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User Guide : Using the BBC Forum for bridge

The BBC Bridge Forum has been set up to allow the bridge group to be kept informed of any bridge updates and can also be used to send an email to all the bridge group where for example a bridge partner is needed for the night.

Author/Reviewers

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- Reviewer:

Intended Users of this Document

- Bridge Forum users

Document Purpose

This document describes how BBC bridge group members use the bridge forum to get notified of any posts and how they can put in a request for a partner.

How to subscribe to the Bridge Forum

In order to get an email notifying you of any posts that have been put on the Bridge Forum, you need to subscribe to the Forum.
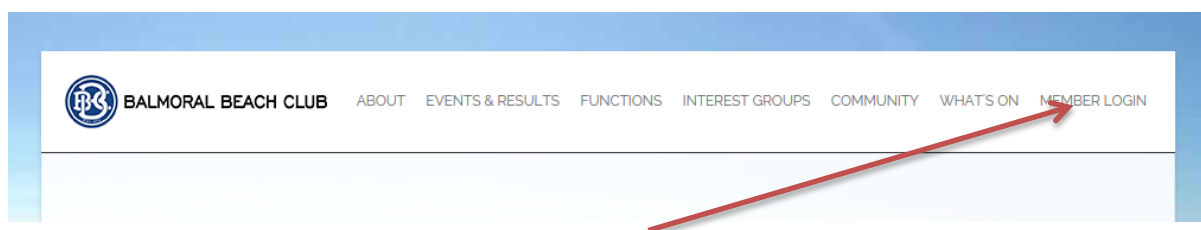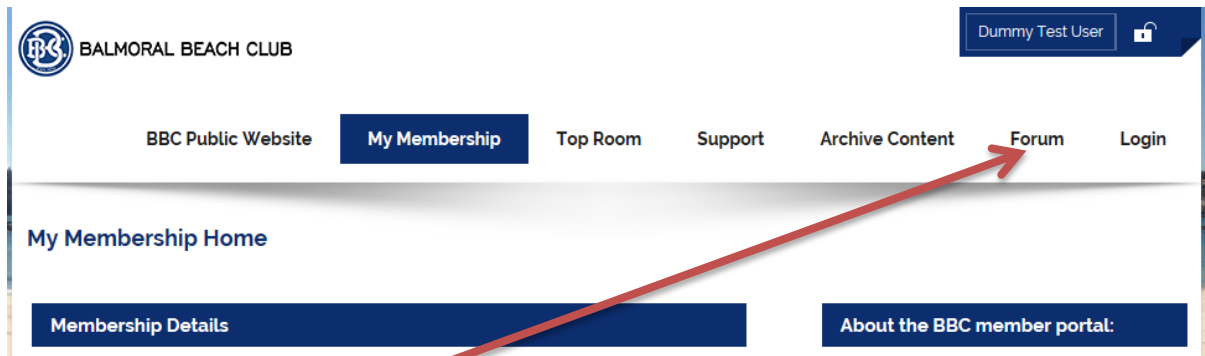

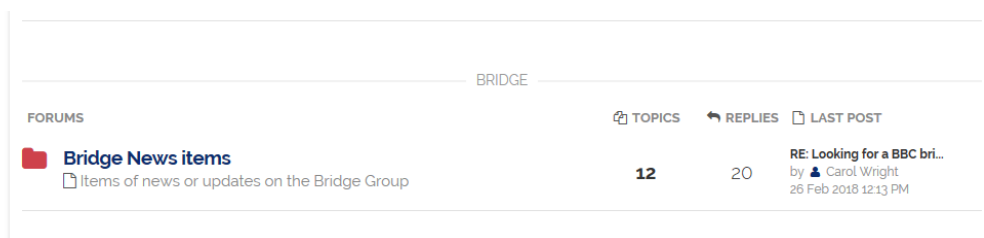You can get to the Log on screen of the Portal by selecting Member Login from the BBC website.
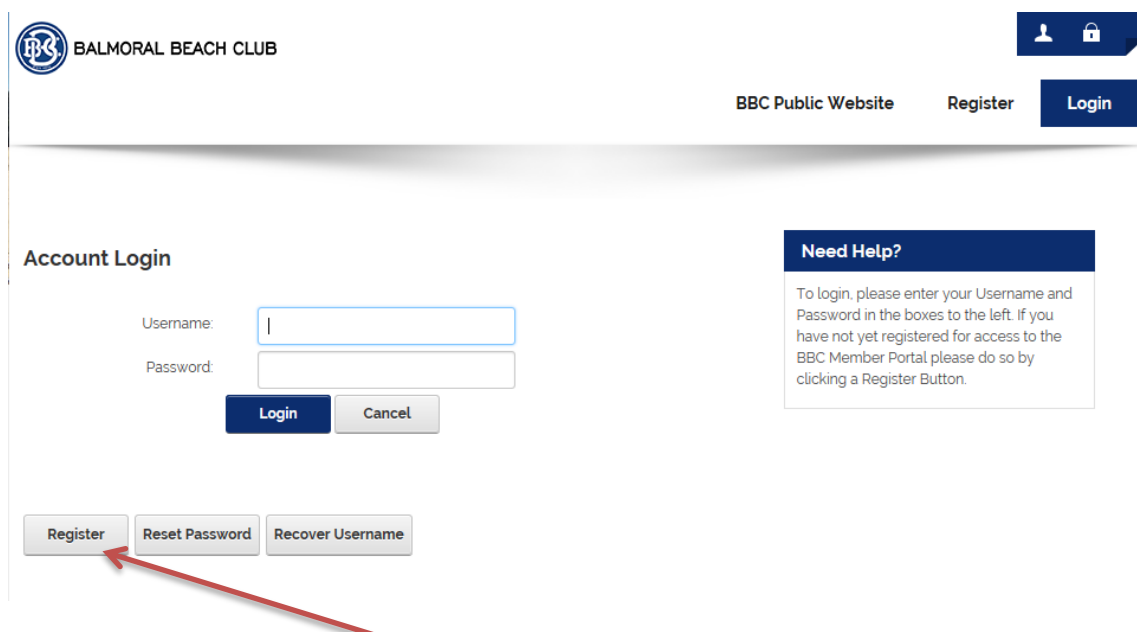
If **you have not logged on before** you will need to register. If you have any issues registering contact the clubs support by clicking on the button on the registration "submit Registration Support Issue" or email "itsupport@balmoralbeachclub.com.au".

