

Sales Assistant of the Year Awards

2019 How to Guide - Entries

Setting up an account – If you are a new user

If you have previously registered for another event, your log in details will stay the same across all our FluidReview sites.

Step 1: Go to <https://wrbookings.salesassistantawards.co.uk/>.

Step 2: Click the 'Register' button under the 'Not used this site before?' header.

HELP

Welcome to Sales Assistant of the Year - Entries

Not used this site before?
Please create an account

Register

Already created an account?

Sign in

Steps for entering

- 1 - Create an account and sign in
- 2 - Complete the entry form
- 3 - Upload supporting documentation - you can amend your details up until you click the submit button

Forgotten your password?

Password recovery

Sign In

Email:
you@example.com

Password:
Enter your password here...


Sign In »

[Forgot your password?](#)

Need An Account?

Sign Up »

Step 3: Fill out the below details and press 'Create Account' at the bottom of the page.



Registration


A confirmation email will be sent to you once you register. **Please click on the link in the email** to confirm your registration and activate your account.

It is possible that the email could end up in your spam folder, so please check there just in case. If you do find an email in your spam folder, do not forget to mark it as safe to ensure that you receive future messages from us.

First name

Last name

Email

Create a password
 

Confirm your password

Time Zone:

By registering, you agree to receive email communications from us. You may unsubscribe at any time.

CREATE ACCOUNT

Step 4: You will then receive a confirmation email containing a link. **Make sure you click on this link to activate your account.** Once you have done this, you will be able to log in using the below process.

Please note: Emails from FluidReview may automatically be sent to your spam or junk folder. Please make sure you check these folders. **If you have not received an email within 2 hours please contact Jessica Pope on 01293 610354 or by email Jessica.Pope@wrbm.com.**

Signing in

Step 1: Enter the email address your account is registered with and the corresponding password in the 'Sign In' box below.

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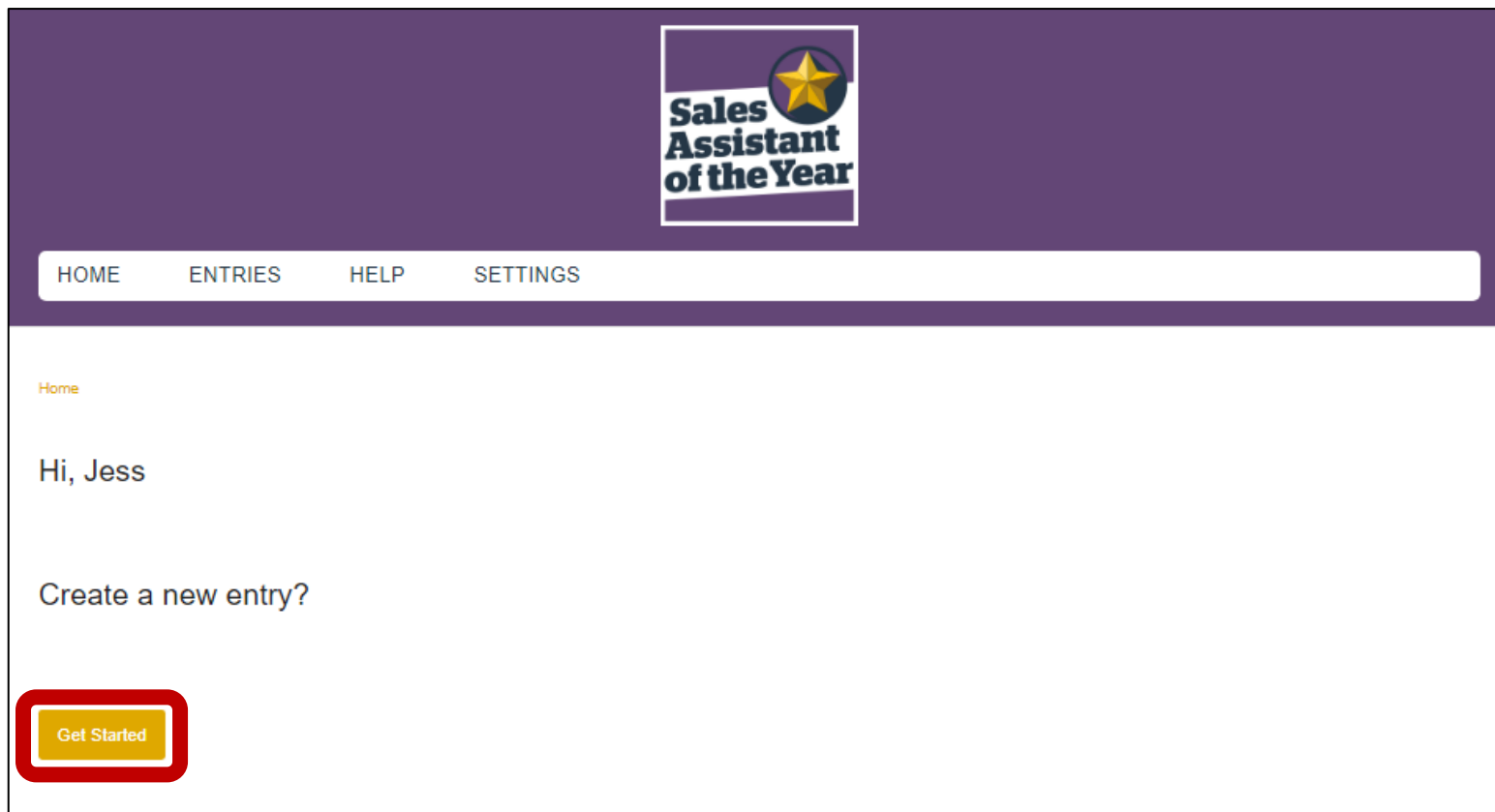
Need An Account?

