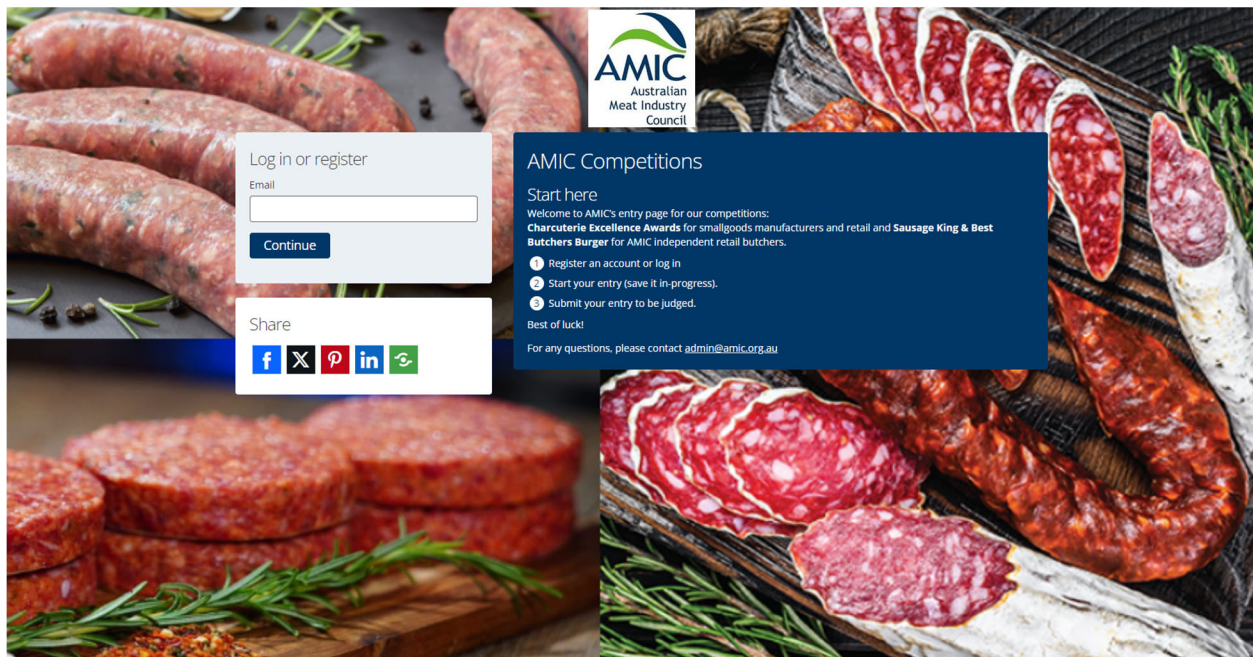


This user guide has been provided by AMIC to assist in navigating the Award Force program, which we use as our competition registration platform for entries. For enquiries or assistance please email admin@amic.org.au or call us on 1300 28 63 28

Step 1

Register your details with first name, surname, email address and adding a password.

Existing users who used the Award Force system in prior years don't need to register again. You can simply log in using your previously registered email and password.



Step 2

Add Member ID number, Shop Name and phone number– then select **complete profile**


(If you are not an a member of AMIC, please add 0000 into the Member ID feld and proceed to the next step)



Step 3

An email will then be sent for verification. You will need to click the verification link in the email for you to be activated in the system. The email will come from sender@app.awardforce.com (please check your spam folder as it may be directed here instead of your inbox)

Account confirmation

 sender@app.awardforce.com
 To: AMIC - CBA

[If there are problems with how this message is displayed, click here to view it in a web browser.](#)

AMIC Competitions account confirmation

Dear CB,

To confirm that this account has been created by you, please click the link below or copy and paste it into your browser. You will then be able to log in.

[Confirm account](#)

If this was not you, then please ignore and delete this email.

This is an automated message from AMIC Competitions. Please do not reply to this message.



Step 4

After clicking on the confirm account link an important awards information page will load.

Please read carefully to ensure you understand the conditions of entry. If willing to proceed and enter start the submission process by clicking: **Submit an entry**

The screenshot shows the 'Important awards information' page on the AMIC Awards platform. At the top right is the AMIC Australian Meat Industry Council logo. The page contains several sections of text:

- Important awards information**: A notice about the entry deadline and a warning that the system will prevent submission after the deadline. It also states that users can edit details until the deadline and that entry fees are non-refundable.
- Sausage King Competition**: A list of 8 rules regarding eligibility (financial members, one entry per person, commercial availability, sausage types, fresh vs. cooked, membership, and legal requirements).
- Australian Charcuterie Excellence Awards**: A list of 19 rules covering eligibility, product requirements (meat standards, hygiene, labeling, and origin), and submission details (branding, identification, and safety).
- Contact Us**: Provides a phone number (1300 28 63 28) and an email address (admin@amici.org.au).

