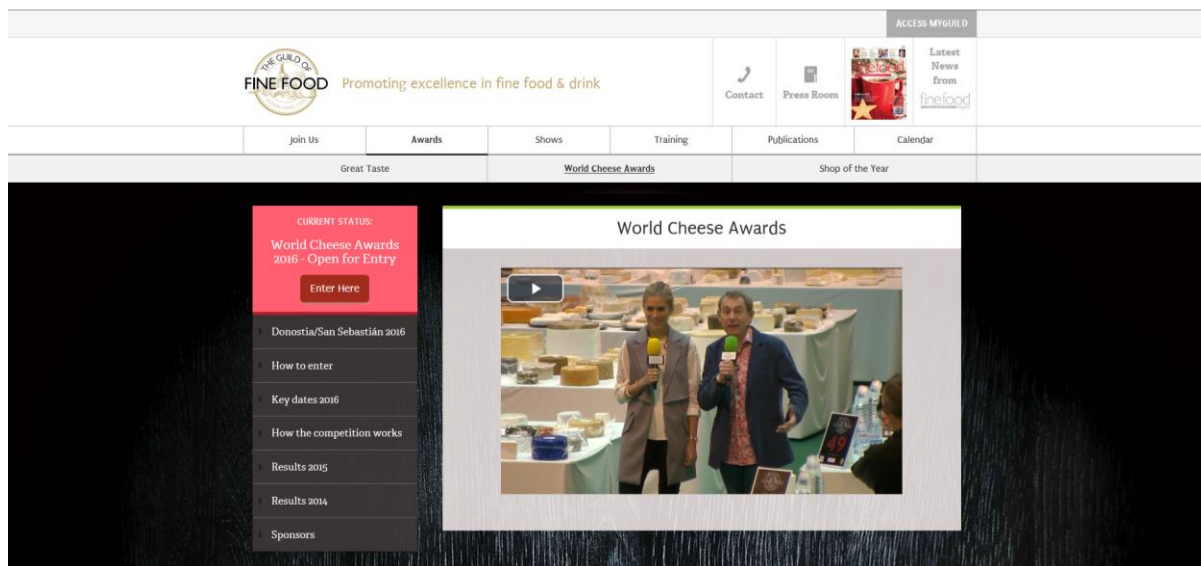
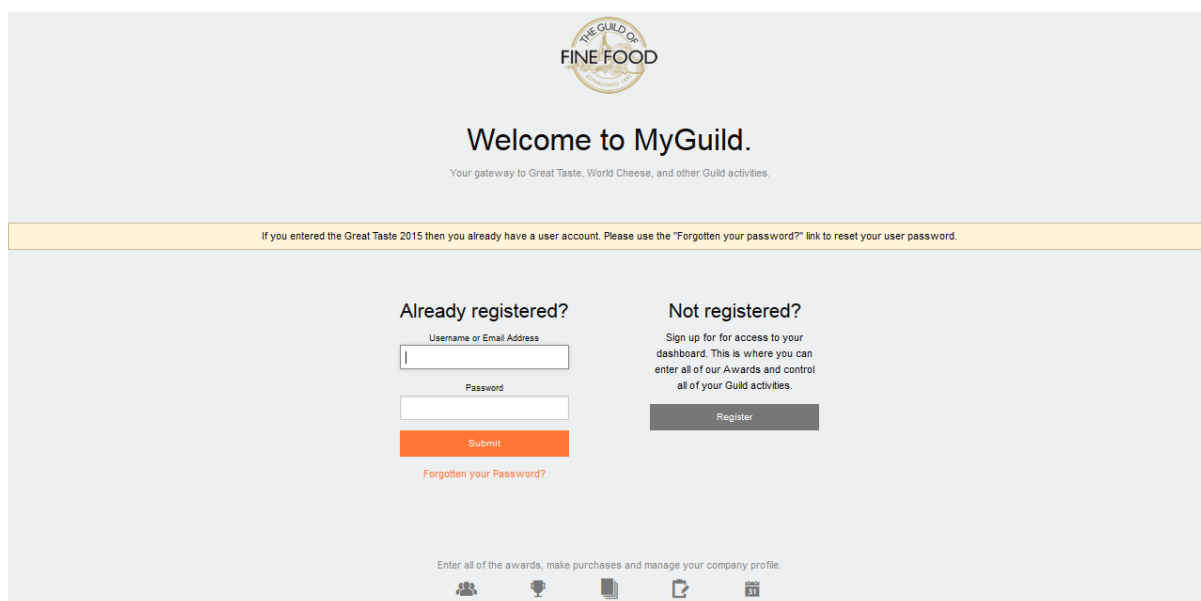


