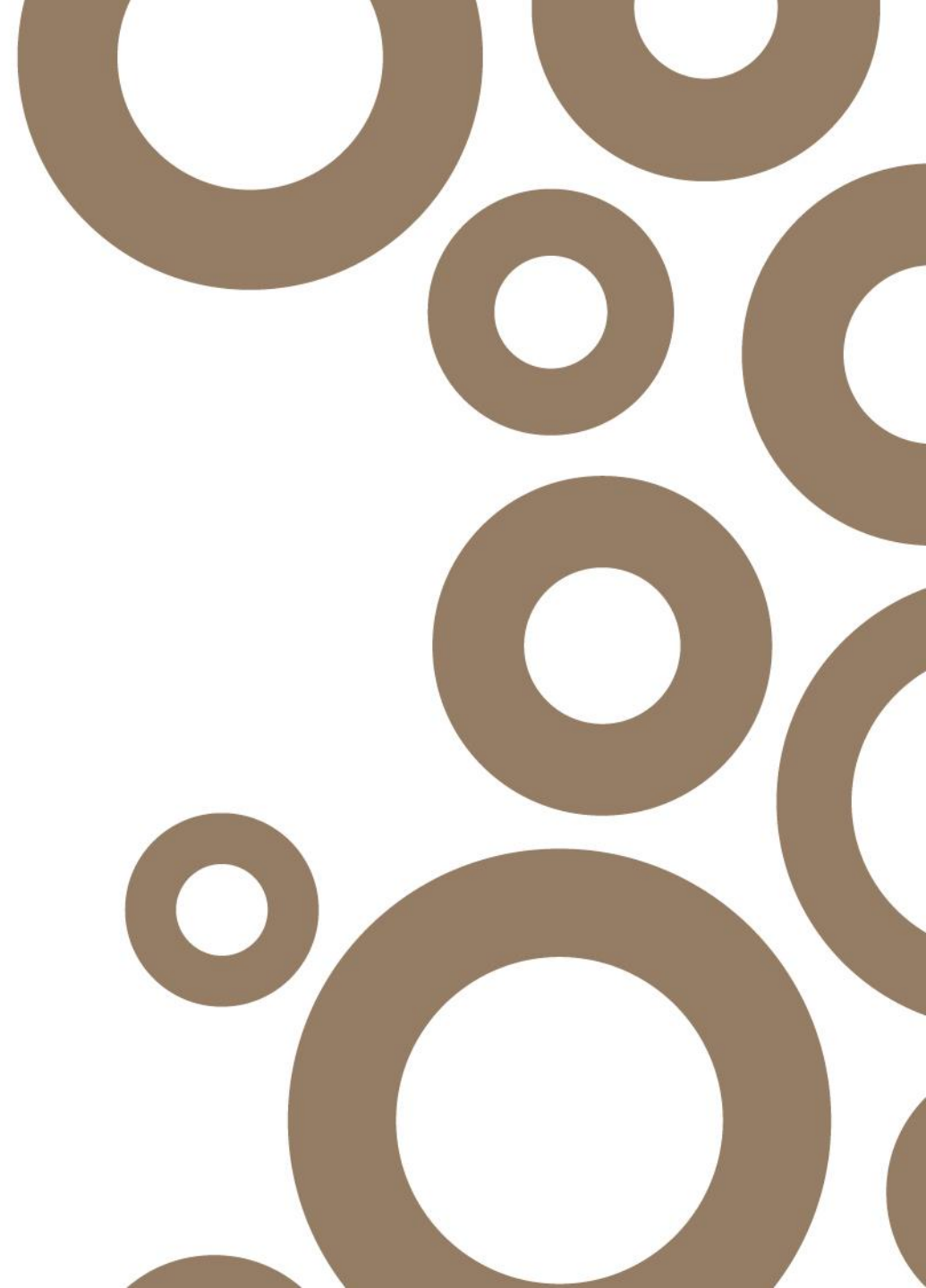


The Racecourse PASS System

Your how-to guide



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The Privilege Access Swipe System (PASS) allows you exclusive complimentary racecourse access on account of your investment into the sport.

The system is designed to ensure you can have quick and easy access to racecourses when required and also helps racecourses to enhance your raceday and pre-arrival experience.

This **8-step guide** demonstrates the simple method to effectively use the system. This helps you take control and reserve badges for yourself and your guests before enjoying a trip to the racecourse.

We look forward to welcoming you to a racecourse soon. Your raceday experience starts with PASS.

Registration



STEP 1 You will have received a registration email from support@rcapass.com entitled 'RCA PASS – New User Registration'.

If you cannot find your email please check your junk folder. You may want to add support@rcapass.com to your safe senders list.

