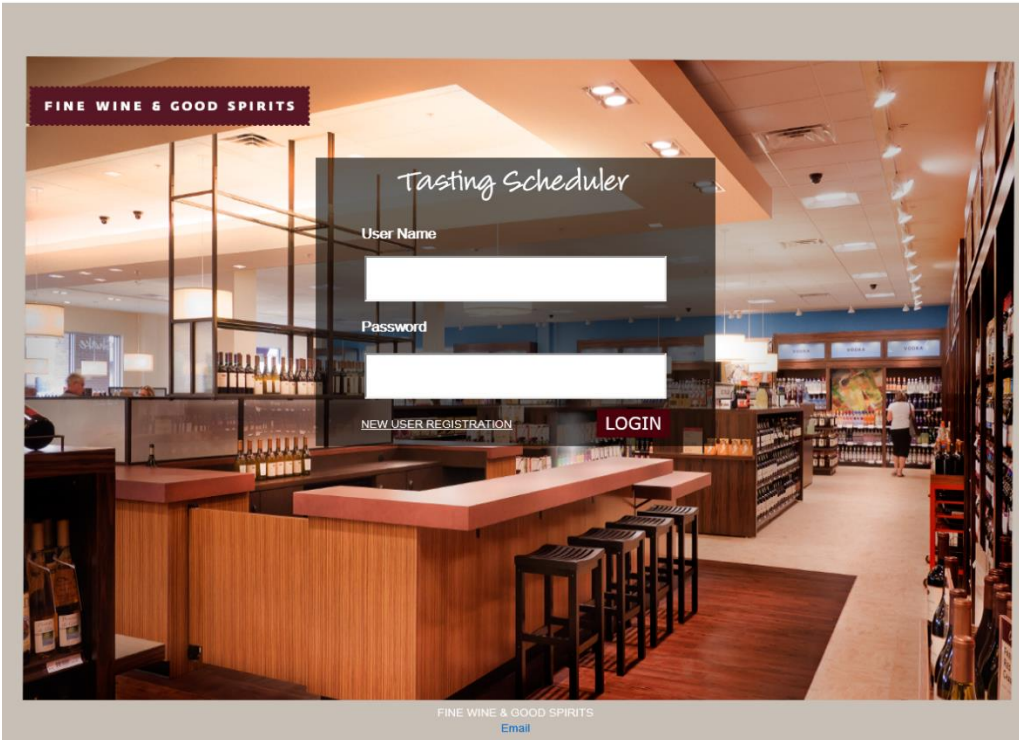


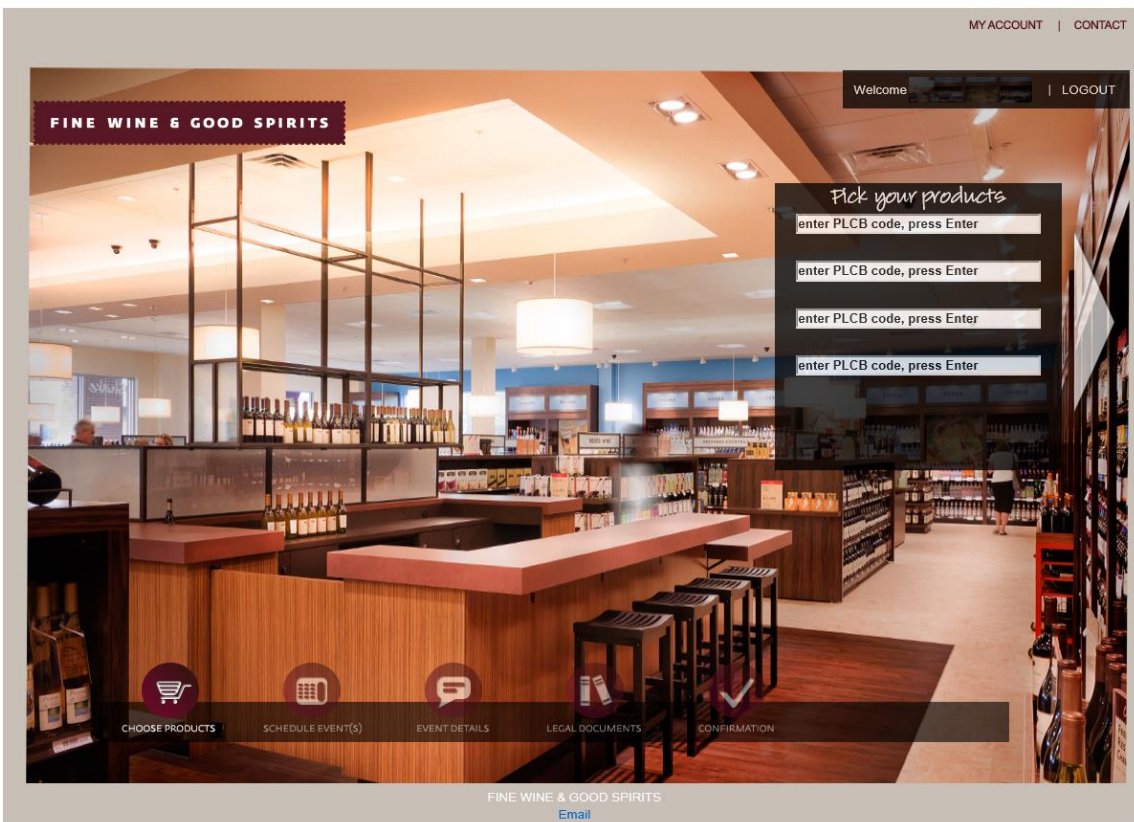
How to Enter Tastings in the FW&GS Tasting Scheduler

Go to [Tasting Scheduler](#) to sign in:

