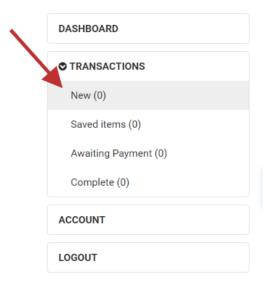


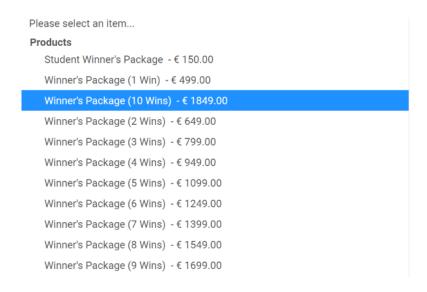
How to buy your Winner's Package

Please note, you must purchase your Winner's Package before purchasing a trophy or certificate. Your Winner's Package must match the number of wins you have (i.e. (1 Win), (2 Wins), etc).

- 1. Log in to your account
- 2. Navigate to TRANSACTIONS > NEW in the left side menu



3. Once in your Basket, you can select the Winner's Package from the drop-down menu. If you have multiple wins, you will need to select the relevant Winner's Package (i.e. 2 Wins, etc).

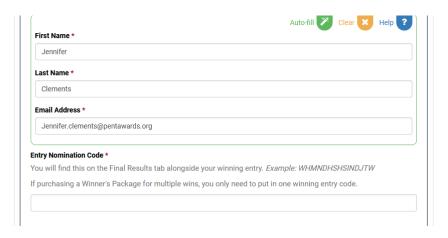




4. Then click + ADD ITEM



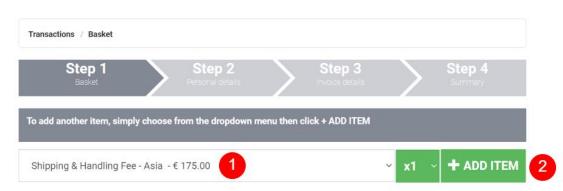
- 5. Add in your details, including the entry nomination code for your winning entry. You can find this on your Final Results tab in your account next to your winning entry. *Example:* BHOJGFAYBHSGE
- 6. If purchasing a Winner's Package for multiple winning entries (i.e. Winner's Package (2 Wins), you just need to put in the code for one winning entry.



7. At this stage, you can add in a trophy or certificate purchase if you wish. Please note, you will also need to add the Shipping and Handling fee for these.

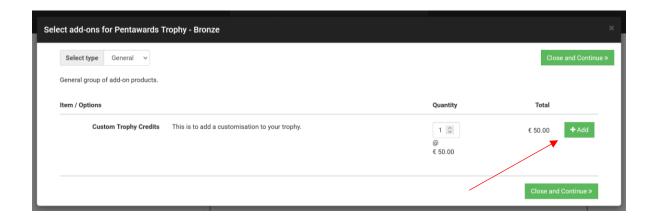






- 8. You will then need to add in your details, including the entry nomination code for the entry you want the trophy of and the entry name.
- 9. If you wish to add any further items please go back to the top of the page to add these in. Please note, you only need one shipping fee per order (even if ordering multiple trophies).
- 10. You can also add custom credits to your trophy for an additional €50 by selecting the ADD CUSTOM TROPHY CREDITS to a trophy order (optional). This allows you to customise information on the trophy if you would like something different to what was submitted in your entry.





11. If adding customised credits, fill in the section on **Custom Trophy information** so we know what information should be used



OPTIONAL - For Custom Trophies only

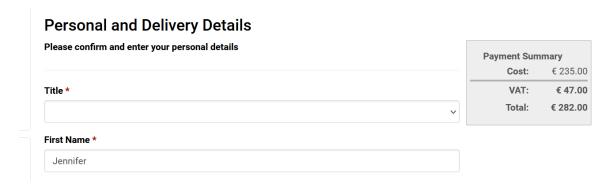
If you have added a Custom Credits to your Basket (at an additional €50), please let us know what information should be displayed in the following format:

year of award / name of pack / who its for (company or individual name)



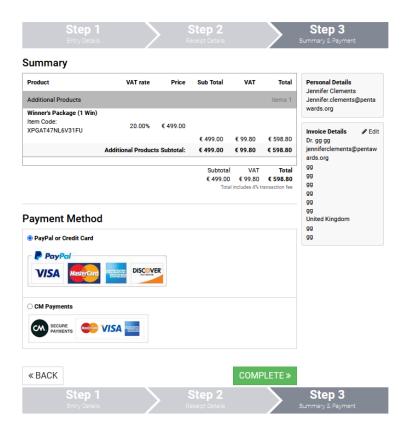
COMPLETING YOUR PURCHASE

- 12. Once you have everything in your basket that you need, click "I have read and accept the Terms and Conditions" box and click CONTINUE to proceed.
- 13. If purchasing something for delivery, please ensure you add the delivery address into the **Personal & Delivery Details** section.



14. Choose the payment option you prefer and click "COMPLETE" to go to our payment partner's website to fill in your card details.





15. Once you complete the payment, you will be redirected to our website and receive a thank you message.

For any enquiries, please contact info@pentawards.org

Congratulations once again on being a Pentawards Winner, we hope to see you again next year!