

## Members guide to updating your NRA record

Login to our NRA Members Portal here [NRA Members Portal](#)

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

Welcome the National Rifle Association Portal. This portal allows members to manage their personal profile, book range space, enter competitions and submit online payments for membership.

Sign in or Register

**REGISTER**

**NRA Membership**  
Register here to join the NRA, have access to online booking facilities and to receive updates on monthly activities. Being a NRA member shows your support for the great work we do for all shooters across the UK.

Register

**SIGN IN**

**Returning Members**  
Sign in using your existing details

Username:

Password:

Forgotten Password or Username? [Sign In](#)

### **Members Home screen.**

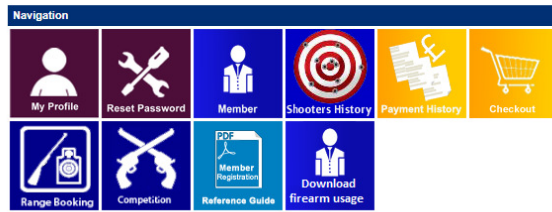
Your shooting history will be available as a report ([Adobe PDF](#)) to you when not at NRA Bisley by selecting the “Download Firearm Usage” tile.

Membership details through the ‘member tile’ – this allows you to add firearms certificates, new firearms, making membership payments and ensure all your contact details are up to date.

Book ranges through the ‘range booking tile’\*

Enter competitions through the ‘competitions tile’\*

\*currently you will need to re login when entering this part of the database; we are continuing to work on this to develop more user friendly system.



From here you can enter additional details in your “Member” record – N.B. If the tabs Additional details, RCO Events, Firearms Information. Attachment and Summary are Grey then there are no details entered. To enter details here select **NEXT** at the top or bottom of each of the next screens and complete as necessary. Once completed you will be able to directly access each Tab. The summary TAB

**Tab 1 – Member Details**

National Rifle Association of United Kingdom 

MEMBER REGISTRATION IAN GOODSHOT

Member Registration » Member Details


Member Details Additional Details RCO Events Firearms Information Attachment Summary

Back Next Save and Return to Home page

**Member Details**

Membership Number	<input type="text"/>	Category	Annual Standard	Please enter member details. Click <a href="#">here</a> for a help guide on our different membership categories.
FAC Number	FAC/12345/2015	FAC Expiry Date	23/07/2015	
Title	Mr	Sex	Male	
First Name	Ian	Occupation	IT Services Manager	
Surname	Goodshot	Promo Source		
Middle Name	Very	Join Source		
Date of Birth	23/01/1988	Gift Aid	Yes	
Disabled	<input type="checkbox"/>	Direct Debit	<input type="checkbox"/>	

**Member Photo**

 Upload Your Photo

Please upload member photo.

**Club Information**

Club ID	572	Club Name	NRA	Please provide club information.
Second Club ID		Second Club Name		
	<input type="checkbox"/>	Range Conducting Officer		
		Shooting Club Member	<input checked="" type="checkbox"/>	

**Contact Details**

Address	Bisley Camp	Email	Igoodshot@nra.org.uk	Please enter your primary contact details to ensure NRA are able to contact you if there are any issues with the registration.
	Brookwood	Work Email		
Town	Woking	Home Telephone	012345797777	
Post Code	GU23 12RD	Business Telephone		
County	Surrey	Mobile Telephone		
Country	UK			

Back Next Save and Return to Home page

Tab 2 –Additional Details

MEMBER REGISTRATION
IAN GOODSHOT

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Member Registration » Additional Details

[Member Details](#)
[Additional Details](#)
[RCO Events](#)
[Firearms Information](#)
[Attachment](#)
[Summary](#)

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Save and Return to Home page

**Additional Information**

Council Member

Has Caravan

Caravan Site Number

Caravan Custom Size

Receive Journal  \*

Receive Bible

Committee

Has Hut

Caravan Size

Hut Number

Receive Emails

**i** Please check the box if you would like to opt in to receive email updates from the NRA.

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**Disciplines**

Target Rifle <input type="checkbox"/>	Gallery Rifle And Pistol <input type="checkbox"/>	Long Range Pistol <input type="checkbox"/>
Sporting Rifle <input type="checkbox"/>	Air rifle <input checked="" type="checkbox"/>	Service Rifle <input type="checkbox"/>
F Class Rifle <input type="checkbox"/>	Match Rifle <input type="checkbox"/>	Target Shotgun <input type="checkbox"/>
Smallbore <input type="checkbox"/>	Practical Rifle <input type="checkbox"/>	Shotgun <input type="checkbox"/>
Archery <input checked="" type="checkbox"/>	Muzzle Loading <input type="checkbox"/>	
Classic Rifle Pistol <input type="checkbox"/>	Heritage <input type="checkbox"/>	

**i** Please choose disciplines.

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**Primary/Secondary Discipline**

Please select a Primary Discipline

Please select a Secondary Discipline (if any)

**i** Please choose a Primary and/or a Secondary disciplines. Selecting a Primary Discipline is mandatory. The Secondary Discipline must be different from the Primary Discipline.

