

## **Introduction to the Member Kiosk**

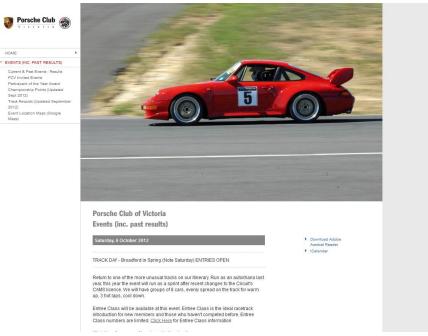
This document will discuss how you get into the Kiosk, how you enter events and how you pay for them.

## Access to the Kiosk

The main way you will access the kiosk is via the main website; www.pcv.com.au



After selecting an event (say the TRACK Broadford Sprints) you will be directed to the information page for that event.



Toward the bottom of the page will be the link to the Kiosk for payment:

Click Here for Regulations & Manual Entry Form

Online entry - click <u>here</u> to be taken to the NEW Kiosk. You will need to follow the steps to get a password. Any queries call Andrew 0417 549 168 or Carly 9817 6911.

PCV Marshalling Team - Please contact Robin Humphries via email if you are available to assist with this event or are new and would like to give marshalling a try.

Click Here for updated Attendee List

This will take you to the first Kiosk screen:



Please login to continue

Please login to continue

Please login to continue to the page you have requested.

Email

Password

Remember me

Login

Forgot
password

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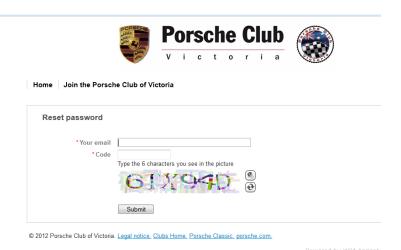
The email is the one the club normally uses to communicate with you. If you haven't yet logged on, click on *Forgot Password* will start a short registration process, starting with this screen:

Again, the password is your normal club one. If in doubt, email Carly (administrator@pcv.com.au) the password you wish to use and we will ensure it is the one in the kiosk.

The next screen presented will be the event screen in the Kiosk.

The first thing to note is that your *Profile* is accessible via the *View Profile* link at the top right hand corner of the screen. If this is your first time, it is a good idea to go in and check the information in here is correct, especially contact information.

Click on Register.





The system checks the email you are using:

Click Next.

You will then be presented with a list of the options for entry.

This is a competition event, so there are several different entries available.

(Have you thought about giving Entrée a go?)

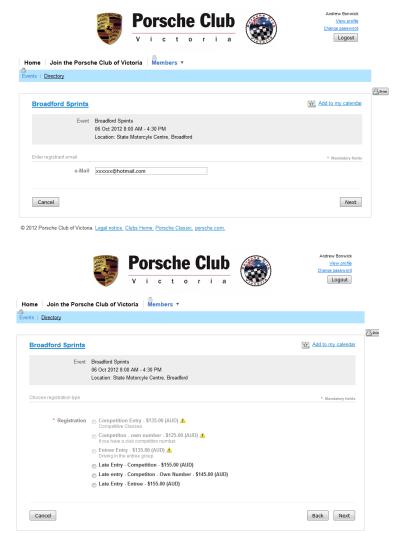
Note also that the entry price may vary depending on early bird or late entry pricing.

Most Social or Register events will only have one entry type.

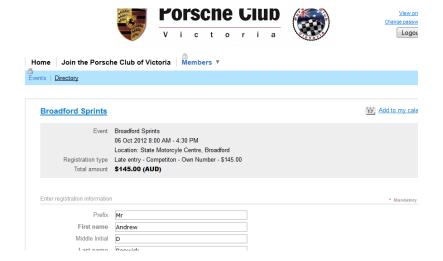
Having selected an entry type you are presented with the entry form. This is the top of the form.

It repeats some of the event info, then lists key data from your Profile that will be carried into the entry.

