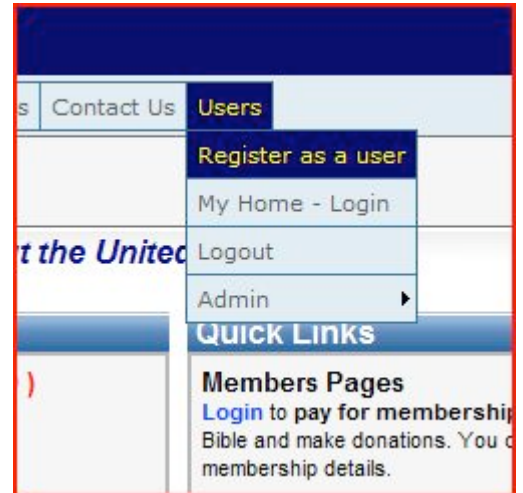


A Guide to using the Bisley Online Booking Service

Setting up an account

If you haven't already got one, you'll need to set up an account.

1. Go to www.nra.org.uk
2. Click on 'Users' - a dropdown box will appear.
3. Click on 'Register as a user'
4. Enter your details into the registration form. Please remember all boxes marked with an asterisk (*) are compulsory.
5. Check the box next to the terms and conditions
6. Click 'Register'



Accessing the Online Booking Service

You can access the Bisley Online Booking Service from your login homepage on the NRA or NSC websites.

1. Go to www.nra.org.uk
2. Click on 'Users' - a dropdown box will appear.
3. Click on 'My Home – Login'



You will be taken to your homepage

Your Bisley Online Booking Service Homepage

This homepage is broken down into three sections. You may need to scroll down to see all sections.

Member Details – Your latest contact information

Add New Booking – This is where you create your online bookings

‘My Bookings’ Section – A list of all bookings previously submitted to the Range Office, and their current status.

Member Details
Individual Membership Number: 7632

Add New Booking
Note: Currently this form may only be used for booking Club, Schools and Association Targets. Affiliation Numbers must be provided. The only exception to this is for official teams where all team members are INDIVIDUAL members of the NRA.

Range: Range Type: Distance: Target(s):
 Date: Duration: Number of Targets: I would like to hire: Markers:
 Organisation: Affiliation Number: Organisation Type:
 Event (Practice, Match name etc.):
 Any additional comments below:
 Submit this Booking to Range Office

Booking Details (already submitted to the Range Office)

BID	Organisation	Event	Date	Range	Flags	Markers	Distance	Booking Status	Priority	Type	Target(s)	Requirements	Comments	Date of request
164	Nice one	Test 2	Tue 05 Jan 2010 AM	Stickdown	1	0	1000 yards	Declined - Lack of space	Fulbore	NRA Face				21/05/2009 16:28:00
117	Palma Team Test		Sat 12 Feb 2010 AM	Stickdown	5	5	500,500,1000	Falling back	Declined - Lack of space	Fulbore	Palma Face			20/05/2009 11:29:00
165	Marker Test	test	Sun 14 Feb 2010 AM	Century	5	0	200 yards	Declined - Lack of space	Fulbore	Palma Face				21/05/2009 16:27:00
165	Milly's legendary practice squad	Practice 1	Sun 14 Feb 2010 AM	Stickdown	5	5	1000 yards	Cancellation Requested	Requested	Fulbore	Palma Face			26/05/2009 13:11:00 Cancel Add
110	England Commonwealth Games Squad Training Weekend		Sat 10 Apr 2010 AM	Century	1	1	300,500,800	Falling back	Requested	Fulbore	NRA Face			26/05/2009 15:06:00 Cancel Add
111	England Commonwealth Games Squad Training Weekend		Sat 10 Apr 2010 PM	Stickdown	1	1	500,1000	Falling back	Requested	Fulbore	NRA Face			26/05/2009 15:06:00 Cancel Add
112	England Commonwealth Games Squad Training Weekend		Sun 11 Apr 2010 AM	Century	1	1	300,500,800	Falling back	Requested	Fulbore	NRA Face			26/05/2009 15:10:00 Cancel Add
113	England Commonwealth Games Squad Training Weekend		Sun 11 Apr 2010 PM	Stickdown	1	1	500,1000	Falling back	Requested	Fulbore	NRA Face			26/05/2009 15:11:00 Cancel Add
114	England Commonwealth Games Squad Training Weekend		Sat 05 May 2010 AM	Century	1	1	300,500,800	Falling back	Requested	Fulbore	NRA Face			26/05/2009 15:14:00 Cancel Add
115	England Commonwealth Games Squad Training Weekend		Sat 05 May 2010 PM	Stickdown	1	1	500,1000	Falling back	Requested	Fulbore	NRA Face			26/05/2009 15:15:00 Cancel Add
116	England Commonwealth Games Squad Training Weekend		Sun 09 May 2010 AM	Century	1	1	300,500,800	Falling back	Requested	Fulbore	NRA Face			26/05/2009 15:16:00 Cancel Add
117	England Commonwealth Games Squad Training Weekend		Sun 09 May 2010 PM	Stickdown	1	1	500,1000	Falling back	Requested	Fulbore	NRA Face			26/05/2009 15:17:00 Cancel Add
165	Milly's test	Practice legendryness	Mon 10 May 2010 AM	Stickdown	4	3	1000 yards	Declined - Lack of space	Fulbore	NRA Face				21/05/2009 15:55:00
163	Milly's	Nice one	Sun 15 Aug 2010 AM	Short Sights	1	0	100 yards	Declined - Lack of space	Fulbore	NRA Face				21/05/2009 16:25:00
5	Joe Sloppa Enterprises		Mon 13 Dec 2010 AM	Stickdown	5	5	1000 yards	Cancellation Confirmed	Confirmed	Fulbore	Palma Face			15/05/2009 16:34:00

