

HOW TO GUIDE:

Registering and Entering Competitions

1. Go to suffolkcomps.co.uk
 - 1.1 Have you registered for an account?
 - 1.2 **If yes** - log in then proceed to 2.

IF YOU HAVE NOT REGISTERED FOR AN ACCOUNT – YOU MUST FIRST DO SO BY CLICKING ON ‘REGISTER’ - ON THE TOP LINE - and filling in all details required.

If you cannot remember your password click on the box ‘**Reset Password**’ and a new password will be sent to you via your registered email.

Login
Email or password is Incorrect
Email

Password

Reset Password **Register** **Login**

1.3 **If no:**

Complete all sections as required and press on:

Register.

2. **You will now be logged in and redirected to your account page.**

2.1 Click on the County logo - in order to return to the portal home page.

3. **Click on a competition to enter.**

4. **You will be directed to the competition:**

4.1 Read the Eligibility Criteria

4.2 Tick the box to comply to the Eligibility Criteria and the Terms and Conditions

4.3 Click on Add to Basket.

4.4 You will now be directed to the basket.

5. **Basket**

5.1 The top line will show your entry has been added to the basket;

5.2 The second line will be the option to go back to the Competition list – to add an entry for a further Competition – if required;

5.3 The third section will show all the Competitions you have already entered;

5.4 The next Section will show the cost so far;

5.5 The final section will be the option to proceed to make payment.

6. Enter More Competitions or Complete Pay

6.1 If you wish to enter a further competition – Click on –
- and once again follow 4 above.

[Back to Competitions List](#)

6.2 If you do not wish to enter any further competitions – Click on

[Pay securely with card](#)

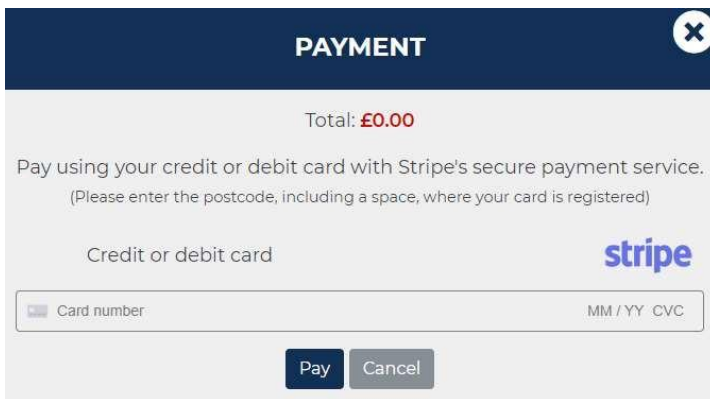
7. Card Details

7.1 Enter your card details (Card Number)

The expiry date (MM/YY) of your card

The three numbers (CVC) on the back of the card

The post code to where the card is registered



The image shows a Stripe payment modal window. At the top, there is a dark blue header with the word "PAYMENT" in white and a close button (an 'x' in a circle). Below the header, the text "Total: £0.00" is displayed in red. The main content area is light gray and contains the following text: "Pay using your credit or debit card with Stripe's secure payment service. (Please enter the postcode, including a space, where your card is registered)". Below this, it says "Credit or debit card" and the Stripe logo. There is a form field for "Card number" with a placeholder "MM / YY CVC" on the right. At the bottom, there are two buttons: "Pay" (dark blue) and "Cancel" (gray).

Then click pay and your payment and entry will be made. You will then be redirected back to your account page. The competition entered will be shown there. Entry is now complete.

You will then be redirected back to your account page. The competition entered will be shown there. Entry is now complete.