SETTING UP A TEAM MATCH ON BBO

<u>General Notes</u>

The Match will comprise 2 stanzas, each of 12 boards. This is to ensure that each partnership plays against a different opposing pair for each stanza .

There may be a break of 10 minutes between stanzas – to allow Home Captain to set up Stanza 2.
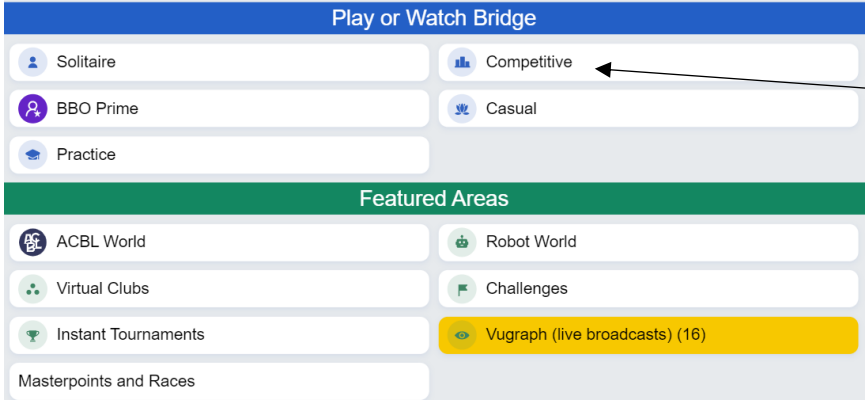
In preparation for creating a Team Match, the Home Captain must carry out the following steps:

1. Obtain BBO names for all players.
2. Ask Away Captain to nominate N/S and E/W for first stanza.
3. Advise all players to be online 15 mins before the scheduled start time of the match.
4. When Stanza 1 is complete, Stanza 2 needs to be set up as per Stanza 1.

The final score will be the combination of the IMPS from both stanzas.

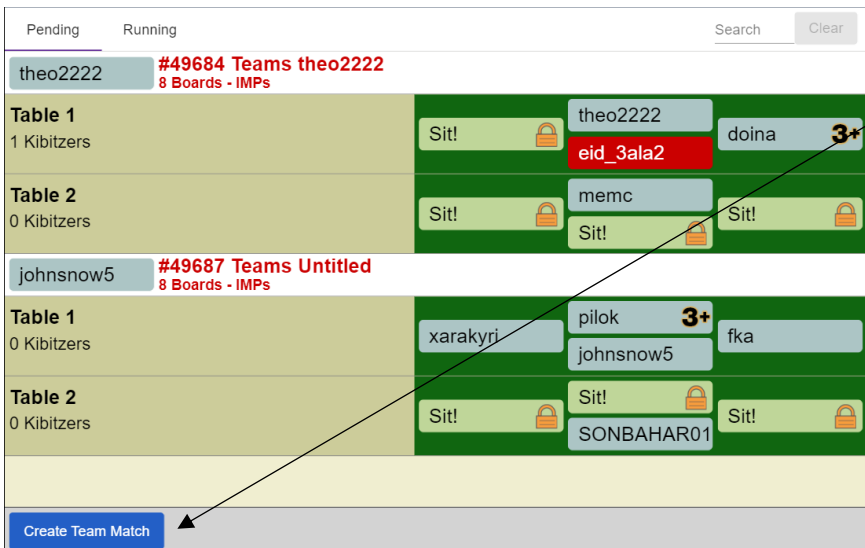Please report score to the League Organiser Manager within 24 hours.
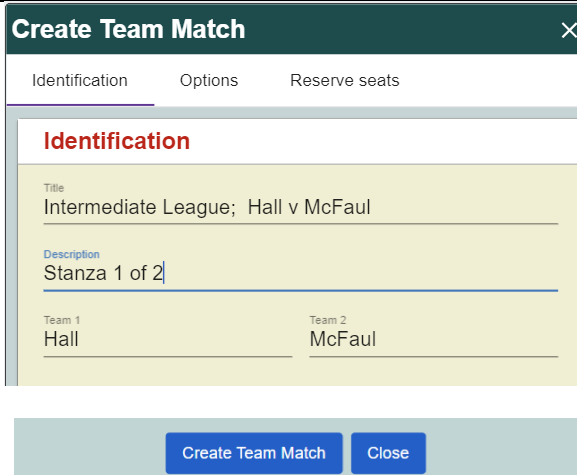
hallhelen@hotmail.co.uk

