

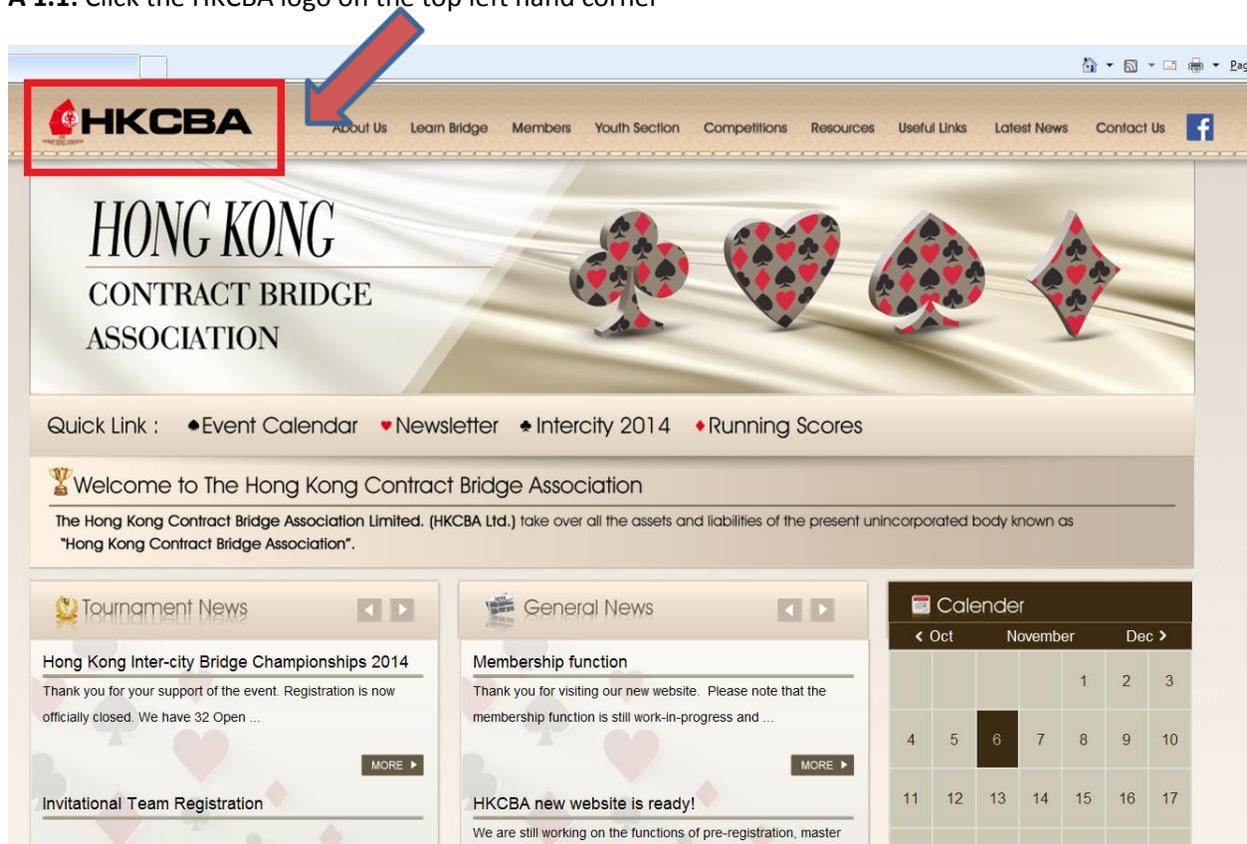
HKCBA Website Revamp Project

Frequently Asked Questions [version updated: 2014.08.04]:

1. Memberships

Q 1.1: How to go back to the main page at any point of time?

