

Appendix 2

VDBC's Partnership Desk* Instructions and Overview 12-10-2016

Part 1

Instructions for using Partnership Desk (">>" denotes helpful but non-critical info)

(Part 2 (Overview and FAQ's) follow)

The Partnership Desk (PD) enables you to **Seek and Find a partner**, especially for a **close-in date**, who has listed his/her availability on the site. It also enables you to Sign In and then **Post your Own Availability for a specific date**, especially for a **far-out date**, for which no others have listed their availability. .

(Ignore the **blue box** at the bottom of the screen, "**Submit and Sign Up**," for now).

TO SEEK A PARTNER...

..especially for a close-in date, **scroll down to the list of "Members Seeking Partners,"** for the date to see if anyone is available. If so, simply call him/her to seek a matchup. If you are successful at finding a partner, there is no need to Sign Up.

>>*When agreement is reached, to avoid others' making pointless telephone calls, ask your partner to remove his/her listing from the PD website, by clicking on the "X," and deleting his/her entry.*

The List format provides more information, but the Calendar format (reached by clicking on the "Calendar View" box on the right just above the listings) may help you identify the date more quickly. **In the "Calendar view," you must click on "Sign up" in the date box to see who is "seeking a partner"** (though you do not need to actually sign up or provide any personal information). (On a iPad if you don't find the button to switch the display format, call the Partnership Coach for help.) (Click on "List View" to return to the List format.)

>>(Ignore SUG's language, "slots filled" in either view as **there is no limit on the number of folks who wish to make themselves available.**)

>>**PRIVACY:** You do **not** need to provide any personal information to **examine listings** of folks seeking partners. **You must provide an e-mail address, however to post your own availability, however.** More on Privacy in FAQ's, under Overview, below.

If there is no listing (or no acceptable listing of a "Person seeking partner" for a date on which you wish to play), **Sign Up as instructed below to Post your Own Availability!**

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SIGN(ING) UP (to post **your own availability as a partner** for a particular, especially far-out, date):

>> Be sociable: Call an available player before posting your own availability.

1a. (From List View): Check the "**Sign Up**" box for the specific date; then Click on "**Submit and Sign Up**" (at the bottom of the page),

or

1b. (From Calendar View): Click "**Sign up**" in the desired **date**; then in that date's display, click "**Submit and Sign up.**"

Then, continue as follows:

2. In the space for "Contact phone & other info" put the following information (50-char limit total):

Your Telephone number (required, so that folks can reach you)

>>(Optional: Your number of Masterpoints and any other info you wish to convey)

3. Click the "SIGN UP NOW!" button; hopefully, someone looking for a partner will call you.

>> If your availability changes, please delete your posting.

>>If you need assistance in completing your entry, please call VDBC's (interim Partnership Coach, Roger Bohl, at 707-939-8459 (707-721-6123 (cell)).

>>We encourage you to put the URLs of Partnership Desk and these Instructions in your "Bookmarks" list, so that you can visit again very conveniently. Instructions for doing so can be found in Part 2, below.

To **CHANGE OR DELETE** a listing that you created...

If there is a "pencil" logo showing next to your listing, you are still signed in, and you can **click on the pencil logo to edit** (or on the "**X**" to delete) your listing; otherwise, you must **login again** to SignUpGenius, and **locate the listing you want to change or delete**

If editing, be sure to **click on "Update My SignUp,"** at the **bottom** of the Screen after making your edit.

After clicking on the "**X**" to delete, be sure to **click on "Yes - Delete"** at the **top** of the Screen.

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Part 2

Part 2 – Overview and FAQ's

Effective December 12, 2016, the Club will offer partnership-facilitation through the Club's Partnership Desk, reached by clicking on the link above. A **Partnership Concierge** will be available to assist those unable to utilize the Partnership Desk.

(The Partnership Desk was created within a generally available program, "SignUpGenius," ("SUG") by R____ M_____, from another bridge club, whose valuable contribution to our Club is gratefully acknowledged.)

