

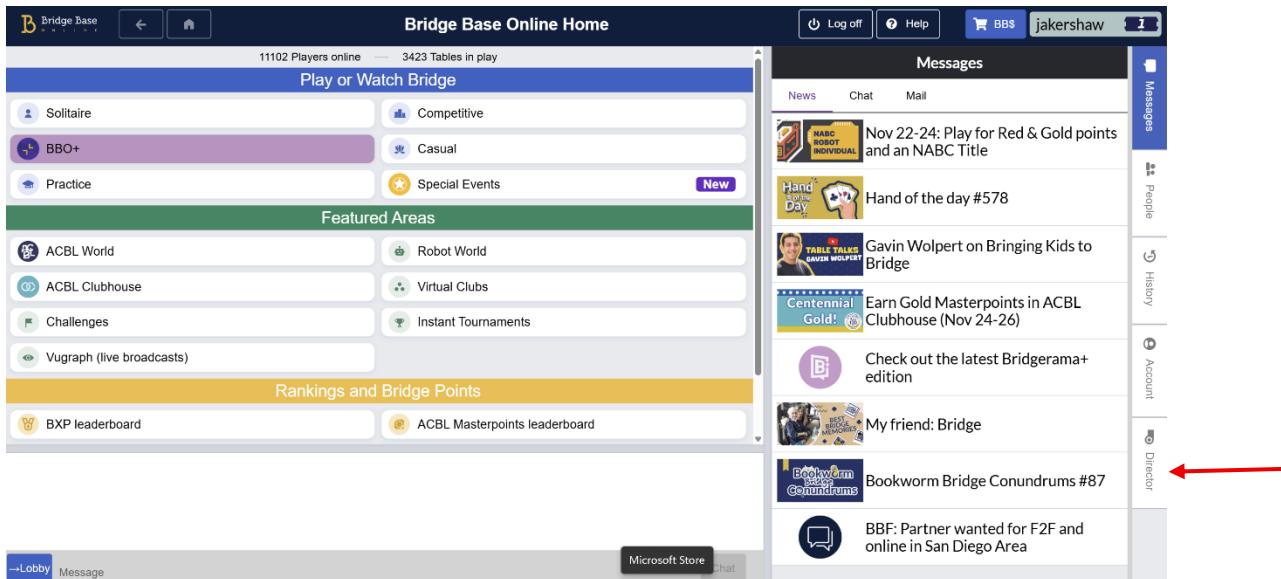
Director's guide to running a BBO tournament 2026

On the morning of the tournament, check the 'Find a Partner' list on the website to see how many pairs have signed up. At 15:00, if there are fewer than 6 pairs, send an email to all members to inform them that the competition has been cancelled due to insufficient players.

NB When directing you must use a device which allows you to right click.

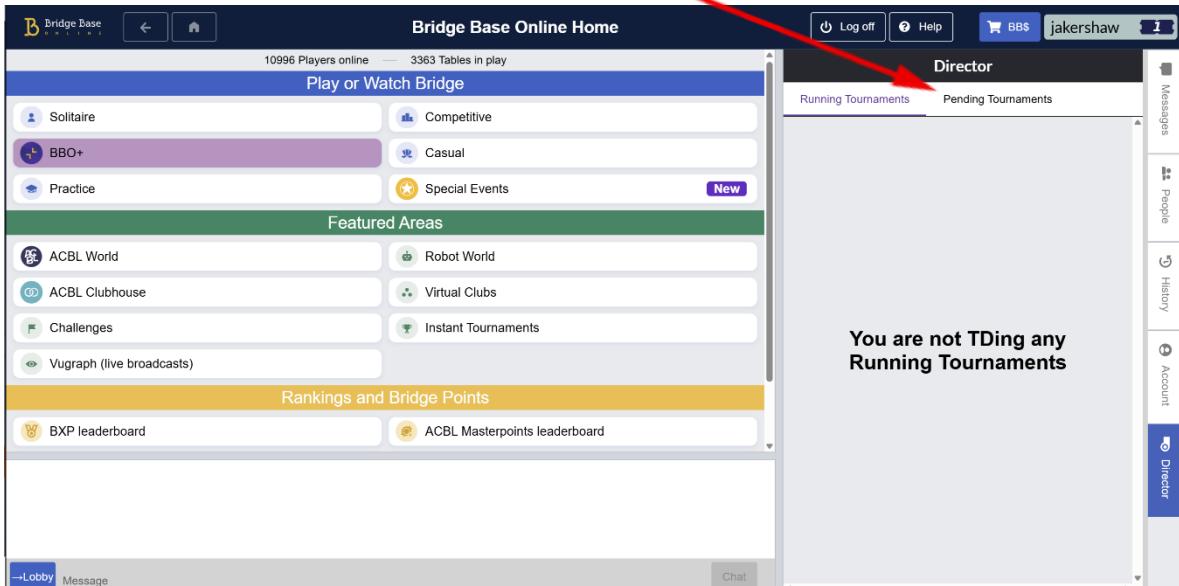
1. Login to BBO using your own username and password.