A 1.1: Click the HKCBA logo on the top left hand corner



The screenshot shows the HKCBA website homepage. At the top left, the HKCBA logo is highlighted with a red box, and a red arrow points to it from the text 'A 1.1: Click the HKCBA logo on the top left hand corner'. The navigation menu includes: About Us, Learn Bridge, Members, Youth Section, Competitions, Resources, Useful Links, Latest News, Contact Us, and a Facebook icon. The main banner features the text 'HONG KONG CONTRACT BRIDGE ASSOCIATION' and four playing cards (clubs, hearts, spades, diamonds). Below the banner is a 'Quick Link' section with: Event Calendar, Newsletter, Intercity 2014, and Running Scores. A welcome message states: 'Welcome to The Hong Kong Contract Bridge Association. The Hong Kong Contract Bridge Association Limited. (HKCBA Ltd.) take over all the assets and liabilities of the present unincorporated body known as "Hong Kong Contract Bridge Association".' The page is divided into three columns: 'Tournament News' with 'Hong Kong Inter-city Bridge Championships 2014' and 'Invitational Team Registration'; 'General News' with 'Membership function' and 'HKCBA new website is ready!'; and a 'Calendar' for November 2014.

Calendar		
< Oct	November	Dec >
		1 2 3
4 5	6 7 8 9 10	
11 12 13 14 15 16 17		

Q 1.2: What is my login name?

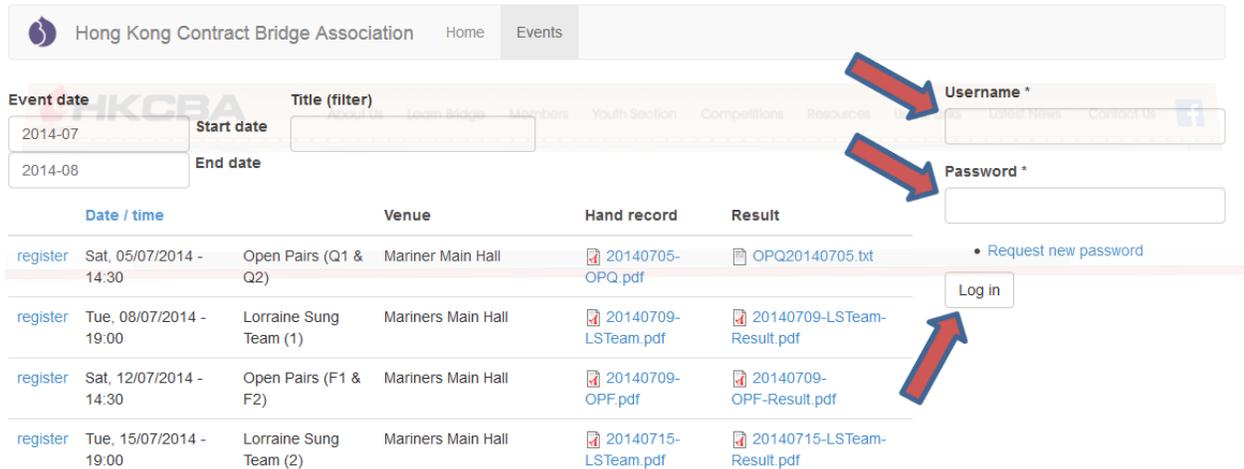
A 1.2: Your login name is your HKCBA master points name, without any spaces or dots, e.g. ALANSZE, WKLAI, DAVIDCCNG.

Q 1.3: Where and how to login? Why I need to login?

A 1.3: You might click **MEMBERS** on the main menu bar.



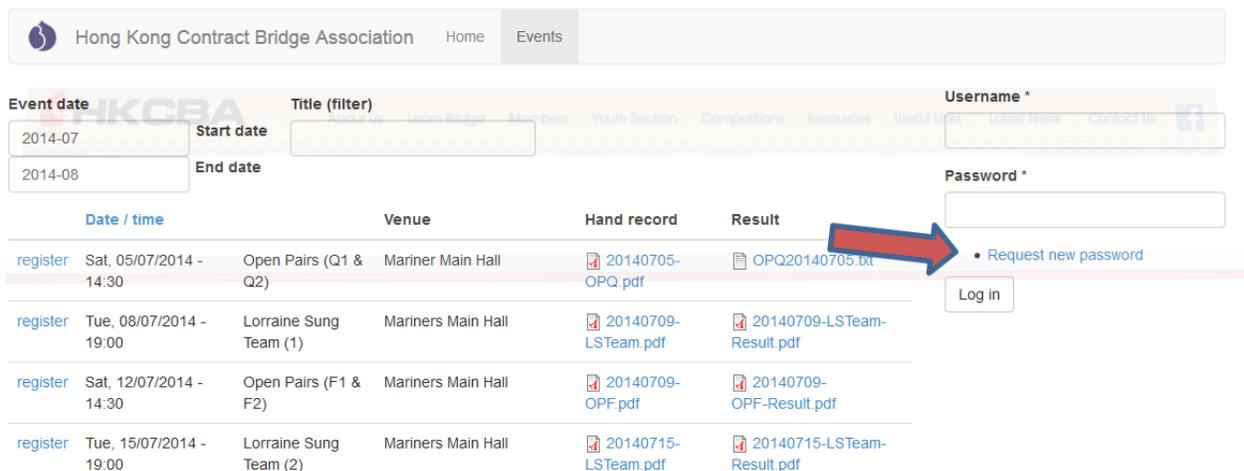
You will be directed to <http://www.hkcba.org/event/>. You might enter the username and password to login..



