

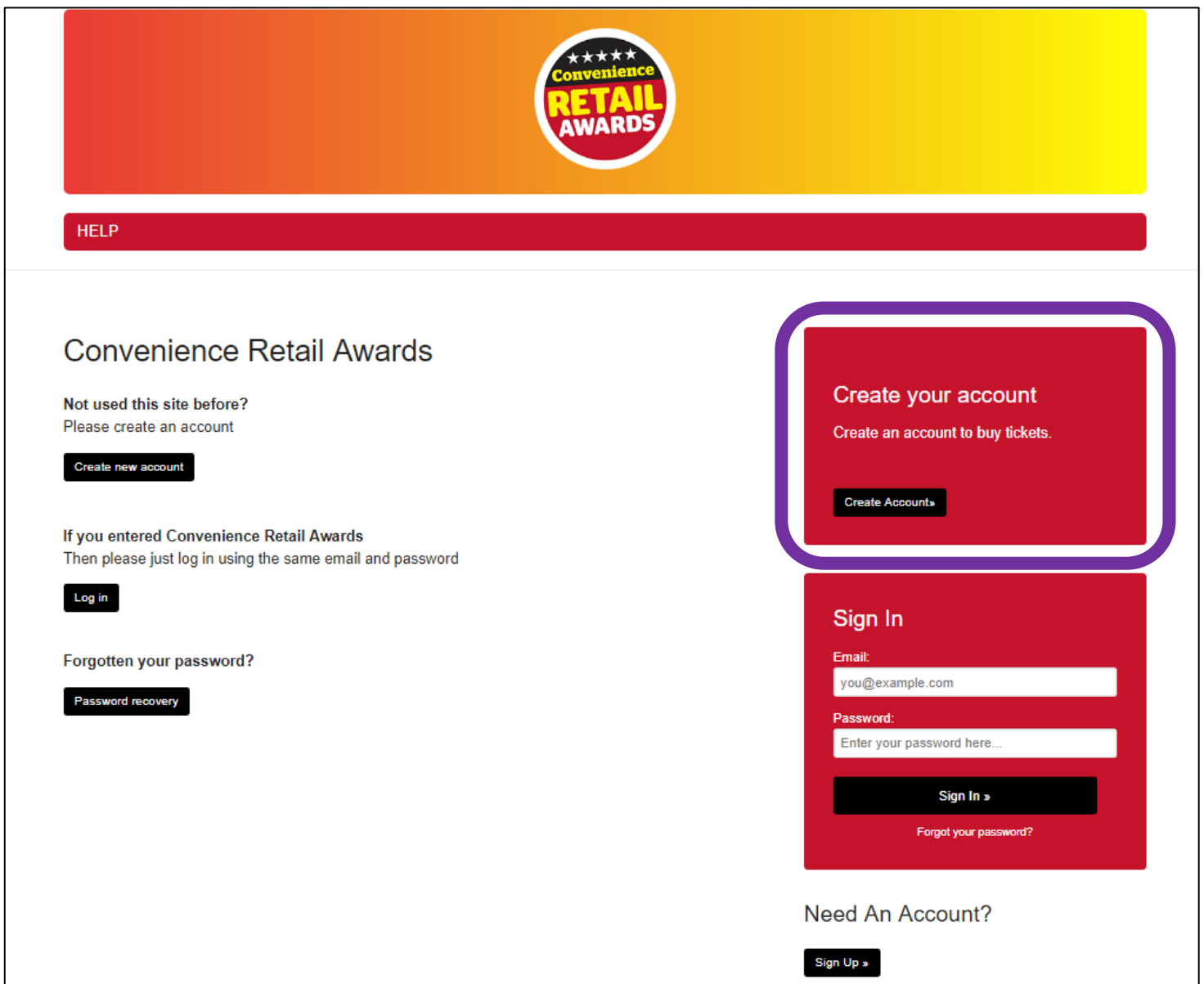
The Convenience Retail Awards – How to Guide – Tickets

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.