At the bottom left, there is a 'My entries' section with a 'Submit an entry' button. A search bar is located at the bottom right.

Step 5

Select the **Australian Charcuterie Excellence Award** from the drop-down menu of competitions

The screenshot shows the 'Submission process' page on the AMIC Awards platform. The page title is 'My entries → Submit an entry'. Below the title, it says 'All questions must be answered, unless marked optional.' There is a 'Start here' button. The 'Submission process' section contains the instruction: 'Choose your applicable competition and then select a category you wish to enter and the name of the product you wish to submit. The save and next function then moves you to the details (criteria tab) where your product description can be added.'

The form includes:

- A 'Competition' dropdown menu with the following options: Charcuterie Excellence Award, NSW: Mid North Coast Sausage King Regional, QLD: Capricorn / Central Sausage King Regional, and QLD: Wide Bay Sausage King Regional.
- An 'Entry name' text input field.
- Buttons for 'Save', 'Save + close', 'Cancel', 'Preview', and 'Submit entry'.

A red error message at the bottom of the form states: 'Please select a competition to enter and then submit your category entries.'

Step 6

Once the **Australian Charcuterie Excellence Award** competition has been selected it will activate the applicable classes available to enter

Submit an entry | My entries | All x

amic.awardsplatform.com/entry-form/entrant/start?tabSlug=yyNBGxgR

AMIC Competitions

My entries → Entry form → Submit an entry

All questions must be answered, unless marked optional.

Start here

Submission process

Choose your applicable competition and then select a class you wish to enter a product into. Include the name of the product you wish to submit. The save and next function then moves you to the details (criteria tab) where your product description can be added.

Class

- 1. Bacon
- 2. Ham
- 3. Poultry
- 4. Traditional Salami (Fermented)
- 5. Air Dried / Cured Smallgoods Products
- 6. Jerky & Biltong
- 7. Cooked/Pre-Cooked & Baked Smallgoods
- 8. Liverwurst, Pate, Terrines
- 9a. Continental Smallgoods Products
- 9b. Other Smallgoods Products

AMIC CHARCUTERIE EXCELLENCE AWARDS

Step 7

- Select the applicable category you wish to enter product to.
- Add a product name for the entry
- Select if you are an AMIC Member Yes or No
- Click Save and Next

Submit an entry | My entries | All x

amic.awardsplatform.com/entry-form/entrant/start?tabSlug=yyNBGxgR

Submission process

Choose your applicable competition and then select a class you wish to enter a product into. Include the name of the product you wish to submit. The save and next function then moves you to the details (criteria tab) where your product description can be added.

Class

2. Ham

Ham is pork from a leg cut that has been preserved by wet or dry curing, with or without smoking. As a processed meat, the term "ham" includes both whole cuts of meat and ones that have been mechanically formed.

You must select a category from the field below!

08. Imported Pork: Leg Ham, complete boneless manufactured (minced, cut or comminuted)
09. Australian Pork: Traditional Leg Ham (C.O.B), Complete full bone-in, rind-on
10. Australian Pork: Leg Ham, Semi Boneless hind leg retaining shank, rind-on
11. Australian Pork: Leg Ham, Boneless, hand rolled and tied with string or netting, rind-on/off
12. Australian Pork: Shoulder Ham, Semi-Boneless retaining shank, rind-on

AMIC CHARCUTERIE EXCELLENCE AWARDS

Save Save + close Cancel Preview Submit entry

Please select a Class and entry name.

Submit an entry | My entries | x +

amicawardsplatform.com/entry-form/entrant/start?tabSlug=yKivQMVI

Sharepoint

All questions must be answered, unless marked optional.

Start here Criteria (CEA)

Submission process

Choose your applicable competition and then select a category you wish to enter and the name of the product you wish to submit. The save and next function then moves you to the details (criteria tab) where your product description can be added.

Competition
Charcuterie Excellence Award

Category
1a. Bacon - Australian Pork

Entry name
Aust Pork - Bacon

Class Description
Bacon middle product, bone in or boneless, full or partial, rind on or rindless, cured and smoked
Entries must be 100% Australian Pork

Maximum 6 Entries

Sample Required per entry

- 1kg Unsliced bacon one (1) piece
- Sliced bacon, two separate packets (min 200g each packet). Bacon can be sliced to a thickness to suit product.

Additional Detail
Entries must be 100% Australian Pork and specified on entry.
Entries must be vacuum packed
Entries must specify product type, characterising flavour, or spice levels (eg, short cut maple bacon)
Entries must be manufactured in Australia
Entries will be cooked according to cooking guidelines for judging.

