Instructions for players wanting to play in NVBA or WBL limited-masterpoint online events
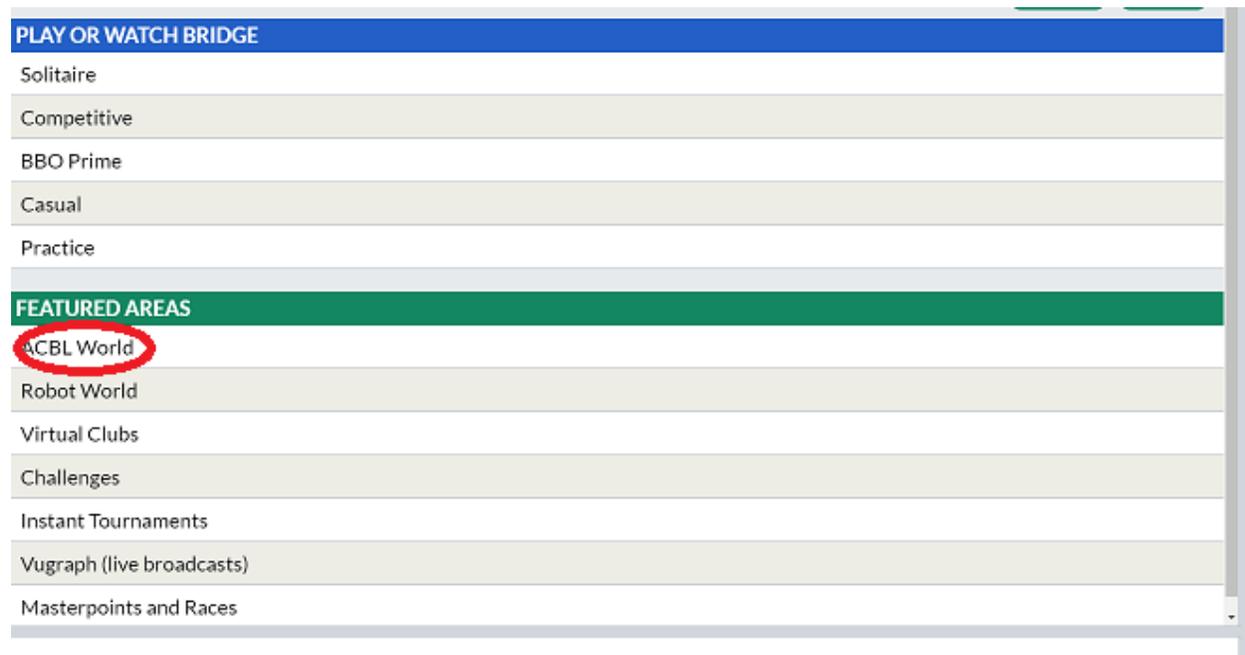
If you want to play in a **199er** (0-200 master points), **499er** (0-500 points) or any other WBL or NVBA online game, please **Read this now and take action at least 24 hours before the game begins!**

Configure your ACBL number on BBO

In order to play in an ACBL Virtual Club limited event you <u>must</u> be a member of ACBL, and you <u>must</u> have your ACBL number on record with BBO. Sorry, but we cannot make any exceptions to this rule, which is strictly enforced by the software.

You only need to configure your number once (and indeed can't change it once configured).

Go to **ACBL World** on BBO:

Click on **Update your ACBL number**

If you see the message "You already have an ACBL number on file, you may not currently change it", check that the displayed number is correct. If it is, you are in good shape. If it's wrong. You will need to contact the BBO Helpdesk to see if they can fix it for you (if you are a Life Master, it doesn't matter whether the first character is the old number or the new letter).

If you don't have a number, enter it and press **Update**. If there is a problem now, most likely some other BBO username (maybe a former one that you had in the dim and distant past) has that number. Again, BBO Helpdesk may be able to assist.

Log out of BBO and back in again for this to take effect.

During the 2 hours before the game

Try to sign up for the tournament as early as you can to avoid last-minute issues that can't be solved in time. If you are told that it is a private club and you aren't allowed (and if your ACBL number is properly set up as above), then contact your director (**VACB139386** for games run by WBL, **VACB139840** for games run by NVBA) by a message in BBO including all of the following:

- Your real-life name
- Your partner's BBO name and real-life name if they can't get in either
- The specific tournament you are trying to play in

Getting all these up-front saves everyone a lot of time.

When you get back a message saying you have been added **Log out of BBO and back in again**. That *should* be it; if not, we'll do our best to rectify the situation.

BBO messages are the most efficient way of doing this; voice calls are the least efficient by far and there is no guarantee you will even get an answer if things are hectic.