A Beginner's Guide to ScoreBridge R9

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Introduction

Do I Need To Read This Guide?

You **do** need to read this Guide if you are the scorer for any event run at the Carlton (unless you only ever score aggregate pairs tournaments!).

'Event' means a normal duplicate pairs tournament.

'The scorer' means the person who enters the names and scores into the computer and prints out the results and master point certificates. You might or might not also be the TD of the event.

What Do I Need To Know In Advance?

All you need to use this Guide is:

- a basic knowledge of the names of duplicate bridge movements;
- a **rudimentary** knowledge of Microsoft Windows;
- an understanding of **basic** Windows terms like *click*, *drag*, and *double-click*; and
- the ability to read **and follow** simple instructions literally.

If you've used a bridge scoring program before, that's great: but it's **not** required. **Anyone** can learn to use ScoreBridge by reading this Guide: all you need to do is **read** and **follow** the simple instructions **literally**.

What's In This Guide?

This Guide contains a complete, detailed explanation of how to score a standard duplicate pairs tournament using ScoreBridge R9: from starting up the computer, to **properly** shutting down the computer after you have printed off the results and the master point certificates. We have included lots of screen shots so you can see **exactly** what to do at **every** step.

ScoreBridge has many other capabilities, and can score many other types of events (including Individual and Swiss Teams), but those are beyond the scope of this Beginner's Guide. If you need to learn any of these more advanced features, explore the ScoreBridge **Help** file, then use the 'dummy' PRACTICE club (see the following page) to try them out.

Author! Author!

I've made this Guide as simple and as accurate as I can, but it's always possible that I've overlooked something or got something wrong.

- If you find any mistakes, please tell me: I'll correct them.
- If anything in this Guide confuses you, please tell me: I'll improve the offending explanation to make it clearer.
- If you have any suggestions or ideas about how to improve this Guide, please tell me: I'll use them when I write the next version.

I hope you find this Guide an enjoyable and helpful way to learn how to use ScoreBridge: that's why I wrote it!

Cad Delworth CEng MBCS CITP 23 October 2011

4

About Revision 4

This new section lists everything which is new or changed in Revision Number 4 of this Guide.

• Updated all screen shots to current ScoreBridge versions (at the time of writing).

Starting Up

This section explains how to start everything up, ready to begin scoring your event.

Please get into the habit of having everything started up and ready to go **before** play begins.

The Printer

Check whether or not the **On** button at the top left of the printer's control panel is lit green.

If it isn't, press the **On** button, then wait for about two minutes while the printer starts up.

When you see the **current date and time** on the printer's display panel, it is ready to use.

Check that the printer contains some paper in its lower tray: if not, take paper from the boxes on the floor below the other end of the worktop and load it into the lower tray (see the photo).

The Monitor

Check whether or not the **power light** at the bottom right of the **monitor** is lit green.

If it isn't, press the **On/Off** button, on the bottom of the monitor at the right-hand end.

The Computer

Press the small round **Power** button in the middle of the front panel, just above the silver Dell logo.

The computer starts up, and after about two minutes, you see the Welcome to Windows login screen which invites you to select one of two users.

Click the **TD** button (the one with the snowflake on it). After about five minutes (Please be patient! Startup keeps Windows VERY busy for some minutes!), Windows logs you in and loads ScoreBridge automatically, ready for you to use. (If you accidentally click the **Guru** button, you are prompted for a password. If this happens, ignore the password box and click the **TD** button to log in as usual.)









ScoreBridge

When ScoreBridge starts, you briefly see the ScoreBridge banner, followed by one of these two message boxes:

oreBridge R9.00.58 🛛 🛛 🕅	ScoreBridge R9.00.58 🛛 🕅
Load events for Carlton Bridge Club ?	Load events for PRACTICE Bridge Club ?
<u>Yes</u> <u>N</u> o	<u>Yes</u> <u>N</u> o

- If you are practising or training:
 - If you see the Carlton message box, click No, then in the ScoreBridge menu, click Club, PRACTICE.

🏚 Sc	oreBridge R9.00.58 : C	arlton B					
Club	Club Preferences	Events					
~	Carlton						
	Make a <u>N</u> ew Club						
	Delete Current Club						
	Change Club na <u>m</u> e						

- If you see the **PRACTICE** message box, click **Yes**.
- If you are scoring a real event:
 - > If you see the **Carlton** message box, click **Yes**.
 - If you see the **PRACTICE** message box, click **No** and then, in the ScoreBridge menu, click **Club**, **Carlton**.

You see the Events List window for the selected club.

The Events List window is explained on the next page.

Scoring A Tournament

This section explains how to score a tournament event, print out the results and master points certificates, and copy the Web page of the results to the Carlton's Web site.

This section contains step-by-step instructions to score any standard pairs tournament event, and **nothing** else. *We assume* **you are not** *using BridgePads: if you are, please use the companion manual for BridgePads.*

Check The Club Name!

Before you do anything else, double-check the **club name** in the title bar at the top left of the ScoreBridge window.

If you are practising or training, the name should be **PRACTICE**:

🛖 ScoreBridge R9.00.58 : PRACTICE Bridge Club

If you are scoring a real event, the name should be Carlton:

🙅 ScoreBridge R9.00.58 : Carlton Bridge Club

If the wrong club name is showing, click Club in the menu, then click the correct club name (Carlton or PRACTICE):

🖢 ScoreBridge R 9.00.58 : Carlton B							
⊈lub	Club Preferences	Events					
Carlton							
PRACTICE							
Make a New Club							
	elete Current Club						
	hange Club name						

If you are practising or training, **never** use the **Carlton** club: **always** use the 'dummy' **PRACTICE** club. We created PRACTICE to keep real and practice/training events totally separate; PRACTICE also creates **VOID** MP certificates so you can practise printing them.

In the rest of this Guide, all screen shots show **Carlton**, for consistency. Also remember that the *contents* of the Events List, Player Names list etc. on your screen **will** be different to those shown in this Guide.

