

NZ Bridge Website Changes for Administrators

NZ Bridge has refreshed its website to make it easier to access information and better serve our players, clubs, and the wider bridge community. This update is Phase 1 of our website improvement plan. While some existing software (such as the masterpoints system) will remain for now, we'll continue refining the site for a more seamless experience in the future.

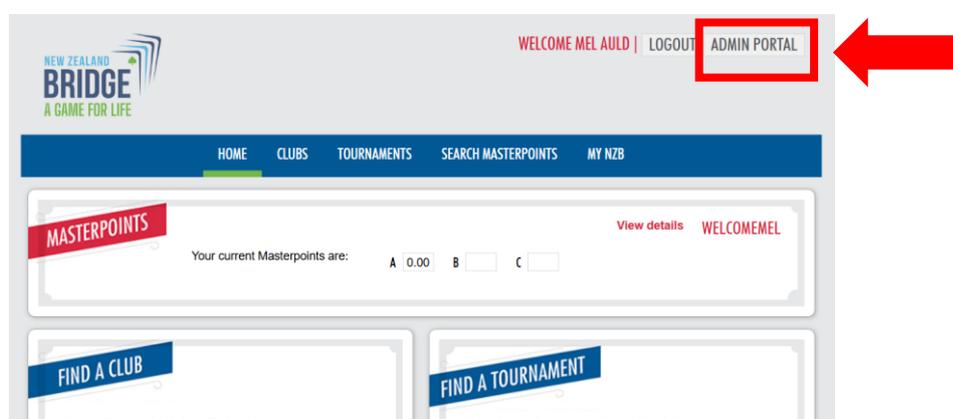
This document outlines key changes affecting those club members who have responsibility for loading new members, adding tournaments and updating club details. Please refer to the information below – if you experience any problems, please email marketing@nzbridge.co.nz for assistance.

URL:

- **New website:** www.nzbridge.co.nz

Access to the Admin Portal:

For this phase 1 redevelopment, at times you will link from the redeveloped site to a page that is part of the older software, that will look familiar. There is now an 'Admin Portal' button at the top right where you can access the familiar NZ Bridge Administration panel – as below.



NZBridge Administration

[Close this tab and return to Public Site](#) | [Open Public Site in new tab.](#) Logout

All Players
Clubs
Entries
Tournaments
Results
Invoices
Club Admin
NZB Admin
Regions
System Management
Lookup Tables
Reports
Emails
My NZB
Help

Welcome.

Member Registration:

- **Current Members:** All current members will receive an email to reset their password and activate their account. This is so that members can continue to access the content they previously had to login for

through My NZB. Resetting their login will also enable access to the new player-only section ('Players' tab) on the website and MyNZB. Members can use their previous password if they wish.

The Registration Process:

1. Upon clicking the link, you will be directed to the Forgot Password screen, where you will need to enter your email address. This will trigger an email with a secure link to reset your password (you can use the same one you have been using).
 2. After resetting your password, you will be able to log in using your email and password.
 3. This will enable access to the player-only section ('Players' tab) on the website and MyNZB.
- **New Members:** New players can be created as normal from the players or NZB Admin Menus. Access codes are no longer supported, and members will be required to create an account with an email address

