

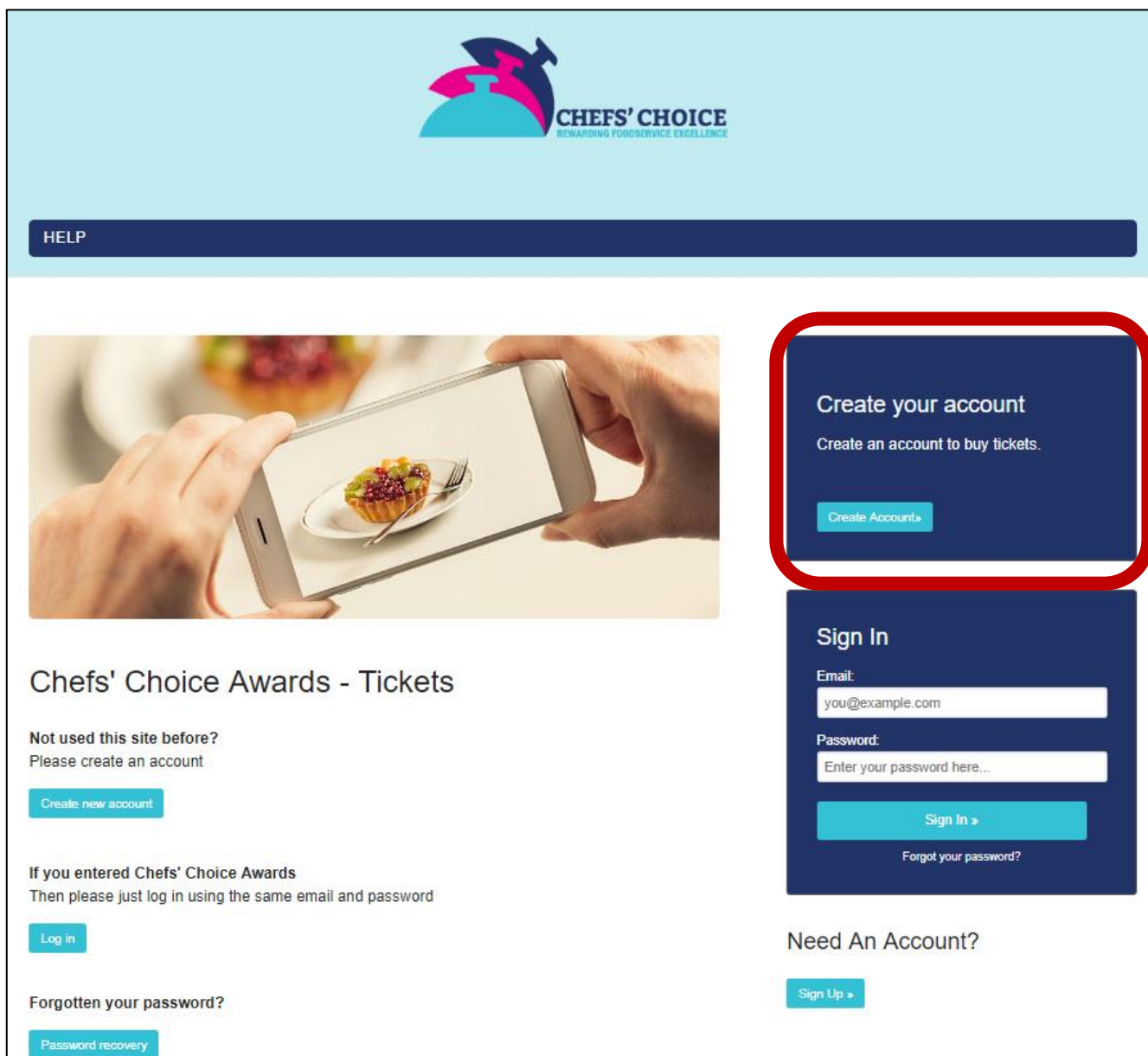
# Chefs' Choice Awards 2019 – How to Guide – Tickets

## Setting up an account – If you are a new user

*If you have previously registered for this event or any of our other events, your log in details will stay the same across all our FluidReview sites.*