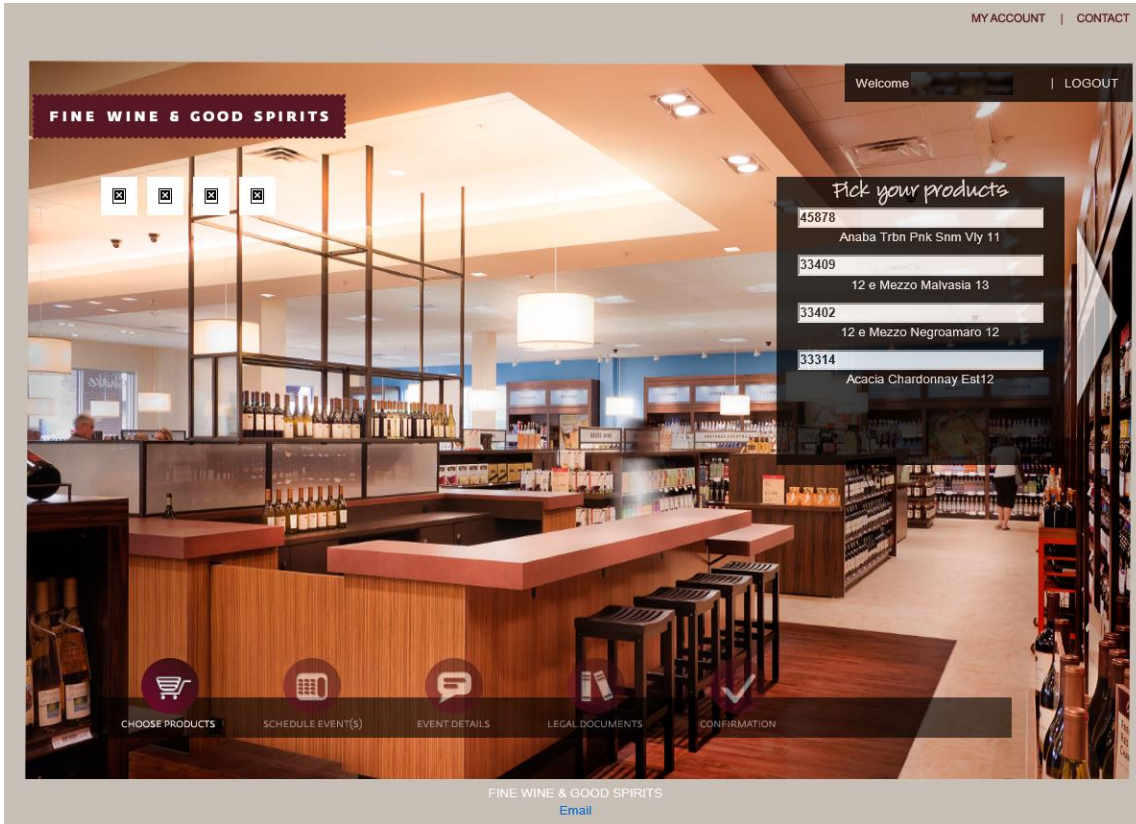


Enter your User Name and Password, then click LOGIN.

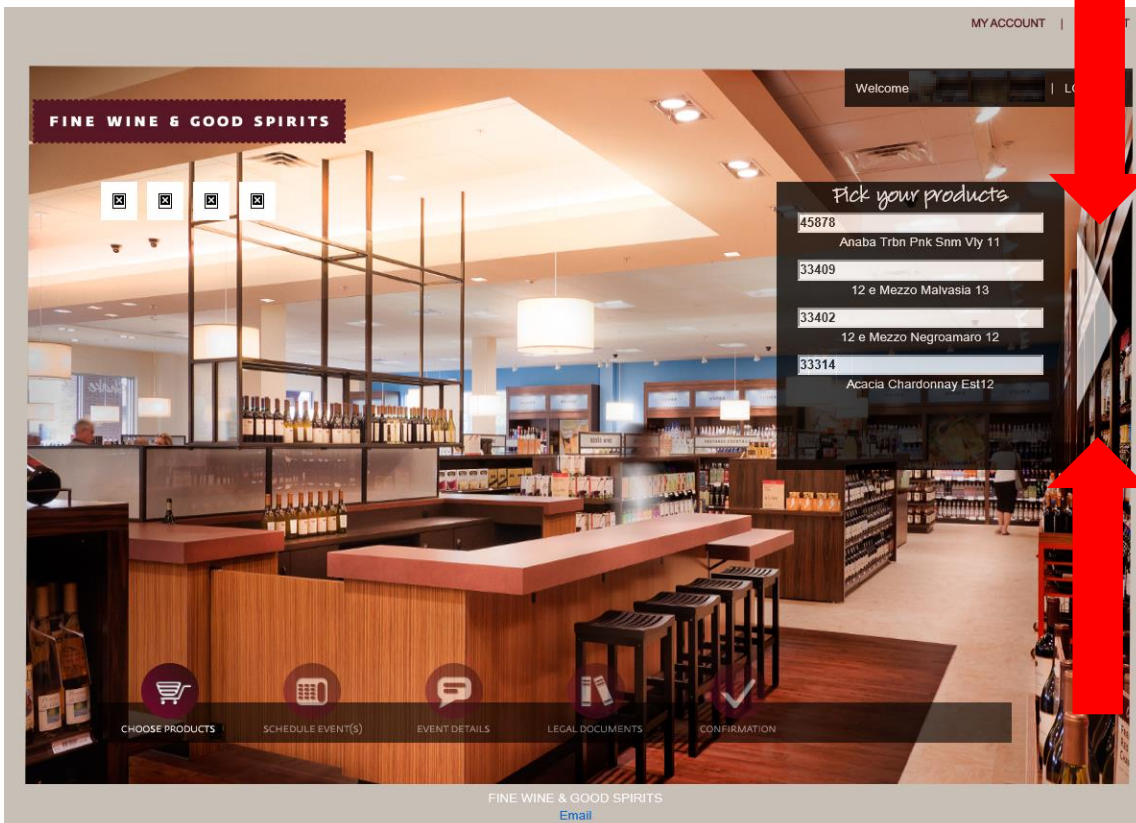
On the "Pick your products" screen, enter product codes, then press Enter.



