

Beginners' courses and come and try sessions with TargetAce

An organiser's guide: set the course up, take bookings and payment online, and keep the register.

For club organisers · October 2026 · The latest version is at targetace.app/help/courses-guide/

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What this guide covers

TargetAce takes bookings for your beginners' courses and come and try sessions. People book and pay on a public page, with no app and no account. You get the list of who is coming, a register to tick, and a way to invite those who finish to join the club.

- A **beginners' course** usually runs over several sessions. A **come and try session** is usually one. They are set up the same way.
- The people booking are the public, so a booking asks only for what the club needs, and their details are deleted afterwards (section 8).
- Bookings are always paid online, into the club's own Stripe account.

Paid courses are for clubs in the UK for now.

What you need

- To be an organiser of your club in TargetAce, and signed in at targetace.app/console.
- **Entry fees set up** in Club settings, so payments reach the club's bank account. It takes about ten minutes with Stripe, and the events guide shows it step by step.
- To accept the **course bookings agreement** for your club (step 1).

1. Accept the course bookings agreement (once)

Because the people booking are not TargetAce users, the club is in charge of their details and TargetAce handles them on the club's behalf. The agreement sets that out. Open **Events** in the console: the agreement is at the top of the page until an organiser has accepted it. Read it, tick the box and press **Accept**.

Course bookings: data processing agreement

Before your beginners' courses and come and try sessions can take bookings on targetace.app, the club accepts this agreement: the club controls its booking data, and TargetAce processes it for the club.

[Read the agreement \(version 2026-10-01\)](#)

Accepted Version 2026-10-01, accepted by Morag Sinclair on 10 Oct 2026, 20:46.

The course bookings agreement, on the Events page.

2. Create the course

On the Events page press **New event**, and set **Type** to **Beginners' course** or **Come and try session**. The form changes to suit: a course has sessions, but no rounds and no targets.

- **Name, Starts, Venue, and About the event:** what people should know before they book. Say what is provided and any age limits.
- **Entries close** (optional): the last moment to book. It is also the refund deadline (section 6).
- **Who can see it:** choose **Anyone**. Only a public course can be booked.
- **Places:** how many people the course can take.
- **Entry fee paid online:** the price of a place. The note underneath shows what the person booking will pay.
- **Sessions:** one for each time the course meets, with its date and time.

New event

[← All events](#)

Details

Name

Type

Beginners' course

Beginners' courses and come and try sessions also show on
Find a club at [targetace.app](#) when they're public.

Starts

07/11/2026 10:00

Ends (optional)

dd/mm/yyyy --

Entries close (optional)

dd/mm/yyyy --

Places

8

0 for no limit.

Venue

Kelvingrove Sports Hall

Who can see it

Anyone: a public page at [targetace.app/e/](#).

Entry fee paid online (£)

45.00

☐ **The club pays the booking fee**
Archers pay the entry fee only. The entry fee must be at least £1.23.

People booking pay £47.27 a place: the £45.00 price, which the club receives in full, and a £2.27 booking fee.
Cancellations before the entries close (or the start) are refunded in full; after that there's no refund.

About the event

Four Saturday mornings. All equipment provided. Ages 10 and up.

People book a place on the course's public page with the club's booking form (set it up once the course is saved). Courses have sessions but no rounds or targets.
Courses and come-and-try sessions are paid online. Set a price and set up payments first.

Sessions

Session 1	
Name	Starts

A new beginners' course: places, the price of a place, and its sessions.

Press **Create event**. It is saved as a draft.

How the money works: the person booking pays your price plus a **booking fee**, which covers the card costs and TargetAce's charge of £1 a place (75p for a Club Plus club), so the club receives its price in full. Or tick **The club pays the booking fee**, and people pay your price only.

3. Set up the booking form

Open the course and press **Booking form**.

