

A Beginner's Guide to ScoreBridge R9

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This is revision number 4 of the Guide,
saved at 09:30:00 on 23 October 2011.

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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*

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.

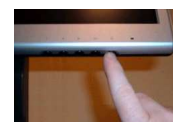
Check that the printer contains some paper in its lower tray: if not, take paper from the boxes on the floor below the other end of the worktop and load it into the lower tray (see the photo).



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.

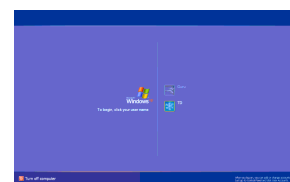


The Computer

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.)

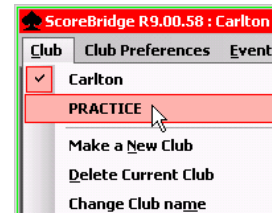
ScoreBridge

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



- **If you are practising or training:**

- If you see the **Carlton** message box, click **No**, then in the ScoreBridge menu, click **Club, PRACTICE**.
- 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

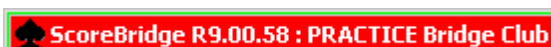
This section explains how to score a tournament event, print out the results and master points certificates, and copy the Web page of the results to the Carlton's Web site.

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.

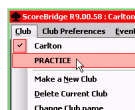
If you are practising or training, the name should be **PRACTICE**:



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



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

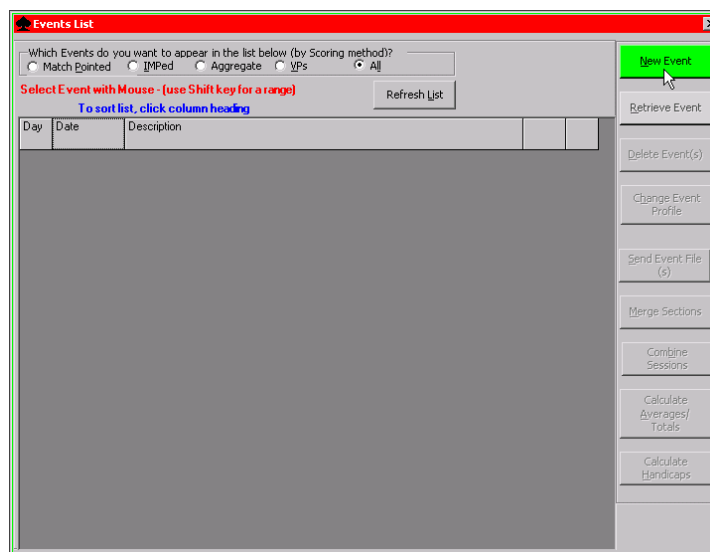


If you are practising or training, **never** use the **Carlton** club: **always** use the 'dummy' **PRACTICE** club. We created PRACTICE to keep real and practice/training events totally separate; PRACTICE also creates **VOID** MP certificates so you can practise printing them.

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

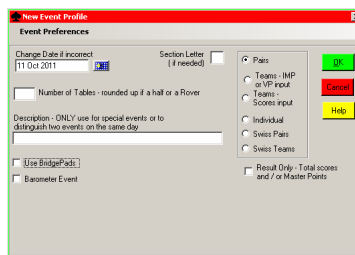
In the **Events List** window, click **New Event** (the green button):



Enter Tables And Event Name (Event Profile)

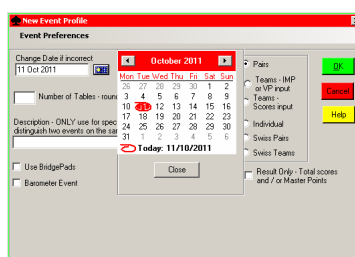
After you click **New Event**, you see the **New Event Profile** dialog. Unless another event has been entered today, the **Date** *will* be wrong!

