Using the Members Area at

Nottingham Bridge Club

**This FAQ sheet has the following sections**

**1.How to access the members area**

**2.How to request a partner**

**3.How to respond to a partner request**

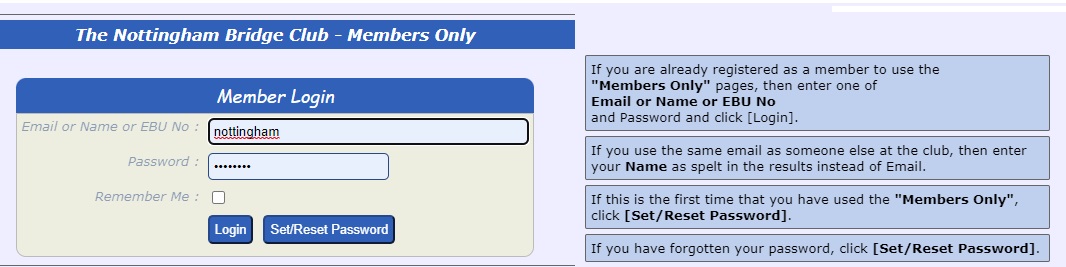
**4.How to amend your (published) details**

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**Updated 11/2022**

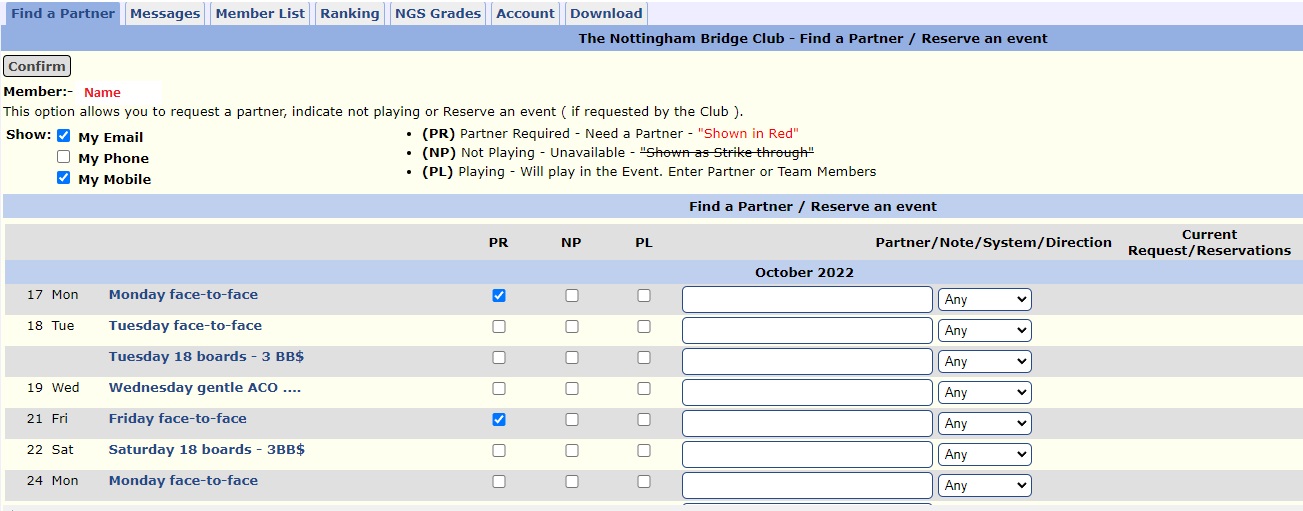
**Produced by Membership Secretary (P.G)**

**1.How to access the members area**

* Open a browser tab
* Go to https://www.bridgewebs.com/nottingham/
* The members area is top right hand side of the screen
* Click anywhere in the purple box
* You will be taken to the log-in page
* if it is your first visit - Enter your EBU number, name or email
* Then click select Set/Reset Password
* Check your email inbox, and complete the password set (or reset)
* Then return and complete the log in details
* The next screen has a number of options – but 2 are important, Find a partner, and Account
* Find a partner is self explanatory but details follow.
* Account is governed by the Data Protection Act and will only have your

EBU number and email. It can be edited (discussed later)

