

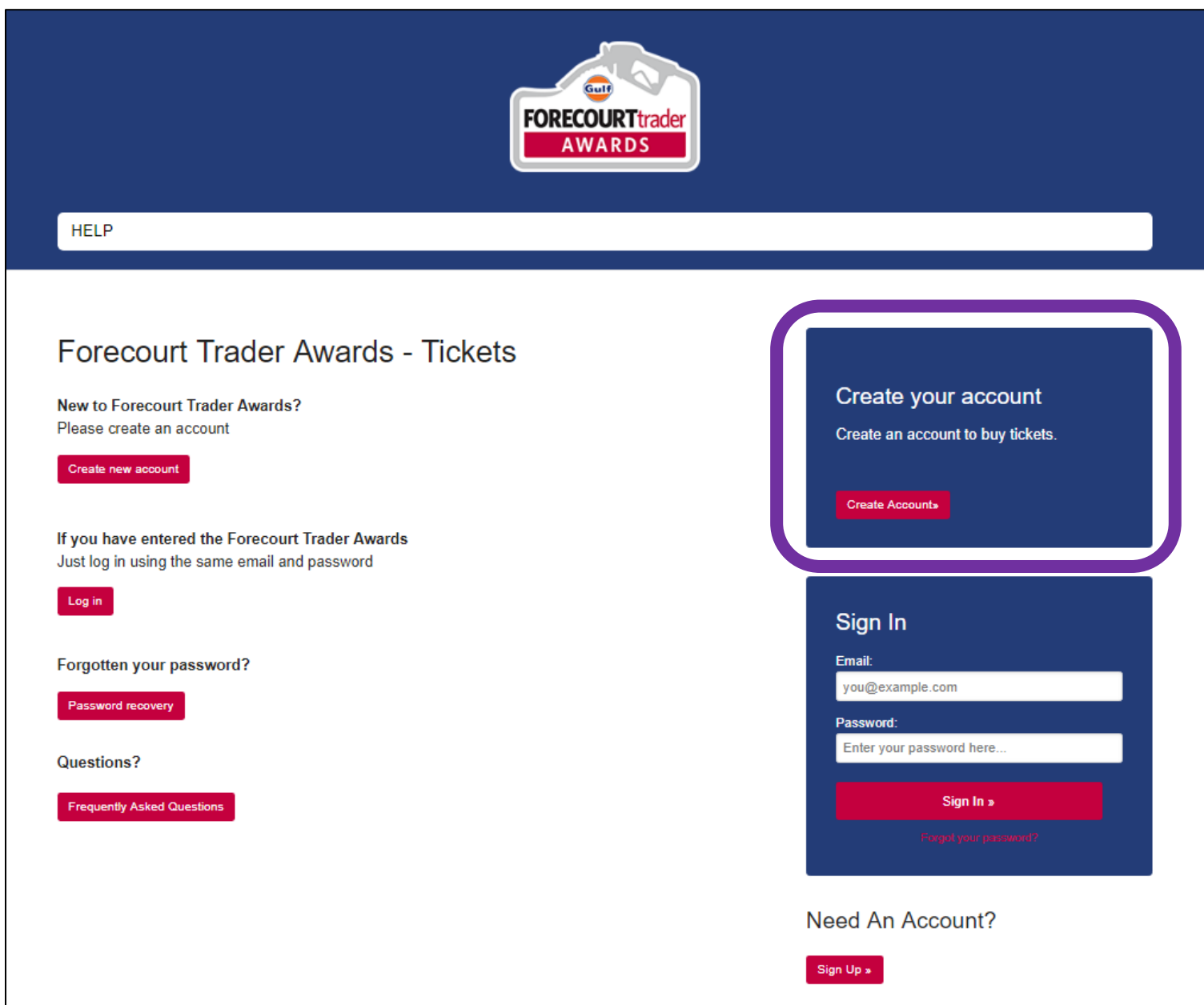
Forecourt Trader Awards 2019 – How to Guide – Tickets

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.forecourtraderawards.co.uk/>.

