

How To Enter Your Pies Into The British Pie Awards

A guide to the online entry system

To enter your pies or to see what pies you have entered previously, go to the Home (first) page of www.britishpieawards.co.uk website. Now click on the link to the Pie Database on the right hand side (side-bar) of the page which says "To Enter Your Pies Click Here". Alternatively go to the Entries page of the website and click on the same link.

You will now see a box with the following title

'Welcome To British Pie Awards - Sign Ups'

If you have already entered pies in this or previous years then simply enter your email address and password you used to set up your account.

If you have forgotten your password then click on the bottom bar '*Forgot Password*'.

This will then open another box headed 'Forgot Password'. Enter your email address and click on 'Password Reset'. To make sure it is really you, you will be sent an email to the address you entered in the box. Follow the instructions in this email and sign in.

If this is your first time entering pies then you must click on the bar called 'Create Account'.

You will now see a new box called: '*Register a new account*'

You will now need to enter your name (personal name), email address and a password for your account and confirm the password. Having done this then click on the bar called 'Register'

You will now see the box called '*Welcome To British Pie Awards - Sign Ups*'

Enter your email address and password.

MAIN SIGN UP BOX

A box will then open where your details are stored. If you have already entered the Pie Awards, all these fields will have already been completed. You may review these to check they are up to date before reviewing previous entries or adding another pie.

If you haven't entered before then you will need to enter your details into each box. Boxes marked with a * are compulsory and you will not be able to move to the next page unless these are complete. I have completed the form with a fictitious company called 'Our Pies'.

Company Name *

Our Pies

Contact Name *

Matthew O'Callaghan

Address Line 1 *

114 Asfordby Road

Address Line 2

Address Line 3

Town/City *

Melton Mowbray

County *

Leicestershire

Post Code *

LE13 0HS

Telephone *

01664 565419

Mobile Phone *

07894 229499

Your Website (Enter N/A if not applicable)

www.ourpies.co.uk

Your Facebook (Enter N/A if not applicable)

Our Pies

Your Twitter (Enter N/A if not applicable)

@ourpies

Your favourite local paper* – this may be used for post event Award's press releases

Melton Times

Your local BBC station *

BBC Radio Leicester

Region Where You Are Based (drop down box)

East Midlands

Small Producer Award

You are then asked to tick a box if you qualify for the small producer award, the definition of a small producer being given below.

Small Producer Award recognises small producer - to qualify for this award, please confirm that you employ no more than 5 pie makers, who are directly involved in just the making of pies

Declarations

The following statements and questions must be answered *

Show Rules

Rules *

You must tick this box to say you have read the rules and agree to be bound by them

I have read the rules and agree to be bound by the rules of the competition.

Commercial Availability *

Unless you are entering Class 21: Public Sector Pie, you must tick this box to confirm all your pies entered are commercially available.

I confirm that all entries are currently commercially available. (Entries of Class 21 - are exempt. See rule 2.)

Registered Food Business *

You must tick the box to confirm you're registered as a food business

I confirm that my business is a registered food business.

Local authority to which business is registered *

You must enter your Local Authority

Melton Borough Council

HACCP *

You must confirm you have a HACCAP in place

I confirm that my business has a HACCP in place that covers manufacture of the pies that are entered.

Able To Attend Lunch *

You should confirm you are able to attend the awards lunch

If I reach the final top 3 of my Class(es) I would be able to attend the Awards lunch held on 8th March 2018 at St Mary's Church

Church Terrace, Melton Mowbray, Leicestershire. LE130PW.

Please note: In the EU there are 14 recognised allergens. If your Pie Entry(s) contains any of these allergens each pie entered the allergens must be declared

You are then invited to enter a pie by clicking on the '*Add Another Pie*' Button

For those who have already entered pies either this year or previous years it will list your pies individually at the bottom of the form. You can edit or remove these entries by simply clicking on the Edit or the Remove Button.

The form calculates how much it would cost you to enter all your pies on the list into the British Pie Awards, taking into account the lower entry fee if you are a small producer.

