

## how to set up a match on BBO

- Log on to BBO as normal.
- Click on Competitive
- Click on Team Matches
- Click on [Create Team Match](#)
- Enter Title, eg MBC Thursday Teams
- You don't need to enter a description
- Enter the two team names
- **DO NOT** at this stage click on [Create Team Match](#)
- Instead, click on Options
- Set the number of boards to 10 (or 20 for a single stanza match) with IMP scoring
- Check or uncheck "allow kibitzers" according to captains' agreement for the match
- Uncheck "Allow kibitzers to chat with players" (*this is to avoid the possibility that a kibitzer might pass information to a player*)
- Uncheck "Barometer scoring" (*this is to prevent players knowing the score as the match progresses, avoiding players from making a big gamble on later hands if losing*)
- **DO NOT** at this stage click on [Create Team Match](#)
- Instead, click on Reserve seats
- Add the BBO names for each team. Note that you enter these in their team pairings – BBO will set up the tables using N/S for the first team, playing against E/W for the second team, etc.
- N.B. If you are playing a match in two stanzas, make sure that team 1 stay in the same seats but team 2 NS from the first stanza go to EW for the second stanza and vice versa.
- When all 8 players are present, then you can click on [Create Team Match](#) (*see Note below for help in knowing when everyone is present*)
- Each of the other 7 players will then receive an invitation to join the match, which they have to click to accept.
- If one of the players isn't present, you'll get a message to say that that player isn't there. In this case, you'll have to click on [Create Team Match](#) again and players will receive a second invitation, which they must again accept.

- If all players are present, but one of them doesn't accept the invitation promptly, you will get a message that they have refused the invitation. If the Create Team Match screen is still there, you can click on **Create Team Match** again and players will receive a second invitation. If it's not, you'll have to go back to the start of these instructions.
- When all players have accepted the invitation, the match will start. The Create Team Match screen may then disappear, but you can close it if it's still there. Everything should then run smoothly until 16 boards have been played by both tables, when the result should pop up and you'll be able to see what happened at each table on all 16 boards.

*Note: In order to know when the other 7 players are present, I'd suggest that when you know all the BBO user names, you add these to your list of Friends. Then by clicking on the "People" tab, you'll see whether they are online. It's easy to add Friends – just click on the People tab, and then type their BBO user name where it says **Add Friend**, then click on **Add**.*

## Troubleshooting

- If you click the on **Create Team Match** button too soon, before inputting all the names, you may find that you've set up a team match with spaces, and you then get inundated with requests from players who want to join your match. You'll need to cancel that match and start again. The way you cancel is to click on the **Director** tab. A screen should appear that has the number and name of the match you've set up. Click on the name and you'll then get the option to click on **Cancel Tournament**.
- You may also sometimes get a message saying **Cannot create tournament. You have exceeded your tournament limit**. This is because you are only allowed to set up 1 match at a time, and you have probably clicked on the **Create Team Match** button twice. This is nothing to worry about – just wait for all the players to accept the invitation to the match you're setting up.

For more info there are many online video tutorials.

<https://www.youtube.com/watch?v=6BrIjjHZE58>

<https://www.youtube.com/watch?v=QldSHwT2pOc&t=31s>