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

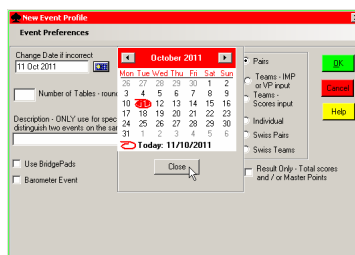


(No **Date**? Make sure **Use BridgePads** is cleared (**not** ticked).

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



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



4. Type the **Number of Tables**, rounding half tables **up**. For example, for 7½ tables, type **8**.
5. 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**).

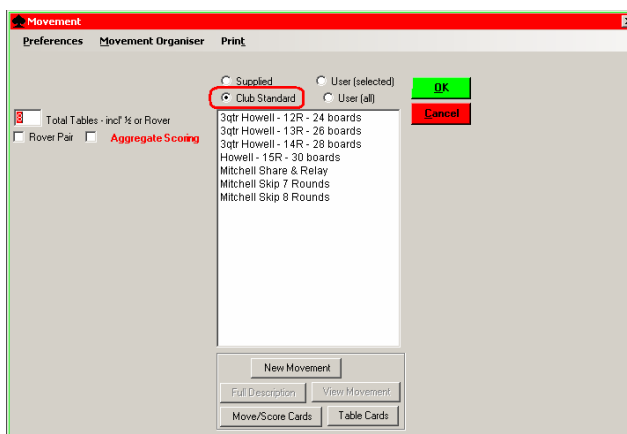


IGNORE the dialog text: ALWAYS type a Description. In Description, type a CAPITAL letter as the first letter of EVERY word. For example, type Monday Afternoon, NOT monday afternoon or Monday afternoon.

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.

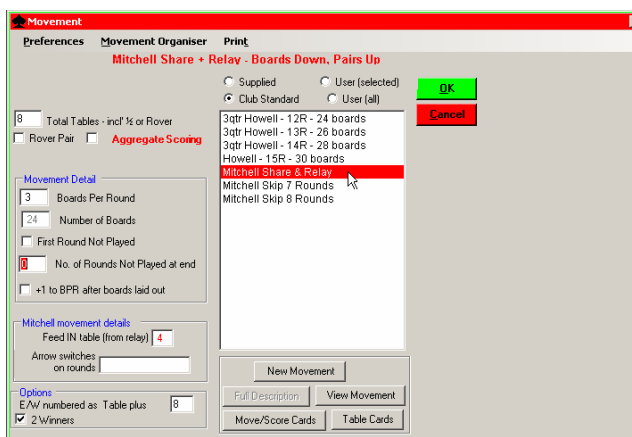
Enter Movement

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:

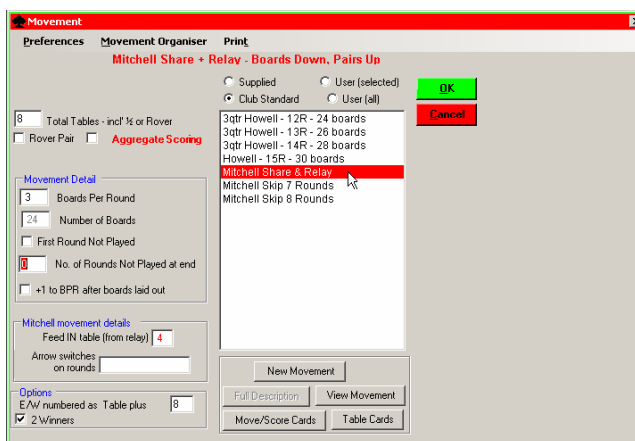


4. Check that **Boards Per Round** is correct and if not, change it.
5. If you *know* you will be dropping one or more rounds, type in the **No. of Rounds Not Played at end**; otherwise, leave it as **0**. **NOTE:** You can change this later, at any time **before** you enter the scores from the travellers.

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.