If you are happy with your entries you may '*Save as a Draft Entry*' or proceed to '*Confirm Entry and Pay.*' This will then take you onto the Pay Screen.

CREATE A PIE FORM

This now opens the online entry form box called '*Create a Pie*'

There are now a series of boxes to complete. The following gives each box to complete and the instructions on how to complete the box.

The first box states:

Please select the class you wish to enter

A drop down menu will appear with all the classes. Select the class you want.

eg '*Class No 16: Vegetarian Pie*

The class, its description and criteria will now appear in green below the class you have selected - in this example

Vegetarian Pie - to be eaten and judged HOT. Description: An open class, for all to enter. Entries must be totally vegetarian. Entries may be any shape and may weigh up to 600g.

Name of Pie as you would like it to appear on your certificate. E.g Tesco Steak & Stilton Pie

Enter the Commercial Name of your Pie eg '*Matthew's Vegetarian Pie*'

Generic name of pie E.g. Steak & Stilton Pie - Please do not include any brand names, supermarket names or wording that would allow the judge to identify you as a producer. All pies need to be judged blind)

As all the pies are judged blind, the name of the pie must not identify the pie eg the name '*Matthew's Vegetarian Pie*' would identify that the pie came from Matthew's Bakery. So enter a generic or descriptive name eg '*Vegetarian Pie*'

Produced by (the name of the pie company making and baking this product)

Enter the name of the company making the pie eg '*Matthew's Bakery*'

Produced for (who are you baking this pie for i.e your own business, a retailer i.e. TESCO, a restaurant, a sports club etc.)

Enter who you are producing the pie for eg '*Our own business*'

Produced When (All year round, Christmas, Special occasions)

Enter when the pie is produced eg '*All year round*'

Sold where (In your own shop, in a retailer i.e. TESCO, markets)

Where is your pie sold? Eg '*Our own shop*'

Allergen Declaration

You must now make a declaration which, if any, of the 14 classes of allergen may be contained in your product. Tick each box that is relevant. If you are certain that there are no allergens present in your pie tick the 'None' box. Remember people could become seriously ill if you make a mistake and omit a particular allergen.

Ingredients - Please add each main ingredient found in your pie

Now list the ingredients in your pie in order of importance. Keep clicking the 'Add Ingredient' button to add another ingredient.

Eg
Broccoli
Carrots

Potatoes
Leeks
Onions
Flour
Vegetable Fat
Water
Salt
Pepper

If you wish to remove an ingredient then simply press the '-Remove' button

When you have finished adding the ingredients save the pie by clicking on the '+Add Pie' button.

The form now calculates how much it would cost you to enter all your pies on the list into the British Pie Awards, taking into account the lower entry fee if you are a small producer.

Don't forget to hit the "save as draft entry" button after entering a pie (we recommend you save as you go, plus to ensure the system is registering all of your save entries we now recommend you log out after you have enter 2/3 pies, clicking "save as draft entry" before you do, then log back in and continue. We have had a few producers who have spent time entering a large number of pies and then hitting save and the pie details disappearing, we believe this is down to the system timing out. We have asked that this be extended.)

If you are happy with your entries you may 'Save as a Draft Entry' or proceed to 'Confirm Entry and Pay.' This will then take you onto the Pay Screen.

All entries must be paid for via Paypal or a credit/debit card (which will also be via Paypal though you don't need a Paypal account to pay via this method). Once you have entered all your pies in and are 100% sure your entry information is complete and accurate then move to the Pay Section of the process. Your pies won't be entered for judging without payment. **NB: ONLY PAY WHEN YOU HAVE ENTERED ALL OF YOUR PIES ON TO THE SYSTEM, YOU CAN'T GO BACK AND ADD MORE PIES ONCE PAYMENT HAS BEEN MADE.** If you do make a mistake contact us immediately. info@britishpieawards.co.uk You can also request to pay by BACS if you let us know.

Once you have paid you must then print off your entrants pack, which includes the address labels and pie id numbers that you will need when sending your pies to us for judging.

Matthew O'Callaghan
Organiser: British Pie Awards
07894 229499
info@britishpieawards.co.uk