Please click the link as shown in the sample email in fig.1.

STEP 2 You will then be taken to the homepage of the PASS website and asked to create a password.

This can be anything you like, just make sure it is something unique and memorable.

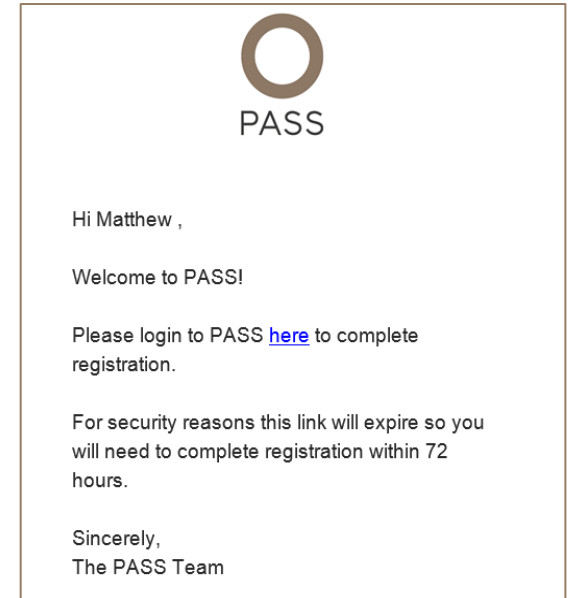


Fig. 1– sample registration email from PASS

Logging In



STEP 3 Open your internet browser and go to www.rcapass.com

STEP 4 Enter your unique log-in details. As a reminder:

- Your username is your email address
- Your PASS membership number can be found in any email received from PASS
- Should you need to reset your password, simply click 'forgotten' and a reset email will be sent to your registered email address from Weatherbys.

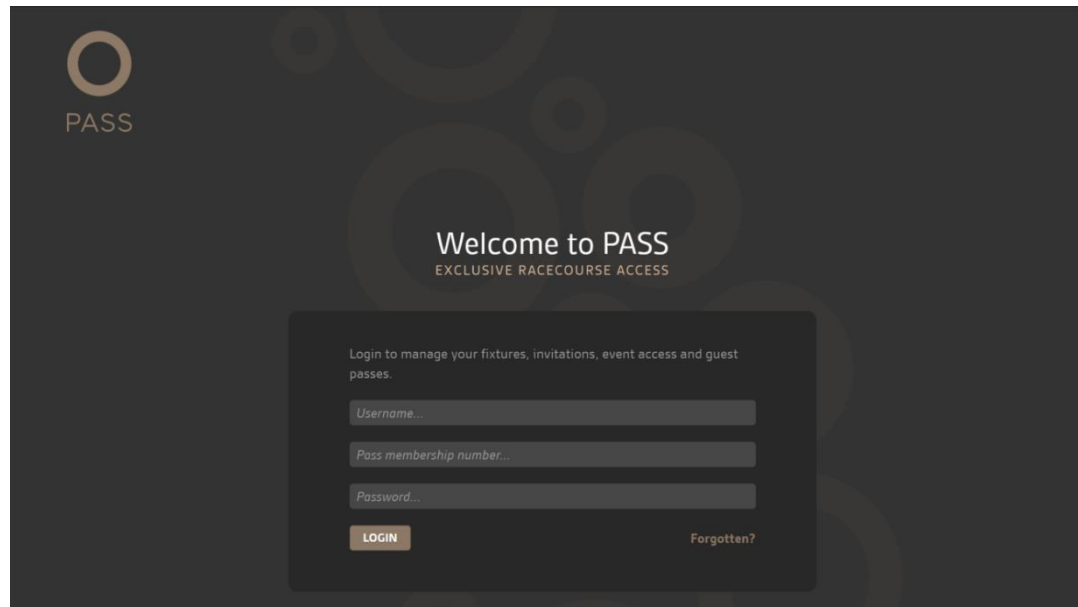


Fig. 2– the log-in page for PASS

Your Fixtures



STEP 5 Once logged in, you will find a list of fixtures where you have entered your horse.

Press 'More' next to relevant fixture and move to step 6.