1. If you have a relay, check the **Feed IN table** number is correct. This is the table number which *receives* the relay boards.
2. If you intend to arrow switch any rounds, type the list of arrow-switched 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:

To select an existing player
- EITHER - select it with the mouse. Then click again to move it (and again to include the regular partner as well)
- OR - key or initial space initial or enough of the name until just one name is selected (which gives a beep). Then press enter
You can press Enter again to include the regular partner as well
For a NEW PLAYER, key the name into the above list and press enter



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':

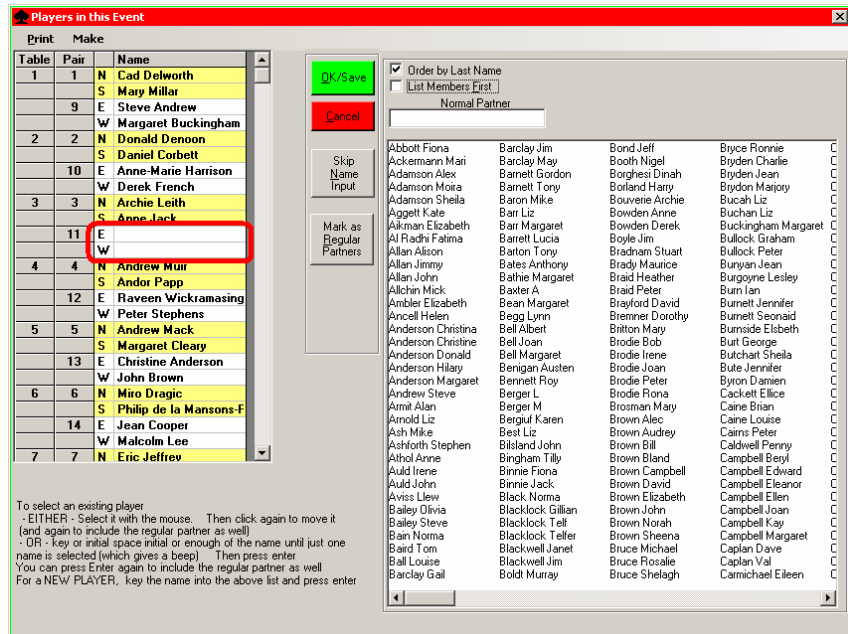
- In the player list, find the name of North at table 1. Click this name **once** to copy the name into the 'name slips' list.
- In the player list, find the name of South at table 1. Again, click this name **once** to copy it into the 'name slips' list.
- Repeat the process for East then West at table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



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!

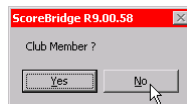
For example: **Susan Doe**,
not **S Doe**, **SUSAN DOE**, **susan doe**, **Susan doe**, or **Susan**.

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:



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:



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):

The screenshot shows the 'Score Sheets' window with the following elements:

- Preferences/Options - This Event Only:**
 - None Vul
 - Scoring method: Match Points, Butler, Cross Imps, Aggregate
 - Score Line Order: N/S Number, Order Played, Score Sequence
- Board No.:** 1 (with up/down arrows)
- Buttons:** All Done, End/Save Board, Clear Board, Split Board, Score is valid but unlikely (yellow), Invalid Score (red), and a printer icon.
- Table:**

Arrow	NS	EW	Contract	By	Total Tricks	Lead	N S Score	E W Score	Match	Points	N S Fine	EW Fine
1	9											
3	13											
4	15											
5	10											
6	12											
7	14											
8	16											
- Status:** Done, Part, Not Done

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.

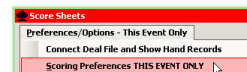
To change the current slot, press the arrow keys (cursor keys) on the keyboard, or click the slot you want to be the current slot.

Last Zero In Scores (Omit Last Zero)

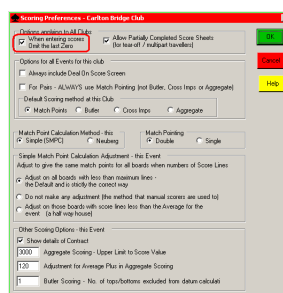
The default setting when entering scores **is** to omit the last zero (for example, to enter **620**, you type **62**), but you can switch this on or off.

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:



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

NS Score	EW Score
100	
8000	
	140
1400	
	150
	140
	260

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.

