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1 Access to Awards website

Go to <http://www.winealign.com/> and click on Wine Awards.



or if you are already logged in to WineAlign click on Awards.



Both take you to the Awards Home Page. Click on “Click here for More Information”



The screenshot shows the National Wine Awards of Canada 2014 website page. It features the WineAlign logo and two award medals. The text reads: 'WineAlign organizes two annual wine awards.' followed by 'National Wine Awards of Canada'. Below this is a paragraph describing the awards. A red arrow points from the text 'Click here for More Information' to a button labeled 'Click here for more Information'. A black box with white text says 'Click here for registration and entry information.' and a blue arrow points from the text above to the 'Awards' button in the navigation bar.

WineAlign organizes two annual wine awards.

National Wine Awards of Canada

The National Wine Awards of Canada (NWAC) held annually in June is only open to wines grown and produced in Canada. The goal of 'The Nationals' is to expose Canadian wine drinkers to the best in Canadian wines. There is no restriction on price, leaving each winery the opportunity to compete with and against the best wines in the country. More important, as barriers to ship wines across the country come down, the combination of winning recognition at The Nationals and WineAlign's ability to display the results alongside your key retail outlets, from the winery direct to across the country, makes it the only competition with enduring post-competition sales opportunities.

In 2014, the tastings will take place June 21 to 25 at Penticton, British Columbia, in the centre of the Okanagan Valley.

[Click here for more Information](#)

Click here for registration and entry information.

You will then come to this page.



National Wine Awards of Canada 2014 (NWAC)



The WineAlign National Wine Awards of Canada (NWAC) are held annually in June. Each year the country's leading wine writers and judges gather somewhere in Canadian wine country to evaluate wines grown in Canada. They award Platinum, Gold, Silver and Bronze medals in some two dozen categories, with medal rankings further determining Winery of the Year and the country's Top Twenty wineries

The 2014 tastings will take place June 21 - 25 at Penticton, British Columbia in the center of the Okanagan Valley.

"The goal of 'The Nationals' is to bring together the best of Canadian wines and Canadian wine critics under one roof," says Anthony Gismondi, co-head judge and a WineAlign principal critic. "Each year, and this is the 14th, the competition presents a snapshot in time of the state of Canadian wine. The results are an invaluable guide for consumers and producers when it comes to finding out who is making the best wine in the country."

Speaking of results, we will continue to speed up the process of getting the results out sooner than ever to maximize your ability market your wines and wineries throughout the busy fall season. Full results including Canadian Winery of the Year will be published on WineAlign near the end of July 2014.

Those interested in the National Wine Awards of Canada can follow the judges, see their reactions to all the wines, and gain greater insight into the week's activities via the Twitter hashtag: #NWAC14.

Last year we instituted the first full integration of the results into the WineAlign website, in effect creating a lasting virtual medal for all winning participants. We also plan to share the winning results in print form. Details are still be ironed out.

Combined with the reach of WineAlign, and our full expansion into Quebec, the potential audience size for the results will far exceed two million.

Questions or comments? Contact us: Awards@WineAlign.com

Navigate using the menu at the top to find out all about the competition.

When ready to enter wines into National Wine Awards of Canada (NWAC) select Register from the menu.

2 Wine Registration Home Page – Not Logged In

After clicking on **Register** you get to the page below. This page is where you setup your User Login, and start entering wines into the competition. Once here you can either click on Login if you are an existing user, or click on User Registration to setup a new user account.

[Registration Home](#) | [Login](#) | [User Registration](#) | [Rules + Information](#)

WineAlign 2013 National Wine Awards of Canada



Welcome to the WineAlign 2013 National Wine Awards of Canada. The 'Nationals' plan to pick up where the Wine Access Canadian Wine Awards left off after a dozen years of searching for the best wines in the country. Most of our highly experienced team has joined us at WineAlign to make the 2013 competition bigger and better than ever and we expect to set a new record for entries when we gather in June at Niagara-on-the-Lake for the WineAlign 2013 National Wine Awards of Canada. Use the menu above to navigate our site, register your winery or agency and of course your wines for the competition or just to check out the rules. Good luck, hope to see your wines in Niagara. #NWAC13

IMPORTANT

If you've registered for wine awards in Canada before, then it is likely that we still have your USER login information in our system. Click on [Login](#) above and try those credentials rather than registering again at User Registration. If you have forgotten your password or username you can reset both easily.

