

# **British Baker Christmas Stars 2019 –**

## **How to Guide – Entries**

### **Contents**

- [Setting up an account – If you are a new user](#)
- [Signing in](#)
- [Completing your Entrant Details Form](#)
- [Purchasing your entries](#)
  - [If you are paying by card](#)
  - [If you are paying by invoice](#)
- [Completing your entries](#)
- [Categories & criteria](#)

# 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://wrbookings.bakerychristmasstars.co.uk/>.

**Step 2:** Click the 'Register' button under the 'Create an Account' header.

The screenshot shows the website's registration and login interface. At the top, there is a red header with the logo for 'British BAKER Christmas Stars' and a 'HELP' button. The main content area is white and contains several sections:

- Welcome to the British Baker Christmas Stars site**
- Not used this site before?**  
Please create an account  
[Create new account](#)
- Already created an account?**  
You can [log in](#) here.
- Steps for entering**
  - 1 - Complete the entrant details form and select how you wish to pay (either online or by invoice)
  - 2 - Select how many products you wish to enter, add to cart and checkout
  - 3 - Supply details about each product - you can amend individual product details until you click the submit button
- Forgotten your password?**  
[Password recovery](#)

On the right side, there are two red boxes:

- Create an Account**  
[Register »](#)
- Sign In**  
Email:   
Password:   
[Sign In »](#)  
[Forgot your password?](#)

Below the 'Sign In' box, 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.

## 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.*

**BritishBAKER Christmas Stars**

HELP

Welcome to the British Baker Christmas Stars site

**Not used this site before?**  
Please create an account

Create new account

**Already created an account?**  
You can [log in](#) here.

**Steps for entering**

- 1 - Complete the entrant details form and select how you wish to pay (either online or by invoice)
- 2 - Select how many products you wish to enter, add to cart and checkout
- 3 - Supply details about each product - you can amend individual product details until you click the submit button

**Forgotten your password?**

Password recovery

**Create an Account**

Register »

**Sign In**

Email:

Password:

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).*

# Completing Your Entrant Details Form

**Step 1:** You will now be in your account home page. To begin your entry process, click 'Start' next to 'Entrant Details Form'.



ENTRIES    HELP    SETTINGS

[Home](#)

- Step 1 Complete the Entrant Details form
- Step 2 Select the number of entries - [click here to add entries](#) to your cart
- Step 3 Checkout
- Step 4 Complete and submit each product - [click here to view your list](#) of products

## Your Tasks

TASK	Deadline	STATUS	ACTIONS
Entrant Details Form	09/09/2019 23:59	INCOMPLETE	<a href="#">▶ Start</a>

**Step 2:** You will now be presented with your entrant details form. Please fill out all of the required information.

## Entrant's Details

[Back to Account](#)

\* denotes a mandatory question

### Main Contact Details

Title\*  Mr  Mrs  Ms  Miss  Dr

First Name\*

Surname\*

Email\*

Job title\*

Company\*

Phone\*

Mobile

### Main Contact Address

This will be used to send you your certificates

Address 1\*

Address 2

Town/City\*

County

Postcode\*

How did you hear about the event?

Magazine advert  Marketing e-mail  Previous Entrant  Social Media  Telesales  Other

**Step 3:** If your payment details are different to your contact details, please select 'No' and more boxes will appear for you to input the information.

Billing contact and address - is it the same as above?\*

Yes  No

---

Billing Contact

First Name\*

Surname\*

Company\*

Email\*

---

Billing Address

Address 1\*

Address 2

Town/City\*

County\*

Postcode\*

*Please note that we need a contact name to be able to raise your invoice. 'Accounts' or department names will not be accepted.*

**Step 4:** Please ensure you select the correct business size, once selected the relevant rate will appear.

Are you a Small/Medium Bakery Business or a Large Bakery Business?\*

Definition of Large Bakery Business is 75+ employees

Small/Medium  Large

[Back to top](#)

**Step 5:** Select how you would like to pay and accept our terms of entry. To review these please refer to <https://www.bakerychristmasstars.co.uk/terms-of-entry/>. Once all the information is complete, click 'Save and Continue' at the bottom of the page.

