BridgeMateII; Scoring Guide
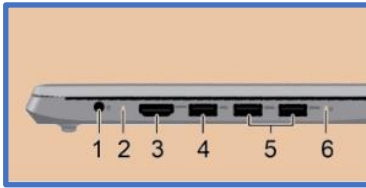
Hardware Preparation

1. Connect the Laptop to mains supply.

Plug in the ac adaptor to the mains power supply and connect to the laptop's **power connector** ① and switch on the mains power supply. The **charging light** ② will come on, a **white light** indicates the laptop battery is charged. **An amber light** indicates the laptop battery is charging. No light indicates no power. A fully charged battery is unlikely to last a 3-hour session.

2. Connect the BridgeMate Server to the Laptop.

Use the supplied cable, noting the **USB-B type connector** is for the Wireless Network Server and the **USB-C type connector** is for the laptop's **USB port** ⑤.

3. Connect the Wireless Mouse Dongle to the Laptop.

This step is optional. Use it if you prefer to use a mouse rather than the Touch Pad on the laptop. The dongle is stored in the battery compartment, on the underside of the mouse. insert it into the laptop's 2nd **USB port** ⑤

4. Switch on Laptop & switch on Mouse

When you open the laptop's lid, it will automatically switch on. The BridgeMate server light will come on (red) to indicate it is powered up (via the USB connection from the laptop).

There is a slider switch on the underside of the mouse. Please r*emember to switch off the mouse before packing it away, otherwise the battery will run down*. Windows should take a short while to start. It will present the **'log-in'** screen.

5. Enter Pin number

For security reasons we use a PIN number to allow access to the laptop. Click anywhere on the 'log-in' screen and it will ask for the **Pin number**. Type in the 4-digit Pin No. and press the **Enter** key. It will now display the laptop's **Desktop**. This is configured specifically for Church Minshull Bridge Club and contains the necessary applications to score a Duplicate Bridge event. Additionally, the sound is muted and the internet connection defaults to the disconnected state.

6. Switch BridgeMate handsets on.

For each handset, check it is ready for use. Press the **OK** button. It should display the BridgeMate II **'logo'** and the **battery indica**tor. If the indicator is flashing the batteries must be changed (two AA "double A" type batteries). If the display is not set to the logo, then the handset needs to be re-set. You may have to go back (**Cancel** button), or advance (**OK** button), to a display that includes a **'reset'** option or **'TDMenu'** option. Press the re-set function key, which will ask for a TD (Tournament Director) PIN. Enter **0(zero)** which will reset the handset. *Do not do this once the handset is in use.*

7. Check Internet connection.

Select the **internet icon** from the task Bar. On the pop-up window connect to the Village Hall's wi-fi service. The icon changes to show it is **connected**. Reset to **Disconnected**. **Do not set to Connect Automatically**. *The internet will be used to upload the results to BridgeWebs, at the end of the session.*

Event Preparation

1. Start ScoreBridge 10

To start ScoreBridge, select and click the desktop icon. This will display the ScoreBridge *Event List* tab, showing a list of completed events. The icon will appear in the task-bar.
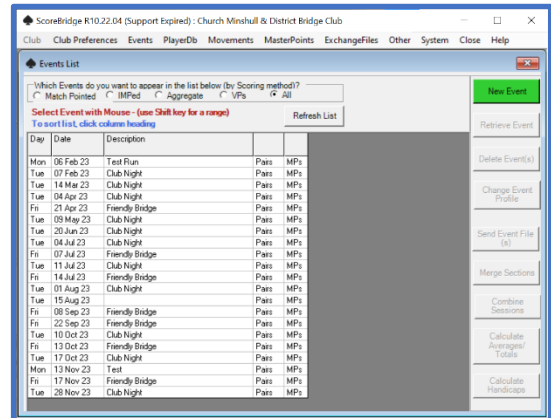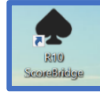
2. Prepare Visitor's Name Slips.

Players with no PId No. (i.e. Visitors) must submit a name slip. You assign a pre-set 'Guest-n' PId No. (eg 999) to each visitor. Later you will adjust 'Guest-n' to the name on the slip.

