

Using the Online Registration Tool

The following information can be used to assist in registering for sessions and viewing completed registrations through the Caboolture Bridge Club website.

This registration process enables our COVID Officer to monitor attendance, and allows our directors to manage seating at our sessions, often enabling us to start early.

Players are still welcome to register by placing their name on the sheet at the club, or by phoning Deb G. These registrations will also be entered to display on the online registration table.

REGISTERING FOR SESSIONS

On the home page of the Caboolture Bridge Club website you will find a section which allows you to register you and your partner for any future bridge sessions:

This box has two separate links:

1. Session registration
2. Viewing completed registrations to check your registration



[Session Registration Form](#)

By clicking on the **Session Registration Form** link you will open a form to enable registration.

Completing the Form

1. **Name:** Your first name and surname initial (if required to reduce confusion)
2. **Partner Name:** Partner's first name and surname initial
3. **Session Date:** Depending on the device you are using, you can click on the calendar icon to use the popup calendar to select the session date (not available on some mobile devices). Alternatively, type in the date using the format: dd/mm/yyyy (e.g. 06/12/2020)
4. **Special Competition:** Check this box if registering for special competitions such as Pairs comp, Teams comp, Novice Pairs, etc. This will only appear when admin designates a future special event.
5. **Submit** using the button on the bottom of the page. You will receive a confirmation of submission on the next page.

Session Registration

To enable sessions to be set-up under COVID restrictions, and to make the Directors' lives easier, please register sessions in which you intend to play.

***Required**

Name *
First Name & Last Initial

Your answer

1.

Partner Name *
Partner Name for the session.

Your answer

2.

Regular sessions are at 12:30pm on Monday, Tuesday, Saturday. For special competitions, please check dates in the club calendar before registering. Please select the date below for which you are registering with your nominated partner. Please arrive by 12:15pm, or phone the club to advise of your attendance if you will be late.

Session Date *
Input date as Day/Month/Year, or click the calendar icon for pop-out calendar (date-picker may not be available for some users)

Date

dd/mm/yyyy

3.

Special Competition
If registering for special competitions (e.g., Pairs comp, MIT, Teams comp, Novice Pairs, etc.), please indicate by checking the box below.

Yes, this session is a special competition.

4.

To register another date with the same or different partner, please follow the link at the end of the form to "submit another response".

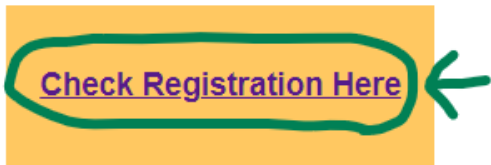
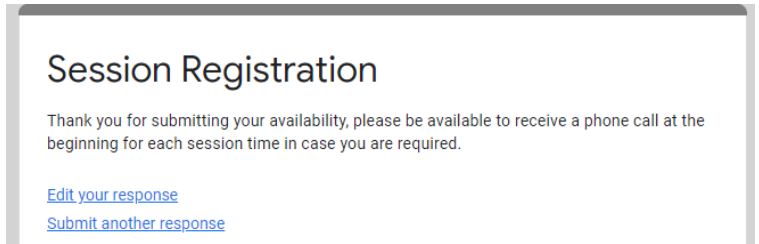
5.

Registering for Multiple Sessions

After receiving confirmation of submission, you can complete another session registration with the same or different partner by selecting **Submit another response**.

Editing Registrations

You can also edit a registration directly after submitting by using the **Edit your response** link. This will allow you to edit the previously completed form to change name, partner, or date.



CHECKING REGISTRATIONS

Once you have completed your registration, you are able to view any registrations by selecting **Check Registration Here** via the CBC website front page.

This link will open a document with tables showing all registrations for upcoming sessions. The three tables show registrations as:

1. Order by Time of Registration Entry:

the leftmost table shows registrations in the order in which they were submitted; i.e., the most recent being at the bottom of the sheet. If you have just submitted a response, scroll to the bottom of the table to check your registration.

2. Ordered by Date of Session: the second table shows registrations in date order, from earliest to latest session registrations. The document is automatically updated every 5 minutes, so you may not see your entry immediately. Refresh your browser page to see updates.

3. Competition Registration: there may be a right hand table showing players registered for specific future club events; e.g., Club Pairs. A **Special Competition** box will appear during the registration process if this is applicable. In this case, pairs registered in these events will not show on either of the other two tables. This separate table is used as these sessions may be scheduled for sometime in the future.

Order by Time of Registration Entry			Order by Date of Session	
Name	Partner Name	Session Date	No.	Sessions
1 Sylvia R	Mary B	21/12/2020		Monday, December 21, 2020
2 Noreen W	Tony D	22/12/2020	1	Sylvia R & Mary B
3 Rhonda N	Lyn G	21/12/2020	2	Rhonda N & Lyn G
4 Finn N	Derek S	21/12/2020	3	Finn N & Derek S
5 Tim S	Sarah H	21/12/2020	4	Tim S & Sarah H
6 Peter F	John R	21/12/2020	5	Peter F & John R
7 Evelyn B	Norman A	21/12/2020	6	Evelyn B & Norman A
8 Margaret S	Dawn K	21/12/2020	7	Margaret S & Dawn K
9 Jenny H	Charlene F	21/12/2020	8	Jenny H & Charlene F
10 Jan K	Rosie F	21/12/2020	9	Jan K & Rosie F
11 Tony D	Noreen W	28/12/2020	10	John N & Ron S
12 Patricia Lyons	Sylvia Reynolds	28/12/2020	11	Gary G & Deb G
13 Robyn G	Richard	22/12/2020		Tuesday, December 22, 2020
14 John N	Ron S	21/12/2020	1	Noreen W & Tony D
15 Ann T	Maureen L	22/12/2020	2	Robyn G & Richard

Canceling Registrations

If you need to cancel a registration, please email the club, or phone Deb G or Jenny H.