

## RealBridge instructions for website

- Log on to RealBridge
- Club admin (top right)
- Username – as given
- Access key – as given
- Login
- Click on the director's link for the date of the session

- Name the session at the top of the page – Club Duplicate/Genteel Duplicate (if needed)
- Add the table (9 to start)
- Session settings
  - Matchpoint pairs
  - Mitchell movement with 2 winners for 9+ tables
  - Howell movement with 1 winner for 8 or less
  - 2 boards per round
  - 18 boards = 9 number of rounds
  - 16 boards = 8 rounds for Genteel duplicate
  - 15 minutes per round
  - First board = 1
- Advanced menu
  - club scale (not MPs)
  - club name = Welwyn Garden City
  - id = as given

### USEBIO

- Save LIN file to downloads (second option)

### Log into Brian (brianbridge.net)

- Password = as given
- wgc1
- Settings, Game Actions, Import USEBIO Lin file, upload
- Settings, Names (adjust accordingly), Event name, save
- Settings, Game Actions, Finalise game
- Upload/download, Bridgewebs, event name, director, scorer, master points tick, upload
- Upload/download, EBU P2P, Event name, director name and email, download
- EBU charge code, = 10
- Master point = yes
- EBU club id: as given
- Download

### Log into MyEBU – ebu.co.uk

- Number = as given
- Password = as given
- Click submit
- Upload the xml file by drag and drop or browse and select the file
- Resolve the club errors, upload

### For cashless system

- Rename the xml file (TuegenteelYYMMDD.xml or ThuYYMMDD.xml)
- Sent to Sheila Gabriel / Linda Lennox highlight any non-payers