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Router: Power up the router first.

Setting up table tablets:

Power up sufficient tablets (long press button top righthand corner of device) for each table (I'll refer to this as a table tablet) and one extra for the TD (I'll refer to this as the TD tablet). Sometimes worth having a spare one powered up in case there's a problem with one during the session e.g. a tablet runs out of power.

Once on home screen tap on BriAn icon. If the tablet appears to still be linked to previous session (often is the case with tablets used direct from charging ports as they haven't been powered off) then move to a screen, using Back or Continue buttons, until the three horizontal dots appear bottom right of the screen and you can access the sub menu that has Settings as an option. Tap on Settings - Quit Duplicate - Yes.

Set all devices to your allocated slot for your session i.e. Duplicate Client – Game code (either enter in 'wgc' and your slot number e.g. wgc4 or use drop down box to select).

NB. Until you create a new game the tablets will link into the last session played under this slot number.

Set TD tablet:

Allocate one tablet for the TD and put it to one side (so it doesn't get muddled with the table tablets!).

Duplicate Client – enter correct slot number (this is the same slot number as the table tablets for your session) and then go straight to the three dots (don't bother to tap on Enter Duplicate) – Director – enter the TD code – OK.

New Game – enter the correct number of tables (note you can enter half tables so don't round up and then show a pair missing. The missing pair number will be entered after finding the movement) – Find Movements

It will suggest a movement and most of the time that matches our suggested ones on the movement sheet. Otherwise, you can tap for the list of movements and find the appropriate one that matches our M numbers.

Tap Select and then enter the Event Name in the box (this can be added later if forgotten).

NB. Remember to show the event name as per the website calendar so they link when uploaded e.g. Thursday PM Pairs.

If you have a pair missing or you need to set the movement up with an arrow switch, missing rounds etc. then see below under the relevant heading, otherwise tap Create Game.

Issue the tablets to each table and select the table number for them (this helps to reduce errors – see below to reassign to the correct table if necessary).

North enters the names of the players at their table - quick route is enter first initial of first name, space bar and then first initial of surname.

For visitors: type their name e.g. Sheila Gabriel. This should match how the person is recorded with the EBU. See below re changing a player's name.

Enter Duplicate and the relevant boards and players should be shown – Enter Round and begin!

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Entering Scorer and TD names:

This can be done at any point during the session or at the end;

Game settings – Event Captions – tap and enter relevant names in relevant boxes. Note, the Event name can also be entered via this page. Tap Back to return to main screen.

When entering the scorer name it helps to record which deal file you have used e.g. Sheila 046.

End of session:

Finalize game – It takes a few seconds to Finalize the game. Next you need to publish the results to the club website.

Publishing results to the club website:

Before publishing to the website check that the TD name, scorer name and deal file are correctly shown on the current page. At the top of the screen, you will see it says 'BridgeWebs'. Check that it also says WewlwynGarden City (and hasn't defaulted to Herts or BriAn). When you tap Publish it will publish the results to the website and a box will come up saying upload successful. Tap OK.

NB. This is not the same as the upload to the EBU. This will be done later by someone else.

To finish: Back – three dots – Log out

Three dots – Settings – Quit Duplicate – Yes

Attaching the deal file:

The best method is via your own device (smart phone at time), which needs the DropBox app downloaded. You will be given access to the DealFiles folder for the club.

> Open BriAn.net via your browser – enter your correct slot number and log in (same code as per the TD tablet login) – click on Uploads/downloads – Hand records – Browse – DropBox – DealFiles – and select the relevant deal file – Upload – close Success dialogue box and sign out.

Log into the website and check the results are published, and the hands look correct.

Checking for visitors:

> Open BriAn.net via your browser – enter your correct slot number and log in (same code as per the TD tablet login) – click on Settings – Names

Any visitor will have a yellow box surrounding their name, please ask them for their EBU number so that the deal can be uploaded accurately to the EBU.

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Common Actions

Changing a player's name:

There are three ways to do this. Below are shown the best options in order:

1. From a table tablet; find the table where the player whose name is wrong/missing and at the start of the new round (**before** North selects Enter Round) tap on the relevant name and scroll through the alphabetical list to find player.

