

## Bridgesorter

### Dealing

- Start BOS using icon on desktop
- Click on 'Create new'
- Insert the event name in date form eg: 200721 (20<sup>th</sup> July 2021)
- Click on Create
- Click on Randomize and the settings screen will pop up
- In the settings screen, set it to deal 1 – 27 boards. In the 'Deals' section, click on 'Show' then click on SAVE
- Click 2<sup>nd</sup> red tab at the top 'auto duplication'
- Insert alternately coloured decks of cards into 'the hopper' of the machine (face down). It is best to insert 2 decks at a time.
- Insert the boards into the machine one at a time – make sure you insert the boards in the correct order
- After each hand is dealt, snap the board closed fully in 3 places

### Printing

- Main box, click 'hand records'.
- Tick 'put copy on desktop'
- Click 'start'
- PDF appears on desktop – double click and print

### Saving

- Main box, click 'export'
- Tick PBN, OK
- Save the PBN file
- Open Bridgewebs – Administration – Results admin
- Click the attach tab
- Select correct date from 'previously scheduled events'
- Select the appropriate saved and dated PBN file
- Check the calendar to see that the hands are uploaded
- SEND THE PDF file and PBN file to the relevant Director (and to Jo as back up)