ENTERING WORLD CHEESE AWARDS 2019 – ONLINE INSTRUCTIONS

- Go to www.gff.co.uk/wca
- Click on Enter Here (in red box under Current Status)

1. Registration for MyGuild

- All entrants to World Cheese Awards must have a MyGuild user account. From your MyGuild user account you will link to a record for your Company (a Company Profile).
- There can be multiple user accounts linked to a Company Profile. If you wish to add a new MyGuild user account to an existing Company Profile please ask the new user to create a MyGuild user account but not create a Company Profile (see section B below). Once the MyGuild user account is created please contact email myguild@gff.co.uk to advise the user name and company name/ contact address.
A) If you have already registered for a MyGuild user account:
• Your user account is still active. You can only use an email address once to register for MyGuild
• Enter your email address and you will be prompted for a password. Your email address is not case sensitive, but the password is case sensitive
• On logging in, all existing users will be asked to verify their email address by clicking on the link that will be sent by email from noreply@gff.co.uk. If the email does not arrive in your inbox please check your spam/junk mail folder. Follow the instructions in the email to verify your email address and then continue to login (see Section 2. Creating or Updating your Company Profile).
• If you cannot remember your password, click on the link Troubleshooting and enter the email address you used to register with. You will receive an email with a link to click to reset your password (check that the email doesn’t go into your spam/junk mail)
• Return to the login page and enter your email address and password created
• Go to Section 2. Creating or Updating your Company Profile for next steps

B) If you have not already registered for a MyGuild user account:
• Enter your email address – you must have access to this email address
• Choose a password. This is solely for the purposes of logging in and out of your MyGuild account (if required, once logged in you will be able to provide a different email address in your Company Profile, to which World Cheese Awards 2019 delivery information will be sent)
• Example registration form:

• Click on Save and you will be shown this screen – please click Send Verification Email to receive an email from noreply@gff.co.uk to verify your email address:
• If you do not receive the email in your inbox straightaway, please check your spam or junk mail and contact myguild@gff.co.uk if the email has not been received

• Once received, click on the link in the email to verify your email address and you should see this screen:

• You can close this tab and go to https://hub.gff.co.uk/login and put in your email address and password to continue the creation of your user account.

• Fill in your user account name and click Submit:

• Click Register New Company and enter the company details requested on the form (see next section) and click Save Changes at the bottom of the page once the Company Profile is complete. These details will be used to communicate with your company about your World Cheese Awards 2019 entries – please ensure they are accurate.
  – If your company already has a Company Profile (e.g. the company entered World Cheese Awards 2016 - 2018) and you wish to be linked to the existing Company Profile, please email myguild@gff.co.uk and confirm your username, role within the company and the company name/address
2. Creating or Updating your Company Profile

- If you have just clicked to **Register New Company** you will be asked to complete the Company Profile. If you already have an **existing Company Profile** (and your user account is linked to this Company Profile), the first time you next login to MyGuild you will be asked to review and update the existing Company Profile. If you have missed any mandatory fields these will be highlighted for completion before allowing you to move to the next screen. Click **Continue** to move on to each section.

- Please add or check the company name listed – this is the name under which any award-winning products will be publicised on the results website and the company name that would appear on certificates

- You will be asked for a **correspondence/contact address** and a **billing address**, both of which will appear on your entry receipt
• The **County** field is mandatory for UK addresses and you will be asked to select the appropriate county from a drop down list.

• Provide a **contact name, email address, contact telephone number/mobile** number for the person who should be contacted about your entries into World Cheese Awards 2019.

• Please tell us a bit more about the company in the About Us section. This includes the **year the company was started/founded**, the **Number of employees** and the **Company Turnover**. The number of employees field is numerical field and will only accept whole numbers e.g. write ‘1’ not ‘one’, ‘3’ not ‘2-3’ etc.
• If you provide a company billing address from outside of the UK you will be asked to declare if you are *Tax registered* and if so, to provide your tax number:

• Please tick to confirm if you are a *member of the Guild of Fine Food* and if so, please ensure your *Guild Membership number* is displayed in the relevant field:

• Please complete your *website address* and *Social Media* links (if applicable). The correct format is listed below each field. Please only add one website address, Facebook or Twitter link in each field. The links on the World Cheese Awards results website will not work if you add more than one. If you do not have a website or Twitter/ Facebook account, please leave the field(s) blank:

• Once completed, click on Review to check the details and if completed, click *Complete Registration* (for new Company Profiles) or *Save Changes* (if updating an existing Company Profile)
8. Review

Please review your company details before completing your registration. If you need to make any amends, simply click on the relevant heading above.

• Once you have clicked **Complete Registration** you will be taken to the **Hub Dashboard** page:

3. **Your Hub Dashboard**

From your **Hub Dashboard** you can edit your Company Profile, enter World Cheese Awards 2019 and access your previous year’s entries, feedback and results.

