

# Food Manufacture Excellence Awards

## 2020 – How to Guide – Tickets

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# 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 registration page for the Food Manufacture Excellence Awards. At the top, there is a dark blue header with the logo 'FOOD manufacture X excellence AWARDS'. Below the header is a white search bar containing the word 'HELP'. The main content area is white and contains the following sections:

- 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](#)

On the right side of the page, there is a dark blue box with a white border and a red outline. It contains the following text:

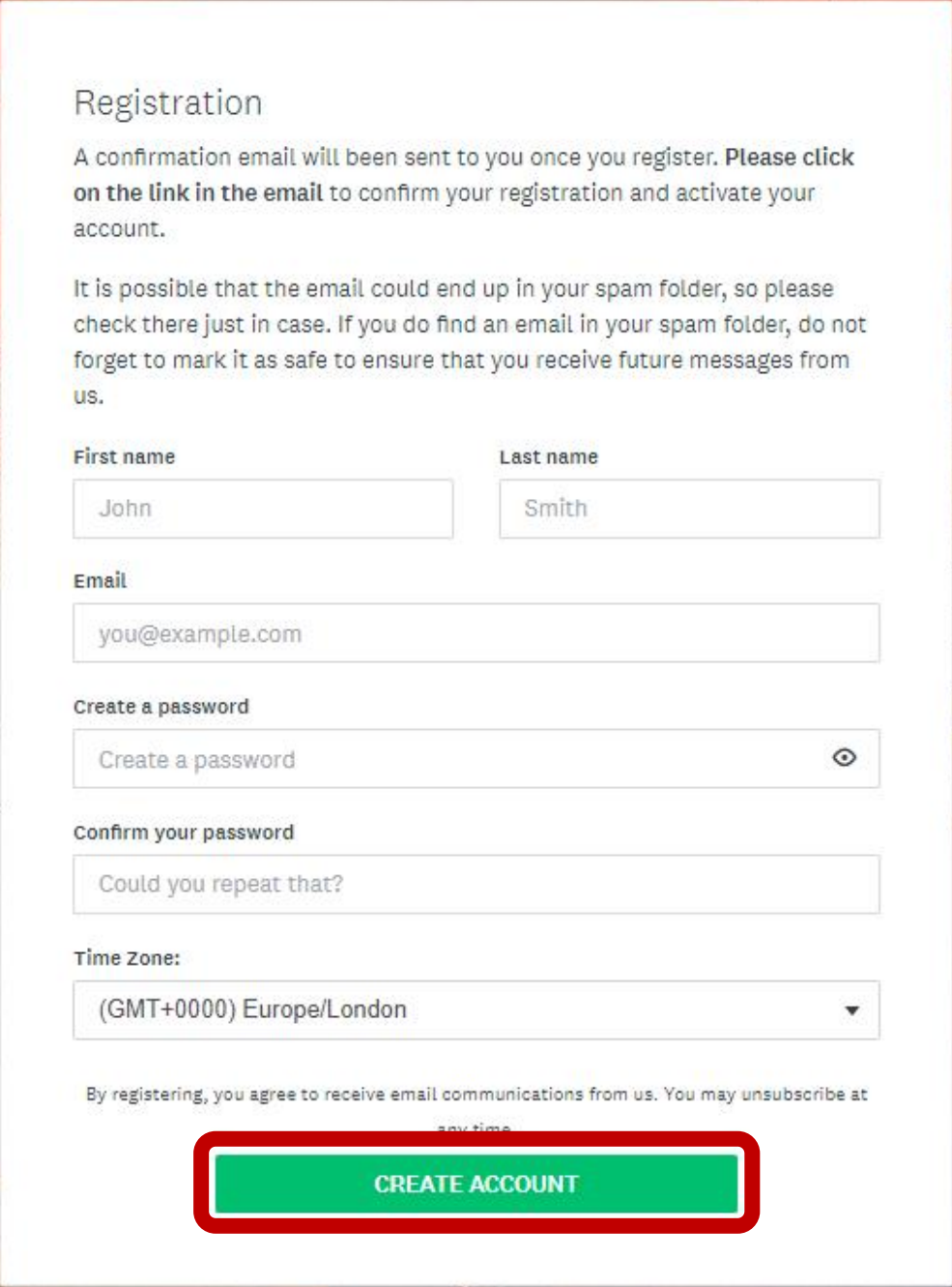
- Create your account**
- Create an account to buy tickets.
- [Create Account](#)