ENTERING WORLD CHEESE AWARDS 2016 – ONLINE INSTRUCTIONS

- Go to www.gff.co.uk/wca
- Click on **Enter Here** (in red box) or **Access MyGuild** (top right of web page)



1) Registration for MyGuild

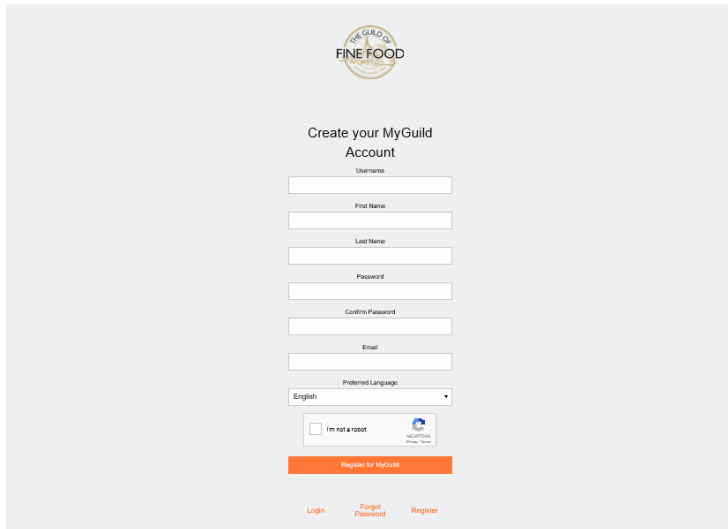


If you have already registered for the website:

- Your user account is still active. Your username/ email address is not case sensitive but password is case sensitive
- If you cannot remember your password, click on the link **Forgotten your Password?** and enter either your username or the email address you used to register with. You will receive an email with a link to click to re-set your password
- Return to the login page and enter your username and password created
- Go to page 5 ***Your MyGuild Dashboard*** in this document for next steps

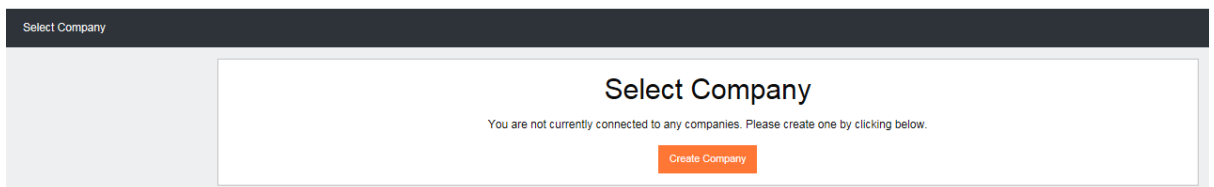
If you have not already registered for the website:

- Click **Register** on right-hand side of the web page.
- Complete the details requested, using an email address to which you wish all correspondence about your World Cheese Awards 2016 entries to be sent.
- Example registration form:



The screenshot shows a registration form titled "Create your MyGuild Account" with the "FINE FOOD" logo at the top. The form includes input fields for Username, First Name, Last Name, Password, Confirm Password, and Email. There is a dropdown menu for Preferred Language set to "English" and a checkbox for "I'm not a robot" with a reCAPTCHA icon. An orange "Register for MyGuild" button is at the bottom, along with links for "Login", "Forgot Password", and "Register".

- Click on **Register for MyGuild** and you will see the following screen:



The screenshot shows a "Select Company" screen with a dark header. The main content area has the title "Select Company" and the text "You are not currently connected to any companies. Please create one by clicking below." Below this is an orange "Create Company" button.

- Click **Create Company** and enter the company details requested on the form (example below) and click **Create Company** at the bottom of the page. These details will be used to communicate with your company about your World Cheese Awards 2016 entries – please ensure they are accurate, including selecting the correct country from the drop down list in the address sections. You will be asked for a correspondence address and a billing address, both of which will appear on your receipt.
- If you have missed any mandatory fields these will be highlighted for completion before allowing you to move to the next screen.
- The **County** field is mandatory for UK addresses and you will be asked to select the appropriate county from a drop down list.