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:

The screenshot shows the 'Score Sheets' application window. At the top, there's a 'Preferences/Options - This Event Only' section with radio buttons for 'Scoring method' (None/Vul, Match Points, Butler, Cross Imps, Aggregate) and 'Score Line Order' (N/S Number, Order Played, Score Sequence). Below this is a table with columns: Arrow, NS, EW, Contract, By, Total Tricks, Lead, N/S Score, E/W Score, Match, Points, N/S Fine, E/W Fine. The table contains 8 rows of data. To the right of the table are buttons: Board No. (1), All Done, End/Save Board, Clear Board, Split Board, Invalid Score, and a red 'Invalid Score' button. At the bottom, there's a 'Done 1' status and a 'Not Done 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24' list.

Arrow	NS	EW	Contract	By	Total Tricks	Lead	N/S Score	E/W Score	Match	Points	N/S Fine	E/W Fine
1	9						60%	60%	7	7		
3	13						430		8	4		
4	15						400		4	8	1	
5	10							50	1	11		
6	12						400		4	8		
7	14						460		11	1		2
8	16						430		8	4		

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!

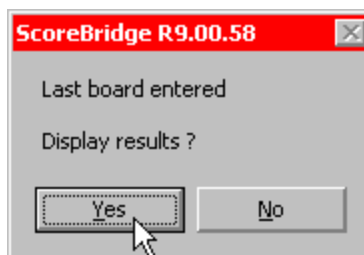
Don't panic! This happened because you pressed the **Enter** key too many times at the end of a board you just scored.

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

Calculating The Result

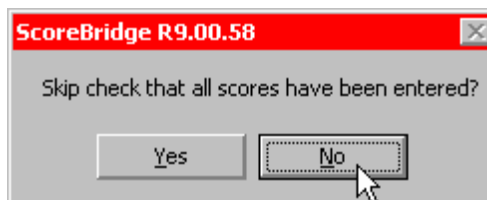
Usually, once the last board is scored, you see the message box below.

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.



Click **Yes** to continue.

You see this message box:



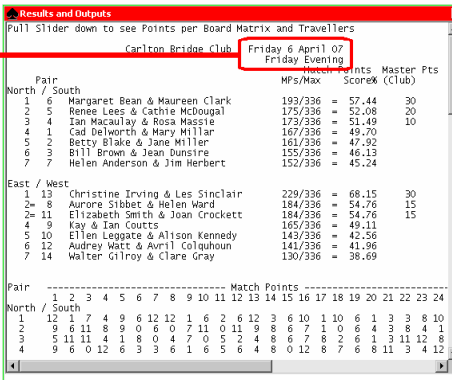
Click **No**: this runs a check that no scores have been missed out.

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:

Top line: Date
Lower line: Description



Pair		MPs/Max	Score%	Master Pts
North / South				
1	6 Margaret Bean & Maureen Clark	193/336	= 57.44	30
2	5 Renee Lees & Cathie McDougal	175/336	= 52.08	20
3	4 Ian Macaulay & Rosa Masie	173/336	= 51.49	10
4	1 Cad Delworth & Mary Miller	167/336	= 49.70	
5	2 Betty Blake & Jane Miller	161/336	= 47.92	
6	3 Bill Brown & Jean Dunstire	155/336	= 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 Aurora Sibbet & Helen Ward	184/336	= 54.76	15
2	11 Elizabeth Smith & Joan Crockett	184/336	= 54.76	15
4	9 Kay & Ian Coutts	165/336	= 49.11	
5	10 Ellen Leggate & Allison Kennedy	149/336	= 44.38	
6	12 Audrey Watt & Avril Colquhoun	141/336	= 41.96	
7	14 Walter Gilroy & Clare Gray	130/336	= 38.69	

Pair		Match Points																							
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
North / South		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
1	6	12	1	7	4	9	6	12	12	1	6	2	6	12	3	6	10	1	10	6	1	3	3	8	10
2	5	9	6	11	8	9	0	6	0	7	11	0	11	9	8	6	7	1	0	6	4	3	8	4	1
3	4	5	11	11	4	1	8	0	4	7	0	5	2	4	8	6	7	8	2	6	1	3	11	12	8
4	1	9	6	0	12	6	3	3	6	1	6	5	6	4	8	0	12	8	7	6	8	11	3	4	12

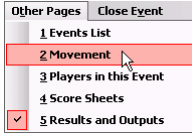
The window shows the ranked results and master points, followed by the pair/board matrix and the full set of travellers.

