

LANE BOOKING PROCEDURES

All RA Gun Club members within the Handgun and Rifle disciplines must book a lane before coming in for their session. Members are able to book their time online through PlayRA, at the East desk or over the phone with Member Services at 613-733-5100.

Handgun Booking Time Slots - 30mins (10min setup, 10mins relay & 10mins clean up)

Rifle Booking Time Slots - 40mins (10min setup, 20mins relay & 10mins clean up)

- **Members may book lanes up to 3 days in advance.** Although you can view available time slots beyond this timeframe, you will not be able to book lanes more than 3 days in advance.
- Please ensure you cancel your booking should you no longer be able to attend
- Upon arrival, please check in with the Range Officer so you can be marked as attended your booking time.

*Lane booking is **only** available to valid RA Gun Club Members.

[BOOK A LANE NOW](#)

How to Book a Shooting Lane

Login to your [PlayRA](#) on-line registration account.

As an RAGC member, **you already have an account. DO NOT CREATE A NEW ONE.** Please call Member Services at 613-733-5100 or email info@racentre.com to have your membership account linked to your online profile.

Once you have logged in, you will be on the Home page. Please select "Schedule a visit" on the right hand side of the screen.

The screenshot shows the RA PlayRA Home page. At the top left is the RA logo. Below it is a navigation menu with options: Drop in Bookings, Program Search, My Account (selected), View Programs, and Log Off. The main content area is titled "Home" and contains a "Notifications" section with a thank-you message and a green success message: "You have successfully set up your online profile." To the right is a "Make a booking" section with two buttons: "Schedule A Visit" (highlighted with a red box) and "Programs".

This will take you to the Online Booking page.

- Select **RA Centre** from the drop-down menu under Facilities - Club - *Be sure to do this first!*
- Select **Gun Club** under Category
- Select your **desired section** under Activities
- Click on green **View Timetable** button at lower right of screen

Online booking

Facilities

Club

× RA Centre ×

Activities

- Handgun Section
- Rifle Section
- Student Handgun Section

Category

- Archery
- Badminton
- Gun Club
- LifeFIT
- Racquetball
- Squash

[View Timetable](#)

- Select the date for which you wish to book. You will now see all the available time slots.
- **Members may book lanes up to 3 days in advance.** Although you can view available time slots beyond this timeframe, you will not be able to book lanes more than 3 days in advance.
- Each time slot will have a number below the arrow, this is the number of shooting lanes available during this time slot. If you notice FULL this means there are no available lanes during this time slot.
- Click on the time you wish to book.

The screenshot shows the RA Online booking interface. At the top left is the RA logo. A navigation menu on the left includes 'Drop in Bookings', 'Program Search', 'My Account', 'View Programs', and 'Log Off'. The main heading is 'Online booking'. Below this, there are tabs for 'TODAY', 'TOMORROW', 'SEP 19, 2020', and 'Sep 17, 2020'. The 'Sep 17, 2020' tab is selected. The timetable displays three slots for the 'HANDGUN SECTION' at 'RA CENTRE':

Time	Section	Location	Spaces
6:00 PM	HANDGUN SECTION	RA CENTRE	4 Spaces
6:30 PM	HANDGUN SECTION	RA CENTRE	4 Spaces
7:00 PM	HANDGUN SECTION	RA CENTRE	4 Spaces
7:30 PM	HANDGUN SECTION	RA CENTRE	4 Spaces

A 'Previous' button is located at the bottom right of the timetable area.

You are now in the Section window

Handgun Section

Date	Thursday, September 17th 2020
Time	6:00 PM
Description	There is no description for this activity
Location	RA Centre

Price	\$1000.00
Discount	\$1000.00
Total	\$0.00

[Close](#) [Add and book another](#) [Add and continue to basket](#)

- Click on **add and continue to basket**.
- You will be taken to your Cart. *If your total has not been discounted to \$0 you need to contact Member Services to ensure that your RAGC membership is current and that your file is linked to your on-line profile.*
- Click on **Continue** and proceed to complete your registration
- You will receive an email confirming your booking.



Drop in Bookings
Program Search
My Account
View Programs
Log Off

Cart

Cart Summary | Payment options | Payment Summary | Payment | Confirmation

Handgun Section RA Centre		✕
Location	Shooting Lane 1 (RA Centre)	
Date	Sep 17, 2020 6:00 PM - 6:30 PM	
Price	\$0.00	
Discount	\$1000.00	

Discount	\$1000.00
Subtotal before tax	\$0.00
Total to pay	\$0.00
Total to pay now	\$0.00

[Continue](#)
[Book another](#)