If you have never before registered for wine awards in Canada then click on [User Registration](#) above.

If you've registered for our wine awards before, it is likely that we still have your USER login information in our system. Click on [Login](#) and try those credentials first, rather than registering again at User Registration. If you have forgotten your password or username you can reset both easily. If you have never before registered for wine awards in Canada then click on [User_Registration](#).

3 Login

Below is the Login screen.

[Registration Home](#) | [Login](#) | [User Registration](#) | [Rules + Information](#)

User Login

Username: *	<input type="text"/>
Password: *	<input type="password"/>
Remember me:	<input type="checkbox"/>
<input type="button" value="Login"/>	

[Forgot your Username OR Password?](#)

If you are an existing user on our system, just login. If you cannot remember your Username and/or Password click on the [Forgot your Password](#) link and a new one will automatically be emailed to you. **Important:** If you do not know the email address you used in the past you will need to email us at Awards@WineAlign.com for assistance.

4 Creating a New User Account

If you do not have a User Account in our system, you will need to set one up. Click on the User Registration menu item and you will get the new User Registration screen below.

User Registration

If you've registered for wine awards in Canada before, there is a good chance that you are still in our system. If you have registered online before then try to use those credentials to login before trying to register again.

User Name: *	<input type="text"/>
Password: *	<input type="password"/>
Re-type Password:	<input type="password"/>
First Name: *	<input type="text"/>
Last Name: *	<input type="text"/>
Email: *	<input type="text"/> (E-mail)
Re-type Email:	<input type="text"/>
Wine Awards Mailing List:	Yes - receive e-mails from WineAwards.ca <input type="checkbox"/>
Competition Mailing List:	Yes - receive e-mails from Competitions <input type="checkbox"/>
<input type="button" value="Register User"/>	

Please fill in all the fields and click on **Register User** to save. Please write down the **User Name**, **Password**, and **Email** you use so that you can easily login in the future. As a new user you will receive an email with the subject line “Activation” to welcome you and confirm your **User Name** and **Password**. This email also contains an **activation link**. You **MUST** click on this **activation link** to verify your registration. You can then access the site.

IMPORTANT

If you try to Login without clicking on the **activation link**, you will be regarded as an **Inactive user**. This is for security purposes. When you signed up you were sent an email to activate your account with an **activation link**. You **MUST** click on this link to activate your account.



Important: If you get the Inactive User screen above it means that you have not clicked on the link in the email that was sent to you. Please find that email and click on the **activation link**. If you cannot do this you will need to email us at Awards@WineAlign.com for assistance.

New User Setup

When you click on the **activation link**, it will take you to this page.



Click on **Edit My Account** at the top of the page.

You must select **Edit My Account** from the menu above to edit your Account Settings and select a company before you can register wines.



My Account Settings

User Information:

User Name:	stewewa
First Name: *	<input type="text" value="stewewa"/>
Last Name: *	<input type="text" value="WA"/>
Email: *	<input type="text" value="steve@winealign.com"/> (E-mail)
Wine Awards Mailing List:	<input type="text" value="No - do not receive e-mails from WineAwards.ca"/>
Competitions Mailing List:	<input type="text" value="No - do not receive e-mails from Competitions"/>
<input type="button" value="Update User Information"/>	

Please select a company

Before you can register wines in a competition you must use the search tool below to select a Winery/Company. To improve your results and shorten the search results, use the drop down list below to search by Agent/Distributor, Winery, Retailer or Other. Should you be unable to locate your company in the search, you will have an option to add it to the database on the search results page:

Company Search:

Search: for:

Before you can register wines in the competition we need to know for which winery, agency, retailer or distributor you work. Since we already have many of these companies in our system, use the search tool to select a Company for which you will register wines. If your Company is not in the list you will be able to add it from the search results page. If you are adding a company, please fill in all contact information accurately in case we need to reach you.

