

1) From the menu select either calendar or Find a Partner.

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The screenshot shows the homepage of the Brighthouse Bridge Club website. The header features the club's name "Brighthouse Bridge Club" with a heart and four playing card suits (spade, heart, diamond, club). A navigation menu on the left includes: Home Page, Information, 2022 Report and Accounts, Find a Partner, Payments for Sessions, Calendar, YL Team Match Results 2022/23, Results, EBU Information, Useful Links, Membership, Lesson Materials, and Winners Gallery 2022. The main content area is titled "Welcome to Brighthouse Bridge Club" and contains a notice for Barbara Heald's passing, a "Recent EBU Masterpoint Promotions" section, and a "Results" section with a "Calendar" link. The "Results" section lists events from June 26th to June 30th, 2023. The "Calendar" section shows events for July 3rd and 5th, 2023. The footer shows the date 01/07/2023 and the time 14:12.

2) If you select Calendar go to 3 below. If you select Find a partner click on the  icon to open up the Calendar.

The screenshot shows the "Reservations / Requests" page on the Brighthouse Bridge Club website. The page title is "Reservations / Requests" and the content states: "The following Partner Requests/Reservations have been made." Below this, there is a link "Use Calendar  to Find a Partner". The left navigation menu is the same as in the previous screenshot. The footer shows the date 01/07/2023 and the time 14:13.

3) The calendar displays as below.

Brighthouse Bridge Club

Calendar

July 2023

Monday	Tuesday	Wednesday	Thursday	Friday
3 Monday Morning Duplicate 10.00	4 Tuesday Evening Teams 7.00	5 Wednesday Morning Duplicate 10.00	6	7 Relaxed Bridge with Coaching 10.00
Monday Evening Duplicate 7.00		Wednesday Evening Duplicate 7.00		Friday Evening Duplicate 7.00
10 Monday Morning Duplicate 10.00	11 Tuesday Evening Teams 7.00	12 Wednesday Morning Duplicate 10.00	13	14 Relaxed Bridge with Coaching 10.00
Monday Evening Duplicate 7.00		Wednesday Evening Duplicate 7.00		Friday Evening Duplicate 7.00
17 Monday Morning Duplicate 10.00	18 Tuesday Evening Teams 7.00	19 Wednesday Morning Duplicate 10.00	20	21 Relaxed Bridge with Coaching 10.00
Monday Evening Duplicate 7.00		Wednesday Evening Duplicate 7.00		Friday Evening Duplicate 7.00