Every booking already asks for the payer's name and email, each person's name and age, and a parent or guardian for anyone under 18. Add only what else the club needs:

- **The club's questions:** an emergency contact, say, or anything the coaches need to know about health. Answers are seen by the club's organisers only.
- **The club's wording:** terms, insurance, consent, photography or medical wording. Where people must agree before they book, tick the box under it.

- **Templates:** save the form as a template and reuse it for the next course.

Booking form: Beginners' course: November

[← Beginners' course: November](#)

What every booking asks

The payer's name and email, each person's name and age (in years), and a parent or guardian for anyone under 18. The payer can be the guardian.

Add only what else the club needs, especially about health: answers are seen by the club's organisers only and deleted 90 days after the last session.

The club's questions

No questions of the club's own yet.

Add a question

The club's wording

Terms, insurance, consent, photography and medical wording, shown on the booking form. Where people must agree before they book, tick the box under it.

No wording yet. Add the club's terms, insurance, consent, photography or medical wording here.

Add wording

Save the booking form

Club templates

Save this form as a template to reuse it for the next course.

Save as a template

The booking form: your questions, your wording, and templates.

4. Open bookings

Back on the course's page, press **Open bookings**. The course now has a public page, at an address like `targetace.app/e/JWKBPG`. Share it on your website, in emails and on social media.

A public course can also show on TargetAce's **Find a club** and **Events and courses** pages, where people looking for archery near them will see it.

Entries open Beginners' course

Beginners' course: November

Saturday, 7 November 2026 Kelvingrove Sports Hall Hosted by Kelvin Bowmen £45.00 a place + £2.27 booking fee

Four Saturday mornings. All equipment provided. Ages 10 and up; under-18s need a parent or guardian to book. Finish the course and you can join the club.

£45.00 a place + £2.27 booking fee

PLACES
3 places left

Book a place

3 places left

Booking with Kelvin Bowmen. The club runs this course and receives your booking; TargetAce handles it for the club.

Your details

Your name

Your email

We send your booking, and a link to change or cancel it, to this address.

Who's coming

Person 1

Name

Age (years)

Add another person

To pay now: £47.27 (£45.00 a place + £2.27 booking fee, for 1 person).

Book and pay

You pay securely with Stripe, to Kelvin Bowmen. Your places are held for 30 minutes while you pay.

Sessions

Week 1
Saturday, 7 November 2026 · 10:00

Week 2
Saturday, 14 November 2026 · 10:00

Week 3
Saturday, 21 November 2026 · 10:00

Week 4
Saturday, 28 November 2026 · 10:00

What the public see: the course, the places left, and Book a place.

5. How people book

On the public page the person booking gives their details, adds each person who is coming, answers your questions, and presses **Book and pay**. They pay by card through Stripe.

- One person can book for several, for example a parent and two children.
- Their places are **held for 30 minutes** while they pay.
- When the payment goes through they get a confirmation email, with a link to change or cancel the booking.
- **When the course is full**, people can join the waiting list. If places come free they are offered to the first booking waiting, which has a set time to pay.

6. Cancellations and refunds

- **Someone cancels** with the link in their email, for some or all of their places. Before the refund deadline (the time entries close, or else the start of the course) they get back everything they paid for those places, booking fee included. After it there is no refund.
- **You cancel a booking**, from the course's page: the person is emailed, with a note from you if you add one, and is refunded in full.
- **You cancel the whole course**: everyone booked is emailed and refunded in full.

7. The bookings, the register and invitations

The course's page lists every booking: who booked, who is coming and their ages, their answers, and what was paid.

Beginners' course: November

[All events](#)

Status **Entries open**

Type **Beginners' course**

Date **7 Nov 2026**

Venue **Kelvingrove Sports Hall**

Places **5 of 8 booked, 0 waiting**

Public page targetace.app/e/JWKBPG

[Close bookings](#) [Start the course](#) [Cancel event](#) [Edit details and sessions](#) [Booking form](#)

£45.00 a place + £2.27 booking fee, paid online when booking

Only the club's organisers see bookings. Contact details and answers are deleted 90 days after the last session. The register (names, ages, attendance, "course completed" and the wording each booking agreed to) is kept for 3 years, or until an under-18 turns 21, then kept without names.

