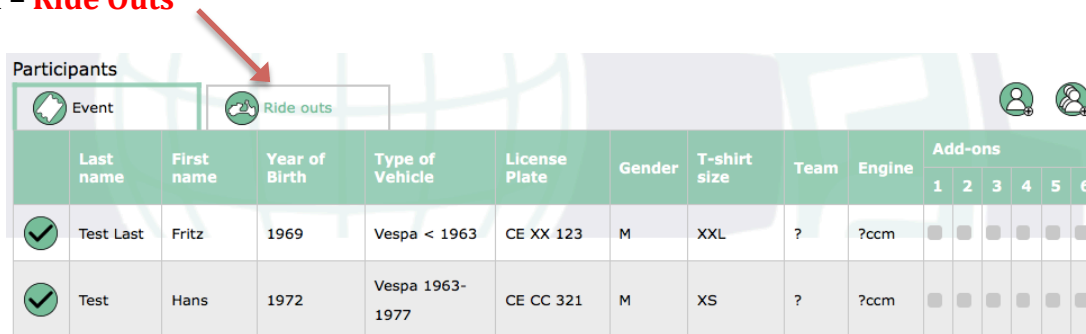


To book tours/ride outs

In the VCAERS system there is a new section, which can be seen after participants have been registered – **Ride Outs**



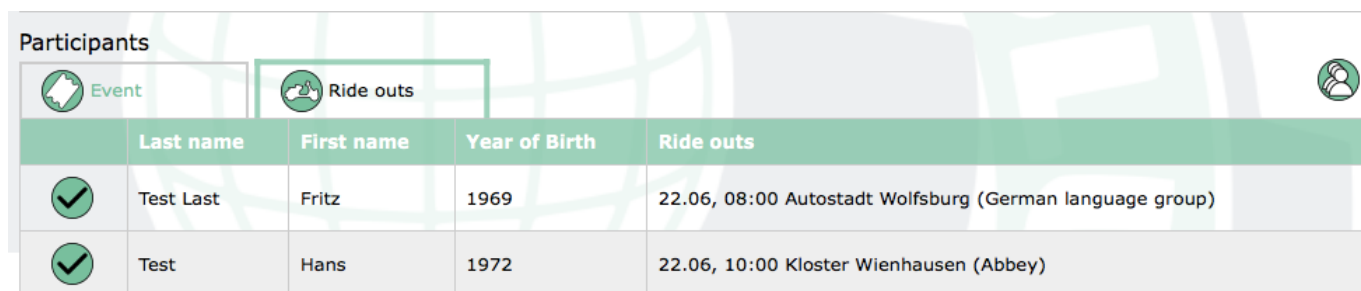
	Last name	First name	Year of Birth	Type of Vehicle	License Plate	Gender	T-shirt size	Team	Engine	Add-ons					
										1	2	3	4	5	6
✓	Test Last	Fritz	1969	Vespa < 1963	CE XX 123	M	XXL	?	?ccm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
✓	Test	Hans	1972	Vespa 1963-1977	CE CC 321	M	XS	?	?ccm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

In order to book a ride out you must swap from “Event” into the “Ride Out” Section.


There are 2 things possible in this section:

- you have a list of all ride outs already booked
- you can book new ride outs

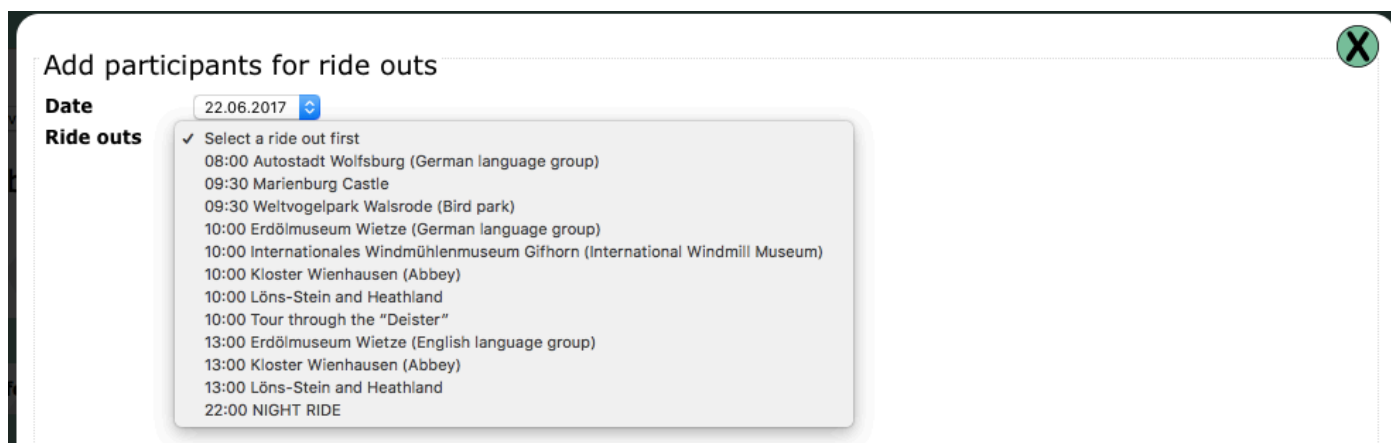
Important: you can only book tours for participants already registered and who have been confirmed by the organizer.



