

# Bridgewebs

I have listed a few items which you might find useful on Bridgewebs.

## **The left-hand menu.**

**Full Calendar.** This lists all the activities for the club. It can seem a bit cluttered, but not only does it show our events but acts as a calendar for the Duplicating and Directors rotas. If, next to an event the words (Partner?) appears, someone is looking for a partner. Click on it and the details pop up. More about this below.

**Committee/Contact us.** Use this to contact any of the persons listed. This is better than using the clubs general email – CBCLeicester.

**Members area.** This requires a password. If you are a FULL member you can access this. No-one else has access. Accessing this part of Bridgewebs displays a number of tabs:

**Find a partner.** Click next to an event, select what will be visible when your request is selected from the full calendar – see above. You can display phone numbers/email address and a comment. Don't forget to press 'Save'

**Member List.** This shows all members details if they have given permission. If a name is missing, that person has chosen to hide their details.

**Account.** You can change your details (password, email address, phone numbers etc). There are a number of options about what is displayed to other members. Always leave 'Bulk Emails' as 'Yes' or we cannot contact you. Don't forget to press 'Save' if you have changed anything.

**Payments A/C.** This shows your account balance but will NOT include payments made during the current month. Payments are update at the month end.

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