



# Step-by-Step Entry Guide

## Step 1 – Login or create a new account

If you entered the award in 2021 you will have an existing account. Please login using your email address and password. If you can't remember your password please use the 'Forgot password' link.

### Login

  
  
 Remember email  
  
[Forgot password](#)

If you are creating a new account please enter your first and last name, your email address and your chosen password. You will be sent an email to **verify your account**, it is important that you complete this step as entries cannot be submitted without the account being verified.

### Create Account

  
  
  
  
 I agree with [Terms and Conditions & Privacy Policy](#)

## Step 2 – Select the categories you wish to enter

Select 'Enter' from the top menu bar. You will then be presented with a list of categories to choose from. All entrants must **complete the generic questions**, with the exception of Restaurant Wine List and Consumer Campaign.

### Generic Questions

Before you make your first IWC Merchant Award UK entry please select and complete the generic questions. This is obligatory unless you are only entering the **Consumer Campaign** or the **Restaurant Initiative**. This only needs to be answered once. You can edit these questions at any point before you pay for and submit your entry.

 Generic Questions

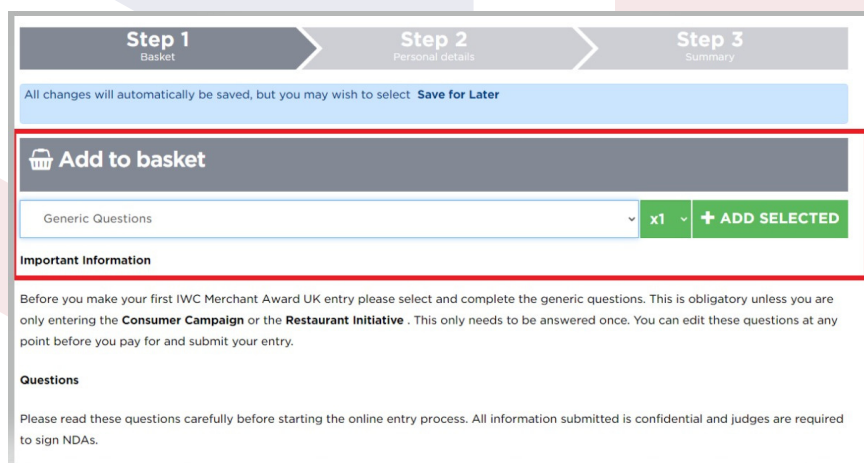
### General Categories

 Agent of the Year - Small Agent of the Year  
 Agent of the Year - Medium Agent of the Year  
 Agent of the Year - Large Agent of the Year  
 Buying Team of the Year - New

When you have selected the generic questions and the award(s) you wish to enter, hit the proceed button to start your entry.

### Step 3 – Complete your entry

At the top of the page for 'Step 1' you will see 'Add the basket'. Your selected categories will already be in your basket so you only need to add an item to basket if you would like to enter an additional award at this stage.