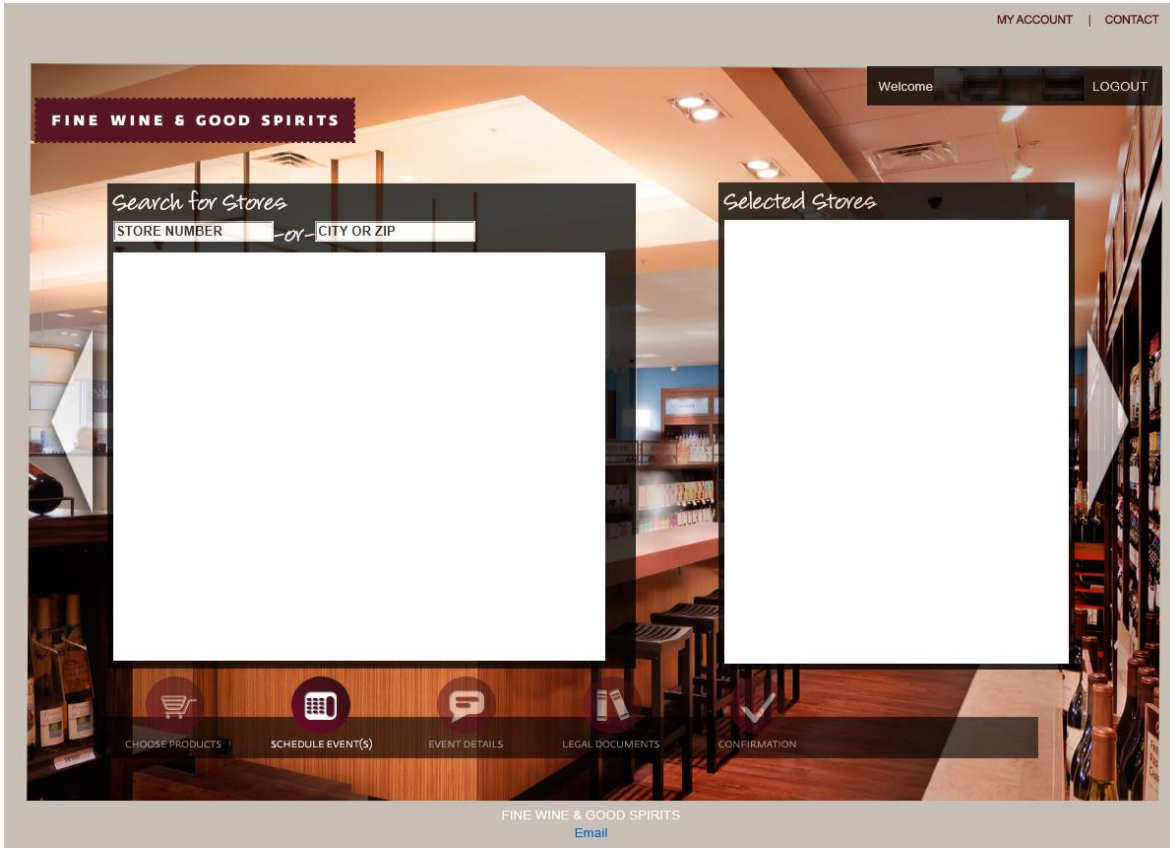
Your screen should look similar to below.



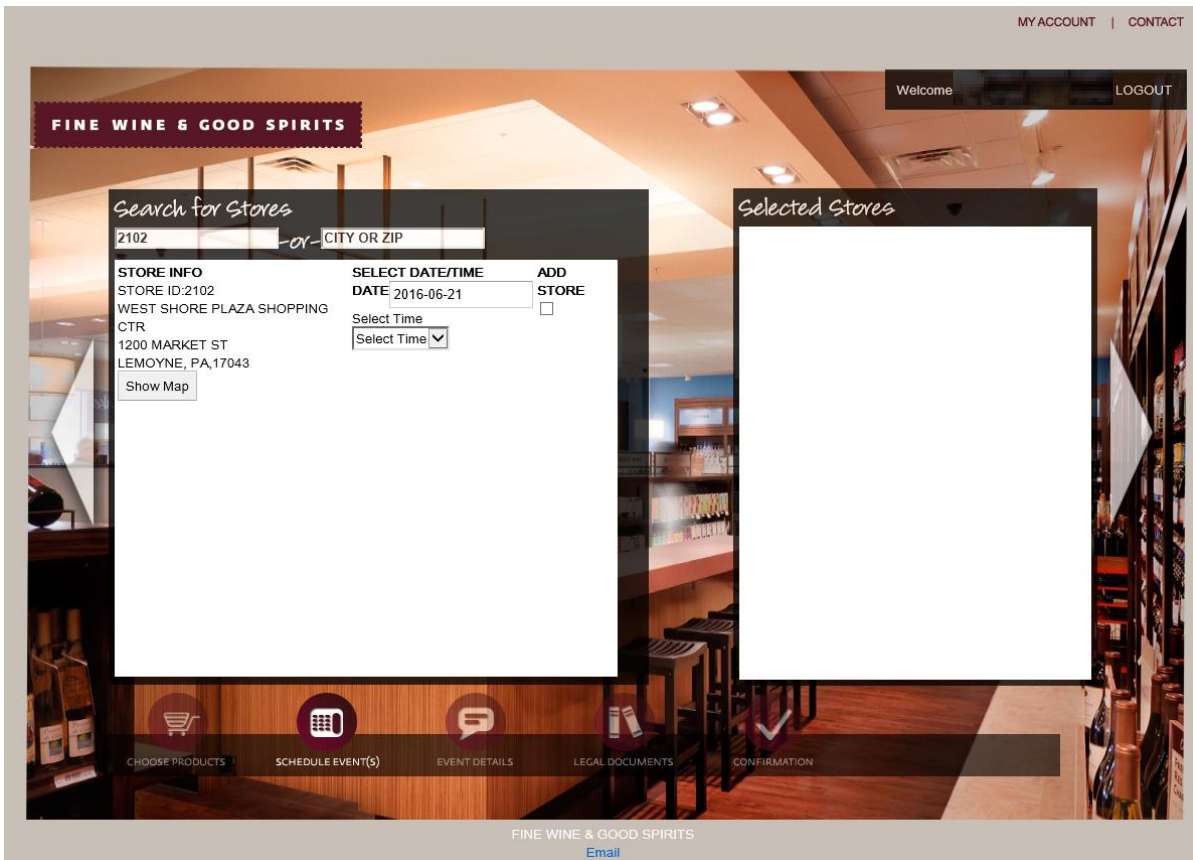
After all products have been entered, please click the white arrow.



