

Baking Industry 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.bakeryawards.co.uk/>

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

BIA
BAKING INDUSTRY AWARDS

Brought to you by:
British Baker

HELP

The Baking Industry Awards - Tickets

Not used this site before?
Please create an account

Create new account

If you entered The Baking Industry 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

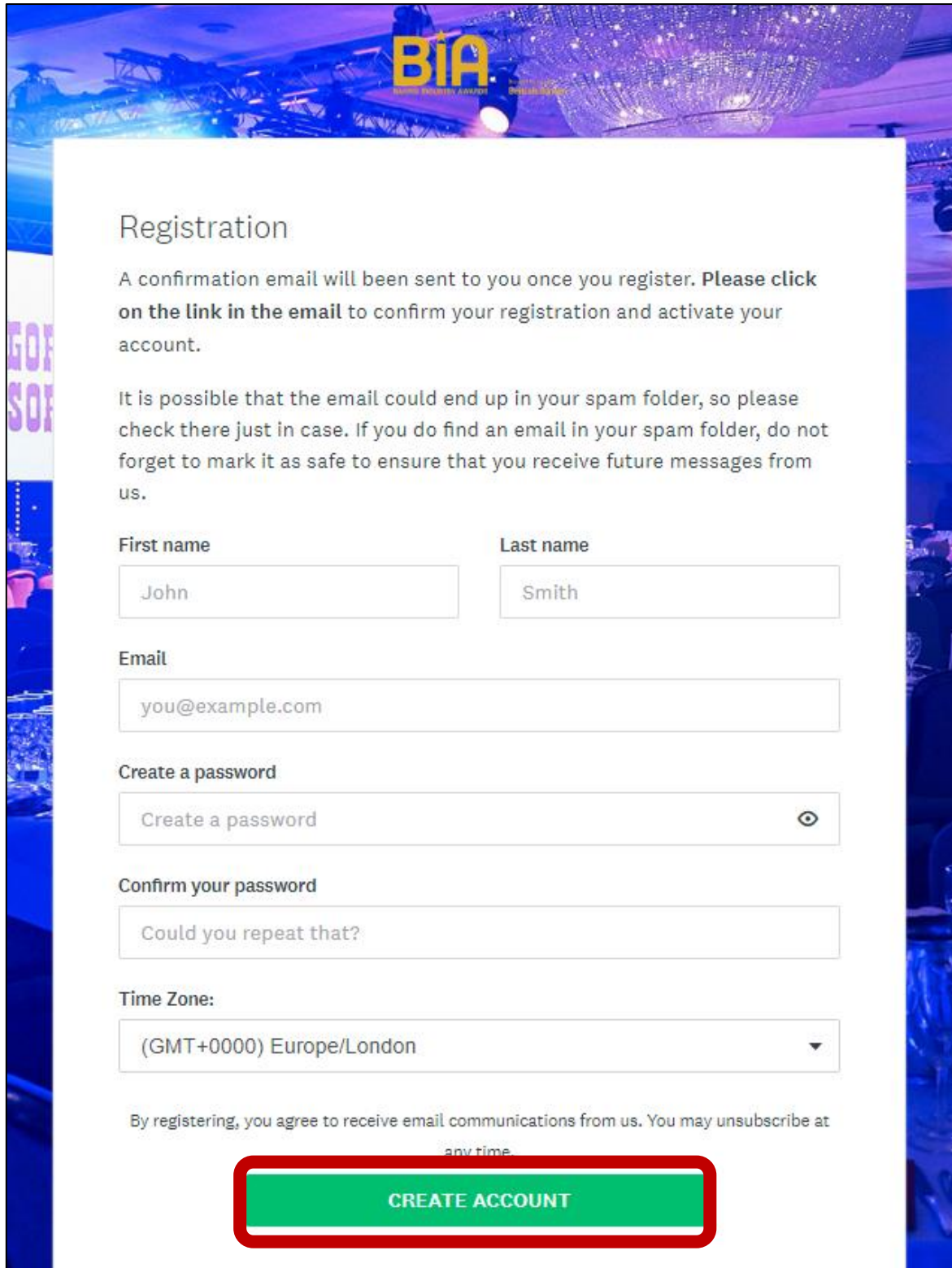
Email:
you@example.com

Password:
Enter your password here...

Sign In »

Forgot your password?

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



The image shows a registration form for BIA (British Inland Airline) set against a background of an airport terminal with a large chandelier. The form is titled "Registration" and includes the following fields and instructions:

- 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.
- Instructions:** 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 (with a visibility icon)
- 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 (button highlighted with a red box)

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 website header with the BIA logo (BAKING INDUSTRY AWARDS) and 'Brought to you by: British Baker'. Below the header is a 'HELP' button. The main content area is titled 'The Baking Industry Awards - Tickets'. On the left, there are three sections: 'Not used this site before?' with a 'Create new account' button; 'If you entered The Baking Industry Awards' with a 'Log in' button; and 'Forgotten your password?' with a 'Password recovery' button. On the right, there is a 'Create your account' section with a 'Create Account»' button. Below that is a 'Sign In' section, which is highlighted with a red border. It contains an 'Email:' field with 'you@example.com', a 'Password:' field with 'Enter your password here...', a 'Sign In »' button, and a 'Forgot your password?' link.

