

## Farnborough (Kent) Bridge Club - Website 'Members Only' section

To register go to the web site, click on the *Members Only* tab on the left hand side on the home page and follow the instructions to register for the first time. You just need to enter your email address\* and click the *forgotten password* tab. An email will automatically be sent to the email address you have entered. Click on the link in the email and you will be taken back to the sign on page. Choose your own password, repeat it, click on *own* and you will be logged in.

In future if you change your email address you can update it via the *Account* tab online and all future emails sent from the web site will go to your new address.

If you are looking for a partner for a particular evening click on the *Find a Partner* tab when you are logged in. You can chose to show your email address, phone and mobile numbers by ticking the boxes (you can check and update these details in your *Account* section) then tick the box alongside the relevant evening.

If you are looking to see if someone is already looking for a partner click on the *Find a Partner* tab under the *Members Only* tab on the home page of the web site and you will be able to see who else is looking. If there is no one listed for the evening you are looking for then you can log on and add your own request. You do not need to be logged on to see if anyone is looking for a partner. **Please remember to remove your request when you have found a partner, thank you.**

The *Members* tab only lists those members who have previously opted in to the contact list. If at any time you wish to remove your contact details from this list just go to your *Account* page and change the *no* to *yes* in the drop down box alongside *Opt Out of List*. Likewise if you do not want to be included in emails sent out to members from time to time just change *no* to *yes* alongside *Opt Out of Email* however this will mean it is up to you to check things like the host list and you will not receive reminders about signing up for competitions etc.

Hopefully this is enough information to get you started should you wish to make use of the member's area of our club web site.

\* If your email address is not recognised it just means the one pre-registered for you is out of date. Please email the secretary from the email address you wish to use in order for the database to be updated to enable you to register.