

## How to Book and Pay for Events at the Club

If you wish to play in a tournament which takes place in the club, please read the following instructions.

We currently have a limit of 10 tables for each session. Reservations open 7 days prior to the event.

1. Open the HBC website
2. Choose "Monthly Calendar" from the left-hand menu.
3. Select the entry for the date you wish to play. You may need to move to the next month by clicking the right arrow at the top of the calendar.
4. You will need a partner to register. If you do not have a partner then you can use the "Partner Required" feature prior to the event. This also accessible from the calendar session. Please wait until you have a response before making reservation.
5. You will now be asked to log in. If you have forgotten your details, see instructions below.
6. You should now see the names of members already registered to play (if any). If there are still seats available the system will recognise you and ask for name of your partner. Enter your partner's name then click "Add Reservation". If all seats are taken you can register to be added to the waitlist. Members who are waitlisted may get priority for following tournaments (under review).
7. You can confirm that your reservation has been successful by clicking "Find a Partner" in the main menu then selecting the date of the event.
8. Next step is payment. Go back to main menu and select "Table Money" tab. You may pay for yourself (£3.00) or for both (£6.00), using a credit or debit card. Please ensure that you pay for the correct day as there will be multiple options as more events transition from BBO to the club.
9. If you are paying separately then your partner should go to "Table Money" tab to pay for their £3.00 entry fee, but only *after* you have reserved your places.
10. If, after making a reservation your availability changes, then you can either cancel (both yourself and partner will be removed) or arrange for someone else to take your place. In this instance, do not alter the reservation as data from the BridgeMates will ensure substitute's name is displayed. You will need to discuss payment with them.

### Forgotten Login Details

**Click on "Forgotten Password" then enter your email address. You should receive an email (provided this is the address registered on website). You can now reset your password. For User Name you can use either your name, email address or SBU number. If you have any problems please send email to [admin@hamiltonbridgeclub.com](mailto:admin@hamiltonbridgeclub.com)**