

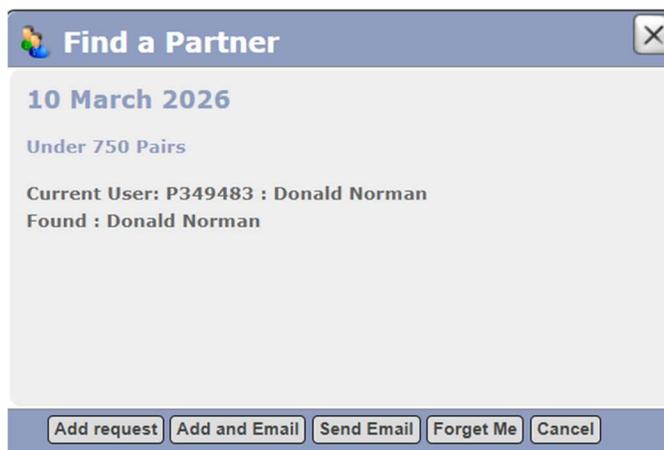
Using Find a Partner via Calendar Month Menu

Click on Calendar Month from the Menu or you can also click the "Find a Partner" button in the menu on the left side of the screen.

When you click on the 'Find a Partner' icon,  the "Find a Partner" pop-up appears.

Find a Partner will display

- The date and title of the event
- Your name and email
- Any existing Find a Partner Requests
- Box to enter your ACBL No



You have options

- **Add Request** - This will show on the Calendar until Removed but won't send a notification email.
- **Compose Email – Add and Email** This adds the requests and moves to a Popup to allow you to send Emails USE THIS METHOD

Choose Add and Email and the box below opens.

Most of the boxes will be pre-filled, adjust as necessary and then [**Send Email**]. This will send an email to all members who have opted in to receive emails.

You can choose all or just some of the names shown you want to the send email to.

Note: For your name to show up you must opt-in to all of the options below. This has been done for most that were on the Partnership GoogleGroup

Toggle All to "Yes/No"			
Show in "Lists"	Yes ▾	Show in "Personal Analysis"	Yes ▾
Allow Bulk Email	Yes ▾		
Show "Email" in "Lists"	Yes ▾	Show Email in "Partner/Messages"	Yes ▾
Show "Phone" in "Lists"	Yes ▾	Show Phone in "Partner/Messages"	Yes ▾
Show "Mobile" in "Lists"	Yes ▾	Show Mobile in "Partner/Messages"	Yes ▾
Show "Rank etc"	Yes ▾		

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.)