Sign Up »

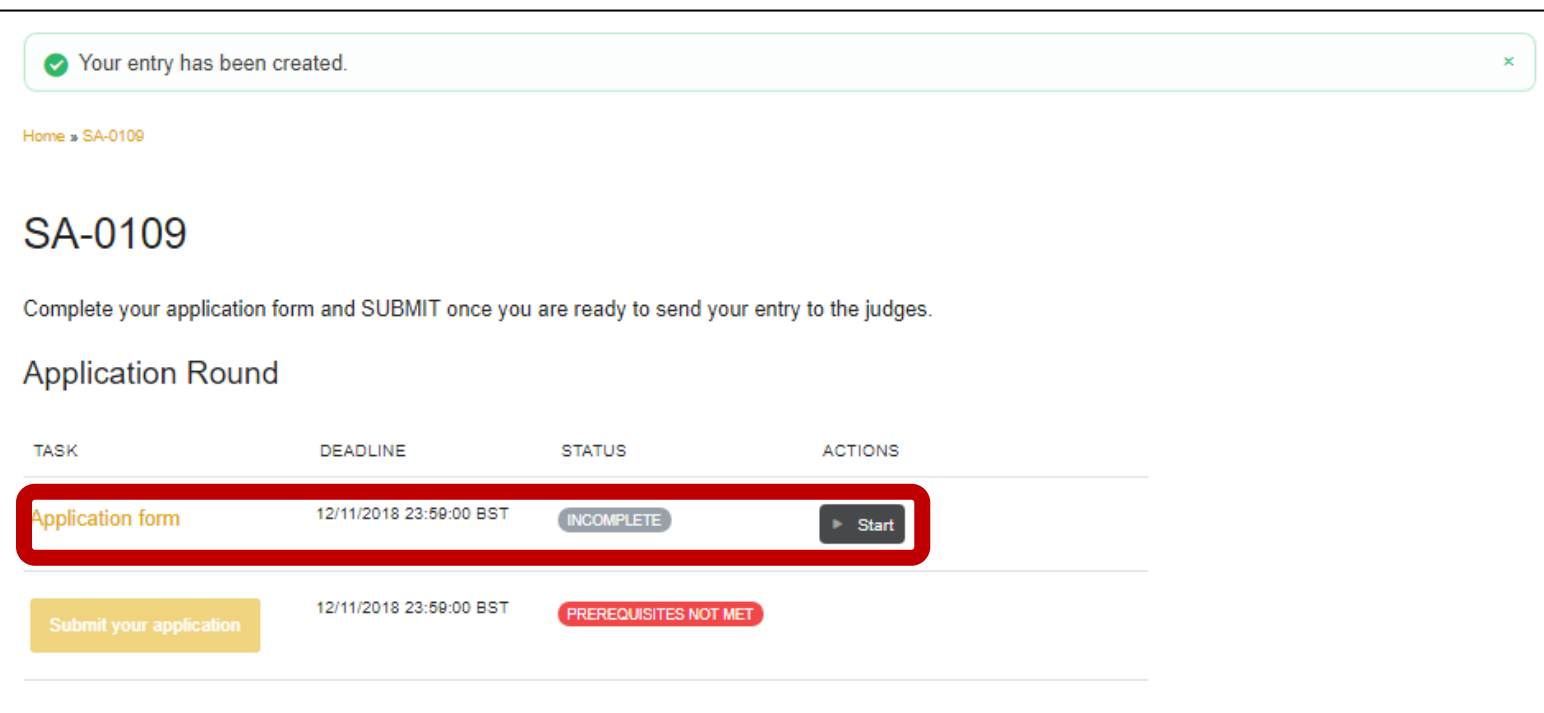
If you have any problems setting up an account or signing in please contact Jessica Pope on 01293 610354 or Jessica.Pope@wrbm.com.

