

## How to pre-book a “Live” Clubhouse Competition

(Note that Pre-Booking is by pair and not by individual)

1. Log on to the MRBC website homepage
2. On left hand sidebar, click on **“Live Bridge” Competition Pre-Entry**. This will open the Calendar of forthcoming events.
3. Use arrows at top of screen to scroll to future month if required session is not in current month.

The screenshot shows the MRBC website interface. On the left is a green sidebar with navigation links. The main content area is titled 'Calendar' and displays a grid for September 2021. The calendar includes the following events:

Monday	Tuesday	Wednesday	Thursday	Friday
		1 All Grades Director: Eamon Galligan	2 B's & Novices Director: Eamon Galligan	3 Gala Night - A2s Director: Eamon Galligan
				Gala Night - Novices & Bs Director: Eamon Galligan
				Gala Night - Masters & A1s Director: Eamon Galligan
6 Morning - Masters & A's Director: Eamon Galligan	7 B's & Novices Director: Eamon Galligan	8 Masters & A1's Director: Frank Hayes	9 Masters & A's BBO : 7.30 Director: Les Geraghty	10
Morning - B's & Novices Director: Eamon Galligan	Masters & A's Director: Eamon Galligan	A2's, B's & Novices Director: Frank Hayes	B's & Novices BBO : 7.30 Director: Brian Kane	
Evening - All Grades Director: Catherine Carabine				
13 Morning - Masters & A's BBO : 10.00 Director: Eamon Galligan	14 Masters & A's BBO : 7.30 Director: Eamon Galligan	15 Masters & A1's BBO : 7.30 Director: Frank Hayes	16 Masters & A's BBO : 7.30 Director: Les Geraghty	17

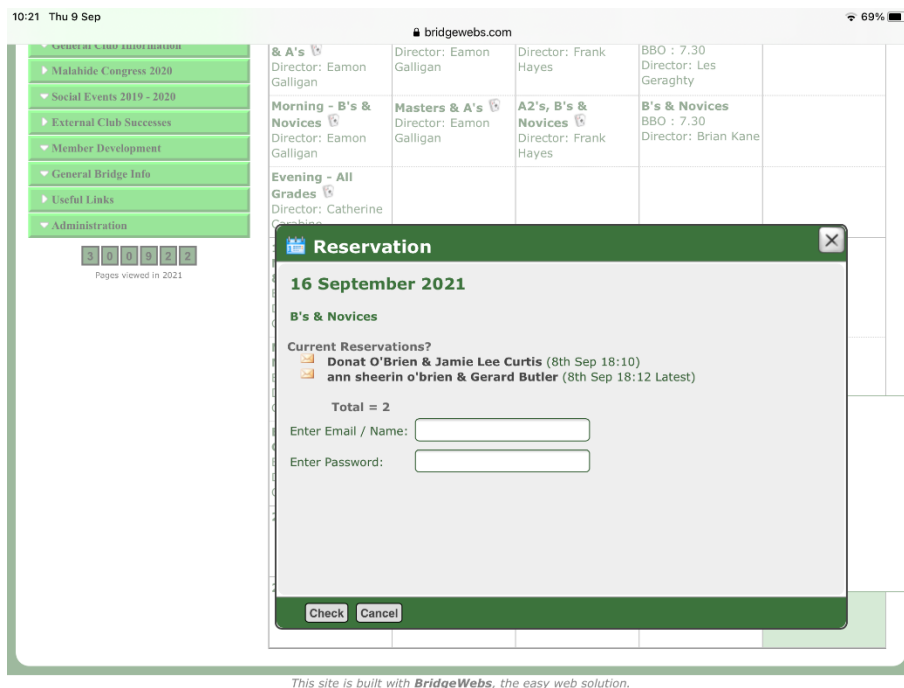
4. From the Calendar presented, find the event you wish to pre-book and click on it. You will be presented with the screen below.

The screenshot shows a detailed view of the event selected in the previous step. The event details are as follows:

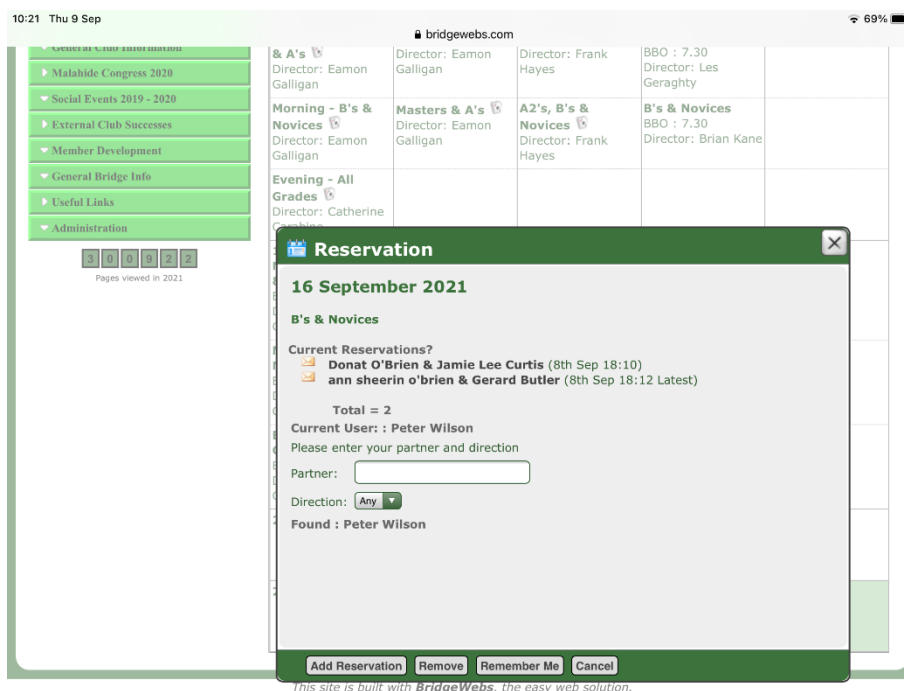
Date	Event Name	Time	Director
16 September 2021	B's & Novices	BBO : 7.30	Director: Brian Kane

A 'Reservation Required' icon is also visible in the bottom right corner of the event details window.

- In the pop-up window, click on the “Reservation Required” icon. The following screen will pop up.



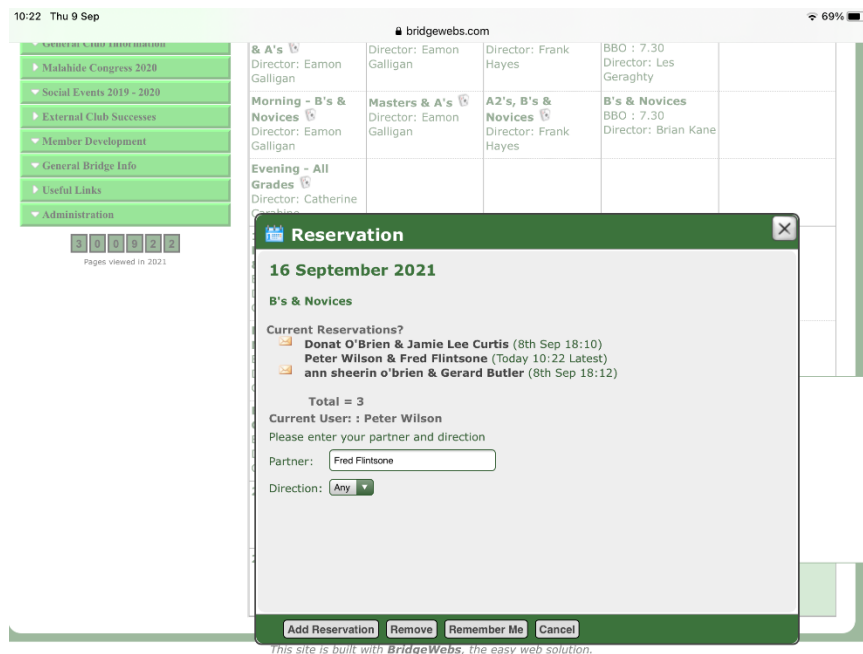
- Enter your e-mail address and normal log-in password and click “Check”. The following screen will appear.



- Enter your partner’s name. Do not select “direction”, unless you or partner have mobility issues.
- Click “Add Reservation”
- If the event is already fully booked, you will be informed that your reservation has been added to a “Wait List”. If you are on the wait list, you can still pre-book for another future event in the same series. Members must periodically

check the event entry list to see if they have moved from the wait list following another pairs withdrawal. (*Follow step 9*) The system does not send advisory e-mails.

10. To confirm if your entry was successful, come completely out of the current windows and attempt to re-enter. You will then be shown the entry list.



## How to cancel a booking already made

11. Log on to the MRBC website homepage, using the same e-mail address & password as that used when making the original booking
12. On left hand sidebar, click on **“Live Bridge” Competition Pre-Entry**
13. From the Calendar list, find the event you have already booked a slot for
14. Click on the “Reservation Required” icon
15. If asked, enter your e-mail address and normal log-in password and click “Check”
16. Click “Remove”

*NB : This process may appear somewhat onerous, but we have to use the standard booking system which comes from our website providers and which is, unfortunately, is not subject to tweaking by individual clubs. With practice the process becomes simpler.*