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:

- In the ScoreBridge menu, click **Other Pages**.
- Click the name of the window (page) you want to view: for example, **Movement**.
 
 - To change the Date or Description:**
 - In the ScoreBridge menu, click **Other Pages, Events List**.
 - Click your event in the list to highlight it.
 - Click **Change Event Profile**.
 - Make your changes.
 - Click **OK**.
You see a dialog box confirming your changes: click **OK**.
- Make your changes and **save** them.
(Click **OK**, **Yes**, **OK/Save**, or **All Done**, depending on the window you are working in.)
- 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.
- Check the **Results and Outputs** window again.

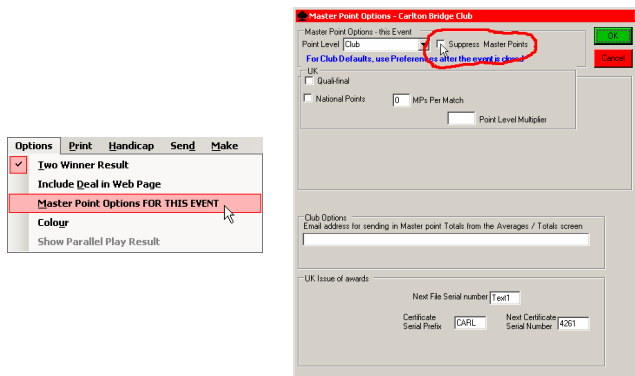
Suppress Master Points Allocation

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:

1. In the **Results and Outputs** window menu, click **Options, Master Points Options FOR THIS EVENT**.

You see the following dialog:



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

Make Results Web Page

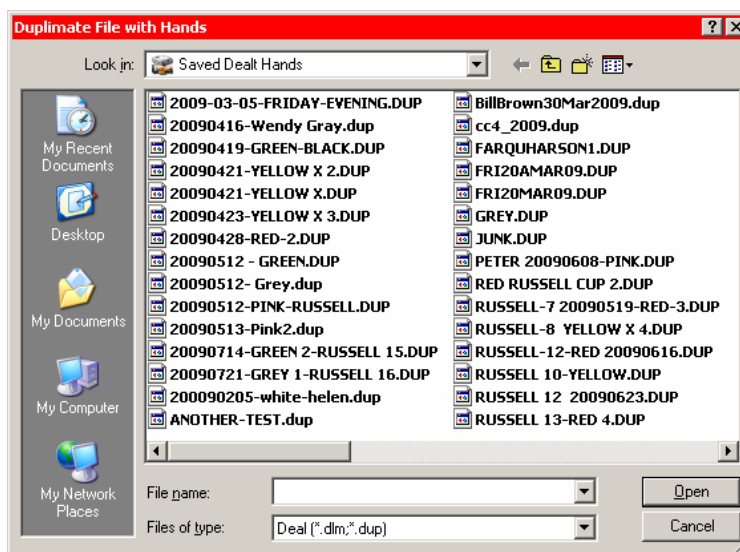
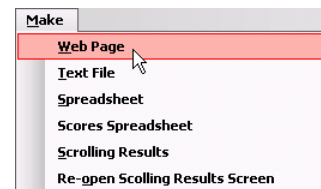
Before you forget, make a Web page of your event's results. This is a very simple process which requires **no** Web knowledge.

