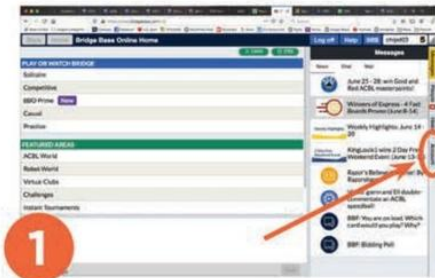


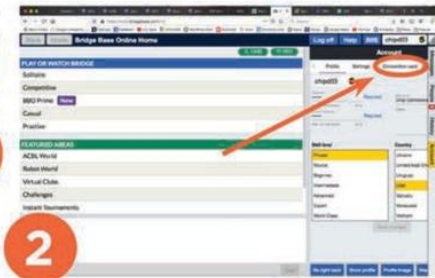
BBO Help Desk How to complete a convention card

Convention cards disclose your partnership's agreements to the opponents in accordance with the rules of bridge. The ACBL requires that you and your partner make a completed convention card available. Your full names – first and last – should appear at the top. When you sit down to play or register for a tournament with a partner, BBO will see if your partnership has a convention card on file by looking at your list of Personal Cards for your partner's username. If it is there, you will be notified and the appropriate card is loaded when play starts. If your opponents follow this procedure, you'll be able to view their cards as well.



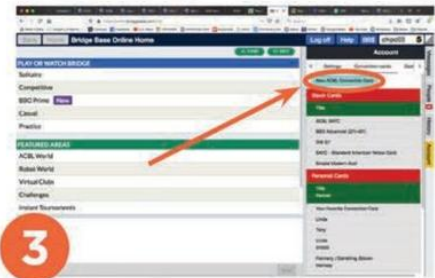
1

After logging in, click on the Account tab along the right edge. Your profile will open as shown at right.



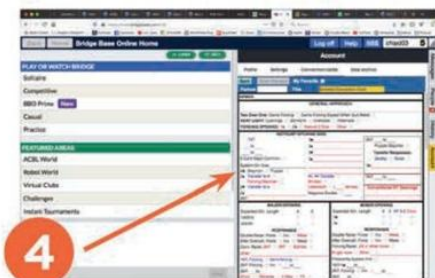
2

Click on Convention cards. The Convention cards section will open.



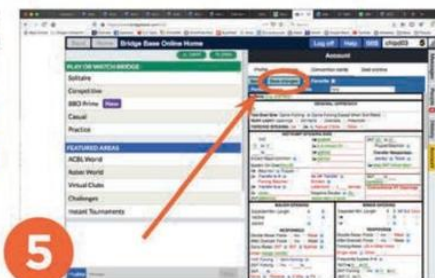
3

To fill out a new card, click on New ACBL Convention Card. If you don't want to start from a blank card, you can also select one of the Stock Cards.



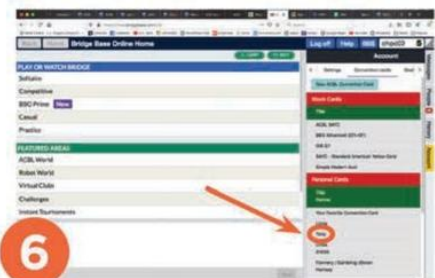
4

A blank convention card will appear. Widen the window by dragging the divider to the left. Click each blank line on the convention card to place your cursor, then enter the appropriate information.



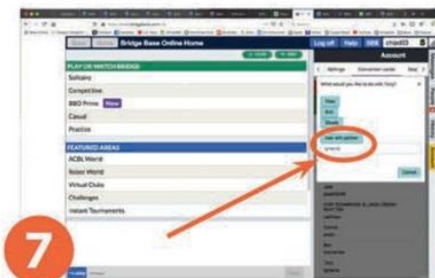
5

Continue filling in the card until it is complete. When the card is complete, click the "Save changes" button at top left.



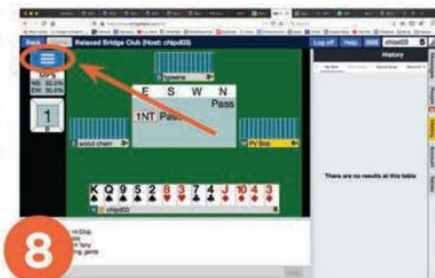
6

To view or edit a card after it is filled out, select it from the list of Personal Cards at the bottom of the Convention cards section.



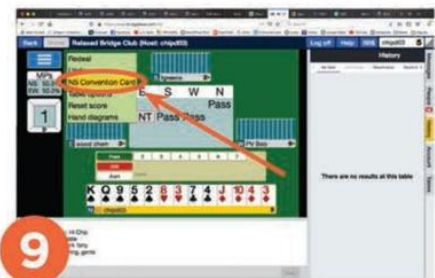
7

A prompt will ask you what you want to do with the card. Select view or edit as appropriate. In order for the card to be visible to your opponents, you must designate a partner. Enter your partner's BBO name as shown and click "Use with partner."



8

When you want to view an opponent's convention card during a game, start by clicking on the three bars.



9

If the opponents have loaded their convention card, it will appear as a choice in this menu. Select NS Convention Card or EW Convention Card. The card will pop up in another window.