

What to expect at **THE FIRS**

	FRIDAY	SATURDAY	SUNDAY
Site Capacity:	195	195	195
Number of pre-booked cars:	195	195	195
On the day sales:	Yes - This should be discussed with Tim Almond & Jonathan Buller		
Any known customer requests	No		
Other information:	Yes - see overleaf		

Checking customers in:

1. **Scan the ticket and check the vehicles registration details match.** If they do not, ask them to place their mobile number on the dashboard. (Pens and paper slips in scanning box!)
 - N.B If a customer's ticket is not valid / does not scan advise the driver to park up to the side and to remain in the vehicle whilst you rectify the problem. Contact the core team if you require assistance.
2. **Remind all customers of the car park closure times and to leave their printed ticket** (if they have one) **on the dashboard when parked.**
3. **Direct customers to the next stage** to be parked.

**SCANNER SET UP AND TICKET SCANNING INSTRUCTIONS ARE OVERLEAF
AND ALSO IN THE FOLDER IN THE ELECTRICALS BOX.**

On the day sales

- Prices Saturday = £30.00; Sunday = £40.00.
 - Payment can be by cash or card.
 - Card machine instructions are overleaf

Once transaction completed:

- advise the customer of closure times and ask them to leave their mobile number on the dashboard in case of emergencies. (Pens and paper slips in scanning box!)
- direct the customer to the next stage.

**CARD READER SET UP AND PAYMENT INSTRUCTIONS ARE OVERLEAF
AND ALSO IN THE FOLDER IN THE ELECTRICALS BOX.**

KNOWN CUSTOMER REQUESTS

Name / car	Request	To do:	
		○	

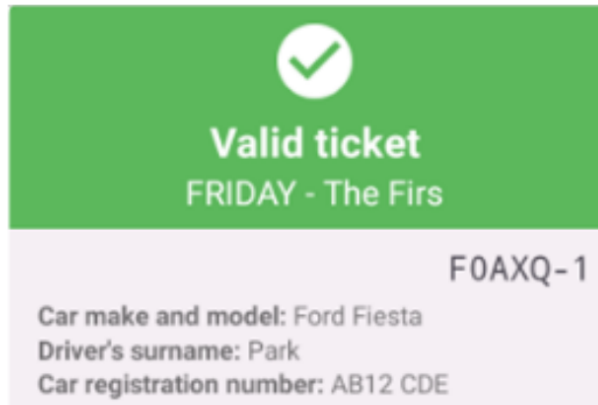
This number of non-standard vehicles expected

	Bigger than estate car	Smaller than standard car	Sports cars
Friday			
Saturday			
Sunday			

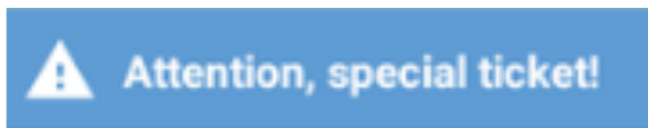
Using the Scanner

To turn the scanner on	• The power button is on the top right. • If on the home screen, press 'Scanner'
To view the number of cars scanned	• Press the 3 dots at the top right of the scanner screen • Go to 'Statistics' • Look for the current days figure at the bottom. It will show how many tickets have been scanned / checked in, compared to how many have been sold online (excluding on the day sales)
To make a phone call	• Press the circle button at the bottom and then press 'Phone' • At the top, press the 'star' to find useful saved numbers or use the dial pad button to call another number.

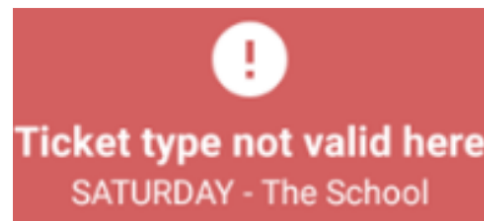
Scanning Tickets



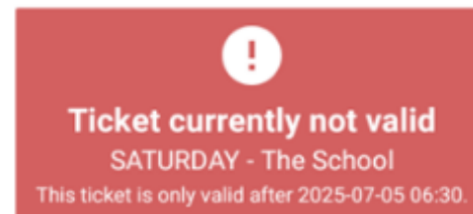
The ticket is valid
Check the car details - if they don't match ask customer to write phone number down and place on the dashboard



If this appears it signals there are notes on the booking and the customer requires special attention



→ **The ticket is valid today but not at your site.**
The correct site will be shown below the message. Direct your customer to the correct site.



→ **The ticket is not valid today.**
The correct day will be shown below the message.
Ask your customer to present the correct ticket.



→ **The scan has failed.**
Try again. If the message repeats try searching using the search icon and the code on the ticket.

Next steps

If a customer can not produce a valid ticket they should be directed to the nearest site for 'on the day' sales.
If unsure ask a coordinator for assistance.

THIS YEARS TICKETS FOR REFERENCE

Silverstone School Parking
Parking Ticket

2026

SUNDAY - Church St

DRIVER'S SURNAME
Marsden
VEHICLE REGISTRATION NUMBER
P11wdm
VEHICLE MAKE/MODEL
BMW m440i

EVENT DATE
2026-07-05
CAR PARK OPENS
05:30
CAR PARK CLOSES
22:30

ORDER CODE/POSITION
G9MKB-1



Thank you!

Thank you so much for supporting
our fundraising efforts and
choosing to park with Silverstone
School Parking.

Church St are yellow tickets.
Check the DAY is correct

Silverstone School Parking
Parking Ticket

2026

SATURDAY - The Firs

DRIVER'S SURNAME
Ahmed
VEHICLE REGISTRATION NUMBER
unknown
VEHICLE MAKE/MODEL
unknown

EVENT DATE
2026-07-04
CAR PARK OPENS
06:00
CAR PARK CLOSES
23:30

ORDER CODE/POSITION
3JQMB-2



Thank you!

Thank you so much for supporting
our fundraising efforts and
choosing to park with Silverstone
School Parking.

The Firs are pink tickets.
Check the DAY is correct

Silverstone School Parking
Parking Ticket

2026

SUNDAY - The School

DRIVER'S SURNAME
Ince
VEHICLE REGISTRATION NUMBER
Wx19 wzk
VEHICLE MAKE/MODEL
Flat

EVENT DATE
2026-07-05
CAR PARK OPENS
05:30
CAR PARK CLOSES
21:30

ORDER CODE/POSITION
VVBGM-1



Thank you!

Thank you so much for supporting
our fundraising efforts and
choosing to park with Silverstone
School Parking.

The School are blue tickets.
Check the DAY is correct

Silverstone School Parking
Parking Ticket

2026

FRIDAY - Green Lane

DRIVER'S SURNAME
Bedworth
VEHICLE REGISTRATION NUMBER
YB67YED
VEHICLE MAKE/MODEL
Mazda CX5

EVENT DATE
2026-07-03
CAR PARK OPENS
06:30
CAR PARK CLOSES
23:30

ORDER CODE/POSITION
PLUY3-2



Thank you!

Thank you so much for supporting
our fundraising efforts and
choosing to park with Silverstone
School Parking.

Green Lane are green tickets.
Check the DAY is correct

Contact Information:

Location	Contact number	
Core Parking Team	01327 568844	Friday: Jonathan Saturday: Kirstie/ Tom / Jonathan Sunday: Kirstie / Tom / Jonathan
Car Park - Church St	01327 568173	
Car Park - Green Lane	01327 568174	
Car Park - The Firs	01327 568172	
Car Park- The School	01327 568171	