

BOSTON BRIDGE CLUB

Dealing Machine Tutorial

Foreword

This document is to assist in preparing Bridge traveller boards on a Tuesday morning before the club's Social Bridge, which starts at 1:15 pm.

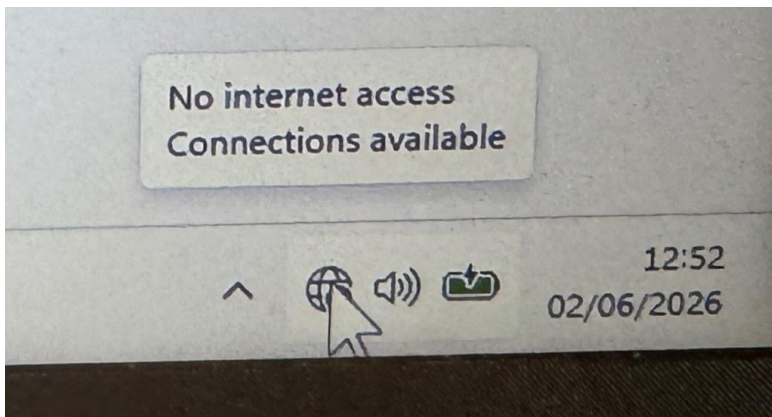
We require three complete sets of traveller boards, each set of 28 boards for playing "next week", i.e. Thursday, Monday and Tuesday's.

Ideally three people are needed to prepare these travellers, however two people can do so once they are experienced.

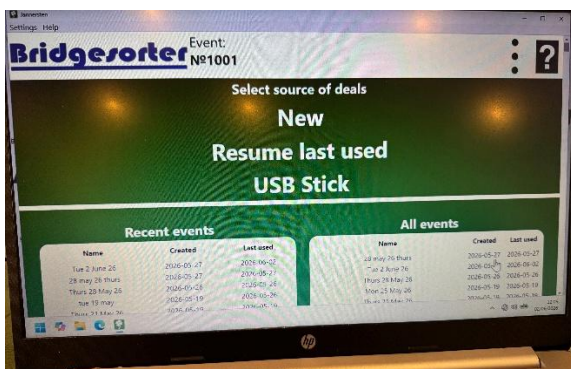
This document is also intended to assist a member initially being shown by experienced members how to prepare three sets of 28 travellers.

IMPORTANT - The time to undertake loading travellers will depend on experience and whether the dealing machine behaves, so an absolute **MINIMUM OF 1 HOUR IS REQUIRED**.

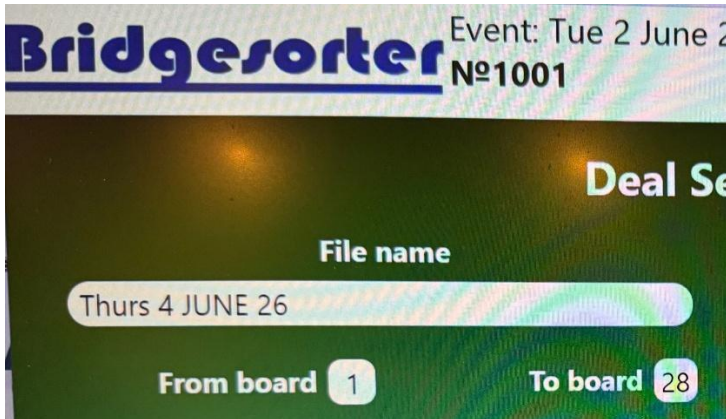
1. Both dealing machine and club laptop are located in the store room. Switch on dealing machine – green lights will flash.
2. Wait to hear dealing machine rollers clatter.
3. Switch on club laptop computer, let it boot up. Ensure the internet is turned off to show - **No internet access Connections available**



