



SURREY LEAGUE MATCHES



HOW TO SET UP A MATCH ON BBO

1. Introduction

This guide is intended for Team Captains in Surrey County Bridge Association's online Leagues. For all matches that are played on BBO, ALL team members will require a BBO login name/alias and should also be familiar with playing on BBO.

In addition, Team Captains will need to have logged into BBO at least 100 times in order to be able set up a Teams Match.

BBO does not swap the players over at half time, as would happen in a face-to-face match. This means that each team should play each other twice, playing one Teams Match of half the agreed number of total boards for the Match with one configuration and then setting up a second Teams Match of the same number of boards in the second configuration of players.

There is a very helpful YouTube video by Paul Gipson of setting up a Teams Match:

<https://www.youtube.com/watch?v=5kiuLfsQRIY>

Our thanks to David Burch and the Woking Bridge Club for allowing us to use the Woking Teams League document as the foundation for this document

2. Step by Step Guide

Log in to BBO and from the Lobby, select **Competitive**. Then select **Team Matches**:



Near the bottom of the screen select **Create Team Match** to enter the details of the match, starting with the Identification:

Enter "Surrey League – " followed by either "Division N", where N is the Number for your Division, or "Novice Division" as the Title, the date as the Description and the names of your Team and your opposing Team, and then select **Options**

The image shows a screenshot of the 'Create Team Match' dialog box. The dialog has a dark green header with the title 'Create Team Match' and a close button (X). Below the header, there are three tabs: 'Identification', 'Options', and 'Reserve seats'. The 'Identification' tab is selected. The 'Options' tab is highlighted with a red arrow. The 'Reserve seats' tab is also highlighted with a red arrow. The 'Identification' tab contains the following fields:

- Title: Surrey League - Division 'N'
- Description: Date Match is played
- Team 1: Your Team Name
- Team 2: Opposing Team Name

On the Options screen, make sure IMPs are selected, and that the Number of Boards scheduled is half the agreed number of total boards for the Match, remove the options for kibitzing and Barometer scoring.

UNDOS are only allowed in the Auction, and **NOT** when playing the hand

Then select **Reserve Seats**

Create Team Match [X]

Identification Options Reserve seats ←

Form of scoring

- IMPs
- Board-A-Match
- Total points

Number of Boards
Half agreed number of Boards for the Match

Deal source

- Use random deals
- Use saved deals

Select folder

Options

- Allow kibitzers
- Allow kibitzers to chat with players
- Allow Undos UNDOs only allowed during the auction, and NOT allowed in the play of the hand
- Allow Voice
- Barometer scoring

Create Team Match Close

Enter the BBO names of the eight players as teams sitting with each other at their tables:
You are now ready to select **Create Team Match**.

Create Team Match [X]

Identification Options Reserve seats

Reserve seats (optional)

