

Houston Livestock Show and Rodeo™ International Wine Competition Online Entry



Worksheet and Instruction

Major Features

- **Save - enter prior to premium** -Entry fee before or on Oct. 8, 2008 (until midnight): \$50 per wine
- Entry fee after Oct. 8, 2008: \$60 per wine
- **Save - enter online** - \$5 per wine processing fee for paper entries with approval.
- Re-entrant Web site
- Winery selection feature for those who entered last year
- UPC codes can be added to your entries after entry submission.
- Entry deadline is Oct. 31!

Online Entry Check Sheet

To create your order quickly, have the following information ready:

- Winery name(s) – as it appears on the bottle label (i.e. not the brokerage winery or parent winery) – this information is used for publishing winner information
- Winery address(es) with city, state and postal code(s) or foreign address(es) if applicable.
- Winery contact name, phone number and e-mail address

Remember: The Show needs to be able to get in contact with and accurately publish results and winner information for prizes and publicity.

- Wine name(s) - as it would appear on a wine list
- Country of Grape Origin – If grapes are of international origin
- Bottle volume, % alcohol, % residual sugar or grams sugar per litre (if needed), prevailing Texas retail price/bottle and vintage if applicable
- Distributor name

Note: You must have a Texas distributor or be a licensed Texas self-distributing winery to participate in this competition!

Below are the worksheets you can print out to help you collect the necessary data to complete your entries as well as detailed online entry instructions.

Please use the following pages to help you collect the necessary data to complete your entries.

Winery Information – bolded items are required

Winery Name		As appears on wine label
Marketing Co.		
First Name		Winery Contact
Last Name		Winery Contact
Country	United States	Change if needed
Street		
Street2		
City		
State		Format XX
Postal Code		
E-mail		
Work Phone		Format xxx-xxx-xxxx

Wine Information – bolded items are required

For Winery Name:		To distinguish if entering multiple wineries
Wine Name		As would appear on wine list
Origin		TX, US or Intl
Country		(Required if Origin is Intl)
Group		Choose from list A, column 1
Denom./Varietal		Choose from list A, column 2
Bottle Volume	750 ml	Change if needed
% Alcohol		
% Residual Sugar or Grams Sugar per Litre		(Required for wines put in classes by sugar content)
Retail Price/Bottle		Prevailing TX retail price
Vintage Year		None if no vintage
UPC		8, 12 or 13 number
Distributor Name		Choose from list B or enter Self-Distributed

Wine Information (next wine) – bolded items are required

For Winery Name:		To distinguish if entering multiple wineries
Wine Name		As would appear on wine list
Origin		TX, US or Intl
Country		(Required if Origin is Intl)
Group		Choose from list A, column 1
Denom./Varietal		Choose from list A, column 2
Bottle Volume	750 ml	Change if needed
% Alcohol		
% Residual Sugar or Grams Sugar per Litre		(Required for wines put in classes by sugar content)
Retail Price/Bottle		Prevailing TX retail price
Vintage Year		None if no vintage
UPC		8, 12 or 13 number
Distributor Name		Choose from list B or enter Self-Distributed

Wine Information (next wine) – **bolded items are required**

For Winery Name:		To distinguish if entering multiple wineries
Wine Name		As would appear on wine list
Origin		TX, US or Intl
Country		(Required if Origin is Intl)
Group		Choose from list A, column 1
Denom./Varietal		Choose from list A, column 2
Bottle Volume	750 ml	Change if needed
% Alcohol		
% Residual Sugar or Grams Sugar per Litre		(Required for wines put in classes by sugar content)
Retail Price/Bottle		Prevailing TX retail price
Vintage Year		None if no vintage
UPC		8, 12 or 13 number
Distributor Name		Choose from list B or enter Self-Distributed

Navigation

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Online Entries
Junior Livestock Show
Open Livestock Show
Horse Show
Wine Show
International Days
Agriculture
Home

Agriculture

Houston Livestock Show™ Online Entries

Houston Livestock Show participants and competitors can utilize online entries in lieu of mailed entries.

