

PASS2
Concierge Guide

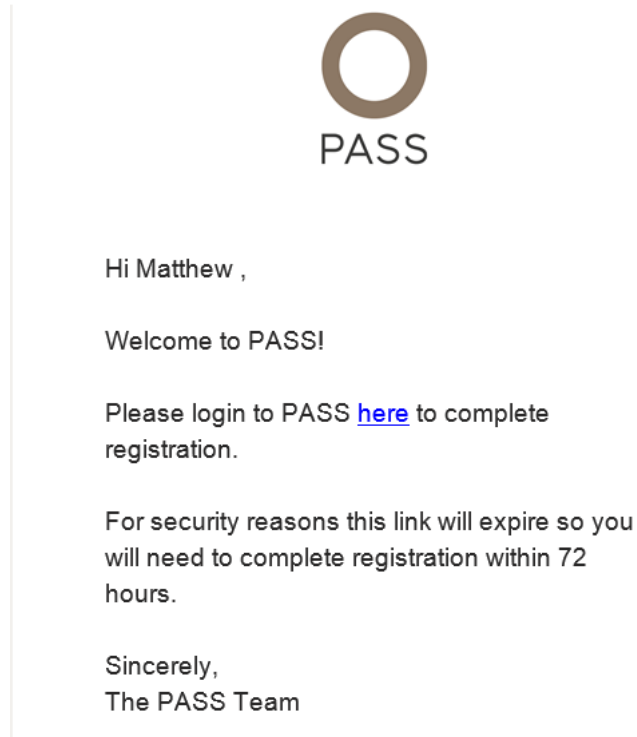


EXCLUSIVE RACECOURSE ACCESS

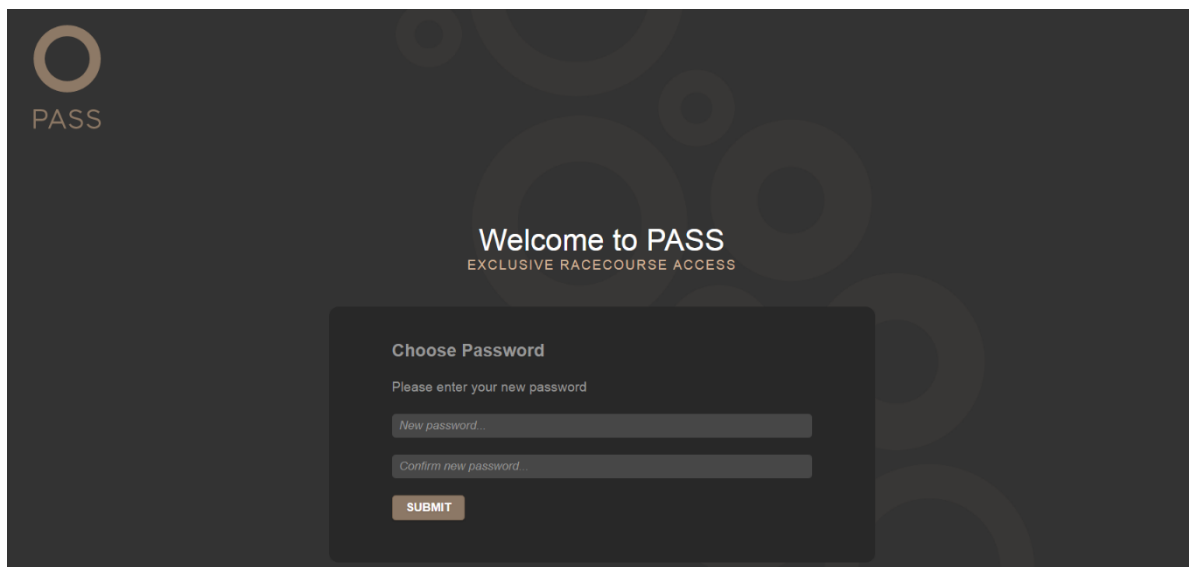
PASS

Registration:

- 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)

