

Food Manufacture Excellence Awards – 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.foodmanawards.co.uk/>.

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

The screenshot shows the website's account creation page. At the top, there is a dark blue header with the 'FOOD manufacture X excellence AWARDS' logo. Below the header is a white search bar containing the word 'HELP'. The main content area is white and features several sections:

- Food Manufacture Excellence Awards - Tickets**: A heading for the page.
- New to Food Manufacture Excellence Awards?**: A section with the text 'Please create an account' and a button labeled 'Create new account'.
- If you have entered the Food Manufacture Excellence Awards**: A section with the text 'Just log in using the same email and password' and a button labeled 'Log in'.
- Forgotten your password?**: A section with a button labeled 'Password recovery'.
- Questions?**: A section with a button labeled 'Frequently Asked Questions'.
- Create your account**: A dark blue box with a red border containing the text 'Create an account to buy tickets.' and a button labeled 'Create Account'.
- Sign In**: A dark blue box containing an 'Email:' field with the value 'you@example.com', a 'Password:' field with the placeholder 'Enter your password here...', a 'Sign In >' button, and a link for 'Forgot your password?'.
- Need An Account?**: A section at the bottom with a button labeled 'Sign Up >'.

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

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 **Last name**

Email

Create a password

Confirm your password

Time Zone:

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@wrmb.com.**

Signing in

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

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.



HELP

Food Manufacture Excellence Awards - Tickets

New to Food Manufacture Excellence Awards?
Please create an account

Create new account

If you have entered the Food Manufacture Excellence Awards
Just log in using the same email and password

Log in

Forgotten your password?

Password recovery

Questions?

Frequently Asked Questions

Create your account

Create an account to buy tickets.

Create Account »

Sign In

Email:

you@example.com

Password:

Enter your password here...

Sign In »

Forgot your password?

Need An Account?

Sign Up »

If you have any problems setting up your account or signing in please contact Jessica Pope on 01293 610354 or Jessica.Pope@wrbm.com.

Purchasing your Tickets

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

The screenshot shows the user dashboard for the Food Manufacture Excellence Awards. At the top is the logo for 'FOOD manufacture X excellence AWARDS'. Below the logo is a navigation bar with links for HOME, ORDERS, HELP, and SETTINGS. The main content area greets the user as 'Hi, Jess' and states 'You haven't submitted anything yet.' It then prompts the user to 'Create a new order?' and provides details for 'The Food Manufacture Excellence Awards' event on Wednesday 7th November at the London Hilton on Park Lane. Ticket and table prices are listed. A red 'Get Started' button is highlighted with a red box.

Step 2: Click 'Start' next to 'Ticket Sales Information'.

The screenshot shows the 'FMEA Order-0073' page. A green notification banner at the top states 'Your order has been created.' Below this is a breadcrumb trail 'Home > FMEA Order-0073' and a 'Create Another Order' button. The main heading is 'FMEA Order-0073' and the sub-heading is 'Food Manufacture Excellence Awards - Tickets'. A table lists tasks with columns for TASK, DEADLINE, STATUS, and ACTIONS. The first row, 'Ticket Sales Information', has a deadline of '06/11/2018 23:59:00 BST', a status of 'INCOMPLETE', and a 'Start' button highlighted with a red box. A second row shows a 'Submit Ticket Order' button, the same deadline, and a 'PREREQUISITES NOT MET' status. A note at the bottom explains that if the ticket order is not submitted by the deadline, the user will need to change their payment selection and pay online.

TASK	DEADLINE	STATUS	ACTIONS
Ticket Sales Information	06/11/2018 23:59:00 BST	INCOMPLETE	▶ Start
Submit Ticket Order	06/11/2018 23:59:00 BST	PREREQUISITES NOT MET	

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/tables you would like to purchase. **If you are paying by invoice** a text box will appear for your PO number to be inputted (if applicable).

Please note that the invoice option is only valid for orders for 2 or more tickets and is only available until 5th October 2018.

How do you wish to pay?

Online - to pay by credit or debit card. This is mandatory for orders of less than £300.
Invoice - to have an invoice emailed to you (within 5 working days).
Invoice option is only valid for orders over £300. Invoice option is only available until 3rd October.

Online
 Invoice

Number of individual tickets
£240 + VAT

Number of tables
10 guests - £2175 + VAT

ORDER (excl VAT):	£0.00
VAT @ 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.foodmanawards.co.uk/booking-conditions/>.

Booking Conditions*

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

Accept

Data Protection

We will keep you informed of products and services from William Reed Business Media Ltd. If you do not want to receive such information please email data.manager@wrbm.com or write to:

Data Manager, WRBM
Broadfield Business Park,
Crawley, RH11 9RT

We may also make your contact details available to third parties offering products or services that may be of interest to you (excluding email and mobile numbers).

To opt out of third party communications check here

If you are paying by card

Step 1: You will be taken back to the home page. Click 'Start' next to payment to complete your order.

Please now pay for your order of 1 individual tickets and 0 tables.

Your form has been completed successfully.

