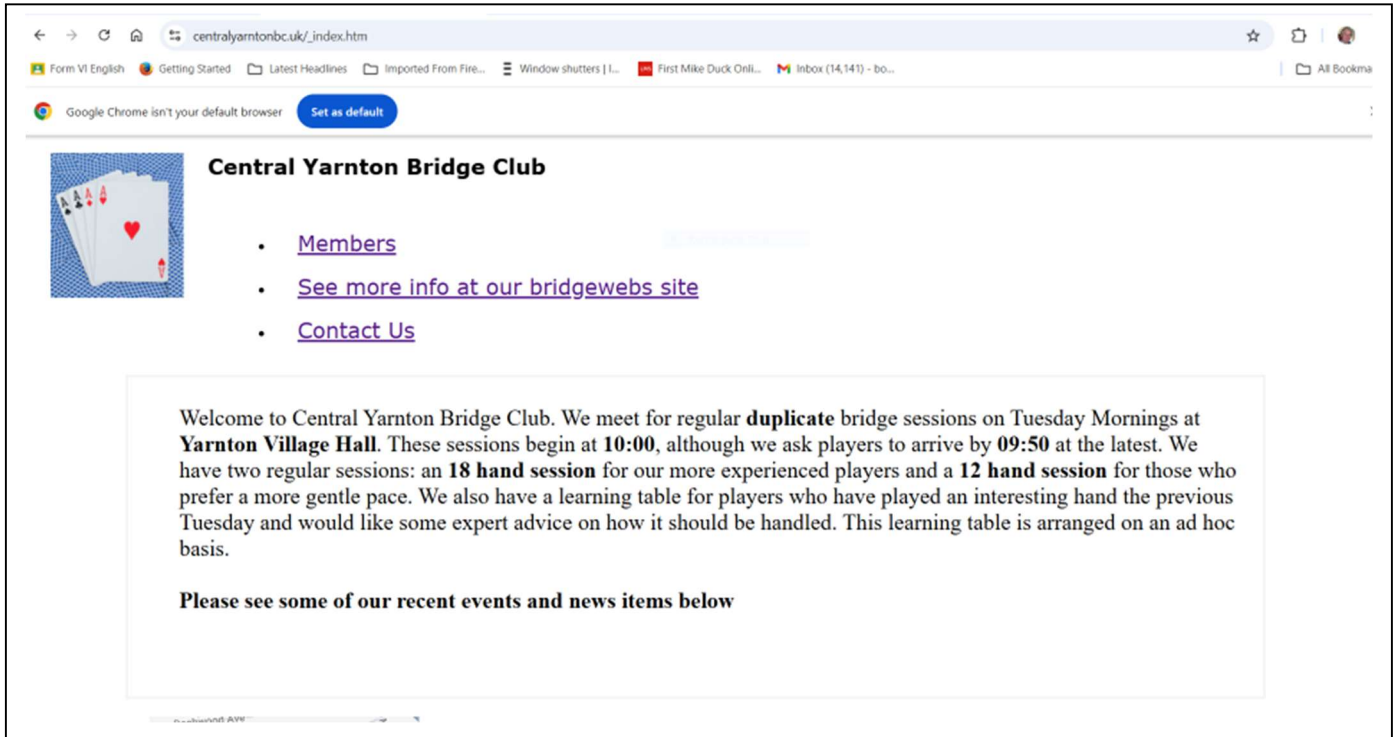


Central Yarnton Bridge Club Website User Guide

The link to the Central Yarnton Bridge Club Website is www.centraryarntonbc.uk.

When you follow this link you will see the following page:



This will be seen by any visitors to our site. You may see photos and any news items we wish to make public below this page.

The “[Members](#)” link will take you to a member login page.

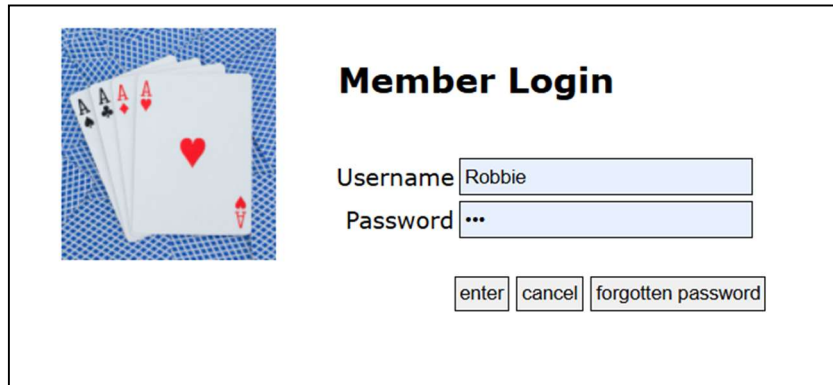
The “[See more info at our bridgewebs site](#)” link will take you to our bridgewebs site.

