



Vespa World Club Registration System

Once you have logged into the system you will be able to choose an event from a drop down list.
First: choose the event:

The screenshot shows the registration system interface. At the top, there is a green header bar with 'Club User' and three icons: a question mark, a gear, and a refresh symbol. Below the header, the 'Event' dropdown menu is set to '08.11.2017: Testtreffen'. The event details show 'Testtreffen' for the dates '08.-10.11.2017'. There are two main sections: 'Info about this event' and 'Registrations for this event'. The 'Event Fee' section shows 'Event fee per person' as 35,00. The 'Registrations' section shows 'No registration found for this event'. Below this, there is an 'Add-ons' table with one entry: '1 abc 10,00'. At the bottom left, there is a copyright notice: '© Vespa Club Assistance'.

Click on  to add one participant or on  if your members are already in the system and can all be registered at once.

When adding individual participants, the following window will appear – all information which is mandatory is marked in red. Any add-ons for your event can be chosen in this window.

Once you have entered all the information, click on the  icon in the bottom left corner.

The 'Add participant' form contains the following fields:

- Last Name * (text input, red border)
- First Name * (text input, red border)
- Year of Birth * (text input, red border)
- Type of Vehicle * (dropdown menu, red border)
- License Plate * (text input, red border)
- Gender * (dropdown menu, red border)
- Size of T-Shirt* (dropdown menu, red border)
- Team (dropdown menu, blue border)
- Engine (dropdown menu, blue border)
- Add-ons (checkboxes, one checked 'abc' for 10.00)


Fields marked with an asterisk are required.


At the bottom left, there are two icons: a save icon and a close icon (X).


Once a participant has been entered, he/she can be seen in the list and an entry for this registration appears in a new top window. You can enter more than one individual participant and send the registration in one go. The number of participants in the top window changes accordingly.

Registrations for this event

State

Number of Participants	Amount	Send registration	Registration sent	Payment Key	Registration confirmed	Payment confirmed	Message
1	45,00						

Participants  


	Last Name	First Name	Year of Birth	Type of Vehicle	License Plate	Gender	Size of T-Shirt	Team	Engine	Add-ons
 	Vorwerk	Claire	1972	Vespa < 1963	CE XX 123	W	M	?	150ccm	1 <input type="checkbox"/>





Click on  to send the registration. The following will appear:

Send registration

If you send the registration now you may not delete or modify the participants data afterwards!

Confirm the rules for the event 




Confirm the terms & conditions (rules) to send the registration. Once this has been sent, no further changes can be made.





The  symbol will then appear under “registration sent”

Registrations for this event















State

Number of Participants	Amount	Send registration	Registration sent	Payment Key	Registration confirmed	Payment confirmed	Message
1	45,00			4829A152B236			

The organizers of an event can confirm the status of the registration  and the payment  and also send the clubs a message via the system. The message can be seen in the right column

Confirmation of registration and payment changes the colour of the icons from grey to green.

ICON HELP:

	Help File		Terms & Conditions
	Settings		Website Link
	Logout		Add participant
	Save not possible / not all information required has been entered		Add multiple participants (from member list)
	Save possible		Send registration
	Registration not yet confirmed		Payment not yet confirmed
	Registration confirmed		Payment confirmed