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

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.

- Do Not Select any Trades.
- Service Area is based on your Subscription Region in your Agreement with us.
- Search by name for Companies you want to follow.
- This eliminates small projects that would not allow for lodging.
- Select "Bid Results" & "Award".
- "Select All" in Project Status and Project Sector.
- Project Value is $500K to $100+ Million.
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 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.
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.
Next, use your zip code and add a radius based on far you feel contractors will travel to stay with you.
Searching

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.
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.
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.
Searching

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.
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.
Inside the project, the star can be found in the top left corner of a project, next to its name.
Watch List

Use the Heart icon on the left to access your Watch Lists.
Watch List

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.
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.
BEFORE YOU BUILD.