

## HOW TO ... USE PARTNER FINDER

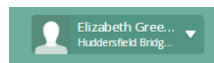
Partner finder can be used for regular or one off partners for all or any sessions.

There are two things to first consider ...

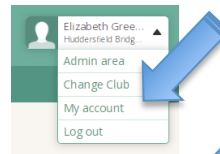
- Do you want to see other members who are looking for a partner?
- Do you ever – or might you ever – want to look for a partner yourself?

If neither of these are for you, it may still be useful to **BLOCK** notifications, so that you can avoid regular emails. There are several easy steps to this:

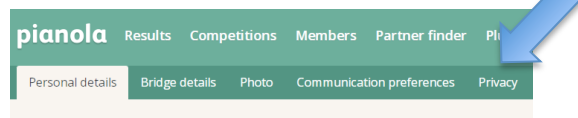
Click on your name:



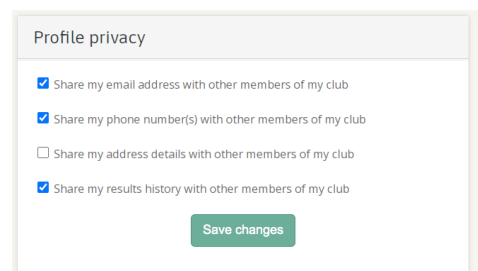
And then on My account on the drop down list.



Now click on Privacy:



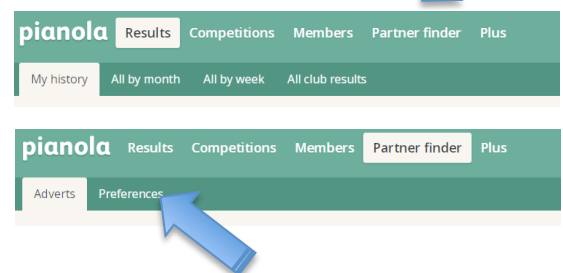
If you want to list yourself in the Partner Finder, you need to share your results and contact details so that other members know how to get in touch with you, and then click on Save Changes.



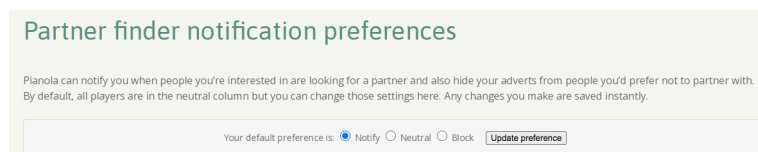
You can also use the Preferences: Blocking Notifications – see below.

### RECEIVING OR BLOCKING NOTIFICATIONS:

You can set Pianola to automatically send you an email whenever people you choose are looking for a partner. Click on **Partner finder** and then **Preferences**.



Ensure you have ticked the **NOTIFY** or **BLOCK** button and then **Update Preferences**.

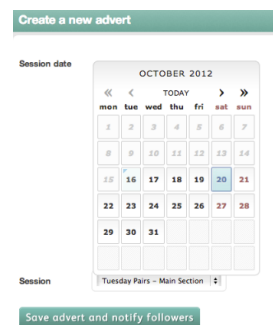


### FINDING A PARTNER:

When you visit the partner finder in Pianola, you'll see a list of all the people at your club who have posted adverts. If you'd like to play with one of them, please contact them by phone or email.

If none of them are suitable, post an advert of your own.

Click on the 'Create new advert' link for either a one-off session or a regular partner.



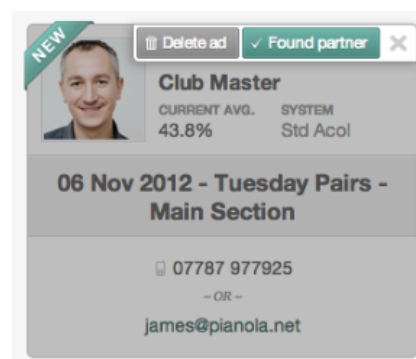
Choose the date and the session you need a partner for and then click 'Save and notify followers'.

Pianola will send an email to anyone who has subscribed to be notified about your adverts (SEE ABOVE).

### Cancelling an advert

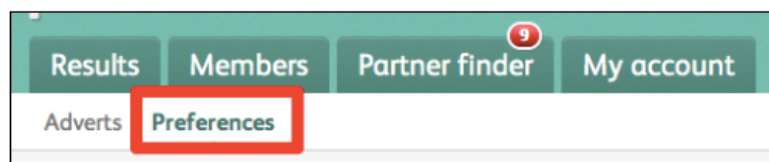
If you find a partner or change your mind about playing, click on the red X in the top right hand corner of your advert.

Click on 'Found partner' or 'Delete advert' and an email will be sent to everyone who is subscribed to you to tell them you no longer need a partner for that game.



There are probably some people at your club who you'd prefer not to play with. If so, you can set Pianola to block these people from seeing your adverts.

Click on Partner finder and then Preferences.



By default, all other players will be able to see any adverts you post in the partner finder. To prevent this, click on the 'block' option for each player you would prefer not to play with.

They will not know they are blocked, but when they visit the partner finder they will simply not see any of your adverts. Pianola will not send them any emails about you, even if they subscribe to be notified of your ads.

**ADVANCED SUPPORT:**

If your club has a lot of members, it may take you a while to select your partner finder preferences. Here are some shortcuts you can use to identify who you want to subscribe to and who you want to block.

**Search by name**

If you have specific people you like (or don't like) search for them by name. As soon as you start typing, the list will reduce to show only the possible matches.

**Search by ranking**

Start typing the name of a rank and the list will reduce. For example, you could search for all members who are Life Master. Repeat your search for each ranking you are interested in.

**Search by percentage**

Some players at your club may have chosen not to share their percentage. However, for those that do share this information, you can filter the list by percentages. For example, if you only want to be notified of people with a percentage of 50% and above, filter for 50%, then 51%, 52%... and so on.

**Search by system**

You can use the same search field to filter for players whose system matches yours. Again, not all players will have populated this information.