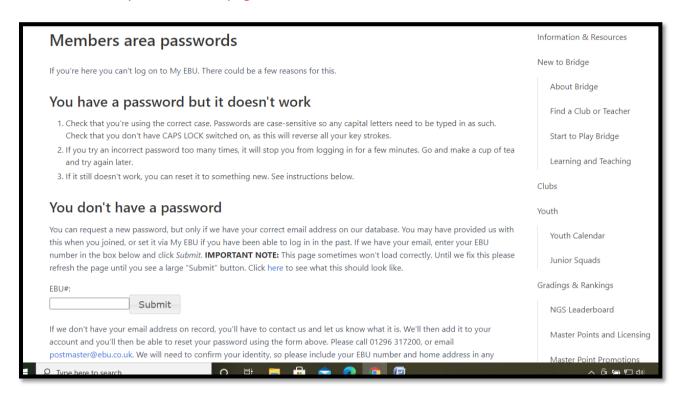
## What you need to do is:

- 1. Open www.ebu.co.uk
- 2. Click on "My EBU", this will take you the login page.
- 3. You need to log on to "My EBU" using your EBU Number and your password
- 4. If you do not know your password, click on "Forgot your password? Never had one?"
- 5. This will take you to another page:

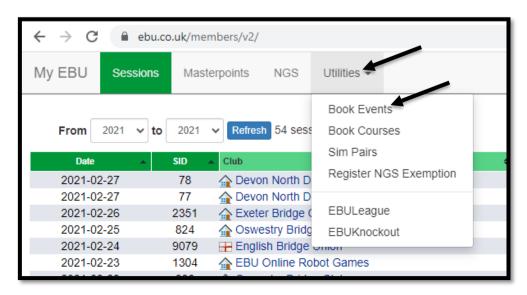


Please read the instructions to see what is relevant to you. If never had a password, put your EBU Number in the box and submit it. Your password will be emailed to you.

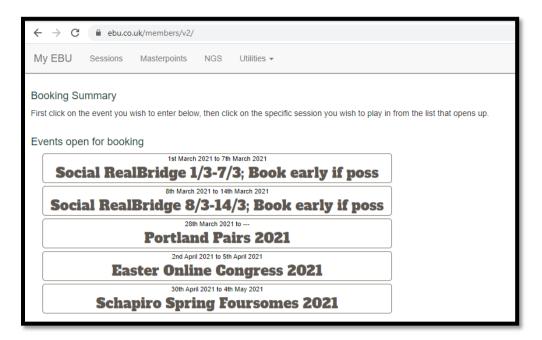
Problems may arise if EBU does not hold a valid email address for you (one member found they EBU had mistyped it!). In this case you need to phone them on 01296 317200, or email them on: postmaster@ebu.co.uk.

Make sure you check your spam folder for the reply.

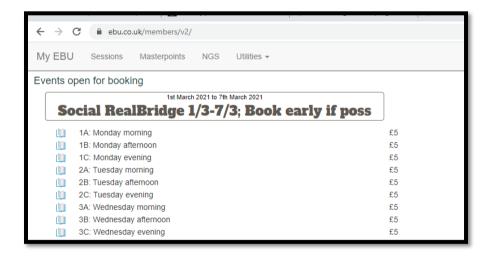
- 6. Once you have your password, you can log in to "My EBU"
- 7. You need to click on Utilities and then Book events:



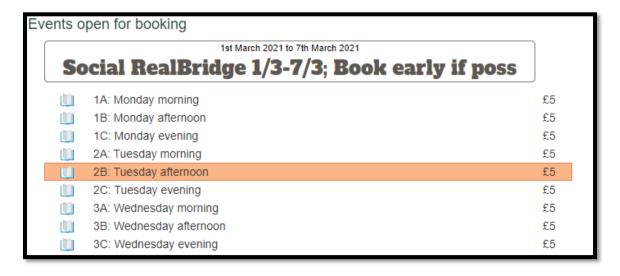
Something like the following will then appear on your screen:



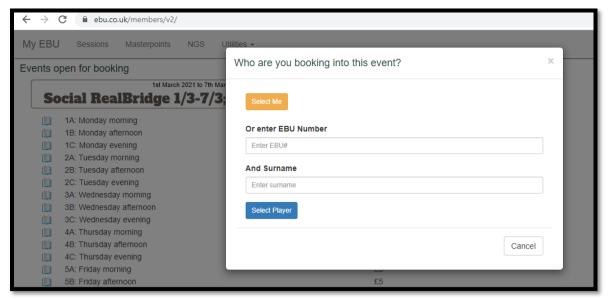
Click on the week you want to play. I think it gives you opportunity to book two weeks in advance. Here is the screen after I clicked on the first available week:



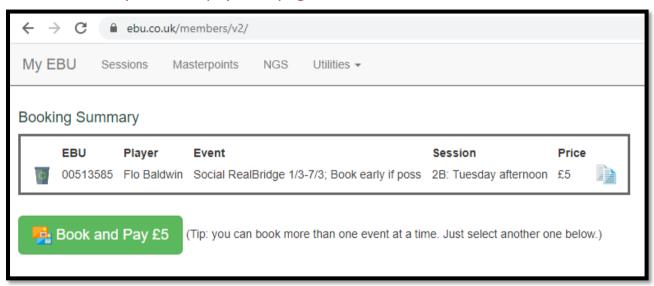
Click on the day and time you wish to play. Let's say Tuesday in the afternoon (just an example):



## You need to fill in your name and EBU number:



## .....this will take you to the payment page:



Click on "Book and Pay £5" and from there follow the instructions. You can pay using your credit card or using PayPal. One person needs to book and pay for the entire table. Whoever in your party feels most comfortable, and knows their EBU password, can book and pay for all the table.

Whoever pays will receive an email with a link to your game and must forward the link to all the other players. On the day each player must click on the link. This takes them to the RB login page. Players must then login with their name and fill in the ID field with their EBU number. This will take them to the EBU social lounge. Locate your table. It will have the surname of the person who booked the game.

## Enjoy your game.

Flo

For £5, you can play 20 boards. The afternoon slot is from 2 pm to 6pm. Within this time you can schedule your game. You can start at 3 pm or 4 pm, (or any time within the time slot) it is up to you. It is all acceptable, as long as you finish your 20 boards by 6 pm. If you prefer, you can play in the morning (9 am to 1 pm) or in the evening (7pm to 11 pm).