Once on the Member Portal

Select "Forum"

Scroll down to the area you are interested in (Bridge)

Click on the item

Click (to tick the box) to subscribe to this forum" . Once you have done this you will receive an email (using the email address you have registered with the club) with information on any new topics that are added to the "Bridge News Items". You do not need to be logged on to see the information.

You can reply to the email you receive, but this will **ONLY** go to the moderator of the forum.

If you wish to send an email to all members who have subscribed to the bridge forum then you will need to log on. This is used in the case where you would like to broadcast that you would like a partner etc.

## How to post a reply to a topic or request a partner

There are two ways you can post a reply to all BBC Bridge group

- Select the link from the email sent out
- Log onto the portal and find the item and reply

(1) Select the link from the email that was sent for the new item posted. This will take you to the item once you have logged on.

(2) Log on to the Portal by selecting Member Login from the BBC website as describe above. If you are not getting access through the email link you will need to get to the Forum area and find the topic.
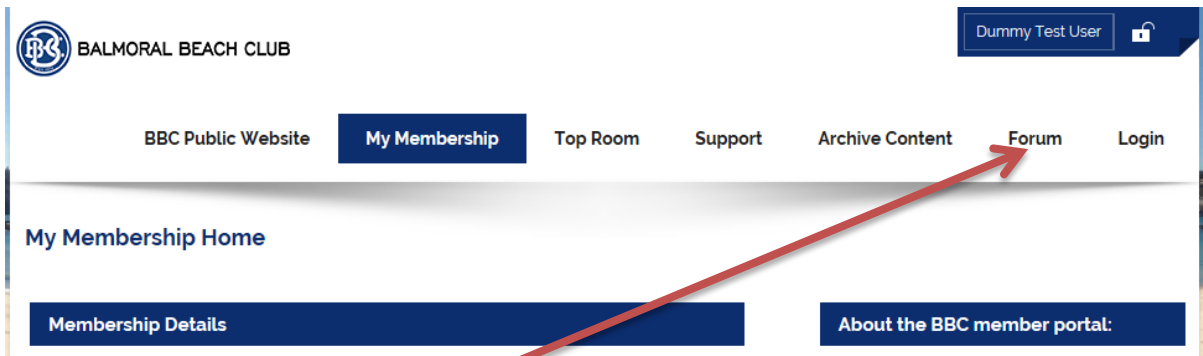
Select "Forum"

Now that you have logged onto the portal (either through clicking on the link or from the BBC website) you need to find the item you want to post to. If you have come here using the link you will be taken directly to the item, otherwise scroll down till you get to the Bridge News Item and select the topic

In the case of requesting a partner for bridge find the topic titled "Looking for a BBC bridge partner"
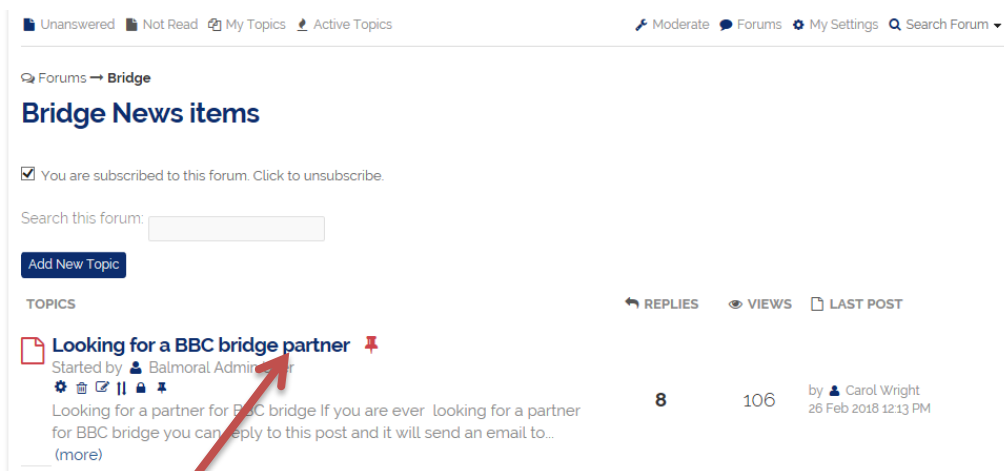
Click on this topic

Welcome to BBC Interest Group Forums

Click on any title you find of interest to find more information and be sure to add a reply if you have something to say.

You need to click/drill down a couple of levels to get to the reply window e.g., Archives News Items > BBC Archives - Storytellers Sept 2014

Once you have chosen a forum to look at you can then opt in to be notified of all topic updates via email by selecting 'Check this box to subscribe to this topic' checkbox. There is a box just under the heading or you can tick the box on submitting your reply using the 'Add Reply'.

Now you need to add a reply to the topic

Select "Add Reply" A screen will display for you to add your message

Type in the text you want to add

To start a new paragraph select

To send it out select "Submit" but it is advised that you do a preview before you submit

To preview your posts select "Preview"

So that people can reply to you directly include a contact number in your message so they can call or message you that they are available to play with you.