An example of this screen is shown in Fig. 3 below:

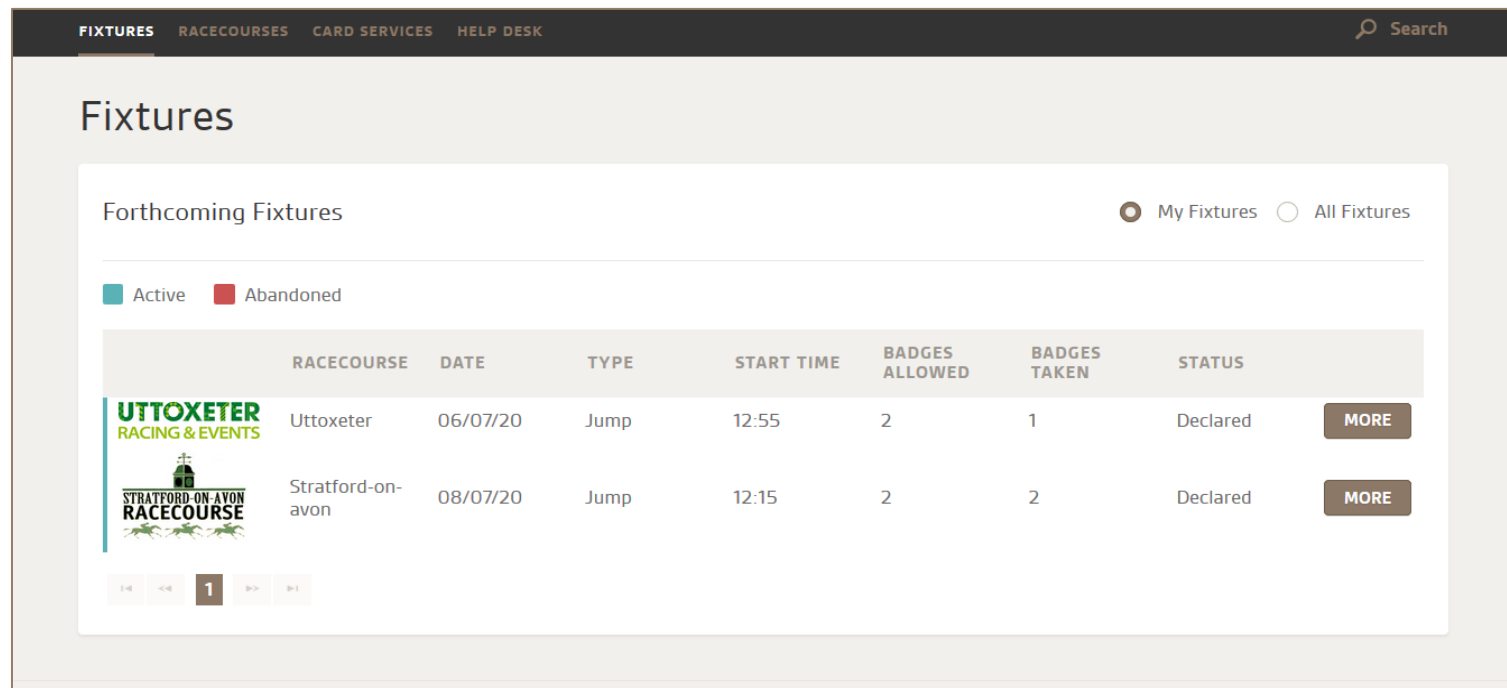


Fig. 3— sample page showing your fixtures

Selecting Your Badge Options



STEP 6 If the racecourse has chosen to offer Owners a choice of badges, this will show below the horse's name on the booking page. Please note that a choice may not always be offered, in which case there won't be any options to choose so please go straight to step 7.

If available, there will be the choice of Option 1 and Option 2. Please select your preferred option for the raceday. The racecourse will set a default option so if you do not select an option, you will be given the default selection.

Once you have selected your option, please move to Step 7 (adding Guest Badges).

An example of the booking options is shown below at Fig. 4.

Horse Name

NAME		BADGES AVAILABLE
Option 1	Lunch	20 SELECTED
Option 2	No lunch	40 SELECT

Allocated: 20

Used: 0

#	NAME	EMAIL	MOBILE
---	------	-------	--------

No records found.

ADD GUEST BADGE

Fig. 4– sample page showing the booking options

Adding Guests



STEP 7 Press 'Add Guest Badge', enter the individual's details and press 'Submit'.

To make the system as effective as possible, it is encouraged that you include the e-mail address and/or mobile number for your guests. You should then ensure you send your guests an email containing a print at home ticket - simply press 'Send' once the guest has been added.

The 'Add Guest Badge' function will be available until 4pm the day before the relevant fixture, after which time it will close.

An example of the 'Add Guest Badge' tab is shown below at Fig. 5.

#	NAME	EMAIL	MOBILE			
692€	<input type="text" value="Test"/>	<input type="text" value="Test@PASS.co.uk"/>	<input type="text"/>	<input type="button" value="SAVE"/>	<input type="button" value="DELETE"/>	<input type="button" value="SEND"/>
692€	<input type="text" value="Test"/>	<input type="text" value="Test@PASS.co.uk"/>	<input type="text"/>	<input type="button" value="SAVE"/>	<input type="button" value="DELETE"/>	<input type="button" value="SEND"/>

Fig. 5— sample page Add Guest tab

Mobile PASS App

STEP 8 Once registered on PASS please download the mobile PASS app from your application store on your mobile phone.

