

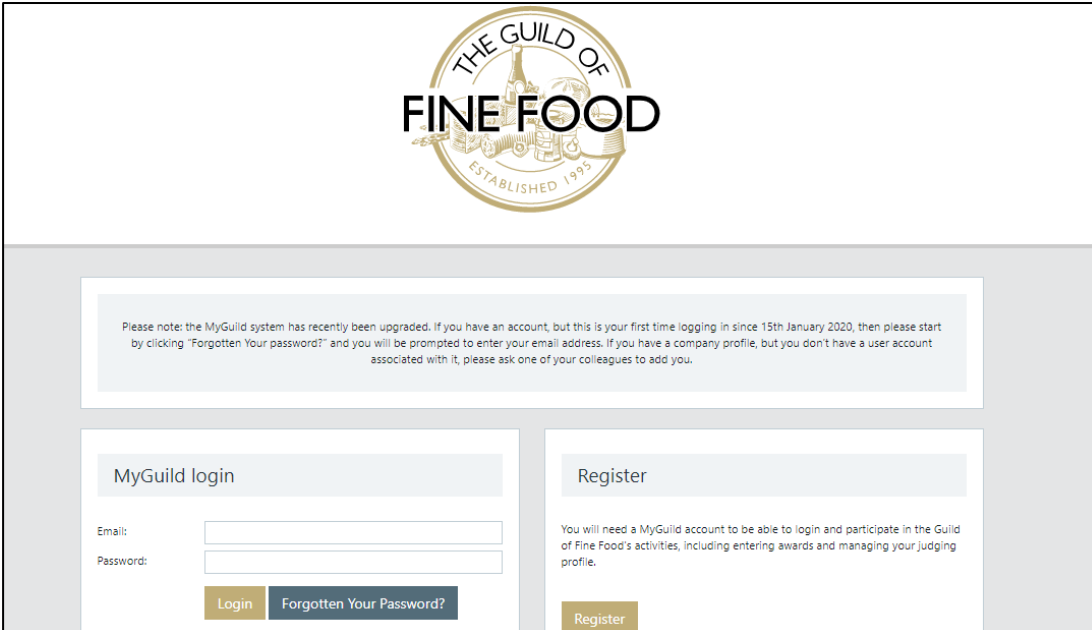
Your MyGuild account

It is important that you do not duplicate your company's MyGuild account. If you think that your company already has an existing MyGuild account (e.g. if you have entered World Cheese Awards or Great Taste since 2015) please contact MyGuild@gff.co.uk with the company name and your details and we can confirm if a company MyGuild account exists and will advise how you can access this.

Each MyGuild company account may have multiple MyGuild user accounts attached to it. An existing MyGuild user may add other colleagues to the Company account when logged in. All Users linked to a Company account can login to that account and access all records and entries made to World Cheese Awards.

To login to MyGuild, or to register a new MyGuild Company account, please visit <https://myguild.gff.co.uk/login>

Figure 1.

