

KDBC Website Member Account Set-Up

You must be a paid-up member of KDBC in order to access the Member Area of the website. Memberships are \$20 per calendar year.

To join:

- Please send an etransfer to kdbctreasurer@gmail.com and
- Please send a separate email to both kdbctreasurer@gmail.com and bridgecentrekingston@gmail.com with your name, phone, email, ACBL number, BBO username, and permission to share your info in with other members.

To set up your account, all you have to do is go to the KDBC website at <https://www.bridgewebs.com/kdbc/> and follow these steps:

1. Click on **Member Area** in the menu on the left.
2. You are NOT logging in yet. You are triggering the system to set up your account. DO NOT click on the login button.
3. Click on the blue button that says **Set/Reset Password**.

Kingston Duplicate Bridge Club Inc - Members Only

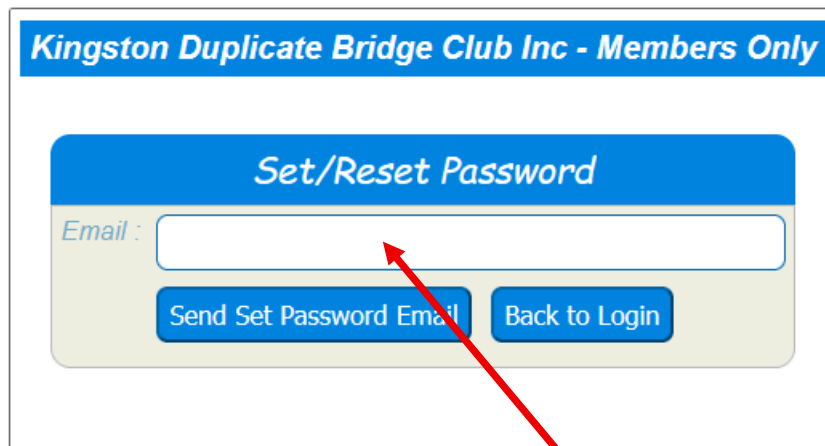
Member Login

Email or Name or ACBL No :

Password :

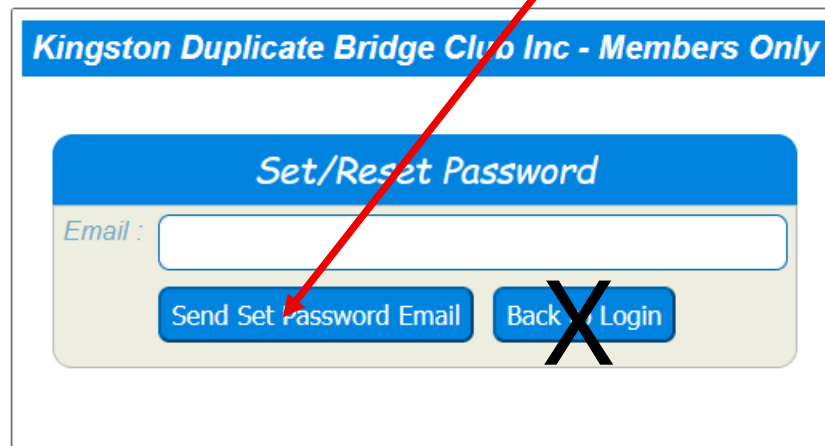
Remember Me : ☐

4. Notice that you now have a different box. You are creating your account.



5. Put your email address in the box that says email. It won't accept anything else.

6. Click on the **Send Set Password Email** button.



7. Go to your email and find the email that our website has sent to you. It may be in your spam folder.
8. Follow the instructions in the email. Click on the link to reset your password. (You will be entering a new password twice)

Once you get the account set up then you can just click on Member Area use the first login page. From now on, after the first time, you should be able to use either your email or your ACBL number as long as I have the correct information for you in the club records.

In the Member Area you will see tabs for different options including Find A Partner.