Enter A New Event

In the **Events List** window, click **New Event** (the green button):

🛖 Ev	ents List		×
	ch Events do yo 1atch <u>P</u> ointed	ou want to appear in the list below (by Scoring method)? ← [MPed ← Aggregate ← ⊻Ps ← Al]	New Event
Sele	ct Event with I	House - (use Shift key for a range) Refresh List	
	To sort l	ist, click column heading	Retrieve Event
Day	Date	Description	
			Delete Event(s)
			C <u>h</u> ange Event Profile
			Send Event File (s)
			Merge Sections
			Com <u>bi</u> ne Sessions
			Calculate <u>A</u> verages/ Totals
			Calculate Handicaps

Enter Tables And Event Name (Event Profile)

After you click **New Event**, you see the **New Event Profile** dialog. Unless another event has been entered today, the **Date** *will* be wrong!

1. Click the small blue button beside the Date to open the **calendar**:

Change Date if incorrect Section Letter [11 Oct 2011 [if needed]	Pairs
Number of Tables - rounded up if a half or a Rover	C Teams - IMP or VP input C Teams - Scores input
Description - ONLY use for special events or to distinguish two events on the same day	C Individual Help
Use BridgePads	C Swiss Teams
Barometer Event	and / or Master Points

(No Date? Make sure Use BridgePads is cleared (not ticked).

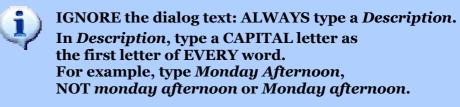
2. In the calendar, click the word **Today**:

Mon Lee Wed Inz Fa. Saf Sun Or VP rout Teams-IMP or VP rout Core Number of Tables -round 4 5 6 7 8 9 10 7 7 10 Teams-IMP or VP rout Core Scores input Heil 10 Total 113 14 15 16 Scores input Heil	Change Date if incorrect 11 Oct 2011	4				2011		•	Pairs D)
Number of Tables -rount 3 4 5 6 7 8 9		26		28	29	30		2	
scription - ONLY use for spec individual 11 12 13 4 5 6 S Swites Pairs 1 1 2 3 4 5 6 S Swites Pairs 1 2 2 3 4 5 6 S Swites Pairs 1 2 2 3 4 5 6 S Swites Pairs 1 2 2 3 4 5 6 S Swites Pairs 1 2 3 4 5 6 S Swites Pairs 1 2 3 4 5 6 S Swites Pairs 1 3 5 5 5 S Swites Pairs 1 3 5 5 5 S Swites Pairs 1 4 5 5 5 S Swites Pairs 1 5 5 S Swi	Number of Tables - roun								~ Teams -
31 1 2 3 4 5 6 Swiss Pairs	Description - ONLY use for spec	17	18	19	20	21	22	23	. He
Today: 11/10/2011 Swiss Teams	tistinguish two events on the sa	- 31	1					6	C Swiss Pairs
		S	Tod	lay:	11/1	0/20	911		Swiss Teams
Use BridgePads Close Result Only - Total scores and / or Master Points	Use BridgePads Barometer Event				Close				

3. Check that the **Date** has changed to today's date, then click **Close** to close the calendar:

Change Date if incorrect 11 Oct 2011	4		Octo				×	Pairs	0
Number of Tables - rouni escription - ONLY use for spec stinguish two events on the sar	3 10 17	27 4 18 25 1	28 5 12 19 26 2	29 6 13 20 27 3	30 7 14 21 28 4	1 8 15 22 29 5	2 9 16 23 30 6	 Teams - IMP or VP input Teams - Scores input Individual Swiss Pairs Swiss Teams 	Cano Hel
Use BridgePads Barometer Event				Close	<u>}</u>			Result Only - Total and / or Master Po	

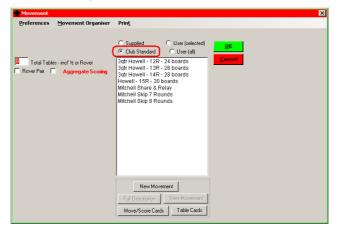
- 4. Type the **Number of Tables**, rounding half tables **up**. For example, for **7**¹/₂ tables, type **8**.
- Type the Description, which should be *either* the weekday followed by Afternoon or Evening (for example, Monday Afternoon);
 or the name of the event (for example, Russell Cup Round 1).



- 6. Check that **Section Letter** is blank (if not, blank it out).
- 7. Check that **Pairs** is selected (if not, click **Pairs** to select it).
- 8. Click **OK** (the green button). This opens the **Movement** window, which is explained on the next page.

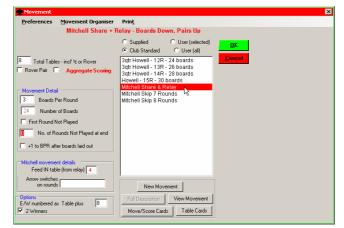
Enter Movement

You set up the movement for your event in the **Movement** window:



- 1. Check that **Club Standard** is selected and if not, click it.
- 2. Check that the **Total Tables** number is correct and if not, change it. Remember that half tables are rounded **up**.
- 3. In the list of movements box, click the movement you want to use. Usually, this will be **Mitchell**, **Mitchell Share + Relay** (for even numbers of tables), or one of the **Howell**-type movements.

After you click a movement in the list, you see its **Movement Detail** at the left of the window:



- 4. Check that **Boards Per Round** is correct and if not, change it.
- If you *know* you will be dropping one or more rounds, type in the No. of Rounds Not Played at end; otherwise, leave it as o.
 NOTE: You can change this later, at any time before you enter the scores from the travellers.

Mitchell Movement Options

You will only see the options described below if you select a Mitchell-based movement. This includes Blackpool and Bowman (also known as 1½-table-based Appendix Mitchell) movements.

