

# Chelmsford BC – Configuring and Directing a RealBridge Session

## 1 Introduction

This note has been prepared to assist those who are unfamiliar or less experienced with configuring and directing a Chelmsford BC RealBridge session. It only covers basic items, and the settings shown are tailored to the requirements of regular pairs sessions at Chelmsford Bridge Club.

Much more detailed information is available on the RealBridge website (<https://realbridge.online/>) under menu heading “Guides & Training”.

This note assumes that the RealBridge session has been created beforehand in the RealBridge Club Admin account, and the links to join the session are available.

There are two different login links for each session:

- Players
  - o available on the website for players to join the session
- Directors
  - o distributed to potential directors by email
  - o allows the director to both play and direct

## 2 Setting Up the Session in BridgeWebs

Login to BridgeWebs and navigate to the Calendar entry form for the event. Locate the ‘Online Bridge’ section part way down the page.

<b>Online Bridge</b> BridgeWebs will use the online session site and number to create a link to the online site.	Online Service: <input type="button" value="RealBridge"/>	Online Session No.: <input type="text"/>	e.g. BBO 3917-1585144986 - RealBridge xx.html?p=12345&q=ONLINE
<b>Hands</b> BridgeWebs will automatically find ECATS Hands if you enter the session number. Otherwise, you can attach the Pre-Dealt hand file to the event BEFORE or AFTER the results have been uploaded	EBU Session No.: <input type="text"/>	Ecats Session No.: <input type="text"/>	Pre-Dealt Hands: <input type="button" value="Choose File"/> no file selected Show/Delay Travellers/Hands: <input type="button" value="When Uploaded"/>

From the ‘Online Service’ dropdown, choose ‘RealBridge’, and in the ‘Online Session No.’ box, enter the players login link for the session (e.g. dx.html?p=250620126558&q=7unFri20JunPrsPly).

Note that it is important that the prefix to the link <https://play.realbridge.online/> is NOT included.

<b>Online Bridge</b> BridgeWebs will use the online session site and number to create a link to the online site.	Online Service: <input type="button" value="RealBridge"/>	Online Session No.: <input type="text"/>	e.g. BBO 3917-1585144986 - RealBridge xx.html?p=12345&q=ONLINE
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This will enable the “RealBridge Login” button in the Calendar entry to be displayed, as well as the “RealBridge” button on the Results page.

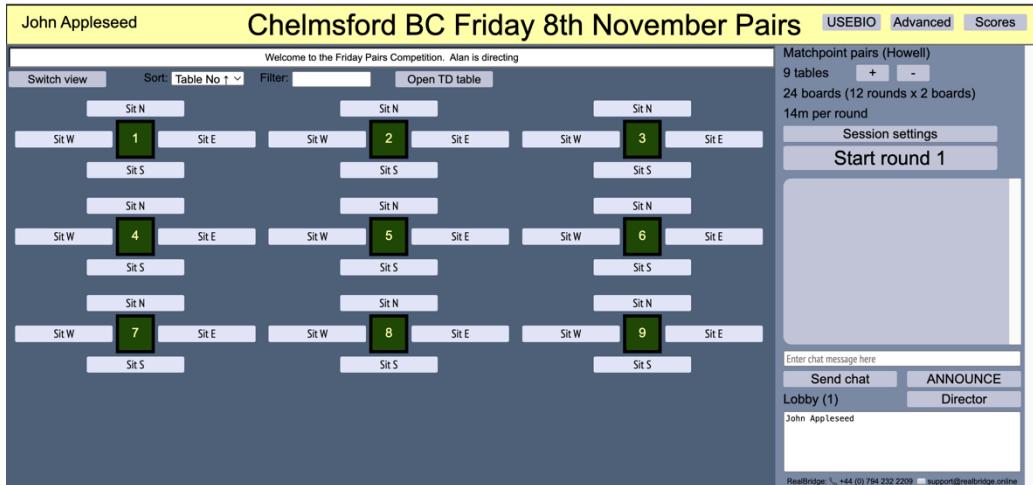
If the session is part of an ECats simultaneous pairs event, the session number can be added to the ‘Ecats Session No.’ field in the ‘Hands’ section. This will enable the display of the “ECats” button on the Results page.

