August 8, 2016 **Memo #0045**

Attached you will find an F4 Registration Template which should be used for any guests you have coming to a race. You will need to list each guest and then under the headings "crew" or "guest" please put one of the payment codes listed. T = Team pays and you must provide the payment information on the sheet or they will not be able to get a pass without paying for it. The other option is P = Person pays and this means that they responsible for paying for the pass. Please let your guests know if they need to pay for it themselves.

If the guest is already a CURRENT SCCA MEMBER, they must provide their member number and the pass will cost $50.00 for the weekend. If they are not a current SCCA member, they will need to pay $80.00 and this will include the SCCA membership along with the weekend pass.

Going forward, please get these lists over to me by the Friday PRIOR to the race weekend so that I can enter all the information into the computer.

Please be sure to fill out all the information at the top, especially the person's name and phone number that is in charge of the guest list and is authorized to add names.

If you have any questions, please feel free to contact me.
Thank you
Cathie Lyon