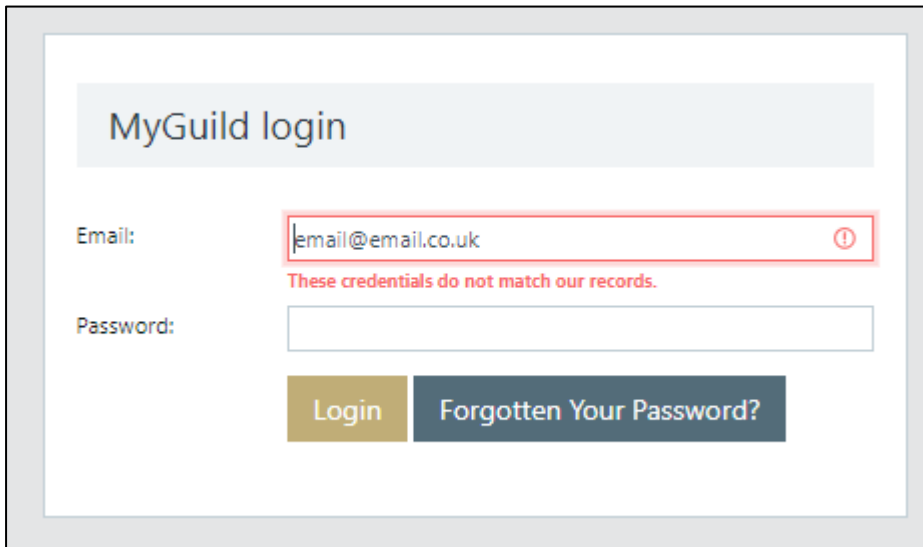


The screenshot shows the MyGuild website interface. At the top center is the logo for 'THE GUILD OF FINE FOOD', established in 1995. Below the logo is a grey banner with a white text box containing a notice: 'Please note: the MyGuild system has recently been upgraded. If you have an account, but this is your first time logging in since 15th January 2020, then please start by clicking "Forgotten Your password?" and you will be prompted to enter your email address. If you have a company profile, but you don't have a user account associated with it, please ask one of your colleagues to add you.' Below the banner are two main sections. The left section is titled 'MyGuild login' and contains two input fields for 'Email:' and 'Password:', a 'Login' button, and a 'Forgotten Your Password?' link. The right section is titled 'Register' and contains a 'Register' button. A small text box below the 'Register' button states: 'You will need a MyGuild account to be able to login and participate in the Guild of Fine Food's activities, including entering awards and managing your judging profile.'

Existing users – if you already have a MyGuild user account

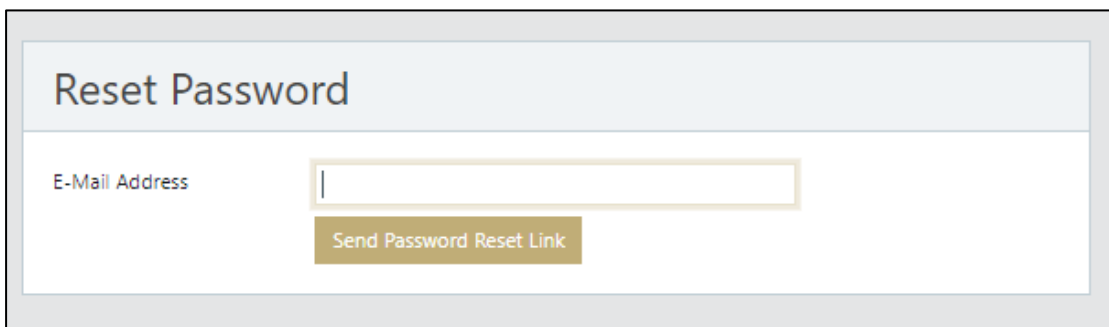
- 1) Under **MyGuild login**, enter your email address and password to login to your MyGuild Company account. From there you will be able to access and update the company details on record and from 23 August 2021 there will be a link to access to enter World Cheese Awards 2021.
 - If you can't remember your password, or if you can't remember if you have a MyGuild user account or not, click on **Forgotten Your Password?**

Figure 2.



The image shows a login form titled "MyGuild login". It has two input fields: "Email:" and "Password:". The "Email:" field contains the text "email@email.co.uk" and is highlighted with a red border. Below the email field, there is a red error message: "These credentials do not match our records." Below the password field, there are two buttons: "Login" (a gold button) and "Forgotten Your Password?" (a dark blue button).

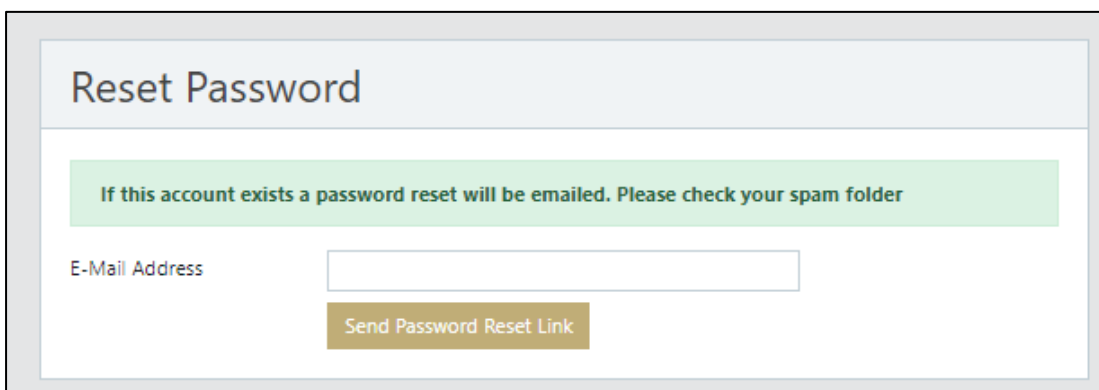
Figure 3.



