



MCAA Student Chapter Competition RFI Instructions

1. Log into Procore.
2. Ensure you are in the proper project year.
3. Project Tools Dropdown – Select RFIs under Project Management.
4. Click Orange **Create Button**.
5. Enter a Subject and a Question.
6. Select the Following:
 - a. **RFI Manager** = **Sarabeth Gandara** (should be auto-filled)
 - b. **Received From** = **Your Name**
 - c. **Assignees** = ***Submit RFI's Here*** (should be the top option)
 - d. **Distribution List** = **2025-2026 Distribution Group**
7. Click the **Create as Open** (orange button) at the bottom.
 - *If you save as a draft, MCAA won't be notified it is there and it won't be answered.*

Keep in mind that RFI questions and responses go to ALL participating teams.

Contact Michele Hoffman (mhoffman@mcaa.org) with questions or issues.