*Please note that the invoice option is only available for orders over £250.*

How do you wish to pay?\*

Select

- Online to pay by credit or debit card. A VAT receipt will be emailed to you within the hour.
- Invoice if you wish to receive an invoice by email (within 5 working days).

**Invoice option is only valid for orders over £250. Invoices for less than this will not be processed.**

Online

Invoice

Terms of Entry\*

Click to view the [terms of entry](#)

Accept

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](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](#).

Save

Save and Continue

*Please note that, once you have accepted our Terms of Entry, you have agreed to pay for the entries you add to your account. If you wish to withdraw an entry, you must let us know in writing by 5pm on Monday 9<sup>th</sup> September 2019. Any entries withdrawn after this time will not receive a refund.*

# Purchasing your Entries

**Step 1:** After completing your contact details form, you will be taken back to your account home page. You will now need to select the amount of entries you wish to enter. Click 'View Entries'.

✔ Your form has been completed successfully. ×

[Home](#)

Step 1 Complete the Entrant Details form  
Step 2 Select the number of entries - [click here to add entries](#) to your cart  
Step 3 Checkout  
Step 4 Complete and submit each product - [click here to view your list](#) of products

### Your Tasks

TASK	Deadline	STATUS	ACTIONS
Entrant Details Form	09/09/2019 23:59	COMPLETE	<a href="#">View</a> Task is Locked

ℹ No applications found

[View Entries >](#)

**Step 2:** Select the amount of entries you wish to add to your cart by editing the number in the box below and clicking 'Add to cart'.

ENTRY	DESCRIPTION	DEADLINE	QUANTITY	ACTIONS
Large Bakery Business (Invoice)	£299.00 + VAT	09/09/2019	<input type="text" value="1"/>	<a href="#">Add to cart</a>

[Back to top](#)

**Step 3:** Your entries will show up in a ribbon at the bottom of the page. You can expand this section to see how many entries you have in your cart by clicking the arrow next to 'Entries'. Once you have selected your amount, click 'Proceed to Checkout'.

Home » Entries View my list

ENTRY	DESCRIPTION	DEADLINE	QUANTITY	ACTIONS
Large Bakery Business (Invoice)	£299.00 + VAT	09/09/2019	<input type="text" value="2"/>	In Cart

Showing 1 - 1 of 1

Queries: [email us](#) or call 01293 610354

▶ Entries ( 2 ) Proceed to Checkout

*If you have any problems adding entries to your cart, please contact Jessica Pope on 01293 610354 or by email [Jessica.Pope@wrbm.com](mailto:Jessica.Pope@wrbm.com).*

### If you are paying by card

**Step 4:** You will be directed to our payment portal. Fill out the below card details and click 'Pay'.

The BAKER  
ristma

bbxmasstarshelpguide2018@mailina...

Remember me

Your payment will now be complete and you will be back at your home screen. You will receive a receipt for your payment by email.

*If you have any problems processing payment, please contact Jessica Pope on 01293 610354.*

## If you are paying by invoice

**Step 4:** Once you have added your entries to your cart and you have clicked proceed to checkout, your invoice has been requested. You now need to return to your home page by clicking 'View my list'.

✔ 2 new entry(s) created. [View my list.](#) ×

[Home](#) » [Entries](#) [View my list](#)

ENTRY	DESCRIPTION	DEADLINE	QUANTITY	ACTIONS
Large Bakery Business (Invoice)	£299.00 + VAT	10/09/2018	<input type="text" value="1"/>	<a href="#">Add to cart</a>

*Please note that, once you have accepted our Terms of Entry, you have agreed to pay for the entries you add to your account. If you wish to withdraw an entry, you must let us know in writing by 5pm on Monday 9<sup>th</sup> September 2019. Any entries withdrawn after this time will not receive a refund.*

# Completing your entries

**Step 1:** You will now need to complete your entries. Each entry has its own separate entry form. To begin, click 'Edit' next to one of your entries.