Preferences Movement Organiser	Print						
Mitchell Share + R	lay - Boards Down, Pairs Up						
Total Tables - incl 's or Rover Rover Pair Aggregate Scoing Movement Detai Soards Per Round Z4 Number of Boards First Round Not Played No. of Rounds Not Flayed at end +1 to BPR after boards laid out Mitchell movement details Feed IN table (from relay) 4	Supplied User (selected) Cub Standard User (all) Sigt Howell - 15R - 24 boards Sigt Howell - 15R - 26 boards Sigt Howell - 15R - 30 boards Howell - 15R - 30 boards Mitchell Skip & Rounds Mitchell Skip & Rounds						
Arrow switches on rounds	New Movement						
Options E/W numbered as Table plus 8 2 Winners	Full Description View Movement Move/Score Cards Table Cards						

- 1. If you have a relay, check the **Feed IN table** number is correct. This is the table number which *receives* the relay boards.
- If you intend to arrow switch any rounds, type the list of arrowswitched rounds in the Arrow Switches on rounds box. For example, in an 11 round movement, type 10,11 to switch the last two rounds; or type 1,2 to switch the first two rounds. NOTE: Don't forget to clear the 2 Winners box as well!
- 3. If you are not using the standard EW pair numbering system of starting table plus total tables, change the **Table plus** number.

Final Movement Check

Make a final check of all your movement options. Especially check the **Total Tables** and **Boards Per Round**.

When you are sure all your movement options are correct, click **OK**.

This opens the **Players in this Event** window, which is explained on the next page.

Changing Or Correcting The Movement Later

NOTE: If you need to change the basic movement (in the large white list box) at any time after you 'OK' it in the **Movement** window, any scores you have already entered in the **Score Sheets** window will be **lost**.

To change the movement later:

- 1. In the ScoreBridge menu, click Other Pages, Movement.
- 2. Change the movement as described in *Enter Movement* on page 10.

Enter Player Names

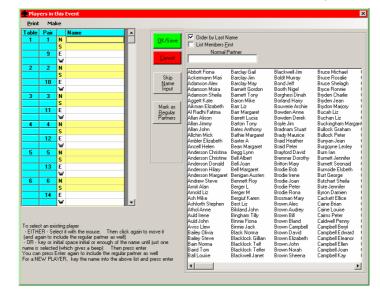
• You need a full set of name slips for this step. If you are practising or training, you can use names from a printed event result sheet.

Player Database

The internal ScoreBridge **Player Database** stores members' and visitors' first and last names. Because every member's name is already in the Database, you should only ever need to add *visitors*' names to the Database.

Enter Names of Players In Your Event

The **Players in this Event** window shows the full set of 'name slips' for the event in table order, as well the list of names in the Player Database:



Tick the *Order by Last Name* box to list players in surname order. You can change order at any time.

Clear the *List Members First* box to list visitors and members in a single alphabetic list.

Always enter player names **before** you enter any scores, especially if you have a half-table (see next page).

To enter player names in the 'names slips:'

- 1. In the player list, find the name of North at table 1. Click this name **once** to copy the name into the 'name slips' list.
- 2. In the player list, find the name of South at table 1. Again, click this name **once** to copy it into the 'name slips' list.
- 3. Repeat the process for East then West at table 1.
- 4. Repeat the process for tables 2, 3, etc.



The name you click will be entered in the slot with the grey box highlight around it (the *current slot*). Click any slot to make it the current slot.

Half-Tables

If you have a half-table, leave the missing pair's names **blank** in the 'name slips' list, as shown in the example window below.

able	Pair		Name 🔺					
1	1	N	Cad Delworth	OK/Save	Order by Last Na			
		S	Mary Millar		List Members <u>Firs</u>	t.		
_	9	Ε	Steve Andrew		Normal Pa	artner		
_		w	Margaret Buckingham	<u>C</u> ancel				
2	2	N	Donald Denoon					
-	_ 2	S	Daniel Corbett		Abbott Fiona	Barclay Jim	Bond Jeff	Bryce Ronnie
_				Skip	Ackermann Mari	Barclay May	Booth Nigel	Bryden Charlie
	10	-	Anne-Marie Harrison	<u>N</u> ame	Adamson Alex	Barnett Gordon	Borghesi Dinah	Bryden Jean
		W	Derek French	Tnput	Adamson Moira	Barnett Tony	Borland Harry	Brydon Marjory
3	3	Ν	Archie Leith		Adamson Sheila	Baron Mike	Bouverie Archie	Bucah Liz
		S	Anne Jack	1 1 1	Aggett Kate Aikman Elizabeth	Barr Liz Barr Margaret	Bowden Anne Bowden Derek	Buchan Liz Buckingham Margaret
	11	Ε		Mark as Regular	Al Radhi Fatima	Barrett Lucia	Bovle Jim	Bullock Graham
_		w		Partners	Allan Alison	Barton Tony	Bradnam Stuart	Bullock Peter
4	4		Andrew Muir	- artifols	Allan Jimmy	Bates Anthony	Brady Maurice	Bunvan Jean
*	-	S	Andor Papp		Allan John	Bathie Margaret	Braid Heather	Burgovne Leslev
_	- 10				Allchin Mick	Baxter A	Braid Peter	Burn lan
	12	E	Raveen Wickramasing		Ambler Elizabeth	Bean Margaret	Brayford David	Burnett Jennifer
		w	Peter Stephens		Ancell Helen	Begg Lynn	Bremner Dorothy	Burnett Seonaid
5	5	N	Andrew Mack		Anderson Christina	Bell Albert	Britton Mary	Burnside Elsbeth
		S	Margaret Cleary		Anderson Christine	Bell Joan	Brodie Bob	Burt George
	13	E	Christine Anderson		Anderson Donald	Bell Margaret	Brodie Irene	Butchart Sheila
_		w	John Brown		Anderson Hilary Anderson Margaret	Benigan Austen Bennett Bov	Brodie Joan Brodie Peter	Bute Jennifer Bvron Damien
6	6	N	Miro Dragic		Anderson Margaret	Berger L	Brodie Peter Brodie Rona	Cackett Ellice
0	0	S			Armit Alan	Berger M	Brosman Marv	Caine Brian
_			Philip de la Mansons-F		Arnold Liz	Bergiuf Karen	Brown Alec	Caine Louise
	14	E	Jean Cooper		Ash Mike	Best Liz	Brown Audrey	Cairns Peter
		w	Malcolm Lee		Ashforth Stephen	Bilsland John	Brown Bill	Caldwell Penny
7	7	N	Eric Jeffrev		Athol Anne	Bingham Tilly	Brown Bland	Campbell Beryl
					Auld Irene	Binnie Fiona	Brown Campbell	Campbell Edward
					Auld John	Binnie Jack	Brown David	Campbell Eleanor
	t an exi	Jina	alayor		Aviss Llew	Black Norma	Brown Elizabeth	Campbell Ellen
			t with the mouse. Then click again t	o move it	Bailey Olivia	Blacklock Gillian	Brown John	Campbell Joan
			e the regular partner as well)	o move k	Bailey Steve Bain Norma	Blacklock Telf Blacklock Telfer	Brown Norah Brown Sheena	Campbell Kay Campbell Margaret
			space initial or enough of the name u		Bain Norma Baird Tom	Blacklock Leifer Blackwell Janet	Brown Sneena Bruce Michael	Campbell Margaret Caplan Dave
ame is	selecter	l (wł	nich gives a beep) Then press ente	r _	Ball Louise	Blackwell Janet Blackwell Jim	Bruce Michael Bruce Rosalie	Capian Dave Capian Val
ou car			again to include the regular partner a L. key the name into the above list an		Barclay Gail	Boldt Murray	Bruce Sheladh	Carmichael Eileen

