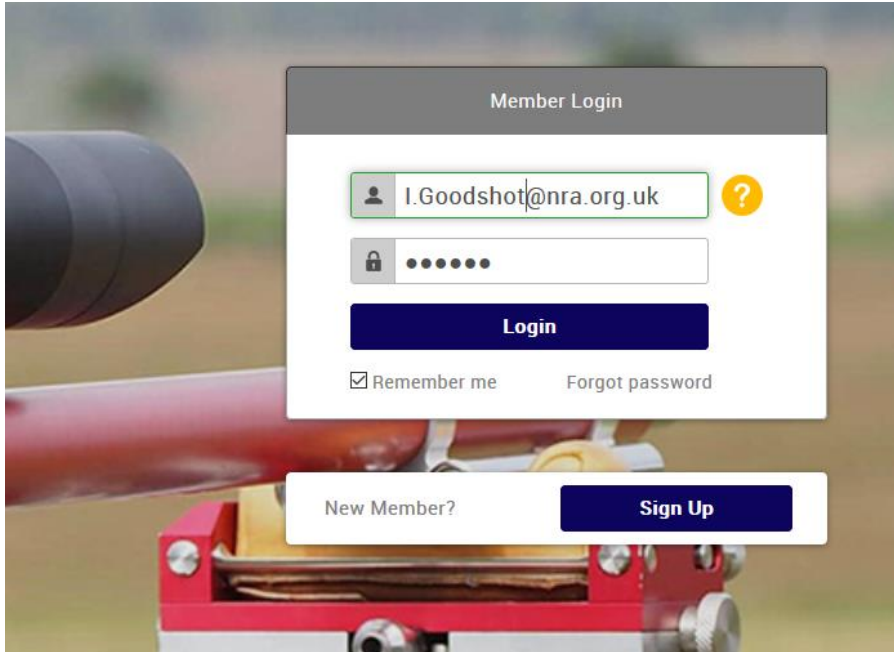


How to make a Range Booking

Login to our NRA Members Portal here <https://nra.azolve.com/>

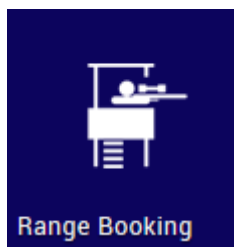


Enter your username and password or select 'Forgotten Password' and await email from the Membership Department.



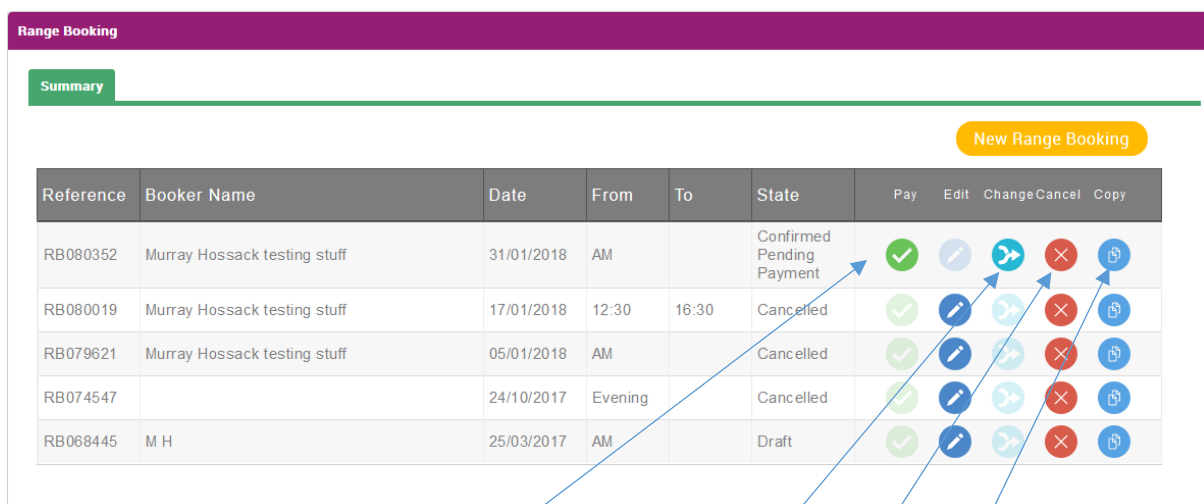
Upon logging in, you will then find the page on the left: your Membership Dashboard. You can navigate your way around your account from this page.

Select the Range Booking Tile.



The Range Booking Tile will take you to the screen shown below, and contains a history of your bookings.

A booker can also download all bookings that they have made into a spreadsheet by selecting download bookings.



