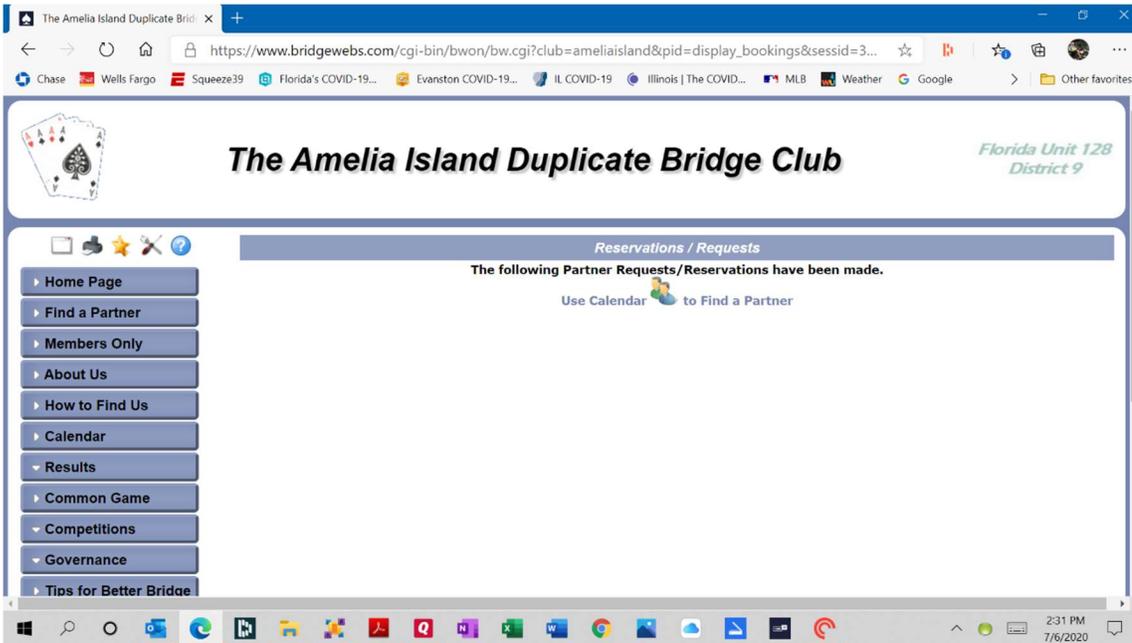
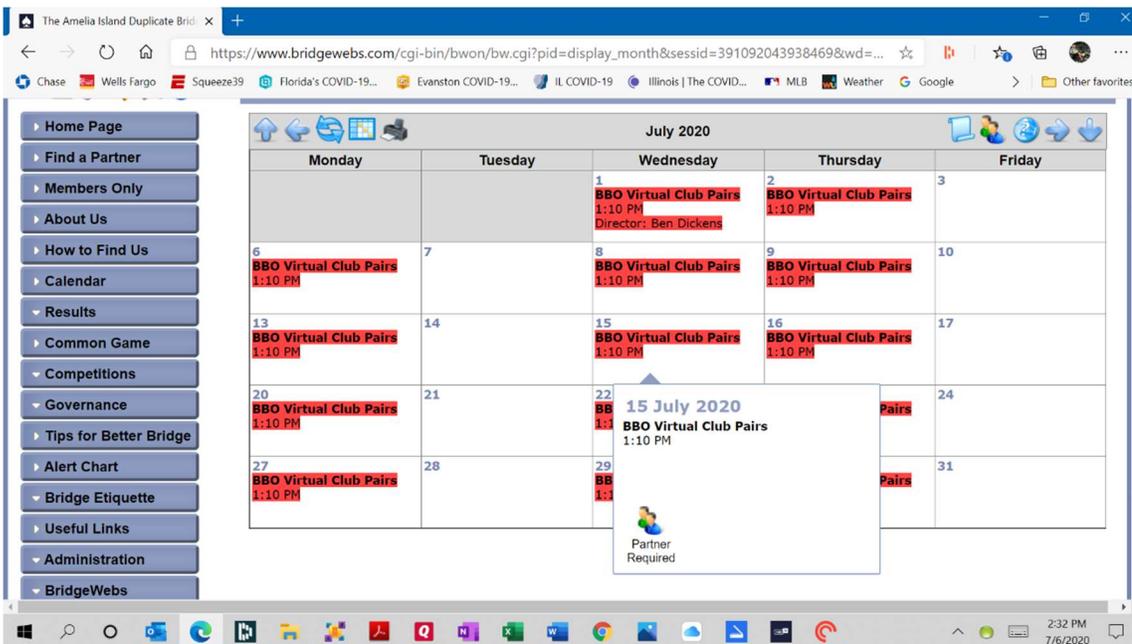


