Introduction

This is a quick introduction to the new online entry and management facility for competitors racing at Mondello Park. We recommend using Internet Explorer or Chrome browsers but the new Edge browser form Microsoft plus Safari and Firefox on Apple Mac and iPads should work too. The online site will run on other mobile devices but because of the amount of information we recommend a device that can display at least 1024 x 768 resolution.

Logging In

After clicking the link on the main Mondello Park website (you can also go direct to https://mondellorm.prosolvehosting.co.uk:485/login.aspx) you will be re-directed to the Competitors Online login page as seen below. Your **Login Name** is your email as registered with Mondello Park and you **Pin Code** will have been sent to you… if you don't have an Pin Code please contact the office.

Once logged in you will a screen similar to the following. Clicking each of the menu options at the top will allow you to manage your race entry details including setting up contact information, car or bike records and race entry & payment.

MY DETAILS – change you contact info, next of kin and licence details
MY VEHICLES – change info on your car or bike
CHAMPIONSHIPS – view information about championships or series you are currently entered for.
RACE HISTORY – view previous race entries
BOOK – book race entries
PAY – pay for previously booked entries
RACE PREP – manage details for upcoming races including car, bike, sponsor and second driver

To book and pay for a race

1. Click BOOK and you will see the following page. Note that championships/series races are displayed in the top half and open/all-comers races are shown in the bottom half of the screen. You can book one or more races by putting a check in the box (here shown booking the 13th August Carlow Car Club race).

2. Once you have selected the races check the disclaimer box at the bottom of the screen and click the **Book Events** button
3. The following confirmation will be shown

4. Click the **Proceed To Checkout** button
5. The confirmation and disclaimer screen appears. Please check the box to say you have understood the warnings and then click the **Make Payment** button

Payment

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

or

click the **Back** button to change bookings

WARNING:

If you have a default second driver and they are not racing with you, or if you have someone different racing with you, please ensure you correct the second driver details after payment.

These details can be viewed and amended under the Race Prep section.

Please also check your address details carefully on the payment gateway to ensure they correspond to your payment card's registered address.

I have read and understood the above warnings and wish to proceed to payment ☐   Make Payment   Back

6. At this point you will be transfered to the PayVector screen. PayVector are the company that handle the actual payment. Your name and address will be copied from the record we hold for you but you will need to fill in the card details and check that the address matches that of the credit or debit card you choose to use. For security reasons none of your credit card details are retained by Mondello Park. Also be aware that if you change the address on this screen to match your credit card then you will still need to update it via the MY DETAILS section if it is a permanent change.

7. Click the **Submit For Processing** button to process your payment. Please only click it ONCE and wait otherwise you may be charged twice.
8. If your payment is successful you will be returned to the online system and the following confirmation will be displayed. At this point you can Logout (using the link at the top right) or manage other information.

Order Details

Order ID: 12C2592
Order Date: 03 Jul 2017
Order Status: Success

Your payment has been processed successfully!

StartDate	Closing Date	Meeting	No	Race Description	Circuit	Due
10 Jul 2017	08 Jul 2017	TEST Meeting	3	Another TEST	Brands Hatch	€5.00

Surcharge	€0.00
Sub Total	€5.00
Total	**€5.00**

Home