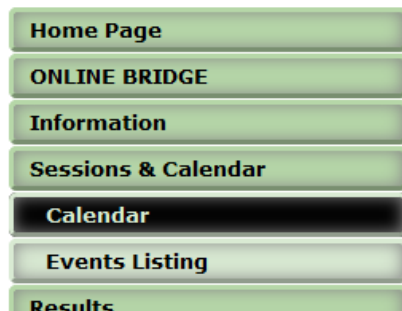


Find a Partner

1. If you are without a partner for a CBC session, then you can use the website to find out whether there are others also looking for a partner. You can get their contact details to get in touch to make arrangements to play. If there are no others, then you can create your own advert for a partner for others to see.
2. The information is part of the 'Calendar' page which shows all future CBC sessions. To bring up the Calendar page, browse to the Cheltenham Bridge Club website and click on the Calendar menu button:



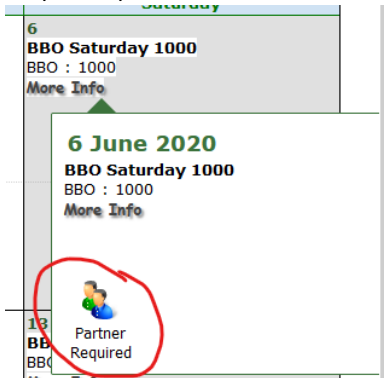
3. This shows the Calendar for the current month. For example:

June 2020					
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 BBO Learners Duplicate BBO : 1000 Closed session for learners only Looking for a Partner? ✉ Marilyn Fairbairn	3 BBO Wednesday 1845 BBO : 1845 More Info	4 BBO Thursday 1000 BBO : 1000 More Info Looking for a Partner? ✉ Marilyn Fairbairn ✉ Trevor Howard	5 BBO Friday 1300 BBO : 1300 More Info	6 BBO Saturday 1000 BBO : 1000 More Info
	BBO Tuesday 1300 BBO : 1300 More Info Looking for a Partner? ✉ Trevor Howard		BBO Thursday 1300 BBO : 1300 More Info Looking for a Partner? ✉ Trevor Howard		
8	9 BBO Learners Duplicate BBO : 1000 Closed session for learners only BBO Tuesday 1300 BBO : 1300 More Info	10 BBO Wednesday 1845 BBO : 1845 More Info	11 BBO Thursday 1000 BBO : 1000 More Info BBO Thursday 1300 BBO : 1300 More Info	12 BBO Friday 1300 BBO : 1300 More Info	13 BBO Saturday 1000 BBO : 1000 More Info
15	16 BBO Tuesday 1300 BBO : 1300 More Info BBO Learners Duplicate BBO : 1000 Closed session for learners only	17 BBO Wednesday 1845 BBO : 1845 More Info	18 BBO Thursday 1000 BBO : 1000 More Info BBO Thursday 1300 BBO : 1300 More Info	19 BBO Friday 1300 BBO : 1300 More Info	20 BBO Saturday 1000 BBO : 1000 More Info
22	23 BBO Tuesday 1300 BBO : 1300 More Info BBO Learners Duplicate BBO : 1000 Closed session for learners only	24 BBO Wednesday 1845 BBO : 1845 More Info	25 BBO Thursday 1000 BBO : 1000 More Info	26 BBO Friday 1300 BBO : 1300 More Info	27 BBO Saturday 1000 BBO : 1000 More Info
29	30 BBO Tuesday 1300 BBO : 1300 More Info				

4. Find the session that you are interested in playing. If there are others already advertising for a partner, you can click on a name and you will be able to send an email to arrange to play. For example, this session has two players both looking for a partner:

4
BBO Thursday 1000
 BBO : 1000
 More Info
 Looking for a Partner?
 ✉ Marilyn Fairbairn
 ✉ Trevor Howard

- If there is no-one advertising, then you can post an advert for yourself.
- To do that, move your mouse over the session and you should see a window pop up with a 'Partner Required' picture, similar to this:



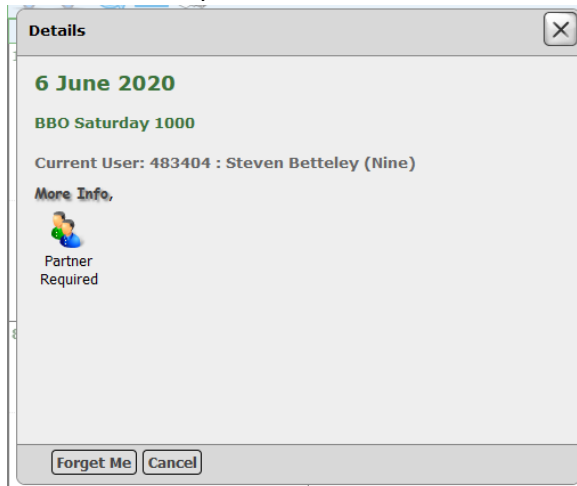
- Click on the picture, and you will be presented with a check in panel, like this:



- You will need to check in by typing your full name in the box and clicking the 'Check' button. You could alternatively type in your email address or EBU number. After typing this in, do not press the return key on your keyboard – instead, click the 'Check' button.
- If you get a 'Member not found' message, try with other variations of your full name, or try with and without the leading zeros in your EBU number. The system is very fussy and you need to enter your details exactly as they are in your Members Account. If all else fails, send an email to admin@cheltenhambridgeclub.com explaining the problem.
- Once your name has been recognised, the box will look something like this:



11. It's best to click the 'Remember Me' button to save you having to type your name in again. The box is redrawn to show you as the 'current user' as follows:

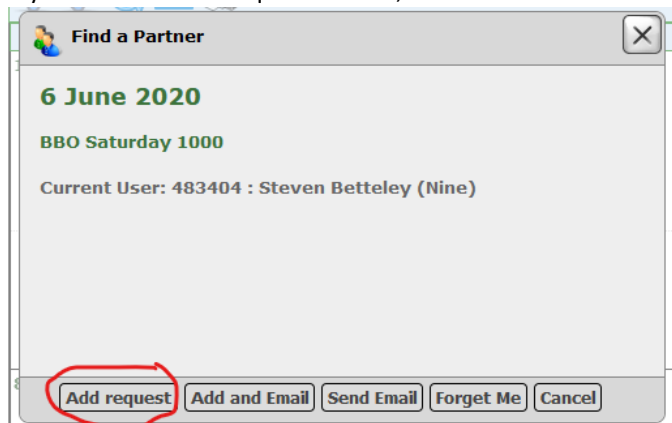


12. Click on the 'Partner Required' button again:

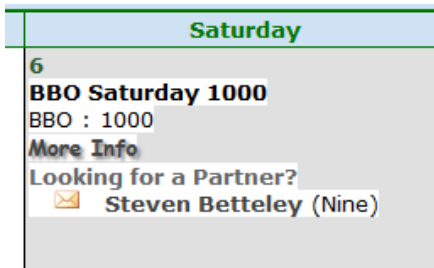


13. And you now have a number of options.

14. If you click the 'Add request' button,

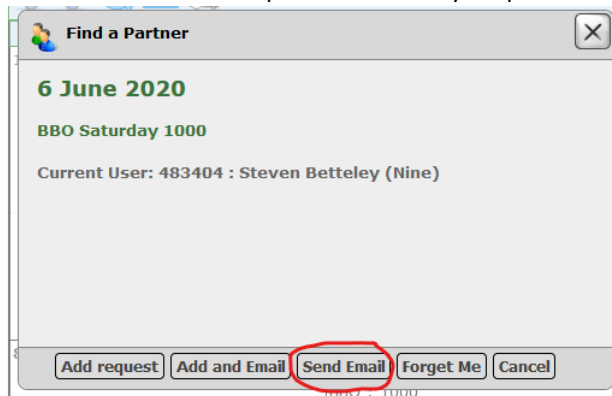


then your name and email address will be posted to the website calendar for all others to see.