**Step 1:** Go to <https://wrtickets.chefschoiceawards.co.uk/>.

**Step 2:** Click 'Create Account' button under the 'Create your account' header.



The screenshot shows the website's header with the 'CHEFS' CHOICE' logo and a 'HELP' button. Below the header, there is a navigation bar with a 'HELP' button. The main content area features a large image of hands holding a smartphone to photograph a dish. To the right of the image is a dark blue box with rounded corners, outlined in red, containing the text 'Create your account' and 'Create an account to buy tickets.' Below this text is a 'Create Account' button. Below the image, the text 'Chefs' Choice Awards - Tickets' is displayed. Underneath, there are three sections: 'Not used this site before? Please create an account' with a 'Create new account' button; 'If you entered Chefs' Choice Awards Then please just log in using the same email and password' with a 'Log in' button; and 'Forgotten your password?' with a 'Password recovery' button. To the right of the main content area, there is a 'Sign In' section with input fields for 'Email:' (containing 'you@example.com') and 'Password:' (containing 'Enter your password here...'), a 'Sign In' button, and a link for 'Forgot your password?'. Below the 'Sign In' section is a 'Need An Account?' section with a 'Sign Up' button.

**Step 3:** Fill out the below details and press 'Create Account' at the bottom of the page.

**CHEFS' CHOICE**

## Registration

A confirmation email will be sent to you once you register. **Please click on the link in the email to confirm your registration and activate your account.**

It is possible that the email could end up in your spam folder, so please check there just in case. If you do find an email in your spam folder, do not forget to mark it as safe to ensure that you receive future messages from us.

**First name**  
John

**Last name**  
Smith

**Email**  
you@example.com

**Create a password**  
Create a password

**Confirm your password**  
Could you repeat that?

**Time Zone:**  
(GMT+0000) Europe/London

By registering, you agree to receive email communications from us. You may unsubscribe at any time.

