

## **BCWA Services Site GUIDE to 2019 Membership Renewal (2018 Crop Registration)**

(Updated November 01, 2018)

On March 01, 2017 the BCWA changed to an “on line” registration/reporting site called “BCWA Services Site”. This site contains all crop data from 2015 forward, as well as other information such as; Icewine registration/production, Invoices, Personnel/e-mails and all applications and results for BC VQA approval.

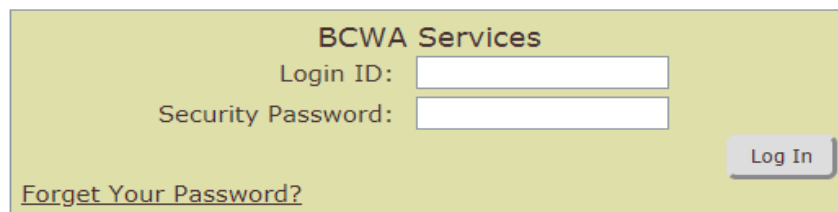
**To enter the site** it is suggested that you use either Chrome or Firefox as your browser (Internet Explorer doesn't not always work correctly).

In the top browser bar enter: <https://bcwaservices.azurewebsites.net>

To proceed enter your information into the Login ID and Security password boxes and click on the grey “Log-In” button.

### Welcome to BC Wine Authority (BCWA) Services

You are about to log in to BCWA Services. This service is provided for registered BC wineries and growers. Please have your Login ID and password ready.



BCWA Services

Login ID:

Security Password:

[Forget Your Password?](#)

By logging into the BC Wine Authority (BCWA) Services website, I acknowledge that all information that I enter will be used and relied upon by BC Wine Authority for purposes related to the administration of the BC VQA and *Wines of Distinction* programs. This includes collecting information about wineries, grapes, wines and processes used to produce wine. This information will be used to evaluate compliance with the Wines of Marked Quality Regulation.

**If you do not have a Login ID or for any issues with logging in, please contact the BC Wine Authority during office hours at [info@bcvqa.ca](mailto:info@bcvqa.ca), or by phone direct 250-494-8896 or toll free 877-499-2872**

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This should load the **Home Page**

Before you click on anything, please have a read through **ALL** of the following document for explanations and instructions

## **IMPORTANT ANNOUNCEMENT**

### **CHECK AND UPDATE YOUR PERSONNEL BEFORE DOING YOUR 2019 RENEWAL**

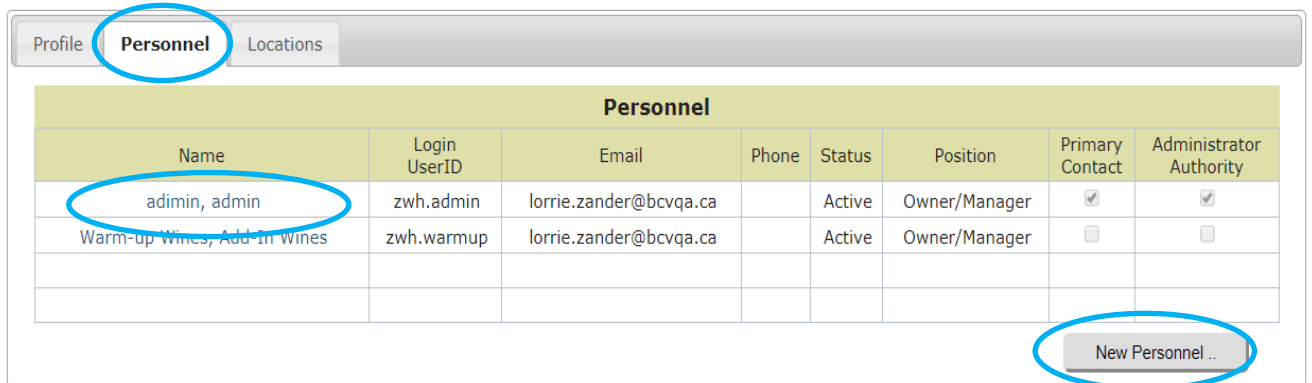
For 2019 the BCWA will not be e-mailing out the “Consent Form” – this is the form that lists your personnel, positions and e-mail addresses.