# Find a Partner via Bridgewebs

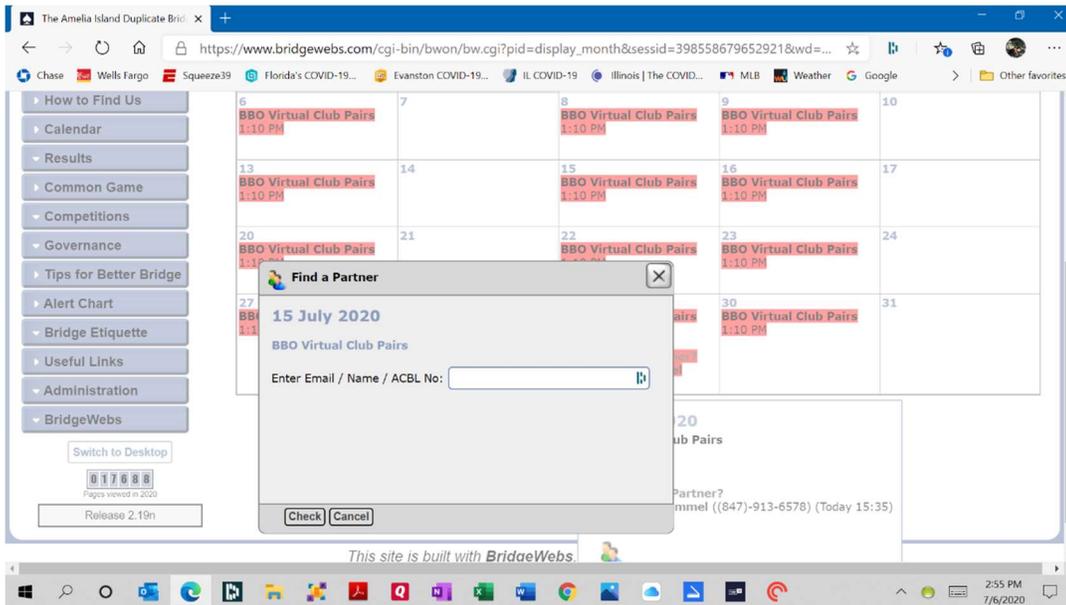
1. Click on the new **Find a Partner** button in the main menu on left side of the website (below Home Page). You will then get this screen or a variation. There are no members looking for a partner yet.



2. Now click on **“Use Calendar to Find a Partner”** - the people icon. This opens the calendar as in the screen below. And when you hover your mouse over the date for which you are interested, a pop-up window appears (in this case July 15). Or on an iPad just tap the date to get the pop up. Note the **Partner Required** button at the bottom of the pop-up.