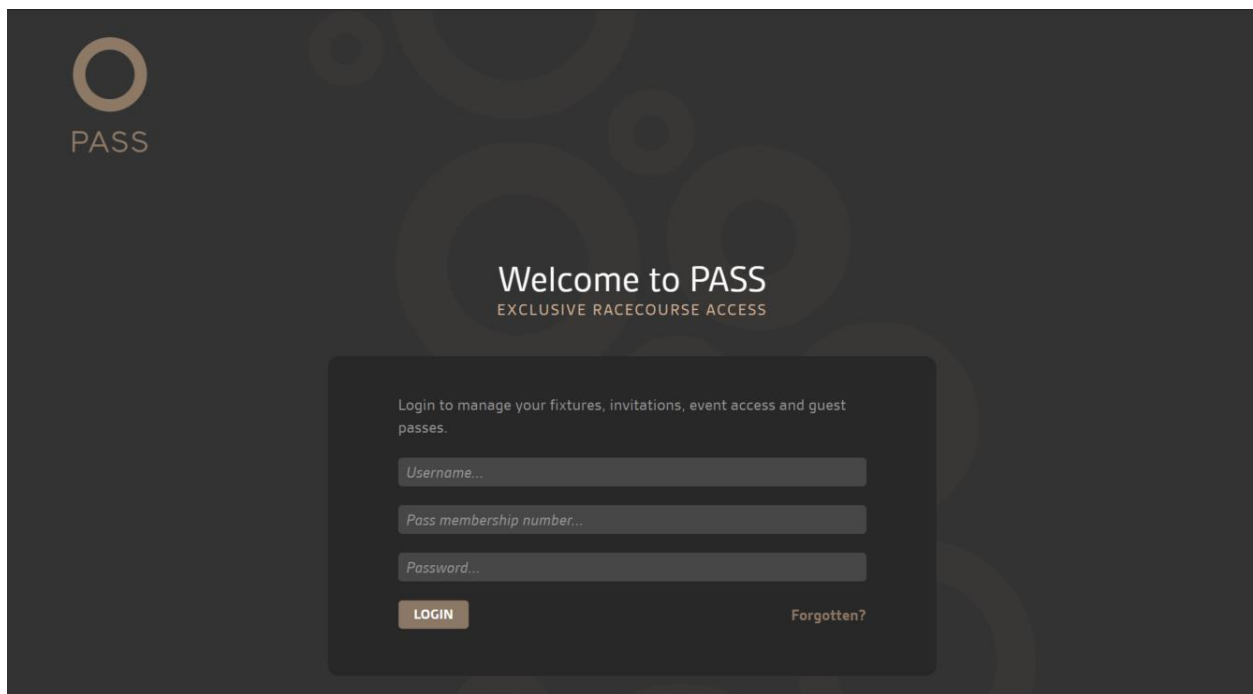


- 3) You will then be show the screen below, please create password and click submit

A screenshot of the PASS registration interface. The background is dark grey with a faint pattern of overlapping circles. In the top left corner is the PASS logo. The main heading is "Welcome to PASS" in white, with "EXCLUSIVE RACECOURSE ACCESS" in smaller white text below it. A dark grey rectangular box contains the "Choose Password" form. The form has the title "Choose Password" and the instruction "Please enter your new password". It features two input fields: "New password..." and "Confirm new password...". Below the fields is a "SUBMIT" button.

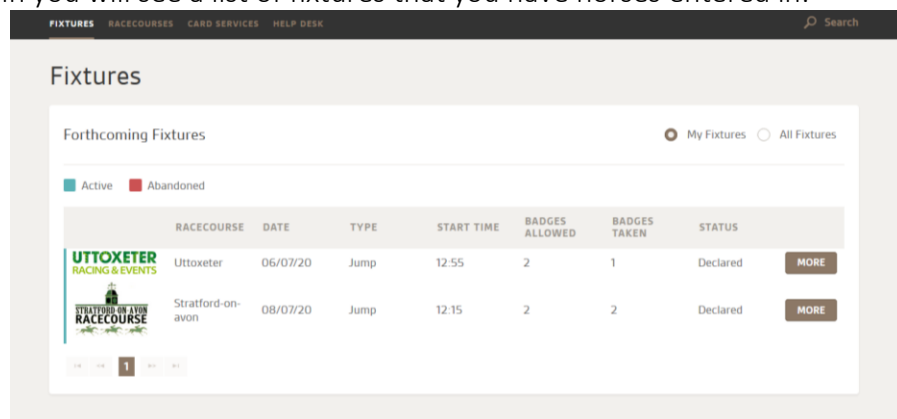
Logging In:



- 1) Open up internet browser
- 2) Go to <https://www.rcapass.com>
- 3) Enter relevant login details
 - Your username is your e-mail address,
 - Your PASS Membership Number is the number printed on the FRONT of your PASS Card
 - 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:



	RACECOURSE	DATE	TYPE	START TIME	BADGES ALLOWED	BADGES TAKEN	STATUS	
	Uttoxeter	06/07/20	Jump	12.55	2	1	Declared	MORE
	Stratford-on-avon	08/07/20	Jump	12.15	2	2	Declared	MORE

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	<input type="text" value="Tom"/>				
Last Name	<input type="text" value="Smith"/>				
Email	<input type="text" value="l@i.com"/>				
Mobile	<input type="text" value="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			
692€	<input type="text" value="Test"/>	<input type="text" value="Test@PASS.co.uk"/>	<input type="text"/>	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.