The image shows a form titled "Reset Password". It has one input field labeled "E-Mail Address". Below the input field is a gold button labeled "Send Password Reset Link".

- Once you have entered your email address and clicked Send Password Reset Link, you will see this message:

Figure 4.



The image shows a form titled "Reset Password". At the top, there is a green message box that says: "If this account exists a password reset will be emailed. Please check your spam folder". Below this message box is the "E-Mail Address" input field and the "Send Password Reset Link" button.

- If there is a MyGuild user account in the system, it will send an email with a link to reset your password. If the email is not in your inbox, please check the spam/junk mail folders for the email.
- Once the password reset email is received, follow the instructions to reset the password and login. If you do not receive a password reset email, go to the instructions for New Users to register a MyGuild account.

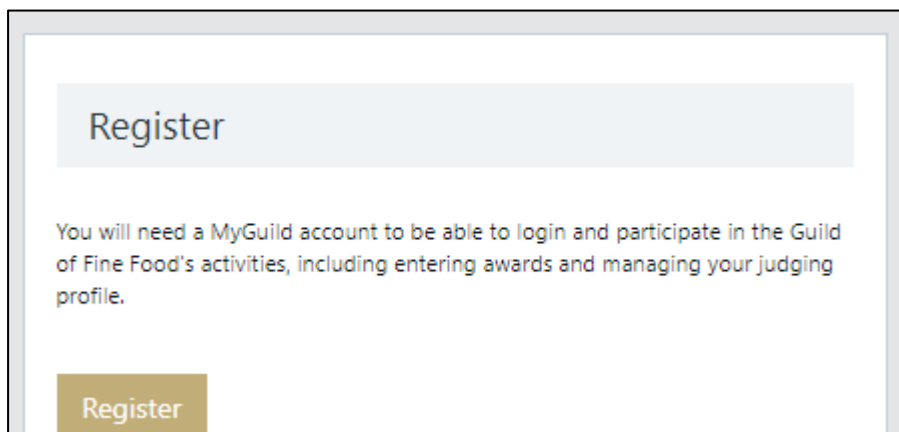
New Users – if you do not have an existing MyGuild account

- 1) If there is no existing Company account in MyGuild you will need to create a new User account and Company account.

If you think that there is an existing Company MyGuild account but you do not have a User account linked to this, please contact myguild@gff.co.uk. We can check the records and advise if there is an existing account and if so, how you can access this.

- 2) Click on **Register**

Figure 5.



- 3) You will be taken to the registration page (see figure 7.), to complete information to create a MyGuild user account and a MyGuild company account.

The sections under headings **Register** and **Your details** are to create your MyGuild user account.

The section for **Your company details** relates specifically to the company that will be entering World Cheese Awards.

A couple of tips:

- The **Company Turnover** question relates to the parent company as a whole, not to a subsidiary or brand within a company
- The question **Do you produce over 20 tonnes of Cheese** relates to a section within the awards categories

- For **Company type** please tick all that apply
- For **Product Codes** please tick all that apply (for products that the company either makes, stocks or supplies)

The section **Public-facing information** is for details that may be made public about the company. Only add details in this section that the company is happy to be made public. Normally this would be the information that would be on a company’s website. The **Generic Email** and **Company Phone** fields are mandatory, so you must complete these to be able to register the MyGuild company account.

