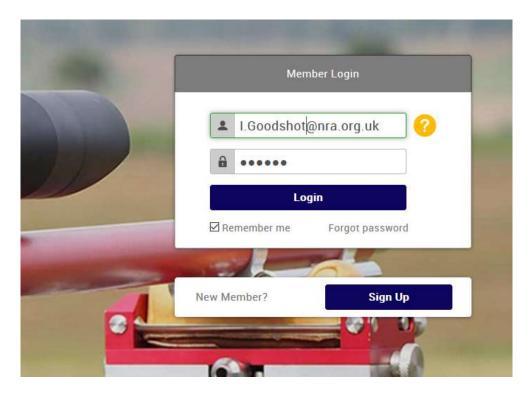
Make a new Range booking

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.



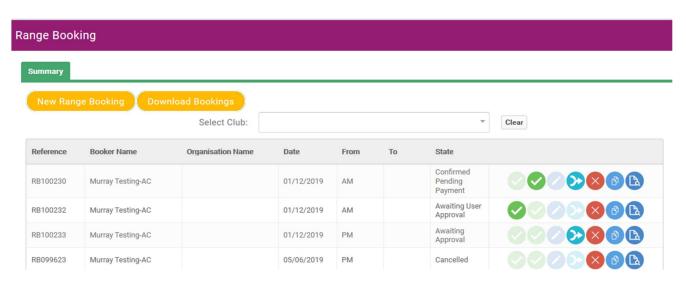


Once logged in select the Range Booking Tile from the menu button of the screen

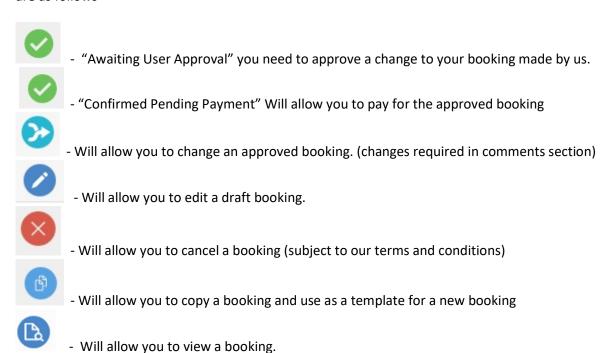
on the top left



This will then display a list of your existing bookings with their current status



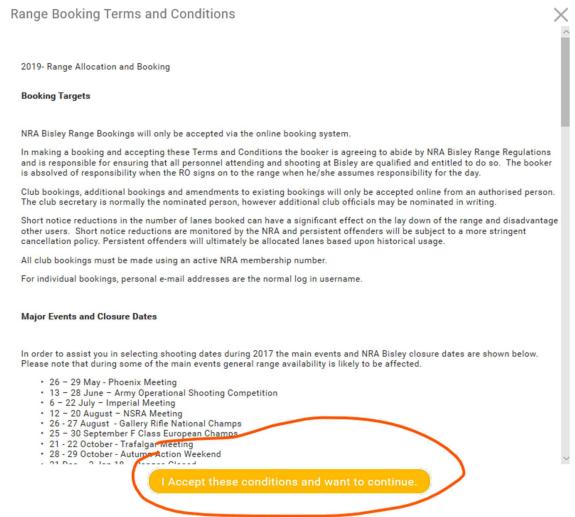
If a selection is highlighted you are able to perform a further action. From left to right these buttons are as follows





Select

A Terms and conditions screen will be presented that need acceptance before you can continue to the booking.