Home » FMEA Order-0073

FMEA Order-0073

Download order
Create Another Order

Food Manufacture Excellence Awards - Tickets

TASK	DEADLINE	STATUS	ACTIONS
Ticket Sales Information	08/11/2018 23:59:00 BST	COMPLETE	<input type="button" value="View"/> <input type="button" value="Edit"/>
Payment	08/11/2018 23:59:00 BST	INCOMPLETE	<input type="button" value="Start"/>
<input type="button" value="Submit Ticket Order"/>	08/11/2018 23:59:00 BST	PREREQUISITES NOT MET	

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

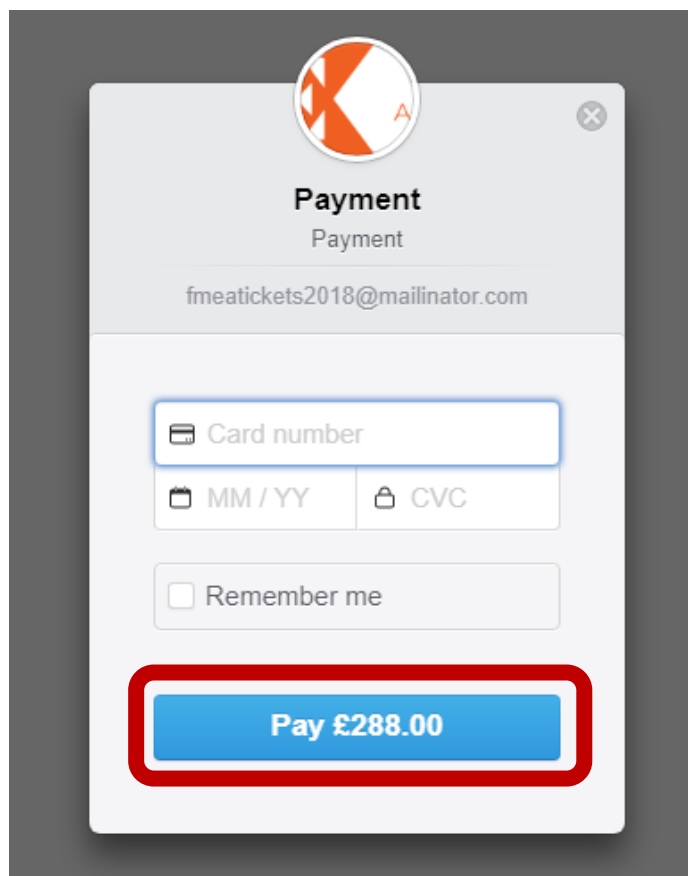
Step 2: Click 'Continue'.

Home » FMEA Order-0073 » Payment

Current Total: 288.00 (GBP) Back

Continue

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



A screenshot of a mobile payment interface. At the top is a circular logo with an orange and white design. Below the logo, the text reads "Payment" and "Payment" in smaller font. The email address "fmeatickets2018@mailinator.com" is displayed. The form contains three input fields: "Card number", "MM / YY", and "CVC". Below these is a checkbox labeled "Remember me". At the bottom, a large blue button with the text "Pay £288.00" is highlighted with a red border.

Your order is now complete and you will be directed back to the home page. You will receive a VAT receipt via email for proof of payment.

If you do not receive your receipt, please contact Jessica Pope on 01293 610 354 or Jessica.Pope@wrbm.com.

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 2 individual tickets and 0 tables. ×

✓ Your form has been completed successfully. ×

Home » FMEA Order-0073

FMEA Order-0073

Download order

Create Another Order

Food Manufacture Excellence Awards - Tickets

TASK	DEADLINE	STATUS	ACTIONS
Ticket Sales Information	08/11/2018 23:59:00 BST	COMPLETE	View Edit
Submit Ticket Order	08/11/2018 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 » FMEA Order-0073 » Submit Ticket Order

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

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

Your order is now complete and you will receive an order confirmation via email. Please note that payment of invoices must be received prior to the event.

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 days prior to the event. Any cancellations received after this time will receive no refund. These terms can be reviewed here <https://www.foodmanawards.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 ORDERS HELP SETTINGS

Home » FMEA Order-0073

FMEA Order-0073

Download order
Create Another Order

Attendee Details

TASK	DEADLINE	STATUS	ACTIONS
Attendee Details	06/11/2018 23:59:00 BST	INCOMPLETE	▶ Start
Submit Attendee Details	06/11/2018 23:59:00 BST	PREREQUISITES NOT MET	

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

Home » FMEA Order-0073 » Attendee Details

* denotes a mandatory question

0% Back

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

Number of tickets:
2

Save Next

Step 3: Fill in the details below and click 'Next' on every page. Please make sure you let us know of any dietary requirements in advance so that we are able to accommodate them. Once you have filled in all the information you will be taken back to your home page.

Home » FMEA Order-0073 » 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. This includes any dietary requirements.

FOOD X excellence
manufacture AWARDS

HOME ORDERS HELP SETTINGS

Please click on SUBMIT to send us your attendee details.

Your form has been completed successfully.

Home » FMEA Order-0073

FMEA Order-0073 Download order Create Another Order

Attendee Details

TASK	DEADLINE	STATUS	ACTIONS
Attendee Details	06/11/2018 23:59:00 BST	COMPLETE	View Edit
Submit Attendee Details	06/11/2018 23:59:00 BST	INCOMPLETE	

Home » FMEA Order-0073 » Submit Attendee Details

Please click on Continue to submit your order. 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 fm.events@wrbm.com.