- [Horse Show Online Entry](#)
- [International Days Online Registration | Inscriccion En línea De los Días Internacionales](#)
- [Junior Livestock Show Online Entry](#)
- [Open Livestock Show Online Entry](#)
- [Wine Competition Online Entry](#)



Online Entries
Junior Livestock Show
Open Livestock Show
Horse Show
Wine Show
International Days
Wine Show
Agriculture

Agriculture • Online Entries

Wine Show Online Entry

Welcome to the Houston Livestock Show and Rodeo™ International Wine Competition online entry site. The 2009 online entry is now open. If you have any questions, please direct them to wine@rodeohouston.com or 832.667.1128.

NOTE: To best utilize the Wine Show Online Entry, please use **Microsoft Internet Explorer** version 6 or higher. If you do not have this Web browser, you may be unable to properly utilize the online entry form and encounter errors that will prohibit you from submitting your entry.



[SEARCH CENTER](#)

Agriculture
Home

[Online Entry Instructions \(PDF\)](#)

[Enter Online Entry](#)

[Competition Handbook](#)

Login Screens

Home | [Login](#) | [Update Account](#) | [Logout](#)

Login Credentials

An Authentication Account is required to access our secure sites.
Select the appropriate option below to proceed.

Returning user? Enter User Name and Password and click Login button.

Don't have an account?
Sign Up For A New Account

First time in?
Click "Sign Up For A New Account"

Already signed up and ready to go.
Enter User Name, Password and click 'Login'.

User Name:

Password:

Login

Forgot my User Name. Email it to me.
Forgot Your User Name?

Forgot my Password or account is locked out? Email me a new password.
(You are REQUIRED to change this password after initial use.)
Forgot Your Password?

Home | [Login](#) | [Update Account](#) | [Logout](#)

New Account Information

* Red Asterisks Indicate Required Information

Test for User Name availability

User Name: * Min 6 / Max 12 (No Spaces)

Password: * Min 8 / Max 255 (Case Sensitive, No Spaces)

Confirm Password: *

E-Mail: * user@domain.com

Security Question: *

Security Answer: *

First Name: *

Last Name: *

Address: *

City: *

State / Province: *

Zip / Postal Code: *

Phone: *

Mobile: Optional

If you are a HLSR Member or a returning customer, please enter your number so that we can look up your account.

HLSR Member / Customer Number: Optional

Submit

Enter information needed to create account and click Submit button.

You will receive a confirmation e-mail with your account information for your records.

Login Page-After New Account is Created

The screenshot shows a login page with the following elements:

- Navigation links: Home | Login | Update Account | Logout
- Section Header: Login Credentials
- Message: An Authentication Account is required to access our secure sites. Select the appropriate option below to proceed.
- Options:
 - Don't have an account? **Sign Up For A New Account**
 - Already signed up and ready to go. Enter User Name, Password and click 'Login'.
 - Forgot my User Name. Email it to me. **Forgot Your User Name?**
 - Forgot my Password or account is locked out? Email me a new password. (You are REQUIRED to change this password after initial use.) **Forgot Your Password?**
- Input fields: User Name: [text box], Password: [text box]
- Buttons: Login
- Footer: **Your Account Has Been Created Successfully!**

Annotations:

- A box on the left says "Successful creation of login account!" with an arrow pointing to the "Forgot Your Password?" button.
- A box on the right says "Now enter your newly created User Name and Password. Click the Login button. You will be taken to the first page of the wine online entry." with arrows pointing to the User Name and Password input fields.