Exports and invites

[Export bookings \(CSV\)](#) [Invite to join](#)

Bookings

Booked by	Who's coming	Answers	Status	
Fiona Campbell fiona.campbell@example.com 10 Oct 2026, 21:45	Fiona Campbell, 41 Rory Campbell, 13 Parent or guardian: Fiona Campbell	-	Booked Paid £93.36	Cancel booking
Dougal Ross dougal.ross@example.com 10 Oct 2026, 21:45	Dougal Ross, 35	-	Booked Paid £46.68	Cancel booking
Niamh Stewart niamh.stewart@example.com 10 Oct 2026, 21:45	Niamh Stewart, 29 Calum Stewart, 31	-	Booked Paid £93.36	Cancel booking

Register

Tick who came to each session, and "course completed" for those who finished. Joining an Archery GB club afterwards needs a completed beginners' course.

Person	Week 1	Week 2	Week 3	Week 4	Course completed
Fiona Campbell	☐	☐	☐	☐	☐

A course's page: places taken, the bookings, and the register.

- **The register:** tick who came to each session, and **course completed** for those who finished. Joining an Archery GB club afterwards needs a completed beginners' course, so this is your record of it.
- **Invite to join:** emails each booking with someone ticked as course completed, with thanks and the club's invite link, so they can join your club in the app.
- **Export bookings** (Club Plus): the bookings as a spreadsheet.
- **Close bookings, Start the course** and **Finish** move the course on, as for any event.

A come and try session works the same way, with one session on its register.

Come and try archery

← [All events](#)

Status Entries open

Type **Come and try session**

Date **24 Oct 2026**

Venue **Kelvingrove Sports Hall**

Places **3 of 12 booked, 0 waiting**

Public page targetace.app/e/B028ZE

Close bookings
Start the course
Cancel event
Edit details and sessions
Booking form

£10.00 a place + £1.27 booking fee, paid online when booking

Only the club's organisers see bookings. Contact details and answers are deleted 90 days after the last session. The register (names, ages, attendance, "course completed" and the wording each booking agreed to) is kept for 3 years, or until an under-18 turns 21, then kept without names.

Exports and invites

Export bookings (CSV)
Invite to join

Bookings

Booked by	Who's coming	Answers	Status	
Isobel Grant isobel.grant@example.com 10 Oct 2026, 21:45	Isobel Grant, 52 Hector Grant, 54	-	Booked Paid £23.36	Cancel booking
Mairi Boyd mairi.boyd@example.com 10 Oct 2026, 21:45	Mairi Boyd, 24	-	Booked Paid £11.68	Cancel booking

Register

A come and try session: the same page, with one session.

8. What happens to people's details

Only the club's organisers see bookings.

- Contact details and answers are deleted **90 days after the last session**.
- The register (names, ages, attendance, course completed, and the wording each booking agreed to) is kept for 3 years, or until an under-18 turns 21, and then kept without names.

Checklist

1. Entry fees are **Ready** in Club settings.
2. The course bookings agreement is accepted.
3. The course has its sessions, its places and its price, and is set to **Anyone**.
4. The booking form has your questions and your wording.
5. **Open bookings**, and share the public page.
6. On the day: tick the register.
7. Afterwards: tick course completed, and **Invite to join**.

If something isn't working

- **Open bookings is refused.** The course needs a price, the club must be able to take payments, the agreement must be accepted, and the course must be set to Anyone.
- **The public page has no Book a place.** Bookings have not been opened, or have been closed.
- **Someone didn't get their email.** Ask them to check their junk folder. You can see their booking on the course's page.

Still stuck? Email info@lastcandlestudios.com.