Completing Your Entry

Step 1: You will now be at your account home page. To begin click 'Get Started'.



Step 2: Your entry has been created. Click 'Start' to begin your entry form.



Step 3: Fill in the information below.

| | |
|--|---|
| Your Contact Details | |
| Jess Pope saoya2019helpguide@mailinator.com | |
| Title* | <input type="radio"/> Mr <input type="radio"/> Mrs <input type="radio"/> Ms <input type="radio"/> Miss <input type="radio"/> Dr |
| Job Title* | <input type="text"/> |
| Your Store | |
| For more information on the Store Sector definitions please click here | |
| Store name* | <input type="text"/> |
| Store sector* | <input type="text"/> |
| Store Address | |
| Address Line 1* | <input type="text"/> |
| Address Line 2 | <input type="text"/> |
| Town/City * | <input type="text"/> |
| County | <input type="text"/> |
| Postcode * | <input type="text"/> |
| Contact Details | |
| Main contact number* | <input type="text"/> |
| Alternative contact number* | <input type="text"/> |
| Normal working hours (days and times) | <input type="text"/> |
| Manager's Details | |
| First name* | <input type="text"/> |
| Surname* | <input type="text"/> |
| Email* | <input type="text"/> |
| Daytime phone* | <input type="text"/> |
| Terms of Entry* | |
| Click to view the Terms of Entry | |
| <input type="checkbox"/> Accept | |
| <input type="button" value="Save"/> <input type="button" value="Next"/> | |

For details on which sector your store falls under please refer to the end of this guide.

Step 4: Once all your details are filled in please make sure you accept our Terms of Entry. To review these please refer to <https://www.salesassistantawards.co.uk/terms-of-entry/>. Click 'Next'.

Contact Details

Main contact number*

Alternative contact number*

Normal working hours (days and times)

Manager's Details

First name*

Surname*

Email*

Daytime phone*

Terms of Entry*

Click to view the [Terms of Entry](#)

Accept

Step 5: You will now need to complete the following questions and upload your supporting documents and photos.

Please note the word count for each of the questions

* denotes a mandatory question 60%

Please note you can save and return to complete your form at any stage.

Supporting letter from manager

Please upload a short supporting letter from the manager or store owner explaining the valuable role you play.

