

## Project Codes

1. Login to [Projectdog.com](http://Projectdog.com), hover over Project Central and click **Project Management**.

Home	Project Central	Company
	→ Project Management	
	Project Leads	

2. In the toolbox, click **Host New Project**.

**Toolbox**

- Make this my home page after I Log-In
- Host New Project ←

3. Enter project advertisement information. Click **Preview** to review, and then click **Submit** to receive a project code via email.

**IMPORTANT:** Always check the box for either E-Host or E-Bid to indicate preference.

**NOTE:** Project "Title" field has a 50 character limit.

**IMPORTANT:** Always check the box for "Please notify Projectdog of my project".

### Project Details

Please complete the following form. If any key role participants have not registered on Projectdog please have them do so before proceeding.  
Once completed and approved by Projectdog all your Documents can be managed from your Bid Management link.  
Items marked with a Red Asterisk(\*) are mandatory.

#### Project Participants

Owner:	<input type="text" value="Search"/>	<input type="button" value="Clear"/>
Document Manager:*	<input type="text" value="Search orders@projectdog.com"/>	<input type="button" value="Clear"/>
Designer:	<input type="text" value="Search"/>	<input type="button" value="Clear"/>
General Contractor:	<input type="text" value="Search"/>	<input type="button" value="Clear"/>

#### Project Information

☐ Host documents online only (E-Host 🐾)

☐ Host documents and receive bids online (E-Bid 🐾)

Title: \*

City: \*  State: \*

Estimate(\$): \*

Profile: \*

#### Dates And Times

Documents Date: *	<input type="text"/>	Time: *	<input type="text" value="12:00"/>	<input type="text" value="AM"/>	<input type="button" value="Clear"/>
Sub Bid Date: *	<input type="text"/>	Time:	<input type="text" value="Select"/>	<input type="text" value="AM"/>	<input type="button" value="Clear"/>
General Bid Date: *	<input type="text"/>	Time:	<input type="text" value="Select"/>	<input type="text" value="AM"/>	<input type="button" value="Clear"/>

Project Notes:

Divisions: \*  **Assign Divisions**

Please notify Projectdog of my project ☐

**Preview**