Messages Requiring Browser Setting Changes

Java Script Disabled

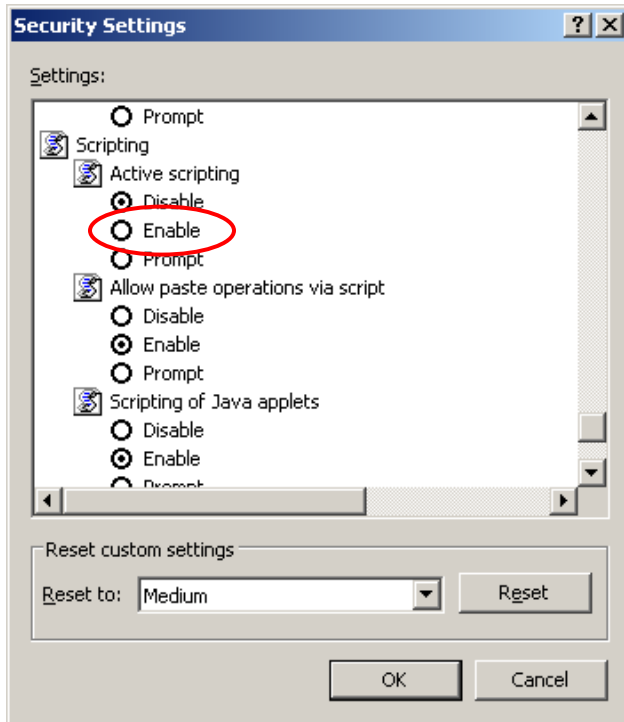
The screenshot shows a message box with the following content:

- Navigation links: Home | Login
- Section Header: Information
- Message: We have detected that Javascript has been disabled. This site requires Javascript to be enabled to work properly. Please enable Javascript before proceeding.

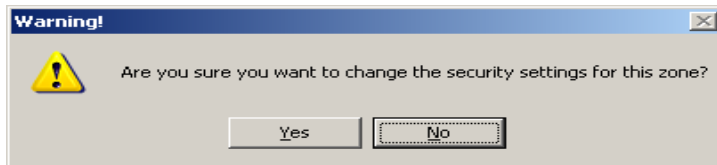
Annotation:

- A box on the left says "Got this message? Take the steps listed below." with an arrow pointing to the message text.

- On the menu bar at the top of the browser, click on Tools, then Internet Options.
- Click on the Security tab and click the Custom Level button.



- Enable Active scripting, click OK and answer yes to the pop-up box.



- Close your browser and start over.

If you experience other issues, please send us an e-mail at wine@rodeohouston.com. If possible, please copy and paste a screenshot of the problem in the e-mail and describe what you were entering or clicked when the issue appeared.

Wine Competition Entry –Welcome Page

Wine Competition Entry - Welcome Pennee Schmitt

Verify you can meet the Auction Requirements in the 2009 Competition Handbook before proceeding.

Premium Fee of \$10.00 per wine charged after Wednesday, October 01, 2008.
Entries **NOT** accepted after Thursday, October 30, 2008.

Begin or Resume Entry: **Enter Wine Competition**

Click 'Maintain Account' to update account information.
If you are a member of the show, please use our **Membership Site** for account up

Maintain Account

Select the desired Submitted Entry and click 'View'
Review entry and update UPCs here

Submitted Entries: -- Select One -- **View**

Winery #: **View**

Refer to 2009 Competition Handbook for further information.

Annotations:

- First time in or returning to finish? Click "Enter Wine Competition" button.
- Address or e-mail changed? Update your login account before proceeding. If your account is grayed out, update your account through the membership site.
- View completed information for a winery. Enter the HLSR Winery # here from the confirmation e-mail.
- View completed entry by entry #. Enter entry # from confirmation e-mail.

Winery Information

NOTE: The accuracy of this information is very important for the presentation of the results. Incomplete or inaccurate information can delay processing of awards.

Wine Competition Entry - Winery Address Print Previous Next Exit Discard

Awards and Recognitions will be mailed to this address

Select Winery: * -- Add New Winery --

Winery
Winery Name: * Actual Winery Name
Marketing Co: * --Select One--

Name
First Name: *
Last Name: *

Address
Country: * United States
Street: *
Street2: Optional
City: *
State: * -- Select One --
Zip: * Format: ##### or #####-####

Contact
Email: * Format: user@domain.com
Work Phone: * Format: #####-####

Annotations:

- * Red Asterisks denotes required field.
- Select the brokerage, parent or marketing winery name here if applicable. Select "--Not in List --" to add marketing company.
- Click Next button to proceed to enter wine information.
- Enter the Winery Name as appears on the wine label.

