



HOW TO COMPLETE THE ONLINE ENTRY FORM

1. Please refer to the Entry Kit for all details, requirements and criteria. It is loaded on the website as a downloadable pdf, as before.
2. The online entry form has been designed to simplify the data capture of the various wines you are entering, and we trust you will find it more efficient.
3. Compulsory fields are indicated with an asterisk*.
4. If any compulsory fields are skipped, incomplete or incorrect (e.g. % variety/varieties) the system will not allow you to save the information. It will indicate where your error/omission lies on the page.
5. Once you have registered, you will be on a page with two options:
Producers/Add Producer
My Wines/Add Wine
6. Please capture and save all producer details before moving on to add wines.
7. Users will be able to load multiple producers if handling entries for more than one producer. Producer details can also be loaded multiple times by different users.
8. You will be able to add, edit and delete producer; and you will be able to add, edit and delete wines.
9. Once a wine has been added and saved, you will be directed back to the Add Wine page. If no further action is required, log out.
10. The status bar on the Wine page will reflect any outstanding documentation relating to the particular wine.
11. Please complete in Title Case (not in CAPS), in full. No abbreviations.
12. If, at any stage, you have queries about any of the criteria, and/or the online process, please call Monica Mountjoy on 011 482 5936/5/4, or send an email to trophy@outsorceress.co.za

THANK YOU FOR YOUR PARTICIPATION

Our Partners

Port2Port


***ASPIRING** MOVING WHAT MOVES YOU

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STEP 1: REGISTER

- Create your unique username
- Complete your personal details
 - First name
 - Last name
 - E-mail address. *This must be an active email address as it will be used to verify your registration*
 - Create your own unique password. *Please keep this secure*
 - Confirm your password
- **REGISTER**
- *Check your email address that you used to register. You will receive an email from Trophy Wine Show Registration.*

ACTIVATE YOUR ACCOUNT

This will take you to the entry form landing page to load your producer details.

STEP 2: PRODUCER

- **ADD PRODUCER**
 - Winery Name: *enter name of winery in full (not holding company or owner)*
 - Winery Telephone Number: *incl. area code e.g. 021 852 5938*
 - Physical Address: *Full street address*
 - Contact person for entry: *Person responsible for submission of the entry*
 - Contact person email address
 - Contact person mobile number: *Only for urgent communication, if necessary*
 - Owner name: *Company or individual/s*
 - Cellarmaster/winemaker: *The current cellarmaster/winemaker. More than one name can be entered.*
 - Cellarmaster/winemaker email address
 - Sales Manager: *Required for Port2Port sales communication*
 - Sales Manager email: *Required for Port2Port sales communication*
- **Invoice Details**
 - Company Name
 - Postal Address
 - Vat Registration Number: *If not VAT registered, please type N/A*
 - PO #: *Only complete if Purchase Order number is required*
 - Signature: *Exact replica of signature is not expected! X will be accepted.*

SAVE PRODUCER

This will take you back to the main page where you can now add wines relevant to the producer details you have loaded.

STEP 3: MY WINES

ADD WINE

Select your producer from the drop-down menu. If you have created multiple producers, please ensure that you select the correct producer relevant to the wine you are adding

• Wine Detail

Please complete in Title Case (not in CAPS), in full. No abbreviations.

- Full Wine Label Name including Vintage: *Enter full wine name as it appears on the label, including the vintage or NV*
- Confirm vintage
- Wine Type: *Select from the drop-down menu*
- Class of Entry: *Select from the drop-down menu*
- Supplementary Classes: *Choose if relevant. Multiple supplementary classes can be selected. Please refer to entry kit for criteria.*
- Variety/Varieties: *Select the variety from the drop-down menu. More than one variety can be selected. The percentage of each variety must be entered. Decimal points can be used. The total varieties entered should add up to 100%. If the wine comprises only a single variety, please enter 100%.*
- Release Date: *Use the calendar. Only market ready wines can be entered.*
- Winemaker: *The name/s of the winemaker responsible for the blending and bottling of this wine*

• Wine Certification

Complete this section in full, as per the WSR 2a certificate of each wine.

- Application #: *e.g. 2025/589104*
- Alc %: *enter percentage (including decimal points if given)*
- RS (g/l): *enter amount (including decimal points if given)*
- TA (g/l): *enter amount (including decimal points if given)*
- pH: *enter number (including decimal points if given)*
- Number of bottles produced
- Seal Codes allocated: *e.g. 10166: 65916 – 68615*
- Litres Produced
- Bottle Closure: *Select from the drop-down menu*
- Bottle Size: *Select from the drop-down menu*
- Area of Origin: *List production area*

• Pricing: per bottle inclusive of VAT @ 15%

- Price to Show / Port2Port / National Trade Price: *Numerical figures only. Decimal points should be included.*
- Retail Price to Consumer (RRP): *Cellar door price direct to consumer*

• Uploads

- Wine Label: *Clear copy of front label*
- WSR 2a: *Certificate used to complete the entry*
- WSR 4a: *Certificate used to complete the entry*
- Heritage Vineyard Certificate (Old Vines Wine): *Only required if wine has been entered in supplementary class*
- Organic Certification: *Only required if wine has been entered in supplementary class*
- **SAVE ENTRY**

REPEAT ADD WINE (STEP 3) or log out.