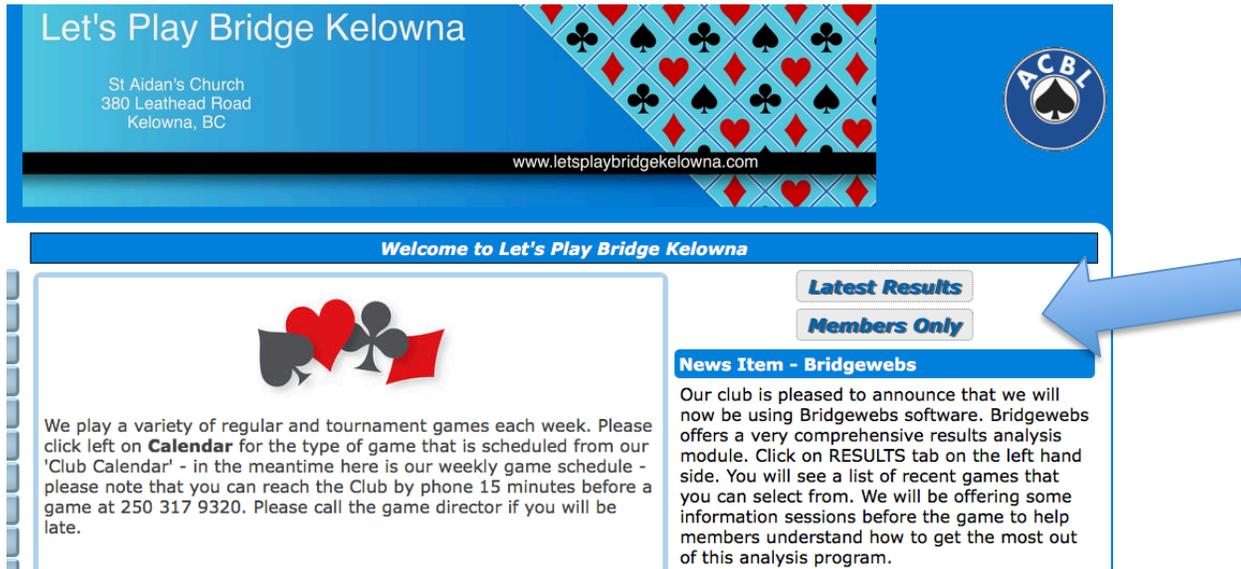


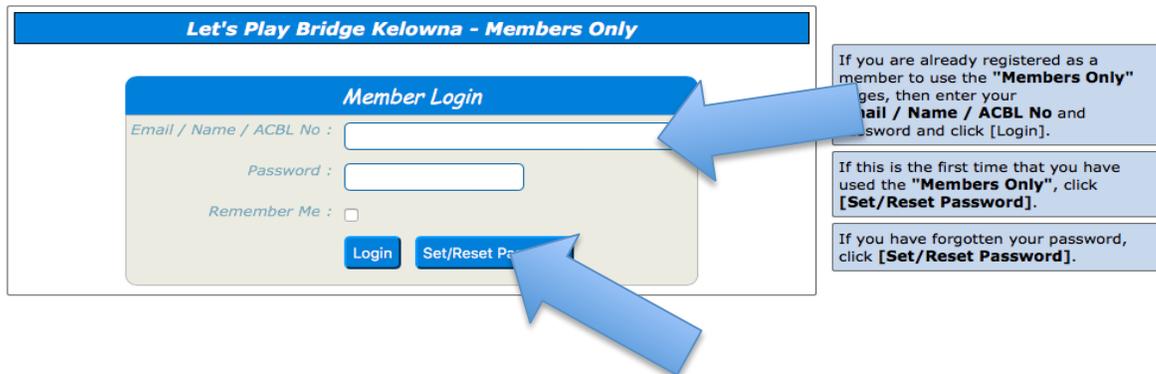
## How to set up your password for **Members Only** options:

1. Click on **MEMBER ONLY** box in the top right corner of our webpage



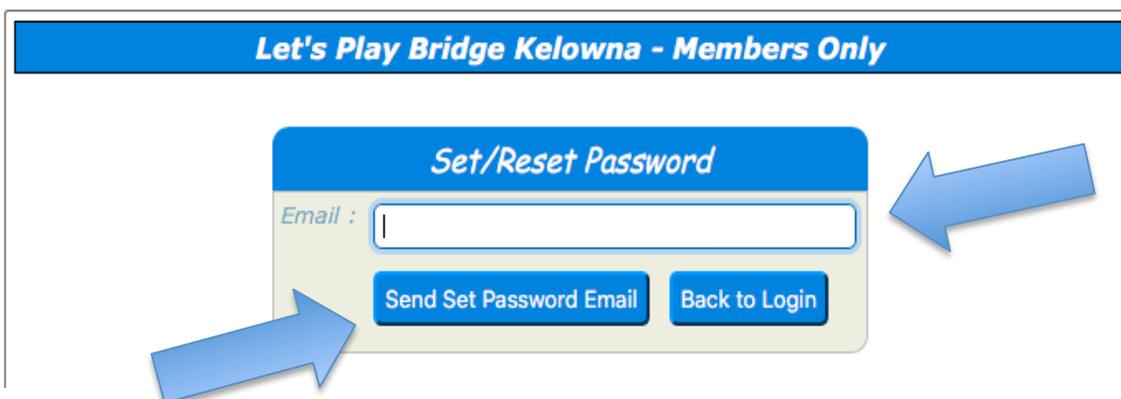
The screenshot shows the top section of the website. The header includes the text "Let's Play Bridge Kelowna", the address "St Aidan's Church, 380 Leathead Road, Kelowna, BC", and the website URL "www.letsplaybridgekelowna.com". On the right is the ACBL logo. Below the header is a blue navigation bar with the text "Welcome to Let's Play Bridge Kelowna". To the right of this bar are two buttons: "Latest Results" and "Members Only". A blue arrow points to the "Members Only" button. Below the navigation bar is a main content area with a "News Item - Bridgewebs" section. The news item text reads: "Our club is pleased to announce that we will now be using Bridgewebs software. Bridgewebs offers a very comprehensive results analysis module. Click on RESULTS tab on the left hand side. You will see a list of recent games that you can select from. We will be offering some information sessions before the game to help members understand how to get the most out of this analysis program."

2. Enter your name, email or ACBL number (if none of these work please contact the site administrator). Click on Set/Reset Password



The screenshot shows the "Member Login" form. The form has a title bar "Member Login" and three input fields: "Email / Name / ACBL No :", "Password :", and "Remember Me :". Below the fields are two buttons: "Login" and "Set/Reset Password". A blue arrow points to the "Set/Reset Password" button. To the right of the form are three text boxes providing instructions: "If you are already registered as a member to use the 'Members Only' pages, then enter your Email / Name / ACBL No and Password and click [Login].", "If this is the first time that you have used the 'Members Only', click [Set/Reset Password].", and "If you have forgotten your password, click [Set/Reset Password]."

3. Enter your email and click on **Send Set Password Email**



The screenshot shows the "Set/Reset Password" form. The form has a title bar "Set/Reset Password" and one input field: "Email :". Below the field are two buttons: "Send Set Password Email" and "Back to Login". A blue arrow points to the "Send Set Password Email" button.

4. You will now receive an email from Let's Play Bridge Kelowna. Click on the link which takes you to the Set/Reset Password page.
5. Enter your email, choose a password and then reenter that password

The screenshot shows the 'Set/Reset Password' page. At the top, it says 'Hello . Welcome to the Members Only pages of Let's Play Bridge Kelowna -----> Log Off'. Below this are navigation tabs: 'Messages', 'Member List', 'Members Only', 'Account', and 'Download'. The main heading is 'Let's Play Bridge Kelowna - Set/Reset Password'. The form has three input fields: 'Email :', 'Password :', and 'Repeat Password :'. A blue arrow points to the 'Email' field, and another blue arrow points to the 'Repeat Password' field. Below the fields is a 'Set/Reset' button. To the right of the form are two text boxes. The first box says: 'You have clicked the [Set/Reset Password] link in a [Set/Reset Password] email and reached this page. Please re-enter your email to confirm.' The second box says: 'Please enter in the first box and repeat in the second box, 8-20 characters. a-z 0-9 allowed and the special characters - \_ . % : \$ Click **Set/Reset**.'

6. You are now logged into the Members Only page. At this time you will have the option to leave or
  - a. read or add messages to the message board
  - b. display a list of our members
  - c. make changes to your account information

The screenshot shows the 'Messages' page. At the top, it says 'Hello tess testing. Welcome to the Members Only pages of Let's Play Bridge Kelowna -----> Log Off'. Below this are navigation tabs: 'Messages', 'Member List', 'Members Only', 'Account', and 'Download'. The main heading is 'Let's Play Bridge Kelowna - Messages'. Below the heading is a 'New Message' button.