Important: If you are an Agency, Distributor or Retailer and plan on entering wines for multiple wineries you **MUST** select **Agencies/Distributors** or **Retailers** from the drop down list under Company Search. This will enable you to enter wines for multiple wineries and manage, pay, and get a receipt for each winery's wines separately. If you set up your **User Access** as a **Winery** you will only be able to enter wines for that winery. You will need a separate User Name and Email address for each winery.

5 Authorizing a New User to a Company

If you selected an existing company from our database for your User account, an Admin user for that company will have already been established. If you are the first user for a company you just added, you will be assigned as Admin for that company by default. For security reasons Admin users have to approve any new users for their company. There can be more than one Admin user for any company.

New users for existing companies will therefore see this screen with Unconfirmed beside their Username.

My Account Settings

User Information:

User Name:	Newuser	
First Name: *	<input type="text" value="New"/>	
Last Name: *	<input type="text" value="User"/>	
Email: *	<input type="text" value="wineforlife@gmail.com"/>	(E-mail)
Wine Awards Mailing List:	No - do not receive e-mails from WineAwards.ca ▼	
Competitions Mailing List:	No - do not receive e-mails from Competitions ▼	
<input type="button" value="Update User Information"/>		

Company Information:

 AAA Wine Company Inc.

Company Users->	<u>Username</u>	<u>First/Last Name</u>	<u>Admin</u>
Unconfirmed	barf	Barf Biffbop	No
	bmccaw	Bryan McCaw	Yes
	crazylegs	Bryan McCaw	No
Unconfirmed	✗ Newuser	New User	No

The Admin user(s) will have been sent an email automatically requesting your authorization for access. You will not be able to Add/Edit/Delete any info for that company, including adding wines to the competition, without being confirmed by them.

If this is your case, you must request that the Administrator of the company authorize you as a legitimate user for the company and grant you access. They can easily do this by logging in themselves and simply clicking on the Confirm and Admin links beside your Username under their My Account Settings. You can see all users for your company, including who has Admin rights under Edit My Account. If you do not know who the Administrator is, or if the Administrator has left the company, or for any other reason you cannot get authorization please email us at Awards@WineAlign.com.

Logged in Home Screen

Once logged into the system when you click on Home you will see the screen below.



You will notice that the menu bar now has additional items. You can now edit your account by selecting **Edit My Account** and start the wine entry process by selecting **Enter/Edit Wines** (see more on editing your account settings later). **Rules + Information** will take you back to the main awards page on WineAlign where you can find lots of information about the ‘Nationals’.

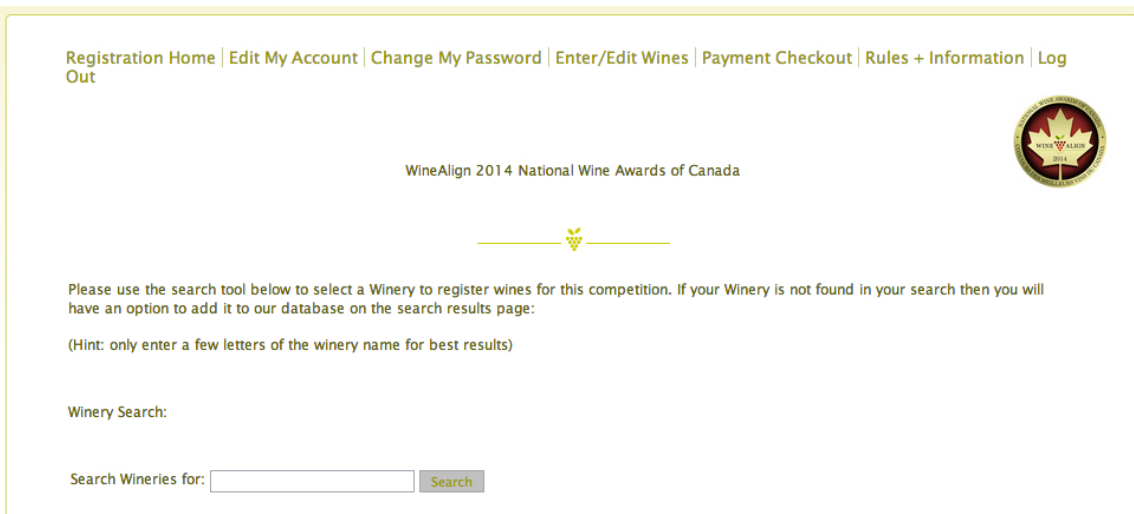
6 Enter and Edit Wines

If your winery is already in our system and you are ready to enter wines now, please skip ahead to step 10 - Entering Wines.

