

DENVER UNIT 361 - PARTNERSHIP CHAIR DUTIES/TASKS

e-mail: partners@denverbridge.org

The Partnership Chair's main objective is to assist players to find appropriate partners for tournaments or unit events.

Make this fact known to the bridge community in any way that seems convenient and appropriate so people reach out to you. **BE VISIBLE AND AVAILABLE.**

Suggestions:

- Create a flyer/business card with your name, phone number, photo, and the Partnership email address and leave copies at all local clubs and at the tournaments. Email the information to other Units.
 - We are presently using signupgenius.com to allow players to sign up and look for a partner online. This is the best way for us to keep the information organized and available. This should always be referred to as the **ONLINE PARTNERSHIP DESK**. The Partnership Chair and the Webmaster have the password and can modify content.
 - Post the **ONLINE PARTNERSHIP DESK** QR code in all appropriate locations. Make sure the link to the Online Partnership Desk and the QR code is visible and working on the unit's webpage and in all Unit 361 flyers and similar announcements.
1. For upcoming tournaments, set up all the events on the ONLINE PARTNERSHIP DESK. The webmaster can assist you. You will automatically be notified via email to partners@denverbridge.org as soon as someone signs up or makes a change to their information on the ONLINE PARTNERSHIP DESK.. This email will come to you because the webmaster will set it up that way. Be aware that you cannot respond from this email address; you need to respond from your personal email account or from an email account you set up for the specific purpose of communicating on behalf of unit 361 as the Partnership Chair. Stay in touch with the people who sign up and actively seek partners for everyone.
 2. Be available to provide technical support for the ONLINE PARTNERSHIP DESK.

. Examples:

- People may sign up without providing contact information, master points, or other critical information. Ask the person who signed up if they want to change it or offer to do it for them.
 - People may find a partner but forget to delete their entry or forget how to do it. Try to get entries deleted as needed.
 - Remove events/tournaments from the ONLINE PARTNERSHIP DESK as they are completed.
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Author/Revised by

Susan Grauer

Date

March 30, 2023

