BROMLEY NORTH BRIDGE CLUB
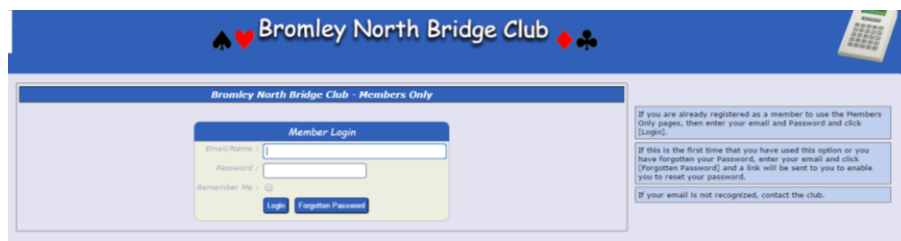
LOGGING ON AND USING MEMBERS ONLY PAGES OF WEBSITE

Detailed Guide (there is a quick guide on the website)

Go to www.bridgewebs.com/bromleynorth and click on "Members Pages" in the menu. Click on "Logon".


If you click on "log on" you will see the following screen:

If you are a BNBC member you will be preregistered using the latest email address you have provided. The first time that you want to log on you need to type that address in the "Email/name" box and press the "Forgotten Password" button. You will see a message similar to the one below:
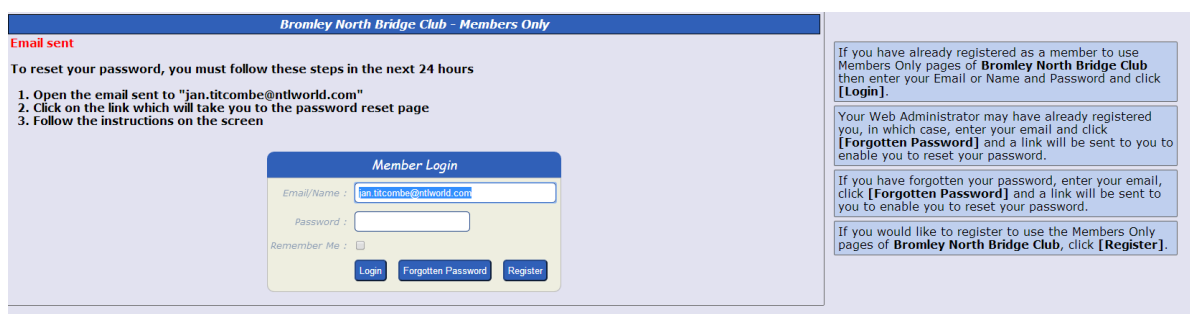
If you do not receive an email check in your junk mail. If you receive an error message or no email arrives contact jan.titcombe@ntlworld.com . When you receive the email it will resemble the one below:
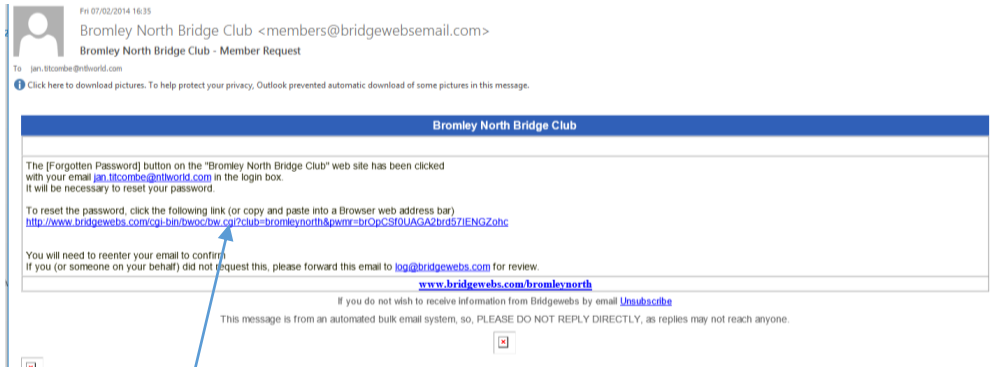
Click on the link or copy and paste into a browser address bar. You should be taken to a page that resembles this:

Ignore their randomly generated password and enter your own password twice and press "use own". Your password needs to consist of a minimum of 6, maximum of 20 characters using letters, numbers or symbols. It is not case sensitive. No one else, including BNBC and Bridgewebs administrators will be able to see your password so if you forget it you will need to follow the above procedure again.

When you log in the first page you will see is the "**find a partner**" page with tabs along the top for the other pages.

The "**find a partner**" page allows you to flag up the dates for which you seek a partner or when you are not available. If you check the relevant box then the information that you require a partner will

appear on the calendar in the public area of the website. You can choose how much information can be viewed on the public areas of the website by ticking or cancelling the check boxes for "show my telephone" and "show my email". Remember to click the "confirm" button. There is a separate guidance note on finding a partner.

By clicking on the "**account** tab" you can review and amend your contact details and change your password. You can also change your opt in/out status. Remember to click on "confirm" or "save" whenever you make any changes.

Unless you have asked to opt out your name, email address, telephone number/s, post code and club ID will be visible to other members who log in and look at the member list. Your postal address, EBU number and opt out status will also be visible to administrators (currently Hilary Powell and Jan Titcombe).

If you want to access the pages but do not want your email address to be visible to other members do **not** remove it from the email box but change the "opt out of email" box to "yes". If this box is set to "yes" your email address will not show in the list nor will you receive any bulk emails sent to members (eg AGM notices, requests for partners, information about special events). The administrators will still be able to send you individual email messages and you will still be able to retrieve information from the website.

If you do not want your telephone number/s or post code to be visible to other members but are happy for the administrators to see them email jan.titcombe@ntlworld.com.

If you do not want to appear in the list of members at all then change the "opt out of list" box to "yes".

If you click on the "**members**" tab you will be able to view the names and contact details of all members who have not opted out. They are arranged in alphabetical order of surname and are all on one page – scroll down to see all names. You can search by part of a name or the date someone played. The email groups you can search are Committee, Directors and Scorers. To **send an email** to another member click on "email" in their entry and then on "show email" and a link will appear.

Clicking on the "**messages**" tab will allow you to view and put up messages. These can be viewed by other members who have logged in and clicked on the messages tab. In the unlikely event of inappropriate messages being posted the administrators will remove them.

The "**documents**" tab will provide access to any documents restricted to members only. There are currently no restricted documents.

 "**Download**" allows you to email results to yourself or others.

"**Ranking**" lists EBU ranks.

If you have experience any problems logging on or using the pages or have suggestions for improving this guidance please email jan.titcombe@ntlworld.com