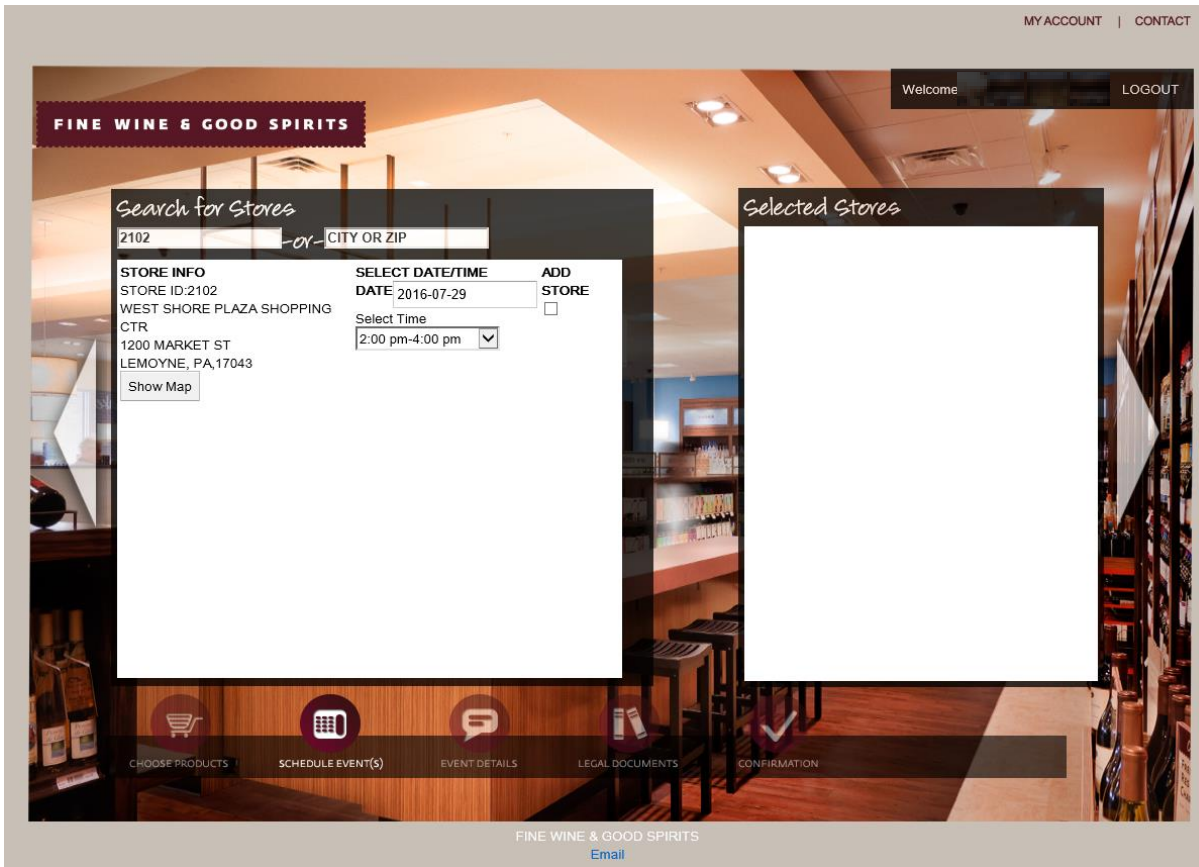
Select Store Page:



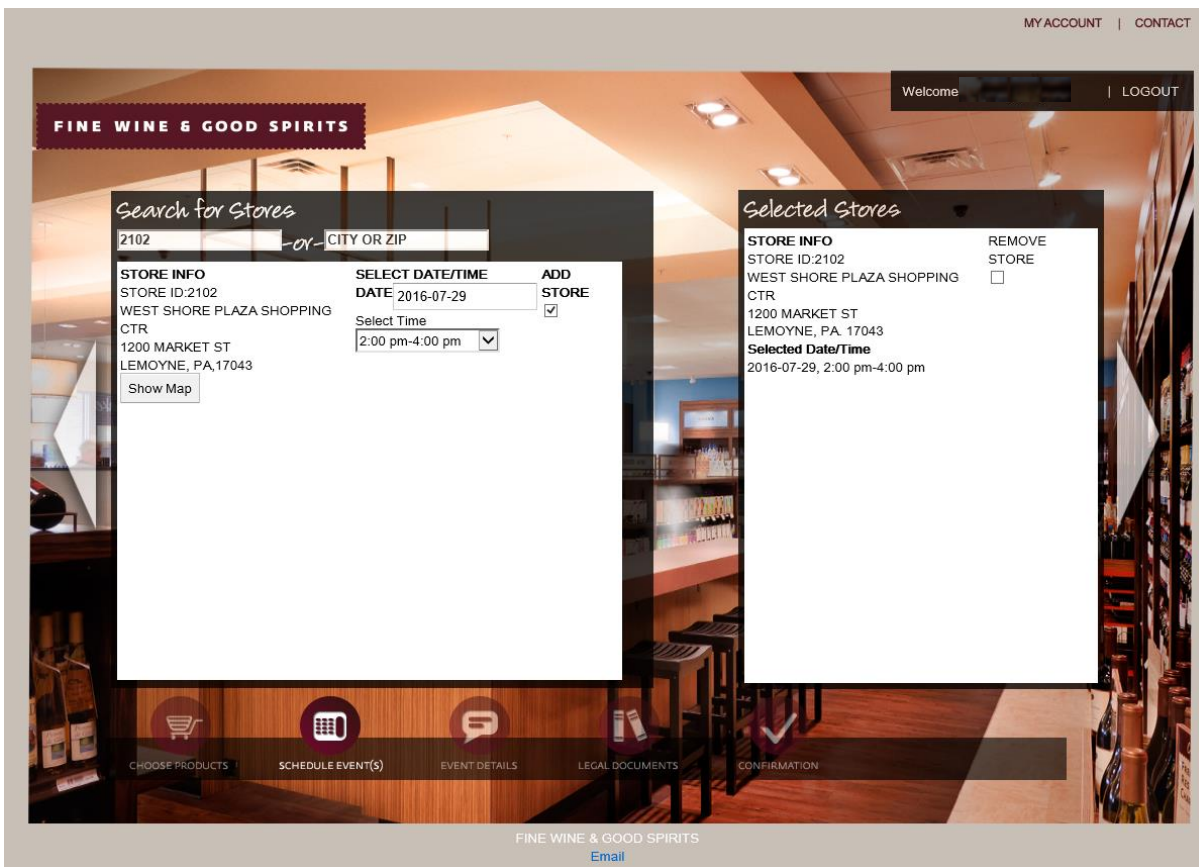
Type in store number, city or ZIP code and select enter.



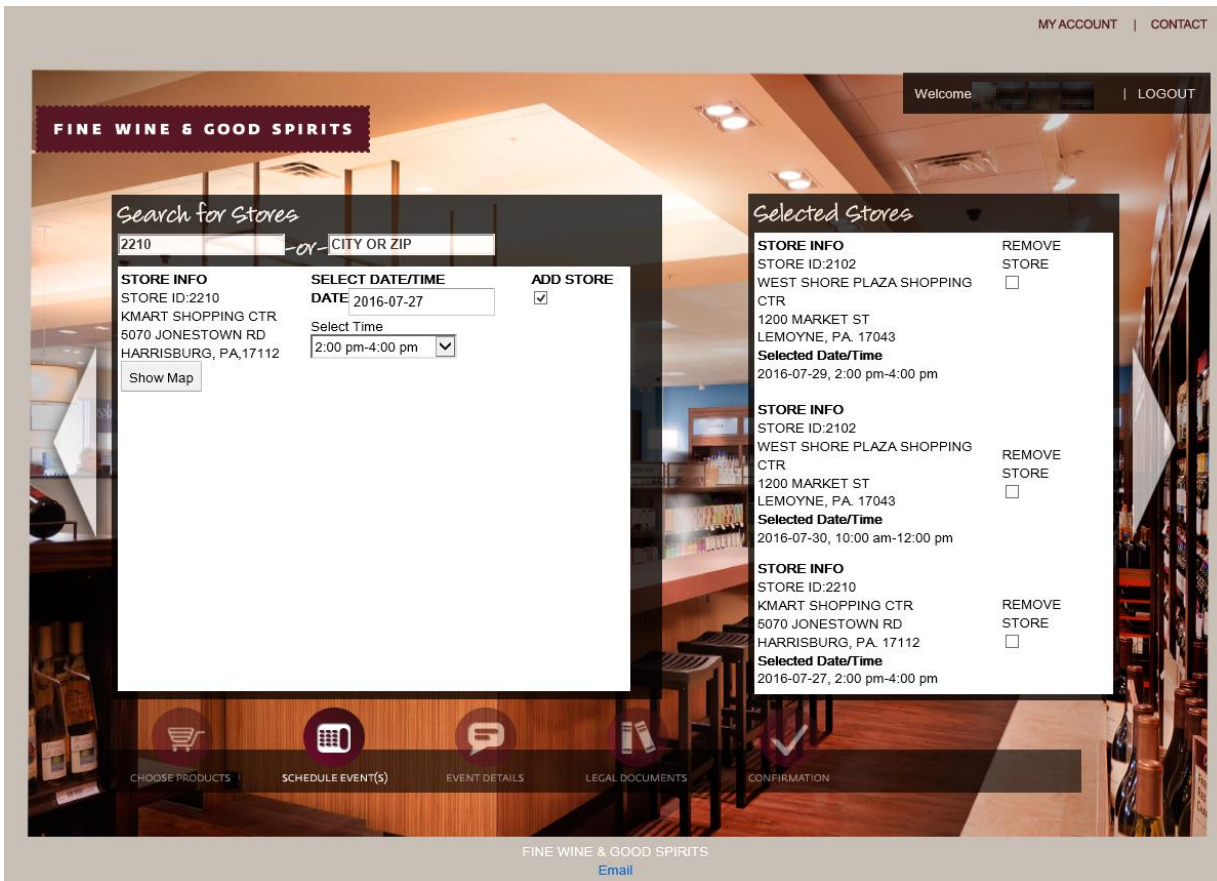
Select a date and time for your tasting, noting the first date available is 30 days out.