The “[Contact Us](#)” link will take you to a page that lets you send a short message to the admin team.

A screenshot of a contact form titled 'Contact Central Yarnton Bridge Club'. The form includes a small image of playing cards on the left. To the right of the image are two input fields: 'Your email' and 'Message'. The 'Message' field contains the placeholder text 'please enter your request here'. Below the input fields are two buttons: 'Submit' and 'Cancel'.

Members Login Page

The member login page looks like this:



The screenshot shows a login form titled "Member Login". On the left, there is a graphic of four playing cards (Ace of Spades, Ace of Clubs, Ace of Diamonds, and Ace of Hearts) on a blue patterned background. To the right of the graphic, the text "Member Login" is displayed in bold. Below this, there are two input fields: "Username" with the text "Robbie" and "Password" with three dots. At the bottom, there are three buttons: "enter", "cancel", and "forgotten password".

Here you should enter your username and password (these will have been emailed to you when your membership was created on the site). If you enter this correctly and click “enter” you will be taken to the membership page. If you make a mistake, you will see an error message explaining the error and will be able to re-enter the information.

If you have forgotten your password, click “forgotten password” and you will be emailed a new random password which you can use to login.

Membership Page

The membership page looks like this:



Welcome Robert Kilbride-Newman to the Central Yarnton Bridge Club Members only page

You currently have a charge of **£14.00** for games played. You may pay by cash, cheque or bank transfer. If you have recently made a payment please register it below.

This is the members section for Central Yarnton Bridge Club.

Here you can book tournaments, register payments and more.

- [Edit membership data](#): change your membership details.
- [Tournaments](#): Book on a Tournament or change existing bookings.
- [Results](#): Check past results on bridgewebs.
- [Log Out](#): log out of centralyarntonbc.uk.
- [Admin](#): goto the Admin section.
- [Register Payment](#): Register recent payments
- [Online Bridge](#): Link to RealBridge

Here you will be welcomed to the site. You will be shown any outstanding charges for playing you have accrued and you will have 4, 5 or 6 options.

1. [Edit membership data](#) – This allows you to change your membership data (name, email etc.) to correct any errors.
2. [Tournaments](#) – This will list the Tournaments that are available for booking (eg Just Play 18, Just Play 12 etc) and will give you the opportunity to book a place on your chosen Tournament.
3. [Results](#) – This will take you to our bridgewebs results page.
4. [Log Out](#) – This will log you out of the site and take you back to the front page.
5. [Admin](#) – This will only appear if you are a member of the admin team and will take you to the admin section.
6. [Register Payment](#) – This will only appear if you have outstanding charges and will take you to a page where you can register the fact that you have made a payment.
7. [Online Bridge](#) – This will only appear on the morning of an Online Tournament. It provides access to the link to the RealBridge session.

These options will be explained in more detail in the following pages.

Edit Membership Data

The edit membership page looks like this:

loginName	<input type="text" value="Robbie"/>
password	<input type="password" value="*****"/>
firstName	<input type="text" value="Robbie"/>
lastName	<input type="text" value="Kilbride-Newman"/>
email	<input type="text" value="bobkn3326@gmail.com"/>
phone	<input type="text" value="01993773202"/>
Mobile	<input type="text" value="07565337035"/>
EBU_number	<input type="text" value="513865"/>
Address	<div style="border: 1px solid black; padding: 5px;">108, Newland, Witney OX28 3JQ</div>

This is just an example it will of course show just your membership data. If you make changes please be aware that:

1. Your username must be unique (this will be checked and a message will be displayed if you select a username already in use).
2. The password cannot be empty.
3. The First Name and Last Name should not have any spaces and the combined full name should be unique.
4. The email should be a genuine email address.

Click enter if you wish to save your changes.

Click cancel if you wish to leave your data unchanged.