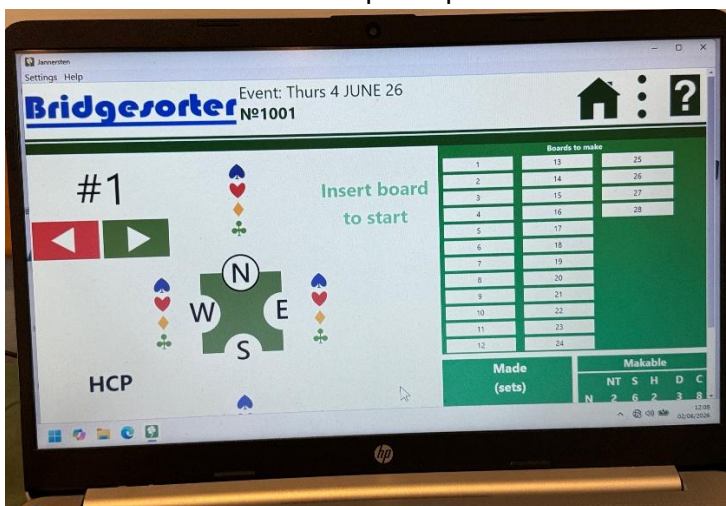
4. Click on the Globe icon shown above and then click on Bridgesorter to connect (wait for it to connect).
5. To open Bridgesorter on the laptop, go to bottom left of laptop screen. Click on the Duplimapp app (a green four-leaf clover icon). This will open Bridgesorter.
6. The Bridgesorter screen showing machine found and loading should appear (see below).
7. Select **NEW** Deal from the menu.



8. Tick to select **ASCENDING**, name the file (use the date you are dealing for, usually the next Thursday date).
9. Click to Uncheck **SHOW HANDS**.
10. Default is set **From board 1 To board 28** (28 boards required as some table movements need 28 boards). Otherwise change selection to, From 1 to board 28.



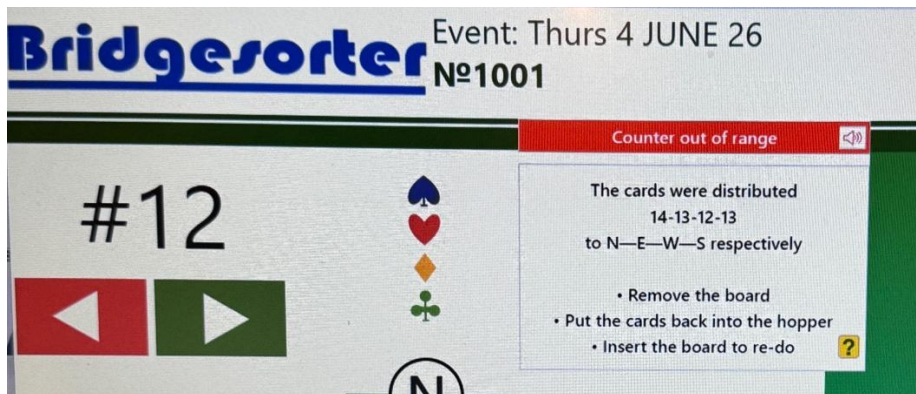
11. Empty last week's travellers #1 to (say) #8 into 8 complete packs of cards stacks.
12. Put last week's empty travellers in numerical order with #1 on top. It is best that the "First" person loading the empty travellers one at a time sits directly in front of the dealing machine with these first 8 empty travellers on their lap starting with #1 on top.
13. "Second" person usually sitting at the side of the dealing machine hopper end loads the dealing machine with 3 or 4 packs of cards (ideally in alternate colour packs just in case of misfeed).
14. On Bridgesorter screen press **GO**. You will be told to insert board #1 and the person sitting in front will take #1 off their lap and push into the front of the dealing machine.



15. While board #1 is being dealt with and the machine is making an intermittent clatter, (DO NOT TOUCH TRAVELLERS DURING PROCESS!) the second person takes more complete packs of cards from the "old" traveller boards, and puts only complete card packs in the hopper.
16. When board #1 is dealt, you will be instructed on the screen to remove board #1. Take it out and close it securely (MAKE SURE THE TRAVELLER CLIPS DO CLIP SECURELY – YOU DON'T WANT THE DEALT CARDS FALLING OUT!!)

17. Make sure you always have the boards in numerical order on your lap. After board #1 is completed the laptop screen will show to insert board #2 etc .. but don't forget to keep topping up the hopper with the next pack of cards, otherwise without sufficient pack weights it will stop.
18. If the dealing machine does stop, an Error message will appear on the computer screen, as per example below.

