




COMPETITIVE DUPLICATE ONLINE BRIDGE - PLAYING INSTRUCTIONS

- Agree with your partner a mutual time to login to BBO (between 11:30 and 1:00 on Wednesdays and between 5:00 and 6:30 on Mondays).
- At the agreed time, go to the BBO (Bridge Base Online) website <https://www.bridgebase.com> and login to your account. If you are already logged in to BBO for Casual Bridge, you need to Logoff and Login again before playing Competitive Bridge.
- Select "Competitive", then select "All Tournaments"
- Search (the "Search Box" is on the RHS above the list of Tournaments) using "CHE" and select "Chelmsford Online Bridge" under "Title"
- If you cannot register for the tournament, e.g. you are being Blocked:
 - Send a message to the Tournament "Host" by using "right-click" on the Host (the Host is normally "ebu_06" or "vebu#####") and selecting "Private Chat"
 - Enter a brief message and select "Chat"
 - Wait for a reply (this may take a few minutes) and try again to register
- When BOTH PARTNERS ARE ONLINE:
 - One invites the other by entering their BBO Id and selecting "Invite"
 - The other partner "Accepts" the invite
 - YOU NEED TO HAVE COMPLETED THIS STEP BY 1:00 WEDNESDAY or 6:30 MONDAY, or you will not be able to play.
- At this point if you decide to play some Casual Bridge in the interim, you will need to then Logoff and Login again before our Competitive game starts.
- Wait to play; the cards will appear automatically at game time (1:30 on Wednesday and 7:00 on Monday).

Further Information you may need:

- If your connection is lost during play, your spot is reserved - and the TD may put in a temporary sub while you try to re-connect. To re-connect, re-establish your connection and login again. Any problems re-connecting contact your Partner. Your Partner and other players at the table may contact the TD (using the "TD Call Button", located Top LHS )
- Occasionally a "System Delay" can occur, e.g. the screen can freeze for a time or a connection is dropped. This cannot be avoided, so please be patient and **do not** send a message to your opponents to "Hurry Up" - as this is poor etiquette. If a System Delay causes the Hand to "Time Out" it will be handled by the TD (see next bullet).
- In the event of a "Time Out" for any reason, including slow play:
 - The score is initially set to an average and then reviewed by the TD; and normally this will happen within the next 4 Hands.
 - Please review the scores allocated for your table (you can see the scores by selecting the "History" tab on the RHS of the screen).
 - If you have any reason to dispute the scores allocated, you should contact the TD (using the "TD Call Button", located Top LHS ) - please do this asap. Inform the TD with a **short** message, e.g. "Hand nn Scoring Incorrect" is normally sufficient, but you can add additional text, but please keep it **short**. The TD will then review the hand and make adjustments as necessary.
 - The responsibility to raise a dispute lies with the players. It is important that these are raised during or immediately after the time of the competition, as adjustments cannot be applied after the scores have been published.
- Some people have experienced a problem with the Alert Box remaining on the screen and blocking some of the cards on the screen. If this happens and you cannot cancel the Alert Box, please make the TD aware of this (using the "TD Call Button", located Top LHS ) . It would also be helpful if you could take a copy of the screen and save this for later investigation, as this may be a BBO issue.