Tournaments

The Tournaments page looks like this:

Just_Play_18 on 14/10/25 -----Table Limit = 18

Member	Partner
Rupert Bear	Dai Bread
Charlie Brown	
Dan Dare	
Polly Garter	Eli Jenkins
Robert Kilbride-Newman	Mareve Kilbride-Newman

Tables booked = 2

[Booking](#) [Return](#)

Just_Play_12 on 14/10/25 -----Table Limit = 5

Member	Partner
Organ Morgan	Michael Mouse


Tables booked = 0.5

[Booking](#) [Return](#)

This shows all the Tournaments available for booking with the members who have already booked. Here you may select a Tournament to book yourself or to modify your existing booking by clicking the [Booking](#) button. If you don't wish to book just click the [Return](#) button. This page also shows the Table limits for each Tournament and the number of tables currently booked. If you have clicked the [Booking](#) button you will be booked onto the chosen Tournament (if there is room) and will be taken to the Booking page, which will be described on the next page.

Booking

The Booking page looks like this if you have just booked a place:



Welcome Mary Sailors to the Just_Play_18 booking page for Tuesday 14/10/25

Mary Sailors. You are booked into Just_Play_18 for Tuesday 14/10/25
If you would like to add a partner to your booking please select one below


Before selecting a partner it is advisable to check that they agree to the selection.

Select a partner

▾

This confirms your booking and gives you the opportunity to select a partner and make the booking for them. There is a warning that you should check that your chosen partner agrees to partner you. This is provided as a convenience to members who have regular partners. Or you can select “No Partner” or cancel the Partner Selection to just complete your booking. You and any select partner will be notified by email of your booking status.

If you have previously booked on to the Tournament the Booking page will look like this:



Welcome Rupert Bear to the Just_Play_18 booking page for Tuesday 14/10/25

Rupert Bear. You are already booked into Just_Play_18 for Tuesday 14/10/25 with partner Dai Bread. If you would like to change partner please select one below
If you wish to cancel your booking. Please click [Here](#).

Before selecting a partner it is advisable to check that they agree to the selection.

Select a partner

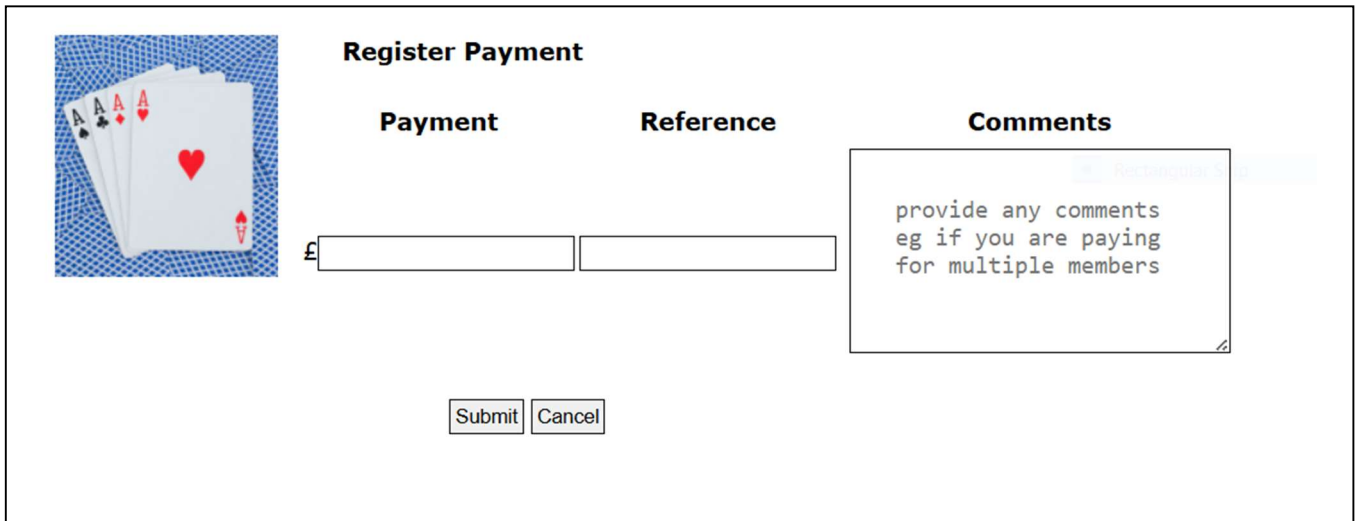
▾

This lets you know you have previously booked and specifies your partner if you have selected one. It also gives you the opportunity to cancel your booking with the link [Here](#).