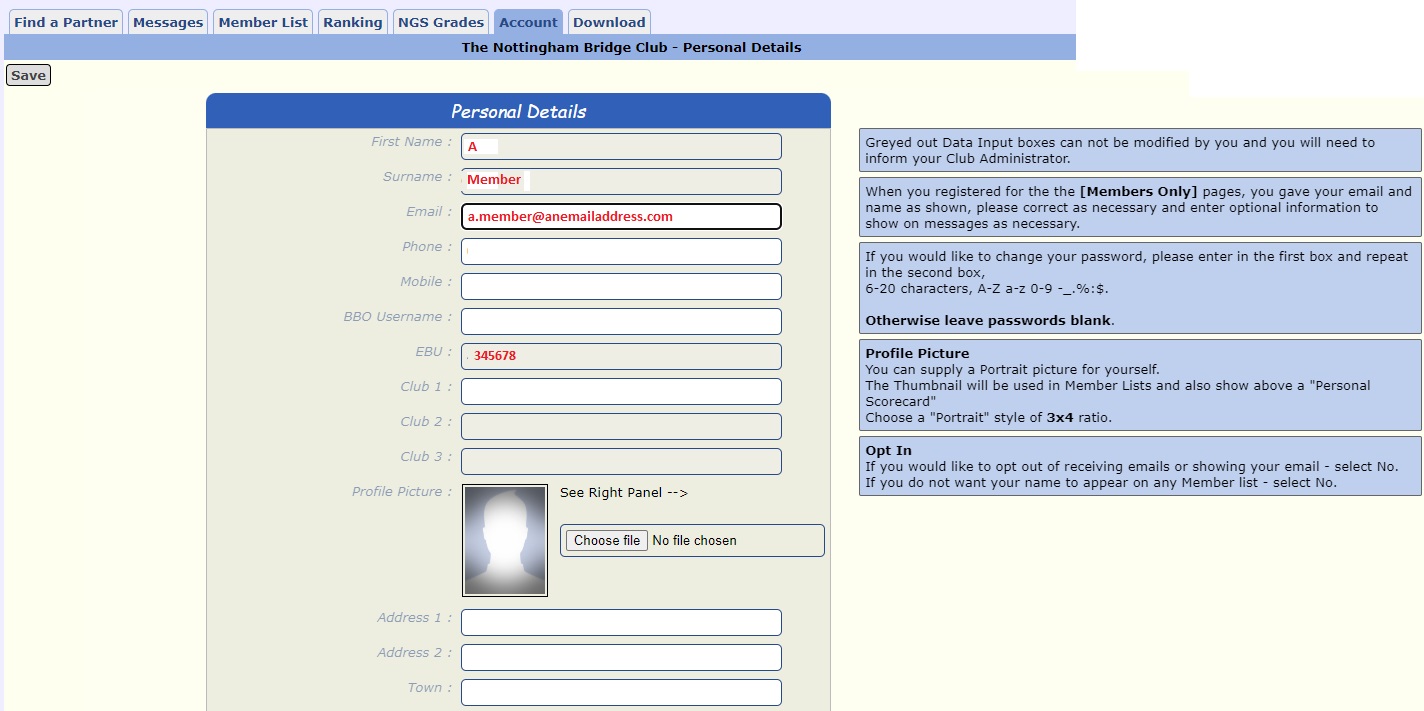
**2.How to request a partner**

* The members area opens at Request a partner
* Your name will be shown, as will the next 6 drives
* The options chosen below are Monday and Friday face to face, partner required, contact me by email or mobile, but not home phone
* When you have made YOUR choices click confirm
* A request is automatically posted on the club website and (hopefully you will be contacted

**3.How to respond to a partner request**

* On the club calendar, a Partner required message appears under the date of the drive that someone is interested in
* Click on Partner? Details are shown for contact between the 2 of you.

**4.How to amend your (published) details**

* Click on your Account Tab the window below opens
* You can delete any or all of the information
* You can add any information you wish to. The options are numerous and only a few are shown here. Your data is shared by you (or not) and is not published other than here for contact purposes.
* **Save** when you have finished.
* You can amend the information at any time.