Welcome



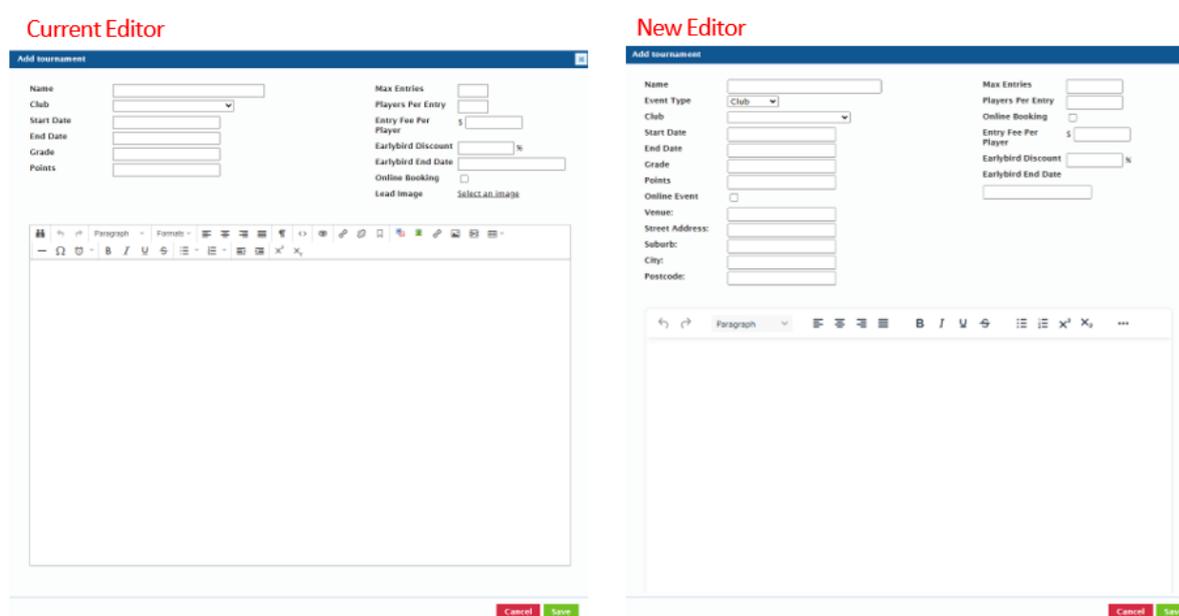
Password



Tournaments

- **Automatic Site Sync:** When tournaments are created in the same way as in the past, they will be automatically pushed to the new site (so no change to loading tournaments). They will still be displayed as normal at <https://legacy.nzbridge.co.nz/events> as well as at www.nzbridge.co.nz/events-and-tournaments
- **Tournament Type:** Tournaments now require an associated type. Currently, there are two options: Club and Congress, with the flexibility to add more in the future. By default, the type is set to Club, and the selected type determines which fields are displayed (e.g., Payment options, Early bird discount).
 - **Club Events:** Will have slightly different fields, and online payment functionality is not available for these events.
 - **Congress Events:** Will include payment functionality.

- **Address Fields:** Address fields have been added for tournaments, including an "Online Event" checkbox. Selecting this will hide the address inputs. To display a tournament on the site, the following fields are now required: Venue, Street Address, City, and Postcode if not an online event.
- **Description Editor Upgrade:** The description editor has been upgraded to a new version. Currently, the ability to add images and files to the tournament description is unavailable but will be restored soon. Users will still be able to access any previously attached files at <https://legacy.nzbridge.co.nz>.
- **Lead Image Field:** The lead image field is temporarily hidden while the image and file upload functionality are being finalised.
- **Filtering / search function:** This is still being developed. You will be able to filter by location and type of event. We appreciate your patience as we finalise this.



National Congress Payment System:

- **Payment Link:** When the tournament type is set to Congress, users will receive an email with a payment link upon entering a congress event. They will also have the option to pay directly from their My NZB page.
- **Individual Event Selection:** Users must enter each event individually to select their pair/team. However, they will only need to make a single payment for the events they've entered.
 - If one player enters a team with player names, the other players will receive an email to let them know they have been entered by another member.
- **Payment Verification:** The system will check if a user has paid upon entry:
 - If the user has paid, their entry will be marked as paid.
 - If the user has not paid, they will receive an email prompting them to make the payment.

- **Payment and Registration:** Once payment is complete, click the button to confirm your entry and enter your partner or teammates.
- **Payment Recognition for Events:** Once payment is received, any events the user has entered that are associated with the bundle or congress payment will be marked as paid.
 - If users enter additional events after making their payment, the system will recognize whether those events are covered by their congress payment and will mark them as paid accordingly.

Congress Form

Congress Payments

NZB Player Number

58977

First Name

Lydia

Last Name

Yorb Test

Email

pricelydia776@gmail.com

Phone

+64 274 571 326

Event Payment Options

Full Week

Event Bundles

Individual Events

Select Full Week Grade

Select...

Proceed to Checkout

Clubs

- **Address Field:** The address field has been updated to include individual inputs for Street Address, Suburb, City, and Postcode.

Current Editor

Edit club	
Club Number	173
Club Name	2020 Waiheke Bridge Club
Long Name	2020 Waiheke Bridge Club
Region	Auckland Northland Region
Description	CLUB EVENTS Online bridge 7-9 Monday; Club Bridge 7-9pm Thursday at Morra Hall
Phone	021 372 664
Primary Email	playbridge@2020waihekebridgeclub.co.nz
Invoice Email	playbridge@2020waihekebridgeclub.co.nz
Tournament Email	
Website	https://2020waihekebridgeclub.co.nz/
Results Address	
Address	Morra Hall, 115 Ocean View Road Oneroa Waiheke Island
Postal Address	C/- 47 Tahatai Road Waiheke Island 1081
President Name	Jan Robertson
President Phone	021 566330
President Email	playbridge@2020waihekebridgeclub.co.nz
Manager/Secretary Name	Tana Fishman
Manager/Secretary Phone	021 500784
Manager/Secretary Email	playbridge@2020waihekebridgeclub.co.nz

New Editor

Edit club	
Club Number	173
Club Name	2020 Waiheke Bridge Club
Long Name	2020 Waiheke Bridge Club
Region	Auckland Northland Region
Description	CLUB EVENTS Online bridge 7-9 Monday; Club Bridge 7-9pm Thursday at Morra Hall
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Primary Email	playbridge@2020waihekebridgeclub.co.nz
Invoice Email	playbridge@2020waihekebridgeclub.co.nz
Tournament Email	
Website	https://2020waihekebridgeclub.co.nz/
Results Address	
Address	
Street Address	Morra Hall, 115 Ocean View Road
Suburb	Oneroa
City	Waiheke Island
Post Code	1081
Postal Address	C/- 47 Tahatai Road Waiheke Island 1081
President Name	Jan Robertson
President Phone	21 566330
President Email	playbridge@2020waihekebridgeclub.co.nz
Manager/Secretary Name	Tana Fishman
Manager/Secretary Phone	021 500784
Manager/Secretary Email	playbridge@2020waihekebridgeclub.co.nz

Results Upload

- Your results software has been changed to work with the new website. You will need to update to the latest version of the software used by your club. If you experience any problems, please contact your results software provider.