TASK	Deadline	STATUS	ACTIONS
Entrant Details Form	09/09/2019 23:59	COMPLETE	<a href="#">View</a> Task is Locked

APPLICATION ID	REFERENCE ID	ENTRY	DEADLINE	STATUS
BCS-0196	BCS-0196	Large Bakery Business (Invoice)	09/09/2019 23:59 BST	IN PROGRESS <a href="#">Edit</a>
BCS-0197	BCS-0197	Large Bakery Business (Invoice)	09/09/2019 23:59 BST	IN PROGRESS <a href="#">Edit</a>

[View Entries >](#)

**Step 2:** Click 'Start' next to your 'Product Details' form.

## BCS-0196

### Large Bakery Business (Invoice)

**i** Entry deadline: 09/09/2019 23:59 BST

[Click here](#) to go back to view your list of products  
Please complete the Product Details form and upload your product concept and tasting notes.  
Click on 'submit' when you have finished.

### British Baker Christmas Stars

TASK	STATUS	ACTIONS
Product Details	INCOMPLETE	<a href="#">Start</a>

Please upload an image of your product\* PREREQUISITES NOT MET

[Submit](#) PREREQUISITES NOT MET

**Step 3:** You will now need to select your category and complete the below details about your product. A list of all the categories can be found at the end of this help guide.

*Please note there are word counts for some questions.*

## Product Form

Back

### Product Details

Full product name\*

Product category\*

Brand\*

Price (£)\*

Weight (g)\*

No. of portions\*

### Product Concept\*

Briefly outline the product's evolution and the thinking underlying its development

Words entered: 0. Min: 1 Max: 200

### Tasting Notes\*

Describe the prominent flavours of the product and what is expected from it

Words entered: 0. Min: 1 Max: 100

[Back to top](#)

**Step 4:** Once you have completed all the required details click 'Save & Continue'.

Ingredients, Nutritional Information & Cooking/Preparation instructions, if needed\*

Words entered: 0. Min: 1 Max: 300

Contact details for obtaining a sample of this product

First name*	<input type="text" value="Help"/>
Surname*	<input type="text" value="Guide"/>
Company*	<input type="text" value="Company"/>
Email*	<input type="text" value="xmasstars2019helpguide@m."/>
Phone*	<input type="text" value="0123456789"/>
Mobile	<input type="text"/>

Save

Save and Continue

**Step 5:** You now need to upload a photo of your product. This is a compulsory step. Click 'Start' next to the upload task.

✓ Your form has been completed successfully.

[Home](#) » [Large Bakery Business ...](#) » [BCS-0196](#)

## BCS-0196

Download entry

### Large Bakery Business (Invoice)

Entry deadline: 09/09/2019 23:59 BST

[Click here](#) to go back to view your list of products

Please complete the Product Details form and upload your product concept and tasting notes.

Click on 'submit' when you have finished.

### British Baker Christmas Stars

TASK	STATUS	ACTIONS
Product Details	COMPLETE	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
Please upload an image of your product*	INCOMPLETE	<a href="#">Start</a>

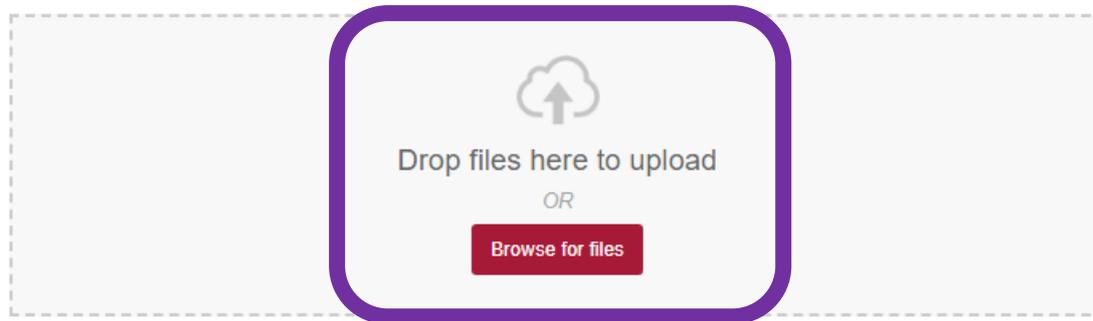
Submit

PREREQUISITES NOT MET

[Back to top](#)

**Step 6:** You can drag and drop the image from the folder on your computer or alternatively click 'Browse for files' to select your file and upload it. The file types supported are displayed on the right hand side.