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Save and Return to Home page

Tab 3 – RCO (Range Conducting Officer) Events will appear here if and when completed.

MEMBER REGISTRATION
IAN GOODSHOT

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Member Registration » RCO Events

[Member Details](#)
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Next
Save and Return to Home page

**RCO Events**

Date of Event	ConductingOfficer1	ConductingOfficer2	Check1	Check2	Check3	Check4	Check5	Expires	Status

**i** Please Provide Event Details.

**Tab 4 – Firearms Information.** Here you can add your firearms against you may wish to record your shooting history.



MEMBER REGISTRATION IAN GOODSHOT

Member Registration » Firearms Information

Member Details Additional Details RCO Events **Firearms Information** Attachment Summary

Back Next Save and Return to Home page

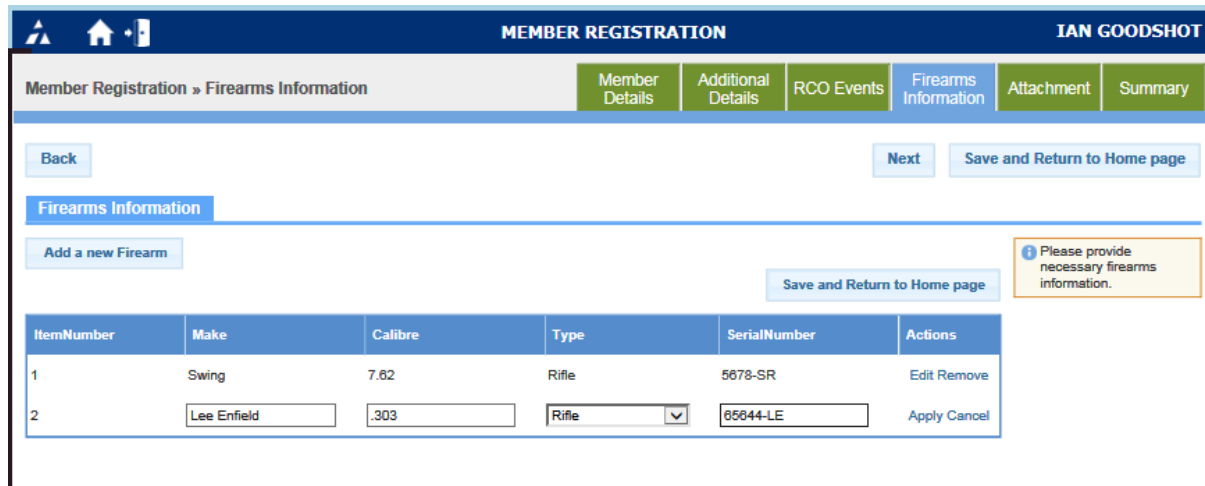
Firearms Information

Add a new Firearm Save and Return to Home page

Please provide necessary firearms information.

ItemNumber	Make	Calibre	Type	SerialNumber	Actions
1	Swing	7.62	Rifle	5678-SR	Edit Remove

N.B. When adding a new firearm please select **apply** after each firearm added



MEMBER REGISTRATION IAN GOODSHOT

Member Registration » Firearms Information

Member Details Additional Details RCO Events **Firearms Information** Attachment Summary

Back Next Save and Return to Home page

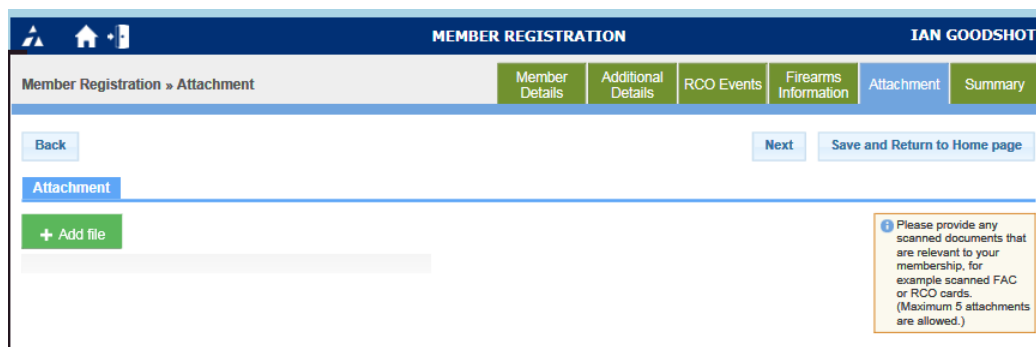
Firearms Information

Add a new Firearm Save and Return to Home page

Please provide necessary firearms information.