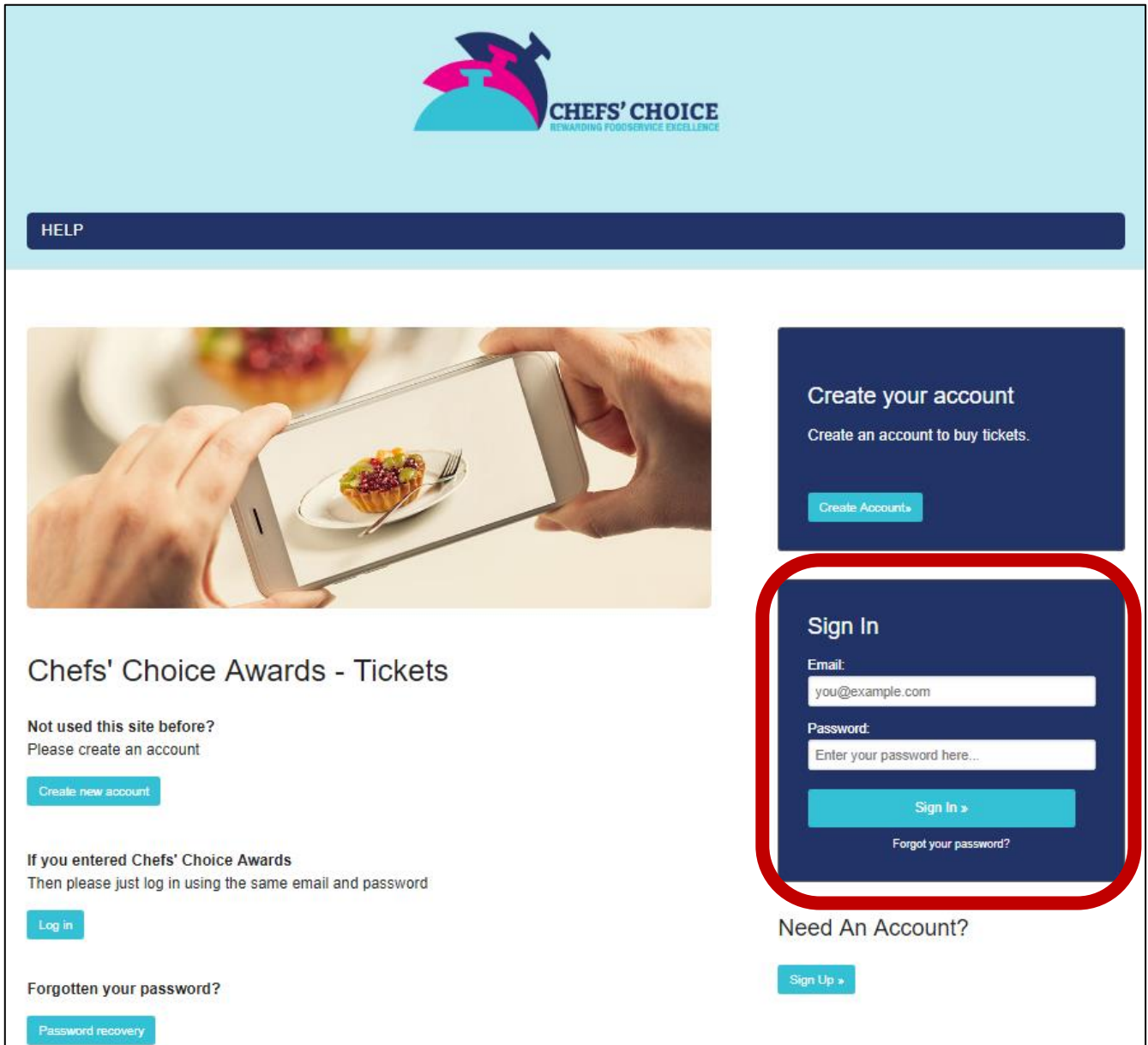
**CREATE ACCOUNT**

**Step 4:** You will then receive a confirmation email containing a link. **Make sure you click on this link to activate your account.** Once you have done this, you will be able to log in using the below process.

*Please note: Emails from FluidReview may automatically be sent to your spam or junk folder. Please make sure you check these folders. If you have not received an email within 2 hours please contact Jessica Pope on 01293 610354 or by email [Jessica.Pope@wrbm.com](mailto:Jessica.Pope@wrbm.com).*

# Signing in

**Step 1:** Enter the email address your account is registered with and the corresponding password in the 'Sign In' box below.



The screenshot shows the Chefs' Choice Awards website interface. At the top is the logo for 'CHEFS' CHOICE' with the tagline 'REWARDING FOODSERVICE EXCELLENCE'. Below the logo is a dark blue navigation bar with a 'HELP' link. The main content area features a photograph of hands holding a smartphone to take a picture of a plated dish. To the right of the photo is a dark blue box with the text 'Create your account' and 'Create an account to buy tickets.', followed by a 'Create Account' button. Below this is a 'Sign In' section, which is highlighted with a red border. It contains an 'Email:' field with the placeholder 'you@example.com', a 'Password:' field with the placeholder 'Enter your password here...', a 'Sign In' button, and a 'Forgot your password?' link. To the left of the 'Sign In' section are three links: 'Create new account', 'Log in', and 'Password recovery'. At the bottom right of the page is a 'Need An Account?' section with a 'Sign Up' button.

*If you have previously registered for this event or any of our other events, your log in details will stay the same across all our FluidReview sites.*

*If you have any problems setting up your account or signing in please contact Jessica Pope on 01293 610354 or [Jessica.Pope@wrbm.com](mailto:Jessica.Pope@wrbm.com).*

# Purchasing your Tickets

**Step 1:** You will now be at your home page. Click 'Get Started'.

**CHEFS' CHOICE**  
REWARDING FOODSERVICE EXCELLENCE

HOME ORDERS HELP SETTINGS

Home

Hi, Jess

Create a new order?

The Chefs' Choice Awards

Tuesday 5th March 2019, Shangri-La at The Shard, London

Get Started

**Step 2:** Click start next to 'Ticket Sales Information'.

✓ Your order has been created.

Home > CCA-0083

CCA-0083

Create Another Order

Chefs' Choice Award Tickets

TASK	DEADLINE	STATUS	ACTIONS
<a href="#">Ticket Sales Information</a>	05/03/2019 23:59:00 BST	INCOMPLETE	▶ Start

### Step 3: You will now need to complete your ticket sales form.

## Ticket Sales Form

[Back](#)

\* = mandatory

### Contact Details

Title\*  Mr  Mrs  Ms  Miss  Dr

First Name\*

Surname\*

Job Title\*

Company\*

Address line #1\*

Address line #2

Town\*

County\*

Postcode\*

Phone\*

Mobile

Email\*

**Step 4:** Select your payment method and how many tickets you would like to purchase. If you are paying by invoice a box will appear for you to input you purchase order number, if applicable.

*Please note that the invoice option is only valid for orders of 3 tickets or more and is only available until 5<sup>th</sup> February 2019.*

### How do you wish to pay?

**Online** - to pay by credit or debit card. This is mandatory for orders under £306  
**Invoice** - to have an invoice emailed to you (within 5 working days).  
**Invoice option is only valid for orders of 3 tickets or more. Invoices under £306 will not be processed.**  
**Invoice option will be unavailable after 5th February 2019 .**

Online  
 Invoice

---

### Individual Tickets\*

£85.00 + VAT

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### Code

If you have been supplied with a discount code please enter.