7 Searching for a Winery

If you work for a winery (not an agency or retailer) you can skip this step, which is for those who wish to register wines for more than one winery.

The first step for entering wines into the competition is to ensure that the wineries that produce the wines you are entering are in your account. When you click on **Enter/Edit Wines** you will see this screen.



To search for a winery enter 2 or 3 characters in the field and click **Search**. You can click on the **Search** button with nothing in the field to get a complete list of over 1600 wineries already in our database.

If the winery is not already in the database then you can add it in the search results page. If you only searched on 2 to 3 characters then the system will return a list of winery names in which that string of characters occurs. Below is an example of what you might expect from a 3-letter search for “mis”.

Search Wineries for:

(Hint: only enter a few letters of the winery name for best results)

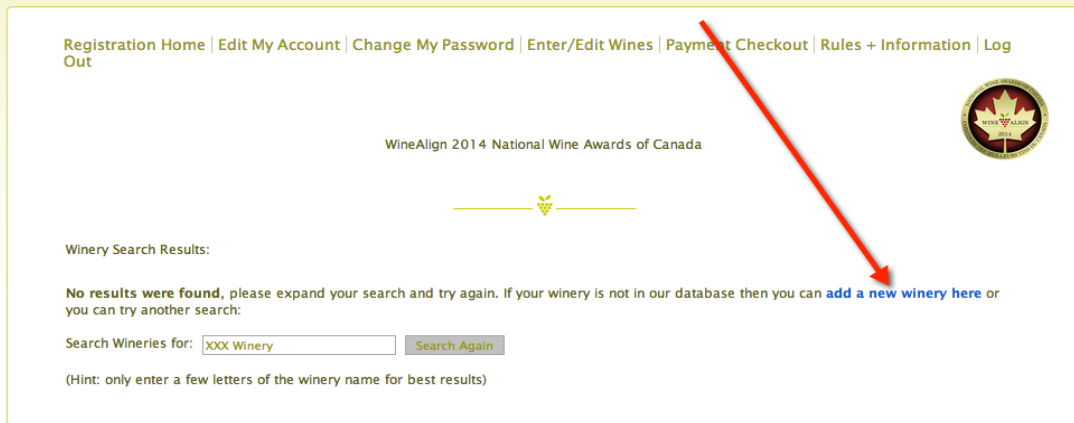
- Mission Hill Family Estate Winery**
- Mistaken Identity Vineyards Ltd.**
- Mistral Estate Winery**
- Vignoble La Mission.**

Important: Choose the character string carefully to ensure that your winery really is not there before creating a new winery.

Once you’ve found your winery click on it to add it to your list of wineries. If your winery is not listed you can add it to our database (see **Adding a New Winery** item below). If your winery is in our database skip Step 8 - **Adding a New Winery**.

8 Adding a New Winery

If you are sure your winery is not in our database you can click on the link “**add a new winery here**”.



Registration Home | Edit My Account | Change My Password | Enter/Edit Wines | Payment Checkout | Rules + Information | Log Out

WineAlign 2014 National Wine Awards of Canada

Winery Search Results:

No results were found, please expand your search and try again. If your winery is not in our database then you can [add a new winery here](#) or you can try another search:

Search Wineries for:

(Hint: only enter a few letters of the winery name for best results)

This is the top part of the screen you will see.



Registration Home | Edit My Account | Change My Password | Enter/Edit Wines | Payment Checkout | Rules + Information | Log Out

WINERY NAME:

Please enter both the full Legal name of the Winery, as well as the Public Name which is the best short version of your winery name that is more commonly seen in magazines, wine reviews, and wine lists.