No file chosen

Describe how long you have been at your current store and the areas of responsibility that you have taken on during your time there.*

Words entered: 0. Min: 1 Max: 300

Describe an idea that you have introduced or help with, that has made the store more money, raised its profile or improved the running of it.*

Words entered: 0. Min: 1 Max: 300

How do you handle the sales of age-restricted items in store, when someone who might be under the legal age asks to purchase them?*

Words entered: 0. Min: 1 Max: 300

Please give details of any community engagement activities that you have introduced or participated in. Explain how they have helped local people and/or your store.*

Words entered: 0. Min: 1 Max: 300

What, in your opinion, are the key elements that make up great customer service? Give an example or examples of how you have put this into practice.*

Words entered: 0. Min: 1 Max: 300

What is the department and/or area of responsibility in store that you take particular pride in, and why?*

Words entered: 0. Min: 1 Max: 300

Step 6: Please ensure you completed your form fully including any of the upload tasks. Click 'Save & Continue'.

Please add a statement from the store owner or manager telling us why you should be awarded Sales Assistant of the Year.

Words entered: 0. Min: 1 Max: 300

Upload an image of yourself within your store*

Choose file No file chosen

Upload any supporting documentation that demonstrates you as a community hero

Optional

Choose file No file chosen

Upload any other documentation that supports your entry

Optional

Choose file No file chosen

BackSaveSave & Continue

If you have any problems completing your form please contact Jessica Pope on 01293 610354 or Jessica.Pope@wrbm.com.

Step 7: You will now be back at your home page. To complete your entry please make sure you click the 'Submit your application' button. **Your entry will not be complete unless this button is pressed.**

✔ Your form has been completed successfully. ✕

Home » SA-0109

SA-0109

Download entry

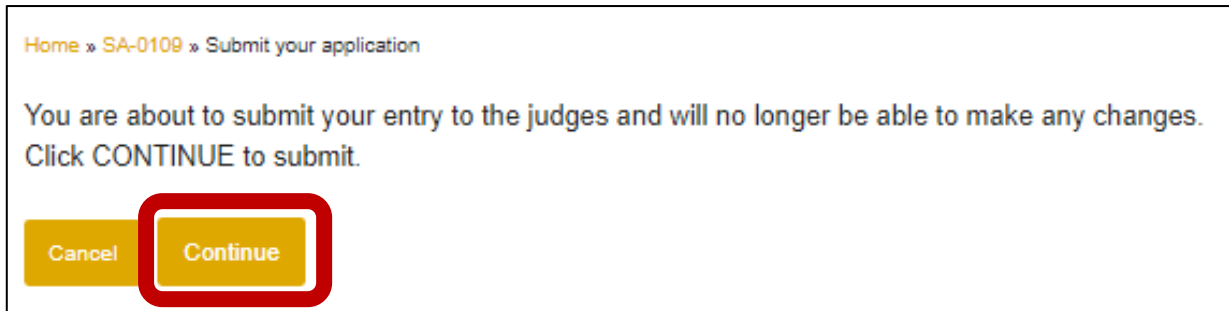
Complete your application form and SUBMIT once you are ready to send your entry to the judges.

Application Round

| TASK | DEADLINE | STATUS | ACTIONS |
|-------------------------|-------------------------|--|---|
| Application form | 12/11/2018 23:59:00 BST | COMPLETE | View Edit Delete |
| Submit your application | 12/11/2018 23:59:00 BST | INCOMPLETE | |

Submit your application

Step 8: Click continue.



Your entry is now complete and will become locked for editing. Should you need to make any changes please contact the team on cstevents@wrbm.com.

Sectors

THE INDEPENDENT SECTOR: Employees working in a business which has nine stores or fewer in the same ownership, whether affiliated to a symbol group or operating under its own brand.

THE MULTIPLE SECTOR: Employees working in a business which is part of a chain of 10 stores or more under the same ownership, trading either under a retailer's own brand or a national symbol brand.

THE CO-OPERATIVE SECTOR: Employees working in any store trading under a co-operative brand.

THE FORECOURT SECTOR: Employees working in any store which has a garage forecourt, whether under co-operative, multiple, symbol or independent brand.