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### Order Summary

**ORDER** (excl VAT): £0.00  
**VAT total (at 20%):** £0.00  
**ORDER TOTAL:** £0.00

**Step 5:** Please ensure you have accepted our 'Booking Conditions' and click 'Save & continue'. To review our Booking conditions please refer to <https://www.chefschoiceawards.co.uk/booking-conditions/>.

How do you wish to pay?

**Online** - to pay by credit or debit card. This is mandatory for orders under £306  
**Invoice** - to have an invoice emailed to you (within 5 working days).  
**Invoice option is only valid for orders of 3 tickets or more. Invoices under £306 will not be processed.**  
**Invoice option will be unavailable after 5th February 2019 .**

Online  
 Invoice

---

Individual Tickets\*

£85.00 + VAT

---

Code

If you have been supplied with a discount code please enter.

---

Order Summary

ORDER (excl VAT): £0.00  
VAT total (at 20%): £0.00  
**ORDER TOTAL:** £0.00

---

**Booking Conditions\***

Please confirm your acceptance of the event [Booking Conditions](#)

Accept

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If you are paying by card – if not please skip to ‘If you are paying by invoice’

**Step 1:** You will be taken back to your home page. Click ‘Start’ next to payment to complete your order.

Please now pay for your order of 2 tickets.

Your form has been completed successfully.

Home » CCA-0083

## CCA-0083

Download order

Create Another Order

### Chefs' Choice Award Tickets

TASK	DEADLINE	STATUS	ACTIONS
Ticket Sales Information	05/03/2019 23:59:00 BST	COMPLETE	<a href="#">View</a> <a href="#">Edit</a>
Payment	05/03/2019 23:59:00 BST	INCOMPLETE	<a href="#">Start</a>

**Step 2:** Click ‘Continue’.

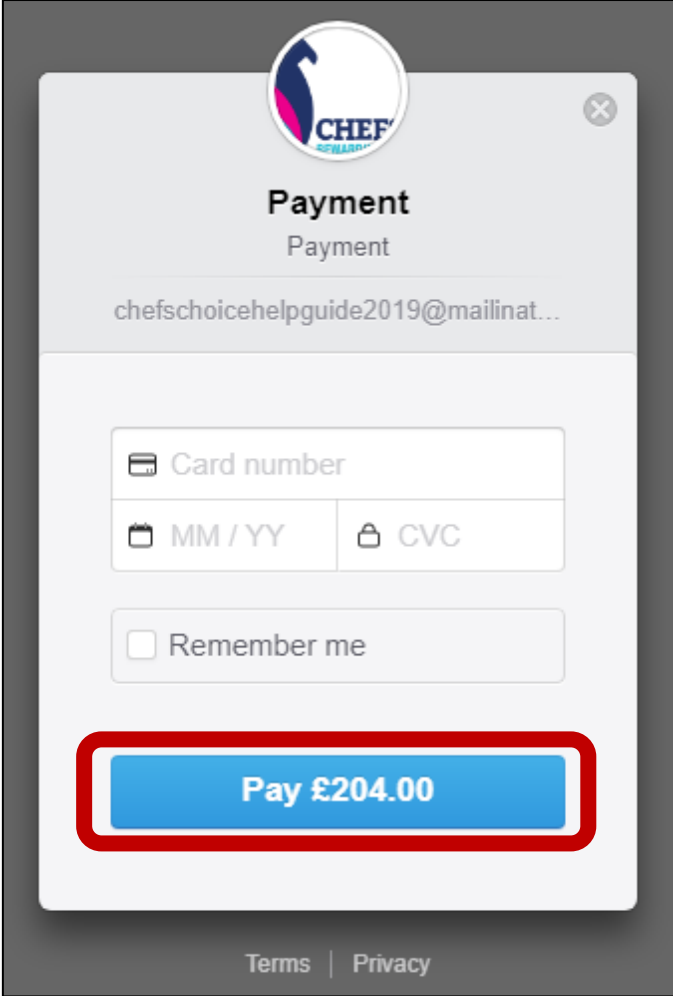
Home » CCA-0083 » Payment

Current Total: 204.00 (GBP)

Back

Continue

Step 3: Fill out the below details and click 'Pay'.



