1) From the menu select either calendar or Find a Partner.



2) If you select Calendar go to 3 below. If you select Find a partner click on the ¹ icon to open up the Calendar.

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3) The calendar displays as below.

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EBU Information	10 Monday Morning	11 Tuesday Evening Teams	12 Wednesday Morning	13	14 Relaxed Bridge with
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4) Click on the **a** icon in menu bar to display the icon in future dates

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5) Click on the sicon for the date a partner is required to open up a dialogue box. For these instructions the Wednesday evening session 5th June will be selected.

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6) In the dialogue box enter your login details and click check to open up another dialogue box.

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7) Click the Send Email option to display the screen below



8) 5Check the Untick (All)/Tick (All) box to select all members. If you only want to send the email to selected then check the box next to their name. Scroll up and down the members using the up/down arrows.

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Information 2022 Report and Accounts Find a Partner Payments for Sessions Calendar YL Team Match Results 2022/23 Results EBU Information Useful Links Membership Lesson Materials	Reply To: rachelbayley@aol.com Subject: Brighouse Bridge Club - Partner required for 5 July Message: Rachel Bayley is looking for a partner for "Wednesday Evening Duplicate" on 5 July 2023 at Brighouse Bridge Club. Please respond to (+447810214553) or rachelbayley@aol.com. Found : Rachel Bayley	Ackroyd, Lynn (Two) Ackroyd, Rob (Six) Adams, Doreen (Seven) Aggarwal, Anil (Seven) Aggarwal, Anil (Seven) Aggarwal, Sabita (Three) Baimforth, Alison (Two) Baimforth, Maire (Three) Baimforth, Marie (Three) B	Û	rith		 G ▼ +
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9) Click send email to show Rachel Bayley requiring a partner Wednesday evening 5th July.

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10) To remove your request Click on the Calendar or Find a Partner options from the main menu.

See paras 1 to 3 above to display the screen as at para 9 above. Click on the **1** icon in the menu bar to display the screen below.

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11) In the Calendar box for Wednesday evening 5th July click on the ¹ icon to open up the screen below.

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12) Click on remove request to display the screen below with the request removed.

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EBU Information Useful Links	10 Monday Morning Duplicate 10.00	11 Tuesday Evening Teams 7.00	12 Wednesday Morning Duplicate 10.00	13	14 Relaxed Bridge with Coaching 10.00		-
Membership Lesson Materials	Monday Evening Duplicate 7.00		Wednesday Evening Duplicate 7.00		Friday Evening Duplicate 7.00		
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