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Technology Tools

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Partnership Desk

Set up a digital Partnership Desk in minutes — help players find partners and teammates for your events.

A ready-to-use Partnership Desk with duplicable templates: a Google Form for players to submit requests, and a Google Sheet that automatically displays them in a clean, formatted board. Just copy, customise your event names, and share.

What You'll Get

A ready-to-use and customizable Partnership Desk, made up of:

1. A Google Form for partnership requests
2. A Google Sheet that automatically formats submissions into a clean board

What You'll Need

- A Google account
- 10-15 minutes to set up and customise

Step 1: Copy the Partnership Desk Form

1. Open the template form:
https://docs.google.com/forms/d/1GU5K4GUC7TEO1TWAoI_CQ_dqu0WGmUVnItSfI89NKsE/copy
2. Google will ask you to make a copy — click "Make a copy"
3. Rename it for your event, e.g. "EBL Championships 2026 — Partnership Desk"

Step 2: Customise the Events

1. Click on the question "Which event(s) are you looking for a partner/team mates?"
2. Edit the placeholder options (Event 1, Event 2, etc.) with your actual event names
3. Add or remove options as needed using the X and "Add option" buttons

Step 3: Copy the Google Sheet

1. Open the template sheet:
https://docs.google.com/spreadsheets/d/12ja_BCgDX82_tia_iycFMkTocu9YsOCzHbq6iZEslmY/copy
2. Google will ask you to make a copy — click "Make a copy"
3. Rename it to match your form

Step 4: Link the Form to the Sheet

1. Open your copied Form
2. Click the "Responses" tab
3. Click the Google Sheets icon (Link to Sheets)
4. Select "Select existing spreadsheet"
5. Choose your copied Sheet
6. The form will create a new tab for responses (usually called "Form_Responses 1" or similar)

Important: You must rename this new tab to **"Data"** — the "Partnership Board" tab contains formulas that only work if the data tab is called exactly "Data". To rename: right-click on the tab name (bottom of screen) and select Rename, then type "Data".

Step 5: Publish the Form

1. Click the Publish button (top right)
2. Click Publish again to confirm
3. Click the Published button (top right)
4. Make sure Responders is set to "Anyone with the link"

(if not, click Manage, then Responders, then select "Anyone with the link")

1. Click Done
2. Click Published, then Copy Responder Link, then Copy

Step 6: Share the Partnership Board

1. Open your Google Sheet
2. Right-click on the "Data" tab (bottom of the screen)

3. Select "Hide sheet" — this way users will only see the Partnership Board
4. Click the "Partnership Board" tab
5. Click Share (top right)
6. Under "General access", change from "Restricted" to "Anyone with the link"
7. Set permission to "Viewer" (important — they should not edit!)
8. Click Copy link
9. Share this link so players can browse available partners

Tip: Share two different links: the Form link for players to submit their request, and the Sheet link for players to browse who's looking for partners.

Tip: To view or edit the hidden "Data" tab later, go to View menu and select "Show sheet" then "Data".

Form Questions Reference

The template form includes these questions:

Question	Type
Your name, last name	Short answer
Your country	Short answer
Your email	Short answer
Which event(s) are you looking for a partner/team mates?	Checkboxes
You are looking for...	Checkboxes (Partner / Team mates)
Your playing level	Dropdown
Preferred bidding system	Short answer
Any additional notes	Long answer (optional)

Questions or suggestions? Contact us at info@eurobridge.org