Only login members can do the pre-registration, or cancel the pre-registration.

Q 1.4: What is my default password?

A 1.4: You can reset the password yourself anytime. Click on the **REQUEST NEW PASSWORD** link, and you will get an email from your registered email.



User account

Log in Request new password

Username or e-mail address *

alansze

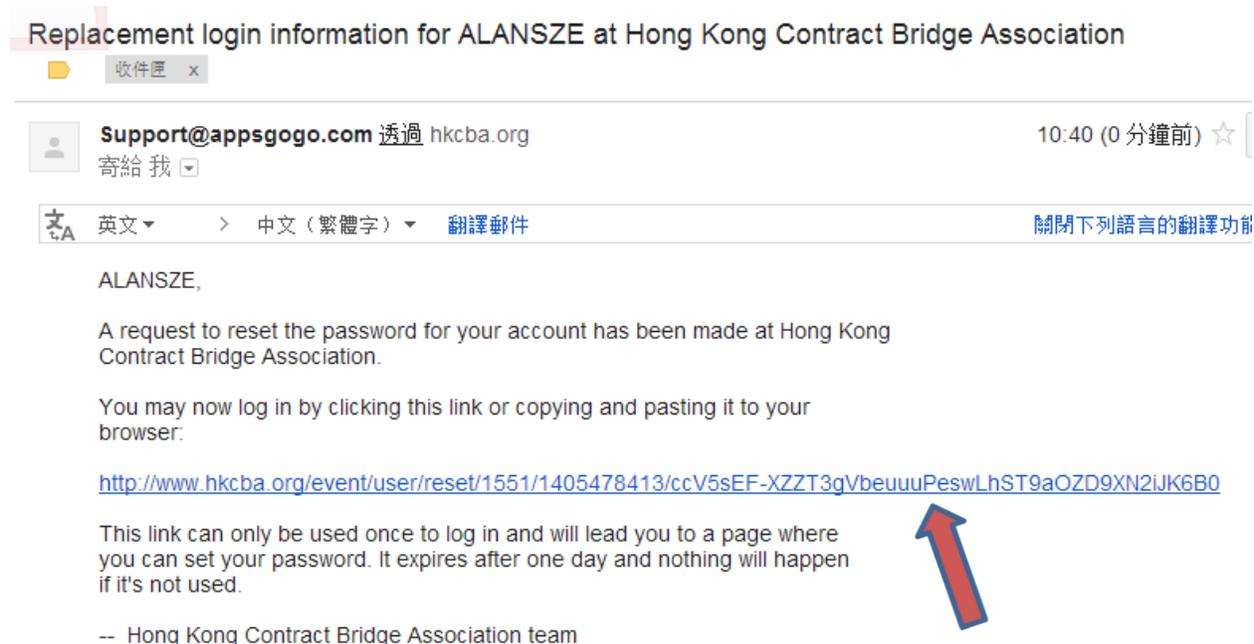
E-mail new password



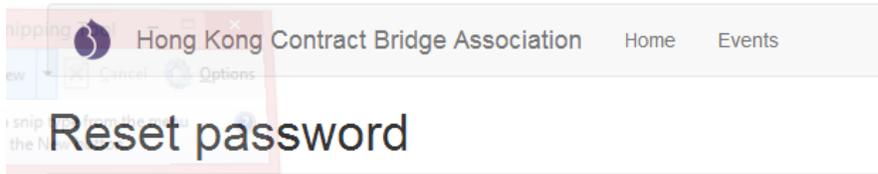
You will get an email in your mailbox, sending from the support team email. Click on the email details.