Save the Calendar Entry using the button at the top of the entry form.

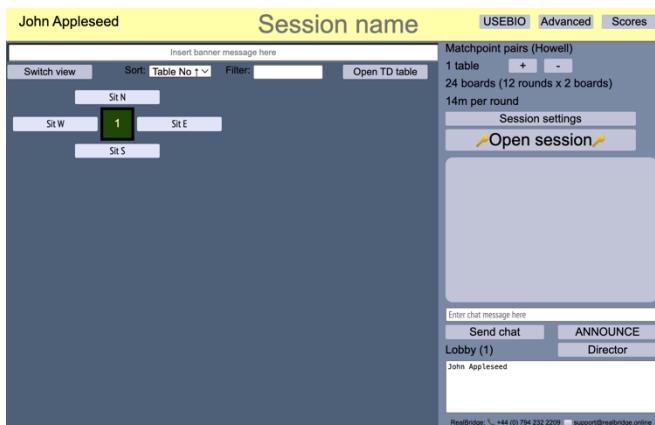
### 3 Setting Up the Session in RealBridge

Login using the director login link.

The session may have been configured and opened already. If so, you should be presented with a screen like the one below.



If instead you see a screen like the one below, you will need to configure and open the session yourself.



#### 3.1 Set up session information

Check or enter the following information

- Session name
- Banner message

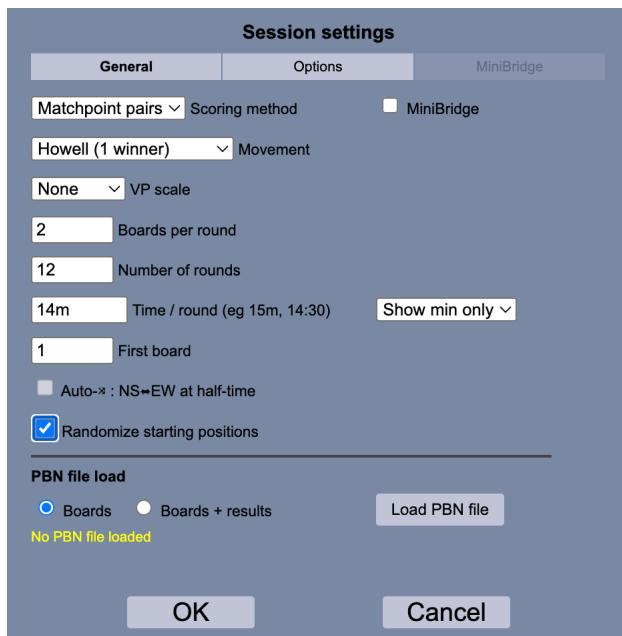
Set the number of tables initially to 9. You will not know the exact number of tables until everyone arrives, so you may need to increase or decrease the number up until the start time.

#### 3.2 Open the session

When you have set up the session information, click on “Open session”. This will allow the players to enter the lobby and go to the tables.

#### 3.3 Session settings

Set the details by clicking the “Session settings” button. Only the General tab settings need to be changed. The Options tab settings should not be changed.



The recommended settings to be used depend on the number of tables.

Tables	Movement	Boards per round	Number of rounds	Time / round
2.5	Howell (1 winner)	6	4	42m
3	Howell (1 winner)	5	5	35m
3.5 to 4	Howell (1 winner)	4	6	28m
4.5 to 6	Howell (1 winner)	3	8	21m
6.5 to 11	Howell (1 winner)	2	12	14m
11.5 or more	Switched Mitchell (1)	2	12	14m

All the regular club sessions use “Matchpoint pairs” scoring.

The “First board” should always be set to “1”.

“Randomize starting positions” should always be checked.

### 3.4 Advanced settings

Press the “Advanced” button towards the right-hand side of the title bar to open the Advanced director actions dialog box.

#### 3.4.1 “General” tab

Set up the Club name, ID, EBU charge code and Masterpoint scale as follow.