To make a Web page:

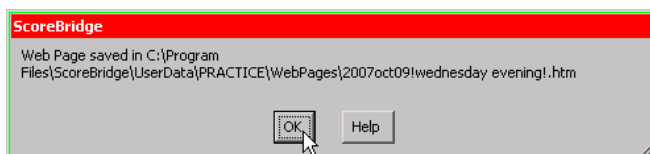
1. In the **Results and Outputs** window menu, click **Make**.

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:



- **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:



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.

Printing Results And Master Point Certificates



Before you do ANY printing from ScoreBridge, make sure that the printer:

- is switched on (Power button glowing green),
- has no *messages* on its screen needing attention, and
- has *paper in the lower tray*.

If the printer is switched off, Windows will not acknowledge its existence.

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

Printing Event Results

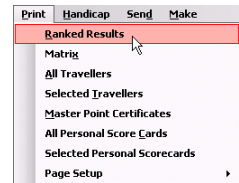


When you click a *Print* menu item, printing begins IMMEDIATELY. You do NOT see any further dialogs.

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.

Pair		North / South		Match Points			Match Points	Max	Score%	Master Points
					MPs				(Club)	
1	6	Margaret Bean & Maureen Clark		193	/336	=	57.44		30	
2	5	Renee Lees & Cathie McDougal		175	/336	=	52.08		20	
3	4	Ian Macculay & Rosa Masse		173	/336	=	51.49		10	
4	1	Col Deworth & Sheila M Mackay		167	/336	=	49.70			
5	2	Betty Blake & Jane Miller		161	/336	=	47.92			
6	3	Bill Brown & Jean Dunsire		155	/336	=	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 Crockett		184	/336	=	54.76		15	
4	9	Kay & Ian Coultis		165	/336	=	49.11			
5	10	Ellen Leggate & Alison Kennedy		143	/336	=	42.56			
6	12	Audrey Watt & Avril Colquhoun		141	/336	=	41.96			
7	14	Walter Gilroy & Clare Gray		130	/336	=	38.69			

Pair	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	TOTAL
----- Match Points per Board -----																													
North / South																													
1	12	1	7	4	9	6	12	12	1	6	2	6	12	3	6	10	1	3	3	8	10	1	7	1	7	1	7	167	
2	9	6	11	8	9	0	6	0	7	11	0	11	9	8	6	7	1	0	6	4	3	8	4	1	8	12	5	1	161
3	5	11	11	4	1	8	9	4	7	9	5	2	4	8	6	7	8	2	6	1	11	12	8	6	1	8	7	155	
4	9	6	0	12	6	3	3	6	1	6	5	6	4	8	0	12	8	7	6	8	11	3	4	12	11	1	3	10	173
5	2	6	7	4	12	3	2	4	11	9	6	4	0	12	2	8	12	6	11	0	4	5	7	10	12	17	172		
6	5	11	3	10	1	11	8	9	11	6	12	11	0	3	6	2	8	7	6	12	3	6	10	1	11	7	12	1	193
7	0	2	3	9	4	11	10	9	11	2	9	0	12	6	2	8	4	6	8	11	9	5	7	1	4	1	1	152	
East / West																													
8	0	11	5	8	0	9	9	10	5	1	12	1	12	9	6	10	4	10	6	11	4	1	12	7	1	11	7	2	184
9	10	6	5	8	3	12	6	12	1	6	0	1	8	4	6	5	4	8	6	4	1	9	8	0	11	5	11	5	165
10	1	6	1	4	11	1	4	1	3	12	7	10	1	0	6	10	4	5	6	4	9	9	4	2	7	2	0	148	
11	7	1	4	7	11	4	12	4	1	10	1	12	6	4	12	0	11	2	6	11	1	12	8	7	4	0	7	11	164
12	2	1	8	1	2	3	11	6	7	6	0	9	6	2	4	0	6	4	9	4	8	11	1	5	0	11	3	141	
13	12	11	9	12	6	9	9	6	11	6	10	6	0	12	0	10	11	12	6	8	9	6	2	11	7	11	4	5	229
14	1	6	12	0	3	6	0	0	8	1	3	6	1	4	6	5	4	5	0	9	1	0	6	11	5	11	8	130	
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																													

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

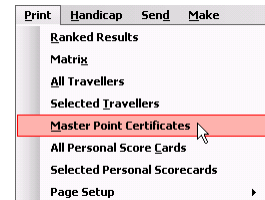
The **Results and Outputs** window should still be showing (if not, in the ScoreBridge menu, click **Other Pages, Results and Outputs**).