Legal Name: *

Public Name:

Address:

City:

Province/State:

Country: *

Postal/ZIP Code:

Please fill in all of the fields as requested and save. If you are an agency or distributor or a retailer and will be entering wines for more than one winery, you can add more wineries by returning to the [Company Search](#) under [Enter/Edit Wines](#).

Once all the wineries you will require are in the system you can proceed to enter wines.

But first, let's look at how to edit your account.

9 Editing Account Settings

It is a good idea to check your User Account settings after you have added a winery to your account and correct any erroneous information. Below is the screen image you will see.

Important: You will not be able to edit your company unless you have been confirmed as a user for that company. The **Enter/Edit Wines** menu item is not available for unconfirmed users, so you will not be able to add a wine until you are confirmed.

Company Information:

 AAA Wine Company Inc.

[\[Edit Company Info\]](#)

Company Users->	<u>Username</u>	<u>First/Last Name</u>	<u>Admin</u>
Unconfirmed	barf	Barf Biffbop	No
	bmccaw	Bryan McCaw	Yes
	crazylegs	Bryan McCaw	No
	X Newuser	New User	No

As a confirmed user you can now **Edit Company Info**. Select that and one of two screens will appear in a pop-up window depending on whether your company is an agency/distributor/retailer or a winery.

If your company is an agency/distributor/retailer, the pop-up will look like this.

COMPANY NAME:

Please enter the full Legal name of your Company.

Company Name: *

Address:

City:

Province/State:

Country: *

Postal/Zip Code:

Company Contact Information:

Company Contact Name:

Email Address:

Phone Number:

Fax Number:

Web Site URL:

Description:

If your company is a winery, the window will look like the one on the next page.



WINERY NAME:

Please enter both the full Legal name of the Winery, as well as the Public Name which is the best short version of your winery name that is more commonly seen in magazines, wine reviews, and wine lists.

Legal Name: *	AAA Wine Company Inc.
Public Name:	AAA Wine

Address:	333 Avenue Road
City:	Timbuctoo
Province/State:	Far Away
Country: *	Canada
Postal/Zip Code:	123 456

Winery Contact Information:

Important: If neither of these windows appears make sure that your browser is set to allow pop-up windows.

Please edit any of the information in the fields to reflect up to date information about your winery or company. Be sure to click on the 'save changes' button at the bottom of the window.

10 Entering Wines

Having completed all the preceding steps you are now able to add a wines to the competition. Simply click on **Enter/Edit Wines** from the main menu.

If you work for a winery then the following screen will appear:

Winery [\[edit winery\]](#)

AAA Wine	Phone: 123-456-7890
AAA Wine Company Inc.	Fax: 123-456-7890
333 Avenue Road	Web: www.winealign.com
Timbuctoo, Far Away, 123 456	
Canada	



Wine Submissions [\[Add a Wine\]](#)

We know you are bu entering any single You can also pay for the process before following details at

Vintage, Varietal Compositic Complete name of 1 Appellation or origi Bottle size, Price

Click on [Add a Wine](#) to enter details on a wine.

If you work for an agency/distributor/retailer and you represent multiple wineries you will have first to select the winery before entering information on a wine. Your screen will look like this:



Type in the beginning of the name of the winery in the search field, select the winery, and click on [Add a Wine](#).

A pop-up window will appear - the top part will look like this:

Winery Company Name:	AAA Wine Company Inc.
Public Name:*	<input type="text" value="AAA Wine"/> Your 'Public Name' as it would commonly appear in wine reviews, magazines and lists.
<input checked="" type="radio"/> Vintage <input type="radio"/> N/V	Select Vintage to the left and enter the correct vintage below, or select N/V.
Vintage: *	<input type="text"/>
Grape(s)/Fruit: *	Specify all grape(s) or fruit used to make this wine. Make your selection(s) from the list and note the corresponding percentage of each in the blend. It must total 100 per cent. Use "Other Grapes" from the drop down list to round out any unknown information.
Total percentage: 0%	<input type="text" value="100"/> % <input type="button" value="Add Grape/Fruit"/>
	To change the percentage on a grape/fruit already added to the list, add the grape/fruit again with the correct percentage. To remove a grape/fruit from the list, add the grape/fruit again with 0%.