4) Click on the  icon in menu bar to display the icon in future dates

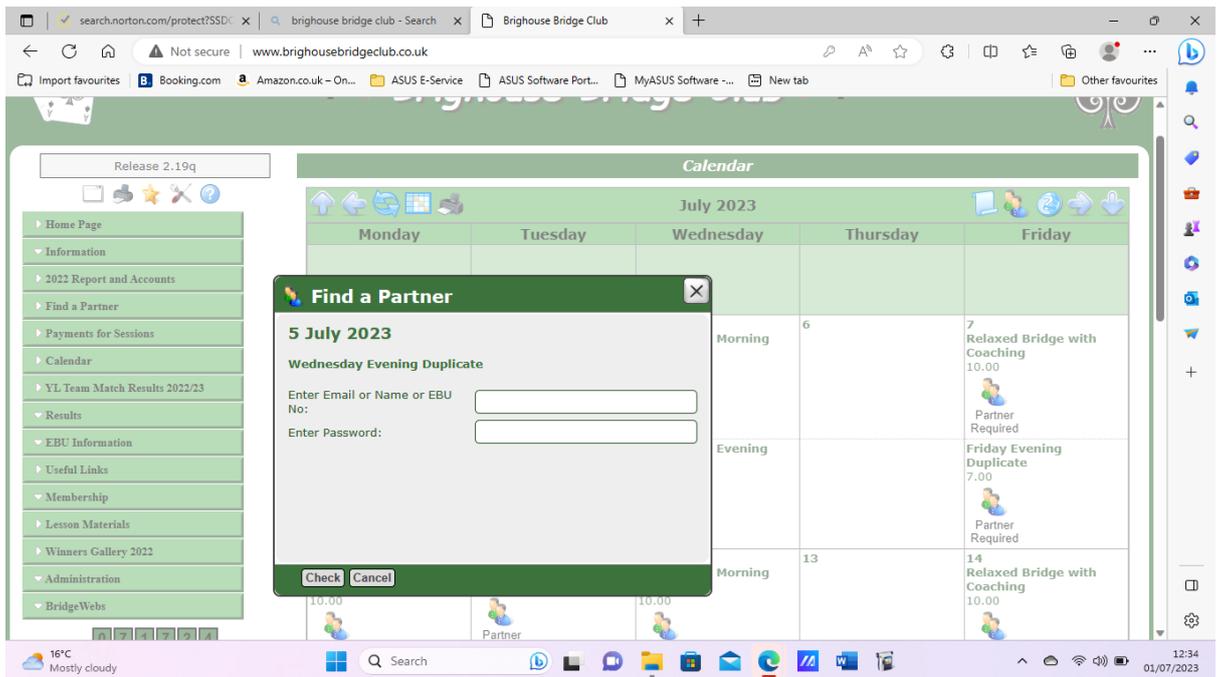
Brighthouse Bridge Club

Calendar

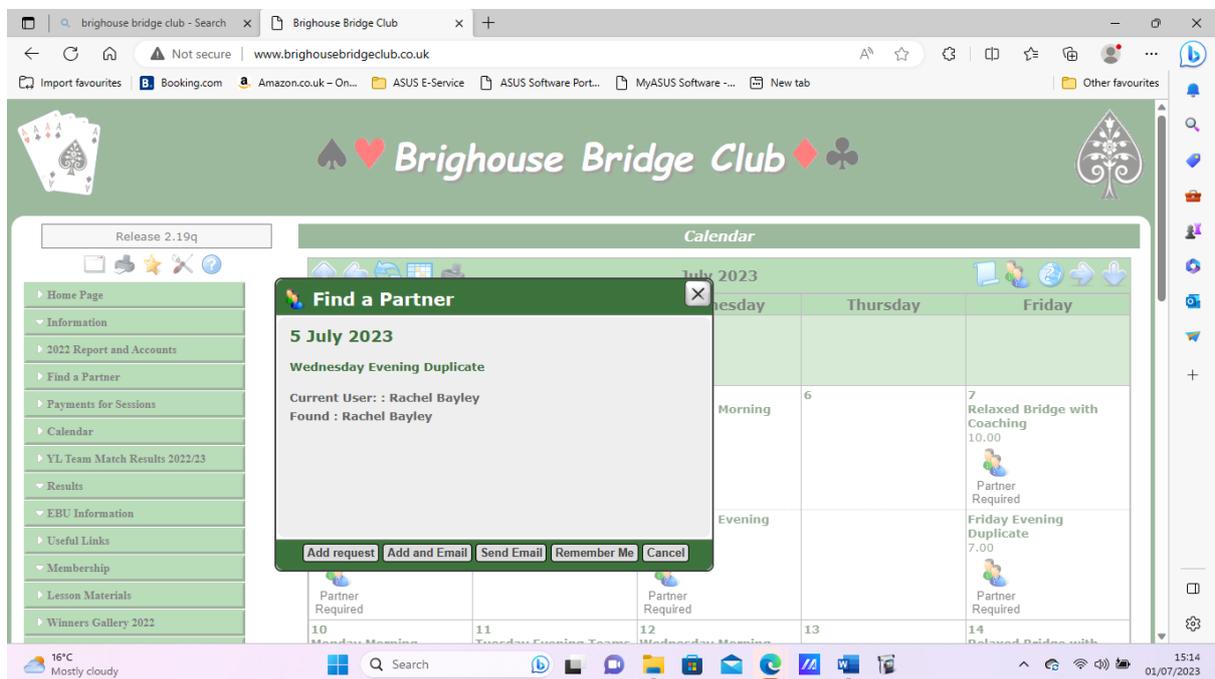
July 2023

Monday	Tuesday	Wednesday	Thursday	Friday
3 Monday Morning Duplicate 10.00 	4 Tuesday Evening Teams 7.00 	5 Wednesday Morning Duplicate 10.00 	6	7 Relaxed Bridge with Coaching 10.00 
Monday Evening Duplicate 7.00 		Wednesday Evening Duplicate 7.00 		Friday Evening Duplicate 7.00 