Home » Large Bakery Business ... » BCS-0130 » Please upload an image of your product



Back to Entry

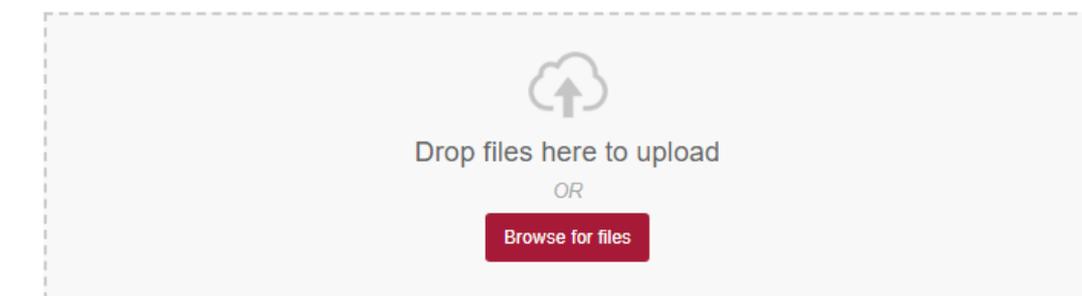
**File Types Supported:**

Back

- JPEG Image (.jpg)
- Microsoft Excel Spreadsheet (.xls)
- Microsoft Excel Open XML Spreadsheet (.xlsx)
- Microsoft Word Document (.doc)
- Microsoft Word Open XML Document (.docx)
- Portable Document Format File (.pdf)
- PowerPoint Open XML Presentation (.pptx)
- PowerPoint Presentation (.ppt)

Please note that xlsx, docx and pptx formats are not entirely supported. Please save your file types as xls, doc and ppt respectively before uploading.

**Step 7:** Your item will automatically upload and will show underneath the upload window. Once this is done click back to entry.



**UPLOADED FILE(S)**

0756.jpg – 1.3 MB  
Upload date: 07/06/2019 16:21

Back to Entry

**File Types Supported:**

Back

- JPEG Image (.jpg)
- Microsoft Excel Spreadsheet (.xls)
- Microsoft Excel Open XML Spreadsheet (.xlsx)
- Microsoft Word Document (.doc)
- Microsoft Word Open XML Document (.docx)
- Portable Document Format File (.pdf)
- PowerPoint Open XML

*If you have any problems, uploading your image please contact Jessica Pope on 01293 610354 or by email on [Jessica.Pope@wrbm.com](mailto:Jessica.Pope@wrbm.com).*

[Back to top](#)

**Step 8:** You now need to click 'Submit' to confirm your entry. **Please note, if you do not click this button your entry will not be complete.**

*Please note that once you have clicked 'Submit' you will not be able to make any changes to your entry.*

Please click on SUBMIT to send this product for judging. ✕

Home » Large Bakery Business ... » BCS-0196

## BCS-0196

Large Bakery Business (Invoice)

Download entry

Entry deadline: 09/09/2019 23:59 BST

[Click here](#) to go back to view your list of products  
Please complete the Product Details form and upload your product concept and tasting notes.  
Click on 'submit' when you have finished.

### British Baker Christmas Stars

TASK	STATUS	ACTIONS
Product Details	COMPLETE	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
Please upload an image of your product*	COMPLETE	<a href="#">Edit</a>
UPLOADED FILE(S)	UPLOAD DATE	
0756.jpg	07/06/2019 16:21	<a href="#">Remove</a>
<b>Submit</b>	INCOMPLETE	

**Step 9:** Click 'Continue'.

Home » Large Bakery Business ... » BCS-0130 » Submit

Click on continue to submit your entry. You will not be able to edit it once submitted.  
You will receive a confirmation email for each product you have submitted.

