

## Mempad – Club Ordinary User Guide

Logging on to Mempad:

Go to [www.mempad.co.uk](http://www.mempad.co.uk)

Enter your username (note this is your Masterpoint number)

Enter your password.

If you have forgotten your password you should click on the “Request New Password’ link. A separate guide is available on this – email [masterpoints@sbu.org.uk](mailto:masterpoints@sbu.org.uk) to request this guide.

Once logged on, You will see a menu with various options:

1. Tabs – see page 2 & 3 – to view your current points and contact details.  
Also used for changing your password or email address.
2. A Menu with various options - see Page 4

**HOME** **MP NOTICES** **MY POINTS** **MY CLUBS** **MY CONTACTS** **CONTACT THE SBU** **HELP**

### Scottish Bridge Union (SBU)

1st February 2017:

Welcome to the "SBU Membership and Master Point Admin Database" (MEMPAD)

**NEWS:**  
The latest Player Ranking List (as at 2/12/2016 in three different lookup sequences) is available under the "MP Notices" tab above. This list will determine qualification for ranked events between now and 1st March 2017.

**CORRESPONDENCE & CHEQUE PAYMENTS:**

Please send ALL MP correspondence (including paper points and cheques)

\*\*\*\* by 2nd class post ... to *SBU Dept #16; 196 Rose St; Edinburgh; EH2 4AT*  
\*\*\*\* by email ... to 'masterpoints' with the '@' sign and then 'sbu.org.uk'.

No further data or payments should be sent to Pat Lennon.

For various forms and other basic information go to the tab "MP Notices".

**SCOREBRIDGE:**

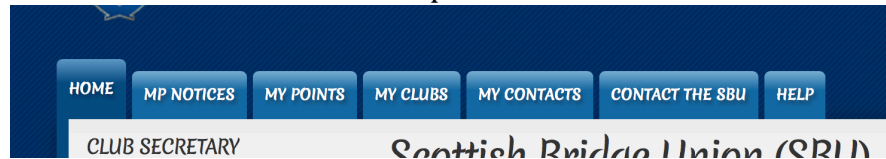
Scorebridge latest version is now 10.16.10, released on 5/1/2017.

**MEMBER DATA**

- Player Directories
- Rankings
- SBU Information

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There are 7 TABS across the top of the screen



- “Home” is the default tab which opens when you log on. It shows general messages from the SBU.
- “MP Notices” should be used to access documentation and forms. For example, the claim for required when sending in paper certificates. This also shows the form used when a club is purchasing additional certificates.
- “My Points” shows your promotion history (click on ‘My Ranking History’) and details of points awarded with dates (click on ‘My Points History’).

## My Points

| Promotion Date | Rank | Name            | Edit link |
|----------------|------|-----------------|-----------|
| 24-Oct-2016    | 050  | Master          |           |
| 01-Mar-2015    | 040  | District Master |           |
| 28-Oct-2013    | 030  | Local Master    |           |

| Award Date  | Event           | Club            | Local Points | National Points |
|-------------|-----------------|-----------------|--------------|-----------------|
| 16-Feb-2017 | CLUB Club Event | Peebles (E/PEB) | 0.20         | 0.00            |
| 13-Feb-2017 | CLUB Club Event | Peebles (E/PEB) | 0.20         | 0.00            |

- “My Clubs” tab shows a list of the clubs you belong to, including which club is your “Home” club. The “Home” club is the one responsible for paying your SBU subscription. If you think you are a member of a club and it is not shown then you should contact the secretary of the club to resolve the issue.
- “My Contacts” tab will show the following screen

## My Contacts

View Edit

NAME: Your name ADDRESS: 07 Station Road Your address Scotland

CONTACT NUMBER: 07921 000117 Other details

MAILING LIST: Yes PAPERLESS CONTACT: Yes

EMAIL: Your email address

[Click here to update your email address and/or your password](#)

To change your email or login password – click here.

This will show a new screen (see over)

To change details of address (you can also change email address here) etc click Edit (Tab) – again this will show a new screen. You should enter/change your email address, physical address and other details then click Save at the end.

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### Password change

**CURRENT PASSWORD**  
.....

Enter your current password to change the E-mail address or Password. [Request new password.](#)

**E-MAIL ADDRESS \***  
Your email address shown here .....

..... will be sent to this address. The e-mail address be used if you wish to receive a new password or wish to receive certain news or notifications by e

**PASSWORD**  
..... Password strength: .....

**CONFIRM PASSWORD**  
.....

To change the current user password, enter the new password in both fields.

▼ [Picture](#)

**UPLOAD PICTURE**

Choose File no file selected  
Your virtual face or picture. Pictures larger than 1024x1024 pixels will be scaled down. Please feel yourself (less than 800kb) as a jpeg, gif or similar. This will appear next to your account name or

Enter your Current password then the new password (twice) then click save. You may also change the email address if desired before save.

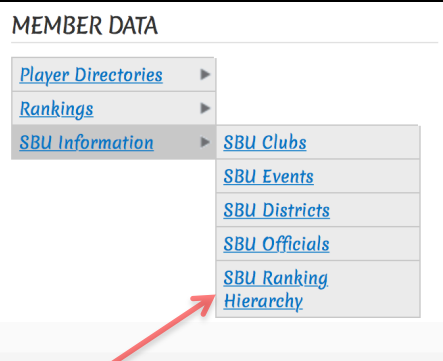
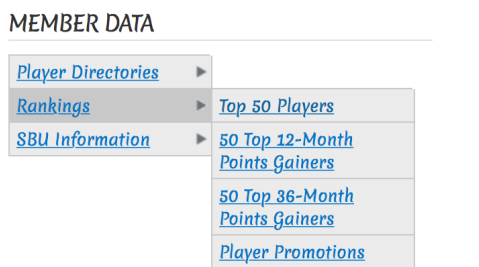
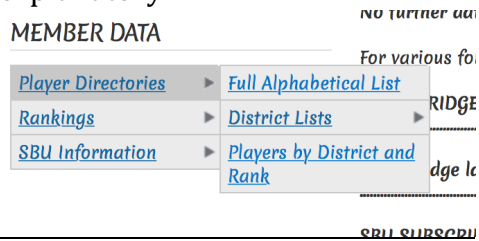
The final two tabs on the Main screen are “Contact the SBU” and “Help”.

- “Contact the SBU” allows you to send a message to the SBU
- “Help” contains various guides.

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## Ordinary User Menu options

There are 3 main Menu items – each with sub menus. Hover the mouse over the menu item then select the sub menu item as required. These are all fairly self explanatory.



The last item (SBU ranking Hierarchy) can be used to see the number of points required at each ranking level.