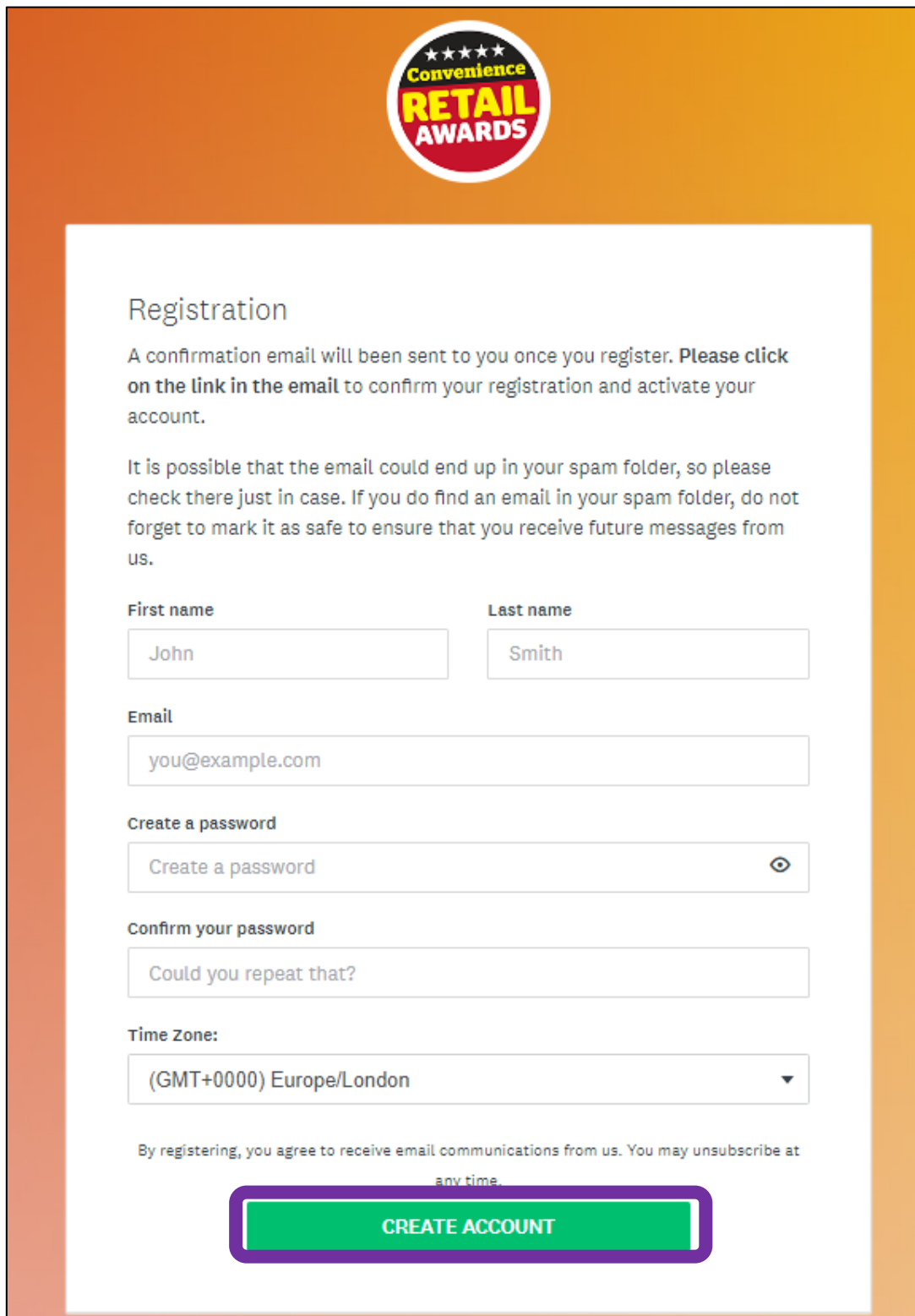
Step 1: Go to <https://wrtickets.cr-awards.co.uk>

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



The screenshot shows the top of the Convenience Retail Awards website. At the top is a banner with a red-to-yellow gradient and a circular logo that says "Convenience RETAIL AWARDS" with five stars above it. Below the banner is a red bar with the word "HELP" in white. The main content area is white and features the heading "Convenience Retail Awards". Underneath, there are three sections: "Not used this site before? Please create an account" with a "Create new account" button; "If you entered Convenience Retail 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. On the right side, there are two red boxes. The top one is titled "Create your account" and contains the text "Create an account to buy tickets." and a "Create Account" button. The bottom one is titled "Sign In" and contains fields for "Email:" (with "you@example.com" entered) and "Password:" (with "Enter your password here..." entered), a "Sign In" button, and a "Forgot your password?" link. At the bottom right, there 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.