Range Booking

Summary

New Range Booking

Reference	Booker Name	Date	From	To	State	Pay	Edit	Change	Cancel	Copy
RB080352	Murray Hossack testing stuff	31/01/2018	AM		Confirmed Pending Payment	✓	✎	↔	✗	📄
RB080019	Murray Hossack testing stuff	17/01/2018	12:30	16:30	Cancelled	✓	✎	↔	✗	📄
RB079621	Murray Hossack testing stuff	05/01/2018	AM		Cancelled	✓	✎	↔	✗	📄
RB074547		24/10/2017	Evening		Cancelled	✓	✎	↔	✗	📄
RB068445	M H	25/03/2017	AM		Draft	✓	✎	↔	✗	📄

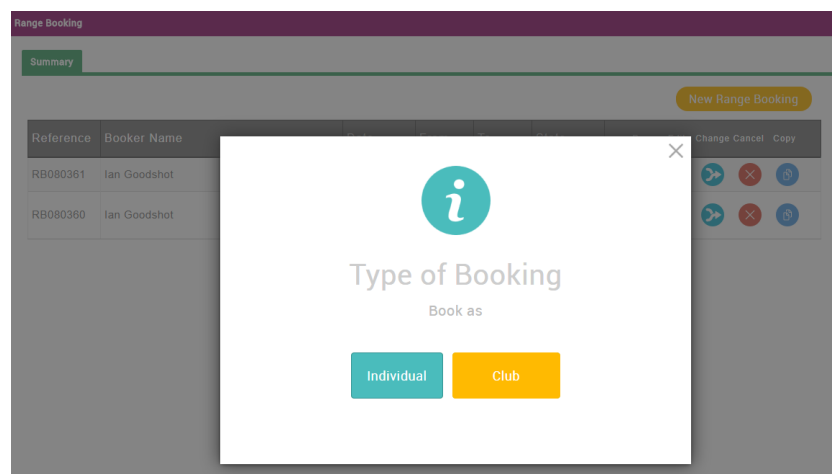
Select the green button to pay for a booking. The edit, change, cancel and copy buttons are self-explanatory (subject to [our Range Booking Terms and Conditions](#)).

Existing bookings may be edited unless have been approved by the Range Office (in which case you need to select the 'change' icon, of which re-submits the booking for approval after you have updated accordingly).

Making a new Range Booking

New Range Booking

If you are an authorised range booker for a club the following screen will appear:



Here you can choose if your booking is for your club or yourself

If you select **Individual** then your member name and email details are already included in booking.

If you select **Club** then you will be given the choice of organisation that you are making the booking for (if you are an event co-ordinator for more than one club). The dropdown box will display which clubs you have the range booking ability for.

Range Booking

Summary Details

Back to Summary

Submit for Approval

Save

Booker Details

Organisation Name: * Organisation Type:

NRA Test Club Ignore for stats pleas
NRA Test Club 2

Range Booking Details

N.B. Fields marked with * are mandatory.

Select Range using the

Selecting **Booking Date** displays a calendar and you may scroll or type in the required date in the following format (DD/MM/YYYY) or scroll through to the preferred date.

The screenshot shows the 'Range Booking Details' form on the left and a 'Range' selection modal on the right. The form includes fields for Range, Booking Date, From, People Attending, Targetry Details (Starting Distance, Targetry, Number of Lanes, Number of Markers), and Fallback Details. The modal shows a list of ranges with checkboxes: Stickledown, Century, Short Siberia, Winans (A), Cheylesmo..., Melville (B...), Butt Zero, Butt 19 (EL...), Cheylesmo..., and Winans (B).

Range Booking Details

Range and attendees details

Range: *

Booking Date: *

From: *

People Attending: *

Targetry Details

Starting Distance: *

Targetry: *

Number of Lanes: *

Number Of Markers: *

The **From** box displays available sessions per Range e.g. AM, PM, All Day or by the hour. Once selected the appropriate fee is entered into the **Fee (£)** box together with any marker fees.

Booker then confirms the number of people attending, Starting Distance, Targetry, Number of Targets and Markers, Fall back (Yes/No), Falling distance, bench required together with declaring if Black Powder and a Muzzle Break will be used during the booking.

In the Additional details box the member can provide other relevant information to the booking.

Range Booking Details

Range and attendees details

Range:	<input type="text" value="Century"/> *	Fee:	<input type="text" value="20.00"/>
Booking Date:	<input type="text" value="19/03/2018"/> *		
From:	<input type="text" value="AM"/> *		
People Attending:	<input type="text" value="10"/> *	Event:	<input type="text"/>

Targetry Details

Starting Distance:	<input type="text" value="200"/> *
Targetry:	<input type="text" value="NRA Face"/> *
Number of Lanes:	<input type="text" value="1"/> *
Number Of Markers:	<input type="text" value="1"/> *

Please provide any additional details here:

Fallback Details

FallBack:	<input type="text" value="No"/> *
Falling Distance:	<input type="text"/>

Prone
 Bench
 *

Muzzle Break:
 Black Powder:

Extras: Gazebo
 McQueen Target

At this point the booking can be **saved (as draft)** or **Submitted to NRA** for approval.

