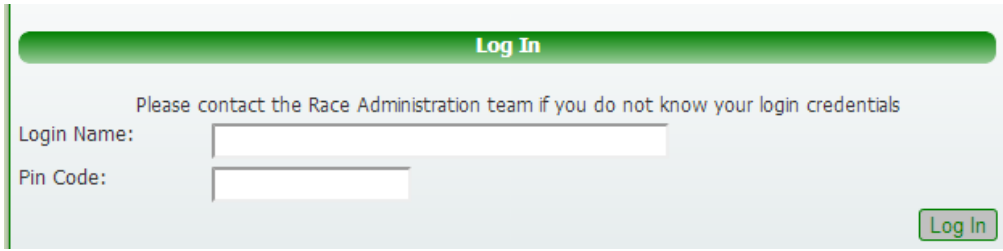




MGCC ONLINE RACE BOOKING 2015

Firstly, note that if you are booking a race for a **two driver team please ensure you read to the end.**

1. Visit the MGCC online web booking page - <http://mgcc.prosolvehosting.co.uk/> where you will see this screen –

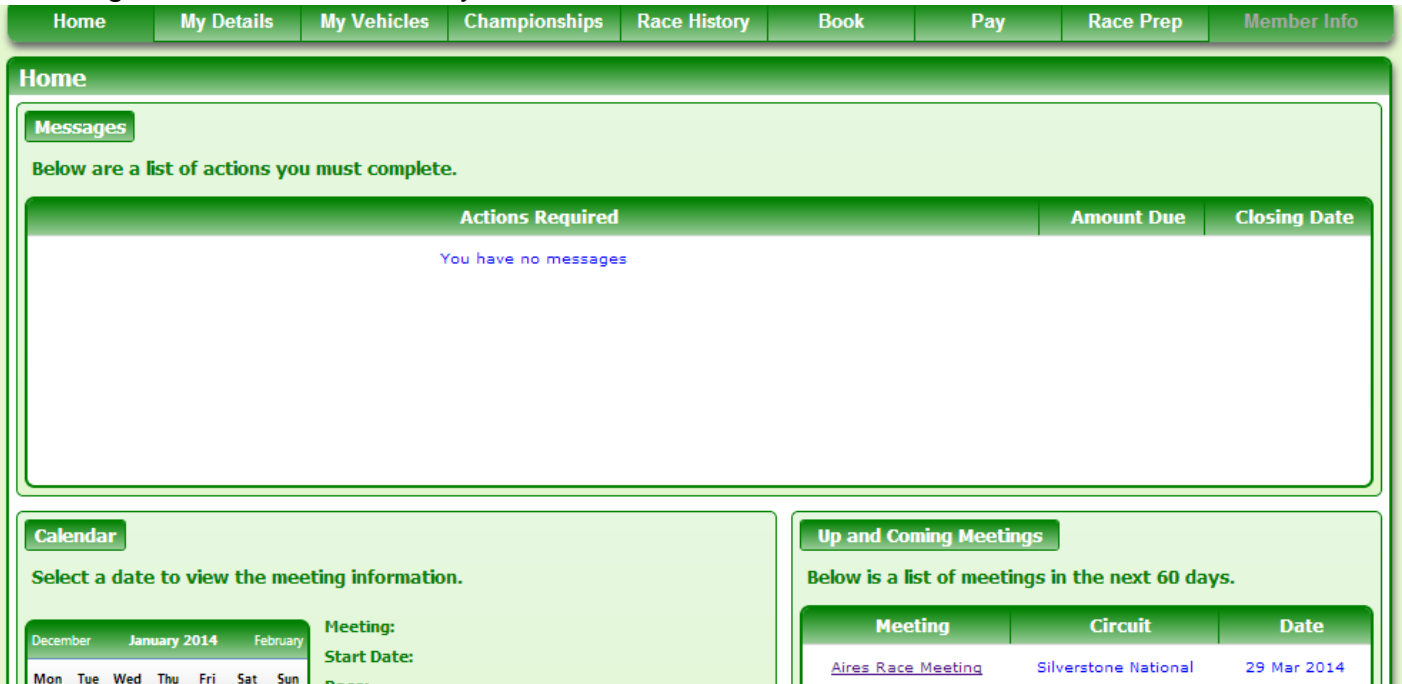


2. Enter your details as follows -

Your **login name** is your e-mail address that we have for you on file.

Your **pin code** is a 6 digit number that you will have on your email from us.

