

Guide to using the Find a Partner option

See pages 2 and 3 for details of how to add a Partner request.

Responding to a Partner Request

1. If a member or members have added a Partner request then the calendar will show the text (Partner?) against the date for which the request has been added:

	(Attending)	
	12th Aug 2021	
	Online Pairs 19:00 Director: Mick Green (Partner?) (Attending)	
	19th Aug 2021	
	Online Pairs 19:00	

2. To see who is requesting a partner either click on the (Partner?) text or click on the 'Find a Partner' entry in the menu:

The following Partner Requests/Reservations have been made.

Use Calendar  to Find a Partner

Partner Required

12th August 2021 - Online Pairs

✉ **Gillian Smith** (Today 11:58)

3. To reply to a Partner request click the envelope icon, or player's name, to bring up a form allowing an email to be sent to the player.

Adding a Partner request

There are two methods of notifying other members that you need a partner for an upcoming club session. Note that if you wish an email to be sent to members informing them of your request then you need to use the first method.

Both methods require that you have in the past logged in to the Members Only area and set a password and that your personal details include your correct email address. Also please note that we have found that if you wish your request to show an envelope icon to allow members to email you then your account details need to have the 'Opt In to List' option set to Yes. Having this option set will mean that your name will be included on the Member List that can be seen by logged in members.

If you are unable to log in and set a password then please click on the Club Administration item on the home page of the website to send an email to the club secretary.

Method 1 - Using Find a Partner from menu to add a request

1. Click on 'Find a Partner' from the menu. A page will be displayed showing any current requests:
2. Click on the People icon to display the calendar for the current month. Clicking on the Right or Left arrows at the top of the page will scroll to the next or previous month:

Calendar				
August 2021				
1	Sun			
2	Mon			
3	Tue			
4	Wed			
5	Thu	19:00	Online Pairs  Partner Required	Director: Pete Bamford Attending
6	Fri			
7	Sat			
8	Sun			
9	Mon			
10	Tue			
11	Wed			
12	Thu	19:00	Online Pairs  Partner Required	Director: Mick Green Attending
13	Fri			

3. Click on the Partner Required icon on the date for which you need a partner. A form will be displayed asking for your email address, name or EBU number and your password.
4. Enter your details and click the 'Check' button. If your details are correct then another form will be displayed with options to add a request for the selected date and optionally send emails to all or selected members.
5. Click 'Add Request' to add the request without sending emails.
6. Click 'Add and Email' to add the request and also send an email to inform members that you are looking for a partner. This will display another form with a list of members allowing you to choose whether to send the email to all members or selected members. The subject line

and message are set up to default wording and can be changed if required. Click on 'Send Email' after selecting the recipients of the email.

To cancel or delete a request repeat steps 1 to 4 above selecting the date for which you wish to delete the request. A form will be displayed with a 'Remove request' button.

Method 2 - Using Members Only area to add a request

1. Click on the 'Members Only' menu item and enter your email address, name or EBU number together with your password. A page will be displayed with several tabs. Click on 'Find a Partner' to display a screen showing upcoming sessions.

Hello Gillian Smith. Welcome to the Members Only pages of Reading Bridge Club -----> Log Off

Account Find a Partner Messages Personal Analysis Member List WebAdmin

Reading Bridge Club - Find a Partner

Confirm

Member:- Gillian Smith
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

		PR	NP	PL	Partner/Note/System/Dire
July 2021					
29 Thu	British Summer SIMs	<input type="checkbox"/>	-	-	<input type="text"/>
August 2021					
5 Thu	Online Pairs	<input type="checkbox"/>	-	-	<input type="text"/>
12 Thu	Online Pairs	<input checked="" type="checkbox"/>	-	-	<input type="text"/>
19 Thu	Online Pairs	<input type="checkbox"/>	-	-	<input type="text"/>

2. To enable other members to contact you tick the 'My Email' box and optionally the 'My Phone' and/or 'My Mobile' boxes.
3. Tick the box under the 'PR' heading for the date(s) for which you need a partner.
4. Click the 'Confirm' button and your request will be added.

To cancel or delete a request repeat the above and uncheck the 'PR' Tick box.