**Advanced director actions**

**General** **Players** **Categories** **Load & export** **End session**

**Club and session parameters**

Club name	Chelmsford BC
ID #	204450
EBU charge code	10 Normal club session
Masterpoint scale	Club scale

**Broadcast video**

All      Lobby      Group

**Draw**

Show draw

**Watching at the table**

Not allowed  
 Allowed during breaks  
 Always allowed

### 3.4.2 “Players” tab

You should check that all players have logged in using their full name, and if possible have used their correct EBU number as ID#.

On the Players tab of the Advanced menu, the option to “Validate EBU Nos” can be useful to investigate this. For any anomalies, check with the individual player for the correct details.

### 3.4.3 “Categories” tab

For regular club sessions, use the default options.

### 3.4.4 “Load & export” tab

For regular club sessions, use the default options.

### 3.4.5 “End session” tab

This tab contains two powerful options. Both require the button to be pressed twice to activate them.

#### “Reboot session”

This option closes the session, forcefully logs out all players and resets the session to an unconfigured state. It is *extremely rarely* required, and only to be used in an EMERGENCY. Before using it, please use the Announce facility to inform all players that they will have to refresh their browser, and log in again. You will then have to reconfigure the session from the beginning and open the session again.

*An example would be if you have mistakenly configured the session to use 2 rounds of 12 boards instead of 12 rounds of 2 boards, and pressed “Start round 1” to start the session before realising the error.*

#### “Destroy session”

This option makes the session, the scores and results inaccessible. NEVER use this option, even at the end of the session.

## 4 Starting the session

Until the start time, keep an eye the on the lobby and if necessary direct players to a table.

Increase the number of tables if required.

Just before the start time, make sure all the tables are full and reduce the number of tables if necessary.

If there are two half tables, go to one of the tables (by clicking on the table) and asking the pair to move to the other table.

To contact someone in the lobby, type in “Enter chat message here” and select “Send chat”.

To send a message to everyone, type in “Enter chat message here” and select “ANNOUNCE”.

Just before you start the session, inform everyone (using “ANNOUNCE”) that you are about to start and the number of tables and the number of rounds.

To start the session, click on “Start round 1”. The system will then prompt you to “Confirm start”. Click to start the session (N.B. the system allows you 5 seconds to confirm start).

## 5 During the session

In theory, all you need to do now is to keep an eye on the tables, and to start each subsequent round. It may be easier to monitor the tables by clicking on “Switch view” (at the top left of the screen) to show the tables in a more compact view.

RealBridge shows the progress on each table. For each table, it shows which hand, and which trick they are on. When a table has completed a round, it shows “Rn” (where “n” is the round number).

When more than half the tables have finished, RealBridge allows the director to start the next round by clicking “Start round n”. Normally you should wait until all the tables have finished (or perhaps just one table still playing). If you start the next round before all tables have finished, they will continue playing (just like face-to-face bridge).

When you start the last round, “ANNOUNCE” to everyone that it’s the last round and that you hope they enjoyed playing.

### 5.1 Resolving Issues

As director, you may be called to a table. A message will appear in the chat column calling for the Director, and the appropriate table will be highlighted on the lobby screen.

You don’t normally have worry about any “bridge issues”, such as leading out of turn, because the system doesn’t allow players to make that sort of mistake. The most likely reason for the director being called is because of a technical issue.

