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Abbreviations

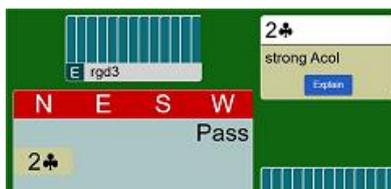


You don't have much time for writing Chat messages when you are playing. These abbreviations might be useful.

- !s !h !d !c are the suit symbols
- :) :(are smiley and sad faces
- wpp = well played partner; typ = thank you partner; glp = sorry, my hand is useless, good luck partner

(See the section on Greetings and pre-recording Chat messages)

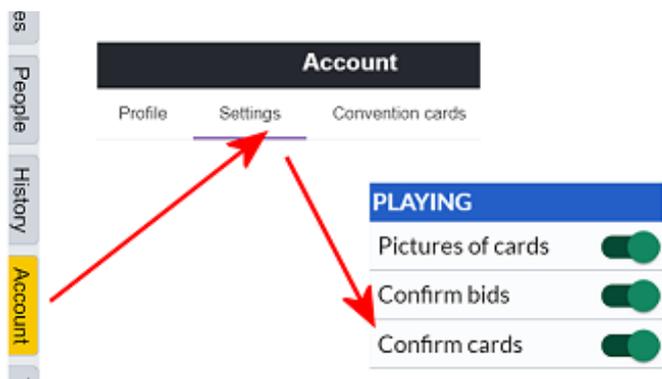
Alerting



Bids which would normally be announced or alerted should be self-alerted. Enter the explanation BEFORE you complete your bid. The opponents will see the explanation, your partner will not. Bids which would normally be announced but which are an obvious part of your bidding system do not need to be alerted. For example, if you have said you play weak NT and Transfers, you don't need to say "12-14" when you bid 1NT, your partner doesn't need to say "transfer to Hearts" when they bid 2♦.

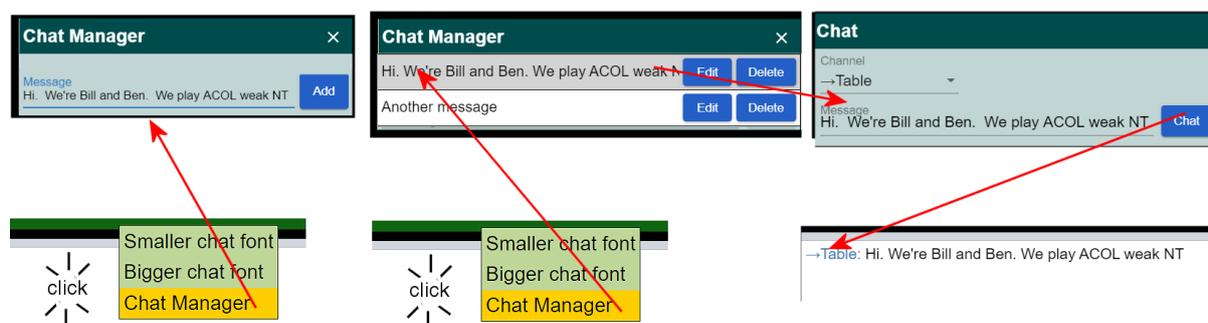
- If you want to ask about an opponent's bid which has not been alerted, click on the bid in the auction area
- If you want more information about an alerted bid, click on '*Explain*' in the explanation box
- If you forget to alert your own bid you can click on your bid in the auction area and add your explanation.

Confirm Bids and Cards



You can avoid the problem of a fumbling finger or a maladroit mouse by changing your settings so that your bid and/or card play must be confirmed. Select the *Account* tab on the right side of the screen, select *Settings*. Switch on the options *Confirm bid* and/or *Confirm cards*. When you bid you must click *OK* to confirm your bid. When you play a card you must click on a card twice. If you click the wrong card mistakenly you can click the correct card twice.

