

## Setting up a table for four on Bridge Base Online (BBO)

- Before you start make sure you have all of the User names and have entered them under **People** – tab on right of screen. Add them using the **Add Friend** line at the bottom of that page.
- Log in to BBO just before you are due to play
- Under PLAY OR WATCH BRIDGE click on **Casual**
- Under FIND YOUR OWN GAME click on **Start a table**
- Under **Privacy options** click on the slider for **Permission required to play** to ensure other people cannot put themselves on your table
- Under **Reserve seats** put your User name in whichever seat you want and then put the other three into the appropriate seats. Do this by clicking a compass point and then in the pop up box type the User name then click on OK. If you have clicked on the **People** tab you can see whether the people are on or offline.
- When all your players are online click on **Start Table – Relaxed game**.
- The table will appear immediately and invitations will be sent to your players
- When each player accepts, their name comes up in the appropriate seat and when all four names are there the first deal is made automatically

If you lose a player we have found two ways to get them back on If they go to **Relaxed bridge club** in the **Casual** section and get the list of tables, they search for your user name (search is in the top right) and find their seat and click on it

OR

Host who set the table can click on the vacant seat and on the pull-down menu put players user name again and then click reserve and Ok. A new invitation will be sent again.