

# TUTORIAL ON REGISTERING TO PLAY

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To start, go to our website and click on  
“REGISTER”

# This is how your login screen looks....

Member\_Profile ▾ ACBL Number:  Submit (Admin ONLY) Name  Admin Password:  Submit

Type your ACBL # here and press "Enter"

# Your screen should look like this.....

## South Orange County Member Services



Member\_Profile ▾ ACBL Number:   (Admin ONLY) Name  Password:

### South Orange County Member Profile

**Marshall Pearlman**

mail Address      Home Phone      Badge      ACBL #      MTD      YTD      Life  
nbp36963@gmail.com      (Regular Member)      4275853      3101.76

Line up for "Mar 9" ▾

Select Reservation Date ▾  Recent Game Results ▾

Reservation to Cancel? ▾

Your name should appear here

1. Click on this to drop down a list of play dates.
2. A list will be displayed. Click on your choice of date.

# Next screen will show.

## South Orange County Member Services



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## South Orange County Member Profile

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Email Address   Home Phone   Badge   ACBL #   MTD   YTD   Life  
bp36963@gmail.com   (Regular Member)   4275853   3101.76

Line up for "Mar 9" ▾

3/17/17 OPEN ▾   ▾

Reservation to Cancel? ▾

1. Note that the date is selected.
2. Next, click on "Reserve/Modify/Find Partner".

# Now you pick a partner.....

## South Orange County Member Services



Member\_Profile ▾ ACBL Number: 4275853  (Admin ONLY) Name  Password:

## South Orange County Member Profile

**Marshall Pearlman**

Email Address      Home Phone   Badge      ACBL #   [MTD](#)   [YTD](#)   [Life](#)  
mbp36963@gmail.com      (Regular Member)   4275853      3101.76

Line up for "Mar 13" ▾

03/18/17 OPEN ▾  Recent Game Results ▾

Date	Partner	When	Type	Direction	
03/18/17 ▾	03/18/17 Choose Partner ▾	Aft ▾	Regular ▾	Do not care ▾	<input type="button" value="Submit"/>

Reservation to Cancel? ▾

1. Now click on "Choose Partner".
2. A list of partners will drop down. At the top are your recent partners marked with an "\*". To access the rest of the alphabetical list quickly, type the first letter of the first name of the person you want and you will jump down the list. From there, scroll down to the one you want.
3. Click on your partner for this session.

# Now you pick a partner.....

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Line up for "Mar 13" ▾

03/18/17 OPEN ▾  Recent Game Results ▾

Date	Partner	When	Type	Direction	
03/18/17 ▾	03/18/17 Choose Partner ▾	Aft ▾	Regular ▾	Do not care ▾	<input type="button" value="Submit"/>

Reservation to Cancel? ▾

1. If your desired partner is NOT in the list, he or she is probably playing with someone else on that date.
2. Or, he or she is not in the system. In that case,
3. Click on the top item "TBD" (to be determined).
4. Give his or her name to the director when you arrive at the club.

# We're almost done.....

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Line up for "Mar 13" ▾

03/18/17 OPEN ▾  Recent Game Results ▾

Date	Partner	When	Type	Direction	
03/18/17 ▾	*George Brody .... San Clemente ▾	Aft ▾	Regular ▾	Do not care ▾	<input type="button" value="Submit"/>

Reservation to Cancel?

1. Notice you now have a date and a partner.
2. Select "When" (usually [Afternoon](#)),
3. Now select "Type" [Regular](#) or [Limited](#)
4. Then select "Direction" [N/S](#), [E/W](#), [Don't care](#)
5. Finally, click on "[Submit](#)" and you are done.

Congratulations! You have registered.

# Suppose you want to cancel.....

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Line up for "Mar 9" ▾

Select Reservation Date ▾   Reserve/Modify/Find Partner   Recent Game Results ▾

Reservation to Cancel? ▾  

Your name should appear here

After you enter your ACBL# ....

1. Click on "Reservation to Cancel" to drop down a list of your reservations.
2. A list will be displayed. Click on the one you want to cancel.
3. Click on "Submit". Your reservation will be cancelled and you will get a confirmation email.

# Extra info, if you are interested.....

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Line up for "Mar 9" ▾

Select Reservation Date ▾   Reserve/Modify/Find Partner   Recent Game Results ▾

Reservation to Cancel? ▾  

Your name should appear here

1. Click on this to drop down a list your recent game results. A list will be displayed.