Below this box is another dark blue box with a white border, containing the following text:

- Sign In**
- Email:
- Password:
- [Sign In >](#)
- [Forgot your password?](#)

At the bottom right of the page, there is a section titled **Need An Account?** with a [Sign Up >](#) button.

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



The image shows a registration form for the Food Excellence Awards. The form is titled "Registration" and includes instructions about a confirmation email. It contains several input fields: "First name" (John), "Last name" (Smith), "Email" (you@example.com), "Create a password" (Create a password), "Confirm your password" (Could you repeat that?), and "Time Zone" (GMT+0000 Europe/London). A green "CREATE ACCOUNT" button is highlighted with a red border. The background of the form is a blurred image of a restaurant interior.

**FOOD excellence AWARDS**

### 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@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.

*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](mailto:Jessica.Pope@wrbm.com).**

# Purchasing your tickets

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



[HOME](#)   [ORDERS](#)   [HELP](#)   [SETTINGS](#)

Home

Hi, Help

You haven't submitted anything yet.

Create a new order?

Food Manufacture Excellence Awards

Thursday 13th February 2020 at the Marriott Grosvenor Square

Ticket price: £240 + VAT   Table price: £2,175 + VAT (10 places)

Get Started

[Back to top](#)

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

✔ Your order has been created. ✕

[Home](#) » [FMEA Order-0073](#)

## FMEA Order-0073

[Create Another Order](#)

### Food Manufacture Excellence Awards - Tickets

TASK	DEADLINE	STATUS	ACTIONS
<a href="#">Ticket Sales Information</a>	06/11/2018 23:59:00 BST	INCOMPLETE	<a href="#">▶ Start</a>
<a href="#">Submit Ticket Order</a>	06/11/2018 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 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.

How do you wish to pay?

Online - to pay by credit or debit card. This is mandatory for orders of less than £350.  
Invoice - to have an invoice emailed to you (within 5 working days).  
**Invoice option is only valid for orders over £350. Invoice option is only available until 16th January 2020.**

Online

Invoice

Number of individual tickets

£240.00 + VAT

Number of tables

10 guests - £2175.00 + VAT

Promotional Code

If you have been supplied with a promotional code enter it here

Order Summary

0 ticket/s at £240.00  
0 table/s at £2175.00

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

**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 over £350 and is only available until 16<sup>th</sup> January 2020.***



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**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

Food Manufacture may use your contact data to keep you informed of its products and services by email or by phone. You can withdraw your marketing consent at any time by clicking the unsubscribe link in such email or by sending an email to [dataprivacy@wrbm.com](mailto:dataprivacy@wrbm.com). More information on our processing can be found in our [Privacy Notice](#).

By submitting this form, you acknowledge that you have read and understand our [Privacy Notice](#).

## 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	06/11/2018 23:59:00 BST	COMPLETE	<a href="#">View</a> <a href="#">Edit</a>
Payment	06/11/2018 23:59:00 BST	INCOMPLETE	<a href="#">Start</a>
<a href="#">Submit Ticket Order</a>	06/11/2018 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.