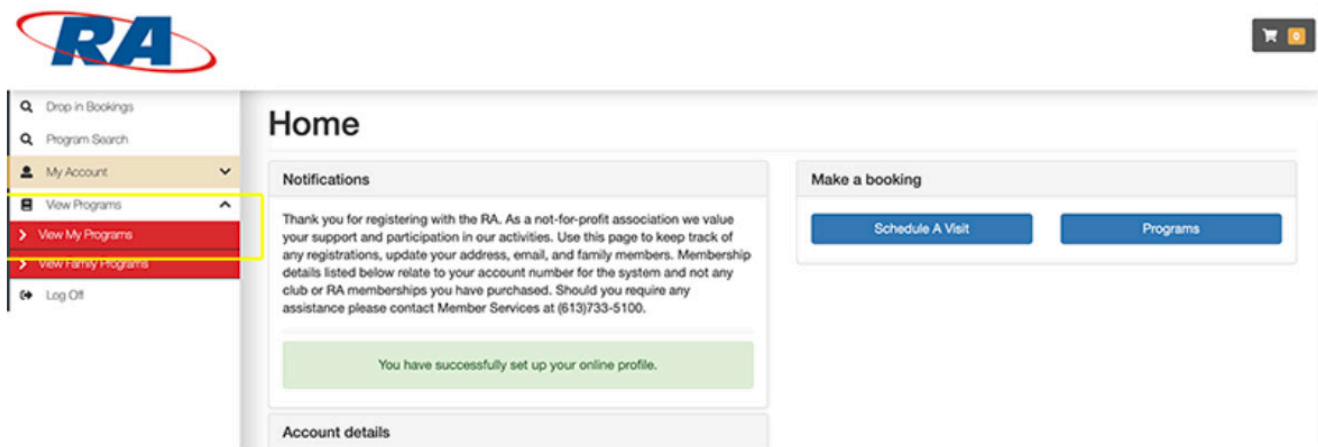
How to View and or Cancel a Shooting Lane Booking

In the event you wish to cancel your Booking you can easily do so from your account. Please note if the booking was completed through the Member Service desk you will need to cancel through them.

Bookings must be cancelled 48 hours in advance.

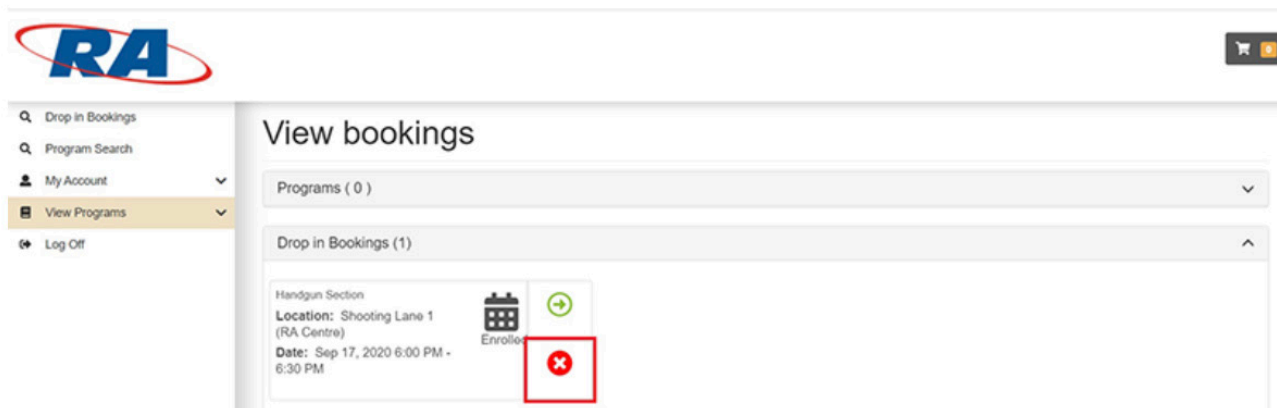
Login to your [PlayRA](#) on-line registration account.

Once you have logged in, you will be on the Home page. Please select "View Programs" from the left panel.

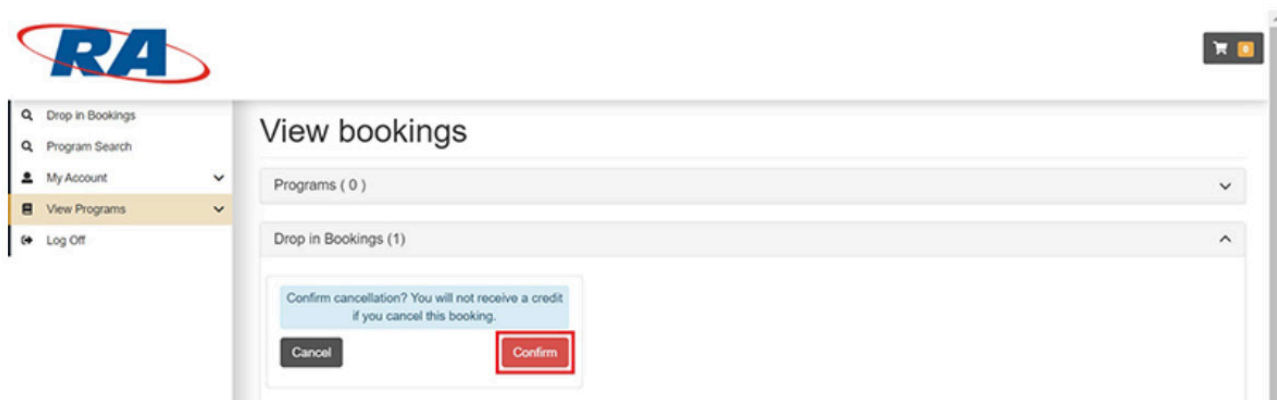


You are now on the View bookings page

- Select "Drop in Bookings"



To cancel a booking, simply select the booking time and hit the red "Cancel" button.



Confirm cancellation.