

## Typical<sup>1</sup> checklist for setting up a BBO teams match

Log in to BBO

Go to Competitive

Click on Teams matches

Click on Create Teams Match

You should be in Identification

- Put BBL match in the Title
- Put +nokill+ +slow+ +silentspecs+ +private+ in the Description field
- Put Ascot B in Team 1 and the oppos name in Team 2

Click on options

- Change number of boards to 12
- Uncheck Allow kitbitzers to chat with players
- Check allow undos
- Uncheck Barometer scoring

Click on reserve seats

All players need to be logged in to proceed

- In Team 1
  - Click on North and type Barry2011
  - Click on East and type Derek2020
  - Click on South and type Ilan10
  - Click on West and type Philstew77
- In team 2
  - Click on North and South and enter the BBO names of the pair who will play Derek & Phil first
  - Click on East and West and enter the BBO names of the Pair who will play Ilan and Barry first

Click on Create Teams match

Invites will automatically be sent to all 8 players and play can begin. When both tables have completed all 12 boards, the results will appear at both tables.

I am now a Director. I can add more by editing the event.

I carry out Director actions by clicking on the match number and getting a list of options.

The whole process is then repeated but with Ilan and Barry swapping seats at their table with Derek and Phil. The oppos stay in the same seats at their table.

At the end of the 2nd match, the totalimps is calculated from the combined results of the 2 matches and that is then converted to VPs via the normal EBU scale.

Enter the result via the LMS system as normal.

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<sup>1</sup> This checklist is an update of one prepared by Barry Read of Ascot B for a match against Ascot A played on BBO at the end of season 2019-20.