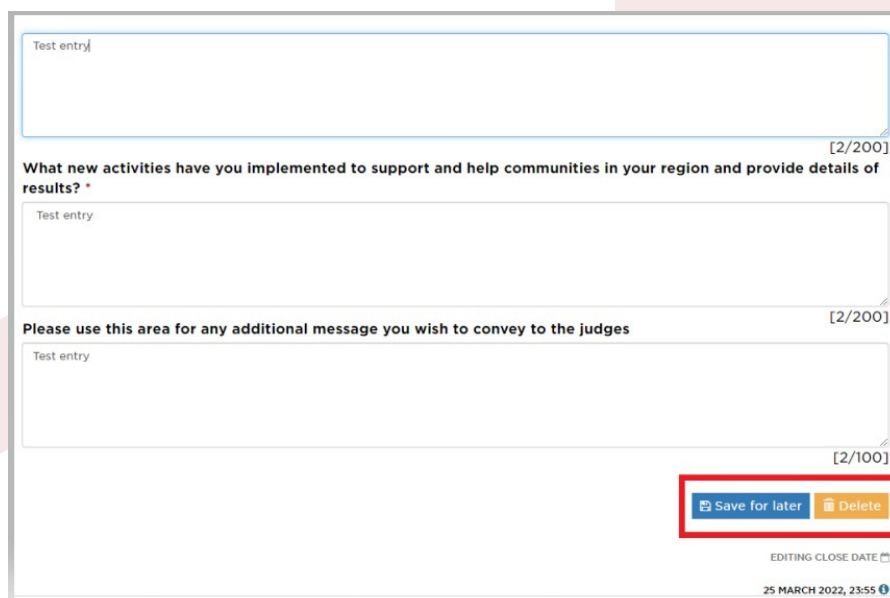


The screenshot shows the 'Step 1 Basket' interface. At the top, there are three steps: Step 1 (Basket), Step 2 (Personal details), and Step 3 (Summary). Below the steps, a blue banner states: 'All changes will automatically be saved, but you may wish to select Save for Later'. The main section is titled 'Add to basket' and contains a dropdown menu with 'Generic Questions' selected, a quantity of 'x1', and a green '+ ADD SELECTED' button. Below this is an 'Important Information' section with a red border, containing text about mandatory questions for the Consumer Campaign or Restaurant Initiative. A 'Questions' section follows, with a note that all information is confidential and requires NDAs.

Under add to basket you will see all of the questions for the categories you have chosen to enter. Please make sure you **read the award criteria** carefully. Questions marked with a red asterisk are mandatory and must be completed in order to submit your entry.

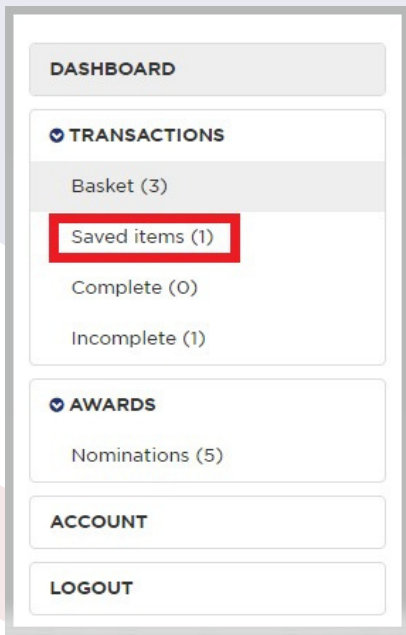
### Save for later

If you want to save your entry to complete at a later date please select 'Save for later' at the top or bottom of the entry form. If you do not select this option your **entry information will not be saved**. There is also an option to delete your entry. Once an entry is deleted it cannot be retrieved.

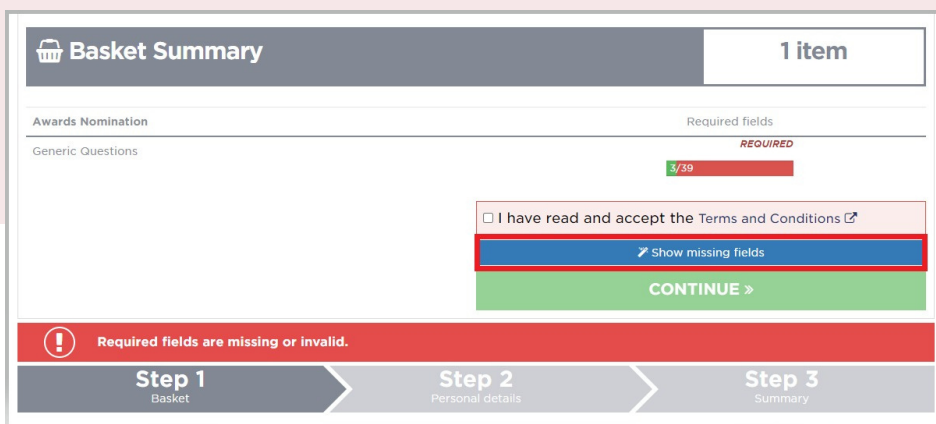


The screenshot shows the entry form with three text input areas. The first area is labeled 'Test entry' and has a character count of '[2/200]'. The second area is labeled 'Test entry' and has a character count of '[2/200]'. The third area is labeled 'Test entry' and has a character count of '[2/100]'. At the bottom right, there are two buttons: 'Save for later' (with a floppy disk icon) and 'Delete' (with a trash can icon), both highlighted with a red border. Below the buttons, it says 'EDITING CLOSE DATE' and '25 MARCH 2022, 23:55'.

To **retrieve your saved entries** please navigate to the dashboard on the left-hand side of the screen and selected 'saved items'.



When you have completed your entry you will need to select the button to accept the terms and conditions and then click the green 'continue button'. At this stage you may see a warning message appear 'Required fields and missing or invalid'. To see the missing or invalid questions select 'Show missing fields' in the blue box.



### Personal details

Once you have hit continue you will be asked to enter your personal details which will allow us to process your entry and send you information regarding the awards.