- 4) Once you have clicked **Register**, if the system recognises the data in any of the fields you have entered e.g. the generic email address, or if there is an error in any of the fields, it will indicate this at the top of the form. You will need to address each of the highlighted issues in order to continue.

For example:

Figure 6.

The screenshot shows a 'Register' form with a light blue header. Below the header is a red error message box containing the following text: 'A company already exists with this phone number. Please login or contact myguild@gff.co.uk MyGuild for assistance' and 'A company already exists with this email address. Please login or contact myguild@gff.co.uk MyGuild for assistance'.

Figure 7.



The screenshot shows the 'Register' form with a light blue header. Below the header are three input fields: 'E-Mail Address*', 'Password*', and 'Confirm Password *'. Below these is a section titled 'Your details' with four input fields: 'Title:' (a dropdown menu with 'Please Select' selected), 'First name:', 'Website:' (with a placeholder 'do not enter the https:// at the beginning'), and 'Facebook i.e. /username:'.

Continued on next page

Last name*:

Job title*:

Please give at least one phone number

Direct line number:

Mobile:

Twitter, i.e. @guildoffinefood:

Instagram, i.e. /username:

User type*

Please tick all that apply to this user

- | | | | |
|--|---|------------------------------------|--|
| <input type="checkbox"/> Chef | <input type="checkbox"/> Consultant | <input type="checkbox"/> Consumer | <input type="checkbox"/> Council or government officer |
| <input type="checkbox"/> Distributor/Importer/Wholesaler | <input type="checkbox"/> Educator | <input type="checkbox"/> Finance | <input type="checkbox"/> Food technician |
| <input type="checkbox"/> Front of house | <input type="checkbox"/> Legal | <input type="checkbox"/> Marketing | <input type="checkbox"/> Media/Press |
| <input type="checkbox"/> Other | <input type="checkbox"/> PR | <input type="checkbox"/> Producer | <input type="checkbox"/> Product development |
| <input type="checkbox"/> Retailer | <input type="checkbox"/> Sales/Business development | | |

Your company details

Company Name*:

Address Lookup:

Address Line 1*:

Address Line 2:

Address Line 3:

Town*:

County*:

Postcode*:

Country*:

Number of employees*:

Company Turnover*:

Tick this box if company is not VAT registered:

If VAT registered, please enter VAT code & number below:

If VAT registered, please enter VAT code & number below:

VAT Country Code*:

VAT Number*:

Year Established*:

Do you produce over 20 tonnes of Cheese:

Company Type*

- | | | | |
|--|--|--|---|
| <input type="checkbox"/> Association | <input type="checkbox"/> Cash and Carry | <input type="checkbox"/> Co-operative | <input type="checkbox"/> Consultancy |
| <input type="checkbox"/> Corner Shop | <input type="checkbox"/> Deli | <input type="checkbox"/> Farm Shop | <input type="checkbox"/> Food Hall |
| <input type="checkbox"/> Food or Farmers' Market | <input type="checkbox"/> Food Service/Hospitality | <input type="checkbox"/> Garden Centre | <input type="checkbox"/> Health Food Shop |
| <input type="checkbox"/> Media Company | <input type="checkbox"/> Mobile retailer | <input type="checkbox"/> Online Retailer | <input type="checkbox"/> PR Agency |
| <input type="checkbox"/> Producer | <input type="checkbox"/> Sells direct to consumer (online) | <input type="checkbox"/> Sells direct to consumer (premises) | <input type="checkbox"/> Sells direct to consumer (shows, markets & events) |
| <input type="checkbox"/> Service Provider | <input type="checkbox"/> Specialist shop | <input type="checkbox"/> Supermarket | <input type="checkbox"/> Symbol Group |
| <input type="checkbox"/> Tourism | <input type="checkbox"/> Training Provider | <input type="checkbox"/> Wholesaler / Distributor / Importer | |

Product Codes

Please tick all products that you make, stock or supply

- Alcoholic drinks**
- | | |
|---|--|
| <input type="checkbox"/> Beer / Lager / Cider | <input type="checkbox"/> Wine / Spirits / Liqueurs |
|---|--|
- Baked goods**
- | | | | |
|---|-----------------------------------|--------------------------------|--------------------------------|
| <input type="checkbox"/> Bake off dough etc | <input type="checkbox"/> Biscuits | <input type="checkbox"/> Bread | <input type="checkbox"/> Cakes |
|---|-----------------------------------|--------------------------------|--------------------------------|