To leave slots blank, simply click the **next** slot in the 'name slips' list where you **do** want to enter a name, to make it the current slot.

In the example above, after you enter the NS names for table 3, you click the 'name slips' list slot for North at table 4.

Then continue clicking names in the player list as usual.

Correcting Mistakes

In the 'names slip' list, **click the incorrect name**. This highlights the name with a grey box, making it the current slot.

Then:

- **To change an incorrect name:** Press the **Delete** key on the keyboard. This deletes the name. In the **player list**, click the correct name.
- **To blank out a name** (because it is a missing pair): Press the **Delete** key on the keyboard. This deletes the name.

You CAN change any name at a later time.

In the ScoreBridge menu, click *Other Pages*, *Players in this Event*; then make corrections as described above.

Visitor Names (Entering New Players)

Always check that the name is **not** already in the player list. This is easier to check if you clear the **List Members First** box.

Especially check that the name is **not** already in the player list with an abbreviated or alternative spelling of their first name. For example, **Bill** and **William**, **Liz** and **Elizabeth**, **Bob** and **Robert**, **Kate** and **Catherine**.

If the player name is *definitely not* already in the list:

- 1. Make sure the correct 'names slip' list slot is highlighted (if not, click the correct 'name slips' list slot to highlight it).
- 2. Type the player's **full** first **and last** names into the 'name slips' list slot, then press the **Enter** key.

Be careful to spell the name correctly and to use capital letters in the correct places. **NEVER** enter just a first name!

For example: Susan Doe, not S Doe, SUSAN DOE, susan doe, Susan doe, or Susan.

NOTE: Please **always** type a player's first name **in full**. **Never** type just the initial letter.

After you press the **Enter** key, you see this message box:



3. Click **OK**. You see this message box:

ScoreBridge R9.	00.58 🛛 🔀
Club Member ?	
<u>Y</u> es	No

4. Click **No**. If the player is a Club member, please leave a note for the Club Secretary, stating the player's name: **do not** yourself mark anyone as being a Club member.

Confirm And Save Names

When you have entered and checked all the names in the 'names slips,' click **OK/Save** (the green button).

If you have a half-table, you see a message box like this one:

ScoreBridge R9.00	.58	\times
Half Table - No Pair	at table 3E-O	к?
Yes	No	

Click **Yes** if the half-table is in the right place, **or** click **No** to go back and make changes.

NOTE: If you see the Half Table message box more than once, your list of names is **not** correct. Click **No**, then check that you have not got two or more half-tables in the 'name slips' list.



You CANNOT proceed if you have *more than one* pair missing in the 'names slips' list.

Enter Scores From Travellers

• Make any final changes to the movement (drop rounds. arrow switches, etc.) BEFORE you enter ANY scores.

When you click **OK/Save** in the **Players in this Event** window, you see the **Score Sheets** window, showing the **board 1** score sheet (traveller):

	Fefere refere ne Vul oring m Match Butler Cross I Aggreg	m ces / lethod Points mps	Options -	ore N/9 Urd	S Event Line Orr S Numb er Playe re Sequ	ler er							Board No. 1 All Done End/ Save
Arr ow	NS 1 3 4 5 6 7 8	9 13 15 10 12 14 16		By	Total Tricks	Lead	N S Score	E W Score	Match	Points	N S Fine	EW Fine	Board Clear Board Split Board Score is valid but unlikely
Don	e Done		Part										Invalid Score

IMPORTANT: Make sure that N/S Number is selected; if not, click it.

Score Sheets Window Layout

The left half of the **Score Sheets** window shows, from top to bottom:

- Vulnerability of the board (as a check and reminder).
- Scoring method and Score Line Order (self-explanatory).

Always make sure that the option selected in Score Line Order is N/S Number, or the order on the screen will not match your travellers!

- **Score sheet** (traveller) for the board.
- Lists of boards whose scoring is **Done**, **Part** done, or **Not Done**. (These lists are empty until at least one board is partly scored.)

At the top right of the window is the **Board No.**, flanked by buttons to move to the **Previous** (down arrow) or **Next** (up arrow) board.

Below this are four more buttons:

- All Done, which calculates the full event result;
- End/Save Board, which saves and scores the current board;
- Clear Board, which clears the current board; and
- **Split Board**, which lets you **split-score a fouled board**. (For advanced users only!)

Current Slot

Whatever you type in the **Score Sheets** window is entered in the **current slot**, which is highlighted by a grey box around it as shown above.

To change the current slot, press the arrow keys (cursor keys) on the keyboard, or click the slot you want to be the current slot.

Last Zero In Scores (Omit Last Zero)

The default setting when entering scores **is** to omit the last zero (for example, to enter **620**, you type **62**), but you can switch this on or off.

To check or change the 'omit last zero' option:

 In the Score Sheets window menu, click Preferences/Options, Scoring Preferences THIS EVENT ONLY.