The image shows a registration form for 'Convenience RETAIL AWARDS'. At the top center is a circular logo with five stars and the text 'Convenience RETAIL AWARDS'. Below the logo, the heading 'Registration' is followed by a paragraph: '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.' Another paragraph follows: '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.'

The form contains the following fields:

- First name:** Input field with 'John' entered.
- Last name:** Input field with 'Smith' entered.
- Email:** Input field with 'you@example.com' entered.
- Create a password:** Input field with 'Create a password' and an eye icon for visibility.
- Confirm your password:** Input field with 'Could you repeat that?'.
- Time Zone:** Dropdown menu with '(GMT+0000) Europe/London' selected.

Below the fields is a line of text: 'By registering, you agree to receive email communications from us. You may unsubscribe at any time.' At the bottom is a large green button with a purple border labeled 'CREATE ACCOUNT'.

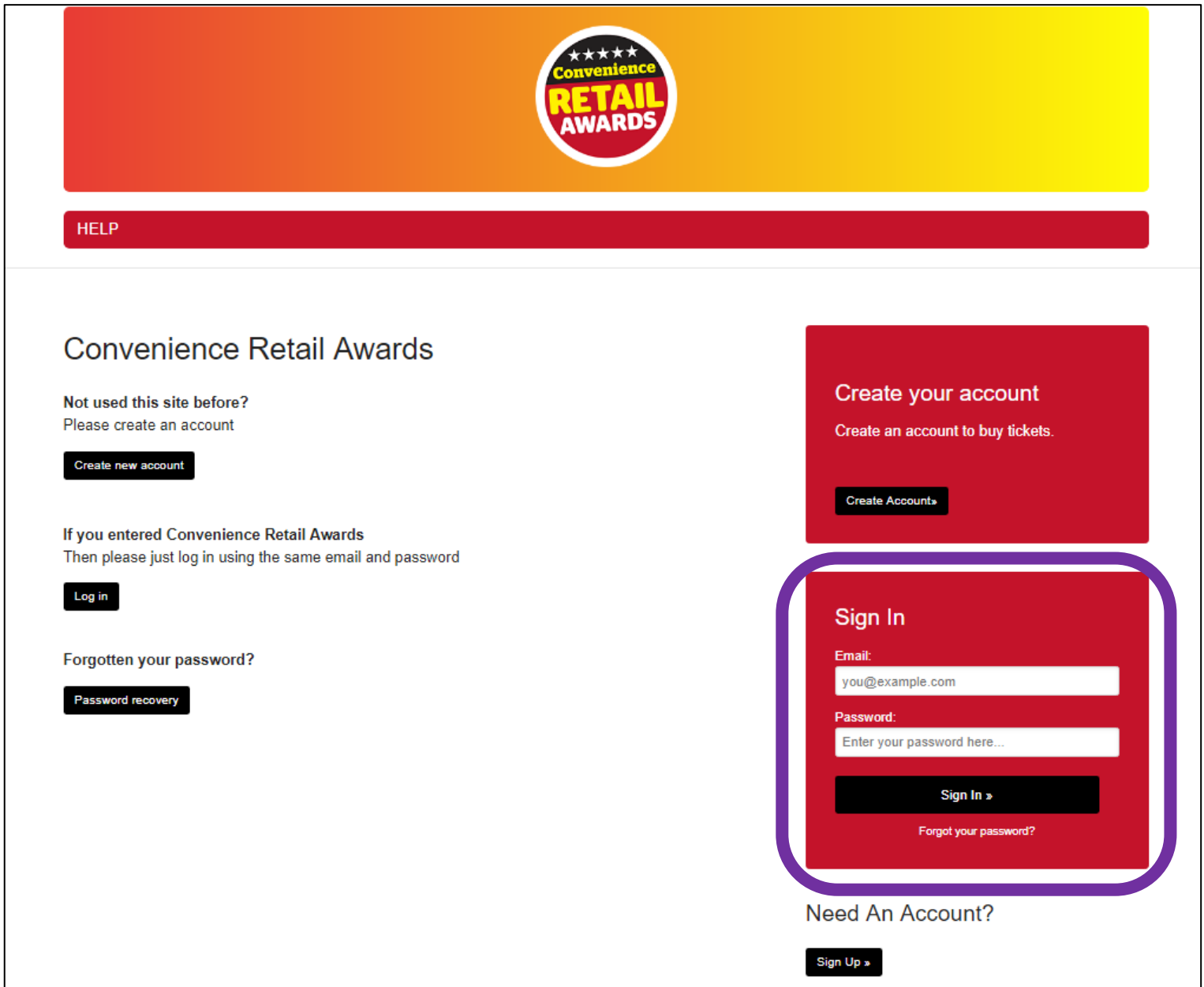
Step 4: You will then receive a confirmation email containing a link. **Make sure you click on this link to activate your account.** Once you have done this, you will be able to log in using the below process.

