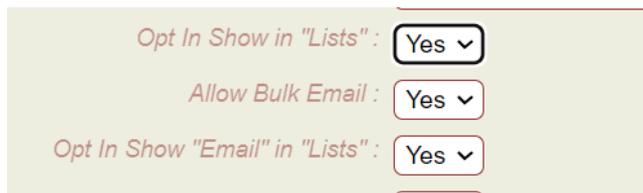# Guide to using the Find a Partner option

Set Up Task

Before adding a Partner Request for the first time you must ensure that you have previously set a password for your account in the Members Only area and that your personal details include your correct email address.

If you wish to send or receive emails about partner requests and/or show an envelope icon next to your request to allow members to email you then your account details need to have the **'Opt In Show in Lists'** and **'Opt in Show Email in Lists'** options set to **Yes**. Once logged in the options are about halfway down the Personal Details page after the postcode.

Change the settings to Yes and click the Save button at the top of the page.

If you are unable to log in and set a password then please click on the Club Administration item on the home page of the website to send an email to the club secretary.

Adding a Partner Request

There are two methods of notifying other members that you need a partner for an upcoming club session. **Note that if you wish an email to be sent to members informing them of your request then you need to use the first method.**

Method 1 - Using Find a Partner from menu to add a request

1. Click on 'Find a Partner' from the menu. A page will be displayed showing any current requests:

2. Click on the People icon to display the calendar for the current month. Clicking on the Right or Left arrows at the top of the page will scroll to the next or previous month:

3. Click on the Partner Required icon on the date for which you need a partner. A form will be displayed asking for your email address, name or EBU number and your password.

4. Enter your details and click the 'Check' button. If your details are correct then another form will be displayed with options to add a request for the selected date and optionally send emails to all or selected members.

5. Click 'Add Request' to add the request without sending emails.

6. Click 'Add and Email' to add the request and also send an email to inform members that you are looking for a partner. This will display another form with a list of members allowing you to choose whether to send the email to all members or selected members. The subject line and message are set up to default wording and can be changed if required. Click on 'Send Email' after selecting the recipients of the email. Note that you will only be able to send emails to those members who have opted to have their email address shown in the members list.

To cancel or delete a request repeat steps 1 to 4 above selecting the date for which you wish to delete the request. A form will be displayed with a 'Remove request' button.

Method 2 - Using Members Only area to add a request

1. Click on the 'Members Only' menu item and enter your email address, name or EBU number together with your password. A page will be displayed with several tabs. Click on 'Find a Partner' to display a screen showing upcoming sessions.

Hello Gillian Smith. Welcome to the Members Only pages of Reading Bridge Club -----> Log Off

| Account | Find a Partner | Messages | Personal Analysis | Member List | WebAdmin |

Reading Bridge Club - Find a Partner

Confirm

Member:- Gillian Smith

This option allows you to request a partner, indicate not playing or Reserve an event (if requested by the Club).

Show: ☑ My Email
☐ My Phone
☐ My Mobile

- (PR) Partner Required - Need a Partner - "Shown in Red"
- (NP) Not Playing - Unavailable - "Shown as Strike through"
- (PL) Playing - Will play in the Event. Enter Partner or Team Members

Find a Partner

		PR	NP	PL	Partner/Note/System/Dire
	July 2021				
29 Thu	**British Summer SIMs**	☐	–	–	
	August 2021				
5 Thu	**Online Pairs**	☐	–	–	
12 Thu	**Online Pairs**	☑	–	–	
19 Thu	**Online Pairs**	☐	–	–	

2. To enable other members to contact you tick the 'My Email' box and optionally the 'My Phone' and/or 'My Mobile' boxes.

3. Tick the box under the 'PR' heading for the date(s) for which you need a partner.

4. Click the 'Confirm' button and your request will be added.

To cancel or delete a request repeat the above and uncheck the 'PR' Tick box.

Responding to a Partner Request

1. If a member or members have added a Partner request then the calendar will show the text (Partner?) against the date for which the request has been added:

2. To see who is requesting a partner either click on the (Partner?) text or click on the 'Find a Partner' entry in the menu:

3. To reply to a Partner request click the envelope icon, or player's name, to bring up a form allowing an email to be sent to the player.