Having entered correct details you should now see this screen -




If the screen looks different to this (for example missing buttons) it may be because the browser you are using is too modern! To make it view our web page correctly you need to select 'compatibility view'. To do this in Internet Explorer 9 and 10 you click on the image which looks like a torn piece of paper



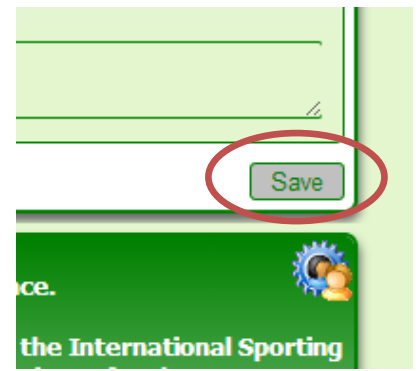
Google Chrome also runs the Site smoother that Internet Explorer 11 but,

In Internet Explorer 11 you need to add the site to your compatibility list. Click on the Cog icon on the far

right of the browser bar  and choose **Compatibility View settings**. When the dialog box appears just click the **Add** button and the prosolvehosting.co.uk site should be added to the list of sites. Then click OK or Save and try logging into the online booking website again.

Those using Apple computers will find Firefox slightly smoother compared to Safari.

Explore the different screens by clicking 'my details' 'my vehicles' etc. where you can edit and add details, particularly your address, car, transponder number, next of kin, and medical details. **Please do this BEFORE you enter a race.** If you do make any changes, remember to hit the small, grey 'save' button in the bottom right corner of the page.



3. To book a race click on 'Book' (*don't click on the 'Up and Coming Meetings' on the home page*) -

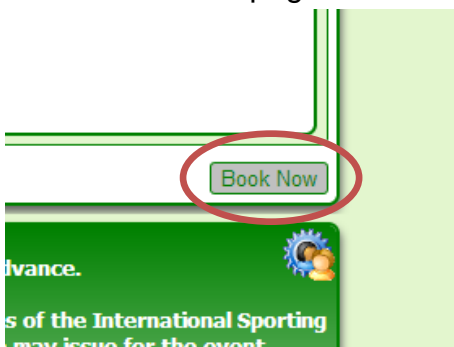
Home	My Details	My Vehicles	Championships	Race History	Book	Pay	Race Prep	Member Info		
Book Events										
Available Championship Races										
Book	Garage	Start Date	Meeting	R. No.	Event Description	Circuit	Vehicle	Entry Fee	Garage Fee	Closing Date
<input type="checkbox"/>	<input type="checkbox"/>	29 Mar 2014	Aires Race Meeting	0	Cockshoot Cup Rd 1	Silverstone National	MG TF (1800)	£0.00	£30.00	14 Mar 2014
<input type="checkbox"/>	<input type="checkbox"/>	21 Jun 2014	MG 90	0	Cockshoot Cup Rd 4	Silverstone GP	MG TF (1800)	£0.00	£30.00	30 May 2014
<input type="checkbox"/>	<input type="checkbox"/>	03 Aug 2014	Summer Race Meeting	0	Cockshoot Cup Rd 6	Donington Park	MG TF (1800)	£0.00	£30.00	18 Jul 2014

You can only view and book races that MGCC have loaded onto the system. These will be switched on approximately 8 weeks before each meeting and you will be informed by email as soon as they are bookable, as usual.

4. Select the race you wish to book by clicking in the box, this will add a green tick –

Home	My Details	My Vehicles	Championships	Race History	Book	Pay	Race Prep	Member Info		
Book Events										
Available Championship Races										
Book	Garage	Start Date	Meeting	R. No.	Event Description	Circuit	Vehicle	Entry Fee	Garage Fee	Closing Date
<input checked="" type="checkbox"/>	<input type="checkbox"/>	29 Mar 2014	Aires Race Meeting	0	Cockshoot Cup Rd 1	Silverstone National	MG TF (1800)	£0.00	£30.00	14 Mar 2014

Scroll down the page and click the 'Book Now' button -



Races can only be booked online up until the closing date. After this date entries will only be accepted on a signed entry form by email, fax or post and will be subject to the late entry fee as normal.

5. This is the next screen you will see –

Home My Details My Vehicles Championships Race History Book Pay Race Prep Member Info

< Return to Booking Screen

Booking Events Confirmation

MSA Regulations

Race Description	Race Type	Regulations	Read On	Accept
Cockshoot Cup Rd 1	Championship	SS-Nat-SR-2014.pdf		<input checked="" type="checkbox"/>

Click on the regulations and they will open up in a new screen. **It is your responsibility** to read and understand these supplementary regulations. We suggest you print a copy of the SRs at this stage. Scroll to the bottom of the page, put a tick in the box and click Book Events

You are reminded of the following MGCC Disclaimer: A race entry cannot always be guaranteed, even with booking and payment in advance.