Important: Please check all information for accuracy on this page including [\[edit winery\]](#) and the [Send Awards to:](#) section, since we want to be sure that when you win we send your medals and plaques to the correct destination! If you have entered wines from more than one winery you can view all of your wines under their respective wineries in the Payment Checkout menu.

11 Detailed Wine Information

Once you click on Add a Wine whether you are an agency/distributor/retailer or a winery, you will see the same pop-up window for entering information on a wine.

Winery Company Name: AAA Wine Company Inc.
Public Name:*
Your 'Public Name' as it would commonly appear in wine reviews, magazines and lists.

Vintage N/V
Vintage: *
Select Vintage to the left and enter the correct vintage below, or select N/V.

Grape(s)/Fruit: *
Specify all grape(s) or fruit used to make this wine. Make your selection(s) from the list and note the corresponding percentage of each in the blend. It must total 100 per cent. Use "Other Grapes" from the drop down list to round out any unknown information.

Total percentage: 0%

%

To change the percentage on a grape/fruit already added to the list, add the grape/fruit again with the correct percentage. To remove a grape/fruit from the list, add the grape/fruit again with 0%.

Follow the onscreen instructions to give details on the wine. Fields marked with an asterisk * are mandatory and you will not be able to save a wine until that information is provided.

Before saving a wine, ensure that **WINE NAME** is accurate since these are the words that will appear in the competition results.

You must enter at least one price for the wine somewhere in Canada. Again, this information will appear in the results, so if the wine is or will be available in more than one province, it is in your interest to indicate this.

Our default closure is screw cap; otherwise select from the drop down box.

Please enter the correct UPC code. If you do not know the UPC code, you can enter 0.

Several of the fields are very useful for us in best judging your wine, but are not mandatory. If you do not have time or do not have all the non-mandatory information at hand you can always return to **Enter/Edit Wines** at any time even after payment, or after shipment to modify or complete this information.

When you are done entering information on a wine Click the **ADD WINE** button, which is located almost at the bottom of the page directly above the extra information that is not mandatory.

*** Required Fields.**

ADD WINE

The following information is not mandatory however it will help us more accurately report before the closing date to complete or edit this form.

UPC:

SKU/Product Code: (i.e., CSPC)

Alcohol: %

Residual Sugar: g/L

Total Acidity: g/L

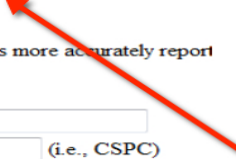
pH:

Cases Produced:

Certified Organically Grown Grapes/Fruit: Yes No

Certified Organically Produced Wine: Yes No

Certified Biodynamic Wine: Yes No



The Pop-Up window will close and you will be back at the previous screen to enter more wines if you wish.

Once you have no more wines to enter click on the [Payment Checkout](#).

You can pay for wines in stages. If you enter some wines and pay for them you can still enter further wines and pay for them separately.

12 Payment Checkout

Once you have entered all the wines and are ready to pay click on [Payment Checkout](#).

The screen image below shows all of the wines you have entered and not paid for listed by winery, if you are representing more than one winery. Simply check off the wines you wish to pay for and click on the PayPal logo at the bottom. You can pay for all now or only some and then return later and pay for the rest.

Wine Submissions

- click on the X to delete a wine.
- wines that are **Received** are **green**, wines that are **Not received** are **Red**.
- click on a wine name to edit the wine.
- click on a winery name to view all wines or add wines for that winery.
- click on the check boxes to select the wines you wish to pay for below and then click on the recalculate button. After you have made your payment selections you can click on the begin secure payment button to pay for your wines online.