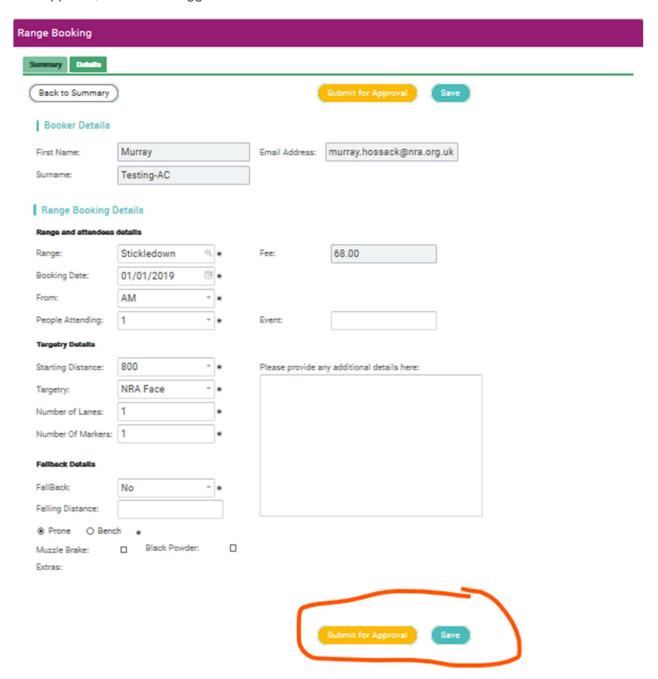


You will next be offered the following if you are a club official (Secretary, Chairman. President, Vice President, Treasurer, Club admin) or an event co-ordinator



If the booking is for yourself then select individual. If it is for a Club you will be offered the choice of which club on the next screen.

Next please fill out the booking you require. N.B. Selecting Save will bake a booking a Draft booking you can amend later. Selecting submit will prompt the NRA to review your booking and approve, decline or suggest an alternative.



Once submitted you will receive the following automatic email from Range.Booking@nra.org.uk (please check junk mail if not received)



Dear Murray,

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

Regards Range Office

©Copyright 2004-2009 National Rifle Association
Bisley, Brookwood, Surrey. GU24 0PB Tel: 01483 797777 Fax: 01483 797285

If your booking is approved you will receive the following email from the Range office detailing your booking.

"Dear Murray Testing-AC

Your booking Number RB100230 is now confirmed and is subject to our cancellation policy.

Your booking is as follows:

Range Booking Reference: RB100230

Range: Stickledown

Range URL: https://nra.org.uk/wp-content/uploads/Stickledown-Range-Regulations.pdf

Booking Date: 01/12/2019 - AM

Starting Distance: 1200 Targetry: NRA Face Number of Targets: 1 Number of Markers: 0

Fallback: No Falling Distance: Bench / Prone: Prone

Comments:

Regards

Range Office "

If we have amended your booking you will receive the following email that requires your assent to before it is confirmed.

"Dear Murray Testing-AC

Your booking Number RB100232 contains an amendment by the Range office and is now subject to your approval. Please see the comments section relating to the change. If you accept please select the green tick within the go membership system. Failure to accept the change will result in your booking being declined. All bookings are subject to our cancellation policy..

Your booking is as follows:

Range Booking Reference: RB100232

Range: Stickledown

Range URL: https://nra.org.uk/wp-content/uploads/Stickledown-Range-Regulations.pdf

Booking Date: 01/12/2019 - AM

Starting Distance: 900 Targetry: NRA Face Number of Targets: 1 Number of Markers: 0

Fallback: No Falling Distance: Bench / Prone: Prone Comments: AM only

Regards

Range Office "

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

Declined Booking email

Dear Murray

Thank you for requesting a range slot at Bisley. Unfortunately this is declined due to lack of range space on that date and time. We can offer you an alternative booking please see comments below.

If this is acceptable please amend your booking <u>here</u>. Using the copy function and resubmit or select an suitable alternative date and distance.

Please also see our current range availability here which is updated weekly.

Your booking was as follows:

Range Booking Reference: RB100230

Booking Date: 01/12/2019 - AM

Starting Distance: 1200 Targetry: NRA Face Number of Targets: 1 Number of Markers: 0

Fallback: No Falling Distance: Bench / Prone: Prone

Comments:

Apologies for any inconvenience.

We look forward to seeing you at Bisley

Regards Range Office