Wine Competition Entry - Wine Details Print Previous Next Exit Discard

Add Another Winery

Winery: Pennee's Winery

Wines **Add Wine**

There are no Wines. Click 'Add Wine' to Proceed.

Annotation:

- Click on the "Add Wine" button to add a wine.

Wine Entry

Wines will be placed in classes based on the information provided on this page.

Wine Competition Entry - Wine Details

Print Previous Next Exit Discard

Add Another Winery

Winery: Pennee's Winery

Wines Add Wine

There are no Wines. Click 'Add Wine' to Proceed.

Wine Information

Complete Commercial Brand Name:

As on a wine list including winery name, wine, region, vintage, any vineyard, reserve designations or proprietary name

GRAPE Origin: -- Select One --

Group: -- Select One --

Varietal/Denomination: -- Select One --

Bottle Volume: -- Select One --

% Alcohol: Format: ###.##

Prevailing TX Retail Price: Format: #####

Vintage: -- Select One --

UPC:

Wine Self Distributed?: -- Select One --

Enter all numbers; Can add after submission Example Winery is the Texas Licensed Self Distributor of this wine

Save Cancel

Accurately entering the name will ensure proper classification for the competition and promotion of winning wines.

Please enter as requested.

Each selection determines the information in the subsequent drop-down lists.

Wine Information

Complete Commercial Brand Name:

As on a wine list including winery name, wine, region, vintage, any vineyard, reserve designations or proprietary name

GRAPE Origin:

Country: (required if International)

Group:

Varietal/Denomination:

Bottle Volume:

% Alcohol: Format: ###.##

% Residual Sugar: Format: ##.##

Grams Sugar Per Litre: Format: #####

Prevailing TX Retail Price: Format: #####

Vintage: -- Select One --

UPC:

Wine Self Distributed?: -- Select One --

Enter all numbers; Can add after submission Example Winery is the Texas Licensed Self Distributor of this wine

Cancel

Country is required if GRAPE Origin is International.

If needed for classification, % Residual Sugar or Grams Sugar per Litre are required and will show here.

Click to see barcode examples.

Barcode Examples

Use all numbers.



Wine Details Page

Wine Competition Entry - Wine Details

Print Previous Next Exit Discard

Add Another Winery

Winery: Pennee's Winery

Wines Add Wine

Wine Name	Winery Distribution	As Of	Winery	Price	Fee
Test Wine	Blush - Non Vitis Vinifera Rose	10.00%	2005	\$20.00	\$50.00
International	Houston Distributing Company		750ml		\$50.00
Total					\$50.00

If you would like to add additional wines click on the "Add Wine" button

To add additional wineries, click on the "Add Another Winery" button.

Wine Summary

You've completed your first wine entry! Review your entry here.

Wine Competition Entry - Summary

Print Previous Next Exit Discard

Print this page for your records

Entry Summary

As Of: 9/10/2008 9:48:48 PM
Reference #: 4464
Total: \$50.00

Add Another Winery

Edit Winery Delete Winery

Winery

Winery #: 2757
Marketing Co: Aidi Wines
Winery Name: Pennee's Winery
Address: 123 Street
Houston, TX 77095
Country: US
Phone: 832-667-1040
Email: a@b.com

Wine Name	Winery Distribution	As Of	Winery	Price	Fee
Test Wine	Blush - Non Vitis Vinifera Rose	10.00%	2005	\$20.00	\$50.00
International	Houston Distributing Company		750ml		\$50.00
Total					\$50.00

Add / Edit Wines

Miscellaneous

Item	Amount	Total
Wine Competition Premium Entry Fee \$10.00	0	\$0.00
Wine Competition Processing Fee \$5.00	0	\$0.00
Total		\$0.00

Click to exit without completing your entry. Come back later to enter payment information and submit this entry.

