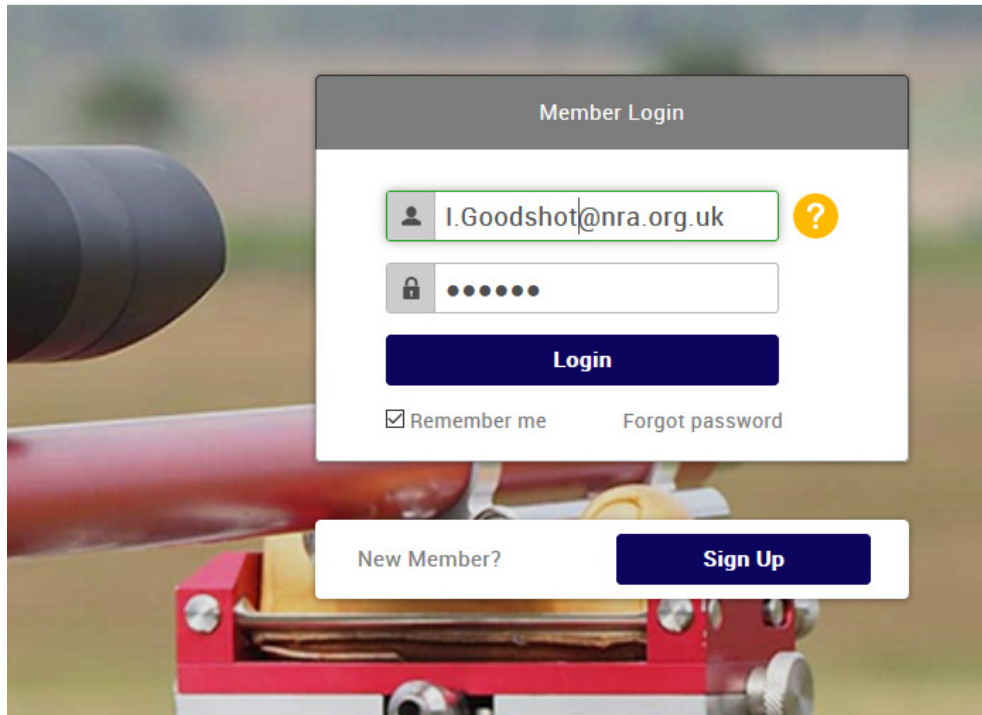


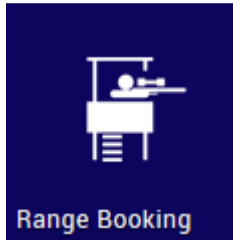
How to make a Range Booking

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

For Returning Members enter your Username and Password or select Forgotten and await email from NRA membership department.



Select the Range Booking Tile



The Range Booking Tile will take you to this screen and contains a history of your bookings. Which can be filtered by using the drop down box if you are a club authorised booker.

Range Booking


























Summary

New Range Booking Download Bookings

Select Club: NRA Test Club Ignore for stats please

Reference	Booker Name	Organisation Name	Date	From	To	State	
RB084994	Murray Hossack testing stuff	NRA Test Club Ignore for stats please	03/08/2018	AM		Cancelled	
RB084993	Murray Hossack testing stuff	NRA Test Club Ignore for stats please	02/08/2018	AM		Draft	
RB083890	Murray Hossack testing stuff	NRA Test Club Ignore for stats please	03/07/2018	AM		Cancelled	
RB083319	Murray Hossack testing stuff	NRA Test Club Ignore for stats please	30/04/2018	AM		Cancelled	
RB083249	Ian Goodshot	NRA Test Club Ignore for stats please	27/04/2018	PM		Draft	
RB083057	System Admin	NRA Test Club Ignore for stats please	20/04/2018	PM		Cancelled	
RB082952	Ian Goodshot	NRA Test Club Ignore for stats please	18/04/2018	PM		Cancelled	
RB074547		NRA Test Club Ignore for stats please	24/10/2017	Evening		Cancelled	
RB068445	M H	NRA Test Club Ignore for stats please	25/03/2017	AM		Cancelled	

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

Range Booking						
Summary						
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	    

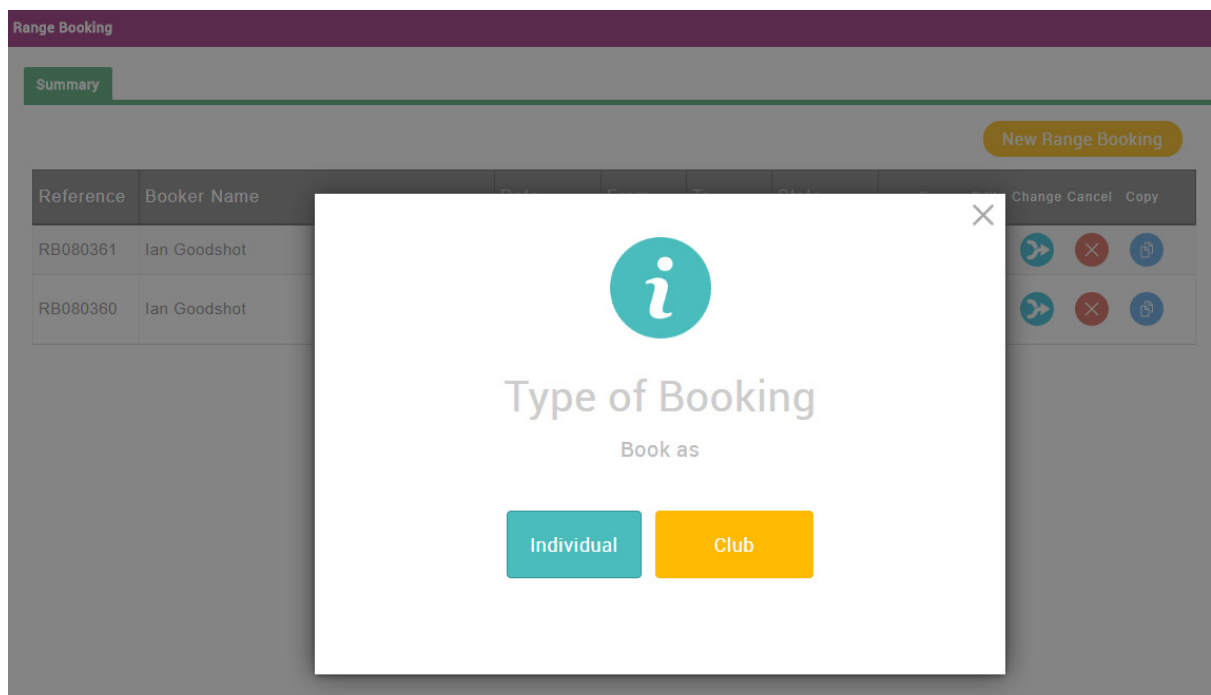
You can Pay for a booking if the Green button is highlighted, change, cancel or copy a booking before attending (subject to our [terms and conditions of booking](#)).