• If you are not taken directly to the **Hub Dashboard** page please call the World Cheese Awards team on +44 (0)1747 825200 or email myguild@gff.co.uk before proceeding with your entry

• Click on **Enter World Cheese Awards 2019** to start the entry process

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e: worldcheese@gff.co.uk    t: +44 (0)1747 825200 option 4    w: gff.co.uk/wca
- You will be taken to the **MyGuild Dashboard** page:

![MyGuild Dashboard](image)

- The **Dashboard**, **Edit Profile** and **Awards** buttons will always appear on the left of your MyGuild Dashboard. Click on the icons to navigate to the appropriate section.

- **Edit Profile** will take you to an overview screen, from which you can use the menu on the left to edit your **Company Profile**. To return to the Hub and link to the Awards login, please click on **Useful Links**.

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e: worldcheese@gff.co.uk  
t: +44 (0)1747 825200 option 4  
w: gff.co.uk/wca
4. Entering World Cheese Awards 2019

- Click to download the entry information documents to enter World Cheese Awards 2019: 
  *Entry Brochure; Entry Categories; Terms & Conditions* and if applicable, the *Special Entry Information for non-EU countries.*

- Then click *Enter Awards* to enter World Cheese Awards 2019

*Your MyGuild Dashboard:*

- You will be asked to tick the box to confirm that you have read and accepted the *Terms & Conditions* of entry into World Cheese Awards 2019.

- 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:
Product Entry Form
Referring to the World Cheese Awards 2019 Entry Categories 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.

• If your product is sold under more than one brand name (but is the exact same product in every other way), please write just one brand name in the Product Name field and list all others in the Alternative Brand Names field. In the event of an award being achieved, if these brand names are submitted in the Alternative Brand Names field on entering the World Cheese Awards, at the Guild’s discretion permission may be granted for use of the award logo on the products sold with the alternative brand names. The artwork must be submitted to logos@gff.co.uk for approval before going to print.

• In the What is it? field please state the type of product e.g. hard cheese. Please do not include brand names

• 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.

• If your Product Ingredient list is too long for the number of characters available, please include the main ingredients.

• When completing the Ingredient Country of Origin field, if your product contains ingredients from several different countries select the country of origin for the majority of the ingredients.

• If the product has been imported from outside of the U.K. please select the country of origin from the drop down list.

• In the field Where is your product stocked? please list the names of store(s)/ website(s) where the product is most widely available

• Please indicate the current Recommended Retail Price (RRP) of the product (in £GBP)

• Please indicate the appropriate storage conditions for each product. Please note that all products will be stored and transported chilled (cold).

• Please indicate if your product requires cooking before serving
• Please tick the relevant box to indicate if your product is made from **100% Jersey cows’ milk** (Yes/No).

• Please tick the relevant box to tell us if this cheese is made from **Pasteurised milk** (Yes/No). This is a required field.

• Please tick the relevant box to tell us if this cheese is made from **Unpasteurised/Raw milk** (Yes/No). This is a required field.

• Please tick the box to let us know if you **produce less than 20 tonnes of cheese per annum**, referring to your **entire cheese production**, not just the cheese(s) you are entering in to World Cheese Awards.

• For information on **allergens** please see the link on the screen.

• Tick if the product is sold as a **supermarket own brand label**.

• Tick if the product is **available to buy from a supermarket** (whether as a supermarket own brand label or your own product brand).

**Entry Basket**

• 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**:

  ![Entry Basket](image)

**Editing & Removing product details before checkout**

• 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.

![Entry Basket](image)

• You cannot edit the product details after you have made payment. If you notice a mistake, please contact the World Cheese Awards team as soon as possible [worldcheese@gff.co.uk](mailto:worldcheese@gff.co.uk). No changes can be made after the closing date for entries.

• When you have entered all products, click on **Proceed to Checkout**.

• Check you are happy with details then click **Payment Options**.

• Click on the link to **SagePay** at the bottom of the screen.

• You will be taken to the SagePay website (an external site) to make payment by credit or debit card. You will need to ensure that the **Billing Address** in your MyGuild **Company Profile** matches the billing address for your payment card.

• Once your payment is confirmed you will be taken back to your MyGuild Dashboard screen.

• To review your entries click on the **Awards** icon on the left of the screen then **My Entries** to see a summary of your order details.

![Dashboard and Awards icons](image)

• Your receipt will be emailed to your Primary Contact 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](mailto:donotreply@sagepay.com)) confirming the payment has been successfully processed

2) From the World Cheese Awards Team ([noreply@gff.co.uk](mailto:noreply@gff.co.uk)) confirming your entries and providing your receipted invoice for the entries

e: [worldcheese@gff.co.uk](mailto:worldcheese@gff.co.uk)  t: +44 (0)1747 825200 option 4  w: [gff.co.uk/wca](http://gff.co.uk/wca)
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 SEPTEMBER.

Forgotten Your Password?

- Go to https://hub.gff.co.uk/login
- Enter the email address you used to enter your cheeses into World Cheese Awards
- Click Trouble signing in? to see the Recover Password screen similar to below – check your email address and click Send to receive an email with a link to re-set your password
- You will be advised that the email has been sent with a link to click to re-set your password. The email will come from noreply@gff.co.uk. Please check it has not been sent to your spam/junk mail folder. If the email is not delivered please contact myguild@gff.co.uk
- Follow the steps to re-set your password and login.