		Wine Name	Vintage	Category
AAA Wine Company Inc.				
<input checked="" type="checkbox"/>	<input type="checkbox"/>	AAA Wine Estate 2012 Engoia Clos de Six	2012	White Blends
BBB Wine Estate				
<input checked="" type="checkbox"/>	<input type="checkbox"/>	BBB Wines 2011 Cabernet Franc	2011	Cabernet Franc

[Recalculate Payment](#)



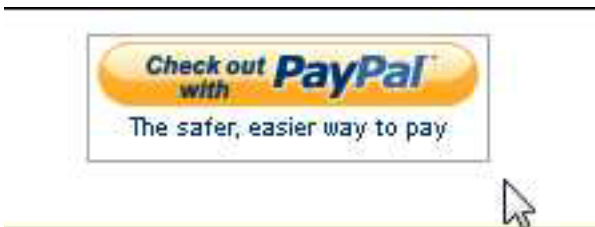
Important: It is important to note that the wines that you have entered are displayed in **red**. After they have been paid for they still remain **red**. Once the wines have been physically received at the venue, and are checked off in the system as being received, they will turn to **green**.

Important: For NWAC 2014 wines are consolidated. Consequently packages are not opened and wines not received until the day before judging commences; so the colour will not change from red to green until that date.

13 Paying for Wines Using PayPal Secure Payment Gateway

Wines are paid for by MasterCard, Visa, AMEX or PayPal using the PayPal secure gateway.

It is **NOT** necessary to have a PayPal account to pay for your wines. Once you ready to pay click here:



and you will get the following screen.



 \$113.00 CAD

[Français](#) [English](#)

Log in to PayPal

Password

[Log In](#)


[Check Out as a Guest](#)

[Forgot your password?](#)

PayPal

New. Faster. Easier.

Welcome to the new PayPal checkout!
The security you rely on – now even faster.
It's everything checkout should be.




[Cancel and return to Wine Awards.](#)

[Policies](#) [Terms](#) [Privacy](#) [Feedback](#) © 1999 - 2014

If you have a PayPal account, simply log in and follow the instructions.

If you do not have a PayPal account and do not wish to open one, you can pay by credit card by clicking on **Check Out as a Guest**.

WINE ALIGN

 \$113.00 CAD

[Français](#) [English](#)

Log in to PayPal

Password

[Log In](#)


[Check Out as a Guest](#)

[Forgot your password?](#)

PayPal

New. Faster. Easier.

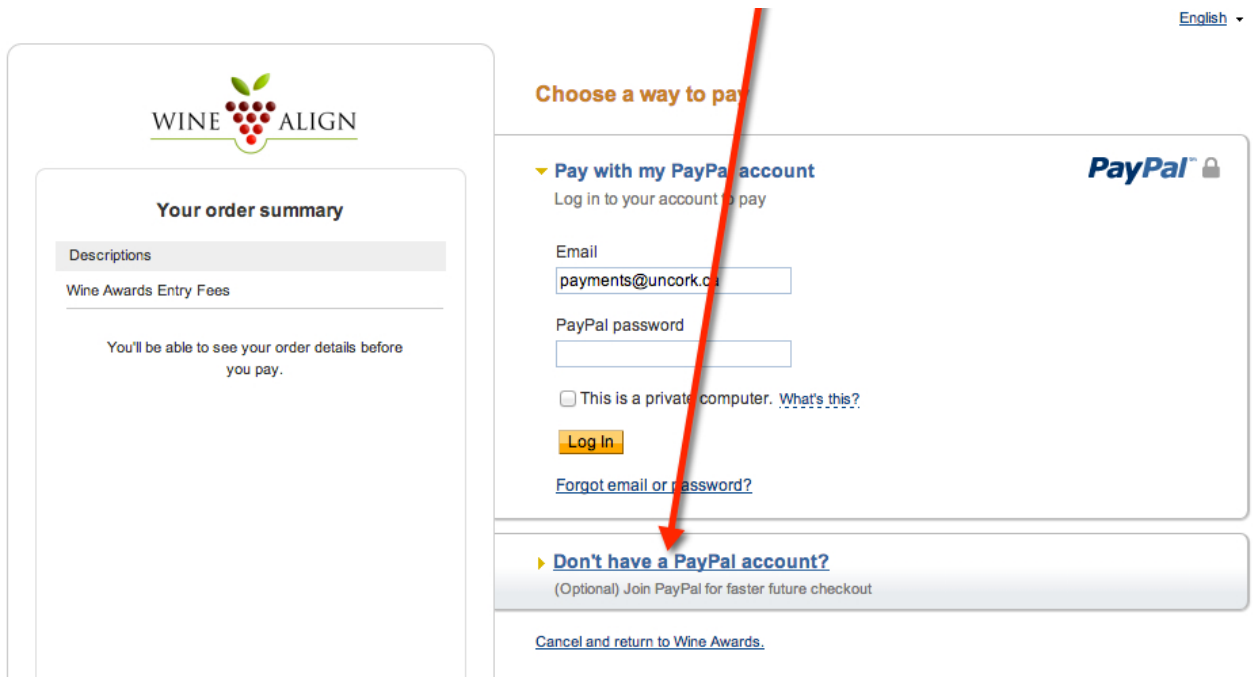
Welcome to the new PayPal checkout!
The security you rely on – now even faster.
It's everything checkout should be.



