

Pay-As-You-Play Court Booking

BOOKING PROCEDURES

"Pay-as-you-go" court rental is open to **RA Badminton Club Members, RA Members** and the **general public**. Juniors (12 to 17 years) are welcome (and may book a court) but must be accompanied by an adult (18 years and older). Court bookings are one (1) hour in length.

Maximum 5 players per court (includes 1 spare)

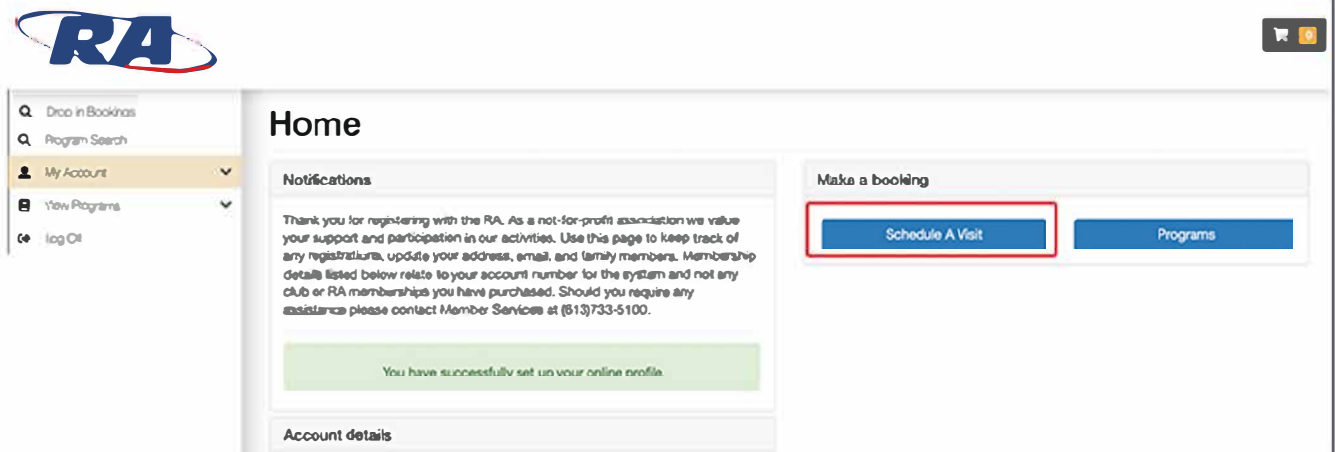
Fee: \$20/court

How to Book a Badminton Court

Login to your **PlayRA** on-line registration account.

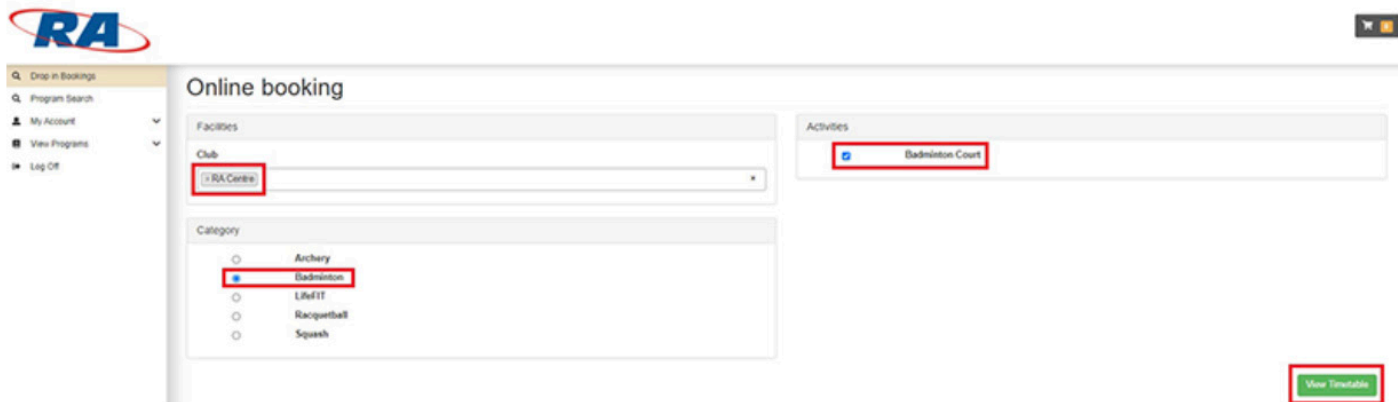
If you have participated in an RA program in the past (or are currently) **you already have an account. DO NOT CREATE A NEW ONE.** Please call Member Services at 613-733-5100 or email info@racentre.com if you encounter any difficulties logging in.

