking if you plan on bidding, click "I plan on bidding".

7. Click the orange "Enter a Bid" button on the top right.



- 8. Scroll to the bottom of the page for ATTACH A FILE.
 - a. Drag and drop your file into the space or search your files by using the blue link.
 - b. After upload is complete, click the orange SUBMIT A BID.