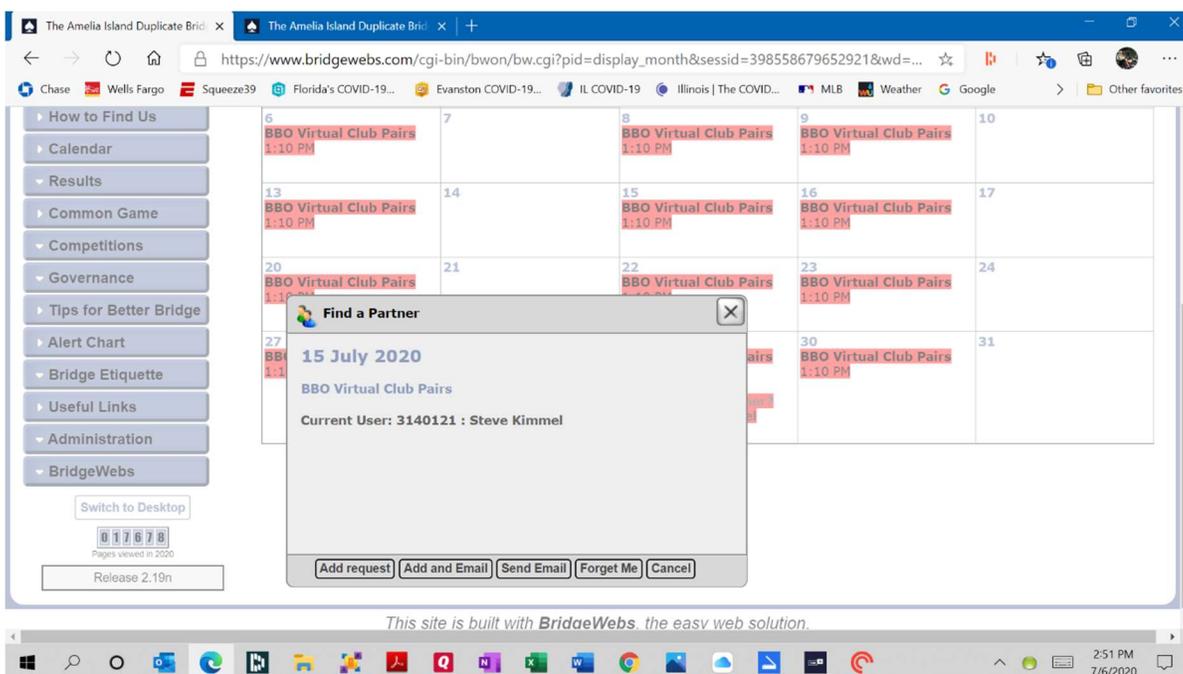


3. Now clicking on the **Partner Required** button brings up the next box asking for your identity (if you are already logged into the site via the Members Only section, this step is skipped). You can use either your **email address**, your **ACBL number**, or your **name** as they appear in our membership directory to identify yourself. Probably ACBL is the easiest. Then click “**check**” at the bottom.

