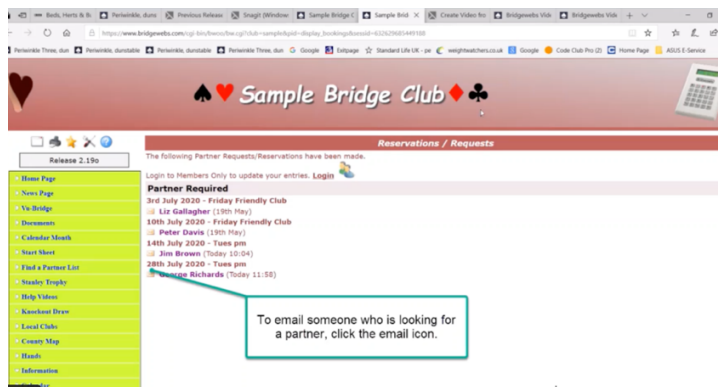


HOW TO USE 'FIND A PARTNER' VIA THE 'CALENDAR'

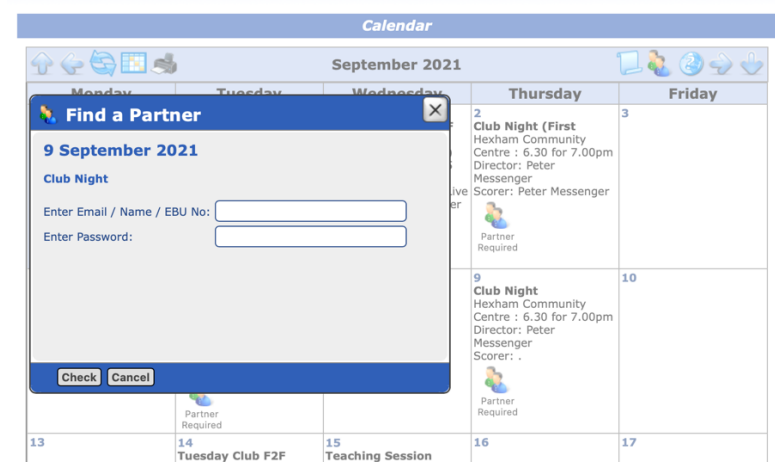
To use the 'Find a Partner' facility you will need to have registered with **Hexham Bridge Club** and set up a password in the 'Members Only' area on the **Home page**.

In the **side menu** click on 'Find a partner' and you will see the names of anyone who is wanting a partner and you can contact them directly if you would like a game.

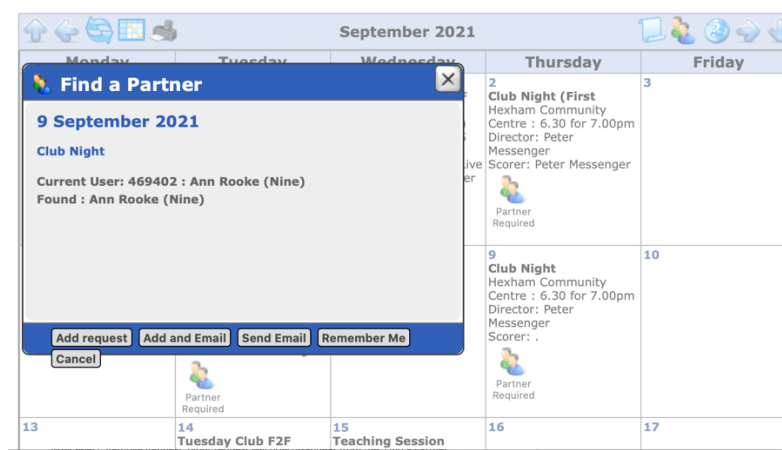


1. Click on the line 'Use Calendar to Find a Partner' (the line with 2 people symbols) and this opens a calendar. Then click on the 'Find a Partner' symbol in the calendar menu, if it is unchecked. The symbol 'Partner Required' will then appear on the calendar days.

2. Select appropriate month and choose a date and click 'Partner Required'. This will bring up a box where you enter your **email address or EBU number** and your **Hexham Bridge Club password**.



3. Press **Check** and this opens a box giving you several options:



a) Remember me: this feature will allow you to access 'Find a Partner' without logging on each time.

b) Add Request: Click on this and your request will be added to the **Find a Partner** page with the chosen date and an envelope symbol allowing contact by email. You then sit back and wait to see who contacts you.

b) Add and Email: This feature is disabled at the moment

c) Send Email: : This feature is disabled at the moment

NOTE: When you have successfully arranged a new partnership for your chosen date, please do not forget to cancel your request on the '**Find a Partner**' page to avoid further unrequired contacts. Go to the Calendar as in 1. above, and place the cursor over the date you wish to cancel. Click on the 'Partner Required' symbol, log in and click on Check. Now select '**Remove Request**' (your request will now disappear from the 'Find a Partner' page).