3. Start a new Event

On the *Event List* tab, Select and click the **New Event** button on the right-hand side. This will pop-up the *New Event Profile* tab.

4. Complete the New Event Profile.

Ensure *Preference* is set to *Pairs,* the *Results Only* radio button is not ticked and *Date* is set correctly.

- Input the *Event Description,* usually with Club Night or Friendly Friday.
- Enter the *Number of Tables.* Round up for a half tabel. *This field is mandatory, but you can change it on the next screeen.*
- Add the *Score*r (select from pull-down).
- Add the *Director* (select from pull-down).
- Select and Click the **OK** button.

5. Select a Movement.

Complete this action about 5 mins before start of play. By this time, Director should have determined the number of tables, any sit-out table, and the movement type to be played.

You are presented with *Movement* tab. Confirm (change if necessary) the *number of tables*, and filter the list with the *Club Standard* radio button.

Click on the movement the Director has chosen to play. (This may require you to unset the filter with the *Supplied* radio button). The display will refresh with additional *movement details* relevant to the selected movement. *Note, the information (field names and any prefilled values) will vary from one movement type to another!*

> The examples above show 2 club preferences for a 5-table movement. The 1st entry is the standard Mitchell movement pre-set with 5 boards per table (which is the Club Standard for 5 full tables). However, with only 4½ tables the club prefers not to use this movement as it will require a 5-board sit-out. Instead, as per 2nd entry, the Club standard is to play a ¾ Howell movement with 3 boards per table, for 8 rounds. This is a complex movement to set up, but only requires a 3-board sit-out.
>
> What is important, is that the movement details entered on ScoreBridge correspond precisely to the movement the Director has elected to play, especially when the Director/circumstances require a non-standard movement from the supplied list.
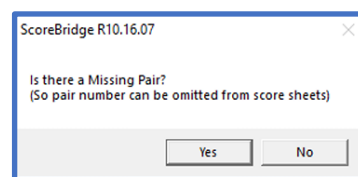
6. **Complete the movement details.**

Complete this action with the Director. Please ensure default values are as expected. They may not be, especially if you are choosing to play less boards than the movement's default. Details include:

- Check that *Boards Per Round* is correct and if not, change it.
- If you know you will be dropping one or more rounds, type in the *No. of Rounds Not Played at end.*
- If you have a relay, check the *Feed-in table number* is correct. This is the table number which will receive the relay boards.
- If you intend to arrow switch any rounds, type the list of arrow switched rounds in the *Arrow Switches* on rounds box. For example, in an 11 round movement, type 10,11 to switch the last two rounds; or type 1,2 to switch the first two rounds. NOTE: Don't forget to clear the *2 Winners* radio button as well!
- If Director is not using the standard EW pair numbering system of starting table + total tables, change the *Table plus number*.

When you are sure all your movement options are correct, Select and Click the [OK] button. For a complex movement, you may be presented with a screen that shows the start position of tables and pair numbers (for 1st round) and the corresponding score sheet numbering. Director should confirm this is as expected.

7. **Is there a sit-out table with a missing pair?**

You are asked if there is a *missing pair*. If **YES,** identify and enter the pair number. Take care: (1) do not assume the players at the sit out table are sitting at the correct orientation. (Director will advise). (2) make sure you enter the missing pair, NOT the sit-out pair.

You are now shown, and asked to make a final confirmation, of the movement details.

8. **Start BCS**
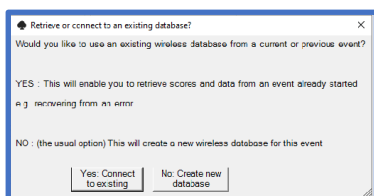
Once confirmed, you are asked if you wish to retrieve or connect to an existing database (on BCS). When starting a new event, you will be starting a new database. Select the *NO. Create e New Database* option.

This will auto-launch the *BCS* software in a new window, overlaying the ScoreBridge display. The BCS icon will appear in the task bar.

