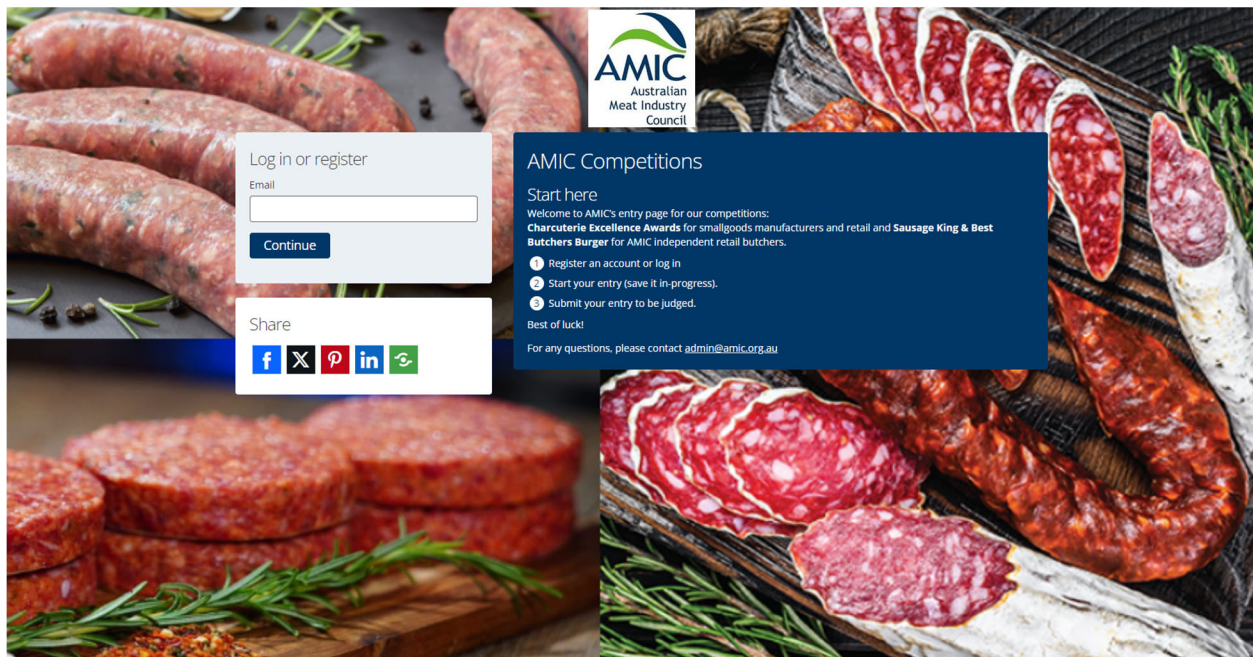![AMIC Australian Meat Industry Council]

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.

Exisitng 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 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

S sender@app.awardforce.com
To ◯ AMIC - CBA

(i) 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**

Step 5

Select the <mark>Australian Charcuterie Excellence Award</mark> from the drop-down menu of competitions

Step 6
Once the <mark>Australian Charcuterie Excellence Award</mark> competition has been selected it will activate the applicable classes available to enter

Step 7
a) Select the applicable category you wish to enter product to.
b) Add a product name for the entry
c) <mark>Select if you are an AMIC Member Yes or No</mark>
d) **Click Save and Next**

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**

Step 8b
Please select the outlets your products are commercially available for sale and then **click save and next**

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.

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'**

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.

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.

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

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

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.

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

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