There is a link for you to login. You might simply click on the link, or copy the link to your browser.



You will then be directed to login.



This is a one-time login for ALANSZE and will expire on *Thu, 17/07/2014 - 10:40*.

Click on this button to log in to the site and change your password.

This login can be used only once.



Please then change your password immediately.

A screenshot of the ALANSZE password change form. At the top, there is a navigation breadcrumb 'Home » ALANSZE' and the text 'ALANSZE'. A green success message states: 'You have just used your one-time login link. It is no longer necessary to use this link to log in. Please change your password.' The form contains several fields: 'Username *' with a value 'Generated by master point name'; 'E-mail address *' with a value 'sze.alan@gmail.com'; 'Password' with a value '.....' and a 'Password strength: Fair' indicator; and 'Confirm password' with a value '.....' and a 'Passwords match: yes' indicator. A red arrow points to the 'Password' field, and another red arrow points to the 'Confirm password' field. Below the form, there is a section titled 'To make your password stronger:' with a list of suggestions: 'Add lowercase letters', 'Add uppercase letters', and 'Add punctuation'. At the bottom, a note says: 'To change the current user password, enter the new password in both fields.'

Q1.5: What is my registered email?

A1.5: You have to check your registered email in your memberships. If you have forgotten your registered email, simply use the registered email to send an email to members@hkcba.org, and state your HKCBA master point name in the email, we will update it and reply you.

2. Events Calendar & Registration

Q 2.1: How can I check if there is any event for a particular date?

A 2.1: Go to the main page, you can see a calendar on the right side. The date with a dot means there is a CBA event.



Q 2.2: How to check if there is additional information for a particular event (e.g. Condition of Contest)?

A 2.2: You can go to the event calendar; click into the event, details will be pop-up on the right hand side.

Should there be any additional information for a particular event; **More information** button will be active. You can click the button for information.

HKCBA About Us Home Page Members Youth Section Competitions Resources Useful Links Latest News Contact Us

Quick Link : **Event Calendar** Newsletter Intercity 2014 Running Scores

Event Calendar Tournament Format Running Scores Past Cup Winners

HKCBA International Local China Others ALL

2013 July 2014 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5 Open Pairs Q1 & Q2
6	7	8 Lorraine Sung Team (1)	9	10	11	12 Open Pairs (F1 & F2)

Calendar View List View

SEARCH

Open Pairs (F1 & F2)

2014-07-12 14:30:00

Mariners Main Hall

REGISTRATION IS CLOSED

Description :
Open Pairs (F1 & F2)
Registration List on 10th July, 2014

More Information

Q 2.3: How to check result for a particular event?

A 2.3: You can go to the event calendar; click into the event, details will be pop-up on the right hand side.

Click the **Hand records** or **Results** for information.

HKCBA About Us Home Page Members Youth Section Competitions Resources Useful Links Latest News Contact Us

Quick Link : **Event Calendar** Newsletter Intercity 2014 Running Scores

Event Calendar Tournament Format Running Scores Past Cup Winners

HKCBA International Local China Others ALL

2013 July 2014 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5 Open Pairs Q1 & Q2
6	7	8 Lorraine Sung Team (1)	9	10	11	12 Open Pairs (F1 & F2)

Calendar View List View

SEARCH

Open Pairs (Q1 & Q2)

2014-07-05 14:30:00

Mariner Main Hall

REGISTRATION IS CLOSED

Description :
Open Pairs (Q1 & Q2)
Registration List on 10th July, 2014

Hand Records

Result

Q 2.4: How to perform registration after login?

A 2.4: After login, you will see the events within a certain period

Hong Kong Contract Bridge Association Home Events My account Log out

Event date
Start date
2014-08
End date
2014-08

Title (filter)

	Date / time		Venue	Hand record	Result
register	Fri, 01/08/2014 - 01:10	HKCBA	Grand Slam Individual	Regal Hong Kong	Grand Slam Individual.pdf gsi20140801.txt
register	Fri, 01/08/2014 - 01:55	HKCBA	Intercity	Regal Hong Kong	
register	Sat, 02/08/2014 - 01:10	HKCBA	Intercity	Regal Hong Kong	
register	Sat, 03/08/2014 - 01:10	HKCBA	Intercity	Regal Hong Kong	
register	Sat, 09/08/2014 - 14:15	HKCBA	Open League (2)	Mariners Main Hall and Conference Room	
register	Tue, 12/08/2014 - 19:00	HKCBA	MP Pairs (2)	Mariners Conference Room	
register	Tue, 26/08/2014 - 19:15	HKCBA	Invitational Team (2)	Mariners Main Hall	
register	Fri, 29/08/2014 - 19:00	HKCBA	Paul Jones Pairs (1)	Mariners Conference Room	

Select the event you wish to register. Click on the **【REGISTER】** button. Please refer to Q 2.5 for registration.

