

When you first log into MEMPAD, please update the following information:

1. Please go to the '**Account**' Tab at the bottom right hand side of the page and update your email address if required and change your password.
2. Please go to the '**My Contacts**' Tab at the top of the page and check that your personal information – address and telephone number are accurate.

Please also scroll down the page and set your preferences for the following options:

Paperless – please consider setting this option to 'Yes' so that you no longer receive paper Master Point statements and thus save the SBU time and money.

Mailing List – please set to yes if you are happy to join the SBU Mailing List.

Please update the Gender and Member type boxes – some of this information may have been loaded when MEMPAD was launched and if so, please check the accuracy.

INTRODUCTION

This aim of this guide is to give Members an overview of the new MEMPAD system. If any further information is required, please contact Janet Rixon, Master Point Secretary at masterpoints@scottishbridge.co.uk or on 01467 633571.

The Master Point and Membership databases have now been combined into a single database called MEMPAD and is a closed system that is only accessible to registered users via a login. The database can be accessed at www.mempad.co.uk The login screen also contains a Contact the SBU Tab so in the event that you forget your username or password, you can use this facility.

On all screens if an item is underlined in blue it can be clicked on to obtain further information. Also, you can use the Ctrl F function to search for text if required. If you wish to have larger text you can use the Ctrl Shift + function. Ctrl – function will return the screen to the normal size.

1. HOME PAGE

In the top right hand corner of the screen is your name, Master Point number and rank. Your rank is displayed in Bronze, Silver or Gold as quick reference to your eligibility for ranking awards in National Competitions.

Reports

Down the left hand side of the screen there are three options:

Player Directory

This contains an alphabetical list of members and also members by District and rank. (Please note that some of these update overnight). There is a filter at the top of each report and you can search on any of the fields shown either by typing the search word in full or in part. These reports replace those previously available on the SBU website.

Rankings

This contains the ranking reports that were previously only available on request. (These reports are updated overnight). The promotions report – previously available on the website or via email – is now included and is updated on a continuous basis.

SBU Information

This has four types of information: Clubs, Events, Districts and Officials.

SBU Clubs

This lists the clubs in alphabetical order and there is also a filter and drop down box at the top of the screen to assist with searching.

SBU Events

This lists information on all SBU event codes and there is also a filter and drop down box at the top of the screen to assist with searching.

SBU Districts

This lists information relating to all SBU Districts.

SBU Officials

This lists information relating to all current SBU Officials.

Ticker Tape

On the right hand side of the screen is a series of items in ticker tape format. These items are those previously sent out by the mailing list. Competition brochures can be viewed but for .pdf files please follow the instructions given. Items shown with a red dot denote that the item relates to National Master Points.

Who is Online

Underneath the ticker tape articles you will also be able to see who else is on-line or at busy times the number of members on-line.

At the bottom right hand side of the page there are two options:

Account

The Account option is where you can change your password and email address. **When you first log in to MEMPAD, please change access this option to change your password.** Please note that although the system allows the same email address to be used by more than one person it is strongly recommended that each user have their own email address, as change of passwords, for example, will be sent to the shared email address.

Also under account is an option to upload a picture that is displayed in the top right hand corner of the screen. Please note that in Phase 1 of the project this picture cannot be viewed by anyone else.

Log Out

This option should be used to close your MEMPAD session

2. TABS

On your home page you will also see the following tabs along the top of the screen:

Home

This is your home page.

My Points

Under this tab there are two options –My Ranking History and My Points History.

My Ranking History will detail all changes of rank after the Go-Live date of July 2013 – this tab will only be displayed when you are promoted on the MEMPAD system. It is not possible to display ranking history information prior to MEMPAD.

My Points History will detail all points awarded for as far back as their record extends in the old Master Point System. It should be noted that some time ago an archiving program was run in the old Master Point system which effectively removed records from individual accounts and thus the individual lines may not add up to the totals shown in the blue box above the individual records. The blue box detailing the totals of points won is updated each time a Master Point record is processed.

In Phase 1 of MEMPAD, all points previously directly entered into a Player's record will continue to be done so by the Master Point Secretary. In addition, clubs will be able to apply to transfer Master Point Awards won in single session events. All other types of competition will be covered in subsequent Phases of the MEMPAD project and thus players may still receive paper certificates, which will have to be submitted to the Master Point Secretary in the usual way.

My Clubs

My Club details all the clubs to which an individual Member belongs. Each Member must have a Home Club and that is shown with Y under Home Club. The Home Club contact information can be accessed including the club premises details if applicable.

Once the Club Treasurer has marked that a payment has been made in respect of an SBU Subscription, the Payment History section will be displayed. The record will be marked as 'Pending SBU Confirmation' and once the SBU Treasurer has marked the record as paid this will change to 'Confirmed'.

My Contacts

This is where all personal information is held and each individual user is now responsible for updating their own information. **When first using MEMPAD, please access this option to verify that all your contact details are accurate. Please also update the following boxes at the bottom of the page:**

Paperless Contact
SBU Mailing List
Gender
Member type

(Please note that some of these boxes may have been set when the data was uploaded).

There is also a link on the front of the Edit page that will take you to the Account page to update your email address and password.

The memo field is a private field used by the Master Point Secretary to leave messages for the individual user and cannot be seen by a third party. Members should check this box for a response if they have contacted the Master Point Secretary.

Contact the SBU

This works in exactly the same way as the Contact button on the login page.