

### ***Find a Partner using Member Only Tab***


If you need a partner for an upcoming game, click "Members only" and then log in. You can also click the "Find a Partner" button in the menu on the left side of the screen.

1. Click the "Find a partner" tab at the top of the screen. The "Bookings" screen will appear. All of the future games will be listed.
2. Ensure that **at least one** of the check boxes (see image below) is checked. This controls what contact information is displayed to people looking for a partner.
3. Scroll down to the game for which you need a partner.
4. Click the check box (in the "Partner required" column). **BE SURE YOU HAVE SELECTED THE CORRECT GAME DATE.**
5. **IMPORTANT: Click the Confirm button. (There is one at the top and one at the bottom of this screen.)**
6. Check to ensure your request was posted by clicking on the "Find a partner" tab at the top of the screen or the "Find a partner" button in the menu on the Home screen.

**Show:** ☒ **My Email**  
☒ **My Phone**  
☒ **My Mobile**


Here is a sample listing from the "Reservations/Requests" page showing the date and time the notice was posted:

The following Partner Requests/Reservations have been made.

Login to Members Only to update your entries. [Login](#) 

**Partner Required**

**26th February 2018 - Regular game**

 [View Details](#) [View Details](#) [View Details](#) [View Details](#) [View Details](#)

**See if anyone is looking for a partner**

Do one of the following:

1. If the date is displayed on the Home page, you will see (Partner?) displayed below the game date. This indicates that someone is looking for a partner for that date. Click on the (Partner?) link to open the "Reservations / Requests" screen (which will open after you have logged into the Members Only area.)
2. If the game date is NOT yet displayed on the Home page, click the Calendar menu button on the left side of the screen and scroll down to the date for which you need a partner. The (Partner?) link will be displayed beside the date.
3. Click the "Find a partner" button in the menu on the left side of the screen. Log into the Member Only area and then the "Reservations / Requests" screen will appear. The "Partner required" section of this screen will list all of the people looking for partners - sorted by game date.

Once you have identified your prospective partner, you can phone them or easily send them an e-mail by clicking on their name. (If they have elected not to receive e-mails then clicking the name will have no effect.) If the person searching for a partner has elected to display their phone number(s) they will be shown.

### **Recording that you have found a partner**

◆ ◆ This can only be done by the member who originally entered the posting. ◆ ◆

Unless you want to keep hearing from people responding to your posting, you must remove your "Find a partner" entry. To do this, log into the "Members only" area and follow the instructions above for "Posting a request." However, instead of adding a checkbox beside the game date, you are going to remove the check box. **Then click the Confirm button. (There is one at the top and one at the bottom of this screen.)**