Q 2.5: How to pre-register?

A 2.5: Members can go to the event calendar; click into the event, details will be pop-up on the right hand side. When the **【Pre-registration】** button is active, click the button and login if required. Please refer to **Q 1.3** for login.

Event Calendar Tournament Format Running Scores Past Cup Winners

HKCBA International Local China Others ALL Calendar View

◀◀ 2013 August 2014 ▶▶ 2015						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 GSI	2 Intercity
3 Intercity	4	5	6	7	8	9 Open League (2)
10	11	12 MP Pairs (2)	13	14	15	16

MP Pairs (2)

Date: 2014-08-12 (19:00)

Mariners Conference Room [Pre-registration](#)

Pre-registration will end at 2014-08-12 (00:00).

No. of registration entries: 1

reg#[617] - Baron Ng, Wilson Mok

You might type the player name, the player name is also the HKCBA master point name, without any spaces and dots, it will automatically search for matching. Please select it.

Hong Kong Contract Bridge Association Home Events My account Log out

[Add content](#) / [Create Event registration](#)

Create Event registration

Event *
2014.08.12 - MP Pairs (2) [Show row weights](#)

Players *

BARONNG [uid:1457]

WILSONMOK [uid:1579]

[Add another item](#)

Team name (optional)

[Save](#) [Preview](#)

You might add another player by the **ADD ANOTHER ITEM** button.

You might fill in the **TEAM NAME** for Team event.

Click **SAVE** to save the registration.

You might register for the other pairs or teams, thru another registration.

Please notice that acknowledgement email will be sent to the Directors, dedicated council members responsible for registration (currently Charlie LEE), and also every player you entered.

After saving the registration, you shall see:

Hong Kong Contract Bridge Association Home Events My account Log out

2014.08.12 - MP Pairs (2) - BARONNG, WILSONMOK

Event registration 2014.08.12 - MP Pairs (2) - BARONNG, WILSONMOK has been created.

View Edit

Submitted by BARONNG on Mon, 04/08/2014 - 10:50

Event: 2014.08.12 - MP Pairs (2)
Players: [BARONNG](#)
[WILSONMOK](#)
Entry fee: 0
Rank: 0
BP: 0.00
GP: 0.00
PP: 0.00

After registration, you might go back to HKCBA Calendar Page, and click on the event, you will see the registration ID:

Event Calendar Tournament Format Running Scores Past Cup Winners

HKCBA International Local China Others ALL Calendar View

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 GSI	2 Intercity
					Intercity	
3 Intercity	4	5	6	7	8	9 Open League (2)
10	11	12 MP Pairs (2)	13	14	15	16
17	18	19	20	21	22	23

MP Pairs (2)

Date: 2014-08-12 (19:00)
Mariners Conference Room [Pre-registration](#)

Pre-registration will end at 2014-08-12 (00:00).
No. of registration entries: 1
reg#[617] - Baron Ng, Wilson Mok

And now, your pre-registration is successful!

Q 2.6: How to cancel the registration?

A 2.6: If you wish to cancel the pre-registration, you have to be the one who created it, or the director can do it. Click on the event, and simply click on the registration ID:

The screenshot shows the HKCBA website interface. At the top, there are navigation tabs: "Event Calendar", "Tournament Format", "Running Scores", and "Past Cup Winners". Below these are filters for "HKCBA", "International", "Local", "China", "Others", and "ALL". A "Calendar View" button is also present. The main calendar displays August 2014, with a red arrow pointing to the event "MP Pairs (2)" on August 12th. To the right, a detailed view of the event is shown, including the date "2014-08-12 (19:00)", location "Mariners Conference Room", and a "Pre-registration" button. Below this, it states "Pre-registration will end at 2014-08-12 (00:00)", "No. of registration entries: 1", and "reg#[617] - Baron Ng, Wilson Mok". A red arrow points to the registration ID.