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'.

BIA
BAKING INDUSTRY AWARDS
Brought to you by:
British Baker

HOME ORDERS HELP SETTINGS

Home

Hi, Test

Create a new order?

The awards will be held on Wednesday 4th September 2019 at the Royal Lancaster Hotel, London.
Ticket price: £295 + VAT Table price (10 places): £2,690 + VAT

Get Started

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

✓ Your order has been created.

Home » BIA Order ref-1846

BIA Order ref-1846 [Create Another Order](#)

The Bakery Industry Award - Tickets

TASK	DEADLINE	STATUS	ACTIONS
Ticket Sales Information	03/09/2019 23:59:00 GMT	INCOMPLETE	▶ Start
Submit Ticket Purchase	03/09/2019 23:59:00 GMT	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 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 to be inputted (if applicable).

Please note that the invoice option is only valid for orders over £500 and is only available until 7th August 2019.

How do you wish to pay?

Online - to pay by credit or debit card. This is mandatory for orders under £500

Invoice - to have an invoice emailed to you (within 5 working days).

Invoice option is only valid for orders over £500. Invoices under £500 will not be processed.

Invoice option will be unavailable after 7th August 2019.

Online

Invoice

Individual tickets (£295.00 + VAT)

Tables of 10 (£2690.00 + VAT)

Code

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

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.bakeryawards.co.uk/booking-conditions/>.

Booking Conditions*

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

British Baker 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. 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- if not please skip to 'If you are paying by invoice'

Step 6: 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 1 individual tickets and 0 tables.

Your form has been completed successfully.

[Home](#) » [BIA Order ref-1846](#)

BIA Order ref-1846

[Download order](#)

[Create Another Order](#)

The Bakery Industry Award - Tickets

TASK	DEADLINE	STATUS	ACTIONS
Ticket Sales Information	03/09/2019 23:59:00 GMT	COMPLETE	View Edit
Payment	03/09/2019 23:59:00 GMT	INCOMPLETE	Start
Submit Ticket Purchase	03/09/2019 23:59:00 GMT	PREREQUISITES NOT MET	

Payment will include VAT

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

Step 7: Click 'Continue'.

Home » BIA Order ref-1846 » Payment

Current Total: 354.00 (GBP) Back

Continue

Step 8: Fill out the below details and click 'Pay'.

The image shows a payment modal window with a grey header containing a logo with the letter 'A' and the word 'WARDS'. Below the header, the title 'Payment' is displayed, followed by the email address 'biahelpguide@mailinator.com'. The form contains three input fields: 'Card number', 'MM / YY', and 'CVC'. At the bottom of the form, a blue button with the text 'Pay £354.00' is highlighted with a red rectangular border.

Your order is now complete and you will be directed back to your 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 6: 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.** Click 'Continue'.

Please now submit your invoice request for 2 individual tickets and 0 tables.

Your form has been completed successfully.

Home » BIA Order ref-2885

BIA Order ref-2885

Download order

Create Another Order

The Bakery Industry Award - Tickets

TASK	DEADLINE	STATUS	ACTIONS
Ticket Sales Information	03/09/2019 23:59:00 GMT	COMPLETE	View Edit
Submit Ticket Purchase	03/09/2019 23:59:00 GMT	INCOMPLETE	

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

Home » BIA Order ref-2885 » Submit Ticket Purchase

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 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.bakeryawards.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 BIA (Baking Industry Awards) website interface. At the top, there is a dark blue header with the BIA logo and the text 'Brought to you by: British Baker'. Below the header is a navigation bar with links for HOME, ORDERS, HELP, and SETTINGS. The main content area displays 'BIA Order ref-0384' and 'Attendee Details'. A table with columns for TASK, DEADLINE, STATUS, and ACTIONS is shown. The first row contains 'Attendee Details', 'INCOMPLETE', and a 'Start' button. The 'Start' button is highlighted with a red box. Below the table, there is a 'Submit Attendee Details' button and a red error message 'PREREQUISITES NOT MET'. On the right side, there are two yellow buttons: 'Download order' and 'Create Another Order'.

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

The screenshot shows the BIA website interface for the 'Attendee Details' form. At the top, there is a dark blue header with the BIA logo and the text 'Brought to you by: British Baker'. Below the header is a navigation bar with links for HOME, ORDERS, HELP, and SETTINGS. The main content area displays 'Attendee Details' and a progress indicator showing '0%' completion. A yellow 'Back' button is visible. The form contains the following text: '* denotes a mandatory question', 'Please supply attendee details for each of the 2 tickets you have purchased.', and 'Please click on "Next" to start, you will be presented with 1 page for each attendee.'. Below this, there is a field for 'Number of purchased tickets' with the value '2'. At the bottom, there are two yellow buttons: 'Save' and 'Next'. The 'Next' button is highlighted with a red box.

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

Home » BIA Order ref-0384 » 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 » BIA Order ref-0384

BIA Order ref-0384

Download order

Create Another Order

Attendee Details

TASK	DEADLINE	STATUS	ACTIONS
Attendee Details		COMPLETE	View Edit
		INCOMPLETE	

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 bb.events@wrbm.com.