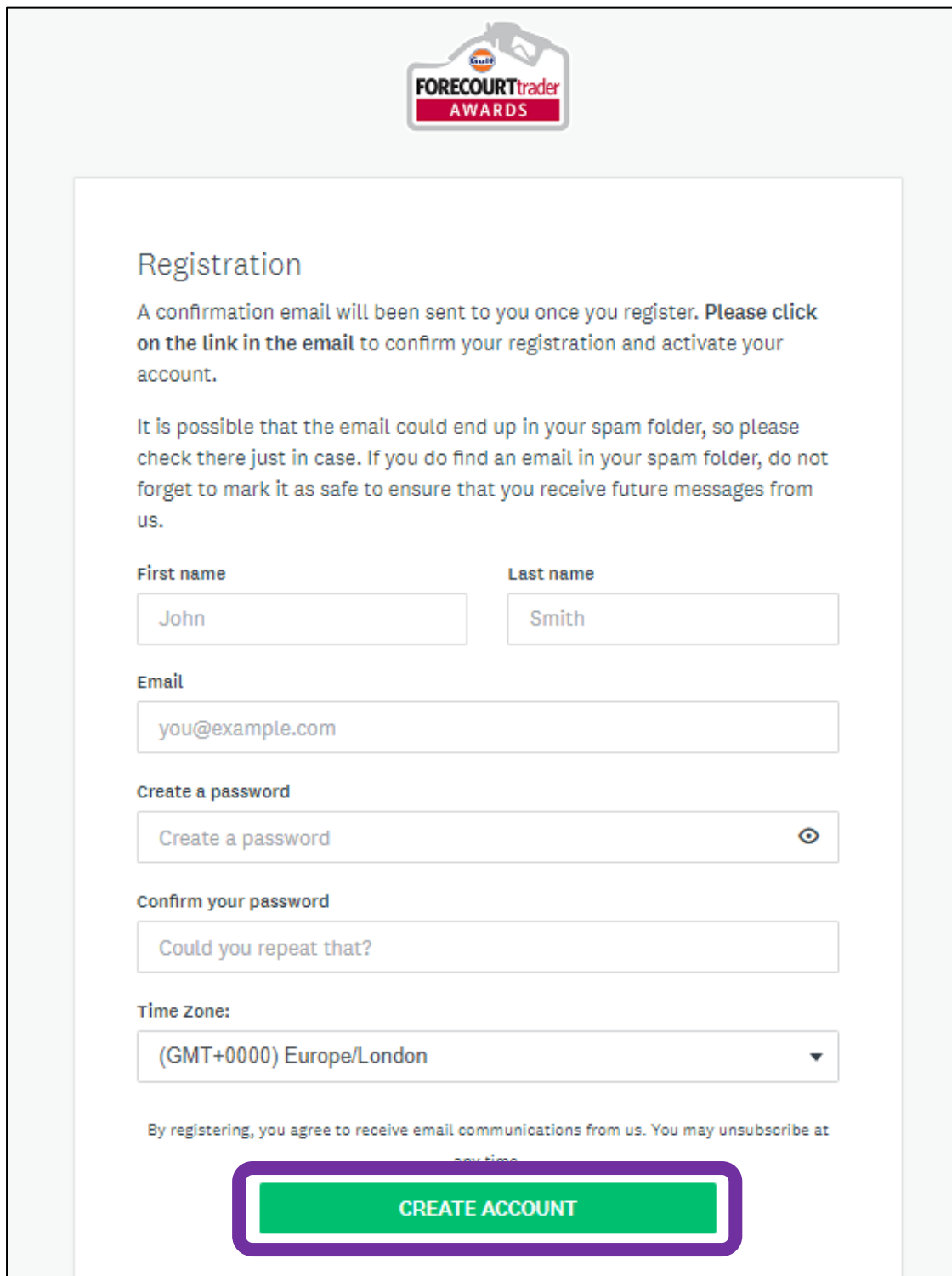
Step 2: Click on 'Create Account' under the 'Create your account' header.



The screenshot shows the website interface for Forecourt Trader Awards. At the top, there is a dark blue header with the Gulf logo and the text 'FORECOURT trader AWARDS'. Below the header is a white bar with the word 'HELP'. The main content area is white and features several sections:

- Forecourt Trader Awards - Tickets**
 - New to Forecourt Trader Awards?**
Please create an account
[Create new account](#)
 - If you have entered the Forecourt Trader Awards**
Just log in using the same email and password
[Log in](#)
 - Forgotten your password?**
[Password recovery](#)
 - Questions?**
[Frequently Asked Questions](#)
- Create your account**
Create an account to buy tickets.
[Create Account»](#)
- Sign In**
Email:
Password:
[Sign In »](#)
[Forgot your password?](#)
- Need An Account?**
[Sign Up »](#)

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



The screenshot shows a registration form for ForecourtTrader Awards. At the top center is the logo for 'FORECOURTtrader AWARDS', which includes a fuel pump icon and the 'fluid' logo. Below the logo, the heading 'Registration' is displayed. The form contains the following fields and instructions:

- Registration instructions:** 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.
- Spam folder warning:** 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:** Input field containing 'John'.
- Last name:** Input field containing 'Smith'.
- Email:** Input field containing 'you@example.com'.
- Create a password:** Input field containing 'Create a password' with a visibility toggle icon.
- Confirm your password:** Input field containing 'Could you repeat that?'.
- Time Zone:** Dropdown menu showing '(GMT+0000) Europe/London'.
- Terms:** A line of text stating 'By registering, you agree to receive email communications from us. You may unsubscribe at any time'.
- Submit Button:** A large green button with a purple border labeled 'CREATE ACCOUNT'.