The app is called RCA-PASS.

Once downloaded you will be asked for your Member ID number, email address and password (this will be the same password as your online account).

Once logged in, please check all the details on your profile are correct.

When attending a racecourse, please open the app to show the fig. 8 screen. You can click on the QR code to enlarge it, this will be scanned when entering the course.

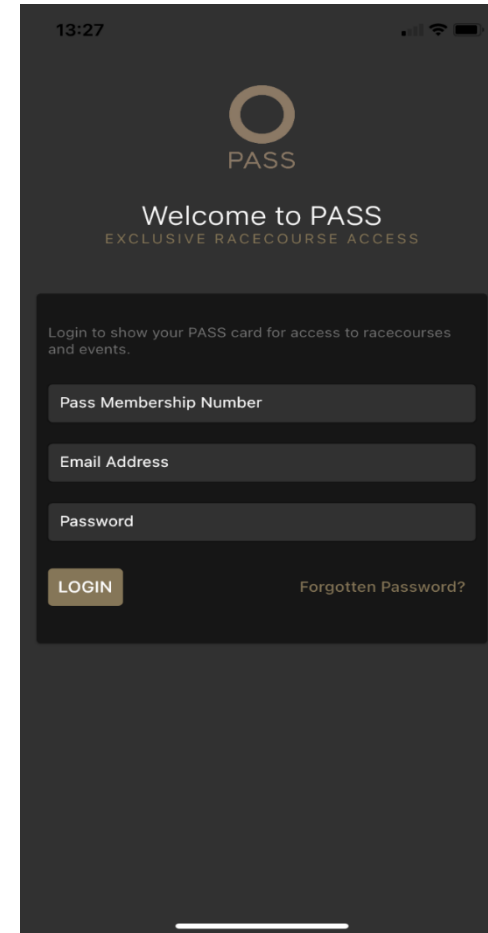


Fig. 7– Mobile PASS App Login

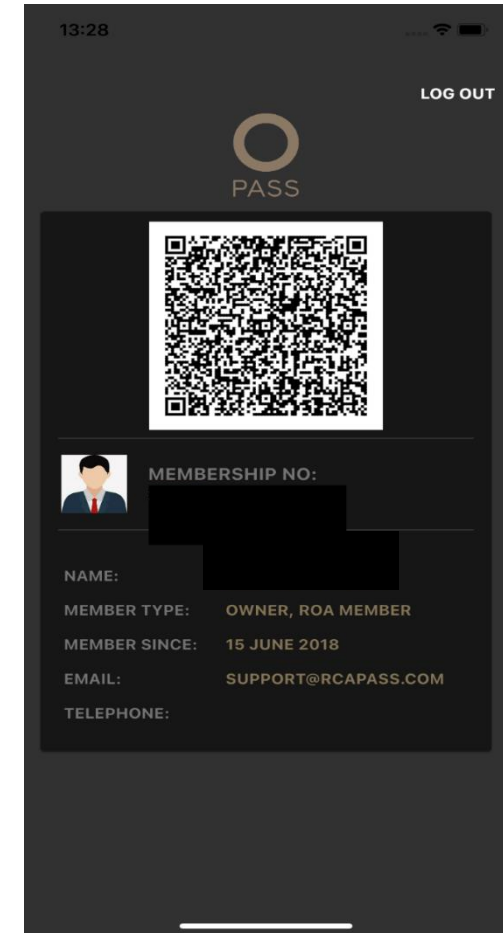


Fig. 8– Mobile PASS App

FAQs



I am a member of a syndicate, how do I allocate badges?

Badge allocation for syndicates is managed by the registered owner/nominated partner and other syndicate members will not have access to the allocation via PASS. You should contact the registered owner/nominated partner for your syndicate to organise badge allocation.

One of my guests will be under 18, what are the requirements?

All guests, including under 18s, must be included within the badge allocation. It is recommended that they complete the online learning available via the ROA website if they are able to do so. All children attending will undergo the entry screening process as standard.

How can I contact the Racecourse if I have a further query?

You can contact the racecourse by submitting an enquiry to them for the relevant fixture via the PASS System. Alternatively, please contact the racecourse directly using the information provided on their website or within the PASS Welcome Booklet which accompanied your PASS Card or can be downloaded from <https://www.rcapass.com>

Contact & Further Support

Weatherbys run the PASS help desk which is open Monday-Friday from 9am-5pm to deal with any problems with the system.

The help desk can be contacted on:

T: 01933 270333

E: pass@weatherbys.co.uk

