



IWC Industry Awards Step-by-Step Entry Guide

Step 1 – login or create a new account

If you entered the award in 2022, you would have an existing account—please log in using your email address and password. If you can't remember your password, please use the 'Forgot password' link.

A screenshot of the login form. It has a title "Login" in bold. Below the title are two input fields for email and password. There is a checkbox labeled "Remember email". A dark blue button with the text "Login" is positioned below the input fields. At the bottom left, there is a link labeled "Forgot password" which is highlighted with a red rectangular border.

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.

A screenshot of the "Create Account" form. The title "Create Account" is in bold. The form contains four input fields: "User Firstname", "User Lastname", a field for email address, and a field for password with a visibility toggle icon. Below the input fields is a checkbox labeled "I agree with Terms and Conditions & Privacy Policy". A dark blue button with the text "Submit" is located at the bottom of the form.

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.



Choose from the categories below and tell us why!

Click the arrows below to see each category's criteria and fee!

B2B Supplier of the Year :

Agent of the Year

Buying Team of the Year

On-Trade Wine Supplier of the Year

Trade Educator of the Year

B2C Retailer of the Year:

When you have selected the award(s) you wish to enter, hit the process 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 category at this stage.

Step 1 Basket Step 2 Personal details Step 3 Billing details Step 4 Summary

Help and support

For help and support please refer to the [FAQ](#) and [Rules of Entry](#) pages on the IWC Industry Awards website.

Add to basket

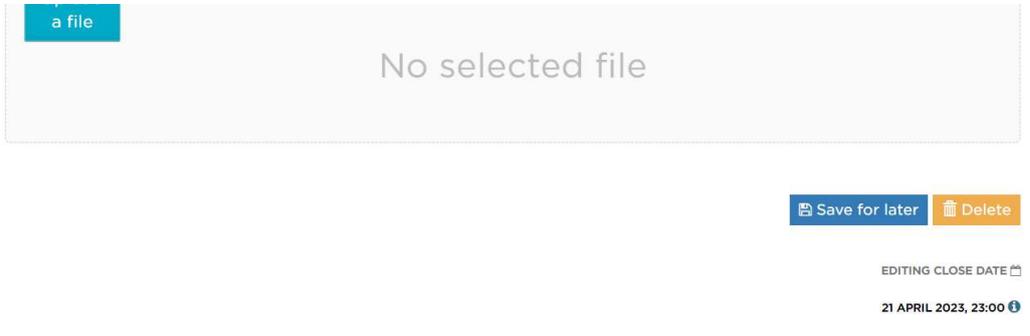
Please select an item... x1 + ADD SELECTED

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 to submit your entry.

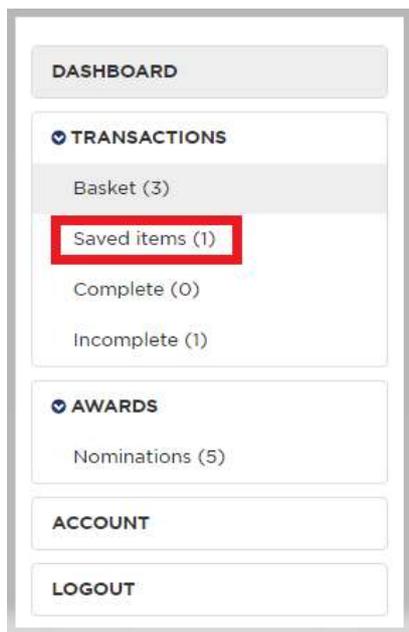
Save for later

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.



To retrieve your saved entries, please navigate to the dashboard on the left-hand side of the screen and select '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 questions, select 'Show missing fields' in the blue box.

A screenshot of a web application's 'Basket Summary' page. The page has a dark grey header with a shopping basket icon and the text 'Basket Summary' on the left, and '1 item' on the right. Below the header, there are sections for 'Awards Nomination' and 'Generic Questions'. A progress bar shows '3/39' with a red bar indicating 'REQUIRED' fields. A checkbox is present with the text 'I have read and accept the Terms and Conditions'. Below this is a blue button labeled 'Show missing fields' and a green button labeled 'CONTINUE >'. At the bottom, a red banner contains an exclamation mark icon and the text 'Required fields are missing or invalid.'. Below the banner is a navigation bar with three steps: 'Step 1 Basket', 'Step 2 Personal details', and 'Step 3 Summary'. Step 1 is highlighted with a dark grey background and a white arrow pointing right.

Personal details

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

Billing details

You can use the details you have just saved, use new billing details or select previously saved 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

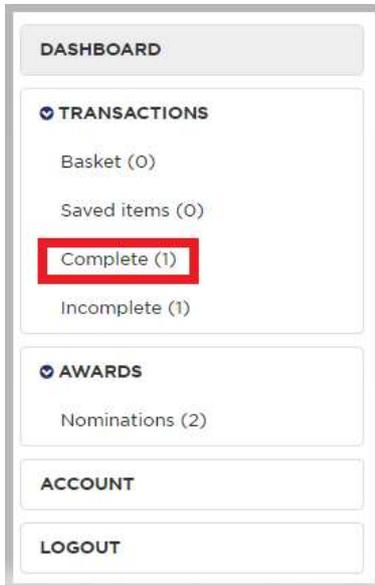
This screen will display a summary of your entries, personal and billing details, and payment options. You can edit your personal or billing details but not your award entries at this stage.

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 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		
Agent of the Year - Medium Agent of the Year		
Nomination name: test		
Nomination code: PQPRVQ1T5KKZ8XE	20.00%	£ 160.00
Awards Nomination Subtotal:		

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 be seen by clicking on the dashboard. From here, select award nominations to see your completed and incomplete entries. You can choose the blue edit button to update and amend incomplete and completed entries.



<p>BASKET (0)</p> 	<p>SAVED ITEMS (0)</p> 	<p>TRANSACTIONS INCOMPLETE (1)</p> 	<p>TRANSACTIONS COMPLETE (1)</p> 
<p>AWARDS NOMINATIONS (2)</p> 			