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.



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 **Badminton** under Category
- Select **Badminton Courts** under Activities
- Click on green **View Timetable** button at lower right of screen

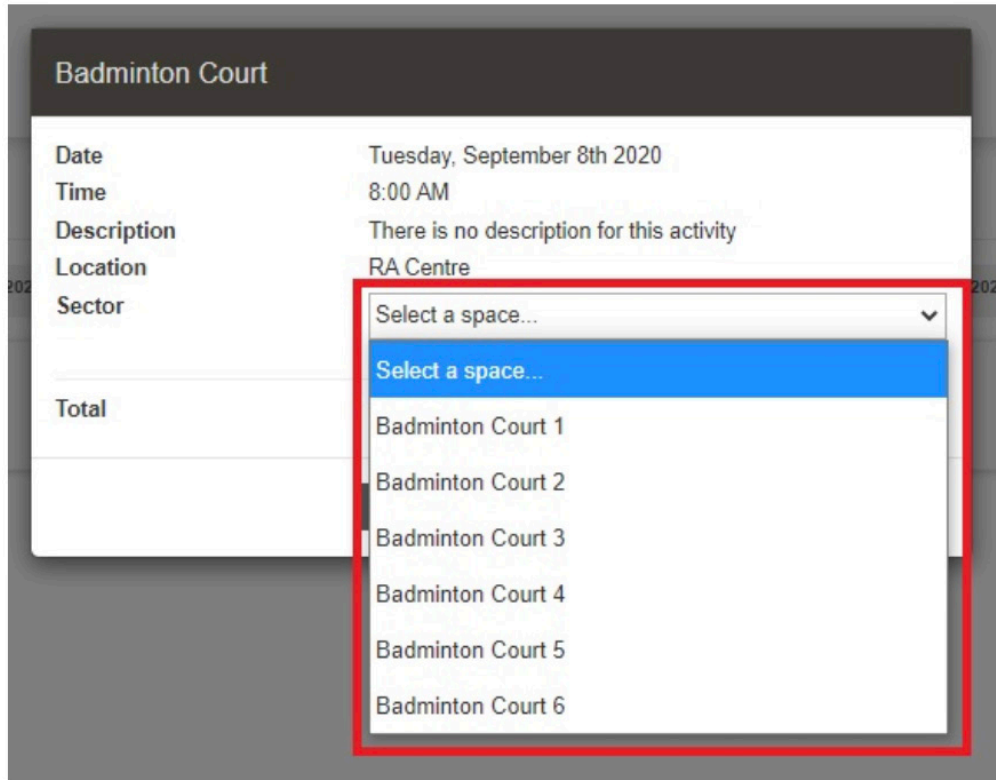


- Select the date for which you wish to book.
Courts may book up to 7 days in advance. Although you can view available time slots beyond this timeframe, you will not be able to book a court more than 7 days in advance.
- You will now see all the available time slots. Each time slot will have a number below the arrow, this is the number of Courts available during this time slot. If you notice FULL this means there are no available courts during this time slot.
- Click on the time you wish to book.