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.

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.



The screenshot shows the Convenience Retail Awards website interface. At the top, there is a banner with the 'Convenience RETAIL AWARDS' logo. Below the banner is a red 'HELP' button. The main content area is divided into two columns. The left column contains links for 'Create new account', 'Log in', and 'Password recovery'. The right column contains a 'Create your account' section with a 'Create Account' button, and a 'Sign In' section with a purple border. The 'Sign In' section includes an email input field (containing 'you@example.com'), a password input field (containing 'Enter your password here...'), a 'Sign In' button, and a 'Forgot your password?' link. Below the 'Sign In' section is a 'Need An Account?' section with a 'Sign Up' button.

Convenience Retail Awards

Not used this site before?
Please create an account

Create new account

If you entered Convenience Retail Awards
Then please just log in using the same email and password

Log in

Forgotten your password?
Password recovery

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'.

Convenience
★★★★★
RETAIL AWARDS

HOME ORDERS HELP SETTINGS

Home

Hi, Jess

You haven't submitted anything yet.

Create a new order?

The Convenience Retail Awards

Thursday 14th March 2018 at The Royal Lancaster, London.
Ticket price: £244 + VAT Table price: £2,270+ VAT

Get Started

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

✓ Your order has been created.

Home » CRAT-0082

CRAT-0082 **Create Another Order**

Convenience Retail Awards Tickets

TASK	DEADLINE	STATUS	ACTIONS
Ticket Sales Information	14/03/2019 23:59:00 BST	INCOMPLETE	Start
Submit Ticket Order	14/03/2019 23:59:00 BST	PREREQUISITES NOT MET	

Ticket Purchases not submitted by the Invoice deadline date will need to be amended to use the Online payment method.

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

Ticket Sales Form

* = 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 box will appear for you to input you purchase order number, if applicable.

How do you wish to pay?

Online - to pay by credit or debit card. This is mandatory for orders under £250+VAT
Invoice - to have an invoice emailed to you (within 5 working days).
Invoice option is only valid for orders over £250+VAT . Invoices under £250+VAT will not be processed.
Invoice option will be unavailable after 14th February 2019.

Online
 Invoice

Individual tickets
£244.00 + VAT

Tables of 10
£2270.00 + VAT

Order Summary
0 ticket/s at £244.00
0 table/s at £2270.00
Net Total: £0.00
VAT at (at 20%): £0.00
ORDER TOTAL: £0.00

Please note that the invoice option is only valid for orders over £250 + VAT and is only available until 14th February 2019.

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

Individual tickets

£244.00 + VAT

Tables of 10

£2270.00 + VAT

Order Summary

0 ticket/s at £244.00

0 table/s at £2270.00

Net Total: £0.00

VAT at (at 20%): £0.00

ORDER TOTAL: £0.00

Booking Conditions*

Please confirm your acceptance of the event **Booking Conditions**

Accept

Save

Save & continue

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 individual tickets and 0 tables.

Your form has been completed successfully.

Home » CRAT-0082

CRAT-0082

Download order

Create Another Order

Convenience Retail Awards Tickets

TASK	DEADLINE	STATUS	ACTIONS
Ticket Sales Information	14/03/2019 23:59:00 BST	COMPLETE	View Edit
Payment	14/03/2019 23:59:00 BST	INCOMPLETE	Start
Submit Ticket Order	14/03/2019 23:59:00 BST	PREREQUISITES NOT MET	

Ticket Purchases not submitted by the Invoice deadline date will need to be amended to use the Online payment method.

Step 2: Click ‘Continue’.