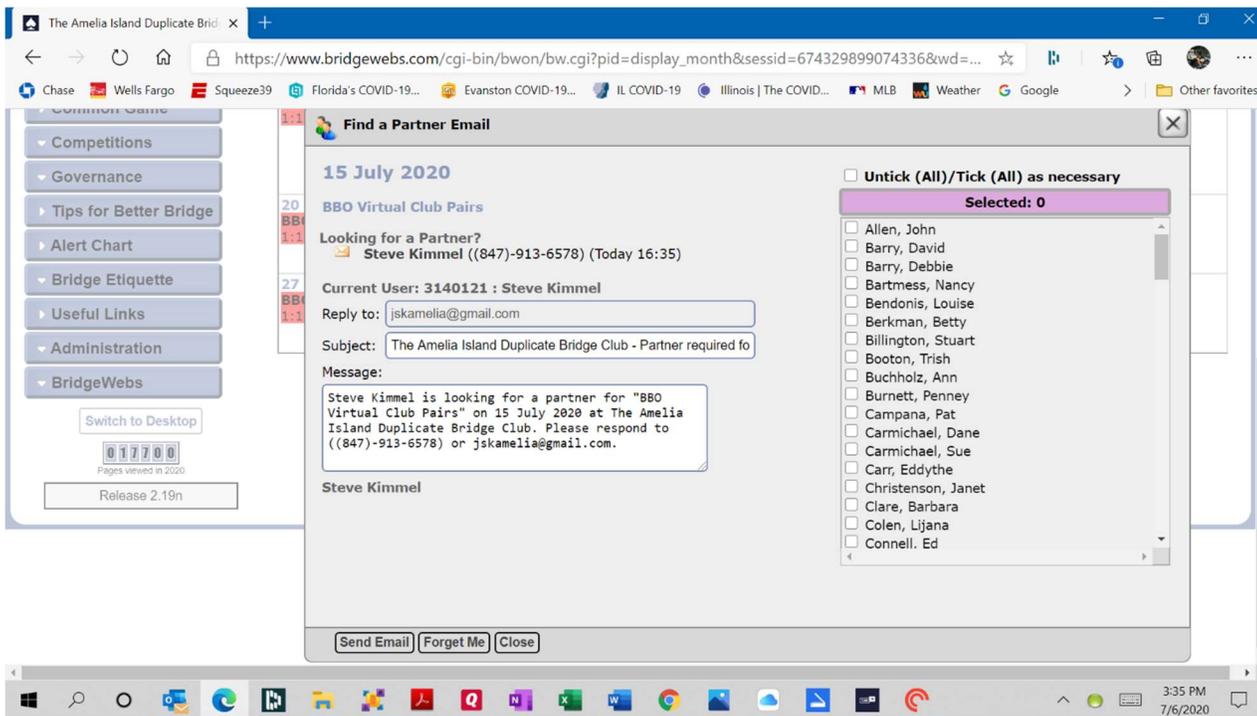


4. Now your name should appear in the box along with five options at the bottom:
  - A. **Add request**: this simply puts your name on a list that other members can see later when they look for a partner on the website. More on this later.
  - B. **Add and email**: this puts you on the same list as in A., but also lets you directly email to all or parts of the membership that you need a partner. (see screen below)
  - C. **Send email**: this lets you send the same email as in B. but does not put you on the list in A. or B.
  - D. **Forget Me**: this lets you cancel your request if you had previously made one via steps A. or B. and you no longer need a partner.
  - E. **Cancel**: if you want to stop the process and go back to the beginning.