9. Check BridgeMate server (BCS) has connected.

If not, ensure the Server is powered (USB connection and the red light is on). You should also see all the tables are uploaded (showing a red dot). At this point inform Director that BridgeMates are ready. As each BridgeMate handset is activated by North the relevant red dot will turn green to show its current status.
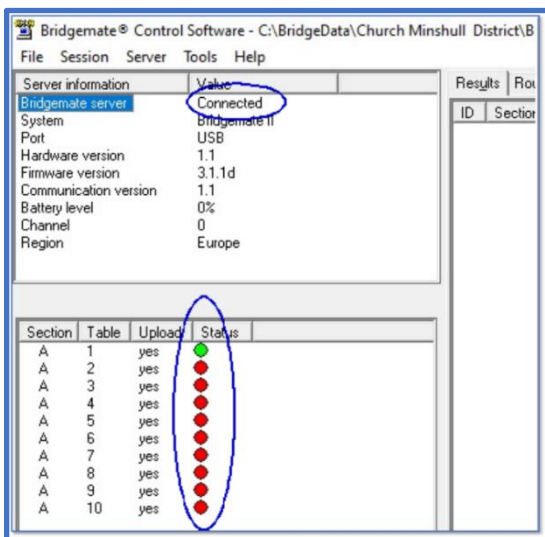
From this point, there should be no reason to monitor BCS. and Scorer should now return to the ScoreBridge Wireless Control tab (via the task bar icon).
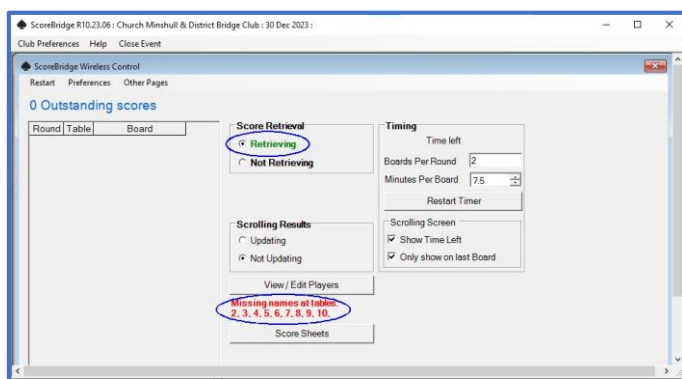
Check that ScoreBridge is showing **Score Retrieved:Retreiving**, *a*nd that the **Missing names at tables: n,n…** has disappeared as each table gets underway.

10. Start of Play

You should now be free to return to your table to play bridge, hopefully un-interrupted, until start of the last round.

During the Event

1. Score Adjustment Slip

Players may make a mistake when confirming (accept function key) a result on the Handset. To make a post-acceptance adjustment they must complete a **Score Adjustment Slip** and submit it to the Scorer.

Scorer, at their convenience (e.g. playing as dummy, coffee break, end of play), but prior to preparing the event's result, will apply this adjustment to ScoreBridge. Note; the adjustment is NOT retro applied to the BridgeMate handset. *See Appendix A for more detail.*

2. Visitor Name Slip

Prior to start of play, players with no PId Number will have submitted a **Name Adjustment Slip** and been allocated a Guest-n number

Scorer, at their convenience (e.g. playing as dummy, coffee break, end of play), but prior to preparing the event's result, will apply this adjustment to ScoreBridge. Note; the adjustment is NOT retro applied to the BridgeMate handset. *See Appendix B for more detail.*

3. Scrolling Results

At the start of the last round, scorer initiates the **Scrolling results**. This is done


from the ScoreBridge **Wireless Control** tab by selecting the **Updating** radio button. This will open the Windows browser and display the status of the expected event result. It will continue to update until no more boards remain to be played. It will include the applied **Visitor Name Slips** and **Score Adjustment Slips**. Leave it scrolling. for players to view their results, prior to closing the event.
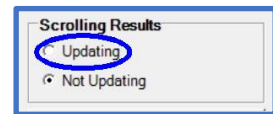
Event Completion

1 Close-Down Scrolling

Once play has finished and any name adjustment slips and score adjustment slips have been applied, close-down the Scrolling Results.
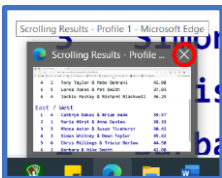
You achieve this by (1) hovering the mouse over the Widows browser task bar icon, and (2) click on the "X" in the top right-hand corner of the pop-up preview. This will close-down the Windows browser – i.e. all open tabs including the Scrolling Results. You are returned to the ScoreBridge **Wireless Control** tab.