Existing bookings may be edited unless they are confirmed (in which case you need to change the booking as it will have been planned on the range).

Make a new Range booking

New Range Booking







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




Range Booking

Summary

New Range Booking

Reference	Booker Name	Date	From	To	State	Pay Edit Change Cancel Copy
RB080361	Ian Goodshot					  
RB080360	Ian Goodshot					  



Type of Booking

Book as

Individual
Club

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 – and you now need to make the traditional choices to book.

If you select **Club** then you will be given the choice of the organisation you are making the booking for (if you are a member of more than one club) the dropdown box will show you which club 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 please
NRA Test Club 2

N.B. Fields marked with * are mandatory.

Select Range using the 

Range Booking

Summary Details

Back to Summary Submit for Approval Save

Booker Details

First Name: Ian Email Address: i.goodshot@nra.org.uk

Surname: Goodshot

Range Booking Details

Range and attendees details

Range: * Fee:

Booking Date: * To:

From: * Event:

People Attending: *

Targetry Details

Starting Distance: * Please p

Targetry: *

Number of Lanes: *

Number Of Markers: *

Fallback Details

FallBack: *

Falling Distance:

Prone Bench *

Muzzle Break: Black Powder:

Extras:

Range

RANGE Search...

ADVANCED CLEAR

Range	Select
Stickledown	<input checked="" type="checkbox"/>
Century	<input checked="" type="checkbox"/>
Short Siberia	<input checked="" type="checkbox"/>
Winens (A)	<input checked="" type="checkbox"/>
Cheylesmo...	<input checked="" type="checkbox"/>
Melville (B...	<input checked="" type="checkbox"/>
Butt Zero	<input checked="" type="checkbox"/>
Butt 19 (El...	<input checked="" type="checkbox"/>
Cheylesmo...	<input checked="" type="checkbox"/>
Winens (B)	<input checked="" type="checkbox"/>

Page: 1 of 2 Displaying 1-10 of 1

Close

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.

Range Booking Details

Range and attendees details

Range:	<input type="text" value="Century"/>	*
Booking Date:	<input type="text"/>	*
From:	<input type="text"/>	*
People Attending:	<input type="text"/>	*
Targetry Details	<input type="text"/>	*
Starting Distance:	<input type="text"/>	*
Targetry:	<input type="text"/>	*
Number of Lanes:	<input type="text"/>	*
Number Of Markers:	<input type="text"/>	*

March 2018

Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Today

The **From** box displays available sessions per Range e.g. AM, PM, All Day or by the hour (electronic Targets) per Range. 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: *

Fee:

Booking Date: *

From: *

People Attending: *

Event:

Targetry Details

Starting Distance: *

Targetry: *

Number of Lanes: *

Number Of Markers: *

Please provide any additional details here:

Fallback Details

FallBack: *

Falling Distance:

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					

Email is then sent by the NRA booking Administration system confirming this.

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.

Range Booking

Summary

New Range Booking

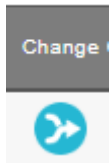
Reference	Booker Name	Date	From	To	State	Pay	Edit	Change	Cancel	Copy
RB080361	Ian Goodshot	22/03/2018	AM		Awaiting Approval					
RB080360	Ian Goodshot	27/08/2018	AM		Draft					

Are you sure?

Are you sure you want to cancel this booking






Yes No

Or changed by the booker



Once the booking is approved the member will get an email that requires their confirmation to complete the booking.

The booking status changes to **Confirmed Pending Payment** as below

Reference	Booker Name	Date	From	To	State	Pay	Edit	Change	Cancel	Copy
RB080370	Murray Hossack Testing	29/03/2018	AM		Confirmed Pending Payment					

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 Paid for**.

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					

Declined Booking

If a booking is declined (by the NRA Range Office) the member will get the following email that requires their confirmation to complete the booking. N.B. NRA Administrators should write the reason for declining in the **Comments** Box on the booking.

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					

Download Bookings

Ongoing database development

As we continue to upgrade the internal systems we will be adding the functionality for members to book courses, NRA Shooting Club spaces, and Certification Assessments on line.

If you do experience any problems using the new system please email itsupport@nra.org.uk and we will try to ensure these are resolved within 48 hours.