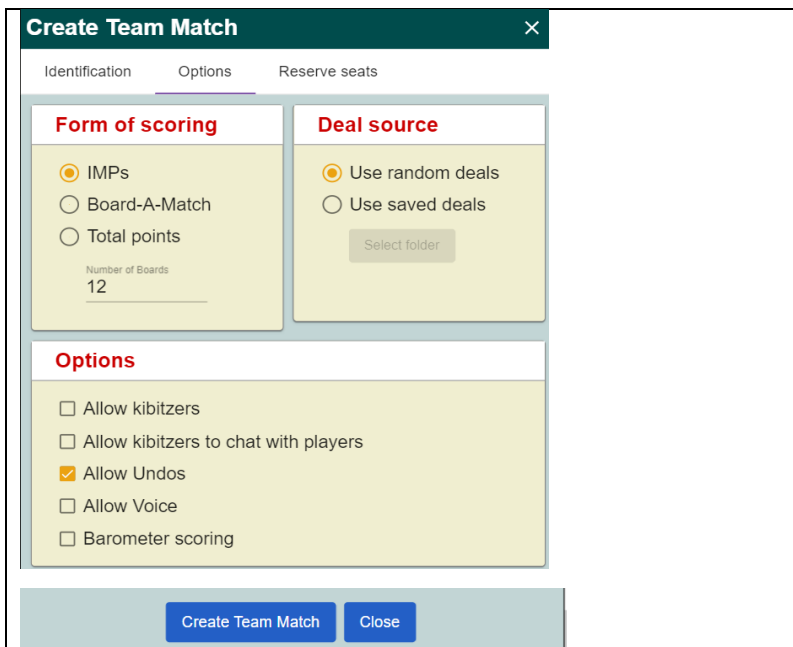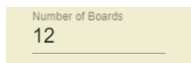|	
	Login into BBO Select: **Competitive**
	Select: **Team Matches**
	Select: **Create Team Match**
	On this screen <u>DO NOT SELECT</u> **Create Team Match** There are 3 tabs on screen to be completed before creating the match. Select tab **Identification** <u>Under</u> <u>Title</u>, enter Title of Match Under <u>Description</u>, enter Match Description Under <u>Team 1 and 2</u>, enter Surname of the 2 Team Captains **DO NOT SELECT** <u>Create Team Match</u>

Create Team Match

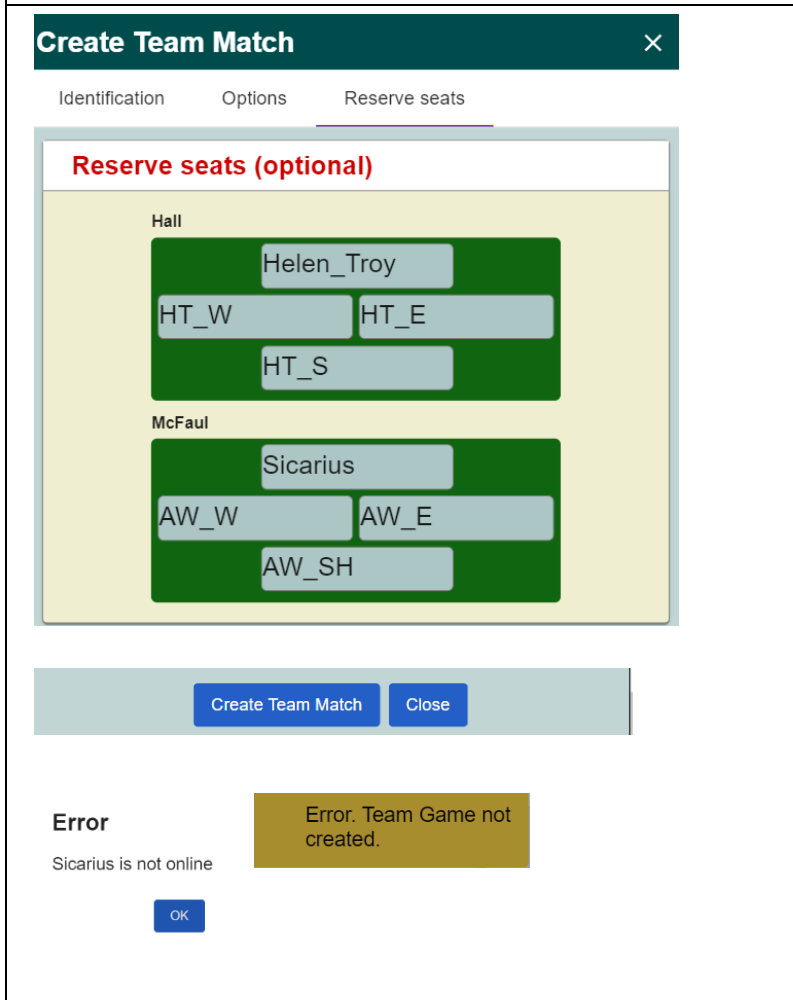|	Select tab **Options**
Create Team Match ✕ Identification Options Reserve seats **Form of scoring** **Deal source** ⦿ IMPs ⦿ Use random deals ◯ Board-A-Match ◯ Use saved deals ◯ Total points [Select folder] Number of Boards 12 **Options** ☐ Allow kibitzers ☐ Allow kibitzers to chat with players ☑ Allow Undos ☐ Allow Voice ☐ Barometer scoring [Create Team Match] [Close]	**Form of Scoring**, select **IMPS** Set number boards to 12 Number of Boards 12 **Deal source**, select **Use random deals** **Options**, only select Allow **Undos** **DO NOT SELECT** Create Team Match