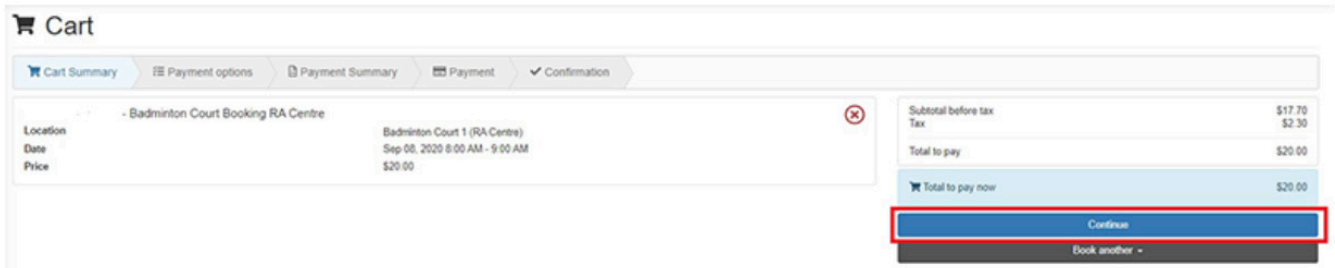


In the court booking window you will now have the chance to select the court you wish to book.

- Click on **Select a Space** and choose a badminton court from the drop-down menu



- Click on **add and continue to basket**.
- You will be taken to your Cart
- Click on **Continue** and proceed to make your payment to complete your registration
- You will receive an email confirming your booking.



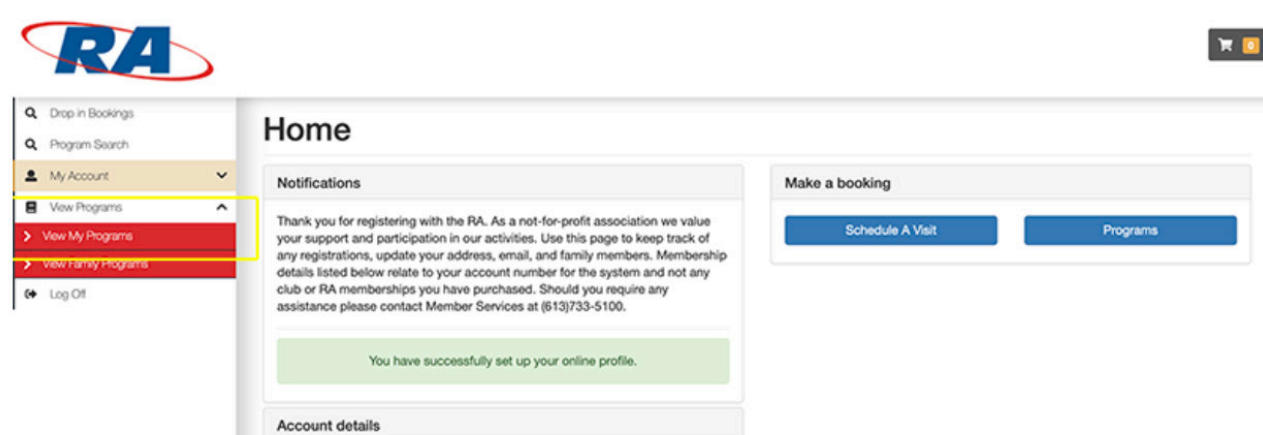
How to View and or Cancel a Court Booking

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.

Courts must be cancelled 48 hours in advance.

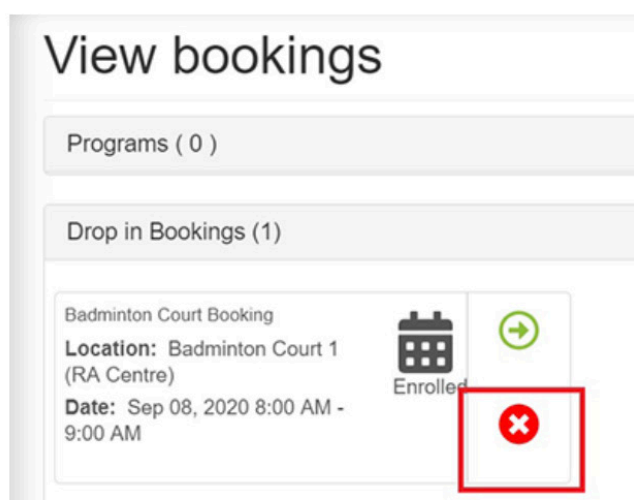
Login to your **PlayRA** on-line registration account.

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.

View bookings

Programs (0)

Drop in Bookings (1)

Confirm cancellation?

Cancel

Confirm

Confirm cancellation.