

# 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.

Release 2.19c

Hello Denis UPSALL. Welcome to the Members Only pages of Bendigo Bridge Club -----> Log Off

Messages Members Find a Partner Personal Analysis Account Download WebAdmin

**Bendigo Bridge Club - Messages**

New Message

Messages

Members have entered the following messages. This page shows the most recently added/amended message first.

When	Who	Message
21st Jan 00:12	Denis UPSALL 0413 489 010	The BridgeWebs author has made an improvement just for us, if you go to the Members tab and click on your ABF number it will take you directly to
20th Jan 17:59	Denis UPSALL 0413 489 010	The Members list is intended to be a fully up to date version of the Handbook Members list, so please exercise your opt out rights carefully, and only
20th Jan 17:54	Denis UPSALL 0413 489 010	To change your password, and/or control when and where your personal details like phone and email are viewed and used go to the Account tab.

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,

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**Bendigo Bridge Club - Web Administration**

If your Membership settings allow it, you will be able to update aspects of Web Ad

Support Find a Partner

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

Menu Support Calendar News Competitions People Membership Member Only Where Settings Pictures Documents

**Bendigo Bridge Club - Menu**

Bookings

Confirm

Member:- Peter GODDARD As Administrator, change to a different member to edit their entries.  
This option allows you to request a partner, indicate not playing or Book an event (if requested by the Club.)

Show:  My Email  
 My Phone  
 My Mobile

- (PR)** Partner Required - Need a Partner - "Shown in Red"
- (NP)** Not Playing - Unavailable - "Shown as Strike-through"
- (PL)** Playing - Will play in the Event. Enter Partner or Team Members

**Find a Partner / Book an event**

	PR	NP	PL	Partner/Note/System/Direction	Current Request/Bookings
February 2021					
3 Wed			<input checked="" type="checkbox"/>	Jennifer Goddard Any	Aidan MOORE & Jenny ranson (Today 17:19) Barbara HYETT & Pat Dungey (30th Jan 18:25) Donna WILLIAMS & Donna Williams & Wim Van Der Endyn (2nd Feb) Faye SYMONS & Seb Wright (N/S) (30th Jan 19:27) Lorraine DULLARD & David smith (N/S) (29th Jan 20:19) Mervyn SHAPIRO & Faye Searle (1st Feb 21:36) Peter GODDARD & Jennifer Goddard (28th Jan 22:28) Rod SHYTH & Andrea Kelly (N/S) (16th Jan 17:22) Rosemary MONOTTI & Janet Rogers (Today 10:55) ( Total Playing 9 )
5 Fri			<input checked="" type="checkbox"/>	Jennifer Goddard Any	Barb EVANS & Julie Sheehan (E/W) (30th Jan 10:25) Bob PERKINS & David Yum (31st Jan 15:00) Cathie SHEARER & Glenn Roberts (31st Jan 15:22) Charles YOUNG & Merlyn Pritchard (N/S) (1st Feb 09:38) Elizabeth CLOSE & Danny Murphy (1st Feb 22:19) Eva GEDAY & Graham Hagarty, (Today 10:34) Faye SYMONS & Denis Upsall (N/S) (14th Jan 22:24) Jill BALAAM & Peter Tecklenburg (Today 16:02) Kaye PARKER & Lorraine Dullard (N/S) (15th Jan 17:20) Haryan ANDREA & Cheryl Chant (30th Jan 23:11) Maureen PECK & Barry Waters (N/S) (1st Feb 18:34) Peter GODDARD & Jennifer Goddard (28th Jan 22:28) Vicki BAIKO & Ken Simpson (1st Feb 17:31) ( Total Playing 13 )
8 Mon			<input checked="" type="checkbox"/>	Jennifer Goddard Any	Elizabeth CLOSE & Danny Murphy (N/S) (2nd Feb 10:57) Faye SYMONS & Denis Upsall (E/W) (14th Jan 22:17) Graeme HEGARTY & K Iamario (E/W) (Today 09:07) Judith OLIVER & Cheryl Chant (E/W) (1st Feb 22:17)

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 3<sup>rd</sup> 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.