- If you are based outside of the UK you will be asked to confirm if you are **VAT/TVA/IVA registered** and if applicable, your VAT/TVA/IVA number. This will be automatically printed on your receipt so please ensure it is correct:

VAT/TVA/IVA Registration
 We are not VAT/TVA/IVA registered

VAT/TVA/IVA Number

All European companies, please fill in your VAT/TVA/IVA number

- Example **Company Profile** screen:

Edit Company Profile

Dashboard

Edit Profile

Edit Company Profile

Contact Details

Company Name

This is a required field.

Contact First Name

This is a required field.

Contact Last Name

This is a required field.

Contact Email

This is a required field.

Secondary Contact Email

Contact Telephone

This is a required field.

Contact Mobile

Contact Address

Contact Country
United Kingdom
This is a required field.

Contact Address 1

This is a required field.

Contact Address 2

Contact Address 3

Contact City

This is a required field.

Contact County
Dorset

Contact Post Code/Zip Code (Required for UK companies)

Billing Address

Billing Country
United Kingdom ▼
This is a required field.

Billing Address 1

This is a required field.

Billing Address 2

Billing Address 3

Billing City

This is a required field.

Billing County
Dorset ▼

Billing Post Code/Zip Code (Required for UK companies)

About Us

Number of years trading. (To the nearest year)

This is a required field.

Number of employees

This is a required field.

Our company turnover is less than £1million

Guild Membership

Membership Number

Social Media

Website

Facebook

Twitter

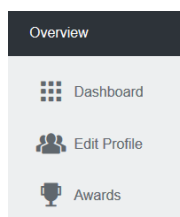
[Cancel](#)

- Once you have clicked **Create Company** you will see an overview page confirming the details you have provided.

Your MyGuild Dashboard

From your **MyGuild Dashboard** you can edit your user or company profiles, enter World Cheese Awards 2016 and access your delivery instructions once available.

- If you had already registered for **MyGuild** the company and contact details you had provided previously should automatically appear when you login. If you are not taken directly to the **Company Profile** page please call the Great Taste team on +44 (0)1747 825200 or email worldcheese@gff.co.uk before proceeding with your entry.
- You will be asked to check and confirm your company and contact details before entering World Cheese Awards 2016. This includes adding a Billing address for your entries. Both the Contact Address and Billing Address you supply will appear on your receipt. Click **Edit Profile/ Edit Address** below the relevant section to make any changes required. Please ensure you select the correct country from the drop down list in both the Contact and Billing address sections.
- Once you have entered and confirmed all contact details, click **Update Company** and you will be taken to your **MyGuild Dashboard**
- **These buttons will always appear on the left of your MyGuild Dashboard. Click on the following icons to navigate to the appropriate section**



= Your MyGuild Dashboard home. Summary of Company Profile

= Shortcut to edit your Company Profile

= Awards entered e.g. World Cheese Awards, Great Taste

2) Entering World Cheese Awards 2016

- Click to download the three entry information documents to enter World Cheese Awards 2016: **Entry Brochure**; **Entry Categories**; **Terms & Conditions**.
- Then click **Enter Awards** to enter World Cheese Awards 2016

Your MyGuild Dashboard:

The screenshot shows the 'Overview' section of the MyGuild dashboard. On the left is a navigation menu with 'Dashboard', 'Edit Profile', and 'Awards'. The main content area is titled 'World Cheese Awards 2016' and features an 'Enter Awards' button. Below this are three links: 'Entry Brochure' (with sub-links for French, Italian, Portuguese, Spanish), 'Entry Categories' (with sub-links for French, Italian, Portuguese, Spanish), and 'Terms & Conditions'. A 'Latest Results' section follows, with a 'Show Me My Results' button. Below that is a red placeholder text: 'YOUR COMPANY NAME WILL APPEAR HERE'. At the bottom, there are three input fields labeled 'Contact', 'Delivery Address', and 'Billing Address', with another red placeholder text: 'YOUR DETAILS WILL APPEAR HERE'.