You see the following dialog:

When entering scores Omit the last Zero We Allow Patially Completed Score Sheets (for fear off / multipart travellers)	OK
Options for all Events for this club	Carce
Always include Deal On Score Screen	
For Pairs - ALWAYS use Match Pointing (not Butler, Cross Imps or Aggregate)	Help
Default Scoring method at this Club	
Match Points ⊂ Buffer ⊂ Cross Imps ⊂ Apprepate	
Natch Point Calculation Method - this Match Pointing Simple (SMPC) C Neuberg Pouble C Single	
Sinela Match Print Calculation defentment , this Found	
Adjust to give the same match points for all boards when numbers of Score Lines	
 Adjust on all boards with less than maximum lines - the Default and is strictly the correct way 	
Adjust to give the same match points for all boards when numbers of Score Lines a Adjust on all boards with less than maximum lines - the Default and is sticily the conect way C De not make any adjustment (the method that numual scores are used to)	
Adjust to give the same match points for all boards when numbers of Score Lines - Adjust on all boards with less than maximum lines - the Default and is sticitly the conect way	
Adjust to give the same match points for all boards when numbers of Score Lines 	
Addate to give the care moths points for all baseds when numbers of Score Lines on the Debut and is block for management into in	
Majo to gran the same match points on all based when nutrees of Score Lines - de dation of blocks which has then numerican tension in the Default and is discliphic cores with the Default and is discliphic cores with adjust or force based with score the less than the Average for the developed based. The Default and the Default and the Default Score based based on the Default and the Default Score based based on the Default and the Default Score based based on the Default and Default and Default and Default and Default and Default and Default and Default and Default and Default	
Adduit to prior the same north yoans to all backs when northers of Score Lines in the back with a loss that the term normalizer to the same set in the back with site term normalizer to the same set of the in data with strateging the same set of the same set of the index of the same set of the same set of the same set of the same set of the same set of the same set of the same set of the same set of the same set of the same set of the same set of the same set of the same set of the same set of the same set of the same set of the same set of the same set of the same set of the Same set of the same set of the same set of the same set of the Same set of the same set of th	

- 2. Tick or clear the **Omit last Zero in scores** box. **NOTE: Do NOT** change any other options in this dialog.
- 3. Click OK.

Entering Scores

- To enter a score in the current slot: Type the score then press the Enter key. For example, **42 Enter** (420 to NS) or **-5 Enter** (50 to EW).
- To enter the same score as the slot above ('copy' a score): Press the Enter key without typing a score.

ScoreBridge checks every score you enter and highlights:

- **invalid** scores with a **red** background, and
- **'unlikely'** scores with a **yellow** background.

NOTE: ScoreBridge **will accept** invalid scores and **will not** force you to correct them; it is up to **you** to make sure you **do** notice **and** correct any invalid scores!

Entering Adjusted Scores

You can enter 'artificial' adjusted scores for NS, EW, or both. (To type %, press **Shift+5**.)

- To enter an 'average,' type **a** (or type **50%**).
- To enter an 'average plus,' type **60%**.
- To enter an 'average minus,' type **40%**.

The 'other' pair will score (100% – the adjusted score) unless you enter an adjusted score in **both** columns. For example, to award an 'average plus' to both sides, type **60%** in **both** the NS **and** EW columns.

N S Score	E W Score
100	
8000	
	140
1400	
	150
	140
	260

Entering Match Point Fines

All match point fines **must** be entered on the score sheet for a board. There is no separate 'fines' window in ScoreBridge.

To enter a match point fine, type the number of match points into the correct slot in any board, but ideally in the board which resulted in the fine. Note that match point fines are typed **without** a minus sign.

In the example score sheet shown below, Pair **4** (NS) are fined **1MP** and Pair **14** (EW) are fined **2MPs**.

Completing And Correcting A Board

After you press **Enter** following the final score for a board, ScoreBridge:

- calculates the match points for the board,
- highlights the Next (up arrow) button, and
- updates the **Done / Part / Not Done** lists,

as shown in the example score sheet below:

ء 👷	core	Sheet:	5										×
PI	efere	nces/	Options -	Thi	s Event	Only							
	ne Vul pring m	iethod Points mps	Sc	ore N/: Ord	Line Oro S Numbe ler Playe pre Sequ	der — er d							Board No. 1 All Done End/ Save
Arr	NS	EW	Contract	By	Total Tricks	Lead	N S Score	E W Score	Match	Points	N S Fine	EW Fine	Board
<u> </u>	1	9		_			60%	60%	7	7			<u>Clear</u> Board
	3	13					430		8	4			Board
	4	15					400		4	8	1		C-P
	5	10						50	1	11			<u>S</u> plit Board
	6	12					400		4	8			
	7	14					460		11	1		2	Score is
	8	16					430		8	4			valid but unlikely
													Invaid Score
Done	-1												
Not	Done 2	2345	6789101	11	2 13 14	15 16 1	7 18 19 2	0 21 22 2	3 24				

Check that all the scores match the scores on the paper traveller.

If everything is correct, press the Enter key once to move to the next board (9 to 10, 2 to 3, etc.).

If there are any errors:

- 1. Click the slot you want to change.
- 2. Press the **Delete** key to clear the slot.
- 3. Type the correct score or adjusted score, then press the **Enter** key.
- 4. Repeat the steps above for **each** incorrect slot.
- 5. Click End/Save Board to recalculate the board.
- 6. Check that the board is now correct and if not, repeat these steps.

Part-Scored Boards

You **don't** have to enter **all** the scores for a board at the same time.

To save a part-scored board, click End/Save Board.

Later, after you **have** entered all the scores for the board, click **End/Save Board** to calculate the match points.

Entering Boards Out Of Sequence

ScoreBridge works fastest if you can enter the travellers in number order, starting with board 1 and working upwards (board 2, board 3, etc.).

For larger events using 'tear-off' travellers, or if some tables are slow in finishing, you may need to enter travellers out of sequence.

To move to a specific score sheet, click one of the arrows either side of the **Board No.** at the top right of the window.



- Click **Previous** (down arrow) to move to the next **lower** numbered board (**10** to **9**, **3** to **2**, etc.).
- Click **Next** (up arrow) to move to the next **higher** numbered board (**9** to **10**, **2** to **3**, etc.).

Help! The Board Number Is Blank!

Don't panic! This happened because you pressed the **Enter** key too many times at the end of a board you just scored.

To move to the board you want to score next, click **Previous** (down arrow) or **Next** (up arrow) as described above.

Calculating The Result

Usually, once the last board is scored, you see the message box below.