10 Monday Morning Duplicate 10.00 	11 Tuesday Evening Teams 7.00 	12 Wednesday Morning Duplicate 10.00 	13	14 Relaxed Bridge with Coaching 10.00 
Monday Evening Duplicate 7.00		Wednesday Evening Duplicate 7.00		Friday Evening Duplicate 7.00

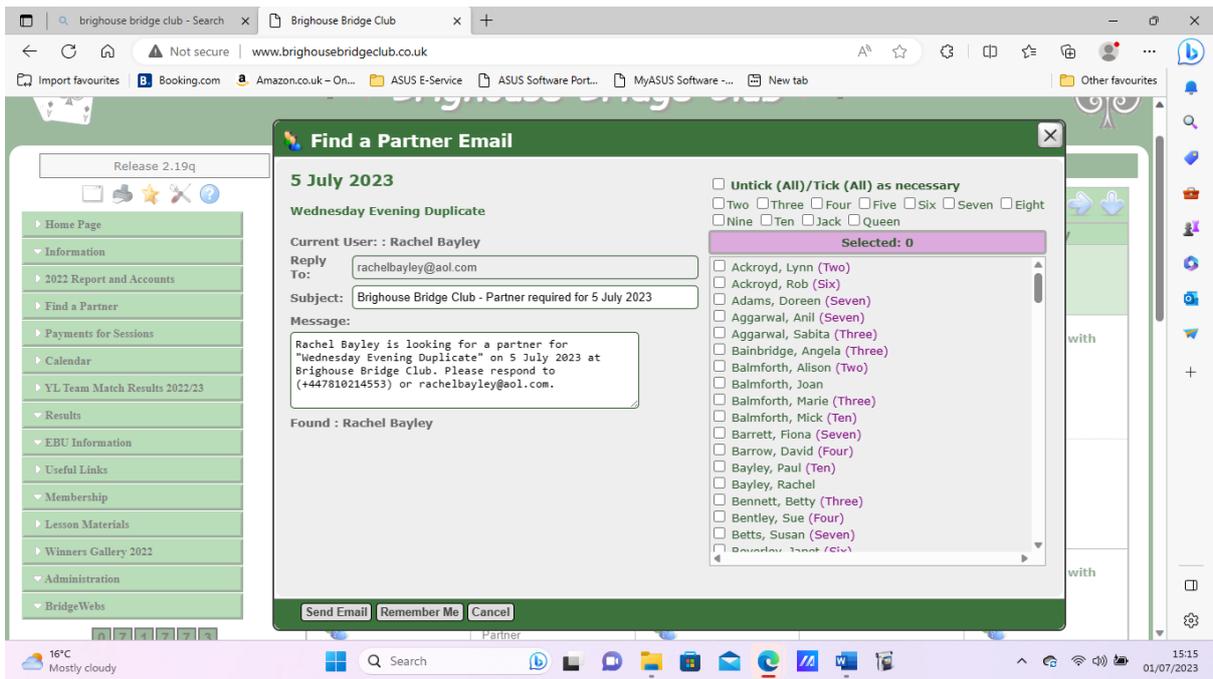
5) Click on the  icon for the date a partner is required to open up a dialogue box. For these instructions the Wednesday evening session 5<sup>th</sup> June will be selected.



6) In the dialogue box enter your login details and click check to open up another dialogue box.