Chocolate & confectionery
 Chocolate & Confectionery

Dairy
 Cheese Yellow Fats / Butter Yoghurt / Cream / Fromage Frais / Milk

Delicatessen
 Cooked Ham Cured meat & charcuterie Fresh Paté Terrines Foie Gras Olives
 Pies, savoury pastries & quiches Salads (leaves pasta couscous etc) Vegetables Vegetarian Foods

Free-from
 Free-from Organics

Fresh meat & fish
 Bacon Fish & Seafood Fresh Meat Poultry
 Sausages

Frozen products
 Icecream & Sorbet

Hot drinks
 Coffee Hot Drinks Tea

On-site facilities
 Bakery Bottle shop Butchery counter Café/tea room/restaurant
 Charcuterie offer Cheese counter Click and collect Delivery service
 Event space/venue hire Fish counter Hamper service Licensed venue
 Training courses/facilities

Seasonal products
 Christmas Products Hampers & Gift Packs

Soft drinks
 Soft Drinks including Smoothies

Store cupboard
 Crisps & savoury snacks Eggs Fermented foods Flour and Pastry
 Fruit - Dried & Preserved and Nuts Healthfoods / Breakfast Cereals Herbs Spices & Condiments Honey
 Jams & Preserves Mineral Water Mustards Oils
 Pasta & Rice Pickles & Chutneys Puddings & Desserts Ready Meals
 Sauces / Flavoured Oils / Mayo / Dressings Snack Foods Soup / Stocks / Gravy Tinned Provisions (tuna, foie gras veg)
 Vinegars

Public-facing information

The following information may be published to promote your products.

<p>About company*: Please give a brief description of your company (max: 500 characters)</p> <div style="border: 1px solid #ccc; height: 60px; width: 100%;"></div>	<p>Generic Email (i.e. info@): <input style="width: 100%;" type="text"/></p> <p>Company Phone*: <input style="width: 100%;" type="text"/></p> <p>Website: <input style="width: 100%;" type="text" value="do not enter the https// at the beginning"/></p> <p>Facebook URL, i.e. /username: <input style="width: 100%;" type="text"/></p> <p>Twitter handle, i.e. @guildoffinefood: <input style="width: 100%;" type="text"/></p> <p>Instagram Username, i.e. /username: <input style="width: 100%;" type="text"/></p>
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By clicking register below, you have created an account for MyGuild. You will receive an email to verify your account. Please follow the steps to allow access to your account and begin adding your entries.

- 5) Once the account has been created successfully, you will be taken back to the MyGuild login/ Register page (figure 1.) and will see the following message:

Figure 8.

Thank you for registering an account with MyGuild. Please check for an email from myguild@gff.co.uk and follow the 'Click here to verify' link. You will then be able to log into your account and begin adding your entries

- 6) Go to your email account (that for the email address used to create the MyGuild user account) and find the email from myguild@gff.co.uk.

Within the email is a link to click on the verify the account

Figure 9.

Thank you for registering a MyGuild user account. Through MyGuild you can enter Great Taste & World Cheese Awards, this is not the same as applying for Guild of Fine Food membership, that has an approval process and an annual direct debit is established. You can find out more at <https://gff.co.uk/join-the-guild/>

Before you create your MyGuild Company Profile or can update an existing Company Profile, we need to verify that your email address is valid. Please click the button below to continue.

To complete the account setup process please verify your email address by clicking the link below.

[Click here to verify](#)

- 7) Once you have clicked the link to verify the email address, you will be taken back to the MyGuild login/ Register page (figure 1.) and will see the following message. From there you can complete your email address and password under the MyGuild login section to access your account.

Figure 10.

Your e-mail is verified. You can now login.

If you have any issues logging into or creating your MyGuild account, please email myguild@gff.co.uk or call +44 (0)1747 825200.