2. On the laptop open Crome and BriAn.net – enter your slot number and log into the site with the TD code - Settings – and change the relevant name in the relevant box.

3. Via the TD tablet: three dots – Refresh – Game settings – select the relevant pair number and tap on tap here to bring up the player list. **NB. You MUST Refresh the TD tablet BEFORE changing the player name or it will wipe out all of the other player names!**

Changing a score (see adjusting a score for entering percentages):

There are two ways to do this depending on whether you've played the board or not. Assuming you have played the board:

1. On the relevant table tablet, at the **end of the current round but before the start of the next:** Tap on Review scores – Cancel the relevant board – re-enter the correct score.

2. Via the TD tablet – Three dots and Refresh - Edit results - Adjust a result – select the relevant board and the relevant round/pair – Clear – Yes – Enter result – input amended result – return to main menu via back arrow at bottom left of screen.

If you haven't played the board then ask the player to complete a yellow slip and make the amendment later via the TD tablet as shown above.

Adjusting a result (setting a percentage):

There are two ways to do this:

1. On the table tablet: on the relevant board, long press the picture of a key at the bottom of the screen and options will appear:

   Average 50/50

   Average +/+ 60/60

   Average -/- 40/40

   Average +/- 60/40

   Average -/+ 40/60

Tap on the required option.

2. Via the TD tablet: ==Three dots== and ==Refresh== - ==Edit results== - ==Adjust a result== – select the relevant board and the relevant round/pair – ==Adjust== – Select the relevant adjustment via the dropdown boxes – ==Apply== – ==OK== -return to main menu via back arrow at bottom left of screen.

If you haven't played the board then ask the player to complete a yellow slip and make the amendment later via the TD tablet as shown above.

Resetting the movement:

On the ==TD tablet== tap on ==New game== – and follow the instructions above for creating a game. This overides the last game that was set under that slot number.

NB. If the table tablets have already been issued and people have entered table numbers, names etc. then you will need to refresh each table tablet – ==Three dots== – ==Refresh==. The original names should be retained but can be overridden and reset if needed (as above for changing a name).

Wrong table number selected:

Using the relevant table tablet; ==Three dots== – ==Settings== – under ==Reassign device== amend the table number and ==Save==

One winner Movements:

Set movement as above; ==Edit Movement== – ==Boards== – tap on the relevant round number(s) down the left hand side of the screen – ==Arrow switch== – ==Yes== (see below re where players have failed to arrow switch).

Failing to arrow switch:

==Edit results== - (find the relevant board and pairs) – ==Adjust==. Using the dropdown arrow next to percentage for NS select ==Wrong orientation== – ==Apply== - ==Ok==

Reducing number of boards/rounds:

Set movement as above; ==Edit Movement== – ==Boards== – tap on the relevant round number(s) down the left hand side of the screen – ==Remove== – ==Yes==

Sharing Boards:

Where boards are shared the board number can be selected on the relevant table tablet by tapping on the ==<> arrows== at the top of the screen

Displaying current ranking:

On table tablet; ==Three dots== – ==Refresh== – ==three dots== - ==Current rankings==

Display results of boards played; on table tablet this will only display the boards played so far. ==Three dots== – ==Results== – Select either ==Boards== or ==Scorecard== mode. Use ==<> arrows== to toggle between played boards.

On TD tablet; as above but all current scores will be displayed. You may need to use the Refresh button to bring it up to date.

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Setting half tables and showing missing pair:

When selecting the movement you can request a half table using the dropdown arrows. You don't need to round up and then show the missing pair. However, you do still need to input which pair are missing when selecting a half table movement*

To input the correct missing pair tap ==Edit movement== – bottom of screen – ==Missing Pair== – use dropdown arrow to select the missing number of **who is missing** e.g. 10.5 tables EW add 11.

Tap ==Back== – ==Create game==

NB *8.5 tables M14 Mitchell it defaults to missing pair 9. You can override this if you wish.

Checking where to place boards at start of session:

Set movement and create game; tap ==Adjust movement== – ==Boards== – below is a display of which boards are allocated to which tables for each round. Tap ==Back==

Similarly, you can tap on ==Players== and see which pair numbers are sitting where for each round. This is useful if you need to allocate a static pair, or if someone has forgotten their pair number for Howell movements and doesn't know where to go next.