[Cancel and return to Wine Awards.](#)

[Policies](#) [Terms](#) [Privacy](#) [Feedback](#) © 1999 - 2014

The following window will open. Click on **Don't have a PayPal account?**







The screenshot shows the WineAlign checkout process. On the left is the 'Your order summary' section with the WineAlign logo and a description of the 'Wine Awards Entry Fees'. On the right is the 'Choose a way to pay' section. The first option is 'Pay with my PayPal account', which includes a login form with fields for 'Email' (containing 'payments@uncork.ca') and 'PayPal password', a 'Log In' button, and a checkbox for 'This is a private computer'. Below this is a link for 'Forgot email or password?'. The second option is 'Don't have a PayPal account?', which includes a sub-link '(Optional) Join PayPal for faster future checkout' and a 'Cancel and return to Wine Awards.' link. A red arrow points from the top of the page down to the 'Don't have a PayPal account?' link.

The window below will open for you to give secure credit card payment details. Follow the instructions to complete your payment.

Country

Card number

Payment Types    

Expiration date mm / yy

CSC

[What is this?](#)

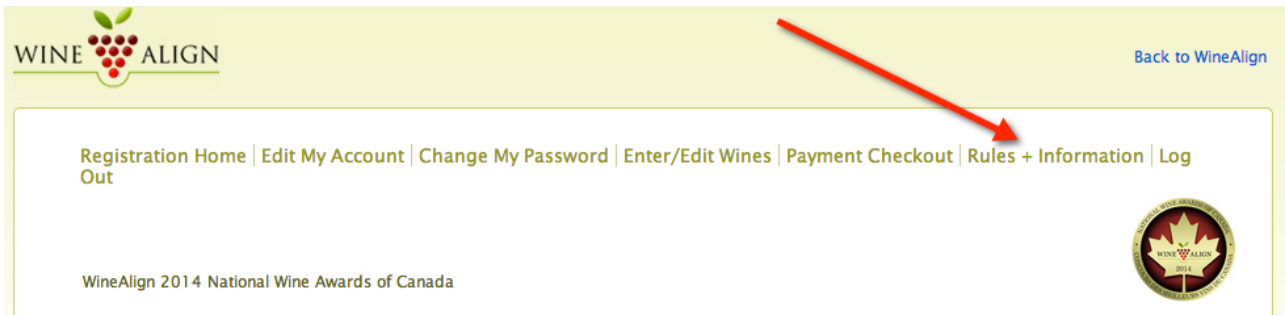
First name

18 Shipping Wines

Once you have entered all your wines and have made payment you should now ship the wines for the competition.

Click on **Rules + Information** to get back to the NWAC 2014 Home Page. Or use this link:

<http://www.winealign.com/awards/2013/03/23/home/>



Now select **Shipping** from the menu to learn how to send wines for the competition.



Need more information? Visit our [FAQ page](#).

If you need more information or have any questions regarding this competition, please checkout our awards website which has much information on the awards.

<http://winealign.com/awards/2013/03/23/faq/>

The FAQ section is especially useful. It is constantly being updated with helpful hints for being successful at the awards.

If you do not find what you need there, then please feel free to contact us by email at

awards@WineAlign.com

GOOD LUCK!