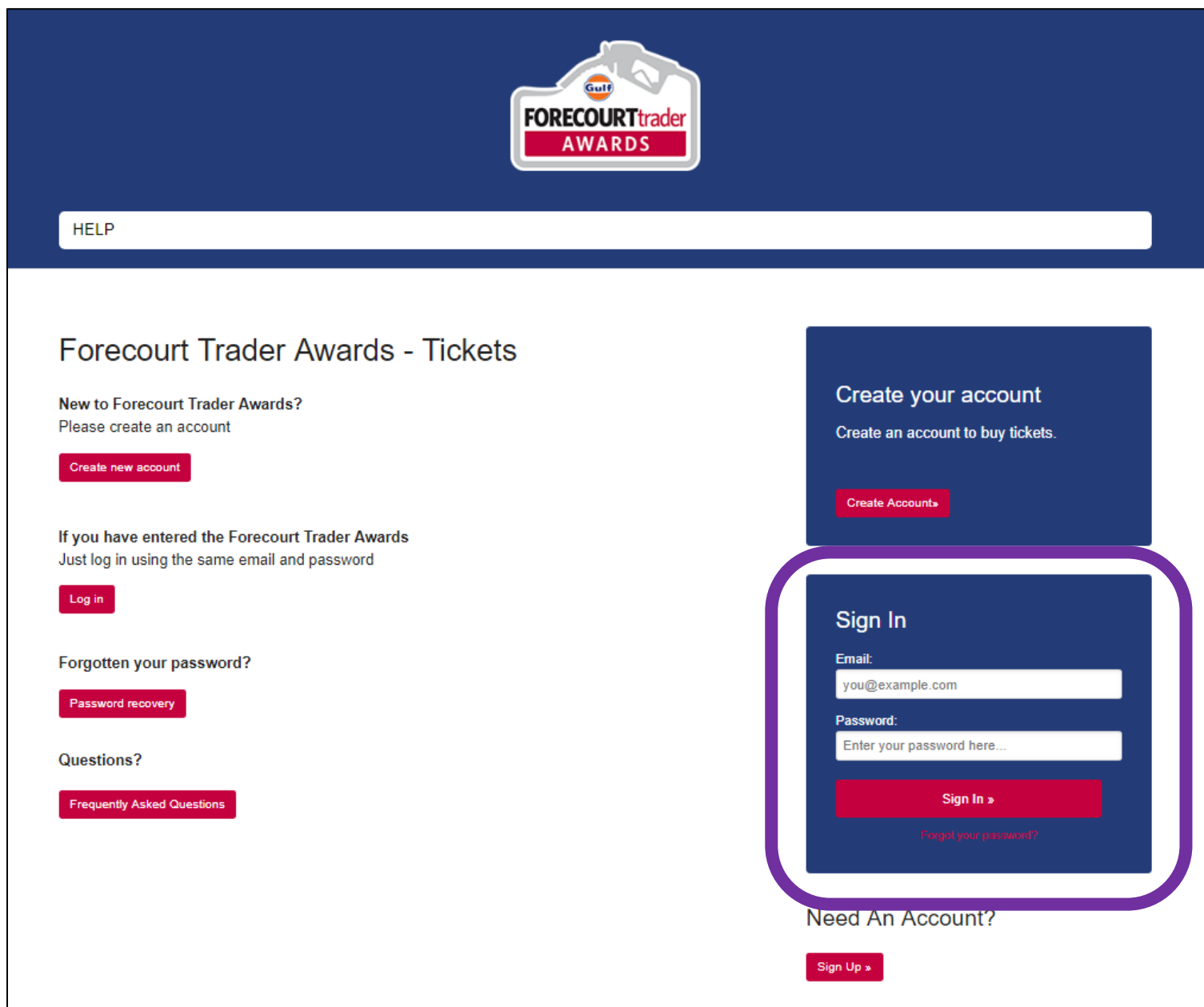
Step 4: You will then receive a confirmation email containing a link. **Make sure you click on this link to activate your account.** Once you have done this, you will be able to log in using the below process.

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 Forecourt Trader Awards website interface. At the top, there is a logo for Gulf Forecourt trader AWARDS. Below the logo is a white search bar containing the word "HELP". The main content area is titled "Forecourt Trader Awards - Tickets". On the left side, there are four sections: "New to Forecourt Trader Awards? Please create an account" with a "Create new account" button; "If you have entered the Forecourt Trader Awards Just log in using the same email and password" with a "Log in" button; "Forgotten your password?" with a "Password recovery" button; and "Questions?" with a "Frequently Asked Questions" button. On the right side, there are two dark blue boxes. The top one is titled "Create your account" and contains the text "Create an account to buy tickets." and a "Create Accounts" button. The bottom one is titled "Sign In" and contains a form with "Email:" (input field with "you@example.com"), "Password:" (input field with "Enter your password here..."), a "Sign In »" button, and a "Forgot your password?" link. A purple rounded rectangle highlights the "Sign In" box. Below the "Sign In" box is the text "Need An Account?" and a "Sign Up »" button.

