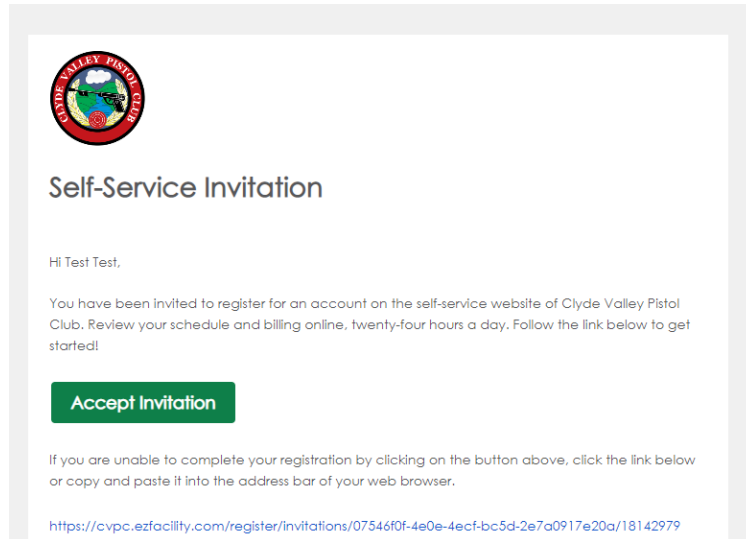


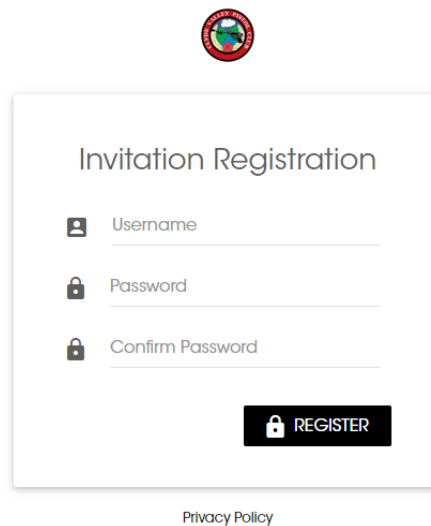
# Clyde Valley Pistol Club Self-Serve Booking System Instructions

## Registering for Self-Serve range booking

You will receive an invitation to your registered email address. Click “Accept Invitation”



You will now see the below details.

The image shows a registration form titled "Invitation Registration". At the top center is the club's logo. The form contains three input fields: "Username" with a person icon, "Password" with a lock icon, and "Confirm Password" with a lock icon. Below these fields is a black button with a white lock icon and the text "REGISTER". At the bottom of the form, there is a link for "Privacy Policy".

Your Username should be your membership number (if you do not know this please contact [cvpc\\_membership@hotmail.co.uk](mailto:cvpc_membership@hotmail.co.uk)); password can be anything memorable complying with the below

**Password must be between 8 and 100 characters long and requires at least one lowercase letter, one uppercase letter, and one number.**

Once complete hit “Register” you will now be able to book any available session.

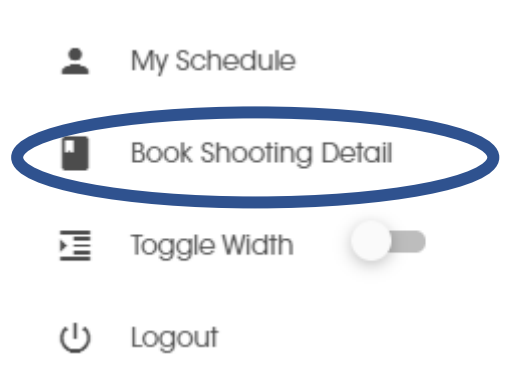
Once Registered you will be able to book a session. Each detail will last 30 mins. You must select either Pistol or Rifle to allow the range to be set up for you visiting the club. Details can be booked up to 3 days in advance however please note slots are limited.

## Booking a Session

To book a session first log into the Self-Service Portal using your username (membership number) and password the URL is below

<https://cvpc.ezfacility.com/>

From the left-hand side menu select “Book Shooting Detail” as below.