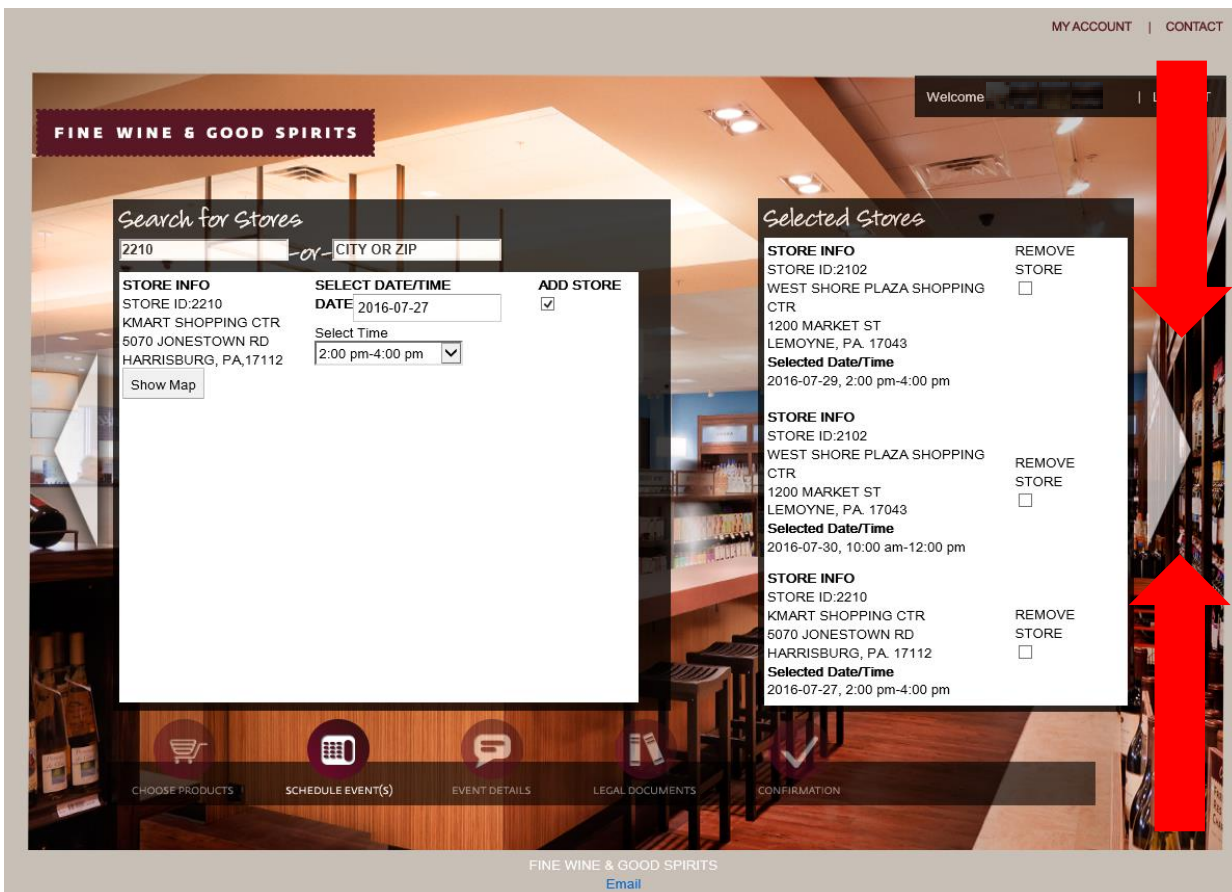
Click the box below ADD STORE.



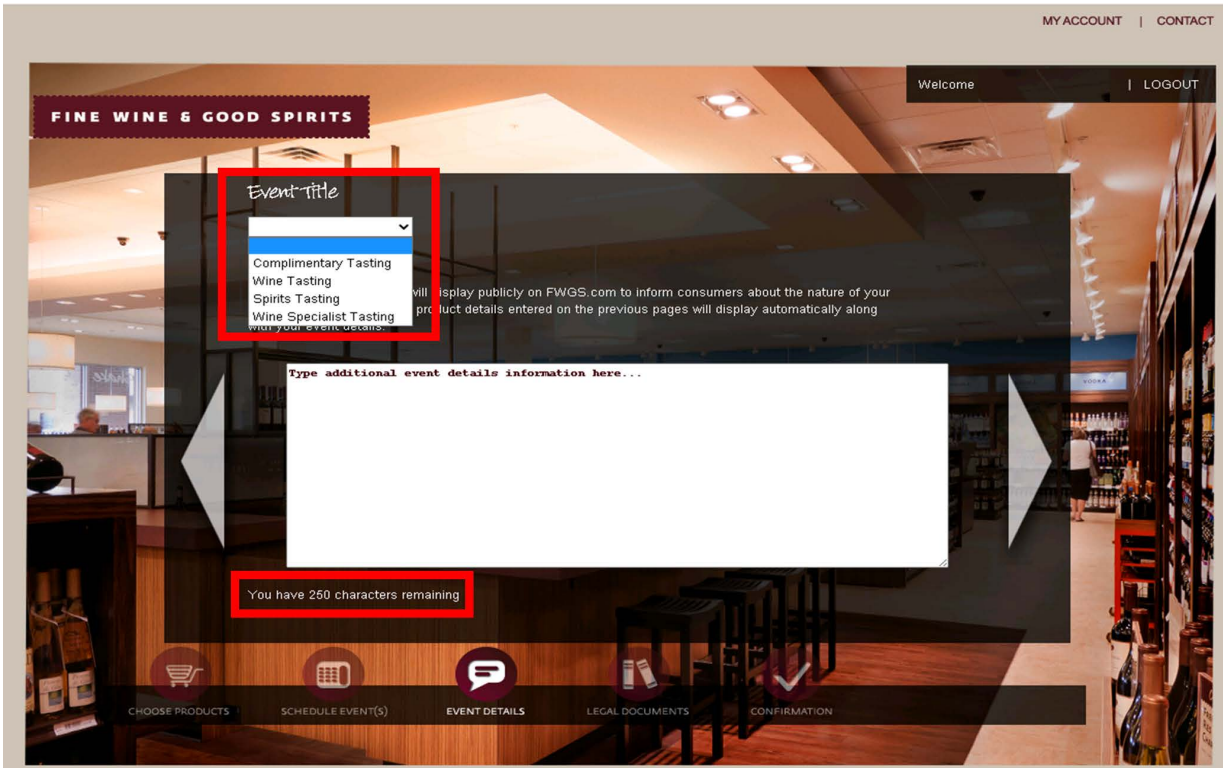
If scheduling multiple tastings, repeat steps above.



