

RA PHOTO CLUB – STUDIO BOOKING PROCEDURES

RAPC Studio members may be booked both online or over the phone with Member Services at 613-733-5100.

The Studio may be booked up to 14 days in advance. Although you can view available time slots beyond this timeframe, you will not be able to book the studio more than 14 days in advance.

Bookings are five (5) hours in length.

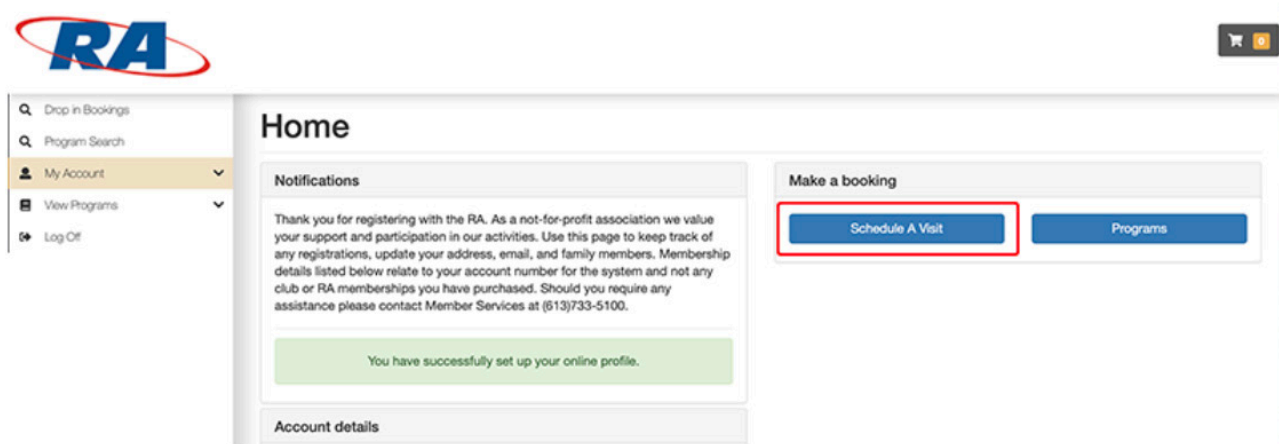
Some anomalies are bound to arise as we transition to this new system. Thank you in advance for your understanding and patience.

How to Book the Studio on-line

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

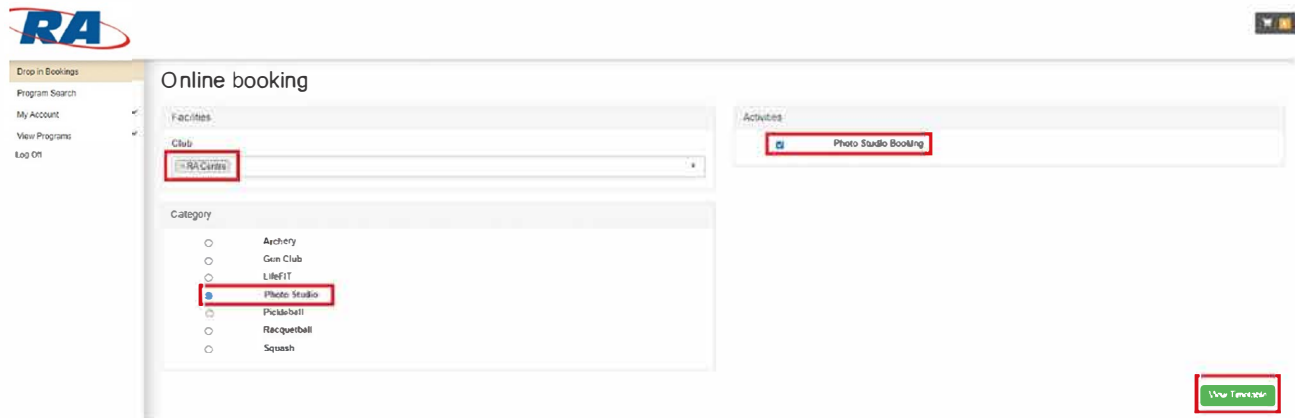
If you have participated in an RA program in the past (or are currently) **you already have an account. DO NOT CREATE A NEW ONE.** Please call Member Services at 613-733-5100 or email info@racentre.com if you encounter any difficulties logging in.

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.

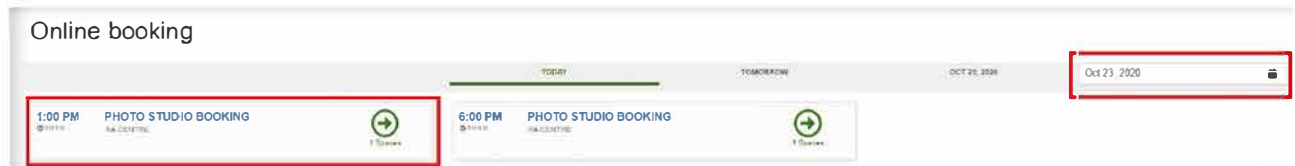


This will take you to the Online Booking page.