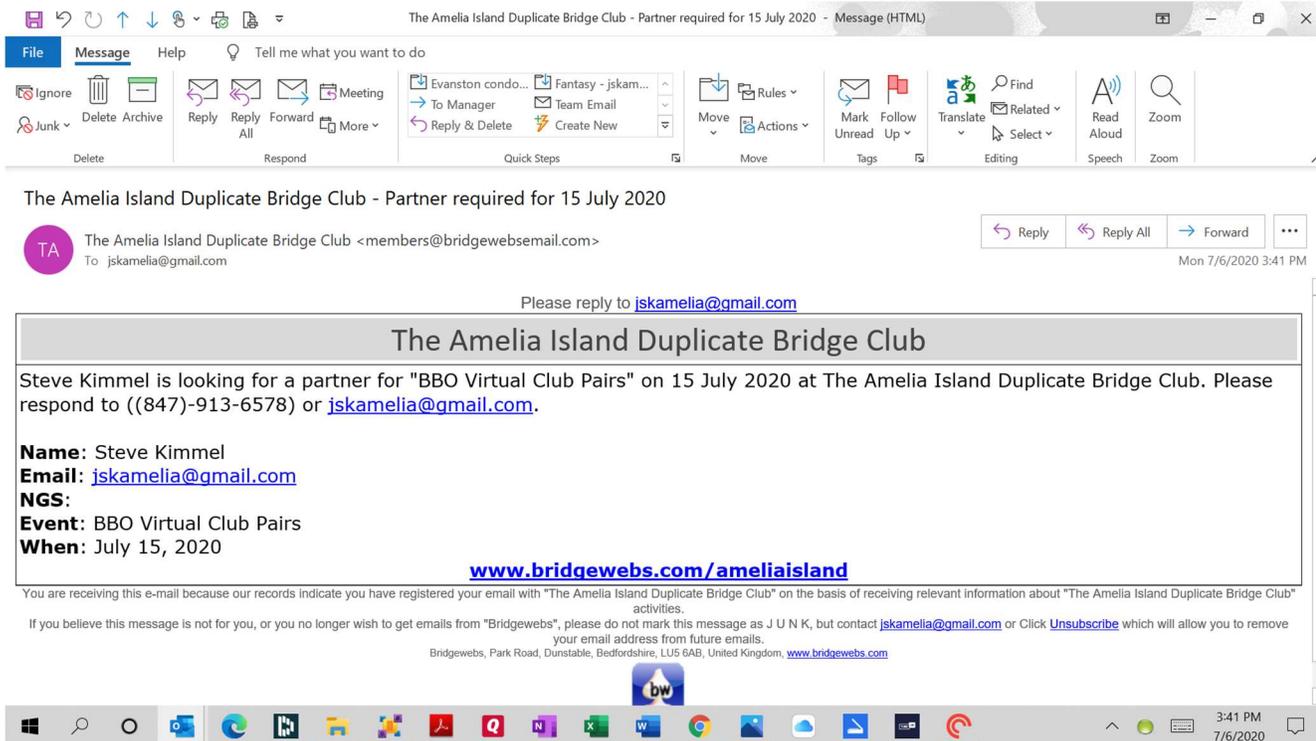
Normally I recommend use option B – **add and email**.



5. So, if you selected B. or C. above, the **send email box** pops up. An email is already composed for you. All you need to do is mark the recipients you wish to receive you email request. You can **Tick All** by checking the box above the list of names or you can select any combination of individual members you want to see your email by ticking the box next to their names. Then hit **"Send"** and you are done.



6. Here is the email that is generated by this process.



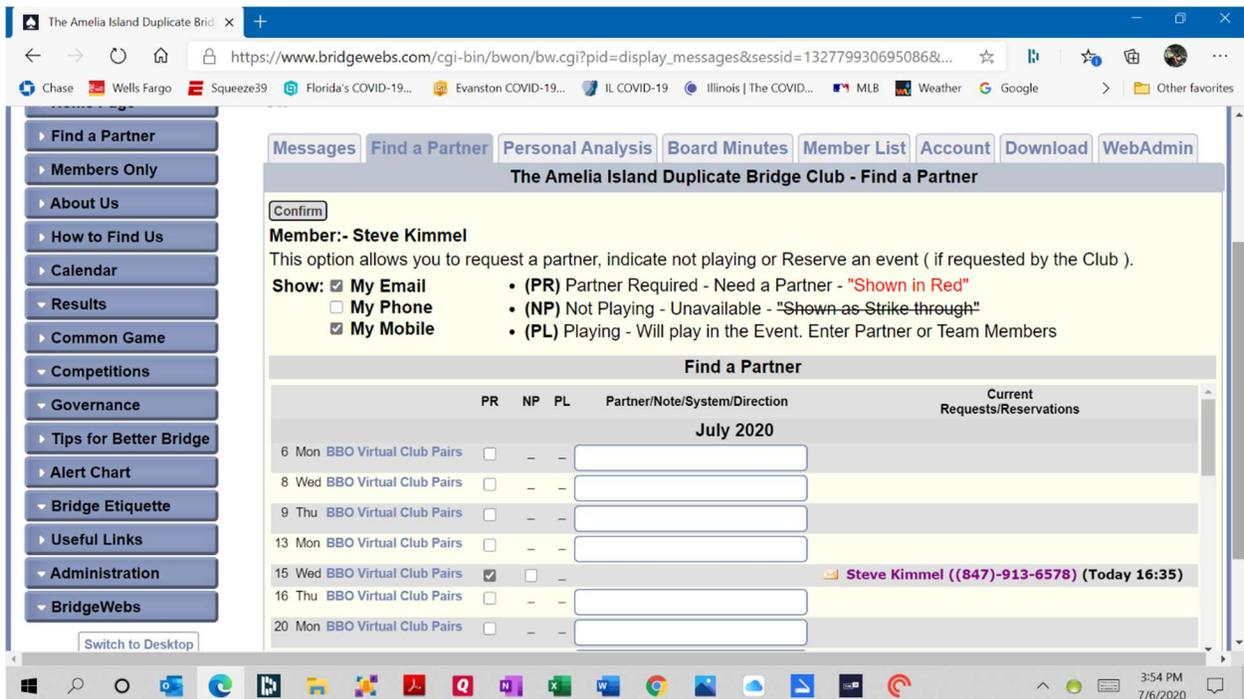
7. So, after you have sent the email to the membership and put yourself on the **Find a Partner** list, the next person to go onto the website **Find a Partner** section would see the screen below. There I am on the list. This next person can either create their own request, or more likely, contact the person already on the list. You can do that contact seamlessly just by clicking on the person's name – see the second screen below - an email pop-up appears. Just fill in the blanks, click send, and you have contacted your potential partner.