Occasionally, and especially if you had to 're-visit' any score sheets to correct scores, you need to click **All Done** to confirm that you have finished entering all the scores. In this case, you might instead see the *second* message box shown below.

ScoreBridge R9.00.58	×
Last board entered	
Display results ?	
Yes	

Click Yes to continue.

You see this message box:

ScoreB	ridge R9.00.	58 🔀
Skip c	heck that all so	cores have been entered?
	<u>Y</u> es	

Click No: this runs a check that no scores have been missed out.

Unless any scores **are** missing, ScoreBridge calculates the event results and Master Points awards, and you see the **Results and Outputs** window, which is explained on the next page.

Checking The Results

Here is a sample **Results and Outputs** window:

	Pull Slider down to see Points per Board Matrix and Travellers
	Carlton Bridge Club Friday 6 April 07
Top line: Date	Pair Pair North / South 1 6 Margaret Bean & Maureen Clark 193/336 = 57.44 30
Lower line: Description	1 6 Margaret Bean & Maureen Clark 199/336 = 57,44 30 2 5 Reme Leep & Actine McDugal 175/336 = 52,08 10 4 1 Cad Delworth & Mary Millar 167/336 = 49,70 5 2 Betty Black & Jane Miller 167/336 = 49,70 5 2 Betty Black & Jane Miller 155/336 = 47,92 6 3 Bill Brown & Jean Dunsire 155/336 = 46,13 7 Helen Anderson & Jim Herbert 152/336 = 46,13
	East / West 1 13 Christine Irving & Les Sinclair 229/336 68.15 30 2= 8 Aurore Sibbet & Helen Ward 184/336 54.76 15 2= 11 Elizabeth Smith & Joan Crockett 184/336 54.76 15 2= 11 Elizabeth Smith & Joan Crockett 184/336 54.76 15 3 0 Elizabeth Smith & Joan Crockett 184/336 54.76 15 5 10 Elien Leggate & Alison Kennedy 187/336 49.11 50 6 12 Alerge Matt & Arrilson Kennedy 147/336 42.56 61 7 14 Waiter Girony & Clame Gravy 130/336 58.69 58.69
	Pair Match Points 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 92 21 22 32 North / South 1 12 13 14 15 16 17 18 92 21 22 32 1 12 17 4 9 12 16 2 10 16 1 3 8 10 2 9 6 11 0 10 6 1 3 8 10 15 16 1 3 8 10 11 12 13 16 15 3 17 18 19 10 12 13 3 10 16 13 3 12 13 14 14 14 14 14 14 14 14 14 14 13
	۲

The window shows the ranked results and master points, followed by the pair/board matrix and the full set of travellers.

The event **Date** and **Description** are highlighted.

Check the page, especially *Date* and *Description*. EVERY event MUST have a *Date* and *Description*. If you see a blank line below *Date*, it means that the *Description* is blank: add a *Description* NOW!

If you need to change or correct anything:

- 1. In the ScoreBridge menu, click **Other Pages**.
- 2. Click the name of the window (page) you want to view: for example, **Movement**.



- To change the Date or Description:
 - a) In the ScoreBridge menu, click Other Pages, Events List.
 - b) Click your event in the list to highlight it.
 - c) Click Change Event Profile.
 - d) Make your changes.
 - e) Click **OK**.

You see a dialog box confirming your changes: click OK.

- 3. Make your changes and **save** them. (Click **OK**, **Yes**, **OK/Save**, or **All Done**, depending on the window you are working in.)
- 4. In the ScoreBridge menu, click **Other Pages**, **Score Sheets**. In the **Score Sheets** window, click **All Done**. This recalculates the result and makes any required name changes.
- 5. Check the Results and Outputs window again.

Suppress Master Points Allocation

For some events, Master Points are **not** awarded by the Carlton, so you need to **suppress** the usual allocation of Master Points by ScoreBridge.

To suppress the allocation of Master Points:

 In the Results and Outputs window menu, click Options, Master Points Options FOR THIS EVENT. You soo the following dialog:

You see the following dialog:

	Matter Para Clobe Stepress Matter Point Code Ste
Options Print Handicap Send Make ✓ Iwo Winner Result Include Deal in Web Page Master Point Options FOR THIS EVENT ,	
Cologr Show Parallel Play Result	Out-Dokres - Email address for sending in Master point Totals from the Averages / Totals screen
	- UK Issue of avoids Next File Sexial number [Text] Certificate Sexial Pietrs DAPL Sexial Number [4281

- 2. Tick the Suppress Master Points box.
- 3. Click **OK** (the green button).

Make Results Web Page

Before you forget, make a Web page of your event's results. This is a very simple process which requires **no** Web knowledge.

To make a Web page:

- In the **Results and Outputs** window menu, click **Make**.
 NOTE: DO NOT click **Send**!
 (Send does not send a Web page, and does not make a Web page either.)
- 2. In the **Make** menu, click **Web Page**. You see a dialog box like the one below:

Duplimate File w	ith Hands			? ×
Look in:	Saved Dealt H	lands	💌 🗧 🖻 👘 🎟 -	
My Recent Documents Desktop My Documents My Computer	20090416-Wd 20090419-GR 20090421-YE 20090421-YE 20090421-YE 20090423-YE 20090423-YE 20090423-YE 20090423-YE 20090423-YE 20090512-GR 20090512-PII 20090513-Pir 20090513-Pir 20090513-Pir 20090714-GR 20090714-GR	EEN-BLACK.DUP LLOW X 2.DUP LLOW X 2.DUP LLOW X 3.DUP D-2.DUP REEN.DUP rey.dup WK-RUSSELL.DUP nk2.dup EEEN 2-RUSSELL 15.DUP etey 1-RUSSELL 16.DUP white-helen.dup	BillBrown30Mar2009. Compared to the second	K.DUP UP -RED-3.DUP 4.DUP 90616.DUP 0UP 3.DUP
(•			F
My Network Places	File <u>n</u> ame:		•	<u>O</u> pen
Flaces	Files of type:	Deal (*.dlm;*.dup)	•	Cancel

- If the boards were dealt at the table, click Cancel.
- If the boards were pre-dealt by the dealing machine:
 - a) In the list, find the file name containing your hands.
 - b) Click the file name to select it.
 - c) Click **Open**.
- 3. After you choose whether or not to add hand diagrams, you see a dialog box like the one below:

ScoreBridge	
Web Page saved in C:\Program Files\ScoreBridge\UserData\PRACTICE\WebPage:	s\2007oct09!wednesday evening!.htm
OK	Help

4. Click **OK**. This confirms that ScoreBridge has saved the Web page on the computer, including the hand diagrams if you added them.

