PASS2
Concierge Guide

O PASS

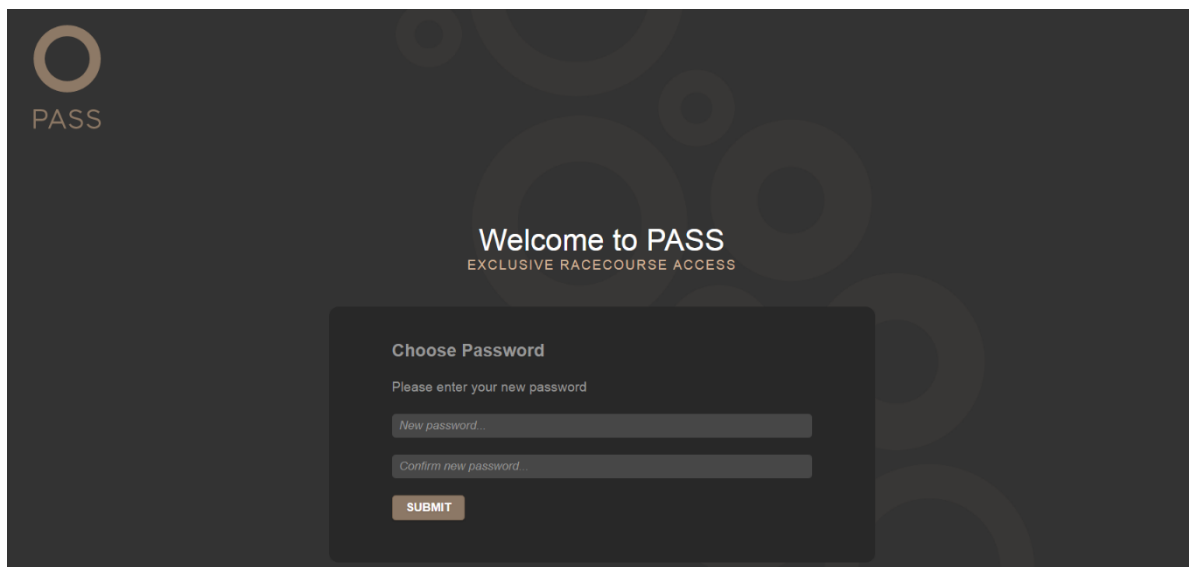EXCLUSIVE RACECOURSE ACCESS

<u>Registration:</u>

1) You will have received a registration email from support@rcapass.com entitled 'RCA PASS – New User Registration'. If you need the e-mail to be sent to you again, please contact the PASS Helpdesk on pass@weatherbys.co.uk
**NB – If you cannot find your email please check your junk folder. You may want to add support@rcapass.com to your safe senders list.**

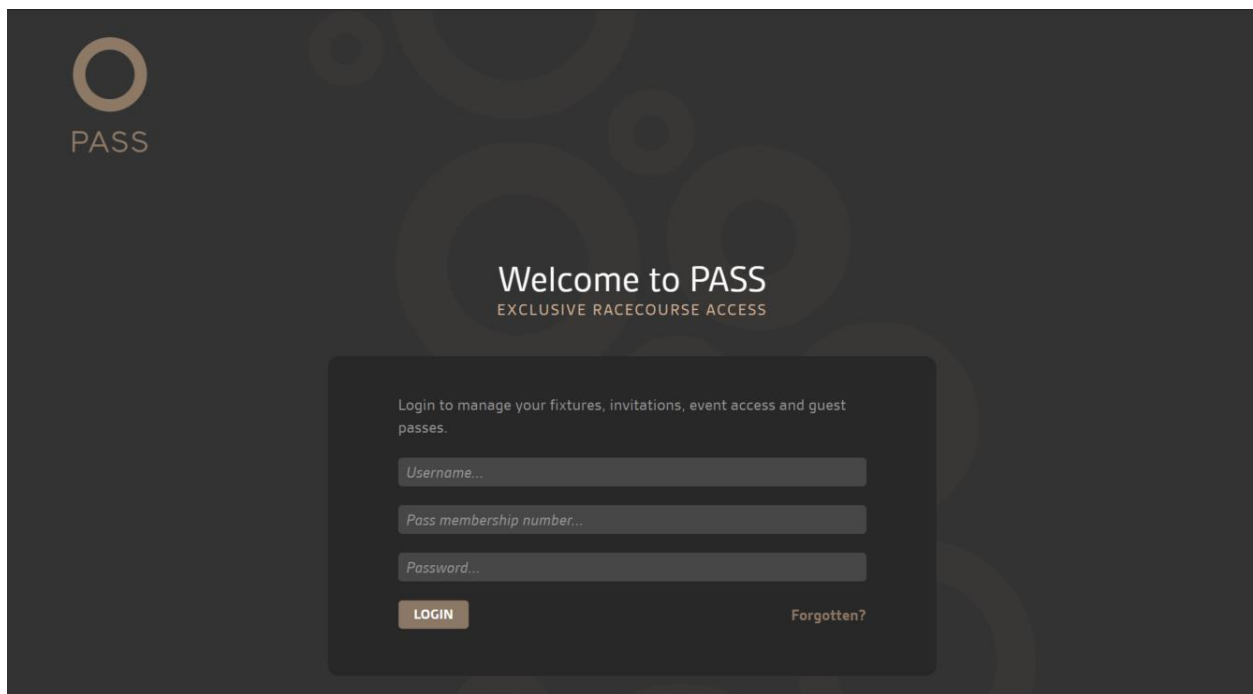2) Click on the link provided (As shown below)
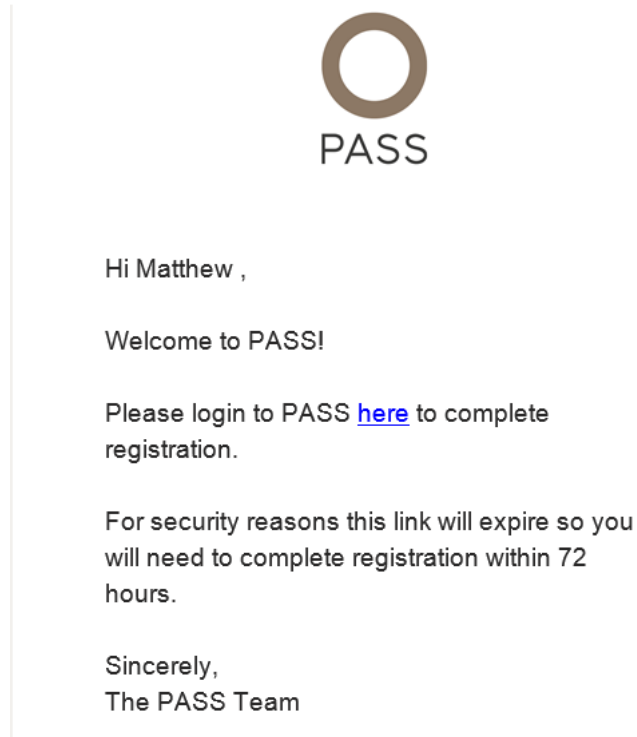


