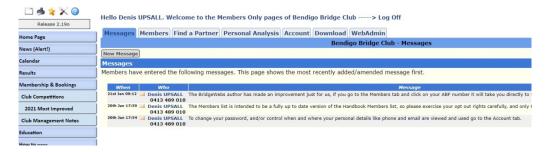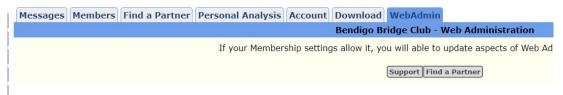# WebAdmin for Bookings/Partner Mgt

Functionality to modify the [Find a Partner] settings for any club member can be delegated to any [Member]. This would normally only be delegated to the panel of active directors.

This is accessed through the [Members Only] area; use the [Members Only] button on the [Home page], or the [Membership & Bookings] menu.
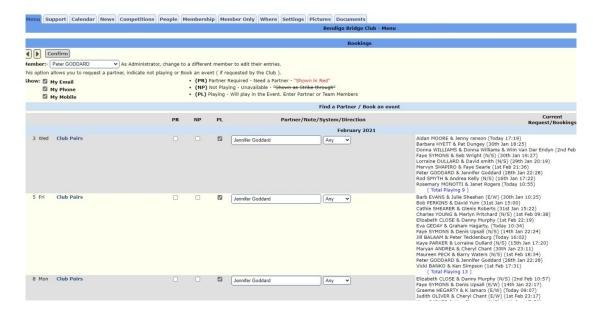

There is an extra tab on the menu for members who have been assigned [WebAdmin] functional roles. When you click on this tab you have a mini-menu of your [WebAdmin] privileges,
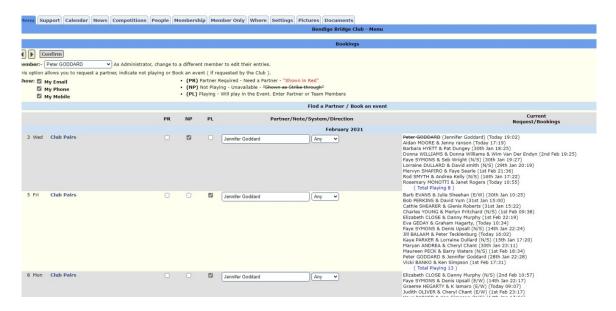

You can access the [Find a Partner] for any member. Click [Find a Partner] to see;

I have already selected member Peter Goddard from the [Member] drop list in the upper left of screen. You see the entry filled in exactly as Peter filled it in for each of his bookings or partner requests. Now you can reverse any one or more of those entries for Peter. If one does not exist you can add an entry for Peter. I will demonstrate deleting an entry for Wednesday 3rd February.

In this case all I needed to do was change the check box by clicking on the [NP] check box and clicking the [Confirm] button. When I click the [NP] checkbox, the system deletes the tick in the [PL] check box automatically, it is an exclusive action.

You see the name Peter Goddard now has a line through it.

You cannot delete a [Booking] entry by using the partner's name, because there is no [Booking] in that member's name in the system. You must use the name of the member who made the original [Booking]/[Partner Required] entry.