Click to add a new winery and at least one wine for the new winery.

Click Next to enter payment information and submit this entry.

Click to edit or delete this winery.

As information is entered, winery and corresponding wine information is populated here.

Click to Add new wines or Edit a wine in the grid above.

Payor Information

NOTE: Foreign addresses are not validated by our system. Therefore, when you get to this point, please e-mail wine@rodeohouston.com or call 832.667.1128 for assistance in completing your order.

Otherwise:

You have three choices on how to enter the payor information:

Wine Competition Entry - Payor Print Previous Next Exit Discard

Must have US address. Foreign payors please call 832-667-1128 for assistance in completing your entry.

Customer Search

Enter By: *
-- Select One --
Customer Number and Zip
Type In Manually

Customer Number and ZIP

Wine Competition Entry - Payor Print Previous Next Exit Discard

Must have US address. Foreign payors please call 832-667-1128 for assistance in completing your entry.

Customer Search

Enter By: *

Customer Information

Customer #: *

Zip: * Format: ##### or #####-####

If you know the payor's customer number and ZIP code, enter here and click the Find button.

Wine Competition Entry - Payor Print Previous Next Exit Discard

Must have US address. Foreign payors please call 832-667-1128 for assistance in completing your entry.

Enter By: * Customer Number and Zip

Customer Information

Customer #: * 1103497
 Zip: * 77095 Format: ##### or ###

Customer Information

Customer Type: * Individual

Name

First Name: * Another
 Last Name: * Test

Address

Mailing Address

Street: * 123 Street
 City: * Houston
 State: * Texas
 Zip: * 77095 Format: ##### or #####-####

The Address Verification Service returned:
 Not Coded.
 Address out of Range.
 Not Matched to Zip+4.

Override my address with the information above

Contact

At least one Phone Required

Email: * a@b.com Format: user@domain.com
 Home Phone: 222-333-4444 Format: ### ### ####
 Mobile Phone: Format: ### ### ####
 Work Phone: Format: ###

Customer information auto-fills. Make needed changes here or through the membership Web site if the record is read-only here.

The Address Verification Service returned:
 Not Coded.
 Unknown Street.
 Not Matched to Zip+4.

Override my address with the information above

Address doesn't validate? Open another browser and check it at: <http://zip4.usps.com/zip4/welcome.jsp>

If the address is not valid for the US Postal Service, a message will be returned indicating the problem. Please correct the address and click next. If the address is correct, but will not validate, click the "Override..." checkbox and then click the Next button to proceed.

Use Login Information

Wine Competition Entry - Payor Print Previous Next Exit Discard

Must have US address. Foreign payors please call 832-667-1128 for assistance in completing your entry.

Customer Search

Enter By: * Type In Manually

Click the "Use Login Information" button to auto-fill with the information from your authentication account.

Type in Manually

Wine Competition Entry - Payor Print Previous Next Exit Discard

Must have US address. Foreign payors please call 832-667-1128 for assistance in completing your entry.

Customer Search

Use Login Information

Enter By: *

Customer Information

Customer Type: *

Name

First Name: *

Last Name: *

Address

Mailing Address

Street: *

City: *

State: *

Zip: * Format: ##### or #####-####

Type in the payor information and click the Next button.

Wine Competition Entry - Payor Print Previous Next Exit Discard

Must have US address. Foreign payors please call 832-667-1128 for assistance in completing your entry.

Click the Previous button to make changes to your entry. Any billing and payment information entered will not be saved. Click Next to enter payment information.

