

Using Bridge Base Online

These instructions apply when using a PC. The layout might be different on a phone or tablet.

1. Alerting

[Please click here for the separate note on alerting.](#)

2. Adding your name to your profile

It is strongly recommended (and requested) that your real name appears in your profile. Otherwise your opponents probably won't know who they are playing against. Click "Account" from the menu on the right. Then enter your name and click "Save changes". If you click on the blue "Show Profile" button at the bottom it will show what players see when they click on your username. [Click here to see a video on how to do it.](#)

3. Chatting to the table

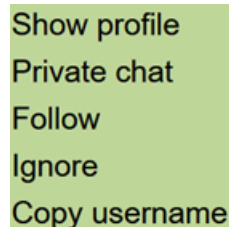
Feel free to greet your opponents, thank them, congratulate them on good bidding or play etc. You can also wish your partner good luck when playing a contract. Obviously you should avoid criticising your opponents or gloating about your good results. Before chatting, do make sure that the blue box in the bottom left indicates that you are indeed talking to the table. Then simply type your message and click Chat (or press Enter).



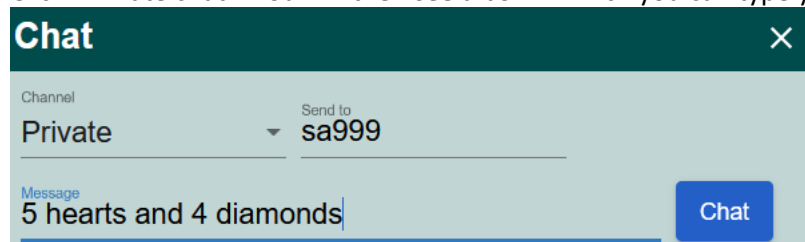
If the blue box doesn't say "Table" then click on the blue box to change it. [Click here to see a video on directing your chat to the correct person.](#)

4. Private Chatting

On rare occasions you might want to chat privately to one of your opponents. For example you might need to ask a follow-up question about a bid that has been alerted and explained. You don't want to chat to the whole table as that might give unauthorised information to your partner or the other opponent. The system won't allow you to chat privately to your partner (for obvious reasons) or to a player at another table. The easiest way to chat to one of your opponents is to right-click on their user name. A box, such as the following, will appear:

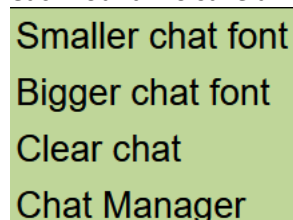


Click "Private chat". You will then see a box in which you can type your chat. E.g.

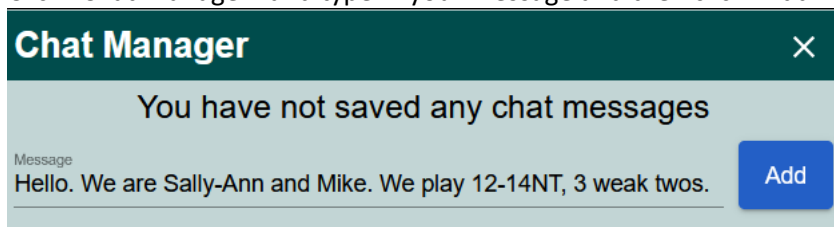


5. Using Chat Manager

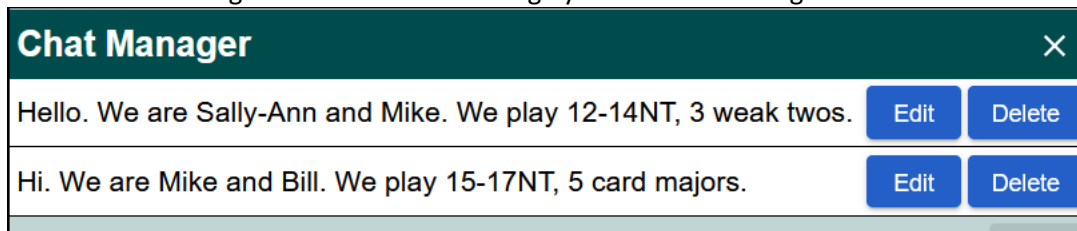
You can save chat messages that you frequently want to send. For example you might have a standard greeting with a brief summary of your system that you want to send at the beginning of each round. To save a message click the white space where messages appear and you will see:



Click “Chat Manager” and type in your message and then click “Add”. E.g.



You can add several messages. When you want to use a saved message, click the white space and choose Chat Manager. Then click the message you want to use. E.g.




[Click here to see a video on using Chat Manager.](#)

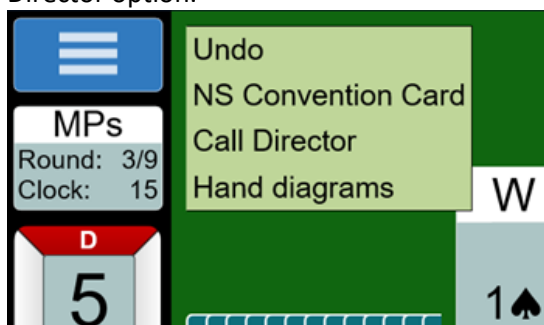
6. Chat abbreviations

Most of the abbreviations are fairly obvious. Some of the more common ones are:

glp	good luck partner
wdp	well done partner
ty	thank you
tu	thank you
tx	thanks
typ	thank you partner
wdo	well done opponents
bal	balanced
fsf	fourth suit forcing
gf	game force
inv	invitational
int	intermediate
xfer	transfer

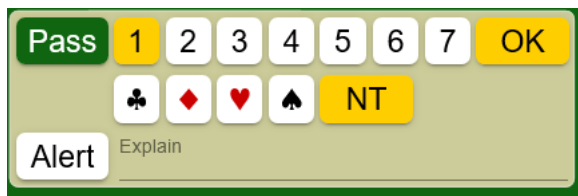
7. Speaking to the director

To speak to the director, simply click the menu button  at the top left and choose the Call Director option.

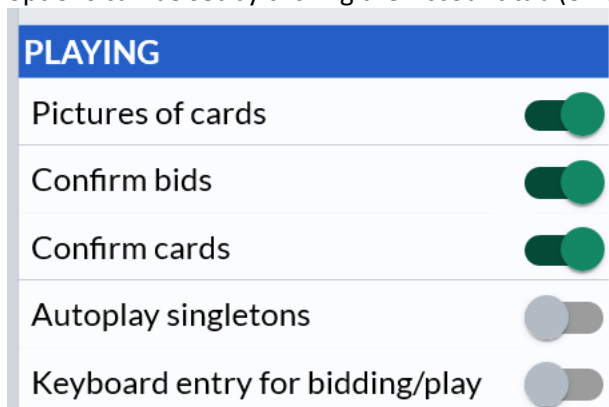


8. Avoiding mis-clicks

If you make a bid or a play that was totally unintended then it can't be changed, even by the director (we no longer allow the use of “undo”). It is recommended that you change your settings so that your bid or play has to be confirmed before you make it. That means that when you choose a bid you have to confirm it by clicking OK before it is made. In this example 1NT has been selected. You then need to click OK for the bid to be made.



When playing a card you need to click once to select it and then click again for it to be played. These options can be set by clicking the Account tab (on the right) and then selecting the Settings tab.



Here the “Confirm bids” and “Confirm cards” options have been selected.

9. Review of the bidding

If you need a review of the bidding then click the contract and a review of the bidding will appear. Click the box again to make it disappear.