2. All Boards Done.

From the ScoreBridge **Wireless Control** tab, select the **Score Sheets** button.

You are presented with the ScoreBridge. **ScoreSheets** tab for board 1.

Note; If Director has stopped play early, the display will show that some boards have not been played. The next step will auto fill these as 'Not played'.

Select the **All Boards Done** button and when invited to return to the wireless scoring, decline. *If you accept, you will be returned to the ScoreBridge:Wireless tab and then have to re-do this step!* This step will auto-close the BCS software, but only if all boards had been played. Otherwise, you will have to close BCS – step 6.

ScoreBridge may now ask if you wish to convert Advantage +/- from Director's adjustments (if any) to 60%. Reply No.

3. **Results and Output tab**.

ScoreBridge will now present the final-results for the event. Conduct a final check to ensure the name adjustment slips and the score adjustment slips have been applied. Use the *up/down slider* to see all results (*Ranking*, *Matrix*, & *Travellers*)

Resolve any errors by selecting from the *Other Pages sub-menu* - taking you to the appropriate tab to apply an alteration.
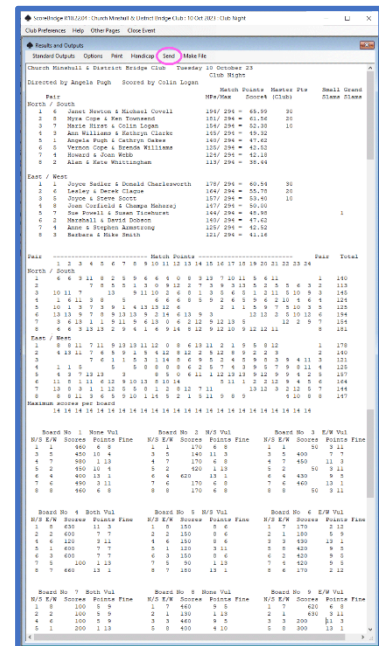
4. **Re-connect the Internet**

Select the *internet icon* ⊕ from the task bar and re-connect to the Village Hall's wi-fi. The icon changes 📶 to show it is *connected*.

5. **Send Results to BridgeWebs**

From the ScoreBridge: *Results and Output tab*, select the *Send* menu-entry and then select the *Uploads Results to BridgeWebs* drop-down menu-entry.

6. **Confirm upload to BridgeWebs**

The internet will upload all the necessary results to our Church Minshull Bridge Club's WebSite (hosted on BridgeWebs). It will then auto start the laptop's browser to download and display those results. I.E. confirmation that the 'send' has worked.

Close-down the Browser **and** disconnect from the internet.

If **BCS** did not auto-close (i.e. the BCS icon has not been removed from the task bar) close-down BCS. You achieve this by (1) hovering the mouse over the BCS task bar icon, and (2) click on the "X" in the top right-hand corner of the pop-up preview.

7. **Close ScoreBridge.**

From the ScoreBridge top-level menu select *Close Event*. Any open tabs from this event are closed and you will have only the Event List on display (now with this event included).

From the ScoreBridge top-level menu select and confirm *Close*, and ScoreBridge will close-down

8. **Close-Down the Laptop.**
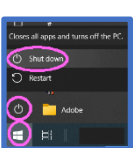
With No applications running, right click the Windows icon ⊞ (bottom right corner of the desktop) and select the *Power* Option ⏻ from the contextual sub-menu. Finally select the **Shut-down** option. Windows will close-down, and the laptop and the wireless network server will power down.

Remove and store the mouse dongle, if used , and switch off the mouse slider (save battery).