### Billing details

Here you will have the option to use the details you have just saved, use new billing details or select previously save billing details. The cost of your entry will be shown in the 'payment summary' box on the right-hand side of the screen.

## Summary and payment

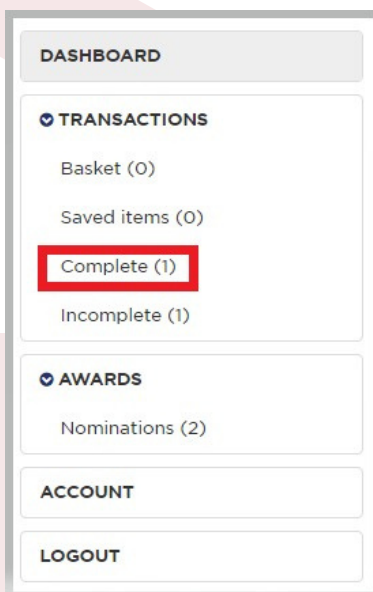
This screen will display a summary of your entries, your personal and billing details and your payment options. At this stage you can edit your personal or billing details but not your award entry.

You can pay by invoice with the option to use a PO number or by BACS using the secure payment portal Stripe. Stripe accepts Mastercard, Visa and American Express.

Your order confirmation, a PDF copy of your entry and payment document will then be sent to you by email.

## Transactions

To see a list of your completed transactions navigate to the dashboard on the left-hand side of the screen.



To see details of your transactions select the transaction ID number in blue.

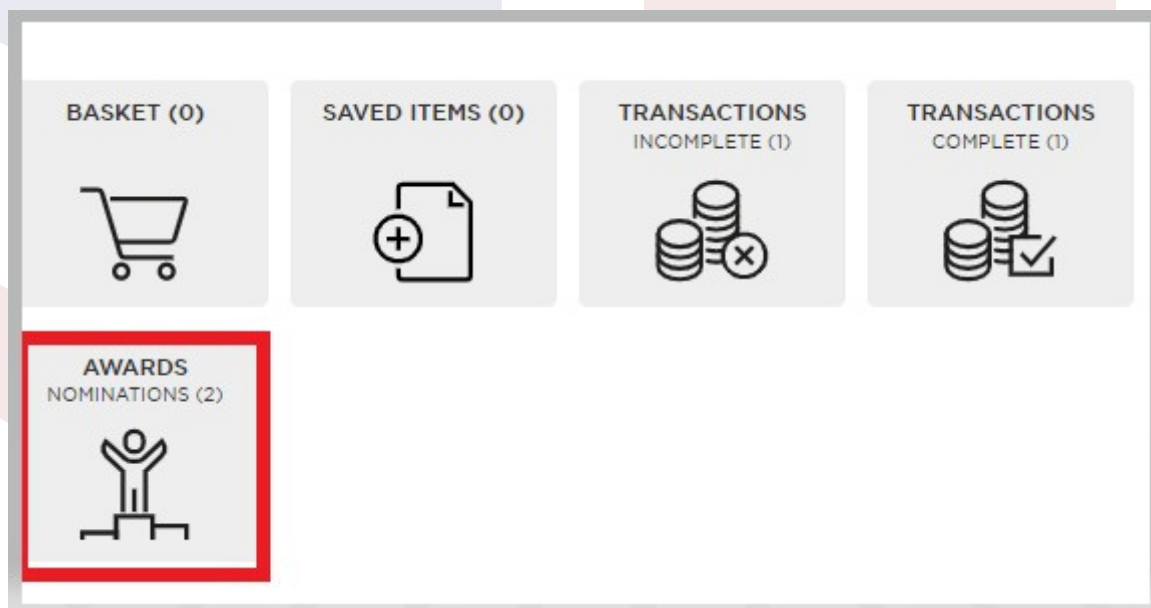
From here you can **amend your entry** by selecting the nomination code in the order summary.

Product	VAT rate	Price
Awards Nomination		
<b>Agent of the Year - Medium Agent of the Year</b>		
Nomination name: test		
Nomination code: PQPRVQIT5KKZ8XE	20.00%	£ 160.00
<b>Awards Nomination Subtotal:</b>		

Once you have amended your entry make sure you hit the blue save button at the bottom of the screen. Entries can only be amended up until the closing date.

## Dashboard

A summary of your orders and actions can also be seen by clicking on the dashboard. From here select award nominations to see you completed and incomplete entries. You can select the blue edit button to update and amend incomplete and complete entries.



## Contact Us

If you need help with your entry please navigate to the contact page at the bottom of the Merchant Awards website.