	Select tab **Reserve Seats** Enter BBO Names for all players in **both** teams.
Create Team Match ✕ Identification Options Reserve seats **Reserve seats (optional)** Hall Helen_Troy HT_W HT_E HT_S McFaul Sicarius AW_W AW_E AW_SH [Create Team Match] [Close] **Error** Error. Team Game not created. Sicarius is not online [OK]	Upper/Home Table Enter names for all players in Home Team Lower/Away Table Enter names for all players in Away Team **When the match is finally created, the EW at the Home (Hall) table will be automatically swapped with the EW at the Away (McFaul) table.** (It is useful to make note of the layout of each table as the layout will be needed for the 2nd stanza) When all 3 tab screens have been filled SELECT **Create Team Match** For match to be created, all players **MUST** be online. If one or more players are not online, messages opposite will appear. SELECT **Create Team Match** Invitations will be resent to all players

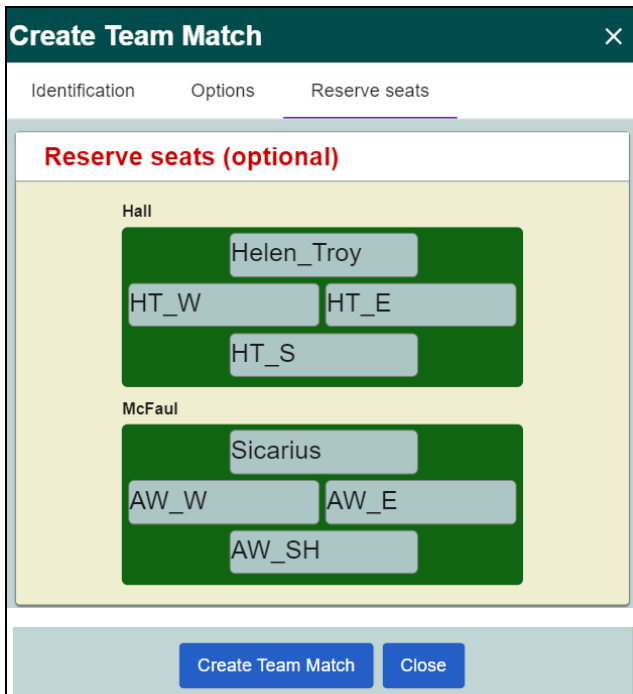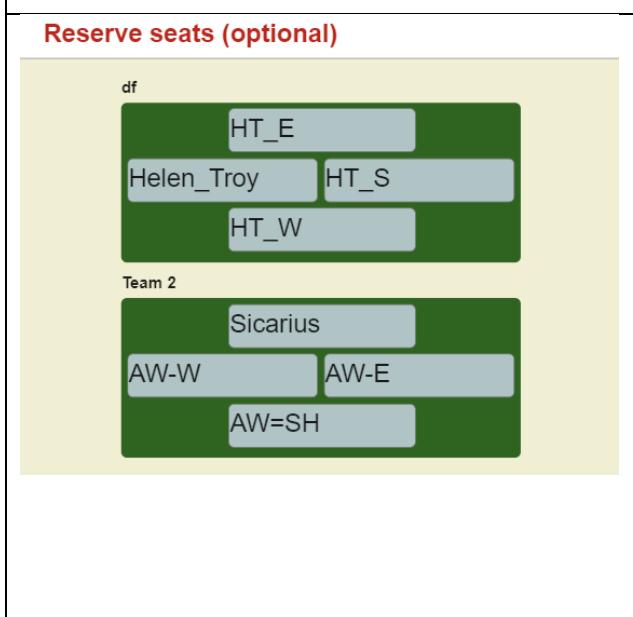|	Once all players are online, the match is created and invitations are issued to players.
Invitations have been issued Member AW_SH (5 of 8) has accepted invitation to match 59002 Member HT_E has refused the invitation. Closing match.	As players accept invitations, an acceptance message appears at bottom right of screen. There will be occasions when a message times out before player accepts invitation – in this instance bottom message appears. In this case, invitations must be resent to all players. RE-SELECT **Create Team Match**

