



Voucher Flights

This module applies to: BGC vouchers, Into the blue and BGA voucher holders. And to all visitors wishing to purchase a Flight experience on the day.

The Visitor has already purchased a voucher

1. Go to “ *Launch point*”
2. Click on “ *New Flight*” or “ *New MG/TUG Flight*” as appropriate
3. Tick in the “ *Vouchers and courses*” Box
4. A valid vouchers list will appear
5. Search by name or by voucher number (Top right)
6. IF FOUND, Click “ *Apply*” IF NOT FOUND GO TO (13)
7. The Screen reverts back to *New Flight*
8. Enter Pilot 1 name
9. Scroll down and fill in the “ *Flight Type*”, “ *Select Aircraft*” and “ *Launch Type*”
10. Click “ *Create Flight*”
11. The screen will revert to the *Launch point* and the flight moves to “ *Gliders waiting on the grid*”
12. Proceed as per normal flight
13. Voucher Not found in the “ *Valid vouchers list*”
14. Click the (x) Bottom right, the screen will revert to “ *The Launch point*”
15. Enter Pilot 1 name
16. Choose ‘ *Product Code*’ from the drop down list. A new Box will appear with the Voucher Entitlement/Description.
17. Complete Voucher Number . Note, if left blank the system will generate a random number). No Need to insert a number for “ *Pay on the day*” products.
18. Complete Pilot 2 details i.e. the name of the Voucher holder (this automatically generates the holder as a temporary member for a period of one month). D.O.B format ‘dd-mm-yyyy’
19. GO to (9 to 12)

Voucher Extras’ Not Used at Burn yet.

The Visitor does not hold a voucher

1-3 > 14-19