Click on **【Edit】** button, and then **【Delete】** button.

2014.08.12 - MP Pairs (2) - BARONNG, WILSONMOK

View Edit

Submitted by BARONNG on Mon, 04/08/2014 - 10:50

Event: 2014.08.12 - MP Pairs (2)

Players: BARONNG
WILSONMOK

Entry fee: 0

Rank: 0

BP: 0.00

GP: 0.00

PP: 0.00

Edit Event registration 2014.08.12 - MP Pairs (2) - BARONNG, WILSONMOK

View Edit

2014.08.12 - MP Pairs (2)

Players *

+ *
BARONNG [uid:1457]

+
WILSONMOK [uid:1579]

+

Add another item

Team name (optional)

Save Preview Delete 

Q 2.7: How to check if the registration is open / closed?

A 2.7: You can go to the event calendar; click into the event, details will be pop-up on the right hand side.

【Pre-reg not yet started】 means the pre-registration has not yet started.

【Pre-registration】 means you can perform registration.

【Registration is CLOSED】 means either registration window is over or maximum capacity is reached.

The screenshot shows the HKCBA website's Event Calendar page. At the top, there is a navigation menu with links: About Us, Learn More, Members, Youth Section, Competitions, Resources, Useful Links, Latest News, and Contact Us. Below this is a 'Quick Link' section with buttons for Event Calendar, Newsletter, Intercity 2014, and Running Scores. The main content area features a calendar for July 2014. A search box on the right contains the text 'Open Pairs Q1 & Q2'. Below the search box, a yellow box displays the message 'REGISTRATION IS CLOSED'. A red arrow points to the search box, and another red arrow points to the 'REGISTRATION IS CLOSED' message.

Q 2.8: How to check the tournament format for a particular event?

A 2.8: You can go to event calendar, "Tournament Format" tab. The latest tournament format can be found there.

This screenshot shows the same HKCBA website interface as the previous one, but with the 'Tournament Format' tab selected in the main navigation area. The 'Event Calendar' tab is also highlighted with a red box. A red arrow points to the 'Tournament Format' tab, and another red arrow points to the 'Event Calendar' tab.

Q 2.9: How to search for a particular event?

A 2.9: You can go to event calendar, type the event in the text box on the right side. Search results will be displayed.

Note: This function is still working-in-progress. Please visit the event calendar for any event. We shall update the procedure and function later on.

The screenshot shows the HKCBA website's event calendar. The navigation bar includes links for 'About Us', 'Learn Bridge', 'Members', 'Youth Section', 'Competitions', 'Resources', 'Useful Links', 'Latest News', and 'Contact Us'. A 'Quick Link' section contains 'Event Calendar', 'Newsletter', 'Intercity 2014', and 'Running Scores'. The 'Event Calendar' tab is active, showing a calendar for July 2014. The calendar grid shows an event on July 12th, 'Open Pairs (F1 & F2)'. To the right of the calendar is a search box and a 'SEARCH' button. Below the search box, the event details are displayed, including the date and time '2014-07-12 14:30:00', the location 'Mariners Main Hall', and a 'REGISTRATION IS CLOSED' status. A 'More Information' button is also present.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5 Open Pairs Q1 & Q2
6	7	8 Lorraine Sung Team (1)	9	10	11	12 Open Pairs (F1 & F2)

Search: SEARCH

Open Pairs (F1 & F2)
2014-07-12 14:30:00 [More Information](#)
Mariners Main Hall
REGISTRATION IS CLOSED
Description :
Open Pairs (F1 & F2)
Registration List on 10th July, 2014

3. General

Q 3.1: If I have any queries / comments regarding the website, who can i approach?

A 3.1: You can email hkcbaadm@hkcb.org for general enquiries.

For website comments, you might contact Alan Sze (sze.alan@gmail.com)

Note: HKCBA website shall provide some other useful functions, such as Past Cup Winners List, Running Scores for Year Round Events, up-to-date Master Points, and etc. All are still working-in-progress, please be patient. Please also keep an eye closely on the **News** Announcement. We shall update soon when they are ready.