

Website Instructions for RSOs

In your browser (Internet Explorer, MS Edge, FireFox, Google Chrome, Safari, etc.) the following url: <https://rrapa.wildapricot.org/> will take you to the Red Cliffs Rifle & Pistol website public home page. In order to view member only content on the website you must login by entering your user email address and password in the appropriate spaces in the upper right hand corner of the home page.



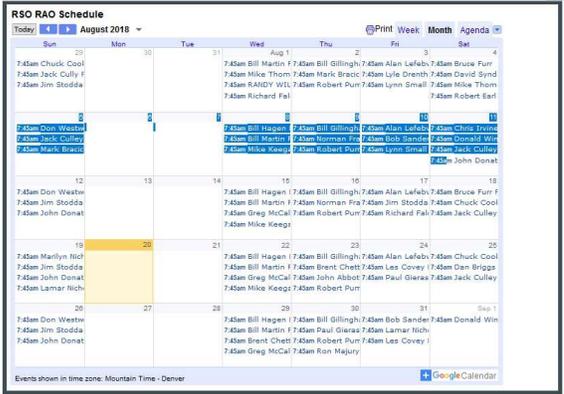
After logging in, if your membership information shows that you are an RSO (or RAO) you will be granted permission to view website content that is restricted to RSOs

Top portion of the members only home page is shown on the right. Notice the menu bar just below the Red Cliffs Rifle & Pistol Range graphic. To navigate to the RSO Schedule pages, point to and hover over **Calendars**. This will activate the Calendars drop down sub-menu.



Now point to either **RSO RAO Schedule** to view the RSO/RAO Schedule Calendar



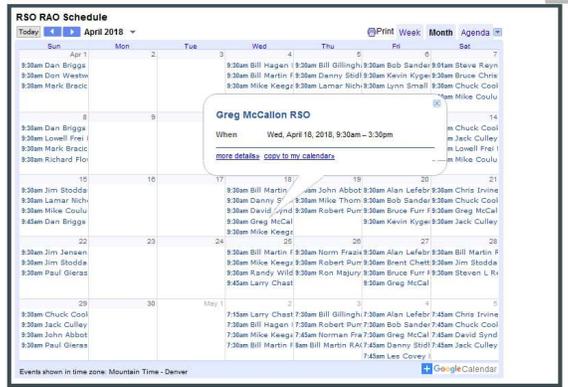


The RSO RAO Schedule calendar shows the RSOs currently scheduled to work normal open hours for each day. The display will show a 5-week period. You can scroll forward or backward in time by clicking on the appropriate arrowhead box in the upper left hand corner.

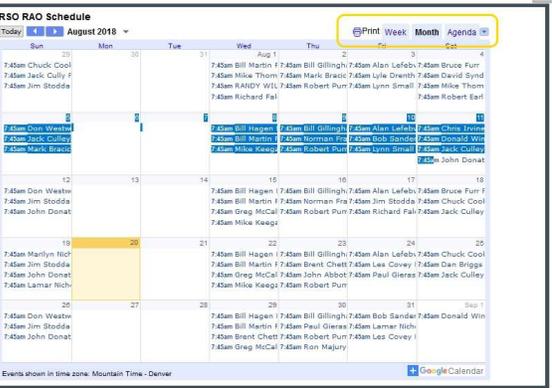
In order for the range to open to the public there must be 3 RSOs or 2 RSOs and 1 RAO. The range is not normally open to the public on Monday or Tuesday, so no RSOs will be scheduled for those days. Search the calendar for days that have less than three volunteers signed up and pick one or more for which to volunteer.

Space for each day is limited so all of the information for each scheduled RSO is truncated to fit the available space.

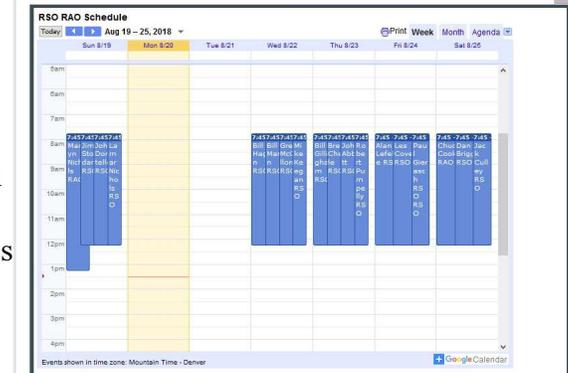
Click on any given volunteer to pull up all of the details for that individual.