Are you a financial AMIC member?
Yes

Save + next Cancel

Type here to search

12:57 PM
10-Jun-22

Step 8a

In some class and category scenarios a Heat Intensity scale will prompt you for a response. Please select the most appropriate rating and then **click save and next**

Start here Heat Intensity Purchase Place Criteria (CEA)

Heat Intensity

Please record the heat / spice intensity for your entry (from 1 low or very mild – 10 very spicy)

Heat / Spice Intensity

01 Low / Mild

02

03

04

05

06

07

08

09

10 Very Spicy

Save + next Save + close Preview Submit entry

Step 8b

Please select the outlets your products are commercially available for sale and then **click save and next**

Start here | Purchase Place | **Criteria (CEA)**

① Purchase Place ▾

Please list the outlets where your products are available for purchase

Purchase Place

- Coles
- Woolworths
- Independent Local Butcher
- Independent Grocer
- Aldi
- Markets / Stalls
- Online
- Other

Save + next | Save + close | Preview | Submit entry

On the next criteria tab page please add a detailed description about the product and ensure the confirmation of terms of entry are ticked in the check box at the bottom.

Clicking submit entry at this point adds your product into the shopping cart as an entry.

Submit an entry | My entries | A | x +

amicawardsplatform.com/entry-form/entrant/vkzNEQq/edit?tabSlug=NBqVgKD

Sharepoint

Start here | **Criteria (CEA)**

① Submission process ▾

For verification of your category, you must provide a brief description of your product entry and then ensure the check box is ticked. Submit an entry into the shopping cart to proceed. Repeat the process to add products to the cart if submitting multiple products across multiple categories.

Description Please provide a detailed description of your entry

Entry Requirements

- All entries must be packaged to FSANZ food standards guidelines.
- All entries must comply with the FSANZ – standard 2.2.1 – Meat and Meat products as currently published on the Food Standards website www.foodstandards.gov.au effective 1 March 2016 and AS4696-2007 Hygienic Production and Transportation of Meat and Meat Products for Human Consumption.
- Each entry will stand alone in each category entered and must meet the specific category judging requirements as listed on the previous page.
- Products being entered can only be submitted by the organisation that has manufactured the product.
- Award Force system generated packing slips must be printed and attached to each product.
- Entries must be delivered in plain packaging with Best Before Date stated, and not have any commercial labelling/branding displayed.
- Labelling must verify ingredients and country of origin.
- Entries sent in branded packaging may face disqualification.
- Entries must provide cooking instructions (if required).
- No store identification of any sort should be displayed on the entry.
- NO Smallgoods products will be returned to the entrant due to Food Safety provisions.
- Each entrant is responsible for the costs of smallgoods supplied.
- Judging will be based on the judging criteria.
- In the event of a tied score the scores allocated to Texture and Flavor will be used to separate the contestants.
- The judges' decision will be final.
- Points only will be given on request when you call the office.
- Judging sheets will be provided on request.
- AMIC and the organising committee accepts no responsibility for any loss or damage to entries or to entrant's chances of winning the competition.
- All entrants must be willing to participate in publicity surrounding the competition.
- Promotional advertising and any other publicity must clearly identify the winner and the competition year e.g. "2022 AMIC Charcuterie Competition Awards".

Type here to search

12:58 PM 10-Jun-22

I confirm I have read and understand and will meet the necessary requirements to be eligible to enter this category

Save + next | Save + close | Preview | Submit entry

Step 9

Review the shopping cart. If this is the one and only entry you wish to enter, complete the billing process and checkout.

If adding more products to this or other categories select **'add more entries to the cart'**

Cart

	Quantity	Amount	
Entry Fee Entry: Middle Rasher Bacon Competition: Australian Charcuterie Excellence Award Class: 1. Bacon: 6. Australian Pork: Bacon, middle rashers, long belly Slug: qWKKBxng ID: 6171-BAP6	1	\$ 90.00	Billing currency <input checked="" type="radio"/> AUD
	Sub-total	\$ 90.00	Billing address Company name (if applicable) <input type="text"/>
Add more entries to cart	Payment processing fee (0.00%)	\$ 0.00	Country <input type="text"/>
Apply discount code	GST (10%)	\$ 9.00	Address <input type="text"/>
	Total	\$ 99.00	City / suburb <input type="text"/>
			State <input type="text"/>
			Postcode <input type="text"/>
			Payment method <input type="radio"/> American Express <input type="radio"/> MasterCard <input type="radio"/> Visa

256 bit SSL encryption secured checkout

Step 10

In this example we have decided to add more entries. It shows our already carted entry.

