



SCOTTISH BRIDGE UNION



MASTER POINTS SCHEME

Please complete this form and return to the address shown below when submitting paper points:

SBU/MP Number:

Date: _____

Email address: _____

Forename: _____

Surname: _____

Address: _____

Postcode: _____

Telephone Number: _____

Points Enclosed:

Local) _____

) _____

National) _____

Home Club: _____

Points can be submitted any time during the year and are valid for three years from the **date of competition/issue**. Promotions are updated on the MEMPAD website www.mempad.co.uk
- to request a login please contact Member Services at masterpoints@sbu.org.uk.

In case your letter goes astray in the post it is advisable to keep a note of the points enclosed.
Please group points together (but don't staple them or use paper clips) as per the following example
e.g.....

$$15 \times 10 = 150$$

$$2 \times 20 = 40$$

$$5 \times 30 = 150$$

$$1 \times 65 = 65$$

Total 4 0 5

Local Points

National Points

Complete this form and send it with your certificates to.....

SBU Membership Services dept #16 196 Rose St Edinburgh EH2 4AT

When sending the form:

- The Royal Mail charges by thickness and size of the envelope. Many items are received with insufficient postage. This incurs a fine of £1.50 and causes considerable delay whilst we go to the local sorting office to recover the envelope. If in doubt, please do check at your Post Office before sending.
 - No need for a first class stamp however!
- Please do NOT send correspondence by Recorded Delivery or any other method that requires a signature on receipt, since there is no one to acknowledge receipt; we use a mailbox.
- The address to send your completed form plus certificates is:

SBU Dept. #16, 196 Rose St, Edinburgh EH2 4AT

N.B. Processing times will vary according to the time of the year and seasonal workload, one week would be quick and four weeks would be long but does happen.

Master Points

When completing this form please note the following points.

- If you have been issued with a MEMPAD Login, no paper statements will be sent.
- Your Master Point (MP) Number should be quoted. This is the same as your SBU number and is your ID to enable you to access MEMPAD. Please quote your home club (where you pay your SBU subscription).
- The points should be listed as per the example and should be grouped together in value order rather than date order. There is no requirement to detail the certificate number or any certificate details.
- All certificates should be included with the claim form.
- 100 points are equal to 1 master point (shown on MEMPAD as **1.00** MP).
- Points won at Congresses or on bridge holidays are **LOCAL** points unless the word **NATIONAL** is included on the certificate or the points quantity is written using red ink.

To check your points on MEMPAD you need a password. If you don't have one, follow this procedure...

If you have 'lost' your MEMPAD password, go to the MEMPAD site

www.mempad.co.uk

and on the home screen which asks for your USERNAME and PASSWORD

a) enter your MP number as your UserName (ID).

This means the number only, e.g. 123 or 1234 or 12345, no other characters.

b) Then instead of entering yr password

click on the 'tab' which says "Request New Password".

Then follow the instruction which says ...

c) enter your email address (the one that is pre-registered on MEMPAD)

d) and then click on the button that says "Email new password".

Within two hours you will receive an email with a link enabling you to enter MEMPAD. This gives you the opportunity to set-up a new/fresh password. If nothing is received within 2 hours look in your spam bucket.