This information is now on the Services Site. You may check and update it by clicking on “Edit Profile” and then the tab that says “Personnel”.

Click on the individual name to update information

OR

Click on “new personnel” to add people.



Personnel							
Name	Login UserID	Email	Phone	Status	Position	Primary Contact	Administrator Authority
adimin, admin	zwh.admin	lorrie.zander@bcvqa.ca		Active	Owner/Manager	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Warm-up Wines, Add-in wines	zwh.warmup	lorrie.zander@bcvqa.ca		Active	Owner/Manager	<input type="checkbox"/>	<input type="checkbox"/>

New Personnel ..

It is your RESPONSIBILITY to ensure that this information is correct and up to date. The BCWA uses this information to ensure they are sharing confidential information with correct personnel only at your winery.

Failure to do so may result in missed communications, or may keep information from being accurately shared.

## **2019 MEMBER RENEWAL**

### **For Existing Members:**

You may enter the renewal screen by clicking on the link “Organization Profile” under Member Renewal on the right hand side of your HOME page

#### Member Services

##### Wine Approvals

Enter new wine applications and monitor the status of panel tests, lab tests and label reviews.

##### Wine Transfers

Register Wine Transfers as a Seller, and view Wine Transfers as a Buyer.

##### Icewine Management

Register Icewine and Late Harvest grapes, record grape Harvests and juice Pressings.

##### Crop Registration

Register Crop tonnage for the current and past production years.

##### Invoice History

Archive of invoices.

*(return to BCWA Services Administration page)*

#### MEMBER RENEWAL

**BCWA Membership registration renewals for 2019 are now being accepted.**

Please confirm your intention to renew under the "Renewal" tab in your [Organization Profile](#).

Your BCWA membership will lapse in **52** days.

#### NEWS

##### IMPORTANT ANNOUNCEMENT

Re: Contact Information for Personnel

[Read more »](#)

**This will open your “Member Profile”**

**CLICK on the tab “RENEWAL”**

**CLICK the grey box “Renew Now”**

Z Winery

The screenshot shows the Z Winery Member Profile page. At the top, there are tabs for Profile, Personnel, and Locations. Below these, the Member Profile section has tabs for General, Website, Renewal, and Brands. The Renewal tab is circled in blue. The main content area displays "Membership Renewal" in red text, followed by "Renew your BCWA Membership for 2019." Below this is a paragraph of text regarding BCWA regulations. At the bottom of the content area, a grey "Renew Now" button is circled in blue.

This will open a step by step renewal. **You must finish all information in one session**

Click "Begin Registration" when you are ready and follow the steps in each screen.

### 2019 Membership Registration

BC Wine Authority membership is valid for a single processing year, from January 1 to December 31, and must be renewed yearly.

The *standard* registration renewal fee (plus GST) for membership with the BC Wine Authority (BCWA) Services is:

- \$65.00 standard inspection fee, AND
- \$10.00 per Ton (\$11.02 per Tonne as per Schedule 4, Item #1, Column 2 of the Regulation) on grapes processed for the manufacture of only BC Wines of Distinction and/or BC VQA  
OR  
\$50.00 (whichever is greater)

(See 'NEW Membership Levels' below for new pricing information)

The following pages will step you through completing your BC Wine Authority membership registration.

The 5 part form is listed in the left-hand Sidebar. You must complete each part as thoroughly as possible; any missing information may delay processing your registration.

Once you start filling out this on-line form you must continue through to the end in order to submit and save your information. Note that any pause or idle time over 20 minutes will cause your session to time-out and terminate, and you will lose the data keyed in so far.