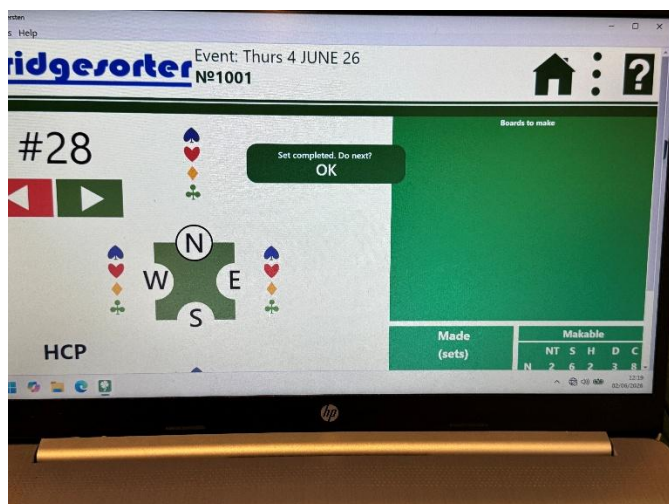
FOLLOW WHAT IT SAYS ON THE SCREEN ERROR MESSAGE, i.e. 'Counter out of range' as per below:



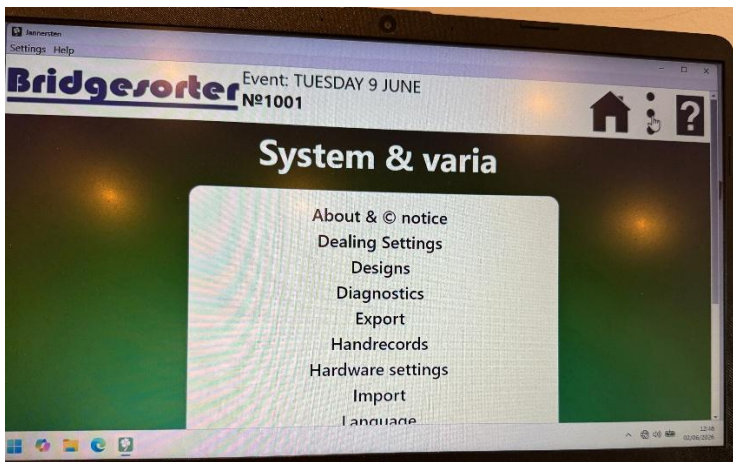
Usually to correct, you have to remove the traveller from the machine (in this example #12 above). Open the traveller and remove the misdealt cards and put them on a temporary "rejected" pile to one side. (In the example message above you will see the machine dealt 14-13-12-13 when there should be 13-13-13-13. Make sure there are 52 cards. Reinsert traveller ensuring hopper has sufficient cards, the machine will restart and should complete #12).

Sometimes other ERROR MESSAGES may appear on the computer screen, don't panic!! Examples could be – 'Poor feeding' or 'Bottom card not recognised' or 'top up the hopper' or 'cards might be upside down' or 'card stuck' etc. JUST FOLLOW WHATEVER THE MESSAGE SAYS.

19. When you have the last 3 boards left to deal, i.e. #26, #27 & #28, make sure you put two unopened card packs on top in the hopper to act as weights otherwise the machine stops.
20. Once all 28 boards are done, click on **OK**.



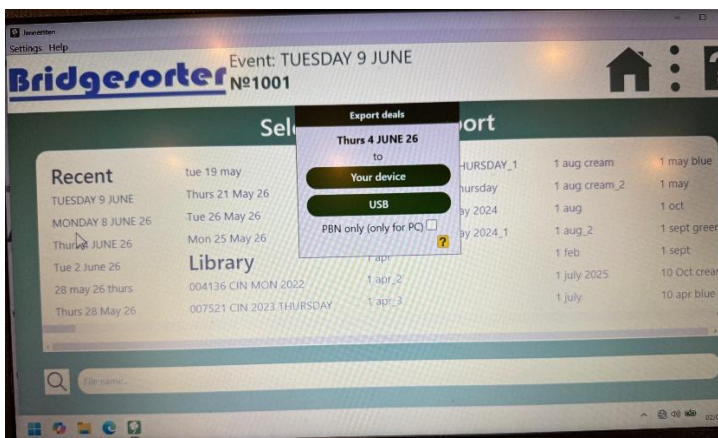
21. You are dealing 3 days, i.e. Thursday, Monday and Tuesday. To deal the next set of boards i.e. Monday, on the computer screen click on the **HOUSE ICON**. A screen will appear, as per step 7 above. Follow all the steps above until all 3 days boards are dealt.
22. Once all 3 days are dealt and you've clicked on OK, click on the 3 vertical dots to the top right and a menu appears:



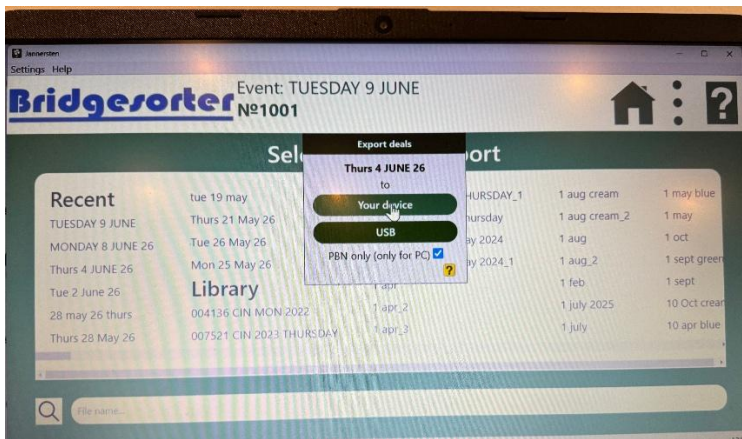
23. Select **Export**. Then under **Select event to export**. Go below to **Recent**, and select the first date you have dealt. In the example below it is Thurs 4 June 26.



The following box appears:

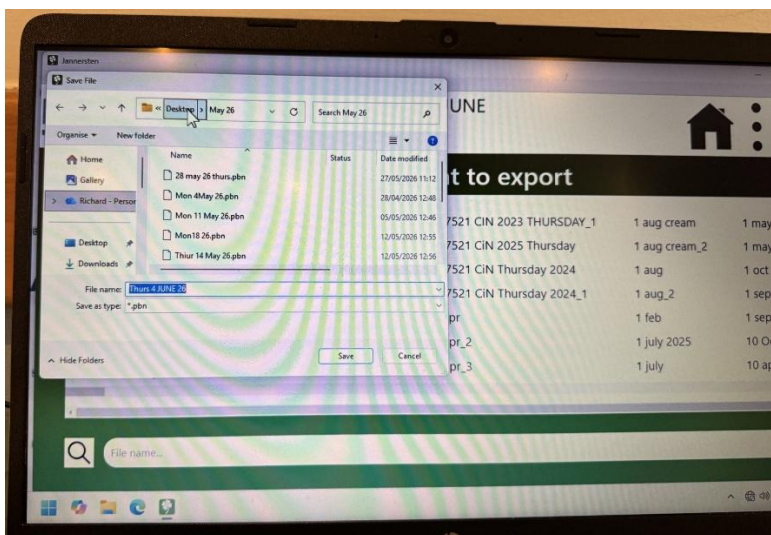


24. Check bottom box - **PBN only (only for PC)** - so that the box turns blue with a white tick. Then click on **Your device**, as per below:



On the laptop desktop there will be 'month folders' which should already be created.

25. To save the dated file you have dealt onto the laptop 'month folder' you must first check that the month which appears is current. The image below shows May as the current month but the 'June deal' needs to be saved in the June folder.



26. To change the month, click on desktop on top row and this box will appear, as per below:



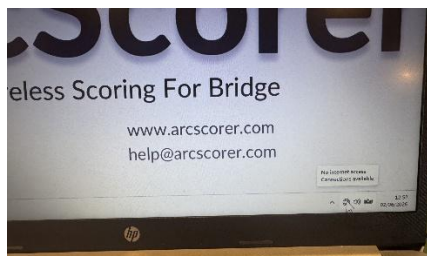
Click and highlight the June folder, which is the one we need for saving this deal example, then click SAVE.

27. Once all the dealt boards/hands are saved, close the Bridgesorter programme (X on top right).

28. On laptop open the Internet by clicking the globe internet icon.

29. SENDING DEALT HANDS TO BOSTON BRIDGE CLUB webpage (BRIDGEWEBS)

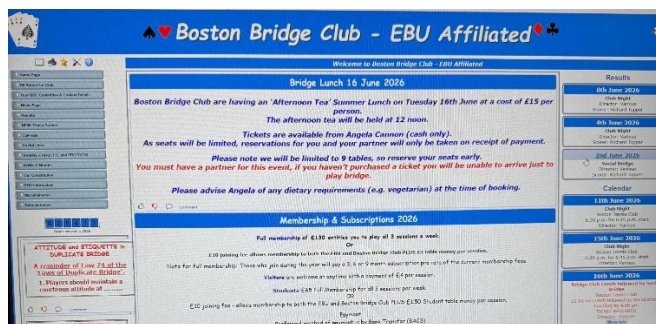
30. Connect to Boston Tennis Club's internet.