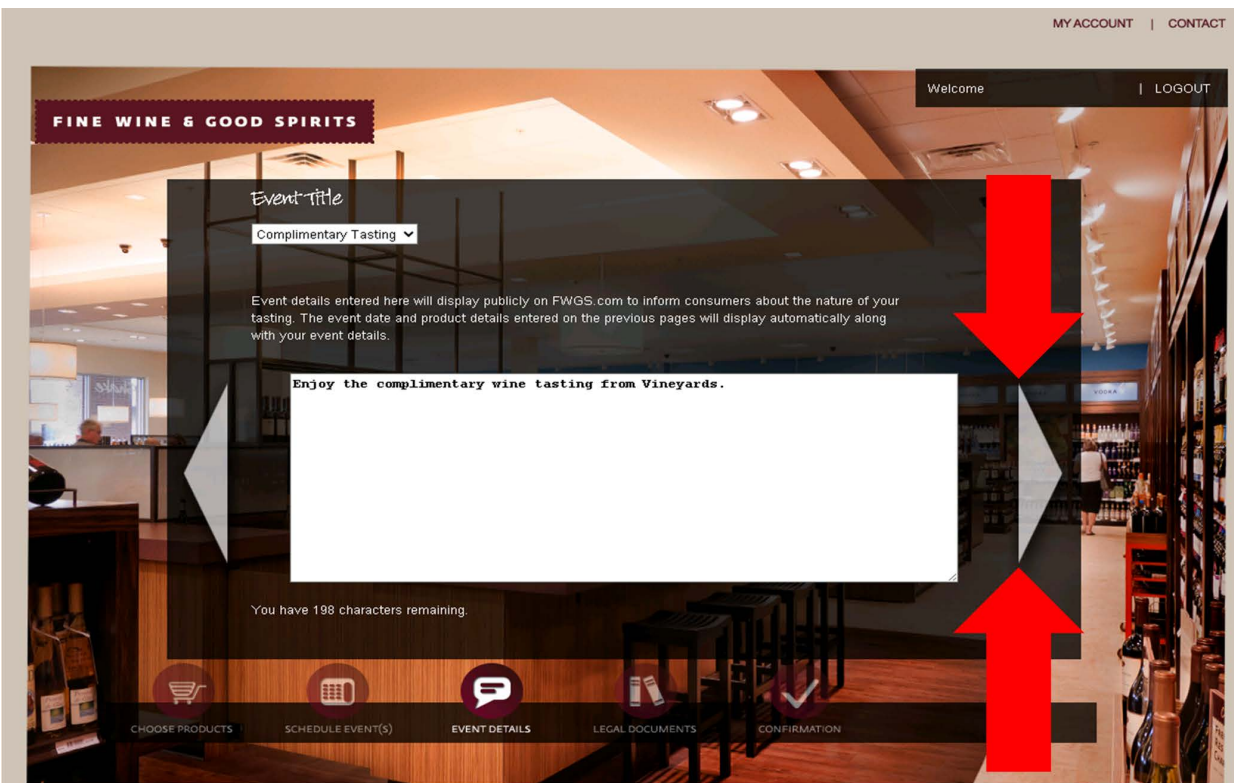
Once all stores have been entered, click the white arrow on the right-hand side of the screen.



Select an Event Title from the drop-down box that best fits the items in your tasting. (Wine Specialist Tasting is for PLCB internal use only) Enter a brief description of your event. No need to list the items you'll pour, as the system will populate that information. Event details will appear to the public on FWGS.com and should be brief, fun and engaging to draw customers to your tastings.



Once event details are completed, click the white arrow on the right-hand side of the screen.



Enter your electronic signature, then click the white arrow on the right-hand side of the screen.