MSA Disclaimer: These meetings will be held under the General Regulations of the MSA (incorporating the provisions of the International Sporting Code of the FIA) and the Supplementary Regulations and any ASR's or written instructions the organising club may issue for the event. Please read Final Instructions or subsequent bulletins issued to you for these events. The Organisers reserve the right to postpone, abandon or cancel the meeting or any part thereof. In this event the competitor or entrant has no right to claim against the Organisers in respect of any loss or expense he may thereby incur.

I have read and understand all MSA Regulations and disclaimer [Book Events](#)

6. Please note that a race entry is NOT valid until paid for, we may remove your entry if it is not paid for. Click 'here' to go onto the payment screen.

Booking Successful

Thank you. Your booking was successful!

Shortly you will receive a booking confirmation email.

Please click [here](#) if you wish to proceed to payment or return to [Home](#)

- 7.
- 7.1 Tick the box next to the race you wish to pay for
- 7.2 Click 'Add to Basket'
- 7.3 Click Basket and Check Out at the top right of the screen.

CAR MGY

7.3 [Basket & Check Out](#)
Items: 0 Total: £0.00

Welcome steve@carsport.com [Logout](#)

Home My Details My Vehicles Championships Race History Book Pay Race Prep Member Info

Pay

The following races are ready for payment, simply select the races you wish to pay for and click 'Add to Basket', then select the 'Basket & Check Out' at the top of the screen to pay.

	Start Date	Meeting	R. No	Event Description	Booked On	Circuit	Vehicle	Closing Date	Paid	Due
<input checked="" type="checkbox"/>	29 Mar 2014	Aires Race Meeting	0	Cockshoot Cup Rd 1	28 Jan 2014	Silverstone National	MG TF (1800)	14 Mar 2014	£0.00	£1.00

7.1

7.2

[Withdraw](#) [Add To Basket](#)

8. Click

Proceed to Checkout

Basket & Check Out
Items: 1 Total: £1.00

Welcome steve@carrsport.com [Logout](#)

Home My Details My Vehicles Championships Race History Book Pay Race Prep Member Info

Basket

StartDate	Closing Date	Meeting	No	Race Description	Circuit	Due
29 Mar 2014	14 Mar 2014	Aires Race Meeting	0	Cockshoot Cup Rd 1	Silverstone National	£1.00

Surcharge	£0.00
Sub Total	£1.00
VAT (0%)	£0.00
Total	£1.00

[Continue Shopping](#) [Clear Basket](#) [Proceed To Checkout](#)

9. Click on Make Payment. The **WARNING** you see below is explaining that if you want tickets sent to a different address make the address changes in the race prep screen not on the payment screen.

Payment

Please click the **Make Payment** button below to transfer you to our secure server for payment processing

or

click the **Back** button to continue shopping

WARNING:
Please **DO NOT** enter a different delivery address on the secure payment server as these details will not be picked up!
Instead, you can enter any correspondence details in the Race Prep section once the payment process has been completed.

[Make Payment](#) [Back](#)

10. Input your card details (most accepted including Amex), check that the address that is populated matches the details you have registered to that card, and click on 'submit for processing'. You as first driver are paying for both drivers if you are part of a two driver team. The address **MUST EXACTLY** match that shown on your card statement, it doesn't matter if this is a different address to the one you have registered within the online MGCC system. To repeat- the payment system only checks the address matches the one held by the card or bank.

Order Details

Merchant Name: Classic Sports Car Club Ltd
Amount: 1,000.00 GBP
Order ID: 8C2331
Order Description: Race Payments

Card Details

Name On Card: Mr B Have * ✓
Card Number: 1234567812345678 * ✓
Expiry Date: 01 / 2014 * ✓
Issue Number:
Security Code (CV2): 123 ?