**NEW Membership Levels** - Beginning January 2019, the BCWA now offers 3 levels of membership to reduce costs for smaller wineries. Click [here](#) to find out more.

**A SUGGESTION BEFORE YOU START** - Using the Sidebar navigation on the left, please take a few moments and review the individual pages to understand what information you will be asked to provide. Ensure you have this information readily at hand before proceeding with the registration process.

Begin Registration

### Please Note

For the 2019 membership renewal there are **three levels of levies** based on your 2018 crop. Please ensure you choose the correct level.

### Business Details

Licence Number: \*

Licence Type: \*  Land Based  Commercial

Winery Size: \*  Small: Under 250 Tons  
 Medium: 250-1250 Tons  
 Large: Over 1250 Tons

Website Address:

### New for 2019 - Membership Level

Beginning January 2019, the BCWA now offers 3 levels of membership to reduce costs for smaller wineries. Click [here](#) to find out more.

Membership Level: \*  Standard  
 Level 1: 20.00 tons / 5 panel tests  
 Level 2: 40.00 tons / 8 panel tests

Previous

Next

\* Indicates required field

## Registering 2018 Crop

DO NOT enter anything into the boxes "tons and estimated tonnage fee" this will automatically fill.

### To Enter Crop:

Click on **Add Varietal**

Use the black drop down arrow to choose your variety (Only main names are shown, ie: for Pinot Grigio enter Pinot Gris. Cabernet Merlot, must be broken down by the individual varieties)

Enter your tons. You may choose metric by checking the box, but all invoices will be in standard tons. If entering under 1 ton (tonne) you MUST put a zero in front – **0.75**

The system will automatically enter an estimated juice/litres. Leave as this default. This is under construction. Once completed you will be able to adjust to your actual litres.

**SAVE** after **each** varietal is entered.

## Production Registration

Here you register the grape tonnage for all varietals planned to be used in the production of BCWA wine or Wine of Distinction during the membership year.

### Membership Level - Tonnage Limit

Note the Membership Level selected for this organization limits the registered crop to **20 tons**.

**PLEASE BE ACCURATE AND THOROUGH** as these registrations will be used to calculate your Crop levy. Errors or omissions may delay your membership processing.

Regarding Grape Quantity - All crop will be converted to Standard Tons, and all invoices will be produced and registered in Standard Tons.

Regarding Juice Estimation - Juice volumes are estimated at 600 litres per Standard Ton. If you know your actual volume, please overwrite the estimate with the correct value (in 1000's of litres).

Tons  Estimated Tonnage Fee \$

Use Metric

Varietal	Grape Qty. (Tons)	Juice Estm. (K-Litres)	Icewine / Late Harvest	Comments (Up to 500 chars)	Status	Actions
Merlot	1	0.6	Ice. <input type="checkbox"/> <input type="checkbox"/> LH			
Riesling	1		Ice. <input type="checkbox"/> <input type="checkbox"/> LH			
Chardonnay	0.75	0.45	Ice. <input type="checkbox"/> <input type="checkbox"/> LH			
Totals	2.75	1.65				<input type="button" value="Add Varietal .."/>

**You may adjust and delete as you are working in this screen, but NOT once you have submitted your registration.**

Complete the Declaration. A summary page will appear, **check this one final time**.

Once all information is finished and correct click the grey "Submit Registration for Invoicing" button

**A confirmation screen that your Registration is Complete will appear and you may view and/or print/save your invoice**

## Registration Complete

Thank you, your registration information has been received. You now need to remit to the BC Wine Authority the following documents in order to complete the renewal process:

1. A cheque payable to the BC Wine Authority
2. A copy of your Winery Licence
3. Mail to:

**BCWA**  
3-7519 Prairie Valley Road  
Summerland, BC  
V0H 1Z4

**Note: this registration is not considered complete until final payment and licence copy are received on or before March 31 of the current year.**

Please print your invoice NOW!

[Print Your Invoice](#)

[Exit](#)

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