

Step-by-Step Detailed Instructions for
Making a Reservation at the Indian Hill Shooting Club

1. Click the link www.indian-hill-shooting-club-appointlet.com
2. **ACTIVITIES (Tab 1)** - Select the range or the activity you want to do
 - a. Each range/activity has a time limit and a limit as to the number of people who can do this activity a one time. Also note that there are specific time periods and days that the activities are offered and are restricted, such as Pistol/Rifle sports are **NOT OFFERED** on Tuesday or Thursday evenings. If clarification is needed, please refer to the www.ihill.org/recreation/shooting-club/ site for the IHSC schedule of activities.
 - b. If you are scheduling a reservation and there is more than yourself in your party, you will need to make a reservation for each person. (Unless in the case of the Pistol/Rifle range, you intend on sharing a shooting lane.)
 - c. **Do not** schedule a reservation for an activity that is not offered at that time even though the scheduler will allow it. You will receive a cancellation notice and may lose the availability to schedule a reservation in the desired time period.
3. **ACTIVITIES (Tab 2)** - Choose one of five available openings (Reservation #1 through #5) for the selected **ACTIVITY**.
 - a. **Reservation** refers to the number of available openings for this activity. It does not refer to a position on the range or in a squad.
 - b. Read the details in the description placard.
 - c. If the desired time does not show for the Reservation # selected, go back to the previous Tab and try another Reservation #. To return (or go back) to the previous Tab, click on that Tab number in the upper dialog box.
 - d. If there are no times showing for the date desired for any of the five Reservations, there are no available openings. That activity/time/date is full.

4. **TIMES (Tab 3)** - Select the desire day and time you want to reserve.
 - a. Again, if there is not a time or day showing, that selection is full and not available for additional bookings. In that case, choose a different activity, time or day by going back to the previous Tab.
5. **INFORMATION (Tab 4)** - Please provide your information
 - a. You can save this information for future bookings.
 - b. It is helpful to put the person's name for whom the reservation is being made in this box even though only one email address is being used. This preempts the question, as to who is actually using the range since one member is prevented from scheduling multiple bookings for themselves. Also, it should be noted if that reservation is being made for a guest the last name should have the word "guest" included. (i.e. "John Smith, Guest") The number of guests allowed per member per activity is restricted. See the IHSC rules posted in the Clubhouses and on the IHSC website.
6. **REVIEW (Tab 5)** - Review your reservation
 - a. Make certain the information on your reservation is correct: activity, time, day and that the activity is appropriately reserved for the IHSC operations schedule.
 - b. Click the "Complete Booking" button.
7. **FINISHED!** - Confirmation
 - a. You will see the confirmation page and receive an email confirming your reservation.
 - b. The button at the lower left corner will allow you to make another reservation for yourself or someone else in your party.
 - c. Your reservation can also be adding to your calendar by selecting the appropriate button.