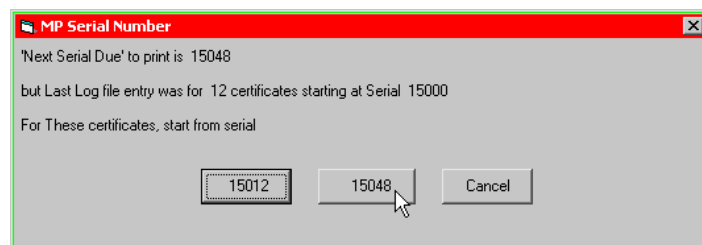
When you click a *Print* menu item, printing begins IMMEDIATELY. You do NOT see any further dialogs.

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**.

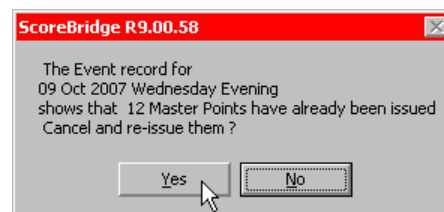


- If you see an **MP Serial Number** message box like the one below:

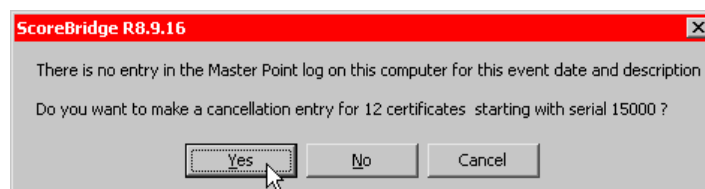


click the **higher** numbered button.

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



- **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:



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).

<p>CARL15048 06 Apr 2007 SBU Master Points <i>This is to certify that</i> Margaret Bean <i>has this day scored</i> Thirty 30 Local Points <i>Issued by</i> Carlton Bridge Club <i>This certificate is valid for THREE YEARS from date of issue</i></p>	<p>CARL15049 06 Apr 2007 SBU Master Points <i>This is to certify that</i> Maureen Clark <i>has this day scored</i> Thirty 30 Local Points <i>Issued by</i> Carlton Bridge Club <i>This certificate is valid for THREE YEARS from date of issue</i></p>
<p>CARL15050 06 Apr 2007 SBU Master Points <i>This is to certify that</i> Renee Lees <i>has this day scored</i> Twenty 20 Local Points <i>Issued by</i> Carlton Bridge Club <i>This certificate is valid for THREE YEARS from date of issue</i></p>	<p>CARL15051 06 Apr 2007 SBU Master Points <i>This is to certify that</i> Cathie McDougal <i>has this day scored</i> Twenty 20 Local Points <i>Issued by</i> Carlton Bridge Club <i>This certificate is valid for THREE YEARS from date of issue</i></p>
<p>CARL15052 06 Apr 2007 SBU Master Points <i>This is to certify that</i> Ian Macaulay <i>has this day scored</i> Ten 10 Local Points <i>Issued by</i> Carlton Bridge Club <i>This certificate is valid for THREE YEARS from date of issue</i></p>	<p>CARL15053 06 Apr 2007 SBU Master Points <i>This is to certify that</i> Rosa Massie <i>has this day scored</i> Ten 10 Local Points <i>Issued by</i> Carlton Bridge Club <i>This certificate is valid for THREE YEARS from date of issue</i></p>
<p>CARL15054 06 Apr 2007 SBU Master Points <i>This is to certify that</i> Christine Irving <i>has this day scored</i> Thirty 30 Local Points <i>Issued by</i> Carlton Bridge Club <i>This certificate is valid for THREE YEARS from date of issue</i></p>	<p>CARL15055 06 Apr 2007 SBU Master Points <i>This is to certify that</i> Les Sinclair <i>has this day scored</i> Thirty 30 Local Points <i>Issued by</i> Carlton Bridge Club <i>This certificate is valid for THREE YEARS from date of issue</i></p>

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.