<table>
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Create Team Match   ✕

Identification   Options   Reserve seats

Reserve seats (optional)

Hall

Helen_Troy

HT_W   HT_E

HT_S

McFaul

Sicarius

AW_W   AW_E

AW_SH

Create Team Match   Close

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In this case, invitations must be resent to all players.
RE-SELECT
Create Team Match

When the match is successfully created (after all players have come online and accepted invitations), the 1st deal appears and the play commences.

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Reserve seats (optional)

df

HT_E

Helen_Troy   HT_S

HT_W

Team 2

Sicarius

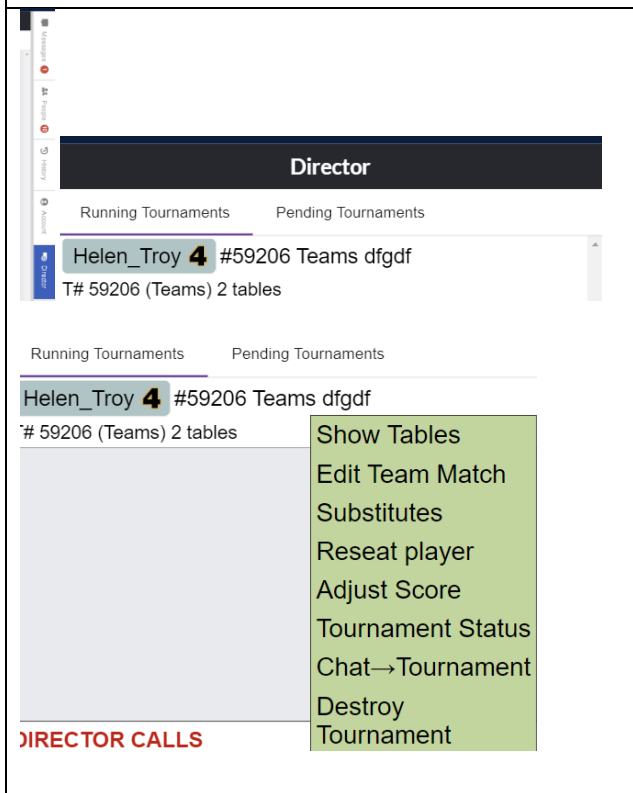AW-W   AW-E

AW=SH

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After Stanza 1 is finished, the results will be displayed.
Stanza 2 now needs to be created as per Stanza 1 – with the following important changes:

For Description under **Identification** Enter 'Stanza 2 of 2'.

Reserve Seats:
For Home Table, switch N/S to E/W seats and E/W to N/S seats. This is to ensure that each partnership plays the next 12 boards against the different opposing pair.

Enter players for Away Table as before.

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Director

Running Tournaments   Pending Tournaments

Helen_Troy **4** #59206 Teams dfgdf
T# 59206 (Teams) 2 tables

Running Tournaments   Pending Tournaments

Helen_Troy **4** #59206 Teams dfgdf
59206 (Teams) 2 tables

Show Tables
Edit Team Match
Substitutes
Reseat player
Adjust Score
Tournament Status
Chat→Tournament
Destroy
Tournament

DIRECTOR CALLS

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If movement goes wrong and is only noticed after match is created, the match may be 'destroyed' and created from scratch. To do this select the Director tab at right hand of screen.

Click on your match and select the 'Destroy Tournament' option.

Then restart process, creating the match from scratch.

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