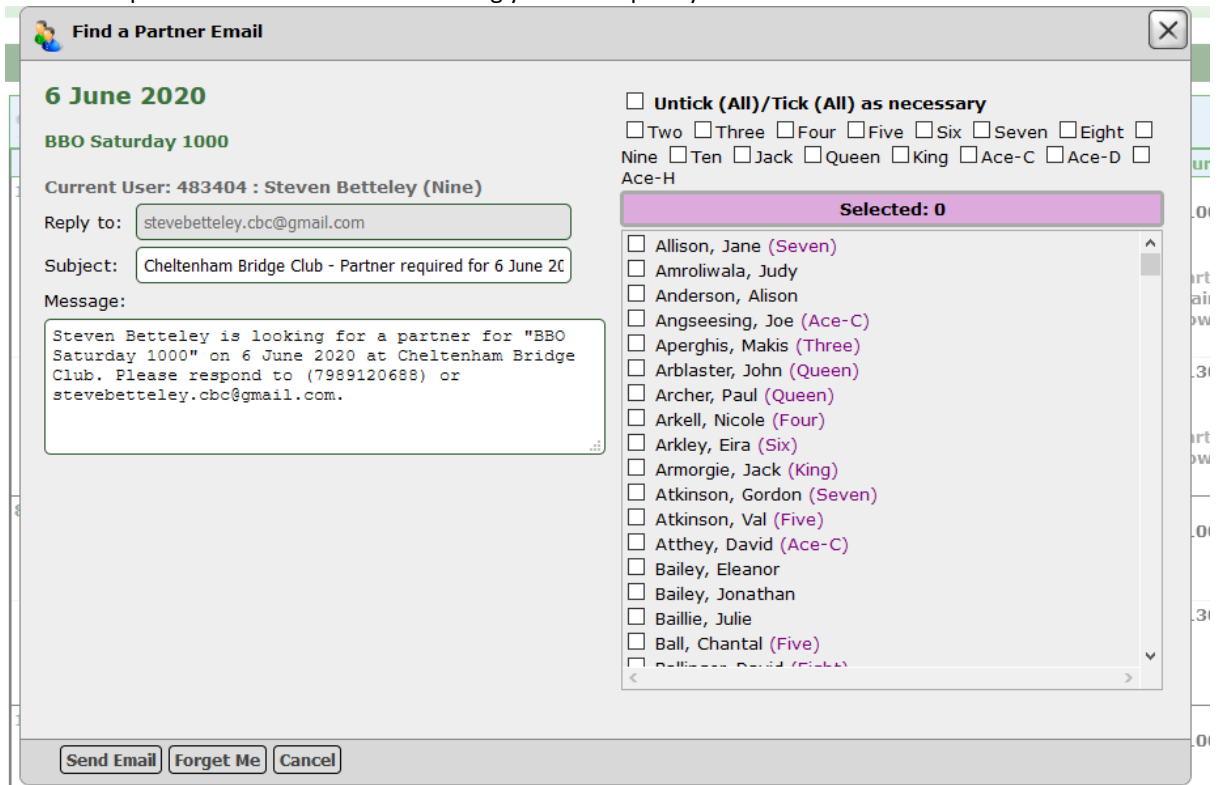


It's then a question of waiting to see if anyone contacts you offering to play.

- Going back to step 13, you could instead decide not to post an advert on the Calendar, and send an email to members to request them to be your partner. Click on the 'Send email' button:



- You will be presented with a window allowing you to compose your email:



- You can choose who to send your email to by selecting from the options on the right. Clicking the Untick (All) / Tick (All) will select or unselect all members e.g. when all are selected:

Untick (All)/Tick (All) as necessary

Two Three Four Five Six Seven Eight
 Nine Ten Jack Queen King Ace-C Ace-D
 Ace-H

Selected: 393

- Allison, Jane (Seven)
- Amroliwala, Judy
- Anderson, Alison
- Angseesing, Joe (Ace-C)
- Aperghis, Makis (Three)
- Arblaster, John (Queen)
- Archer, Paul (Queen)
- Arkell, Nicole (Four)
- Arkley, Eira (Six)
- Armorgie, Jack (King)
- Atkinson, Gordon (Seven)
- Atkinson, Val (Five)
- Atthey, David (Ace-C)
- Bailey, Eleanor
- Bailey, Jonathan
- Baillie, Julie
- Ball, Chantal (Five)
- Ball, David (Five)

This will send 393 emails.

18. Or, you may select only members of particular NGS grading. For example to send an email only to players with NGS rank of 'Ace':

Untick (All)/Tick (All) as necessary

Two Three Four Five Six Seven Eight
 Nine Ten Jack Queen King Ace-C Ace-D
 Ace-H

Selected: 9

- Allison, Jane (Seven)
- Amroliwala, Judy
- Anderson, Alison
- Angseesing, Joe (Ace-C)
- Aperghis, Makis (Three)
- Arblaster, John (Queen)
- Archer, Paul (Queen)
- Arkell, Nicole (Four)
- Arkley, Eira (Six)
- Armorgie, Jack (King)
- Atkinson, Gordon (Seven)
- Atkinson, Val (Five)
- Atthey, David (Ace-C)
- Bailey, Eleanor
- Bailey, Jonathan
- Baillie, Julie
- Ball, Chantal (Five)
- Ball, David (Five)

This will send 9 emails.

