

BSRC SimplyBook Range Booking System

Making a booking via SimplyBook

- Go to the booking system at <https://bsrc.simplybook.it>.
- This will open the home page; click book now and a page with the dates for the current week will be displayed.
- In the boxes below the dates ensure that 'All Services and Classes' is displayed in the box below **Services and Classes** and 'All Providers' in the box below **Providers**. If not, select those options from the drop down menu in the boxes.

Below will be displayed all the events available during the selected 7 day period.

- Once you are familiar with the system these drop downs can be used to filter the events you see but initially set them as above.
- To display availability for another week, select the date required in the calendar and click on a date to highlight the week required. The availability for that week will be displayed below.
- To change month, click on Next Month or Previous Month alongside the dates.
- Scroll down to display the session you are interested in booking.
- To book a session, click on the **Book** button to the right of that row.
- A login page will open. Enter your email address and password and click sign in and continue
- A booking confirmation page will open.
- Enter the required information and click **Confirm Booking**.
- This will take you to the confirm order page where you can enter your ASP code (if you have one) if it is valid for the event you are booking (not valid for Stalkers Match, Spring Match, Annual Championships, Boar champs and Deer Champs)
 - To use your ASP enter the code as emailed to you in the 'Promocode Field' and click 'Apply Promocode. This will apply a 100% discount and zero the amount due (unless there is an associated guest booking which will still need to be paid for).
- Click confirm and you will be taken to the PayPal payment page (if there is anything left to pay) where you can either pay using a PayPal Account or Credit/Debit card.
- Complete your payment (within 10 minutes otherwise it will timeout)

Your booking will be confirmed by automated email and you will receive reminders of the booking as the date approaches. The confirmation email also contains a cancellation link. Simply clicking on the link will cancel your reservation which again will be confirmed by email.

Create Password

When your account is created you will receive an automated email with a link to your account profile.

- Use the link to access your profile page.
- Once you are in your profile page, enter a new password in the password field and click save (you may need to scroll down to see the save button).
- Use this password when making bookings.

Forgotten Password

If you have forgotten your password.

- Click on 'Remind Password' on the login page and you will be emailed a link giving access to your profile page.
- Once you are in your profile page, enter a new password in the password field and click save (you may need to scroll down to see the save button).
- Use this new password when making bookings.

Purchasing an Annual Shooting Pass

In order to purchase an ASP, you will need to go to the BSRC SimplyBookIT Gift Card page <https://bsrc.simplybook.it/v2/#gift-card> which will display the ASP gift card for purchase

- Click on the 'Select' button on the gift card.
- At this point, if you have not logged in to your BSRC SimplyBook account, you will be asked to login and you will be taken to the 'Confirm Order' screen which shows that you are purchasing an ASP and the cost.
- Click on the 'Confirm Order' button on the bottom of the screen and you will be taken to the PayPal payments page where you can pay by PayPal, Debit Card or Credit Card.
- Once your payment is confirmed the ASP code will be emailed to the email address held on the BSRC SimplyBook System. The ASP is valid for 12 months from the date of purchase.
- The code is entered in the 'Promotions' field on the payment page when making a range booking. This will discount the booking by 100%. The code can be used as many times as you need within the 12 month period.

Forgotten ASP code

If you have forgotten your ASP code.

- Click on 'Gift Cards' at the top of the BSRC SimplyBook home page.
- When the gift cards page is displayed (shows ASP available to purchase), click 'Your Gift Cards'.
 - If you are logged in it will display your ASP and code.
 - If you are not logged in it will ask you to login before displaying your ASP
 - This will also display any expired ASP's so ensure that you note the code for the valid one.

Installing the Smart Phone SimplyBook App

Login to <https://bsrc.simplybook.it/v2/> using a browser on your smart phone and click to install the app when given the option. There is a [video tutorial](#) to help with the installation.