3) You will then be show the screen below, please create password and click submit
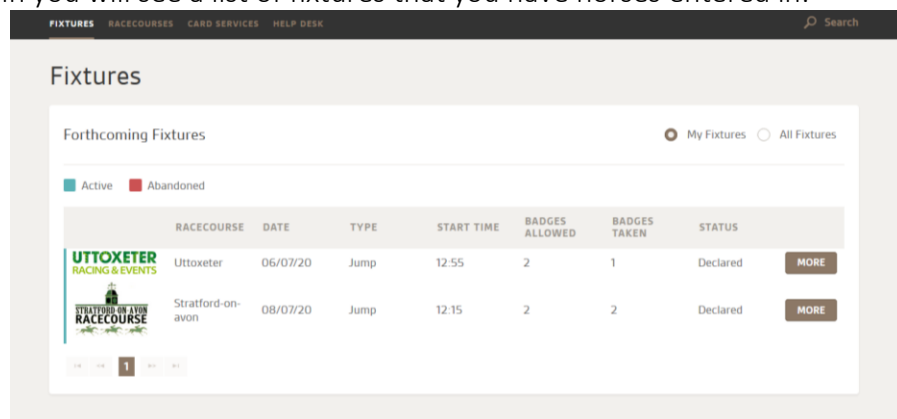
## Logging In:

1) Open up internet browser
2) Go to https://www.rcapass.com
3) Enter relevant login details
   o Your username is your e-mail address,
   o Your PASS Membership Number is the number printed on the FRONT of your PASS Card
   o You will have selected your own password when you first set up your account
4) If you have forgotten your password please select the 'Forgotten?' button and a reset email will be sent to the address that you have registered with Weatherbys



## Your Fixtures:

Once logged in you will see a list of fixtures that you have horses entered in:

## Adding Guests

1) Press 'More' next to relevant fixture and scroll down to your runners
2) Press 'Add guest badge'
3) Enter relevant details
4) Press 'Submit'

### Guest Badges

| # | FIRST NAME | LAST NAME | STATUS/ARRIVAL TIME | EMAIL | MOBILE |
|---|------------|-----------|---------------------|-------|--------|

No records found.

**ADD GUEST BADGE**

| | |
|---|---|
| First Name | Tom |
| Last Name | Smith |
| Email | l@i.com |
| Mobile | 1 |

**CANCEL**   **SUBMIT**

It is not mandatory for you to provide the e-mail address and/or mobile telephone number for your guests.  However, if you are not arriving with your guests you can send them print at home tickets via email or to their mobile phone if details of one of both of these is provided by pressing 'SEND' once the guest has been added.

| # | NAME | EMAIL | MOBILE | | | |
|---|------|-------|--------|---|---|---|
| 6926 | Test | Test@PASS.co.uk | | SAVE | DELETE | SEND |

Under current protocols, two guest badges will be available per runner and the 'Add Guest Badge' function will be available until 4pm the day before the relevant fixture, after which time it will cease to be available.