

Instructions for Tasting Scheduler Registration for Vendors

The Tasting Scheduler is a tool used by vendors hosting in-store tastings. In the scheduler, the event host enters products, time, location and event details for tastings, and events are then routed to PLCB for approval. Tastings are featured at FWGS.com under [In-Store Events](#) so the public can view them. All in-store tastings must be entered in the Tasting Scheduler and subsequently approved by PLCB before they may be conducted.

To register to use the Tasting Scheduler (*unregistered vendors only*):

1. Click [Tasting Scheduler](#).
2. Select **New User Registration**.
3. Enter your information on the registration form.

Required fields appear in red.

Contact information requires your full address and primary and secondary phone numbers. If you do not have a secondary number, enter the primary number twice. Fax number is not required.

4. After all information is entered, select **Register**.

A message will appear at the top of the page confirming your registration has been submitted.



Note: You will not be able to log in to the Tasting Scheduler or enter any events until your registration has been approved by PLCB. After your registration is approved, you'll receive an email notifying you that you can use the Tasting Scheduler.