#### 5.1.1 Resolving Bridge Issues

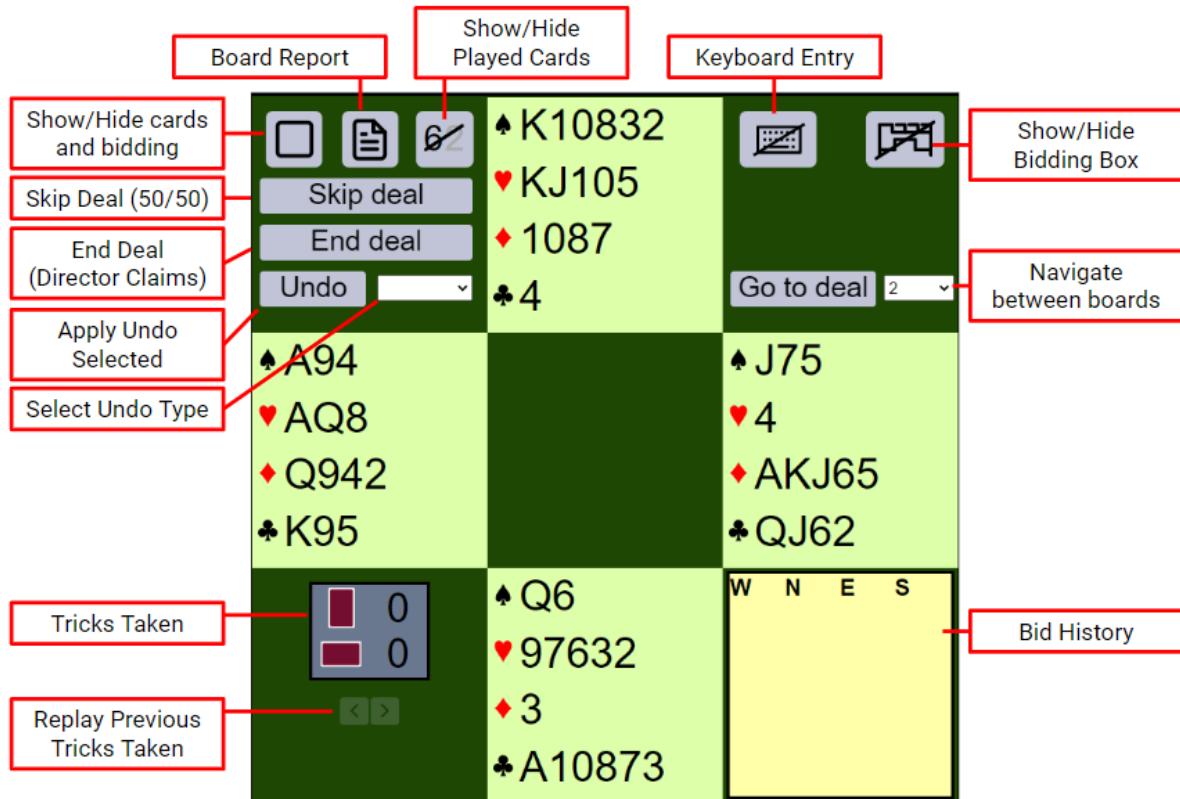
##### Disputes

In case of (extremely rare) disputes between players, if it is not possible to resolve the dispute at the time, take comprehensive notes at the time from all relevant parties, and take further advice from the Club Committee at the end of the session.

Similarly, if you know what is required for resolution (e.g. an adjusted score), but are not confident in making the adjustment at the time, again take comprehensive notes at the time, and take further advice about how to make score adjustments at the end of the session.

##### Slow play

If one table is very slow, such that everyone has finished the round, but they still have one board to play, you can go to the table (by clicking on it) and informing that they will not be playing the next board. When they have finished playing their current board and before they start the next board you select the option to “Skip deal” (see the figure below – courtesy RealBridge) and both pairs will be awarded an average.



### 5.1.2 Resolving Technical Issues

These are the most common issues are that likely to occur.

#### Missing video or sound

Initially suggest the players select the refresh button (a circular icon with two curved arrows at the bottom of the screen).

If that fails, refreshing the browser window, restarting the browser, or restarting the device sometimes helps. However, as these options take increasing lengths of time, and require the player to log in again, you should consider whether the player can play on without audio or video, or whether it might be necessary to skip a deal or more to allow the table to catch up once the player has returned.

#### Frozen screen

If the screen is completely frozen, it likely to be necessary for the player to refresh the browser window, restart the browser, or restart the device, and then log in again. As above, consider whether it might be necessary to skip a deal or more to allow the table to catch up once the player has returned.

#### Player has disappeared

Hopefully the player will log back on. If they can't get back on you have two options:

- You take the place of the person missing either on a temporary or permanent basis (N.B. you must leave the table and rejoin where the missing person was sitting)
- Effectively remove the pair from the session by skipping every deal on each table they were due to play at for rest of the session

## **6 At the end of the session**

Before you leave, stay in the lobby and make sure everyone has finished.

No action is needed to end the session. Just leave. After the session has finished, a member of the Committee will upload the results to the club website, and to the EBU.