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'.

FORECOURT trader
AWARDS

HOME ORDERS HELP SETTINGS

Home

Hi, Jess

You haven't submitted anything yet.

Create a new order?

The Forecourt Trader Awards

Thursday 12th September at the Westminster Park Plaza, London
Ticket price: £272 + VAT Table price: £2,720 + VAT (10 places)

Get Started

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

✓ Your order has been created.

Home » FCT Order-0282

FCT Order-0282

Create Another Order

Forecourt Trader Awards - Tickets

TASK	DEADLINE	STATUS	ACTIONS
Ticket Sales Information	11/09/2019 16:30:00 GMT	INCOMPLETE	Start

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*

How did you hear about this event? * Magazine advert Marketing e-mail Social Media Telesales Other

If other, please specify:

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 £600 + VAT and is only available until 12th August 2019.

How do you wish to pay?

Online - to pay by credit or debit card. This is mandatory for orders of less than £600 + VAT
Invoice - to have an invoice emailed to you (within 5 working days).
Invoice option is only valid for orders over £600 + VAT.
Invoice option will be unavailable after 12th August 2019.

Online
 Invoice

Individual tickets (£272.00 + VAT)

Tables of 10 (£2720.00 + VAT)

Order Summary

ORDER (excl VAT):	£0.00
VAT 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.forecourtraderawards.co.uk/booking-conditions/>.

Booking Conditions*

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

Forecourt Trader 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](#).

[Save](#) [Save & continue](#)

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](#) » [FCT Order-0282](#)

FCT Order-0282

[Download order](#)

[Create Another Order](#)

Forecourt Trader Awards - Tickets

TASK	DEADLINE	STATUS	ACTIONS
Ticket Sales Information	11/09/2019 16:30:00 GMT	COMPLETE	View Edit
Payment	11/09/2019 16:30:00 GMT	INCOMPLETE	Start

Step 7: Click 'Continue'.

Current Total:	326.40 (GBP)
Continue	

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

The screenshot shows a mobile payment interface. At the top is the 'FORECOURT trader AWARDS' logo. Below it, the title 'Payment' is displayed, followed by the email address 'forecourtraderawardstest@mailinato...'. The payment form includes a 'Card number' field, a 'MM / YY' field, and a 'CVC' field. A large blue button with a purple border is labeled 'Pay £326.40'.

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.** Then click 'Continue'.

For your order to be complete, please press the "Submit Ticket Purchase" button below. ×

✓ Your form has been completed successfully. ×

Home » FCT Order-0282

FCT Order-0282

Download order

Create Another Order

Forecourt Trader Awards - Tickets

TASK	DEADLINE	STATUS	ACTIONS
Ticket Sales Information	11/09/2019 16:30:00 GMT	COMPLETE	View Edit
Submit Ticket Order	11/09/2019 16:30:00 GMT	INCOMPLETE	

If your ticket order is not submitted by the invoice deadline date you will need to change your payment selection and pay online.

Home » FCT Order-0282 » Submit Ticket Order

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.forecourtraderawards.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 » FCT Order-0282

FCT Order-0282

Download order
Create Another Order

Attendee Details

TASK	DEADLINE	STATUS	ACTIONS
Attendee Details	10/09/2019 23:59:00 GMT	INCOMPLETE	▶ Start
Submit Attendee Details	10/09/2019 23:59:00 GMT	PREREQUISITES NOT MET	

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

Home » FCT Order-0282 » Attendee Details

* denotes a mandatory question

0% Back

Please supply attendee details for each of the tickets you have purchased.
Please click on "Next" to start, you will be presented with 1 page for each attendee.

Number of tickets:

Save Next

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 » FCT Order-0140 » 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.

Please click on SUBMIT to send us your attendee details.

Your form has been completed successfully.

Home » FCT Order-0282

FCT Order-0282

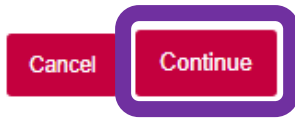
Download order

Create Another Order

Attendee Details

TASK	DEADLINE	STATUS	ACTIONS
Attendee Details	10/09/2019 23:59:00 GMT	COMPLETE	View Edit
Submit Attendee Details	10/09/2019 23:59:00 GMT	INCOMPLETE	

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 FCTEvents@wrbm.com.