

## ACBL Find a Teacher Database

In connection with the new website, the ACBL is updating the Find a Teacher Database and giving Teachers the ability to create a more personal page for themselves.

In order to be listed in the Find a Teacher Database, you must have one of the following designations in the ACBL database:

- ACBL Best Practices Teacher Certification (<https://www.acbl.org/portfolio/teacher-certification>)
- ACBL Online Teacher Certification (<https://www.acbl.org/portfolio/online-teacher-certification>)
- ACBL TAP Certification
- Better Bridge Accreditation ([www.betterbridge.com](http://www.betterbridge.com))
- Easybridge! Presenter (<http://www.easybridge.com>)
- ABTA Teacher (<http://www.abtathome.com>)
- LBIAD Accreditation (<http://www.whirlwindbridge.com>)

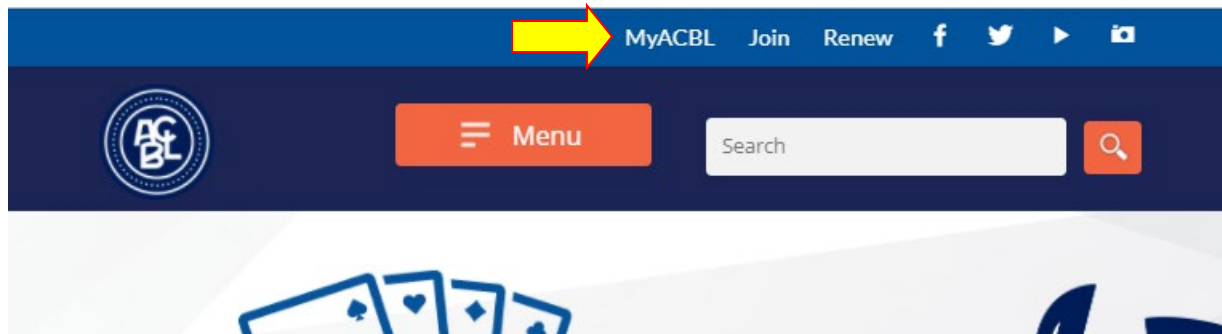
Anyone who completes the form and does not have at least one of these designations will be put in pending. Once they obtain one of these credentials, they will be available in the search.

Please follow the steps below to be added to the Find a Teacher Database.

### Completing the Find a Teacher Database Form

Step 1:

- Go to [www.acbl.org](http://www.acbl.org)
- Click "My ACBL Login"



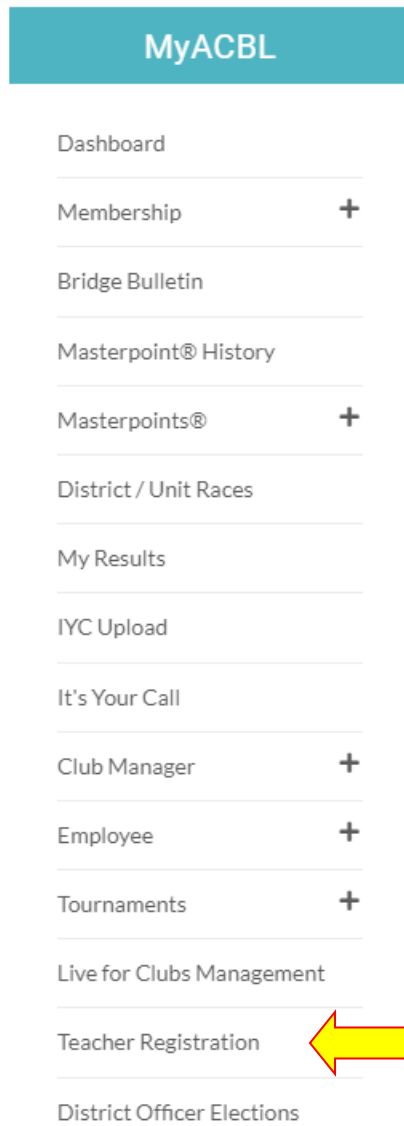
Step 2:

- Login with your ACBL Player # and Password
  - Please use "Forgot Password?" or "Register" if you do not have a Password
- Click "Submit"

A screenshot of the ACBL login form. The form is white with a dark blue header. The header contains the text 'Login' and 'Not already a member? JOIN NOW!' with a red 'JOIN NOW!' button. Below the header, there are two input fields: 'Member No.' with the value '1234567' and 'Password' with a masked password '\*\*\*\*\*'. Below the input fields are three buttons: 'Forgot Password?', 'Register', and 'SUBMIT'. A yellow arrow points to the 'SUBMIT' button. At the bottom of the form, there is a link: 'Are you currently a guest member? Click here to login!'.

Step 3:

Under "MY ACBL", click "Teacher Registration" (if you already have a profile, the link may be "Teacher Profile Update")



The image shows a vertical navigation menu for MyACBL. At the top is a teal header with the text "MyACBL". Below the header is a list of menu items, each separated by a thin horizontal line. The items are: Dashboard, Membership (with a plus sign), Bridge Bulletin, Masterpoint® History, Masterpoints® (with a plus sign), District / Unit Races, My Results, IYC Upload, It's Your Call, Club Manager (with a plus sign), Employee (with a plus sign), Tournaments (with a plus sign), Live for Clubs Management, Teacher Registration (with a yellow arrow pointing to it from the right), and District Officer Elections.

- Dashboard
- Membership +
- Bridge Bulletin
- Masterpoint® History
- Masterpoints® +
- District / Unit Races
- My Results
- IYC Upload
- It's Your Call
- Club Manager +
- Employee +
- Tournaments +
- Live for Clubs Management
- Teacher Registration ←
- District Officer Elections

#### Step 4:

Fill out online form. You may include a photo and short biography. Make sure you choose “Visible” in the dropdown box, and then “Update Profile” at the bottom

Edit Teacher Profile for: 1234567 Edit Designations Return to Directory

Lucy Ricardo  
New York, NY

Member No. \* 1234567

**MAKE PROFILE VISIBLE IN DIRECTORY** Visible

Email

Phone # 901-628-5732

Alternate Phone #

Website URL

Details \*

Youth  
 Beginners  
 Intermediate  
 Advanced  
 Private Lessons  
 Group Lessons  
 Online  
 Classes at a club

Your Picture Here

Picture

Do you also want to be listed at second location? No

Update Profile Cancel

#### Step 5:

The ACBL allows teachers to list themselves in one other location. If you wish to list a second location, click the check box and enter information.

Congratulations, you have listed yourself in the ACBL Find a Teacher Database. The system may take up to 24 hours to verify your credentials. You will automatically be listed once the credentials are verified.

#### To Search the ACBL Find a Teacher Database

- Go to <http://web3.acbl.org/findalist/teacher>
- Use drop downs to select criteria for the search
- Click “Search”