

## **EBU Website Services**

The EBU website is a vast reservoir of information relating to all aspects of duplicate bridge and the EBU. Whether you are looking for a bridge club in your area, how to play Minibridge, a downloadable Standard English convention card, a model Club Constitution or any one of a myriad other things, the information is probably on our website somewhere.

Over time, so much information has accumulated there that it can be difficult finding exactly the right section you are looking for. A major overhaul of the website is planned. In the meantime, this short guide may be of some help.

### **Website layout**

The home page at [www.ebu.co.uk](http://www.ebu.co.uk) is, of course, the major entry point to the EBU website. The centre of the page contains changing news items with a clickable list at the bottom of useful and more recent items that have been moved to other pages. On the left-hand side is the Main Menu with links for the main topics and departments.

On the right-hand side is another menu with links to other relatively important topic pages, roughly divided into 'EBU Information', 'Coming Up', 'Latest Results', 'Master Points', 'Blogs', 'Hot Links' and 'Downloads'. Clicking on any of the links will bring you to a web page with more information on the subject and further links for related topics listed in the right-hand menu.

### **Using the search box**

If you can't find what you are looking for in the menus, there is a 'search box' just above the right-hand menu on the home page. (You can return to the home page at any time from any part of the website by clicking on the 'Home Page' link near the top of the left-hand menu.) Type your search item into the box and hit the return (Enter) key. This will bring up a list of pages containing your search term. You may have to try several before you can find exactly what you need.

## Searching with Google

Often, a better way of finding what you are looking for is by using Google's search engine while restricting it to search only the EBU website. E.g. if you are looking for information about the EBU's model club constitution, go to Google (or use your Google search bar if you have one) and type in 'site:ebu.co.uk model constitution' and click on 'Search'. (Note that there should be no space between the colon and ebu.co.uk but that should be followed by a space before your search term.) Google will then return a list of the most relevant pages on our website.

## Affiliated clubs and teachers – the EBU map

When someone is looking for a club to play at, they often turn to the EBU website. Affiliated clubs are listed there in two ways, both of which are accessed by clicking on either [Map](#) or [Counties & Clubs](#) in the main left-hand menu. You will then be taken to a page with an interactive map. (If you prefer a list by county, you can switch to 'text listings' by clicking the link above the map.) To check your club's details, begin typing the name of the club in the search box at the top right and click on its name when it appears below the box. If the details are incorrect, please email updates to [postmaster@ebu.co.uk](mailto:postmaster@ebu.co.uk).

Clubs are only listed if they are affiliated to the EBU and have given permission for their details to be published on the EBU website.

A red marker on the map shows what we believe is the exact position of a club venue. A pink marker corresponds to an approximate position, e.g. may be at the centre of the town or village the club is named after but some distance from the actual venue. If you're involved in a club and want to turn your pink marker red, click the checkbox below the map and then click on the exact position of your club building (switching to satellite view might help). It will pop up with a window showing the latitude and longitude of the point you clicked, which you can send in an email to [michael@ebu.co.uk](mailto:michael@ebu.co.uk).

You can look for affiliated clubs in other areas by typing the name of a place or county into the search box and hitting the return (Enter) key on your keyboard. You can zoom in and out of the map using the sliding scale at the top left of the map, or by using the wheel on your mouse to

scroll in and out. You can also double-click on the map to zoom in on a particular area. You may have to do the latter two or three times before the markers denoting the positions of clubs will show.

Blue markers represent the locations of EBU teachers. Clicking on a marker will bring up information about that teacher including their contact details.

## **EBU Member Area**

All EBU members and clubs have their own individual Member Area. Use of the club's member area is covered in the following section on online management of the Pay-to-Play system. Individual members can use their Member Area to check their registration details, Master Point status, mailing settings, etc. and are indeed encouraged to do so. You may wish to provide your club members with the following instructions on how to access their Member Area:

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### **Checking your EBU membership details**

EBU membership cards and passwords were sent out to all EBU members with the June 2010 edition of the EBU magazine *English Bridge* or on joining the EBU if that occurred later. It is a good idea to check that the EBU has the correct personal details for you on its records. You can do this online:

1. Go to the EBU website at [www.ebu.co.uk](http://www.ebu.co.uk)
2. Click on the 'Member Login' button at the top left
3. Enter your EBU (User) number and password (sent to you with your membership card) – note that passwords are case sensitive
4. Click on 'Login'
5. Click on the 'My Details' tab at the top
6. Update your details
7. Click on the 'Update' button
8. Check that everything is correct
9. Check your Master Point and Session records if you wish
10. Click on the 'Logout' button

If you don't have direct access to a computer, you can normally ask a friend or family member or the administrator at your bridge club to help.

Local libraries also offer free access to the Internet, and the staff are usually very helpful if you are not familiar with its workings.

If you have lost your EBU password:

A) If your current email address is registered with the EBU:

1. Go to the EBU website at [www.ebu.co.uk](http://www.ebu.co.uk)
2. Click on the 'Member Login' button at the top left
3. Enter your EBU (User) number
4. Click on 'Forgot Password?'
5. An email with a new password will be sent to the email address that the EBU has registered for you. Please note that if the email address is out-of-date or inaccurate, the email will not reach you.

B) If your current email address is not registered with the EBU, send an email including your home address and phone number to [postmaster@ebu.co.uk](mailto:postmaster@ebu.co.uk) or call on 01296-317200.

Note that some overzealous spam filters will filter out email messages from the EBU, so it is always a good idea to check your spam messages for a reply if you haven't received one within a working day or two.

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