

INSTRUCTION FOR YOUR BOTTLE REGISTRATION FOR NICA 2023



The registration of products for the NICA competition is done online. This same system is used during the judging process. And after the event you as a producer can use the same account to look up results and print out award certificates.

All competition info such as categories used, participation prices, sending instructions, etc you can find online on:

<https://www.countryholidays.lv/NICA>

In order to register your products to the competition (a maximum of 3 cider types per participating producer), you:

1. Click on the "Request an account" at the bottom of this page: <https://award.cider-world.com/login>
2. Once requested, you will receive confirmation e-mail and your registration will be checked by CiderWorld Service. Process can take up to 24 hours. Make sure to check your spam /junk mail inbox as this mail could end up in there.
3. On approval, you will receive another email with a link to start the product registration process.
4. Once your account is up and you filled in all your company details, you can start product registration by clicking the green "add a product" button at the top right corner of your screen. There you fill in various information on your first cider or fruit wine. The 4 first fields when registering a product are explained below:
 - Product name / brand: Full producer name and produkt name as per the label on the bottle
 - Sales Designation; Short description of the type of cider, f.e. Sparkling cider with hints of flowers.
 - Designation of Origin: Place or region where the cider comes from.
 - Varieties: Eple varieties (Or other main fruit) used.
5. After this you click the correct category you want to participate in, fill in technical details on your cider / fruit wine and at the end, if available, load a picture of the cider. Not required, only if you have it.
6. Than you preview it and if ready, submit it.
7. Then you can register a second and a third cider / fruit wine in the same way.
8. Once ready, you can click "SUBMIT PRODUCTS". A new site will open
9. Select tasting - Chose and highlight "The Nordic and Baltic Cider Awards (NICA)" under title "Available Tastings"
10. Press button next (button up right) - new site will open
11. Select products - Chose all products (max. 3) and highlight them all
12. Press button next (button up right)
13. Confirm product data - Check data of your first cider - Scroll to the bottom of the page
14. Tick "I confirm the completeness and correctness of data"
15. Press "confirm"
16. Repeat point 12. for every other cider/ fruit wine, you want to submit
17. Press button next (button up right) when you've confirmed data of all ciders - New site will open
18. Submit products - Please press button "Submit & pay now" or "save submissions & pay later"
19. If you chose "Submit & pay now" system will redirect to Stripe payment screen, showing amount with appropriate VAT added. If you are registering as an organization with a valid EU VAT number (other than Latvian), reverse charge VAT can be used. To activate it, you must check the checkbox "Pay as an organization" and enter valid company name and VAT number. Stripe will check the VAT number against EU registry and remove the VAT charge from payment. After that, enter your card data and contact information. After successful payment system will redirect back to your submission page and registration status will be changed to Paid.
20. If you chose "Save submissions & pay later", in order to pay, you must log in to the system again, choose "TASTINGS" at the top of the screen, then click on the "MORE INFOS" link in a "The Nordic and Baltic Cider Awards (NICA)" card, then choose the option "PAY NOW" on the event screen. Payment process is described in previous point.

You can ask for help: anna@celotajs.lv +371 22495916 or girts@celotajs.lv +371 29439146.