Greet Your Opponents (Chat Manager)

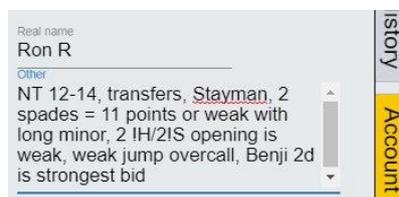


Online etiquette - When you start playing at a new table you should greet your opponents and tell them (briefly) about your conventions. The easiest way to do this is to record a message in **Chat Manager** before you start playing. Click anywhere in the message section and select **Chat Manager**. The Chat Manager window will open and you can type in your message, then *Add*. Close the Chat window. (Note: you can record more than one message)

When a new table starts, click in the message area and select **Chat Manager** again. The message(s) you prepared earlier will be displayed in the Chat window. Click on the message you want to send. A Chat window will open on the right side of the screen with your message. Make sure you have selected "Table" then click *Chat*. Your message will appear on the main screen where it can be seen by all players at the table.

Profiles

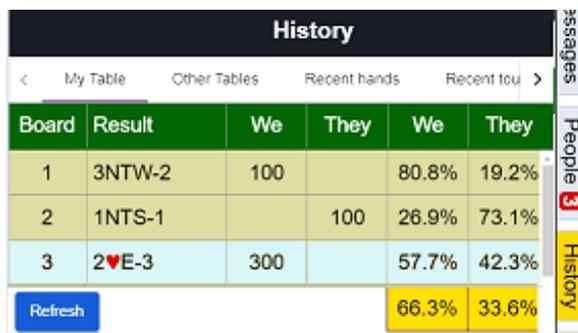
Who are you? What conventions do you use?



Players should have a recognisable name in their BBO profile. To amend your profile, click on the *Account* tab on the right side of the page. A window will open with your BBO profile. Enter your *Real Name* or a recognisable name. In the *Other* section enter a brief description of your conventions. *Save changes*.

When you are playing you can click on the name of a player at the table. A window will open, showing their profile. You can see who they are and what conventions they use.

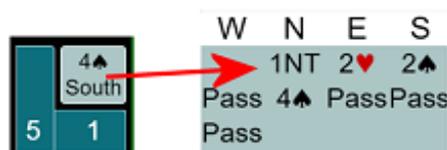
Results - how are we doing?



Board	Result	We	They	We	They
1	3NTW-2	100		80.8%	19.2%
2	1NTS-1		100	26.9%	73.1%
3	2♥E-3	300		57.7%	42.3%
				66.3%	33.6%

You can see your results during the session by opening the *History* window on the right side of the screen. *My Table* tab will show your results and scores for the boards you have played. Your overall score will change as other tables play the boards. The *Other Tables* tab will show the outcome at other tables for a selected board. But don't let all this interesting information distract you from your play.

Review bidding



	W	N	E	S
Bid		1NT	2♥	2♠
Action	Pass	4♠	Pass	Pass
Result	Pass			

If you click on the contract during play the auction will be shown. Click on the auction box to remove the display. (If you're playing live bridge you can't ask about the auction once you've started playing the hand. But BBO provide the facility and players might use this. We are including this information to ensure a level playing field for all.)

If you click on the "tricks taken" box you can see the cards played on the last trick.

Robots



Robots during the session. If a player loses their internet connection the Tournament Director will bring in a robot so that play can continue. When the connection is restored the player will be returned to their seat.

Robots as partners. We cannot provide a host system. If you don't have a partner for the session you should go to the Partnership Desk. If you are not able to find a partner and you don't want to miss the session you can choose to play with a robot. Playing with a robot should be a last resort. You should not play with a robot if there is a player waiting in the Partnership Room, and you should not play with a robot to improve your score.

Beware - robots have a bidding system which is very different from ACOL (and beyond mere human understanding). And their card play is sometimes very different to what you would expect from fellow Bookham players.

Strangers at the table



You may have opponents whose names you don't recognise, and who are not on the Bookham list. This happens because you cannot have half-tables and sit-outs in a Bookham session. The pair sitting out would be disconnected if they weren't playing. The solution to this problem is to invite another pair to join the session to make up a full table. This is arranged by the EBU Tournament Director, we have no say over who is invited.

If you don't recognise your opponents click on their seat to see their BBO profile. An invited pair may come from anywhere in the world and most likely will not be playing ACOL.

Undo



When you play a 'Casual' game with friends you can undo a bid or change the last card you played if you misclick. Click on Options (the blue box with horizontal white lines) top left of the screen. An options window will pop up. Select Undo. The player on your left will be asked whether they accept the Undo.

The Committee has discussed the matter with the EBU Director and has decided that Undos **will not be allowed** in Bookham sessions. This avoids awkward questions about whether an Undo was really just a misclick or second thoughts about the bid or card play.

v 3 August 2020