	Last name	First name	Year of Birth	Ride outs
✓	Test Last	Fritz	1969	22.06, 08:00 Autostadt Wolfsburg (German language group)
✓	Test	Hans	1972	22.06, 10:00 Kloster Wienhausen (Abbey)

To book a new ride out for a participant click on the symbol 

A new window will open – choose the date and the tour required.




Add participants for ride outs

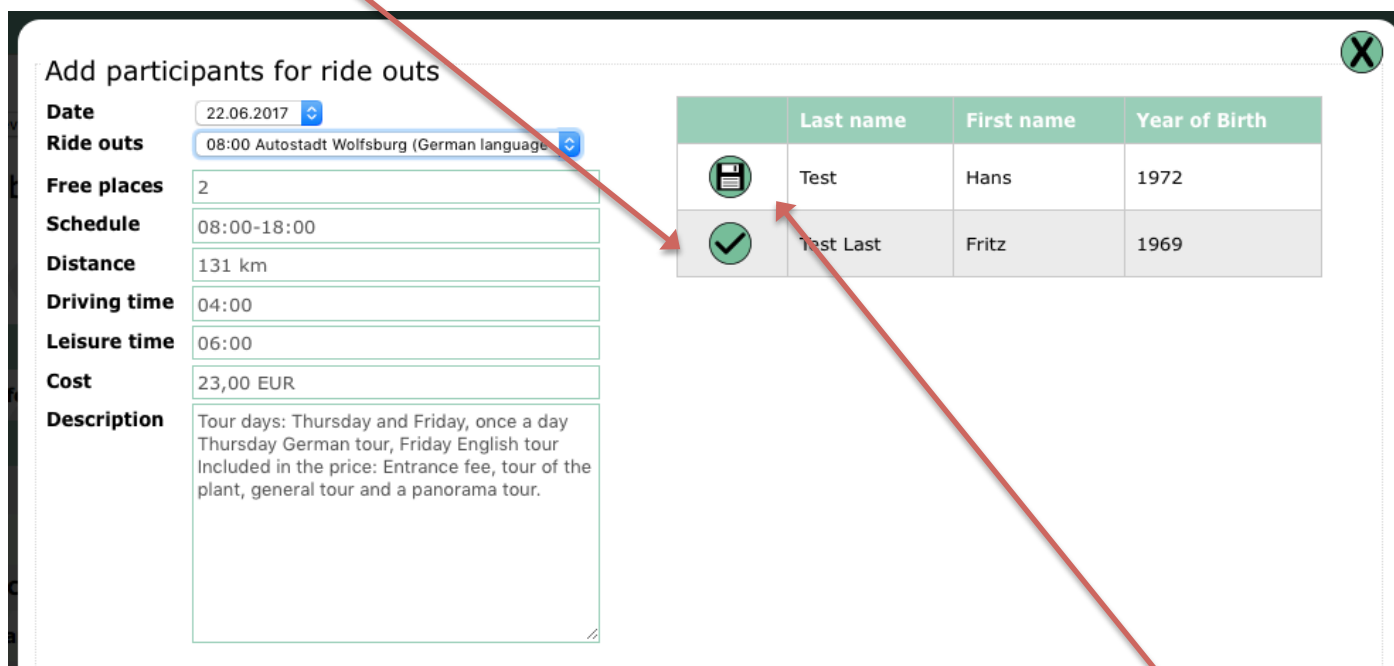
Date 22.06.2017



Ride outs


- ✓ Select a ride out first
- 08:00 Autostadt Wolfsburg (German language group)
- 09:30 Marienburg Castle
- 09:30 Weltvogelpark Walsrode (Bird park)
- 10:00 Erdölmuseum Wietze (German language group)
- 10:00 Internationales Windmühlenmuseum Gifhorn (International Windmill Museum)
- 10:00 Kloster Wienhausen (Abbey)
- 10:00 Löns-Stein and Heathland
- 10:00 Tour through the “Deister”
- 13:00 Erdölmuseum Wietze (English language group)
- 13:00 Kloster Wienhausen (Abbey)
- 13:00 Löns-Stein and Heathland
- 22:00 NIGHT RIDE

Further information about the ride out can be seen on the left.

On the right you can see which participants are already booked for this ride out. These are marked with this symbol: 




	Last name	First name	Year of Birth
	Test	Hans	1972
	Test Last	Fritz	1969

In addition you could book a tour for a further person by clicking on the save symbol. 