You also have the chance to change your partner, again there is a warning that you should have your partner's agreement. If you change your partner to a different partner your original partner will still be booked. If you select "No Partner" then your previous partner's booking will be cancelled. This assumes that you have changed your partner to "No Partner" because you know they cannot attend. In any case the relevant members will be notified of the changes made to their booking status and will be able to take any appropriate action.

Register Payment

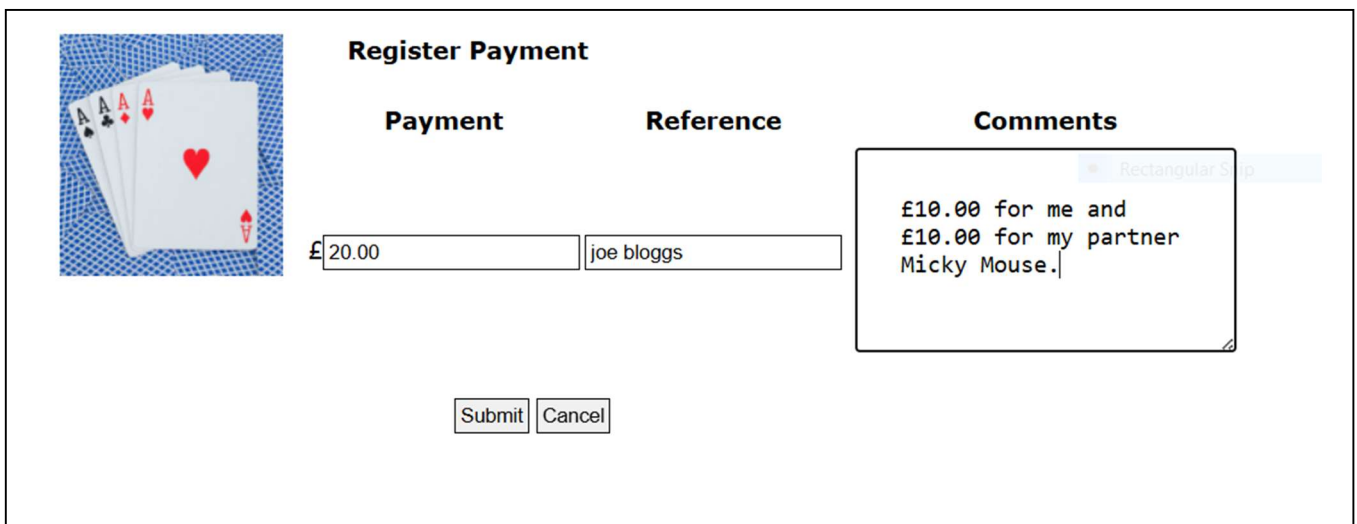
The “Register Payment” page looks like this:



The screenshot shows the "Register Payment" form with the following elements:

- Image:** A fan of playing cards (Ace of Spades, Ace of Hearts, Ace of Clubs, Ace of Diamonds) on a blue patterned background.
- Title:** "Register Payment"
- Payment:** A text input field with a "£" symbol to its left.
- Reference:** A text input field.
- Comments:** A text area containing the text: "provide any comments eg if you are paying for multiple members".
- Buttons:** "Submit" and "Cancel" buttons.

Payments are usually made via bank transfer or sometimes as cash or cheque. To aid the club treasurer to account for payments it is important to register all payments made through this page. Here you can enter the amount paid, a reference (the reference used in a bank transfer or the word “cash” or “cheque”) and a short helpful comment if required. For example, if you are paying for yourself and your partner it is important to state how much of the payment is for yourself and how much is for your partner. As shown below.



The screenshot shows the "Register Payment" form with the following example data:

- Image:** A fan of playing cards (Ace of Spades, Ace of Hearts, Ace of Clubs, Ace of Diamonds) on a blue patterned background.
- Title:** "Register Payment"
- Payment:** A text input field containing "£20.00".
- Reference:** A text input field containing "joe bloggs".
- Comments:** A text area containing the text: "£10.00 for me and £10.00 for my partner Micky Mouse.".
- Buttons:** "Submit" and "Cancel" buttons.

Click “Submit” and your payment will be emailed to the club treasurer who will deduct the payment from the relevant members accounts.