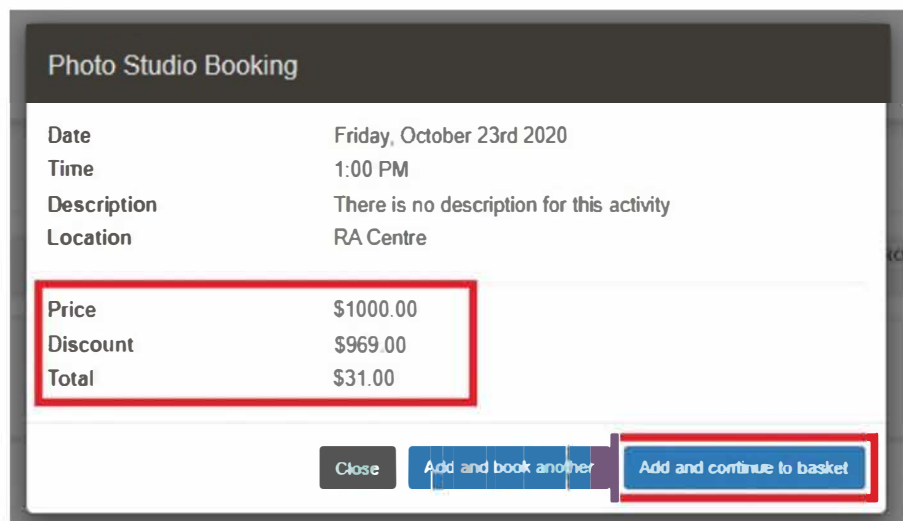
- Select **RA Centre** from the drop-down menu under Facilities - Club - *Be sure to do this first!*
- Select **Photo Studio** under Category
- Select **Photo Studio Booking** under Activities
- Click on green **View Timetable** button at lower right of screen



- Select the date for which you wish to book. You will now see all the available time slots.
- **The studio may be booked up to 14 days in advance.** Although you can view available time slots beyond this timeframe, you will not be able to book the Studio more than 14 days in advance.
- Each time slot will have 1 space or FULL below the arrow. If it shows FULL this means the studio is already booked during this time slot.
- Click on the time you wish to book.



You are now in the Section window



- Click on **add and continue to basket**.
- You will be taken to your Cart. *If your total has not been discounted to \$31.00 you need to contact Member Services to ensure that your RAPC - Studio membership is current and that your file is linked to your on-line profile.*
- Click on **Continue** and proceed to complete your registration
- You will receive an email confirming your booking.

Cart

Cart Summary | Payment options | Payment Summary | Payment | Confirmation

Amanda Romozzi - Photo Studio Booking RA Centre		✕
Location	Photo Studio Room (RA Centre)	
Date	Oct 23, 2020 1:00 PM - 6:00 PM	
Price	\$35.03	
Discount	\$969.00	

Discount	\$969.00
Subtotal before tax	\$31.00
Tax	\$4.03
Total to pay	\$35.03

Total to pay now: \$35.03

[Continue](#)

[Book another](#)

How to View and or Cancel a 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.

Bookings 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.

RA

Drop in Bookings

Program Search

My Account

View Programs

View My Programs

View Family Programs

Log Off

Home

Notifications

Thank you for registering with the RA. As a not-for-profit association we value your support and participation in our activities. Use this page to keep track of any registrations, update your address, email, and family members. Membership details listed below relate to your account number for the system and not any club or RA memberships you have purchased. Should you require any assistance please contact Member Services at (613)733-5100.

You have successfully set up your online profile.