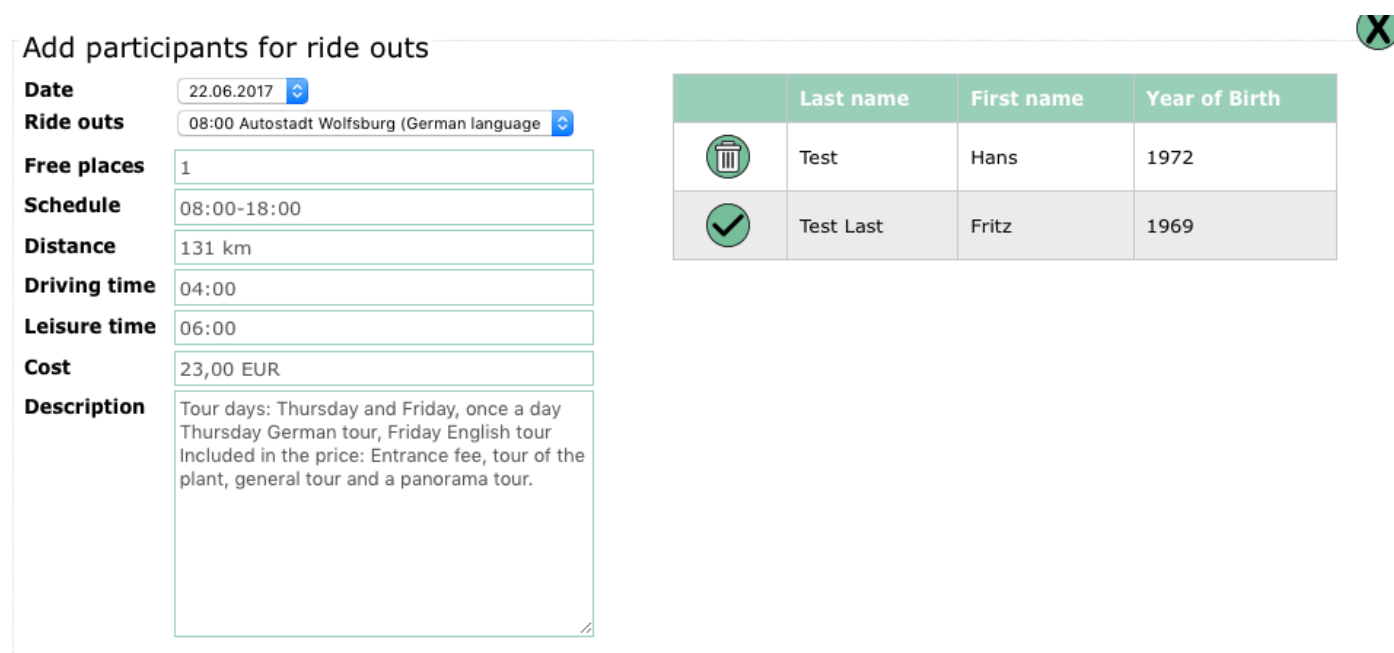
When booking a ride out for someone the system automatically checks if there are any free spaces left.



After clicking on the  symbol the following picture appears – the ride out could now be cancelled

if required using this symbol:  This can be done up until the registration is sent.

Then close the window using  in the top right hand corner.


Important – the ride out is only reserved and not booked at this moment.







	Last name	First name	Year of Birth
	Test	Hans	1972
	Test Last	Fritz	1969


Leisure time = time on site at destination

In this list you can see all ride outs booked –reserved spaces can be recognized by this symbol: 

Ride outs, which are booked, have this symbol: 

Participants 











	Last name	First name	Year of Birth	Ride outs
	Test	Hans	1972	22.06, 08:00 Autostadt Wolfsburg (German language group)
	Test Last	Fritz	1969	22.06, 08:00 Autostadt Wolfsburg (German language group)
	Test	Hans	1972	22.06, 10:00 Kloster Wienhausen (Abbey)

To finalize the booking you must send the registration. To do this move to the top window – here you must click on “send registration” 

When the registration is sent the symbol can be found under “Registration sent” and a payment key is generated.

Registrations for this event

Status find more information on this website: <http://espaworlddays2017.com/>

	participants	Amount	Send registration	Registration sent	Payment key	Registration confirmed	Payment confirmed	Message
	1	23,00						
	1	65,00			4847A152B246			
	1	23,00			4848A152B246			

On the left you can tell if the registration is for tickets  or for ride outs .

Once a ride out is fully booked no more registrations can be made for this one.

Add participants for ride outs

Date: 22.06.2017

Ride outs: 08:00 Autostadt Wolfsburg (German language)

Free places: 0

Schedule: 08:00 - 10:00

Distance: 132 km

Driving time: 04:00

Leisure time: 06:00

Cost: 23,00 EUR

Description: Tour days: Thursday and Friday, once a day
Thursday German tour, Friday English tour
Included in the price: Entrance fee, tour of the plant, general tour and a panorama tour.

FULLY BOOKED