[Back to top](#)

**Step 2:** Click 'Continue'.

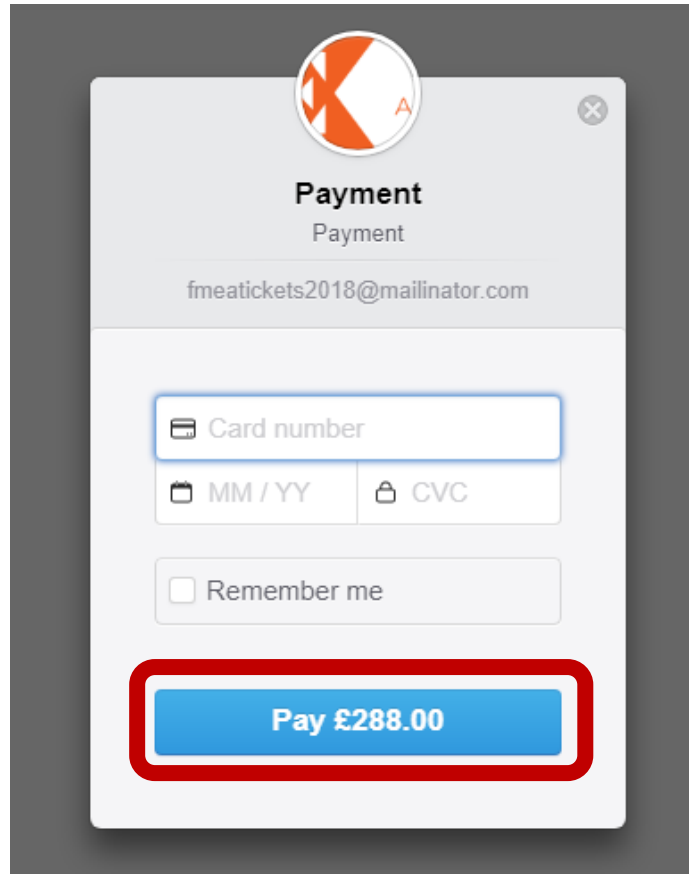
Home » FMEA Order-0073 » Payment

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Current Total: 288.00 (GBP) Back

**Continue**

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



A payment modal window titled "Payment" with a close button (X) in the top right corner. The modal header includes a logo with a stylized 'X' and 'A', the title "Payment", and the email address "fmeatickets2018@mailinator.com". The form contains a "Card number" input field, "MM / YY" and "CVC" input fields, and a "Remember me" checkbox. A prominent blue button with a red border at the bottom is labeled "Pay £288.00".

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](mailto: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	<a href="#">View</a> <a href="#">Edit</a>
<a href="#">Submit Ticket Order</a>	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'.

The screenshot shows the 'FMEA Order-0073' page. At the top, there is a navigation bar with 'HOME', 'ORDERS', 'HELP', and 'SETTINGS'. Below this, the breadcrumb 'Home » FMEA Order-0073' is visible. The main heading is 'FMEA Order-0073', with two buttons: 'Download order' and 'Create Another Order'. The section is titled 'Attendee Details'. Below this is a table with columns: TASK, DEADLINE, STATUS, and ACTIONS.

TASK	DEADLINE	STATUS	ACTIONS
Attendee Details	06/11/2018 23:59:00 BST	INCOMPLETE	<a href="#">▶ Start</a>
<a href="#">Submit Attendee Details</a>	06/11/2018 23:59:00 BST	PREREQUISITES NOT MET	

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

The screenshot shows the 'Attendee Details' form. At the top left, the breadcrumb 'Home » FMEA Order-0073 » Attendee Details' is visible. Below it, a note states '\* denotes a mandatory question'. On the right, there is a progress bar at 0% and a 'Back' button. The main text reads: '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.' Below this, there is a section for 'Number of tickets:' with an input field containing the value '2'. At the bottom, there are two buttons: 'Save' and 'Next', with the 'Next' button highlighted in red.

[Back to top](#)

**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 can accommodate them. Once you have filled in all the information you will be taken back to your home page.

Attendee 1

First Name\*

Surname\*

Job Title

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	<a href="#">View</a> <a href="#">Edit</a>
<a href="#">Submit Attendee Details</a>	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](mailto:fm.events@wrbm.com).***