You can also download your bookings, to send to members of your Club, Association, School or Team.

Click on the ‘Download my Bookings’ tab to see your bookings listed in MS Excel.

Submit this Booking to Range Office

Booking Details (already submitted to the Range Office)

[Download My bookings](#)

BID	Organisation	Event	Date
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Making a booking

Go to the 'Add New Booking' section and fill in each of the boxes. You will see that some of them have dropdown menus to help you. In order to make the booking you will need to provide the following information:

- The range you wish to shoot on.
- The type of firearms you wish to use.
- The distances you wish to shoot.
- The type of targets you wish to shoot at.
- The date and times you wish to shoot.
- The number of targets and markers you will need.
- The organisation name you are booking on behalf of, its affiliation number and type.
- The name of the booking or event.
- Any non-standard information that the Range Office will need to know in order to reserve the correct space on the range.

Once you have filled in all the information (including the comments box), please click on:

[Submit this Booking to Range Office](#)

Your booking will now be submitted to the Range Office, and will show in your 'My Bookings' section as 'Requested'. Each booking will have its own unique booking identification number (BID). Please use this number whenever you contact the Range Office about your booking.

Once the Range Office has booked your target, you will see this status change to 'Confirmed'.

If your booking cannot be confirmed, you may see 'Declined – Lack of Space'. In this instance, we may be able to modify your booking to fit you around those who have already booked. You will be notified if this is the case.

If you are not an authorised person to act on behalf of your organisation, or it appears your booking may be fraudulent, you may see the status change to 'Declined – Unauthorised User'. We will normally contact you or the recognised club representative before declining your booking for this reason.

Reviewing your bookings

Go to the bottom of your Bisley Online Booking service homepage, and review your bookings. You have three options for each booking. You can access these functions by clicking on the relevant icon on the right hand side of each booking:



Cancelling a booking - Click this button to send a cancellation request through to the Range Office. You will see the status change to 'Cancellation Requested'. When the Range Office changes the booking on the range sheets, they will change the status to 'Cancellation Confirmed'. You will then know that your request has been actioned.



Editing a booking - If there are minor changes to be made to your booking, please click on this button. When you make the suitable changes, and click submit, your booking will be resent to the Range Office. Once they have made the appropriate changes, the status will change to 'Confirmed'. There may be occasions where we cannot accommodate your request, and we will normally contact you to discuss the options available.

If you have any changes to make to your booking with seven days of the event, please contact the Range Office directly on 01483 797777 ext 152 or by email at range.office@nra.org.uk



Using a booking as a template - If you make lots of bookings, this tool will save you time. If you click on this button, a new window will open up giving you the chance to make another booking using the same information. Just change the relevant details (date, time etc) and submit this as a new booking. We recommend that you use a template for the range you are looking to copy, to save needing to re-enter any range or targetry information. For instance if you wish to make a booking for Melville from a template, use an original Melville template, not a Stickle-down one.

Once you submit this booking, it will be entered into your 'My Bookings' Section as 'Requested'.