

HOW TO USE THE BARPC RANGE RESERVATION SYSTEM

Logon to the club forum as normal, which can be found at <http://www.barpc.org.uk/forum/index.php> and find the BARPC COVID-19 Range Reservation System section of the forum. There will be five sections to this area:

- Range Reservation System Instructions & Discussion
- Walled Garden Tuesday Evenings Reservations
- Walled Garden Wednesday Afternoon Reservations
- Walled Garden Sunday Morning Reservations
- Popham Sunday Morning Reservations

Find the forum section which relates to the location, dates, AND time for your preferred reservation.

Example:

Subject / Started by		Replies / Views
 	<i>Walled Garden Sunday 21st June : 9am to 10 am</i> Started by <i>Graeme</i>	 <i>0 Replies</i> <i>0 Views</i>

After opening the posting of your choice, you will see an event detailing:

- The shoot location.
- The shoot date.
- The shoot time.
- The maximum number of places available and the number of any people who may have already registered.

Example:

Linked Events

Walled Garden Sunday 21st June : 9am to 10 am: 21 June, 2020

You may [Register](#) Entry closes **20-Jun-2020**.
Maximum places available 5 -> 1 Registered [\[Show\]](#)

If other members have registered, clicking **[Show]** will display the names of those people already registered.

Example:

Name	Status	Comment
Graeme	Registered 17 Jun 2020	[Show]

Clicking **[Show]** again will display any detail for that reservation.

Example:

Name	Status	Comment
Graeme	Registered 17 Jun 2020	[Hide]
	 Graeme Davison	

Click **[Hide]** twice to return to the registration box.

To make your registration, click **Register**.

If making a reservation for yourself and another member use the pull down to select the number of reservations, you are making.

Example

Number attending

1 ▾

In the Comments box, enter your PROPER name (not your Forum nickname). If your reservation is for yourself and another add BOTH names into the comments box

Example

Add Comment

Sue Davison

There follows the terms & conditions and procedures covering the shoot event. These must be read and understood. Then click **I Agree** to make your reservation.

Example:

Event Entry Terms and Conditions

The full Risk Assessment and Method Statement for the ranges have been emailed to all members and are available on the club website and must be read by all members. By making this reservation, you are confirming that you have read, understood and will comply with the details of these documents. In Summary

- * If you feel unwell or suspect you might have COVID-19 do not come to the club and self isolate as per the government guidance.
- * If you are medically shielding we urge you not to come to the club to shoot at present.
- * The range officer alone will handle range set up, administration, target setting out, surfaces disinfection and control of range safety.
- * Personal Protection Equipment will only be provided for the range officer, if you wish to bring your own gloves or face covering you may.
- * Hand sanitiser is available for all to use.
- * If you have any questions or concerns please do get in touch with Simon or any committee member or range officer.

I Agree **I Disagree**

PLEASE NOTE THAT IF you click **I Disagree**, or exit the reservation at this stage, your booking **will not** be finalised and you will **not be** allowed to shoot.

Assuming you click **I Agree**, you are returned to the event box, which shows your reservation confirmed:

Linked Events

Walled Garden Sunday 21st June : 9am to 10 am: 21 June, 2020

You are Registered. You may [Deregister](#) [Edit](#) Entry closes **20-Jun-2020**.

Maximum places available 5 -> 2 Registered [\[Show\]](#)

Clicking [Edit](#) at any time allows you to alter any text you had entered in the Add Comment box.

Clicking [Deregister](#) at any time, gives you the option to cancel your booking. Click OK on the warning box:

www.barpc.org.uk says

If you deregister you may not be able to re-register!
Are you sure?

[OK](#) [Cancel](#)

Please note, if you deregister you may not be able to rebook as other people might take up all of the shooting places in the meantime.

At any time, you can return to the booking and see who else will be in your session. You can also view any text they have entered. Example:

Linked Events

Walled Garden Sunday 21st June : 9am to 10 am: 21 June, 2020

You are Registered. You may [Deregister](#) [Edit](#) Entry closes **20-Jun-2020**.

Maximum places available 5 -> 2 Registered [\[Hide\]](#)

Name	Status	Comment
Zinbaco	Registered 17 Jun 2020	[Hide]
		“ Sue Davison
Graeme	Registered 17 Jun 2020	[Hide]
		“ Graeme Davison

When registering, you might see that all places have been taken:

Maximum places available 5 -> 5 Registered [\[Show\]](#)

If this is the case, please keep checking the event as your fellow shooters may have deregistered themselves, thereby allowing a slot to become available. **THIS IS WHY IT'S VERY IMPORTANT TO DEREGISTER YOURSELF IF YOU NEED TO CANCEL YOUR OWN BOOKING.**