This is point where you can add temporary information that might be relevant, i.e which vehicle you are bringing to the event, or temporary changes to contact data. Note that if the change is permanent, it should be done in the Profile, not here.



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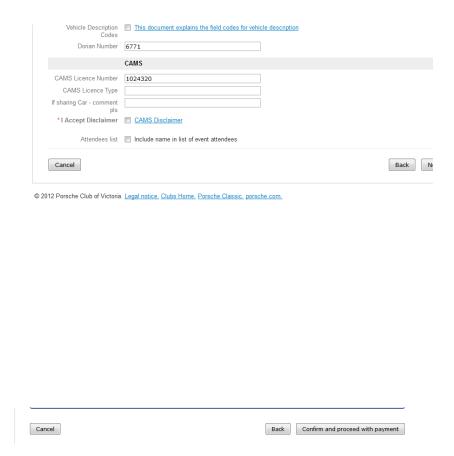
At the bottom of the form will be event specific items. These are critical to ensuring your booking is effective and accurate.

For Social or Register events they will include meal or accommodation options, the ability to bring guests, etc.

For track events it could include dorian or garage hire, confirmation that the disclaimer has been read etc.

Note also the tick box for allowing other members (not the public) to see that you are going on this event.

The next screen checks the entry is complete and is the last step before payment.

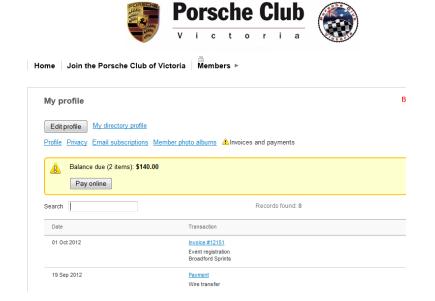


Cancellation. Only the Administrator can cancel the registration, once you have clicked Confirm.

## Paying for Events

The next Screen takes you back to your profile – showing the events you have entered for and their payment status.

It will show a debit for the invoice it has just raised for your new event. (I have not shown the full screen).

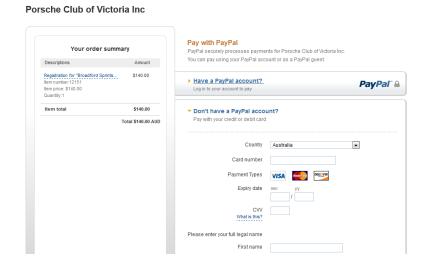


You have three payment options from here.

Firstly click Pay Online in the previous screen.

This takes you to an integrated Paypal payment system

This enables payment either via PayPal or a credit card online, and payment is immediately valid once processed.



Secondly, BPay.

Each member has in their profile a unique BPay Code, in the section under **Personal Information**:

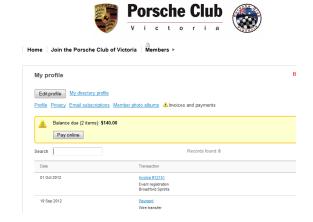
BPAY: Club Merchant 911213351 Number is 44925, your Reference Number is

As noted, our BPay code is 44 925. Once you have saved this number in your internet banking, it will not change for future events. With BPay, payment is valid once the club has received it, and Carly or Lisa will then change the status of your entry to Paid. This should only take a day or two.

From the Club's perspective, BPay usually cheaper than PayPal. BPay is about \$1 per transaction, PayPal is about 2.4%,.

To pay by BPay, log out of the Kiosk once you have entered the event (That is after this screen)

Using your normal internet banking provider process the amount due using the codes provided.



Thirdly, you can directly credit the payment to the club's bank account.

Click on the <u>Invoice #xxxx</u> hyperlink, print the invoice and use the banking details provided on the invoice.

Please remember to include your last name and the invoice number so we can link your payment to your invoice.



We hope the kiosk will be a simple and effective way for you to enter and enjoy our events.

If you have any questions, don't hesitate to contact Carly or Lisa at <a href="mailto:administrator@pcv.com.au">administrator@pcv.com.au</a>