Our initial Partnership Coach, **Roger Bohl, rhbohl@gmail.com, 707-939-8459**, is available to assist you in becoming proficient in using the site. Please suggest a convenient time for the Coach to call you back, at a time when you will be with your Internet device. The Partnership Coach may change from time to time, and be identified on the Partnership Desk main screen.

You may use your **computer or iPad** to access the system. (Because of the small size of the screen, we do not recommend using a "smartphone.")

Suggestions for upgrading these or any other aspect of the Partnership Desk should be directed to the Administrator Roger Bohl, 707-939-8459, rhbohl@gmail.com.

FAQ's:

Do I have to provide any personal information to find a partner?

- It is not necessary to provide *any* personal information to link up with someone who has already posted **his/her availability**.
- You would not be prevented from posting your own listing with a fictitious e-mail address and password; **however...**
- For security, in order to recover a forgotten password, SUG requires that **you must have provided the e-mail address at which you can receive a key**. Therefore, be advised....

If use of fictitious information results in your having to call the Administrator to edit or remove your listing, your privileges may be suspended.

Note also that, among SUG's FAQ's is **this assurance from SUG:**

"Let us assure you that we NEVER sell or pass on your information. Plus, we make sure that the only information that may be publicly displayed on a sign up is your name and anything you write in the comment field of your sign up slot."

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Bookmarks: Can I go directly to the Partnership Desk without going through the Club's website? YES

From your PC:

Once you have reached the Club's Partnership Desk through your browser (e.g. Firefox, Internet Explorer), "bookmark" the site in your list of bookmarks. Generally, to do this you simply click-and-drag the website icon to your Bookmarks bar. (You may wish to change the "Properties" of the bookmark to, e.g., a concise "Partnership Desk.")

From your iPad:

1) Use the link in your inviting e-mail to display the Partnership Desk website in Safari (You may have to click on a curved arrow in the lower right-hand corner of your e-mail screen to "Open in Safari.")

2) When the website is displayed in Safari, you will see an up-arrow in a rectangle near the top of the page on the right. Click on it; then select the **square with a star** labeled "Add to Bookmarks."

3) Select a name meaningful to you, such as "Partnership Desk" and enter it on the first line, above the "target" URL; then click "Save"

4) **To test**, go into Safari

Click on the "open book" icon at the top; the "Partnership Desk" tag will appear.

Click on it to access the Partnership Desk website

We encourage you to do the same for the link to these "Instructions," labeling it, "Partnership Instructions."

>>When using an iPad to access the Partnership Desk, you may find it convenient to make the buttons big enough to avoid touching an unintended button unintentionally, by enlarging the working space around the buttons with your fingers.

If you find that the "**Calendar/List**" **toggle button is obscured** by the "Sidebar" taking up too much of the screen, scroll upward, to find another Bookmarks icon. Click on this, second, Bookmarks icon, to close (or open) the Sidebar.

From either a PC or an iPad:

You can expedite getting into the Partnership program by, when first signing in to SUG, you ...

- 1) Choose to "Login with my SignUpGenius or Facebook account", and
- 2) Check the "Remember me" box when entering your e-mail and chosen password

From your MacBook:

In a MacBook, your "Bookmarks" are accessed from the left of Safari, opened by clicking on the "open book" icon.

To add a visible web page to your "Bookmarks" list...

- 1) click on the square with an up-arrow on the upper right of the screen. A box will drop down. The second item on the list is the "open book" icon, "Add bookmark".
- 2) Click on it; (You can replace the URL itself with text, such as "Partnership Desk").
- 3) Click on "Add." You can thereafter get to it quickly, by clicking on the "open book" on the left side of the screen, then clicking on "Partnership Desk".

4) **To test your bookmark**, go into Safari

Click on the "open book" at the top

Click on "Favorites" (or Bookmarks); your "Partnership Desk" tag will appear.

Click on it to access the Partnership Desk website

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