19. Or, you may go down the list and select whoever you wish according to your own preferences e.g.

Untick (All)/Tick (All) as necessary
 Two Three Four Five Six Seven Eight
Nine Ten Jack Queen King Ace-C Ace-D
Ace-H

Selected: 7

- Fuller, John (Five)
- Furley, Patricia (Four)
- Fyfe, Jean
- Fyfe, Robert
- Galletly, Geraldine
- Gass, Roderic (Nine)
- Gaut, Marlene (Two)
- Gee, Dorothy (Two)
- George, Colleen (Five)
- Ghosh, Ajit (Eight)
- Gibbins, Angela
- Gibson, Carole
- Gilbert, David (Eight)
- Giles, Liz (Eight)
- Glendenning, Valerie
- Goalby, Brian (King)
- Goodwin, Hugh
- Gough, Russell

Here, I've manually selected 7 names, so 7 emails will be sent.

20. This method is limited to those members who have recorded their email addresses in their website account. Members whose email addresses are not known will not appear in the list at all. Also, some members may choose to withhold NGS grades.

21. Finally, you can customise the text of your email however you wish. In this example, I've added a sentence about systems.

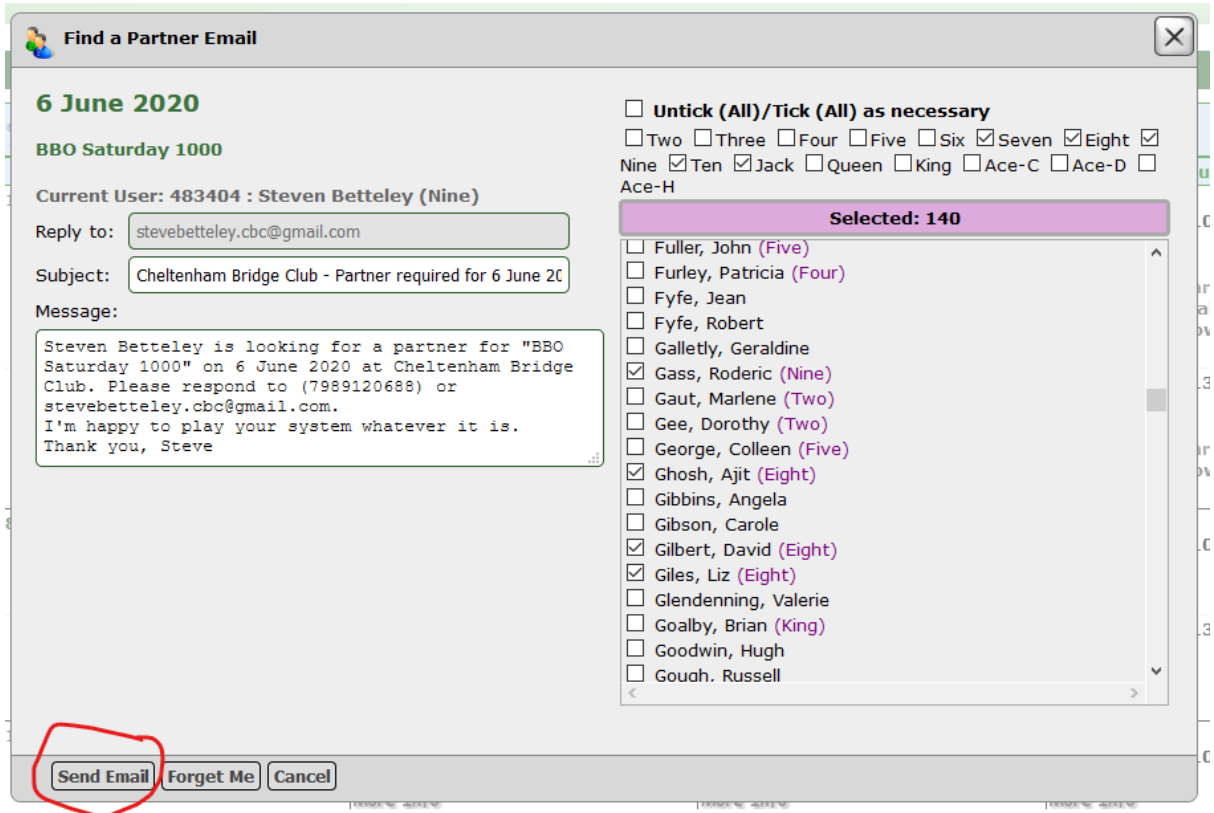
Current User: 483404 : Steven Betteley (Nine)

Reply to:

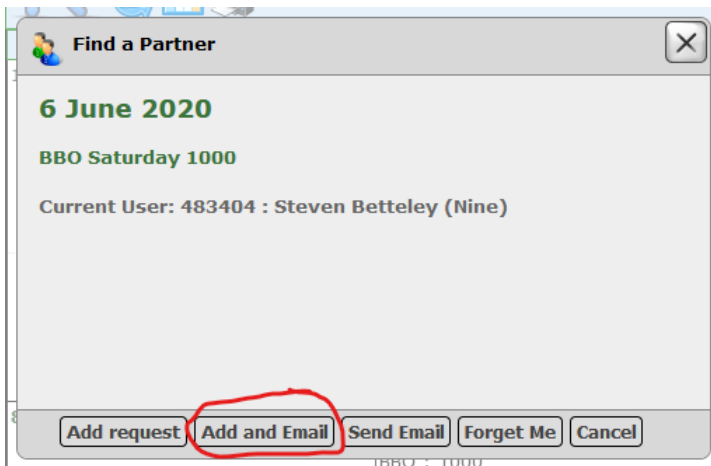
Subject:

Message:

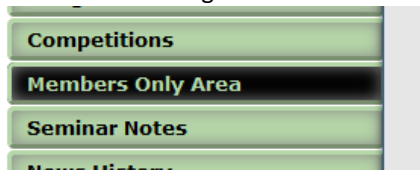
22. Finally, click the 'Send email' button to send your email:



23. Going back to step 13, you have the option to both post your advert on the website Calendar, and send an email:



24. You may, if you wish, set your preferences (or remove your advert completely) by logging in to the Members Area using the website menu button:



25. If you have any difficulties logging in, please send an email to admin@cheltenhambridgeclub.com explaining this, and someone will reply to help you.

26. Once logged in, go to the 'Find a Partner' tab, which lists all partner requests. In this example, the advert that I have created for the 6th June is shown.

Hello Steven Betteley. Welcome to the Members Only pages of Cheltenham Bridge Club -----> Log Off

Find a Partner Messages Member List Members Only Documents Ranking NGS Grades Account Download

Cheltenham Bridge Club - Find a Partner / Reserve an Event

Confirm

Member:- Steven Betteley

This option allows you to request a partner, indicate not playing or Reserve 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 / Reserve an Event

June 2020

3	Wed	BBO Wednesday 1845	<input type="checkbox"/>	-	-	<input type="text"/>	
4	Thu	BBO Thursday 1000	<input type="checkbox"/>	-	-	<input type="text"/>	<input type="checkbox"/> Marilyn Fairbairn (01242 696649 / 07779 286548) (Alison Besterman) (29th May) <input type="checkbox"/> Trevor Howard (31st May) (Total Partner Required 2) <input type="checkbox"/> Trevor Howard (31st May)
		BBO Thursday 1300	<input type="checkbox"/>	-	-	<input type="text"/>	<input type="checkbox"/> Trevor Howard (31st May)
5	Fri	BBO Friday 1300	<input type="checkbox"/>	-	-	<input type="text"/>	
6	Sat	BBO Saturday 1000	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/> Steven Betteley (7989120688) (Nine) (Today 14:25)
						Any	
9	Tue	BBO Learners Duplicate	<input type="checkbox"/>	-	-	<input type="text"/>	

27. You may set your contact preferences by clicking the boxes as required:

Show: My Email
 My Phone
 My Mobile

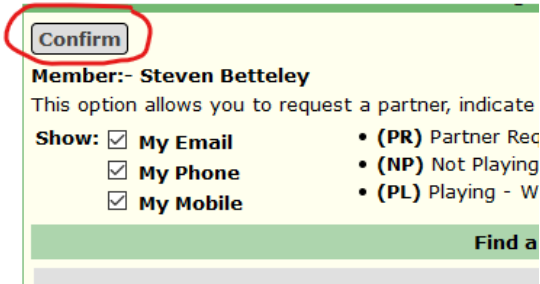
28. You may write any notes you wish in the box provided e.g.

5	Fri	BBO Friday 1300	<input type="checkbox"/>	-	-	<input type="text"/>	
6	Sat	BBO Saturday 1000	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="I like to play Acol"/>	<input type="checkbox"/>
						Any	
9	Tue	BBO Learners Duplicate	<input type="checkbox"/>	-	-	<input type="text"/>	

29. And you may remove your advert completely (e.g. once you have found a partner) by unticking the PR box:

			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="I like to play Acol"/>	<input type="checkbox"/> Steven Betteley (7989120688) (Nine) (Today 14:25)
						Any	

30. With all these changes, don't forget to click the 'Confirm' button near the top left of the page:



The screenshot shows a user profile for Steven Betteley. At the top left, a button labeled "Confirm" is circled in red. Below the name, there is a section titled "Show:" with three checked checkboxes: "My Email", "My Phone", and "My Mobile". To the right of these are three bullet points: "(PR) Partner Rec", "(NP) Not Playing", and "(PL) Playing - W". At the bottom right of the profile area, a button labeled "Find a" is visible.

31. Good Luck!