

## TD Computer Set-up & Finishing

### Initial Setup: 1 - 9

1. Computer and Printer should already be switched on at the wall. Check that they are.
2. Take Bridgemate server out of the case and connect using USB port.
3. Double click on BSC icon & check that server is connected – if it is, close the BSC – if not restart.
4. Double click on black ScoreBridge icon
5. Load Events for Dundee? - Yes
6. Select appropriate 'club' e.g. Wednesday Afternoon (case sensitive)
7. Click on 'New Event'
8. Enter description of the event, director, scorer & specify type of event (pairs, teams etc)
9. Select event type – default is CLUB – Club event

### Before Play: 10 - 18

10. Once number of tables is known enter number of sections & total number of tables (e.g.  $4\frac{1}{2} = 5$ )
11. Download player Database from Bridgewebs? - Yes
12. Cross Check New Player database against the Current database? - Ignore current DB
13. Player Database replaced OKAY
14. Select movement for each section – if a Howell check table cards match the screen by selecting show movement?
15. Check number of boards per round is correct
16. Select an existing Wireless database? –NO
17. Close ScoreBridge & when prompted start BCS
18. Check that it is Retrieving by clicking on ScoreBridge icon

### (If necessary) during Play: 19 - 21

19. If necessary after play starts, or midway, Add/change any names [through Other pages, "players in this event"]
20. Ensure that Retrieving is still ticked when returning to scoring pages after any changes
21. Make any score amendments, tick Retrieving again

### Finishing Off: 22 - 34

22. Click Other pages
23. Results OK to dialogue box
24. Page will pop up of saved Board set files- click on one used. [no on Printout sheet at top]
25. Print Ranked Results
26. Send –upload to Bridgewebs then close this web page
27. Send – email to another scorer. Yes to PDB and BWS and Deal Files.
28. Create. Yes.
30. Send to Beryl and Richard
31. Close event. Yes to upload PDB. Yes. OK
32. Close ScoreBridge.
33. Disconnect server pressing the top button until lights go off, put server in Bridgemate box
34. Leave computer & printer & switch on at the wall.