Customer Details

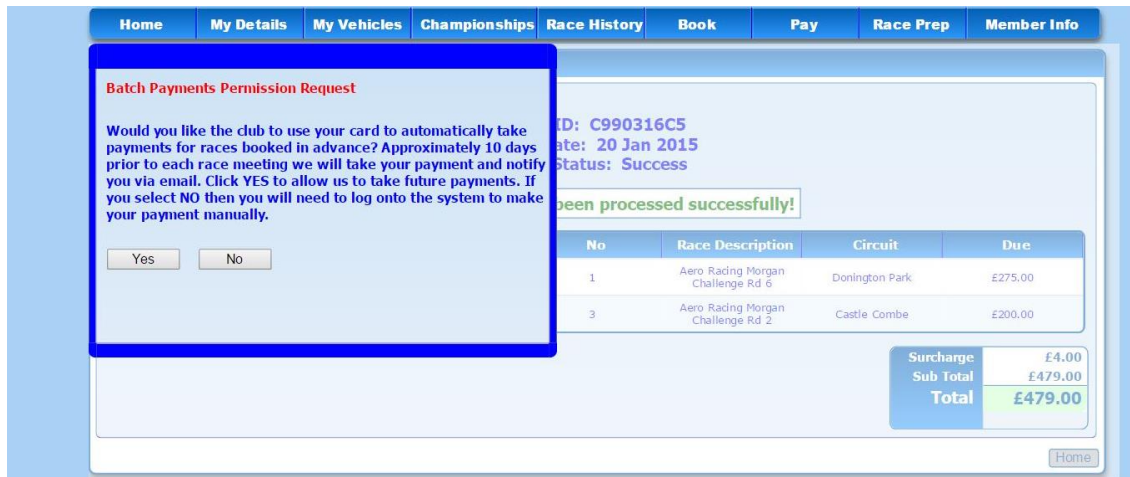
Billing Address: 1 Test Street ✓
Test ✓
Billing City: Test ✓
Billing State/County: Anywhere ✓
Billing Zip/Post Code: AB1 2CD ✓
Billing Country: United Kingdom ✓

[Submit For Processing](#)

11. You will now be asked to make a decision. This new box is there to ask you if you would like your card details to be stored by World Pay for taking race meeting payments later in the year. If you click YES then the card details you have used will be stored, and payments for later races will be taken on specified dates before later race meetings. This specified date will be the closing date of the meeting in question. Please make sure that your card does NOT expire before the end of the year, as you will need to re-register the new card at the point the old one expires and the click YES to have those new card details stored.

(These payments for later races are authorised by the office only, and are actioned on the closing date, to actually process the payment, and take the money for the relevant meeting).

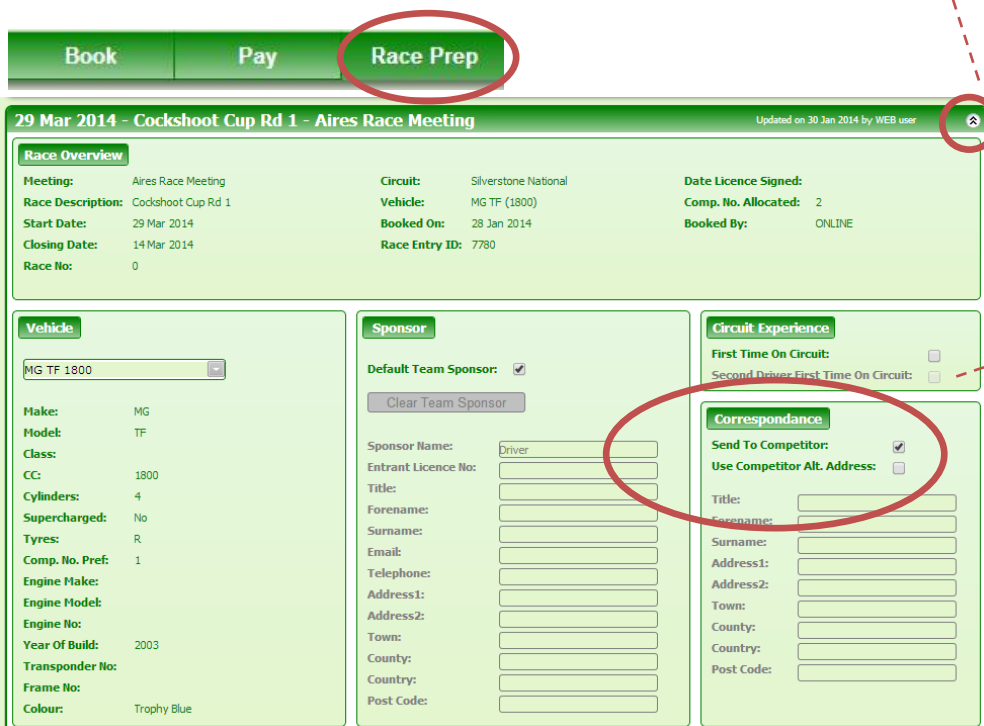
If you click NO then your card details will not be held for taking future payments. In this instance you will then need to Log back in, to make payments for future races later in the year.



That's it!

Your payment has been processed successfully!

You will receive e-mail booking confirmation and receipt of payment. You can also check and amend certain details within the 'Race Prep' area. Click the drop down arrow on the right hand side to view more details.



Make sure you have ticked the box if it is your first time racing on that circuit layout

As always, we will send out final instructions and tickets around 7 to 10 days in advance of the race meeting.

For more information, please contact John Hutchison on 01235 849738 or email johnh@mgcc.co.uk