**Pianola’s Partner Finder**

Prerequisites

To use Pianola’s Partner Finder you need to be a member of the York Bridge Club and you need to be able to log on to Pianola. Providing an email address would make it easier for you to be aware of others needing a partner

**Initial Set Up**

Firstly you need to set up the partner finder with defaults that are right for you. If you don’t you could be sending invites out to those you don’t really want to partner, and also receive lots of invites you’re not interested in.

To do this:

* Log on to Pianola
* Make sure you are in the Member area (rather than the Admin one)
* Click on Partner Finder – one of the options in the main heading
* Click on the Preference tab (not the Adverts one) and read the notes about partner finder preferences.. The first thing to do is to set the default and then change settings for individuals.
* Default Settings for posting Adverts:
  + If you select ‘**Block**’ then the default for all members is that when you post an advert (i.e. a request for a partner) then no one will see it within Pianola and no one will get an email about it.It’s not unreasonable to make this selection but you would now have to amend the individual entries for each member that you are willing to partner
  + If you select **‘Neutral’** (which is the default setting within Pianola) then the default is that when you post an advert (i.e. a request for a partner) then all members who have not put ‘**Block**’ against your name (see above) will see a flag when they log on to Pianola saying that someone is looking for a partner for a particular session.
  + If you select **‘Notify’** then when you post an advert (i.e. a request for a partner) it will be the same as ‘**Neutra**l’ –see above. It will not make people you’ve invited to receive an email.

The difference is that when others post an advert and have selected ‘**Neutral’** or ‘**Notify**’ against their name, then you will also receive an email giving details of who has posted the advert and for what session

* Having set up the defaults you can change the setting for as many people as you wish

**Posting An Advert/Finding A Partner**

To post an advert do the following

* Click on ‘**Partner Finder’** in the main menu
* Click on the ‘**Advert**’ Tab
* Click on ‘**Create a Partner Finder Advert**’
* Select the date for when you want a partner
* If you have selected a date when there is more than one session then you will need to select the one you want. NB you may have to scroll down a bit to see the box to allow you to do this.
* Click on ‘**Save and Send Email*s*’**

As mentioned above, everyone with ‘Neutral’ or ‘Notify’ against your name will see an invite in Pianola, but only those with ‘Notify’ against your name will receive an email

**Managing An Advert**

If you have posted an advert and it is no longer required then you can do the following

* Click on the ‘**Advert**’ Tab
* Click on the ‘X’ in the top right hand corner of the advert you have finished with
* Click on the option you want i.e. delete it or say that you have found a partner.
* Having done one of the above the advert will no longer be seen in Pianola by the people you invited. Those members with ‘Notify’ against your name will also receive an email to say that the advert is cancelled and also why