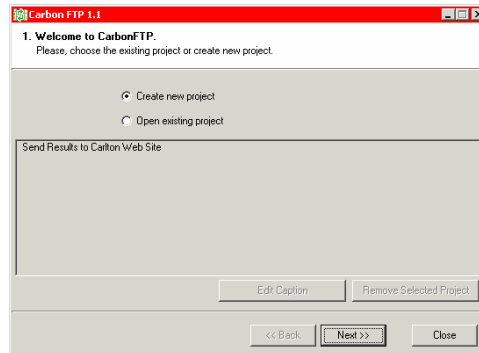
NOTE: Please file all Master Point Certificates for pairs who have **not** won prize money in the wooden boxes on the wall opposite the bar.

Send Results To Carlton Web Site

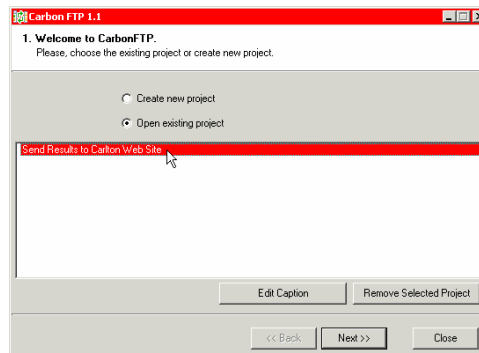
- If you have not yet made a Web page of your event's results, please turn to page 21 and make the Web page; then return to this page.

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

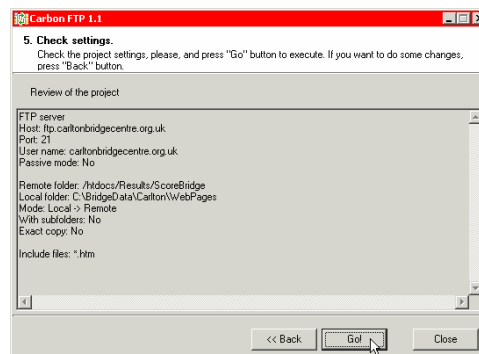
1. If it is not already started, start **Internet Explorer** and **wait** until you see the Carlton Web site's welcome page.
2. On the desktop, **double-click** the icon labelled **Send Results to Carlton Web Site**. This opens a program called **Carbon FTP**:



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

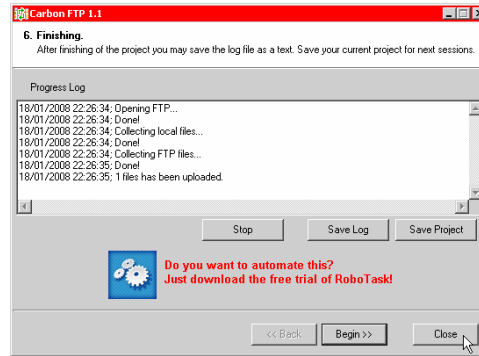


4. Click **Next>>** four times (do **NOT** change any of the settings on any screen!):



5. Click **Go!**

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



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**:

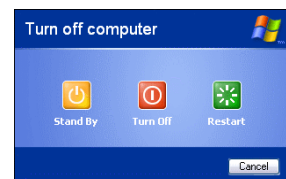
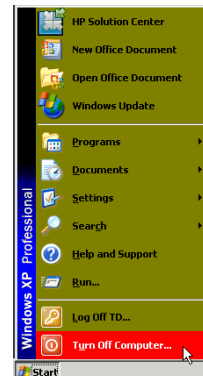
1. Click the × button at the top right of the ScoreBridge window.
2. In the **Are you sure that you want to close ScoreBridge** message box, click **OK**.



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.

