
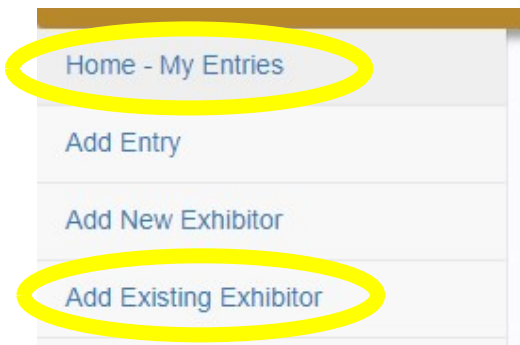


## NZBA Entry Portal Help

- If this is the first time you are entering via our new [online entry portal](#), you will need your Brewers Guild member number to create your login to ensure you are charged the correct entry fee/s. If you do not have this, please request it from [competition@brewersguild.org.nz](mailto:competition@brewersguild.org.nz)
- This is the second year we are using our new [online entry portal](#). If your brewing business entered the NZBA in 2021, and **YOU** were the one who created and submitted the entry, you **do not** need to create a new Exhibitor Login. Either login with the credentials you created last year or select 'forgot password' and follow the prompts.
- If your brewing business entered the NZBA in 2021, but someone different than you created and submitted the entry, you will need to create a new login **AND** you will need to enter your **online exhibitor code** to link your account to the original account. Please email [competition@brewersguild.org.nz](mailto:competition@brewersguild.org.nz) for your code.



A screenshot of the 'Add Existing Exhibitor' form. The form title is 'Add Existing Exhibitor'. Below the title is the instruction: 'To add an existing Exhibitor Account to your online profile, please add your online code below.' There is a section titled 'Please Enter Online Exhibitor Code' containing an input field labeled 'Online Exhibitor Code:'. The input field is circled in yellow. Below the input field is a green button labeled 'Check Code'.

### ■ Quick steps and explanations:

#### ■ **CREATE NEW EXHIBITOR –**

This is where you set up your brewery or organisation.

#### ■ **ADD ENTRY –**

Select whether you are adding a beer entry or an industry award. For Beer Entries you will start with the Trophy Class, then Style Class and then will be prompted for further information.

#### ■ **PAY & SUBMIT ENTRIES –**

Once you have added all your entries you will be asked to review those entries and then select the ones you want to finalise. You will have to answer some questions about your brewery size, keg return and accept the competition terms. You will then proceed to credit card payment.

#### ■ **CONFIRMATION & TAX RECEIPT –**

You will receive a confirmation email with the exhibits you have entered, this is also your tax receipt.

#### ■ **EXHIBIT LABELS –**

You will be emailed exhibit labels to attach to each physical entry once entries have closed. See page 18 of the Style Guide for detailed information on these.

- 📌 Please ensure your **exhibitor company name** AND **commercial product names** are spelt correctly and entered in the way you want them to appear in the Catalogue of Results (and on any trophy you may win). You can amend these in the **Home - My Entries** section in the entry portal (see Home – My Entries over the page).
  
- 📌 Helpful links:
  - 📌 [NZBA Competition Info Webpage](#)
  - 📌 [Online Entry Portal](#)
  - 📌 [NZ Beer Awards Entry Guide](#)
  - 📌 [US Brewers Association Style Guidelines](#)
  
- 📌 You do not have to complete all your entries at one time. You can log in and out of your account as many times as you need to. Your entries are not considered **COMPLETE** or **ENTERED** until you've submitted your payment.
  
- 📌 If your Brewers Guild membership fees are outstanding, or you have not returned your monthly payment form, you will not be able to access the discounted Guild members entry fees. Please email [competition@brewersguild.org.nz](mailto:competition@brewersguild.org.nz) with any queries around this.
  
- 📌 For entry portal support, please email: [competition@brewersguild.org.nz](mailto:competition@brewersguild.org.nz)

**Best of luck to all entrants entering the NZBA for 2022!**