Now look at the upper right hand corner. Click on **Week** to navigate to a one week view

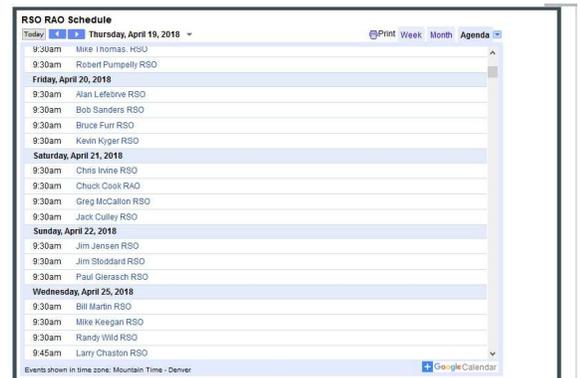


Again, space is limited so the information for each individual is truncated. The arrow boxes in the upper left corner allow you to scroll back or forward one week at a time.



Click on any given volunteer to pull up all of the details for that individual.

On the upper right hand corner, click on **Agenda** to navigate to a day by day listing. The scroll bar on the right hand side allows you to quickly navigate through several weeks. The Agenda view works especially well in showing open spots if you are using a smart phone or tablet with a small screen.

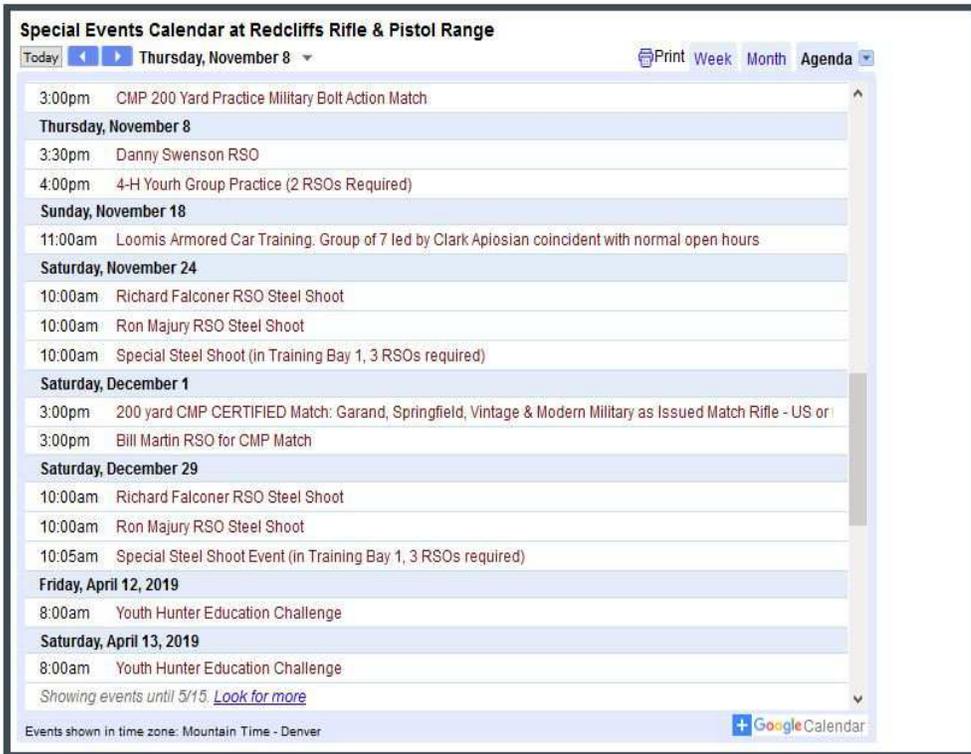


RSOs required for SPECIAL EVENTS

The top portion of the members only home page is shown on the right. Notice the menu bar just below the Red Cliffs Rifle & Pistol Range graphic. To navigate to the Special Events Schedule pages, point to and hover over **Calendars**. This will activate the Calendars drop down sub-menu.



Now point to **RSO Required Special Events** to view the Special Events Calendar.



If RSOs are required for a special event, the number required will be shown in the Special Event description. When searching the Special Events Calendar the Agenda view (selected in the upper right hand corner) shown on the left is the best choice as only Special Events are listed. As stated above, if RSOs are required for a special event, the number required will be shown in the Special Event description. RSOs who have already volunteered will be listed.