

6th July, 2017

To all clubs

We are getting close to changing over to our new system on the NZB website and ask each club to take some steps as soon as possible, to ensure we are ready to go. The changes are exciting, but know some of you will need our support, so we are here to help you. A User Guide will also be available.

I wrote to you on the 2nd June explaining the benefits and changes we are making and I can resend this letter if you have misplaced it.

Each club will have a User Name and Password, so that you can access your club admin screens on the NZB website. It is therefore imperative that we have at least one email for your club and a name of a person who will be designated your Club Administrator. If you wish, you can also supply us optional email addresses for your Treasurer and/or Tournament Secretary.

Once set up and we have gone live, your club will be able to:

- receive NZB levy and Masterpoints invoices
- maintain the details of their members
- provide supporting information about your tournaments

NB: If no optional email addresses are supplied, your invoices and tournament information will go to your main admin email.

The Club Administrator:

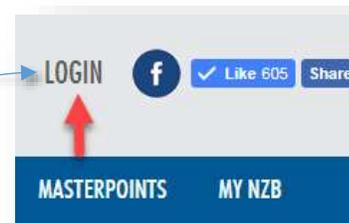
1. This person must be currently registered on the NZB player database with a Computer Number and your club as their Home club.
2. They must also be registered on the NZB Website.
3. If not a registered player, please advise that person to go to www.nzbridge.co.nz and click on the LOGIN button on the top right of the screen. They then click on REGISTER (see the login screen example on the following page) where they enter their computer number and click on BEGIN to follow a few simple steps. When registering on the NZB site, your Club Administrator fills in their own email address, supplies their own password and any additional details they may wish to provide about themselves. If they do not have their own email address, they could use your club email address if you so wish. **NB: A player cannot register without an email address.**
4. If a player goes to register and get a message to say this person is already registered, then they may have forgotten they have completed these steps previously, so now must go to the LOGIN side of the screen, where they enter their email address and click on "Forgotten my password?". They will automatically receive an email to reset their password. **NB: NZB cannot change a password except in an emergency.**



5. Once you confirm with your Club Administrator that they are registered, please advise NZB of the details by filling in the form attached with this email.
6. NZB will advise you when your Administrator set up has been completed and how to login to the Club Admin section of the website when we go live.
7. Please ensure your scoring software is up to date.

The login process on the NZB website where your Admin person must register, if not already. Click on LOGIN top right of screen

In the subsequent screen click on REGISTER



LOGIN

Enter your email address and password below:

Email address

Password

[Forgotten your password?](#)

Remember me?

LOGIN

REGISTER

Enter your NZB number:

NZB number

BEGIN

Regards

Karen Martelletti

Actions for your Club:

1. Ensure your Club Administrator is Registered on the NZB website.
2. Complete the attached form and return by the 17th July, 2017 which must have:
 - your main email address
 - who your Administrator is and their Computer Number.