Submittal Page

Wine Competition - SUBMITTAL Print Previous Next Exit Discard

Print this page for your records

Click **SUBMIT** Button below **PAYMENT** to **FINISH!!**


Entry Summation

Summary As Of:	9/11/2008 8:12:27 AM
Reference #:	4464
Total Amount Due:	\$50.00

Payor

Customer #:	1103497
Customer Name:	Another Test
Address:	122 Lane Houston, TX 77095
Home Phone:	222-333-4444
Email:	a@b.com

Payment

Payment Instructions  HELP

Payment Method:

Card Type:

Card Number:

Name on Card:

Expiration Date:

Click to submit your entry. Submit

Choose Credit Card or e-Check

Click the Payment Instructions help button for examples on Credit Card and e-Check payments.

Windows Internet Explorer

Are you sure you want to submit this Entry for \$50.00?

When ready to complete the entry, click on the OK button else click Cancel to make changes to your entry.

Please wait while your Entry is processed. After successful processing, you will be redirected to a Receipt Page and a confirmation receipt will be emailed to you as well.

Entry Confirmation

Wine Competition Entry - Receipt

Print this page for your records

Entry Summation

Order Date:	9/11/2008 8:16 AM
Order #:	884616
Total Amount:	\$50.00
Payment Method:	Credit Card
Card #:	****6780

Return to the wine start page where you can view your entry and upload UPCs.

Thank You for Entering the Wine Competition

[Home](#) [HLSR Home](#)

You will receive a confirmation e-mail. If you do not receive an e-mail confirmation, please notify us at wine@rodeohouston.com.

Review Completed Entries

Wine Competition Entry - Welcome Pennee Schmitt

Verify you can meet the Auction Requirements in the 2009 Competition Handbook before proceeding.

Premium Fee of \$10.00 per wine charged after Wednesday, October 01, 2008.
Entries **NOT** accepted after Thursday, October 30, 2008.

Begin or Resume Entry: [Enter Wine Competition](#)

Click 'Maintain Account' to update account information.
If you are a member of the show, please use our [Membership Site](#) for account updates.

[Maintain Account](#)

Select the desired Submitted Entry and click 'View'
Review entry and update UPCs here

Select the entry # or enter the winery # to review your entry and update the UPCs then click on the View button to proceed.

Submitted Entries: [View](#)

Winery #: [View](#)

Refer to 2009 Competition Handbook for further information.

Summary Page

Wine Competition Entry - Summary

[Print](#)[Previous](#)[Next](#)[Exit](#)[Discard](#)

Print this page for your records

Entry Summary

As Of: 9/11/2008 8:19:17 AM
Order #: 884616
Total: \$50.00
Payment Status: PAID

After entering UPCs,
print 2 copies of this
page: one for your
packing slip and one
for your records.

Click here to update UPCs.

[Update UPC](#)

Winery

Winery #: 2757
Marketing Co: Aidi Wines
Winery Name: Pennee's Winery
Address: 123 Street
Houston, TX 77095
Country: US
Phone: 832-667-1040
Email: a@b.com

Wine Origin	Group Denomination Distributor	% Alc % Sug	Vintage Size	Retail UPC	Fee
Test Wine	Blush - Non Vitis Vinifera Rose	10.00%	2005	\$20.00	
International	Houston Distributing Company		750ml		\$50.00
Total					\$50.00

Miscellaneous

There are no Miscellaneous Fees

Payor

Customer #: 1103497
Customer Name: Another Test
Address: 122 Lane
Houston, TX 77095
Home Phone: 222-333-4444
Email: a@b.com

Entering UPCs

Wine Competition Entry - UPC Update

Wines

Example

Winery	Wine	Vintage	UPC	Result
Pennee's Winery	Test Wine	2005	<input type="text"/>	

Enter the UPC # then click on the Update button.

Wine Competition Entry - UPC Update

Wines

Example

Winery	Wine	Vintage	UPC	Result
Pennee's Winery	Test Wine	2005	639136708933	Updated

Once the UPC has been updated a result will be displayed.

The updated UPCs will be displayed on the Summary page when you click the Back button.

If on reviewing your entry you discover changes that need to be made, please e-mail them to wine@rodeohouston.com.