If **saved as draft** the booking can be edited later. If **submitted to NRA** then you must wait until approved or declined by NRA Range Office.

Once submitted the State changed to "Awaiting Approval"

Range Booking

Summary

New Range Booking

Reference	Booker Name	Date	From	To	State	Pay	Edit	Change	Cancel	Copy
RB080361	Ian Goodshot	22/03/2018	AM		Awaiting Approval					
RB080360	Ian Goodshot	27/08/2018	AM		Draft					

You will then receive an email confirming that your booking request has been submitted:

Subject: Range Booking Request 29/03/2018

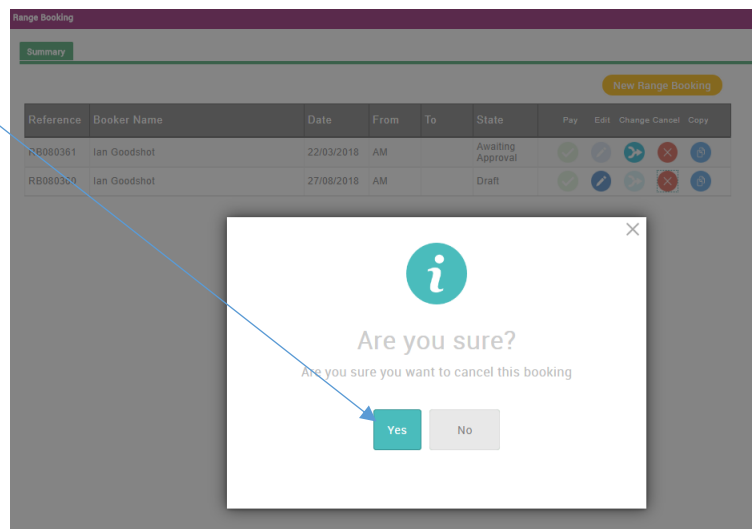
Dear Member Name,

Your range booking request has been logged with us, it will be reviewed and approved as soon as possible.

Thanks

The booking can be cancelled by the booker.

Once approved, the booking status changes to **Confirmed Pending Payment**.



Once your booking is approved by the Range Office, you will receive an email like this:

Dear Member Name

Your booking Number **RB082413** is now confirmed and is subject to our cancellation policy.
Your booking is as follows:

Range Booking Reference: RB082413

Range: Century

Range URL: <https://nra.org.uk/wp-content/uploads/2017/09/Century-Range-Regulations.pdf>

Booking Date: 29/03/2018 - AM

Starting Distance: 600

Targetry: NRA Face

Number of Targets: 1

Number of Markers: 1

Fallback: No

Falling Distance:

Bench / Prone: Prone

Comments:

Regards

Range Office

The members booking list now shows the request as **Confirmed Pending Payment or Confirmed and Paid - (if payment completed online)**.

Declined Booking

If a booking is declined (by the NRA Range Office) the member will receive the following email:

Dear Member Name

Thank you for requesting a range slot at Bisley. Unfortunately this is declined due to lack of range space on that date and time.

Please see the comments section below for alternative options.

If this is acceptable please amend your booking [here](#) and resubmit or select an suitable alternative date and distance.

Your booking was as follows:

Range Booking Reference: RB082413

Booking Date: 29/03/2018 - AM

Starting Distance: 1200

Targetry: NRA Face

Number of Targets: 1

Number of Markers: 1

Fallback: No

Falling Distance:

Bench / Prone: Prone

Comments: 'now 500 yds'

Apologies for any inconvenience.

We look forward to seeing you at Bisley

Regards

Range Office

The booking status changes to **cancelled** as below but can be edited and resubmitted if changes are acceptable

Range Booking

Summary

New Range Booking

Reference	Booker Name	Date	From	To	State	Pay	Edit	Change	Cancel	Copy
RB080370	Murray Hossack Testing	29/03/2018	AM		Confirmed Pending Payment					
RB080369	Murray Hossack Testing	29/03/2018	AM		Confirmed Pending Payment					
RB080352	Murray Hossack testing stuff	31/01/2018	AM		Confirmed and Paid					
RB080019	Murray Hossack testing stuff	17/01/2018	12:30	16:30	Cancelled					
RB079621	Murray Hossack testing stuff	05/01/2018	AM		Cancelled					
RB074547		24/10/2017	Evening		Cancelled					