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

**Step 10:** Click 'Back to account' to view all of your entries.

✓ Your entry has been submitted. ✕

[Home](#) » [Large Bakery Business ...](#) » [BCS-0130](#) » [Submit](#)

Please return to your account and submit any remaining products or log out if you have finished.

[Back to account](#)

Your home page will show your submitted product as complete. To complete and submit the rest of your entries, please follow the same steps above.

[Home](#)

Step 1 Complete the Entrant Details form  
Step 2 Select the number of entries - [click here to add entries](#) to your cart  
Step 3 Checkout  
Step 4 Complete and submit each product - [click here to view your list](#) of products

### Your Tasks

TASK	Deadline	STATUS	ACTIONS
Entrant Details Form	09/09/2019 23:59	COMPLETE	<a href="#">View</a> Task is Locked

APPLICATION ID	REFERENCE ID	ENTRY	DEADLINE	STATUS
<a href="#">BCS-0196</a>	BCS-0196	Large Bakery Business (Invoice)	09/09/2019 23:59 BST	COMPLETE <a href="#">View</a>
<a href="#">BCS-0197</a>	BCS-0197	Large Bakery Business (Invoice)	09/09/2019 23:59 BST	IN PROGRESS <a href="#">Edit</a>

[View Entries »](#)

# Categories & criteria

Products should be delivered ready to eat, with the exception of Christmas Puddings, which will be cooked on site according to instructions provided. Please note when submitting your entry/s both product concept and tasting notes MUST be submitted along with any included ingredients listing and basic nutrition details (e.g: % amounts of calories, sugars, fats, unsaturated fats and salts).

You can enter products into any of the below categories:

## Christmas Cakes, Pastries & Tarts

Any of the following types of products can be entered for this category:

- **Christmas Cake** – The cake can be any size, but it must contain a mix of dried fruit and almonds. It can be decorated in any way.
- **Cake Bar** – The bars can be sold individually or in a multi-pack. They can be of any flavour and contain any ingredients you wish but they must at least have a festive feel or packaging. Tray bakes are also allowed.
- **Festive Cake or Pudding** – (but not a traditional Christmas Pudding)– This can be of any size, feature any ingredients or be made with any baking technique. However, the product must only be available for sale over the festive period.

## Christmas Puddings

The traditional Christmas puddings must contain a mix of dried fruit and some kind of alcoholic beverage. It can be decorated in any way.

## Festive Biscuits (Sweet & Savoury) including Gingerbread

Any of the following types of products can be entered for this category:

- **Christmas Biscuit Selection** – It must be sold as a selection especially for Christmas.
- **Savoury Biscuit** – These can be any type of savoury biscuit or cracker.
- **Christmas Gingerbread** – Can be an individual gingerbread biscuit or sold in a pack. They can be decorated in any way.

## Festive Bread including Panettone

- **Festive Bread** – This can be any type of bread (white, brown, wholemeal, sourdough, rye etc) but must only be available for sale over the Christmas period.
- **Panettone** – This sweet Italian bread must include vanilla, citrus and candied fruit. It can be of any size or shape.

## **Festive Savoury Pies & Pastries**

Any of the following types of products can be entered for this category:

- **Savoury pies** – The pies can be of any size and made with any type of pastry or fillings, as long as they're savoury.
- **Savoury pastries** – This can be any type of festive-themed pastry including, but not limited to, wellingtons, sausage rolls and pasties. They can be made with any type of pastry and any type of filling, as long as it's savoury.

## **Free from Christmas Bakery**

This can be any festive-themed product that has been specifically developed to be free-from at least one major allergen, in compliance with food labelling regulations.

## **Mince Pies**

The pies must contain mincemeat but can also include other flavours to accompany it. They can be made from any kind of pastry and can be any shape or size.

## **Stollen**

This yeasted cake must contain almonds and a mix of dried fruit. It can be of any size or shape.