The screenshot shows a web browser window with the URL [https://www.bridgewebs.com/cgi-bin/bwon/bw.cgi?club=ameliaisland&pid=display\\_bookings&sessid=5...](https://www.bridgewebs.com/cgi-bin/bwon/bw.cgi?club=ameliaisland&pid=display_bookings&sessid=5...). The page header features a logo of a hand of cards and the text "The Amelia Island Duplicate Bridge Club" and "Florida Unit 128 District 9". A navigation menu on the left includes links like Home Page, Find a Partner, Members Only, About Us, How to Find Us, Calendar, Results, Common Game, Competitions, Governance, and Tips for Better Bridge. The main content area is titled "Reservations / Requests" and displays a message: "The following Partner Requests/Reservations have been made." Below this, there is a link "Use Calendar to Find a Partner" and a section "Partner Required" for "July 15, 2020 - BBO Virtual Club Pairs" with a request from "Steve Kimmel (Today 16:35)". The Windows taskbar at the bottom shows the time as 3:45 PM on 7/6/2020.

This screenshot is similar to the one above but includes an "Email" pop-up window. The pop-up has a title bar with a close button and contains the text: "If you would like to contact 'Steve Kimmel', please enter details." It features three input fields: "Your Email", "Your Name", and "Comment". The background website content is partially obscured by the pop-up. The Windows taskbar at the bottom shows the time as 3:49 PM on 7/6/2020.

8. There is also a second method to get yourself on the Find a Partner list. You may find this easier, however it does not have the feature in which you email the membership. Go to the “**Membership Only**” tab on the Home Page (you may need to login after clicking here). Then click on the “**Find a Partner**” button on the top menu. You now get the screen below with the calendar. You can tick off any date or dates in the “**PR**” column for which you would like to find a partner(s). Ticking the dates puts you name on the same list. The click “**Confirm**” above your name.

In this view of the list your name is added in the right column along with any other person looking for a partner. It will be viewable by anyone else going to this page or the same list in screen one of the previous section (7). Another member can click on any name to contact that person. Note in this view, you can select **which contact method** you prefer. There are tick boxes method preference - any combination of **email, phone, or mobile phone** – these will appear as the same data in your membership profile - which you can update at any time. Again, you need to click on **Confirm** after making any changes to the tick marks here.



If you have any questions of if you want me to guide you through the two methods via a phone call, send me an email at [jskamelia@gmail.com](mailto:jskamelia@gmail.com) and I'll happily get back to you.