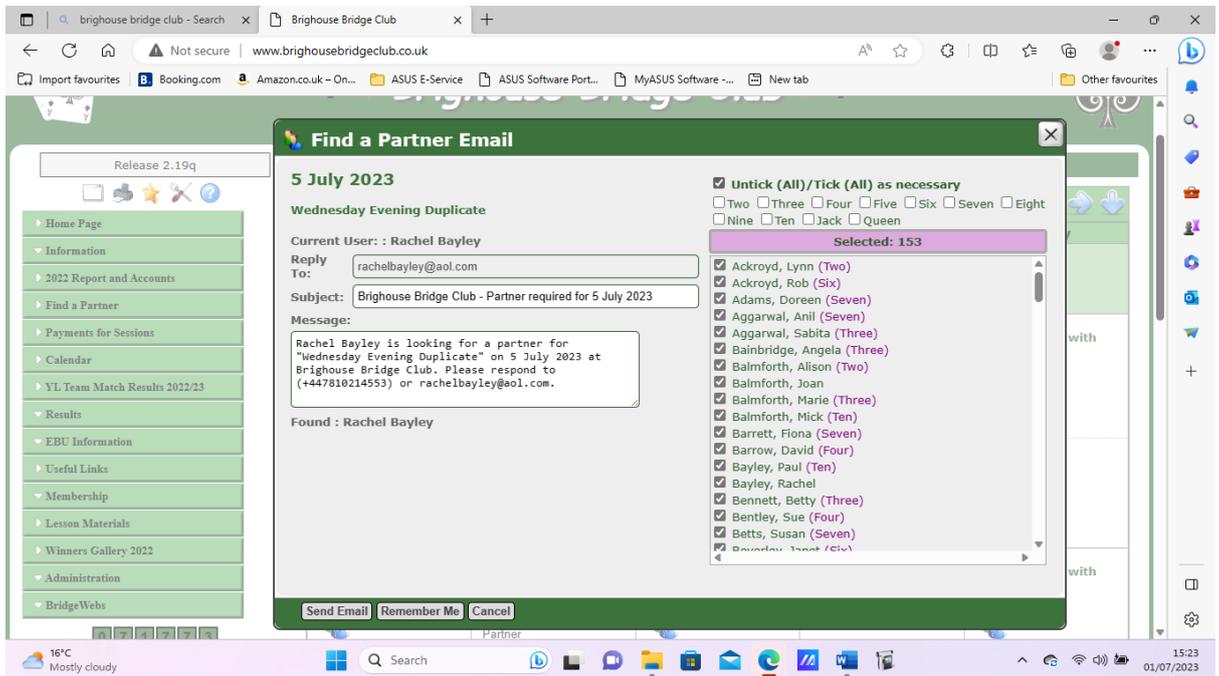


7) Click the Send Email option to display the screen below



8) 5Check the Untick (All)/Tick (All) box to select all members. If you only want to send the email to selected then check the box next to their name. Scroll up and down the members using the up/down arrows.

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9) Click send email to show Rachel Bayley requiring a partner Wednesday evening 5<sup>th</sup> July.

10) To remove your request Click on the Calendar or Find a Partner options from the main menu.

See paras 1 to 3 above to display the screen as at para 9 above. Click on the  icon in the menu bar to display the screen below.

11) In the Calendar box for Wednesday evening 5<sup>th</sup> July click on the  icon to open up the screen below.

The screenshot shows a web browser window with the URL [www.brighthousebridgeclub.co.uk](http://www.brighthousebridgeclub.co.uk). The page features a navigation menu on the left with items like 'Find a Partner', 'Payments for Sessions', 'Calendar', and 'Results'. A calendar grid is displayed, showing events for Monday, Tuesday, Wednesday, and Friday. A modal window titled 'Find a Partner' is open, showing details for a 'Wednesday Evening Duplicate' event on '5 July 2023'. The modal text includes: 'Looking for a Partner? Rachel Bayley (+447810214553) (Today 12:35)', 'Current User: Rachel Bayley', and buttons for 'Remove request', 'Compose email', 'Remember Me', and 'Cancel'. The bottom of the browser shows a taskbar with various application icons and a system tray with the date '01/07/2023' and time '12:58'.

12) Click on remove request to display the screen below with the request removed.

This screenshot shows the same website after the partner request has been removed. The 'Find a Partner' modal is no longer present. The calendar grid is visible, showing events for Monday, Tuesday, Wednesday, and Friday. The event for Wednesday evening on 5 July 2023 is now empty. The navigation menu and other page elements remain the same. The browser's taskbar and system tray are also visible, showing the date '01/07/2023' and time '12:59'.