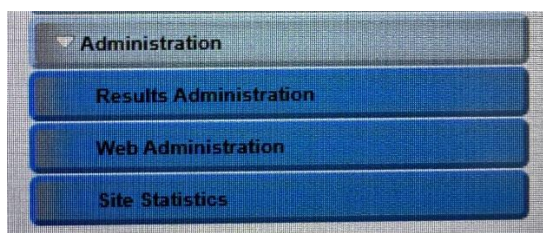
31. To put hands onto Boston Bridge Club webpage (Bridgewebs), follow steps below:

32. Open club's web page by going to the Microsoft Edge icon. In browser, type Boston Bridge Club and the Boston Bridge Club web page opens.

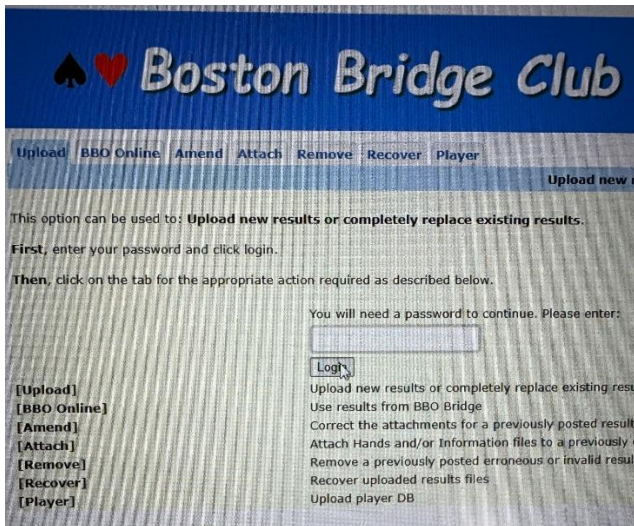
33. Once the page is open, Select **Administration** bottom left.



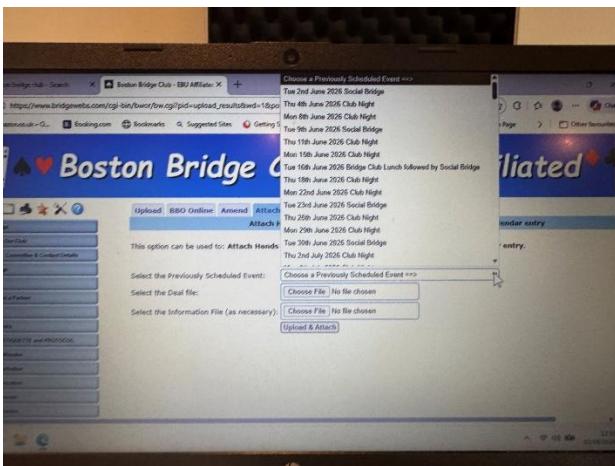
34. Then click on Results Administration.



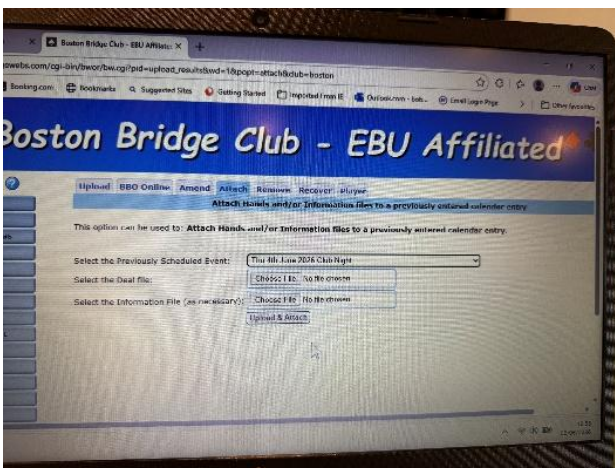
35. Put in the password, which is **easy123**



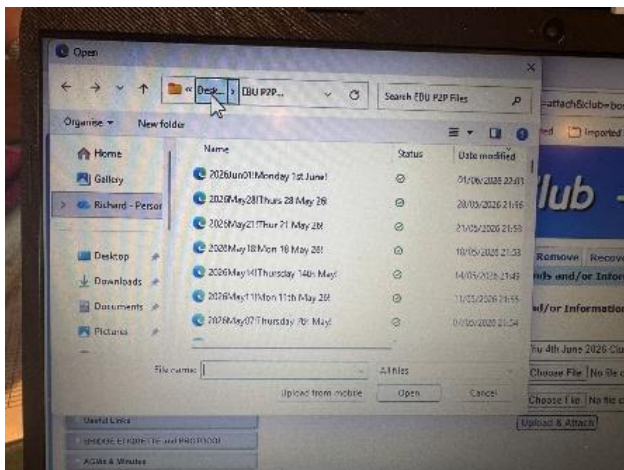
36. Select [Attach]. Where it says **Select the Previously Scheduled Event:** click on the drop down: **Choose a Previously Scheduled Event.** Select the club night or social bridge day you want to attach.