Soon (see page 25), you will send the Web page you have just created to the Carlton's Web site, where it will appear immediately on the **Results** page.

This is also a very simple process which requires **no** Web knowledge.

Web Page

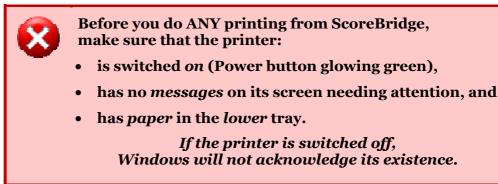
Scores Spreadsheet

Re-open Scolling Results Screen

Scrolling Results

<u>T</u>ext File ^い Spreadsheet

Printing Results And Master Point Certificates



The ultimate aim of scoring any event is to print out the results (rankings) and the Master Point certificates.

Printing Event Results

When you click a *Print* menu item, printing begins IMMEDIATELY. You do NOT see any further dialogs.

The **Results and Outputs** window should still be showing (if not, in the ScoreBridge menu, click **Other Pages**, **Results and Outputs**).

To print the event results:

- 1. In the **Results and Outputs** window menu, click **Print**.
- 2. In the **Print** menu, click **Ranked Results**.



A sample print is shown below.

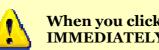
			atch Po	ints	Mast'Point	s
Pair North / South		MPs	Max	Score%	(Club)	
1 6 Margaret Bean & Maureen Clar 2 5 Renee Lees & Cathie McDougal		193 175	/336 /336	= 57.44 = 52.08	30 20	
3 4 Ian Macaulay & Rosa Massie		175	/336	= 52.08 = 51.49	20	
4 1 Cad Delworth & Sheila M Mack	w	167		= 49.70		
5 2 Betty Blake & Jane Miller 6 3 Bill Brown & Jean Dunsire		161 155	/336 /336	= 47.92 = 46.13		
7 7 Helen Anderson & Jim Herbert		152	/336	= 45.24		
East / West 1 13 Christine Irving & Les Sinclair		229	/336	= 68.15	30	
2= 8 Aurore Sibbet & Helen Ward		184	/336	= 54.76	15	
2= 11 Elizabeth Smith & Joan Crocket 4 9 Kay & Jan Coutts	C	184 165	/336 /336	= 54.76 = 49.11	15	
5 10 Ellen Leggate & Alison Kennedy			/336	= 42.56		
6 12 Audrey Watt & Avril Colguhoun 7 14 Walter Gilroy & Clare Gray		141 130	/336 /336	= 41.96 = 38.69		
Pair Ma 1 2 3 4 5 6 7 8 9 10	tch Poin	ts per Bo	ard	19 20 21 22	23 24 25 26 27	TOTAL
North / South	2 6 12	3 6 10		6 1 3 3	8 10 1 7 1	7 10
2 9 6 11 8 9 0 6 0 7 11	0 11 9	8 6 7	1 0	6438	4 1 8 12 5	1 16
4 9 6 0 12 6 3 3 6 1 6	5 6 4	8 6 7 8 0 12	8 2 8 7	$\begin{smallmatrix}6&1&3&11\\6&8&11&3\end{smallmatrix}$	4 12 11 1 5 3	
5 2 6 7 4 12 3 3 2 4 11 6 5 11 3 10 1 11 8 9 11 6	964 12110	0 12 2 3 6 2	8 12 8 7	6 12 3 6	4 5 5 7 10 1 10 1 11 7 12	1 19
7 0 1 3 0 4 11 10 9 11 2 East / West	909	12 6 2	84	6 8 8 11	05171	4 15
8 0 11 5 8 0 9 9 10 5 1 9 10 6 5 8 3 12 6 12 1 6	12 1 12	9 6 10	4 10 4 8	$ \begin{array}{rrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrr$	12 7 1 11 7 8 0 11 5 11	2 1
10 3 6 1 4 11 1 4 3 5 12 11 7 1 9 2 11 4 12 8 1 10	7 10 3	0 6 10		6 4 9 9	4 2 7 5 2	0 1
12 7 1 1 8 8 1 2 3 11 6	760	962	4 0	6 4 9 4	8 11 1 5 0	11 14
$\begin{array}{cccccccccccccccccccccccccccccccccccc$	10 6 8 3 6 3	12 0 10 4 6 5	11 12 4 5		2 11 7 11 4 0 4 11 5 11	5 22 8 13
Maximum scores / board 12 12 12 12 12 12 12 12 12 12 12	12 12 12	12 12 12	12 12	12 12 12 12	12 12 12 12 12 12	12
Produced by ScoreBridge - Licensed to Carlton Bridge	<i>a</i>				Page 1 on 1 Noven	1

NOTE: For large numbers of boards, the matrix prints on a separate **second** page.

3. Post the printed results on the Club notice board.

Printing Master Point Certificates

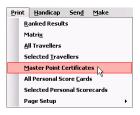
The Results and Outputs window should still be showing (if not, in the ScoreBridge menu, click Other Pages, Results and Outputs).



When you click a Print menu item, printing begins IMMEDIATELY. You do NOT see any further dialogs.

To print the Master Point certificates:

- 1. In the **Results and Outputs** window menu, click **Print**.
- 2. In the **Print** menu, click **Master Point Certificates.**



If you see an **MP Serial Number** message box like the one below:

💐 MP Serial Number 🔹 🔊
'Next Serial Due' to print is 15048
but Last Log file entry was for 12 certificates starting at Serial 15000
For These certificates, start from serial
15012 15048 Cancel

click the **higher** numbered button.

