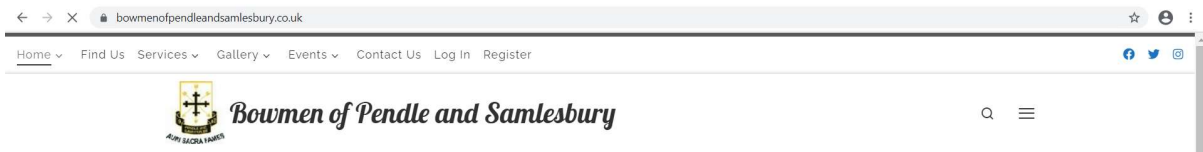


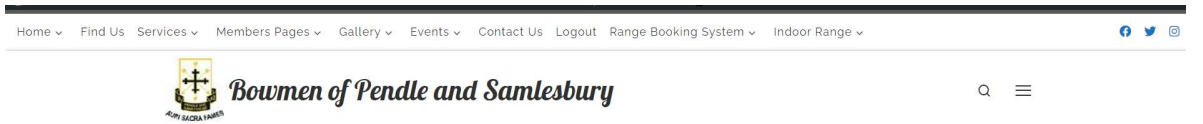
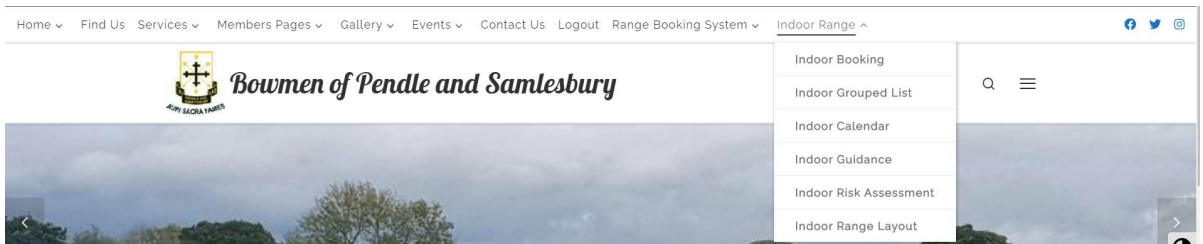
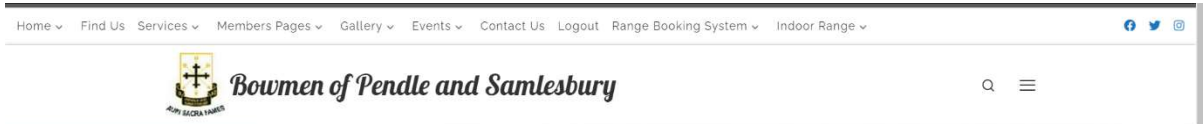
# Booking a Lane

You must first register on the website.



Once approved, usually within the day, you will be able to see the members pages as below.

Open the website and Log –In Click on Range Booking and Indoor Booking you will see the booking application.



Indoor Booking

EDIT

## Indoor Archery Lane Booking

Select Day\*

Monday

Monday\*

Lane 1

Sep						
2020						
MO	TU	WE	TH	FR	SA	SU
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27

First select a Day from the drop down list.

Then select the lane required

Choose a date and you will be presented with the slots available, click on whichever slot required.

We have tried to maximise the number of lanes available and varied time slots. We will keep these under review.

Indoor you will be able to book 1 slot per day and a maximum of 3 per week. Again this will be kept under review.

Outdoor you will be able to book 2 slots per day and a maximum of 4 per week

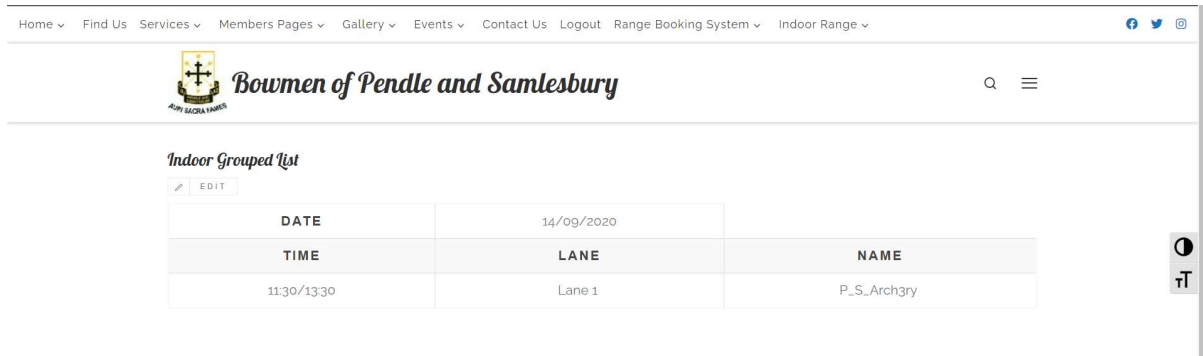
Fill all the details in and Click Submit.

# Booking a Lane

The system may be a little slow the SUBMIT button will flash a few times and then confirm your submission.

You will receive an email confirmation which will contain iCal file to allow you to add it to your calendar.

To check which lanes are booked and by who. Please see the Booking Grouped List. This will show which lanes and slots are already booked.



The screenshot shows the website header with navigation links: Home, Find Us, Services, Members Pages, Gallery, Events, Contact Us, Logout, Range Booking System, and Indoor Range. The logo for 'Bowmen of Pendle and Samlesbury' is visible. Below the header, the 'Indoor Grouped List' section is displayed with an 'EDIT' button. The table below shows a booking for 14/09/2020 at 11:30/13:30 in Lane 1, booked by P\_S\_Arch3ry.

DATE	14/09/2020		
TIME	LANE	NAME	
11:30/13:30	Lane 1	P_S_Arch3ry	

## Editing / Cancelling your booking

Click on Range Booking / Indoor Booking

Below the booking form are YOUR bookings.

Click on either Edit or Cancel

Your Indoor Bookings

DATE	14/09/2020			
TIME	SERVICE	USER	EDIT	CANCEL
11:30/13:30	Lane 1	P_S_Arch3ry	<a href="#">Edit</a>	<a href="#">Cancel</a>

Edit will take you back to the booking form and allow you to cancel the existing booking and add the changed booking.

Cancel will just let you cancel the existing booking.