

# How to Register and Enter Competitions

**Click on the PORTAL tab on the website to open the Competitions Portal HOME page**

**HAVE YOU PREVIOUSLY REGISTERED FOR AND SET UP AN ACCOUNT?**

## **1. If NO then proceed as follows**

Click on **<REGISTER>**

This will then open the **<REGISTER FOR AN ACCOUNT SCREEN>**

Complete the Registration Form (the fields marked with an \* are mandatory)

Once completed ensure you **click on the Check Box** to accept the terms and conditions)

**FINALLY click on the REGISTER bar**

Assuming you completed valid information your account will have been accepted and you will be directed to your account page and then **CLICK on the Competition** to enter and you will be directed to the Competitions to enable you to enter

To enter you must first click on **<I agree to the eligibility criteria .....>** box

This will then open the **<On Line Entry Form>** showing your details and the Entry Fee for that Competition

To Enter the Competition, click on **ADD TO BASKET** and the entry details you have made will be displayed

If you want to enter further Competitions then click on **BACK TO COMPETITION LIST**

Once you have completed all your entries then click on **<Pay Securely with Card>**

Enter your card details as shown namely:-

- (Card Number)
- The expiry date MM/YY) of your card
- The three numbers (CVC) on the back of the card
- The post code to where the card is registered

**Finally click on <Pay>**

## **2. If YES then proceed as follows**

If you previously registered an account then proceed as follows:-

**CLICK ON <LOGIN>** and complete the details you set up when Registering for the Account

*If you cannot remember your password click on the box '**Reset Password**' and a new password will be sent to you via your registered email address*

**Then proceed as outlined above**