- You will be asked to confirm that you have read and accepted the **Terms & Conditions** of entry into World Cheese Awards 2016.

The screenshot shows the 'Terms & Conditions' page. It has the same navigation menu on the left. The main content area is titled 'Terms & Conditions' and contains a link 'Read the Terms & Conditions'. Below the link is a confirmation statement: 'I confirm that I have read the terms and conditions.' followed by an unchecked checkbox. A 'Continue' button is located at the bottom right of the main content area.

- Once you have accepted the Terms & Conditions you will be directed to the **Entry Basket**—click on **Add Entry** (example below) – please disregard the text box for the promotional code as this is not applicable to World Cheese Awards:

The screenshot shows the 'Entry Basket' page. It has the same navigation menu on the left. The main content area is titled 'Entry Basket' and features an 'Add Entry' button. Below the button is the text 'There are no entries in your order.' At the bottom of the page, there is a 'Promotional code' input field and a 'Submit' button.

- Referring to the **World Cheese Awards 2016 Class List** downloaded previously; select the most appropriate corresponding entry category for your product from the drop down list.

- Referring to the **Terms & Conditions** please fill in all product details as requested.
- The **Product Description** field is a maximum of 150 characters. This is the only information the judges will see about your product. Only include brief, factual information about the product e.g. Ewe's milk, unpasteurised, and no brand or company names.
- Please indicate the appropriate storage conditions for each product. Please note that all products will be stored and transported chilled.
- Please tick if your product is made from 100% Jersey milk.

- If the product has been imported from outside of the U.K. please tick the relevant box and select the country of origin from the drop down list.
- Tick if the product is sold as a supermarket own brand label.
- Tick if the product is available to buy from a supermarket.
- For information on allergens please see the link on the screen.
- Once you have completed an entry click on **Add Entry** to add this to your **Entry Basket**
- After adding each entry you will be shown your **Entry Basket**:

- To edit a product, click **Edit** on the appropriate product line to re-open the entry details page. Once you have updated the product details and clicked **Update Entry**, the message **Successfully updated entry** appears above the basket.
- To remove an entry from your basket, click **Remove** on the relevant product entry line. You will be asked to confirm that you wish to permanently delete that entry.

- When you have entered all products, click on **Proceed to Checkout**.
- Check you are happy with details then click **Payment Options**.

- You will be taken to the SagePay website (an external site) to make payment by credit or debit card. Once your payment is confirmed you will be taken back to your MyGuild Dashboard screen.
- Your receipt will be emailed to your Primary email address. The receipt also will provide a record of the entry details you have provided including class number, product name and description provided.

Confirmation of your entries:

You will receive two emails – it is important that you keep both.

- 1) From SagePay (donotreply@sagepay.com) confirming the payment has been successfully processed
- 2) From the World Cheese Awards Team (noreply@gff.co.uk) confirming your entries and providing your receipted invoice for the entries

What Happens Next?

You will be contacted by email when your delivery instructions are available to download from your ***MyGuild Dashboard***. You will be allocated a consolidation point to which to deliver your cheeses and given the delivery date by which the cheeses need to arrive at that address.

PLEASE DO NOT SEND ANY CHEESES UNTIL YOU ARE CONTACTED BY THE WORLD CHEESE AWARDS TEAM WITH YOUR DELIVERY INSTRUCTIONS IN OCTOBER.

Forgotten Your Password?

- Go to **Access MyGuild**:

THE GUILD OF FINE FOOD

Welcome to MyGuild.

Your gateway to Great Taste, World Cheese, and other Guild activities.

If you entered the Great Taste 2015 then you already have a user account. Please use the "Forgotten your password?" link to reset your user password.

Already registered?

Username or Email Address

Password

Submit






[Forgotten your Password?](#)

Not registered?

Sign up for access to your dashboard. This is where you can enter all of our Awards and control all of your Guild activities.

Register

Enter all of the awards, make purchases and manage your company profile.

- Click **Forgotten Your Password?** you will see:

THE GUILD OF FINE FOOD

Forgotten Password

Please enter your username or email address below and we will send you an email with instructions on how to reset your password.

Username or Email Address

Send

[Login](#) [Forgot Password](#) [Register](#)

- Enter either your username or the email address you used to register with to receive an email with a link to re-set your password
- The email will come from noreply@gff.co.uk .