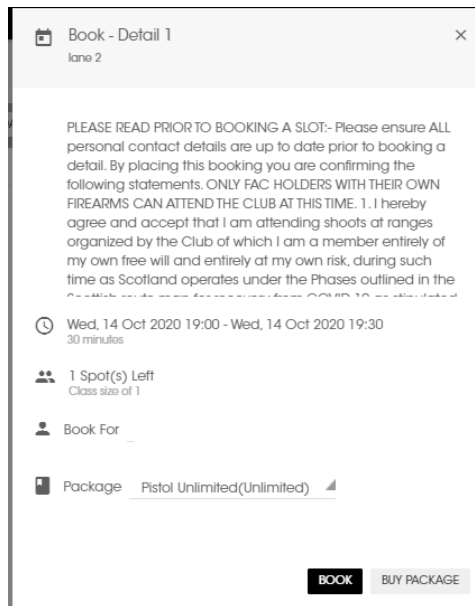


You will now see the available dates as below

12 – 18 OCT 2020 < > TODAY CLYDE VALLEY PISTOL CLUB FILTER CHANGE VIEW						
Mon 10/12	Tue 10/13	Wed 10/14	Thu 10/15	Fri 10/16	Sat 10/17	Sun 10/18
		7PM Detail 1		7PM Detail 1		
		7PM Detail 1		7PM Detail 1		
		7PM Detail 1		7PM Detail 1		
		7:45PM Detail 2		7:45PM Detail 2		
		7:45PM Detail 2		7:45PM Detail 2		
		7:45PM Detail 2		7:45PM Detail 2		
		8:30PM Detail 3		8:30PM Detail 3		
		8:30PM Detail 3		8:30PM Detail 3		
		8:30PM Detail 3		8:30PM Detail 3		
		9:15PM Detail 4		9:15PM Detail 4		
		9:15PM Detail 4		9:15PM Detail 4		
		9:15PM Detail 4		9:15PM Detail 4		

Please note the default view will be for the current week only use the arrows at the top to change the week. Or the Change view option to show the full month.

Click an available slot and you will be presented with the below.

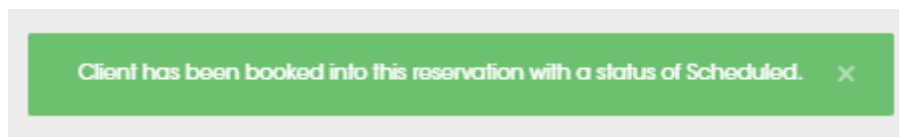


Please ensure you read the full statement prior to booking a shooting slot.

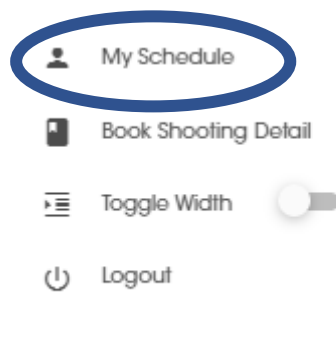
Once you have read the statement under “Package” select either Pistol or Rifle. This will allow the range to be set up appropriately for you coming in to shoot.

Following that click the “Book” button.

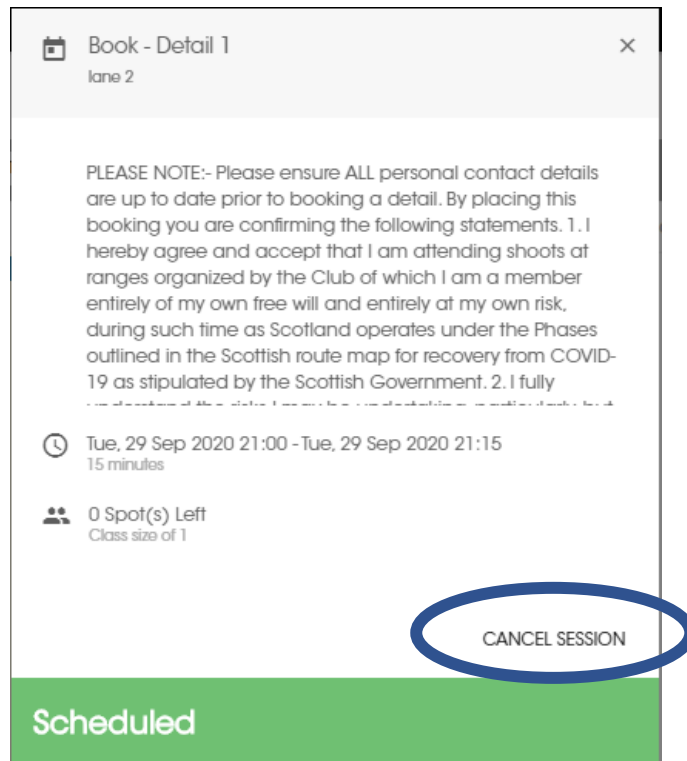
The following message will appear



The left-hand menu will now show the option for “my Schedule” as below.



Selecting this will show your calendar with all booked Details. Should you find you cannot attend the club you can click on each booking to cancel the session freeing this up for other members (please note sessions can be cancelled up to 2 hours prior to the start of the detail). As below.



## Updating your Contact Details

As part of the Clyde Valley Pistol Club track and trace we must ensure our contact details are up to date. To do this please click on your name at the top of the page.

To edit your contact details, click the pencil on the right-hand side as below.

 Contact Information



Some details can then be updated and once you have finished click "Save"