MY ACCOUNT | CONTACT

Welcome [Name] | LOGOUT

FINE WINE & GOOD SPIRITS

Legal Documents

shall hold harmless, indemnify and defend the Commonwealth of Pennsylvania from and against liability, loss, or damage (including reasonable attorney's fees and other costs and expenses) incident to any claim, suit, action or proceeding for bodily injury or property damage arising out of or resulting from acts or omissions to act, including, but not limited to, the giving of alcohol to any minor, or to any visibly intoxicated person during in-store consumer wine and spirit tasting activities held at the Pennsylvania Liquor Control Board's Wine & Spirits Stores as referenced on the corresponding Wine & Spirits Tasting Schedule.

expressly acknowledges and agrees that the foregoing indemnity agreement is intended to be as broad and inclusive as is permitted by the law of the Commonwealth of Pennsylvania. has read, understood and voluntarily signed this indemnity agreement and is authorized to bind the company to the terms of this indemnity agreement.

electronic signature

electronic signature

Please fill in the following table with your tasting information:

Events		
Date	Store	Time
2016-07-29	2102	2:00 pm-4:00 pm
2016-07-30	2102	10:00 am-12:00 pm
2016-07-27	2210	2:00 pm-4:00 pm

CHOOSE PRODUCTS | SCHEDULE EVENT(S) | EVENT DETAILS | LEGAL DOCUMENTS | CONFIRMATION

FINE WINE & GOOD SPIRITS
Email

Final page will provide a summary of event details, products, and locations. After reviewing, click Submit.

MY ACCOUNT | CONTACT

Welcome [Name] | LOGOUT

FINE WINE & GOOD SPIRITS

Confirmation

EVENT DETAILS:
Acacia Chardonnay Estate Grown 2012, 12 e Mezzo M...

FEATURED PRODUCTS:
000045878 Anaba Trbn Pnk Sam Vly
000033409 12 e Mezzo Malvasia 13
000033402 12 e Mezzo Negroamaro 12
000033314 Acacia Chardonnay Est12

LOCATION:
3 Stores

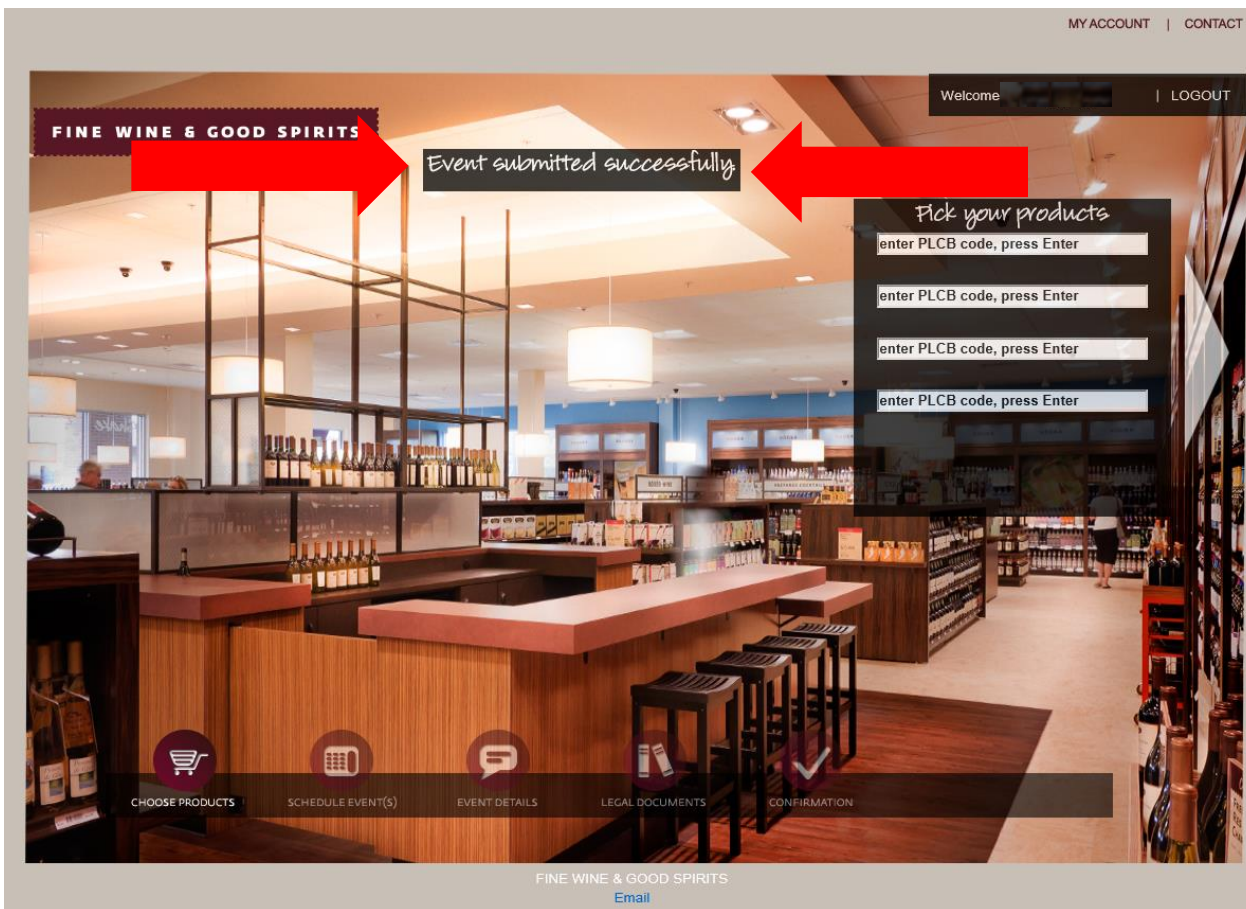
LEGAL DOCUMENTS:
Viewed

Submit

CHOOSE PRODUCTS | SCHEDULE EVENT(S) | EVENT DETAILS | LEGAL DOCUMENTS | CONFIRMATION

FINE WINE & GOOD SPIRITS
Email

Check for "Event submitted successfully." at the top of the screen.



If you see numbers at the top of the screen instead of "Event submitted successfully.", those are stores that were booked while you were entering tastings. Please go to the store page and remove the stores in question. Nothing will be submitted until you see the "Event submitted successfully." message.

You will receive an email when you have successfully submitted your tastings and another email when the tastings have been approved.

Please email ra-lbtastingcalendar@pa.gov with any questions.