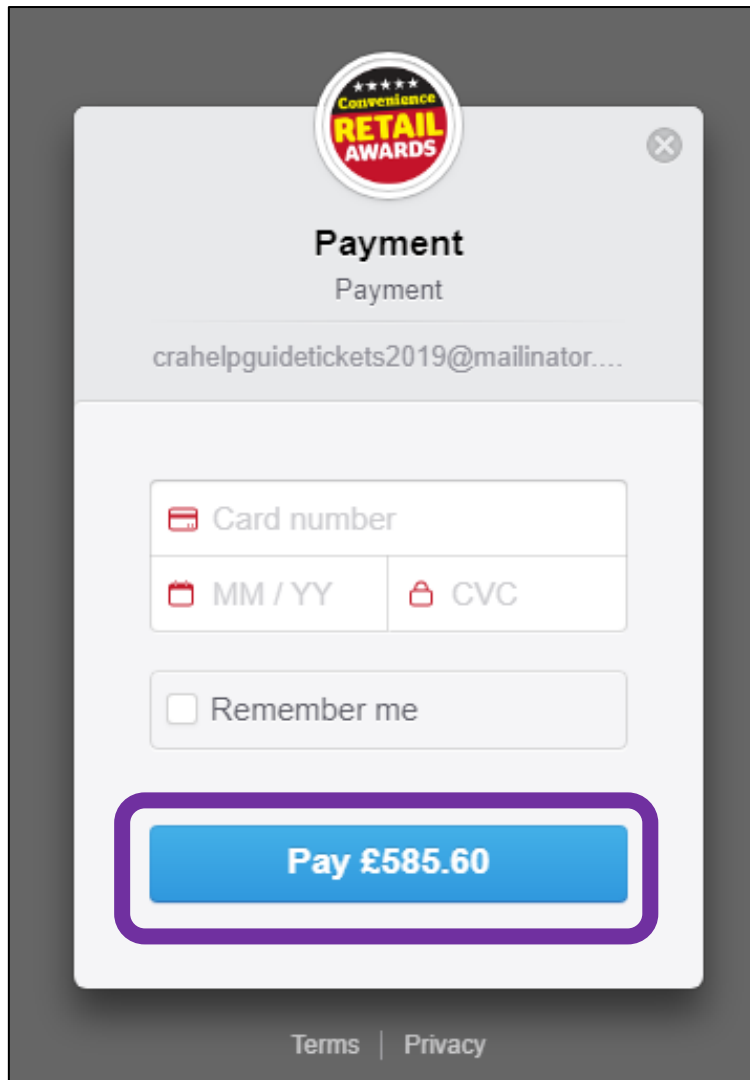
HOME ORDERS HELP SETTINGS

Home » CRAT-0082 » Payment

Current Total: 585.60 (GBP) [Back](#)

[Continue](#)

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



Convenience RETAIL AWARDS

Payment
Payment

crahelppguidetickets2019@mailinator...

Card number

MM / YY CVC

Remember me

Pay £585.60

Terms | 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.cr-awards.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 2 individual tickets and 0 tables. ×

✔ Your form has been completed successfully. ×

Home » CRAT-0082

CRAT-0082

Download order

Create Another Order

Convenience Retail Awards Tickets

TASK	DEADLINE	STATUS	ACTIONS
Ticket Sales Information	14/03/2019 23:59:00 BST	COMPLETE	View Edit
Submit Ticket Order	14/03/2019 23:59:00 BST	INCOMPLETE	

Ticket Purchases not submitted by the Invoice deadline date will need to be amended to use the Online payment method.

Home » CRAT-0082 » 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.cr-awards.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 » CRAT-0082

CRAT-0082

Attendee Details

TASK	DEADLINE	STATUS	ACTIONS
Attendee Details	13/03/2019 23:59:00 BST	INCOMPLETE	Start

[Submit Attendee Details](#) 13/03/2019 23:59:00 BST **PREREQUISITES NOT MET**

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

Home » CRAT-0082 » Attendee Details

* denotes a mandatory question

0% [Back](#)

Please supply attendee details for each of the 2 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 » CRAT-0082 » 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.

Home » CRAT-0082

CRAT-0082

Attendee Details

TASK	DEADLINE	STATUS	ACTIONS
Attendee Details	13/03/2019 23:59:00 BST	COMPLETE	View Edit
Submit Attendee Details	13/03/2019 23:59:00 BST	INCOMPLETE	

Your attendee details are now complete.

Home » CRAT-0082 » Submit Attendee Details

Please click on Continue to submit your order. Please contact us if you need to make any changes.

Cancel Continue

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 cstevents@wrbm.com. If you have any problems submitting your attendee details please contact Jessica Pope on 01293 610354 or on Jessica.Pope@wrbm.com.