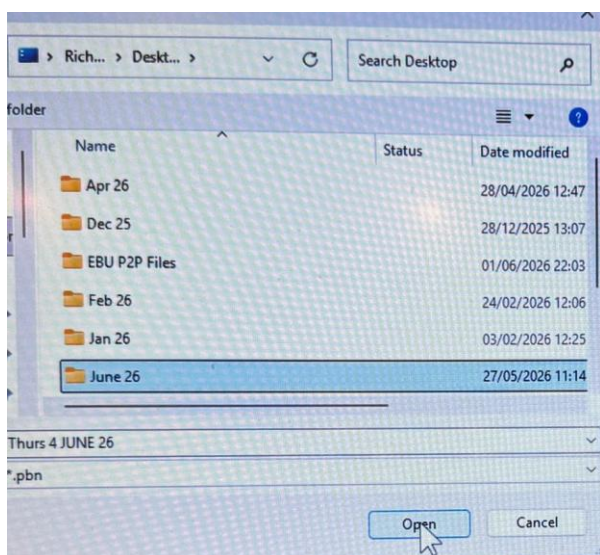
37. Where it says **Select the Deal file:** click on **Choose File**



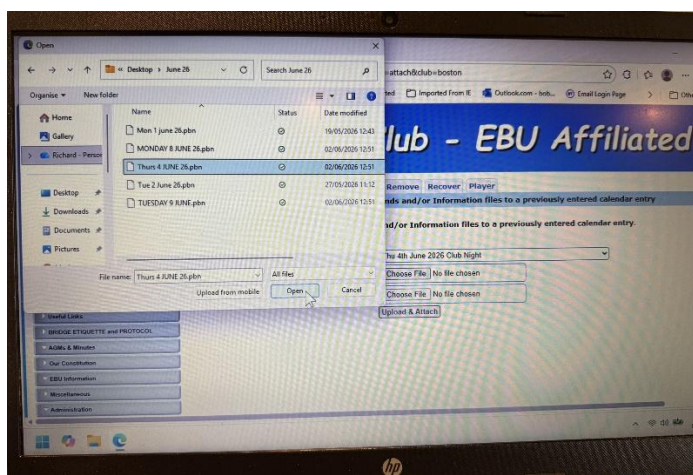
38. The box below will appear. IMPORTANT: You don't want to save an EBU P2P file (these are folders that are only used for sending to the EBU).



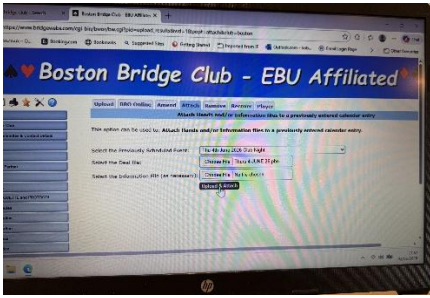
39. To select the deal file for Boston Bridge Club Bridgweb page click on Desktop. This should bring up the desktop folders showing the months, similar to below.



40. Select the month and the date where the dealt hands are saved. Click on the PBN file and open.



41. Check the file date matches the scheduled event. Click on **Upload & Attach**.

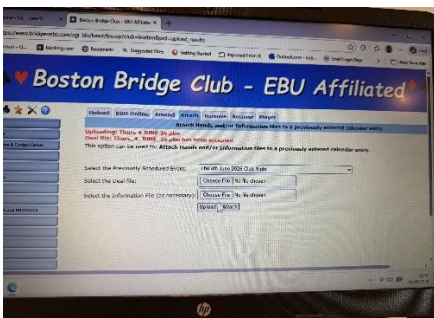


Once you have clicked on Upload & Attach you will see in red the wording:

Uploading! The date of the pbn file you have attached

Deal File: date of the pbn file has been accepted

As per below:



SUCCESS!!

42. Repeat this process for all the other dealt boards.