ItemNumber	Make	Calibre	Type	SerialNumber	Actions
1	Swing	7.62	Rifle	5678-SR	Edit Remove
2	<input type="text" value="Lee Enfield"/>	<input type="text" value=".303"/>	<input type="text" value="Rifle"/>	<input type="text" value="65644-LE"/>	Apply Cancel

**Tab 5 – Attachment.** Please provide any scanned documents that are relevant to your membership. E.g. FAC or RCO cards. (Max 5 allowed).



MEMBER REGISTRATION IAN GOODSHOT

Member Registration » Attachment

Member Details Additional Details RCO Events **Firearms Information** **Attachment** Summary

Back Next Save and Return to Home page

Attachment

+ Add file

Please provide any scanned documents that are relevant to your membership, for example scanned FAC or RCO cards. (Maximum 5 attachments are allowed.)

**Tab 6 - Summary Screen** (with a payment due). If you have a payment due you are able to either pay using **cash or cheque**, **pay online with Sagepay** or **Pay Later**. The Pay Later option will place the payment due in your checkout basket on the member home page for your later attention so next time you login you can just select the **checkout** tile to make your payment.

**National Rifle Association of United Kingdom**

MEMBER REGISTRATION IAN GOODSHOT

Member Registration » Summary

Member Details Additional Details RCO Events Firearms Information Attachment Summary

Back Pay Using Cash or Cheque Pay With Sage Pay Next

**Member Summary**

Member Details	
Member Number	
Member Name	I G
Sex	Male
Club Name	NRA
Category	Annual Standard
Contact Details	
Address	bisley
Town	Test Account
County	
Post Code	gu23 12rd
Payment Status	
Amount	£73.50
Last Payment	
Status	Awaiting Registration

**Declarations : Member Registration**

Please click [here](#) for a copy of the NRA Membership declaration forms which you must sign and return via post to the NRA.

Please click [here](#) for a copy of the NRA direct debit form which you must sign and return before we can process your direct debit.

Please click [here](#) for a copy of the NRA Gift Aid form should you wish your membership to be worth 25% more to the NRA at no extra cost to you.

Please read the declaration statements and sign the relevant areas. By signing the declarations, you are acknowledging and confirming in that the statement is true.

Back Pay Using Cash or Cheque Pay With Sage Pay Pay Later

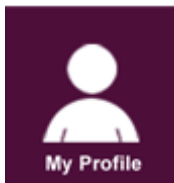
1. At any time you can access the home screen or logout (remember to save any changes please) by selecting this button



2. You can also logout by selecting this button



## Individual Tile Functions



In this section you can amend your email address and confirm your logon username (but not change it – greyed out)

Please review profile details and amend if required.

### My Profile

Title	<input type="text" value="Mr"/>
Username	<input type="text" value="i.goodshot@nra.org.uk"/>
First Name	<input type="text" value="Ian"/>
Last Name	<input type="text" value="Goodshot"/>
Email Address	<input type="text" value="i.goodshot@nra.org.uk"/>
Date of Birth	<input type="text" value="23/01/1988"/>



Please complete to change the current password.

### Reset Password

Current Password	<input type="password" value="●●"/>
New Password	<input type="password" value="●●●●●●"/>
Confirm Password	<input type="password" value="●●●●●●"/>



Displays a list of the firearms you have registered on your member account (added on Firearms Information Tab in member Registration) and allows you to record their usage for your FAC.

Shooters History » History History

**List of All Firearms**

Item Number	Make	Calibre	Type	Serial Number	Actions
1	Swing	.76	Rifle	12345	Add Usage
2	Lee Enfield	.303	Rifle	LE456789	Add Usage

This is the list of all firearms you own.

**Firearms Usage**

Expand Contract Firearms Usage History

[Finish and Logout](#)

To record Usage select the weapon and then “Add Usage” confirming the date location and activity from the dropdown box

Shooters History » History History

**List of All Firearms**

Item Number	Make	Calibre	Type	Serial Number	Actions
1	Swing	.76	Rifle	12345	Add Usage
2	Lee Enfield	.303	Rifle	LE456789	Add Usage

This is the list of all firearms you own.

**Firearms Usage**

Today's date is entered automatically. Select the number of the firearm used, then select an activity. Expand Contract Firearms Usage History

Item Number	Make	Calibre	Date of Use	Where Shot	Activity	Actions
1	Swing	.76	10/02/2015	Bisley	Practice	Apply Cancel

Please select apply after each recorded use and then Finish and logout at bottom of screen when completed.

Expand Contract Firearms Usage History

Activity	Actions
Practice	Apply Cancel

[Finish and Logout](#)

### **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 [irsupport@nra.org.uk](mailto:irsupport@nra.org.uk) and we will try to ensure these are resolved within 48 hours.