Busbridge Duplicate Bridge Club ♠♥♦♣

Just like every other organisation you deal with, the Club will need to comply with the forthcoming General Data Protection Regulations (GDPR), and the Committee is looking at how we achieve this.

All of our member data is retained on Pianola. It was entered when we first started to use Pianola in 2014, or when you joined. It is therefore possible that the data we hold about you may be out of date.

We are conscious from member comments and from the number of queries that Barbara receives, that not all members use Pianola.

As a Committee we want to help all members get the most from their membership - and that includes knowing how to get the best from Pianola. We also want to help Barbara by cutting down the number of requests she gets for information that is readily available on Pianola. If you're struggling, of course we will help you, but we would like to encourage everyone who can do so to try Pianola first.

This message is therefore written in two parts.

The first part is a guide for those of you who do not use Pianola at all - to help you get started. It will seem very basic for those of you who are familiar with Pianola. It includes guidance on using Pianola for finding members' details or finding a partner.

The second part is about making any changes to data and amending privacy settings, if required.

Please go through as many steps as possible, and if necessary ask for help. Barbara or I will be happy to assist if we can. Just tell us how far you have got and we'll make sure we log on until we're looking at the same screen.

Our details are:

> Joan   01483 421193
> Barbara   01483 424746

Getting started on Pianola

1. You can use this link to open Pianola - https://www.pianola.net
2. You will be looking at a screen which describes Pianola to the world.
3. You will find that there is a small box in the top right-hand corner of the screen that says "Log in"
4. Click on this and you will go to the screen for entering username and password.
5. Your username was originally your email address, but may have changed since.
6. Your password is something you would have created if you responded to the invitation email you would have received in 2014 (or when you joined)
7. If you have forgotten any of these details there is a place to click just below the green "Login to Pianola" box. The writing is small and grey, but it is there.
8. Click onto the bit you need and follow the instructions.
9. Otherwise click onto the green "Login to Pianola" box.
10. You will now be looking at the home screen. In the top left corner will be the word Pianola in white, and immediately next to that the five key options
    - RESULTS
    - COMPETITIONS
    - MEMBERS

     ○ PARTNER FINDER
     ○ PLUS

11. Click on "members" and a full list of all our members will appear in alphabetical order
12. At the top of the members screen is a mainly blank box outlined in blue with a pale grey prompt to "Start typing to search members…"
13. You will only need to type 2 or 3 letters from either first name or surname for a shorter list of members to appear. If you want to find more information about any individual member, including their contact details, click on their name and additional details will appear in the next screen.
14. If you want to use the partner finder facility, click where those words appear on the very top row of the home screen
15. There are now two further options in the dark green strip in the second row from the top - adverts and preferences
16. Click on the "preferences" box and you will see another list of members appear.
17. If you want your partner request to go to every single member, click on the "notify" button and then click on "update preferences".
18. If you want to restrict the people who receive your partner request email, then you can click on "block" beside their name and then click on "update preferences"
19. To request a partner, click on the "adverts" box. Details of anyone currently seeking a partner will be shown automatically. You can use their contact detail if you want to accept their invitation.
20. To seek your own partner, click on the free "create advert" box towards the top right-hand corner of the screen. A new window with a calendar appears, click the date wanted, click Save and Send Emails in bottom box.
21. Your name will be in the new window on the screen. You can change this if you are making a request for a partner for another member.
22. You then select the date that you are looking for a partner from the calendar in the middle of the screen. Click on the date and the words Monday or Tuesday Bridge will appear in the third box
23. When you are happy the details are correct, click on the green box that reads "Save and send emails"
24. Remember to go back and delete the advert once you find a partner, or you may be inundated by further offers. You do this by repeating steps 14 and 19 above, then clicking on the white cross in the top right-hand corner of your advert.

Data and preference management

1. Go to the Pianola home screen (by following steps 1-9 above)
2. In the top right-hand corner is a link to our website and dark green box with your name
3. Click on your name and then on "my account" when it appears below your name.
4. You will be taken immediately to a screen with your personal details. This is the only information the Club holds about you.
5. You can change any details that are incorrect then scroll down to click on the green box at the bottom of the page to save changes.
6. The other options showing along the dark green bar on this page are
   1. BRIDGE DETAILS - where you can include details of preferred conventions
   2. PHOTO
   3. COMMUNICATION PREFERENCES - where you have the opportunity to choose which forms of email you receive from the Club
   4. PRIVACY - where you can choose the extent of personal data that is visible to other members. Choices are address, email address, phone number and bridge results
7. Click on the options you are interested in to review your current information and permissions.
8. If you wish to make any changes just tick or untick the relevant buttons then click on the green box to save changes.