

Online Partner Request Facility

To use the online partner request facility on BridgeWebs follow the instructions below:

Click on **Members Area** (left hand side of club website home screen – www.wgcbridge.org.uk)

Login or create an account via the instructions on the right hand side of the screen.

Once logged in you are taken to the members' area. At the top of the screen you will see different tabs. Click on **Account** and set your contact details e.g. email, phone and/or mobile.

Click on the tab **Find a Partner** and you will see a screen like below:

The screenshot shows the 'Find a Partner' page for Sheila Gabriel. The page has a navigation menu on the left with options like Home Page, Welcome, Results, Calendar, etc. The main content area is titled 'Welwyn Garden City Bridge Club - Bookings'. It includes a 'Confirm' button, the member's name 'Sheila Gabriel', and a description of the partner request facility. There are three radio buttons for contact preferences: 'My Email' (checked), 'My Phone' (unchecked), and 'My Mobile' (checked). A list of events for August and September 2016 is shown with columns for 'Partner Required', 'Not Playing', 'Playing', and 'Partner/Note/System'. Each event row has a corresponding input field. At the bottom, there is a 'Confirm' button and a note: 'Tick as necessary (Untick to remove previous request) and click Confirm'.

	Partner Required	Not Playing	Playing	Partner/Note/System	Current Requests/Bookings
August 2016					
30 Tue August C Flight Teams	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	
August C Flight Cros	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	
31 Wed Wednesday AM Pairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	
August A Flight Teams	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	
August A Flight Cros	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	
August B Flight Teams	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	
August B Flight Cros	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	
September 2016					

Select how you would like to be contacted when advertising for a partner. Please bear in mind that these details will be visible on a public webpage. If you don't wish to have your private email, number etc. shown leave these boxes unchecked and people can obtain contact details via the members' area or via the club handbook.

Next select the date/s you are looking for a partner by checking the relevant box under **Partner Required**.

Once you are happy you have chosen the relevant date/session click on **Confirm**.

When you return to the home screen and look under the calendar for that event you will see a link **Partner?** If you click on this you will see your details shown. If you are unhappy with these details or you want to cancel/change the request simply log back in and uncheck or alter your preferences.