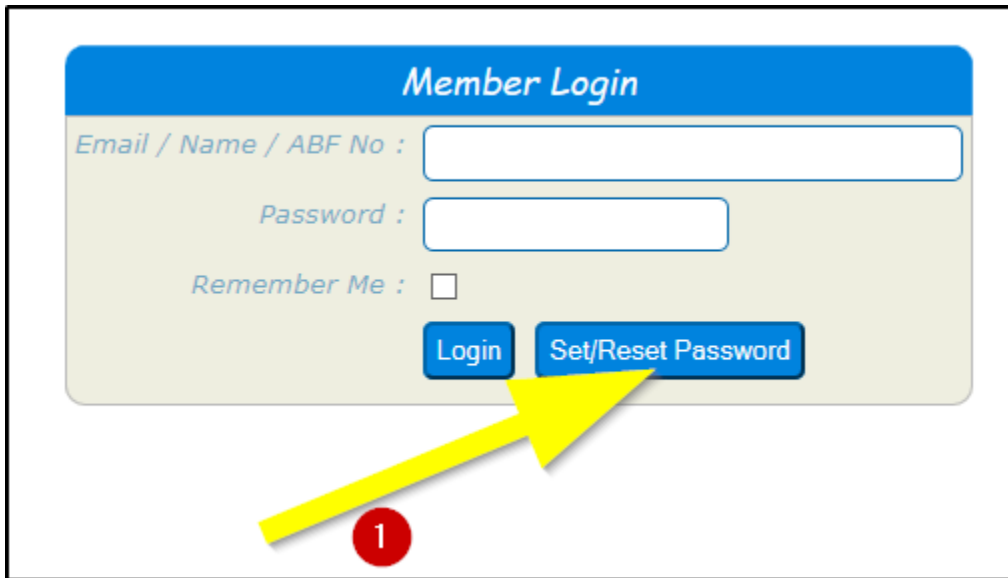


## Setting your password

To use the "Member Only" pages, you will need to Login with your email and your password. Click on Members Only tab, enter your email address and click 'set/reset password'

The club should have added all members to the club database, but each Member needs to have their own password.



The screenshot shows a web form titled "Member Login" with a blue header. Below the header, there are three input fields: "Email / Name / ABF No :", "Password :", and "Remember Me :". The "Remember Me" field has a checkbox. Below the input fields are two blue buttons: "Login" and "Set/Reset Password". A large yellow arrow points from the bottom left towards the "Set/Reset Password" button. A red circle with the number "1" is located at the bottom of the arrow.

Enter your email into the "Member Login" page and if you get:

- "**Password Required**", you can use the [Set/Reset Password] to initiate the process to assign a password, either the first time or if you have forgotten it

Click [Set/Reset Password]. The following will appear.

**Set/Reset Password**

Email

[Send Set Password Email](#) [Back to Login](#)

- Enter your email
- Click [send set password email] and, if this is a valid i.e.. registered email, Bridgewebs will send an email to you with a link to set your password, thus confirming who you are.
- You will receive an email within a few minutes looking like this:

**Bridge Club**

**Set/Reset your Bridgewebs Member password**

Hello

Bridgewebs has received a request on the "Bridge Club" web site to set or reset your password

To reset the password, click the link below

[Set/Reset your password here](#)

To protect your security, you can only reset your password using the above link for 24 hours from the time Bridgewebs sent this email

If you know your current password and are able to login, you can go to the [Member Only] - [Account] tab and reset your password there.

You will need to reenter your email to confirm

If you (or someone on your behalf) did not request this, please ignore this email.

[www.bridgewebs.com/club](http://www.bridgewebs.com/club)

Follow the instructions in the email by clicking on the "Set/Reset Password" link in the email

- This takes you to a [Reset Password] window
  - Enter your email
  - Enter a password
  - Repeat Password
  - Click [Reset] button.
- If successful, you will now be logged on.
- Subsequently, members will be able to login using just their email or name (see below) and personal password only.

### **Note 1**

Once you have given yourself a password, you can log in with your email, number or name.

### **Note 2**

If you have the same email as some other Member, eg your spouse, then when you get the [Reset Password] email you will get a link for each and you can set a different password for each. Then when you login, Bridgewebs will check both email and password and log you in as appropriate.

### **Note 3**

If you do not have an email or the email fails to arrive, look in Junk/Trash folder.