Click **submit an entry to add another and repeat the process listed from step 6.**

[Submit an entry](#)

My entries Active season (2024) ▾ Current ▾ Advanced

[Copy](#) [Delete](#) [Download](#) Displaying 1 - 1 of

<input type="checkbox"/>		ID	Entry	Competition	Class	Status	Updated	PDF
<input type="checkbox"/>		6171-BAP6	Middle Rasher Bacon	Australian Charcuterie Excellence Award	6. Australian Pork: Bacon, middle rashers, long belly	In progress In cart	2 minutes ago	

« < 1 > » 10

Make sure you select Australian Charcuterie Excellence Award each time as the Competition and select YES / NO on each entry if you are an AMIC Member or not


If more entries are to be added, the process is repeated by selecting “add more entries” and selecting a category and class and product name and building your cart with entries.

In our example for this scenario only two entries are to be entered. In this case we are ready to checkout Complete the blank fields for billing address details and select the applicable payment method.

Cart

	Quantity	Amount
Entry Fee Entry: Middle Rasher Bacon Competition: Australian Charcuterie Excellence Award Class: 1. Bacon: 6. Australian Pork: Bacon, middle rashers, long belly Slug: qWKKBxng ID: 6171-BAP6	1	\$ 90.00
Entry Fee Entry: Jerky Competition: Australian Charcuterie Excellence Award Class: 6. Jerky & Biltong: 22. Jerky Slug: ReAowwYy ID: 6172-JK23	1	\$ 90.00
	Sub-total	\$ 180.00
	Payment processing fee (0.00%)	\$ 0.00
	GST (10%)	\$ 18.00
	Total	\$ 198.00

[Add more entries to cart](#)
[Apply discount code](#)

256 bit SSL encryption secured checkout 

Billing currency
 AUD

Billing address
Company name (if applicable)
Country
Address
City / suburb
State
Postcode

Payment method
 American Express
 MasterCard
 Visa

Apon completion of the detail click **proceed to payment** and the next screen is activated to input credit card payment details.

Checkout

Total to be paid
\$ 110.00

Details on Tax Invoice
AMIC
Suite 216/ 71 Gipps St
Collingwood
VIC
3066
Australia

Card details
 MasterCard
Name on card
Card number
Expiry
CVV

[Process payment](#)

Once payment is approved an on screen notification is activated and an email also sent with a payment receipt.



Payment received

Emails have been sent to you confirming your payment and entry submission. Please download and print your Tax Invoice for your records.

Tax Invoice

Thanks for submitting your entry

Please ensure your products are delivered to the venue with all packing slips attached in order to be judged. We wish you all the very best of luck.

Please note: Packing slips must be printed and affixed to your products and accompany your entries to be valid on the day. Please ensure you go into the my entries page and select and print off each of your individual packing slips. These print as A4, however once printed you are advised to trim them and stick on the top of your entries with sticky tape (as long as the product detail and QR code is clearly visible). Ensure the packing slip accompany your entries so they can be accepted on the day and able to be judged.

We will send a reminder email to you four days prior to your competition reiterating the requirements to the new process and we look forward to judging your entries on the day.



[Return to my entries](#)

At this point select return to 'my entries page' to print packing slips.

The "my entries page" will provide a summary of all paid entries associated to you.

Select 'print packing slip' for each listed entry, Unique entry packing slip pdf's need to be downloaded and printed and accompany each entry you make.

My entries

Active season (2022) Current

[Submit an entry](#)

Copy Done Refresh

Entry ID	Entry	Competition	Category	Status	Updated
1801-DQBSG001	Jerky Print packing slip	Charcuterie Excellence Award	4b, Jerky / Biltong	Submitted Paid (Entry Fee)	51 seconds ago
1800-BAUSG001	Aust Pork - Bacon Print packing slip	Charcuterie Excellence Award	1a, Bacon - Australian Pork	Submitted Paid (Entry Fee)	52 seconds ago

Once packing slips are downloaded for printing you can log out of the system.

Example Packing Slip shown below- packing slips pdf's print on A4 pages, but can be trimmed after printing as long as all of the info shown below is displayed and presented with your products

AMIC Competitions (2024)

6, Australian Pork: Bacon, middle rashers, long belly (Competition: Australian Charcuterie Excellence Award)

Middle Rasher Bacon



qWKKBxng

Please print a copy of the packing slip and ensure it is provide on the day to accompany each of your product entries.

Competition: Australian Charcuterie Excellence Award
Category: 6, Australian Pork: Bacon, middle rashers, long bely
Entry ID:6171-BAP6

Good Luck and for all enquiries or assistance please email admin@amic.org.au or call us 1300 28 63 28