



Welcome to the BuildingEnergy Case Studies Database

In cooperation with the Net Zero Energy Coalition

- Illustrated Guide to Entering a Case Study -

Step 1: Create an account on nesea.org and/or log in

(Skip this step if you already have an account on nesea.org and are logged in)

1a) Visit <http://nesea.org> and click 'Login' at the top of the page



1b) If you have an account, fill in your username or email address and click 'Log In'.

You are not logged in.

[I HAVE AN ACCOUNT](#) [I WANT TO CREATE AN ACCOUNT](#)

Username or e-mail address *

You may login with either your assigned username or your e-mail address.

Password *

The password field is case sensitive.

[Request new password](#)

[LOG IN](#)

If you do not have an account, click 'I want to create an account', fill in your information, and click 'Create Account'

Username *

Spaces are allowed; punctuation is not allowed except for periods, hyphens, apostrophes, and underscores.

E-mail address *

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will not be used for certain news or notifications by e-mail.

Password *

Password strength: _____

Confirm password *

Provide a password for the new account in both fields. Password must be at least 6 characters.

CREATE NEW ACCOUNT


Step 2: Start your first Draft case study

2a) Once you are logged in, visit your Account page by navigating to <https://nesea.org/user> or clicking on "My Account" at the top of the page

The screenshot shows the top navigation bar of the Building Energy website. On the right, there are links for "My Account", "About", "Green Pages", "Contact", and a "DONATE" button. The main header features the "BUILDINGENERGY" logo with the tagline "Online Community of Northeast Sustainable Energy Association". To the right of the logo are two menu items: "COMMUNITY" (with subtext "Questions, ideas, solutions") and "CONFERENCE" (with subtext "Gather, learn, network"). Below the header is a user control bar with buttons for "View", "Edit", "Access control", "Panelizer", and "Log". The main content area has a large heading: "We connect sustainable building & energy professionals with ideas". Below this heading is a photograph of a large crowd of people at a conference, with many individuals raising their hands.

2b) Scroll down until you see the 'Create or Edit a Case Study' Box in the right column. You will come back here to continue saved submissions that you have not yet completed. Choose "Create a NEW Case Study"

Create or Edit a Case Study

[Create a NEW Case Study](#) 

Here you can begin a draft of a new case study for the NESEA High Performance Buildings Database. [Learn more here.](#)

Work on a draft Case Study

Case Study Title	Edit This Case Study
The Ultimate Treehouse	edit

Step 3: Fill in your project information

3a) There are 8 tabs of fields for your case study; General, Building and Site Details, Energy, Envelope and Mechanicals, Design Process, Finances, Gallery, and People. Please complete as many as you can. **You will find specific field help text printed above and below each field.**

Home » Add content » Create Project Case Study

- Note that there are multiple sections to complete.
- Please save your work regularly.** "Save and Edit" will save your work and return you to the "General" tab (then navigate to whichever tab you want to edit). "Save" will save your work and display the case study page.
- Change the status to "Ready for Review" (and Save) when you are finished entering content. NESEA staff will then review the case study.

Create Project Case Study

Title *

Change Project Case Study Status state

Draft

Ready for Review

General **Building and Site Details** Energy Envelope and Mechanicals Design Process Finances Gallery People

Project Subtitle

3b) Please **save your work often**. If you plan to continue, choose “save and continue” at the bottom of the page. If you need to come back later, choose “save”. You can come back to the My Account page to find your saved draft case studies at any time.

The screenshot shows a form section with three main input areas. At the top is a text input field labeled "HERS Index". Below it is another text input field labeled "Energy Star Score". Underneath these is a section titled "Published References" with a sub-instruction: "List published references, including publish date and links, if available." This is followed by a large, empty text area for entering references. At the bottom of the form section are two green buttons: "SAVE" and "SAVE AND CONTINUE". A mouse cursor is pointing at the "SAVE AND CONTINUE" button.

Step 4: Submit your case study for review

4a) When you are finished filling in all information, change your “project case study status state” bubble to “Ready for Review” and click “Save”.

Once you set your case study to “Ready for Review”, you will no longer be able to make edits unless a Quality Assurance manager sets your case study back to draft.

A QA manager will review your submission and either publish it to the live database, or set your case study back to draft and let you know (by the email attached to your nesea.org account) what still needs to be completed.

The screenshot shows a form section with several elements. At the top is a text input field labeled "Title *". Below this is a section titled "Change Project Case Study Status state" containing two radio button options: "Draft" and "Ready for Review". The "Ready for Review" option is selected, and a mouse cursor is pointing at it. Below the status options are four tabs: "General", "Building and Site Details", "Energy", and "Envelope and Mec". The "General" tab is currently active. Under the "General" tab is a text input field labeled "Project Subtitle". At the bottom of the form section is a text input field labeled "Submitter Contact Email".

[Appendix] – Key data to have on hand

General

- Basis of performance claim and evidence (e.g. utility bills or model, files in .txt or .pdf format)
- ratings
- HERS score
- awards

Building & Site Details

- Heating & cooling degree days (a lookup link is provided if you do not have this information)
- Climate region (ditto)
- Floor area
- Conditioned volume
- Occupancy for time period consistent with data provided

Energy

- Zero Energy definition used
- Annual energy export and import and supporting data
- Energy systems description and information

Envelope and Mechanicals

- Envelope assemblies and r-values (e.g. subslab, slab edge, above grade wall individually, etc)
- Individual window and door u-values
- Mechanicals manufacturer, model, capacity, efficiency
- Air changes per hour (ACH50, CFM50, or both)

Design Process

- Design process description, software tools used
- Lessons learned

Finances

- Total cost (breakdown of costs can be input if desired)
- Cost per square foot
- Incentives and rebates

Gallery and People

- Photos of project (png, gif, jpg, jpeg – individual files must be <20mb)
- Project team (People with nesea.org accounts can be listed with their account photo, those without will get a text-only entry)