Your Team Name

Your Player 1
 Your Player 4 Your Player 3
 Your Player 2

Opposing Team Name

Their Player 1
 Their Player 4 Their Player 3
 Their Player 2

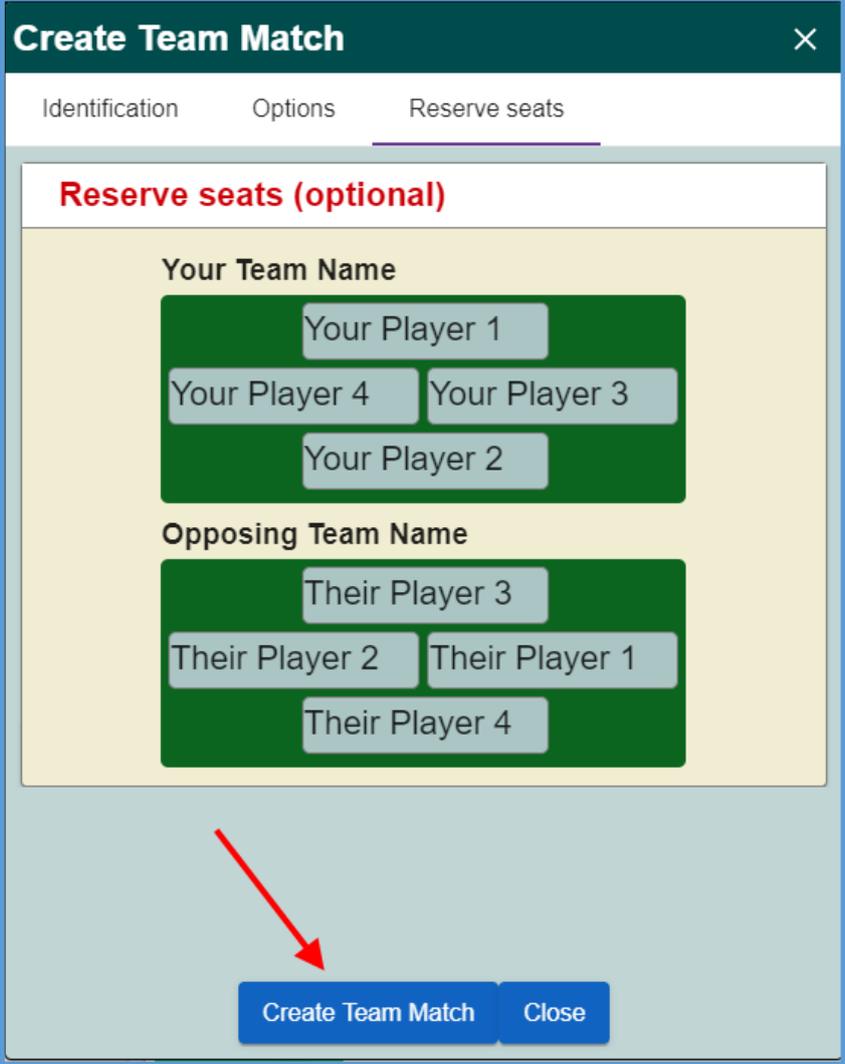
[Create Team Match] [Close]

BBO will check that all the players are logged in and issue an error message and not allow you to proceed if any of the players are not present in the system. With everyone logged in, BBO swaps the East/West players between the teams to set up the tables for the match and sends invitations to all the players to join their allocated positions. If you are playing both halves of your BBO Team Match in quick succession, leave the above window open to make it easier to set up the second match, as shown below. Also, leave it open until the match starts, just in case anyone rejects their invitation to join, so you can **Create Team Match** again. In other words, NEVER click on **Close**.

3. When the Match is Over

Once both tables have completed their set of boards, BBO will display the team scores in IMPs. You are now ready to start all over again in the Step by Step Guide above to play the second match.

If you have NOT closed the [Reserve Seats](#) window, all you have to do is to place the Opposing Team's players at their starting table in the other directions – (swap N with E, and S with W)



The screenshot shows a window titled "Create Team Match" with a close button (X) in the top right corner. Below the title bar are three tabs: "Identification", "Options", and "Reserve seats", with "Reserve seats" being the active tab. The main content area is titled "Reserve seats (optional)" in red text. It contains two sections: "Your Team Name" and "Opposing Team Name". Each section shows a green rectangular area representing a table with four player names in grey boxes. In the "Your Team Name" section, the players are arranged as follows: "Your Player 1" at the top, "Your Player 4" on the left and "Your Player 3" on the right in the middle row, and "Your Player 2" at the bottom. In the "Opposing Team Name" section, the players are arranged as follows: "Their Player 3" at the top, "Their Player 2" on the left and "Their Player 1" on the right in the middle row, and "Their Player 4" at the bottom. At the bottom of the window, there are two blue buttons: "Create Team Match" and "Close". A red arrow points from the left towards the "Create Team Match" button.

Select [Create Team Match](#) and play the second set of boards.

3. When the Match is Over

The whole league match is now over, and you can tally the overall result by combining the IMP scores from both halves. The results of both sets of board matches can be retrieved from the **History** tab under **Recent Tournaments** to make this easy:



Rank will be 1 if you won the Set and 2 if you lost the set

The result for the overall match is determined by adding **FS** and **SS**. If the total is positive you won the Match. If it's negative you lost.

IMPs are converted to Victory Points (VP) using

<https://www.ebu.co.uk/laws-and-ethics/vp-scales>

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Victory Point Scales

Enter number of boards: Enter the TOTAL number of Boards agreed for the Match

After entering the total Boards played for the entire Match above the page will show 3 different **scales**

Select the **Discrete Scale** and locate the row in the table that includes the result (**FS + SS**) in the IMPs column.

The VPs column for that row gives you the result in **VPs**

The example opposite is for a 24 Board Match

24-board discrete scale

VPs	IMPs
10-10	0 - 1
11-9	2 - 5
12-8	6 - 10
13-7	11 - 15
14-6	16 - 21
15-5	22 - 27
16-4	28 - 34
17-3	35 - 43
18-2	44 - 53
19-1	54 - 65
20-0	66+