If you see a **re-issue** message box like the one below, this means the certificates for the event have already been printed:

ScoreBridge R9.00.58			
The Event record for 09 Oct 2007 Wednesday Evening shows that 12 Master Points have already been issued Cancel and re-issue them ?			
Yes No			

> If you are re-printing the certificates after clearing a paper jam or some other problem, click **Yes**; you see this message box, confirming you want to cancel the previous printed certificates:

ScoreBridge R8.9.16	×
There is no entry in the Master Point log on this comp	uter for this event date and description
Do you want to make a cancellation entry for 12 certi	ficates starting with serial 15000 ?
Yes No	Cancel

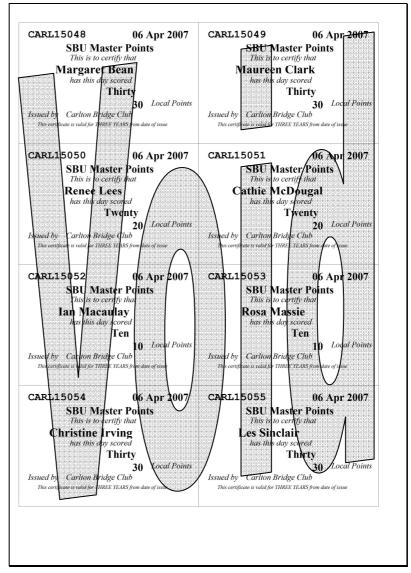
If you are sure you want to cancel the previous printed certificates and print the new ones, click Yes.

> If you are printing the certificates for the first time: click **No** to cancel the print. Please also leave a detailed note, including the

Event Description, so that we can investigate the problem.

Sample Master Point Certificate Print

A sample page of MP certificates created by ScoreBridge is shown below. (Real certificates do not have the **Void** overprint).



You do not need to initial or sign ScoreBridge MP certificates.

All you need to do is print the certificates, cut them up, and give them to the recipients or put them into the envelope containing that pair's prize money.

NOTE: Please file all Master Point Certificates for pairs who have **not** won prize money in the wooden boxes on the wall opposite the bar.

Send Results To Carlton Web Site

• If you have not yet made a Web page of your event's results, please turn to page 21 and make the Web page; then return to this page.

To send the results Web page to the Carlton's Web site:

- 1. If it is not already started, start **Internet Explorer** and **wait** until you see the Carlton Web site's welcome page.
- 2. On the desktop, **double-click** the icon labelled **Send Results to Carlton Web Site.** This opens a program called **Carbon FTP**:



Carbon FTP 1.1		_ 🗆 🗙
1. Welcome to CarbonFTP. Please, choose the existing project or create	s new project.	
Create new project		
Open existing project	at the second	
Send Results to Carlton Web Site		
	Edit Caption	Remove Selected Project
	<< Back	xt>> Close

3. Click **Open existing project**, then click **Send Results to Carlton Web Site**:

窗Carbon FTP 1.1		
 Welcome to CarbonFTP. Please, choose the existing project or creat 	te new project.	
C Create new project		
 Open existing proje 	ect	
Send Results to Carlton Web Site		
	Edit Caption	Remove Selected Project
	<< Back N	ext >> Close

4. Click Next>> four times (do NOT change any of the settings on any screen!):

Carbon FTP 1.1			
 Check settings. Check the project settings, please, and press press "Back" button. 	"Go" button to e	xecute. If you want to	do some changes,
Review of the project			
FTP server Host: Tho-cathorbidgecentre.org.uk Part 21 Lise name: cathorbidgecentre.org.uk Passive mode: No Passive mode: No Local Inder: C:StadgeD atsCathorNvebPages Mode: Local > Remote With subloders: No Sectorcy: No			
Include files: ".htm			•
	<< Bac	k Gol N	Close

5. Click Go!

Carbon FTP sends your results page to the Carlton's Web site:

Carbon FTP 1.1			_ 🗆 🗵
 Finishing. After finishing of the project 	you may save the log file as a tex	tt. Save your current proje	ct for next sessions.
Progress Log			
19/07/2008 22:26:34; Opening 18/07/2008 22:26:34; Conel 18/07/2008 22:26:34; Collecting 18/07/2008 22:26:34; Donel 18/07/2008 22:26:35; Collecting 18/07/2008 22:26:35; Donel 18/07/2008 22:26:35; 1 files has) local files) FTP files		×
~	Stop Do you want to autom: Just download the free		Save Project
	<< B)	ack Begin >>	Close

WAIT until you see a message in the Progress Log like: 1 files has been uploaded.

NOTE: The number will be **2** (or more) if there were any other results Web pages waiting to be sent to the Carlton's Web site.

- 6. Click **Close** to exit the **Carbon FTP** program.
- 7. Use Internet Explorer to browse the Recent Tournament Results page on the Carlton's Web site. Your event's result should be listed there. If not, in the Internet Explorer window, press the F5 key. If your event is still not in the list, see *If It Didn't Work* below.
- 8. In the **Recent Tournament Results** page in **Internet Explorer**, click your event's name to check its results page.
- 9. Close the **Internet Explorer** window. (Click the × button at the top right of the window.)

If It Didn't Work ...

Any problems sending the results Web page to the Carlton's site usually happen because the computer has not fully connected itself to the Internet before you send the page, so repeating the send process (start from step **3** above) will almost always work.

- If the send process still doesn't work, **make** the results Web page again by carefully following the instructions on page 21, then send the Web page to the Carlton's Web site as described above.
- If it *still* doesn't work after following all the instructions above, give up and shut down the computer as normal: the next successful 'send' by *anyone* will also send **your** event's results Web page to the Carlton's Web site.

Shutting Down

This section explains how to shut down the computer equipment after you finish scoring your event.

The Printer

Check that the printer has some paper in its lower tray.

Hold down the **On** button until the printer beeps and switches off.

ScoreBridge

To close ScoreBridge:

- 1. Click the × button at the top right of the ScoreBridge window.
- 2. In the Are you sure that you want to close ScoreBridge message box, click OK.

The Computer

To shut down the **computer**:

- 1. At the bottom left of the desktop, click **Start**, **Turn Off Computer...**.
- 2. In the **Turn off computer** dialog, click **Turn Off**, then click **OK**.

The Monitor

Switch off the **monitor** by pressing the **On/Off** button, on the bottom of the monitor at the right-hand end.







Cano