The image shows a payment modal window for CHEF AWARDS. At the top left is the CHEF AWARDS logo, and at the top right is a close button (X). The title is "Payment" with a subtitle "Payment". Below this is the email address "chefschoicehelpguide2019@mailinat...". The form contains three input fields: "Card number", "MM / YY" (with a calendar icon), and "CVC" (with a lock icon). Below these is a checkbox labeled "Remember me". A prominent blue button with a red border is labeled "Pay £204.00". At the bottom, there are links for "Terms" and "Privacy".

*If you wish to cancel your tickets you must inform us in writing prior to the event. There will be a cancellation fee of 20% charged if your cancellation is received no later than 10 working days prior to the event. Any cancellations received after this time will receive no refund. These terms can be reviewed here <https://www.chefschoiceawards.co.uk/booking-conditions/>.*



## If you are paying by invoice

**Step 1:** You will be taken back to your home page, to complete your booking you must click 'Submit Ticket Purchase'. **If this is not pressed your booking will not be complete.** Then click 'Continue'.

Please now submit your invoice request for 3 tickets. ×

✓ Your form has been completed successfully. ×

Home » CCA-0083

# CCA-0083

[Download order](#)

[Create Another Order](#)

## Chefs' Choice Award Tickets

TASK	DEADLINE	STATUS	ACTIONS
Ticket Sales Information	05/03/2019 23:59:00 BST	COMPLETE	<a href="#">View</a> <a href="#">Edit</a>
<a href="#">Submit Ticket Order</a>	05/03/2019 23:59:00 BST	INCOMPLETE	

If your ticket order is not submitted by the invoice deadline date you will need to change your payment selection and pay online.

Home » CCA-0083 » Submit Ticket Order

Please click on 'continue' to complete your order. You will receive a confirmation email shortly.

[Cancel](#) [Continue](#)

*Please note that once you have submitted your ticket purchase you are agreeing to pay for this order. If you wish to cancel your tickets you must inform us in writing prior to the event. There will be a cancellation fee of 20% charged if your cancellation is received no later than 10 working days prior to the event. Any cancellations received after this time will receive no refund. These terms can be reviewed here <https://www.chefschoiceawards.co.uk/booking-conditions/>.*

# Submitting your Attendee Details

**Step 1:** You will now be asked to submit your attendee details. We must receive this information prior to the event, however you can come back to this at a later stage. Click 'Start'.

Home » CCA-0083

## CCA-0083

Download order  
Create Another Order

### Attendee Details

TASK	DEADLINE	STATUS	ACTIONS
Attendee Details	04/03/2019 23:59:00 BST	INCOMPLETE	▶ Start
Submit Attendee Details	04/03/2019 23:59:00 BST	PREREQUISITES NOT MET	

**Step 2:** Click 'Next'. You will be presented with one page per attendee.

Home » CCA-0083 » Attendee Details

\* denotes a mandatory question

0% Back

Please supply attendee details for each of the 3 tickets you have purchased.  
Please click on "Next" to start, you will be presented with 1 page for each attendee.

Number of purchased tickets

Save Next

**Step 3:** Fill in the details below and click 'Next' on every page. Once you have filled in every attendee you will be taken back to your home page.

Home » CCA-0083 » Attendee Details

\* denotes a mandatory question

2%

Back

Attendee 1

First Name\*

Surname\*

Company Name\*

Email\*

Dietary Requirements

Back Save **Next**

**Step 4:** To complete your attendee details click 'Submit Attendee Details' and then 'Continue'. **Your attendee details will not be received by our team unless this button is pressed.**

✓ Your form has been completed successfully. x

Home » CCA-0083

# CCA-0083

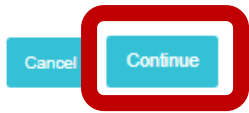
Download order

Create Another Order

## Attendee Details

TASK	DEADLINE	STATUS	ACTIONS
Attendee Details	04/03/2019 23:59:00 BST	COMPLETE	<a href="#">View</a> <a href="#">Edit</a>
<b>Submit Attendee Details</b>	04/03/2019 23:59:00 BST	INCOMPLETE	

Please click on 'continue' to submit. Once you have submitted you will not be able to amend your details so please contact us if you need to make any changes.



Your attendee details are now complete.

*Please note that you cannot make changes to your attendee details once they have been submitted. If you need to make a change please contact the events team on [ChefsChoiceAwards@wrbm.com](mailto:ChefsChoiceAwards@wrbm.com). If you have any problems submitting your attendee details please contact Jessica Pope on 01293 610354 or on [Jessica.Pope@wrbm.com](mailto:Jessica.Pope@wrbm.com).*