

 **Bulk Entry Process**

The CSWWC 2024 Bulk Entry process is a popular service option for several regions.

Please see below the necessary steps for entering via the bulk process.:

**The steps are:**

1. All producers entering individually or via bulk entry process first **MUST** **REGISTER** **THEMSELVES** (if they haven’t already) via the CSWWC website independently.

This will take less than a matter of 30 seconds to do so.



1. Once registered the site will automatically generate an ID code number: There is an example highlighted below: Rachel - 1027. This is your personal ID code number and it is very important that the producers save this and then share with the representative organisation/generic body when completing the entry spreadsheet.

Producers can then leave the website. They will then submit their details exactly the same as in previous years via a spreadsheet. (Which we have shared with the representative organisation/generic body on request)

There will be a column on this form where it will be important to include your ID code number.

Once all the entries are collated the representative organisation/generic body can then log on to the CSWWC website and register all the producers in the same process as individual producers do through the **Enter a Wine** dropdown tab.

On the entry form there is the option to tick bulk entry and on doing so a box appears to enter the individual producers ID codes. It is very important to override the representative organisation/generic body ID code and input the producer code. On submission we will receive each entry. Once all entries are submitted an invoice can be raised and paid through Eva Callaghan.

We will be able to identify how many entries you have made through the representative organisation/generic body own account.

If for whatever reason you cannot use the online entry form, please submit your spreadsheet to Rachel Davey and we will do this step for you.

Once the results are announced every producer who has registered on the website and entered via the bulk entry process can login to their own account and they will see their own results and tasting notes.

Producers, as well as the representative organisation, will receive all the marketing materials for publishing and promoting their CSWWC 2023 results and receive any further important communication needed.

 Any questions please do contact me

Best
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