

## TAKING PART IN AN ONLINE TOURNAMENT AT LEVEN BRIDGE CLUB

### PLEASE NOTE: THIS IS A GUIDE FOR DUMMIES!

**Don't be put off by all the apparent instructions, there's really hardly anything you need to do and it's pretty intuitive.**

1. Before you can enter a Leven online club tournament, you must ensure that your BBO name is registered with the SBU. If you have not yet entered your BBO name on MEMPAD, or told Alison your BBO name, please do so.

Members of Leven, Glenrothes and Kirkcaldy clubs can play. If you have a guest, please give Alison their BBO name in advance, so that it can be included in the list of eligible players.

2. From now on, our tournaments will have a small entry fee of BB\$3. This is a condition in the agreement that BBO has with the SBU. A proportion of this money comes to the club.

To buy BB\$ from within BBO:

- Near the top right of your screen you will see 3 Blue boxes.
- Click on the **BB\$** box.
- A pop-up window will appear with 5 options
- Choose the second option on the list: Purchase BB\$
- You now have an option to pay with a credit card or your PayPal account if you have one.
- Follow the on-screen instructions - you can buy in amounts of \$10, and the entry fee will be deducted automatically from your balance each time you enter a competition.

**There is also a direct link on the Leven website.**

**BEWARE - DO NOT USE THE SHOP ICON ON A TABLET APP, YOU WILL PAY TOO MUCH!**

3. You must enter the tournament in advance, registration will open two hours before the start time. If you log in before this the tournament will **not** be visible!
  - Both you **and** your partner must be online.
  - On the BBO home screen you will see the words **PLAY OR WATCH BRIDGE** in a blue bar at the top.
  - The second row beneath this says **Competitive**. Click on this.
  - The top of the screen now has a blue bar with **TOURNAMENTS** on it.
  - The bottom row says **All Tournaments**. Click on this.
  - You should now have a green bar across your screen with options on it (**Host, Title ... etc**).
  - Above this bar, to the left of your screen are the words Pending, Running, Complete. Click on **Pending**.
  - Move your eye along to the right and you will see the word **Search**. Click on this word and type **LEV**.
  - The first row under the green bar now has the title **#XXXX Pairs LEVEN Wednesday**. Click on this title.
  - A new box will pop up asking for your partner's name. Type in your partner's BBO name, then click on **invite**.
  - When your partner receives your invitation they should accept it. (This is why you both need to be online!). At this point your fee will be deducted from your BB\$ balance.
  - (You may also be asked for your SBU number but don't worry if you can't remember it, the request should go away).

You can then go away, have lunch, and log in again 5 minutes before the tournament is due to start.

Just sit and wait, and when it is started you will be automatically be taken to your seat.

After each round, you will be moved - you need not do anything more.

4. If you would like to enter but do not have a partner, find the tournament in the same way as described above about 15-20 minutes before the tournament is due to start.
  - When the box pops up asking for your partner's name you will see the words Register, Details, Entries, Partnership desk.
  - Click on **Partnership desk** and see if anyone else is waiting to play.
    - If they are, click on their name to invite them to play with you and if they accept you are in the tournament.
    - If there is no-one waiting in the "partnership desk" area click on **add your name** button to put yourself in that waiting area and wait to see if someone else turns up looking for a game.
  
5. Each time you meet new opponents, use the Chat facility to tell them your NT range:
  - At the very bottom of the window you will see a blue button on the left hand side. This should say **→Table**. If it doesn't, click on it and choose Table from the options.
  - Now click on the word **Message** at the bottom of your screen. The word will move and give you the space to type.
  - Just type your NT range to keep things simple, e.g. 12-14, and then click the **Chat** button.
  - (Your opponents should be doing the same, and you should see their NT range in the box at the bottom).

#### 6. Alerting on BBO

You alert your own bids, not your partner's!


Things to alert include:

- weak twos,
- transfers,
- stayman,
- gerber etc.

The alerting procedure:

- **Before** you make your bid click on **Alert** in the bidding panel, then type in a brief explanation. Your partner will *not* see this, only your opponents.
- If you forget to alert, click on the bid afterwards, then type an explanation in the box that appears.
- Similarly, if you wish to ask an opponent about their bid, click on the bid, and they will fill in the explanation.

#### 7. If you mis-click, and make the wrong bid:

- Immediately click on the blue  box and choose UNDO from the menu.
- Your opponents should agree to this.
- **Note that this is for an accidental mis-click, not a change of mind!**

#### 8. During play, if it is clear that you are going to make all the remaining tricks, please click the **Claim** box. Opponents must accept or decline the claim. This saves time.

Please note that if you are defending and declarer requests a claim **BOTH** defenders need to accept.

#### 9. If any problems arise, call the director. Click on the blue box and choose **Call director**.

He/she will come to the table and sort out any problems.

10. If you do not finish a board in the time allocated, you will get an adjusted score. If you are disconnected, you will be reseeded when you log in again. If this takes too long, a sub will have replaced you, but you will be reinstated at the start of the next board. DO NOT PANIC!
  
11. After the tournament is over, the results should appear on the screen.

If there is a delay and you wish to get them later,

- Log in.
- Click on the **History** tab on the right-hand side of your screen.
- You will see a black bar with the word **History** on it.
- Below this bar are the words: My Table, Recent Hands, Recent Tournaments. Click on **Recent Tournaments**.
- Click on the relevant tournament title (it should be top of the list).
- You should now have a green bar across this section of your screen with options on it (**Board, Result ... etc**).
- You can now:
  - Click on the **Results** button at the top RHS to see a summary of your results. (If BBO is busy, it may be some time before these are available).
  - Click on each board number in the table to see the bidding and play at your table and at other tables if you wish (click **Other tables** at the bottom right)

The results will be on the club website in the usual way, but please allow a few minutes for this.