Account details

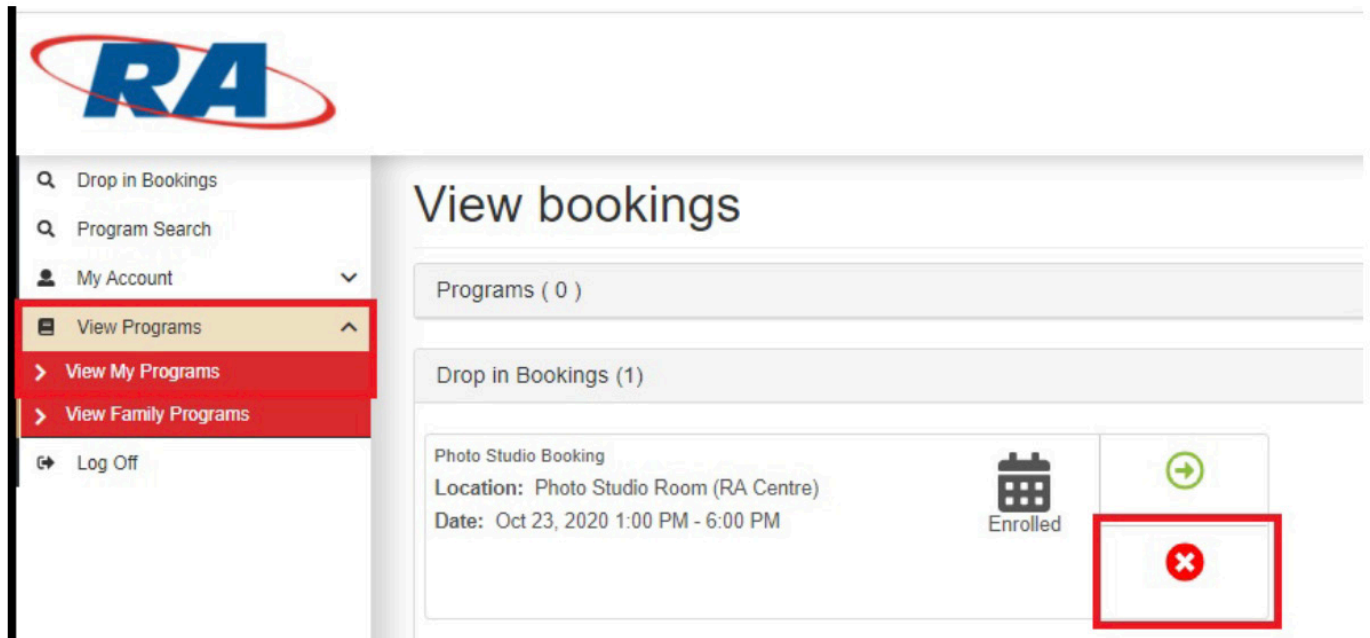
Make a booking

Schedule A Visit

Programs

You are now on the View bookings page

- Select "Drop in Bookings"



RA

Drop in Bookings

Program Search

My Account

View Programs

View My Programs

View Family Programs

Log Off

View bookings

Programs (0)

Drop in Bookings (1)

Photo Studio Booking

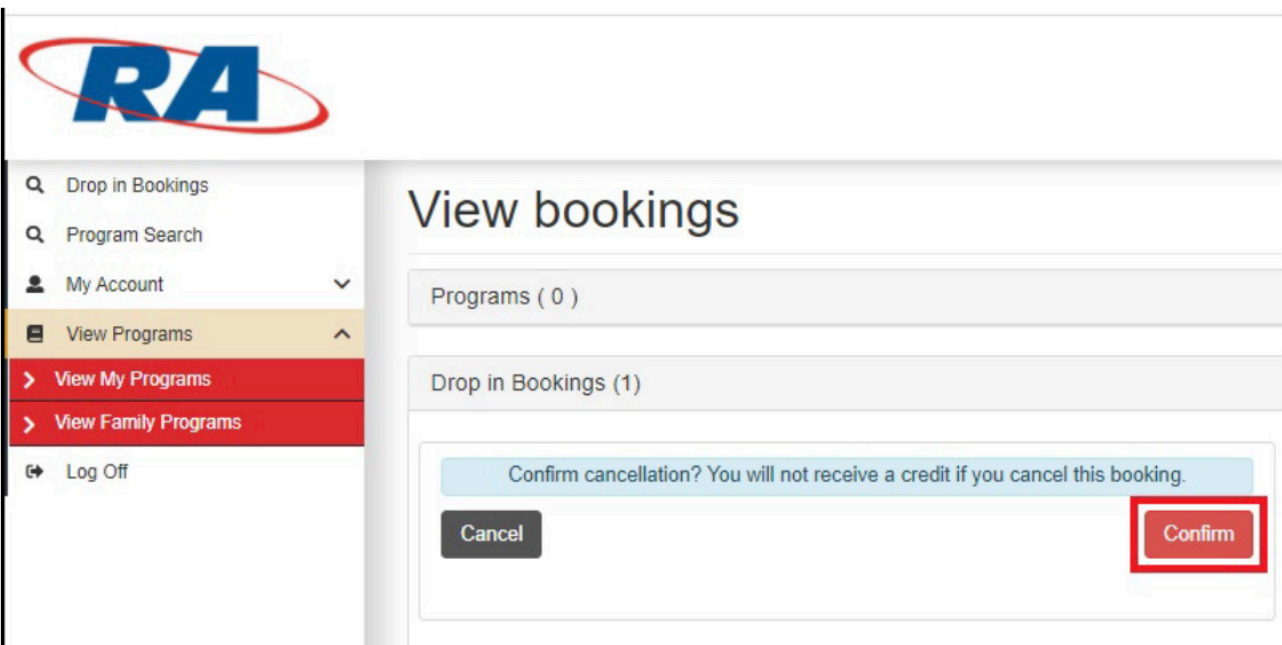
Location: Photo Studio Room (RA Centre)

Date: Oct 23, 2020 1:00 PM - 6:00 PM

Enrolled

Cancel

To cancel a booking, simply select the booking time and hit the red "Cancel" button.



RA

Drop in Bookings

Program Search

My Account

View Programs

View My Programs

View Family Programs

Log Off

View bookings

Programs (0)

Drop in Bookings (1)

Confirm cancellation? You will not receive a credit if you cancel this booking.

Cancel

Confirm

Confirm cancellation.