2. Click on the Director's tab.



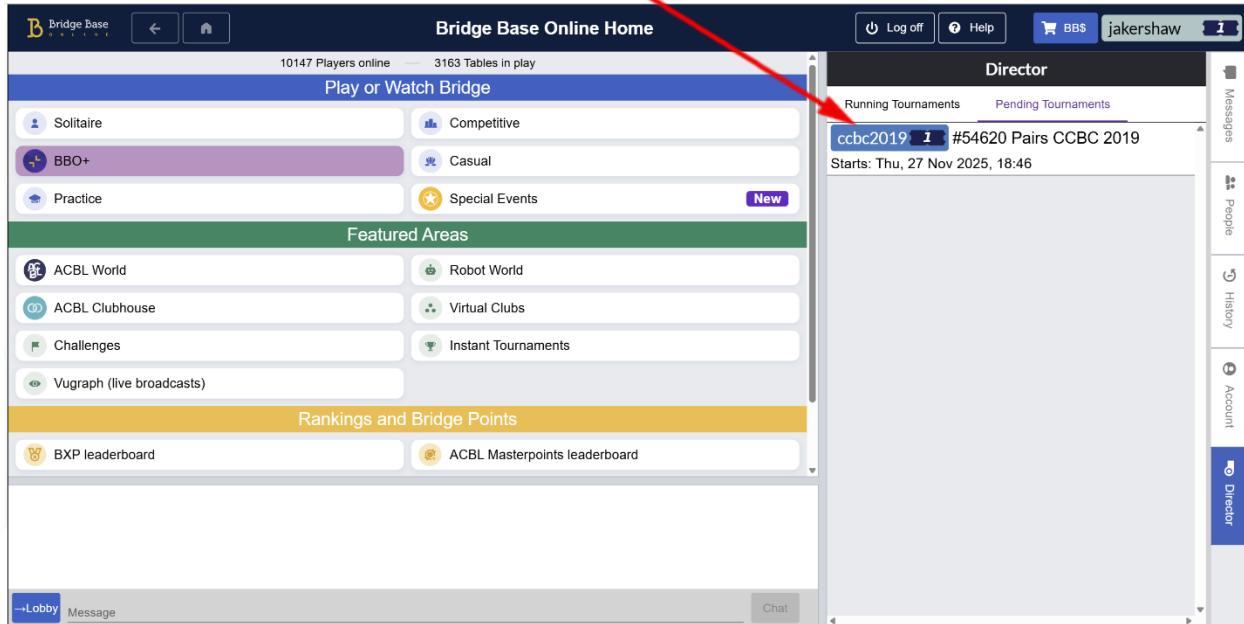
The screenshot shows the Bridge Base Online Home page. The sidebar on the right has a 'Director' tab highlighted with a red arrow. The main content area shows various features like Play or Watch Bridge, Featured Areas, and a Messages sidebar with several notifications.

3. Click on Pending Tournaments.



The screenshot shows the Bridge Base Online Home page with the Director tab selected. The 'Pending Tournaments' tab is highlighted with a red arrow. A message in the center states 'You are not TDing any Running Tournaments'.

4. CCBC2019 tournament will appear.



Bridge Base Online Home

10147 Players online 3163 Tables in play

Play or Watch Bridge

- Solitaire
- BBO+ (highlighted)
- Practice

- Competitive
- Casual
- Special Events (New)

Featured Areas

- ACBL World
- ACBL Clubhouse
- Challenges
- Vugraph (live broadcasts)

- Robot World
- Virtual Clubs
- Instant Tournaments

Rankings and Bridge Points

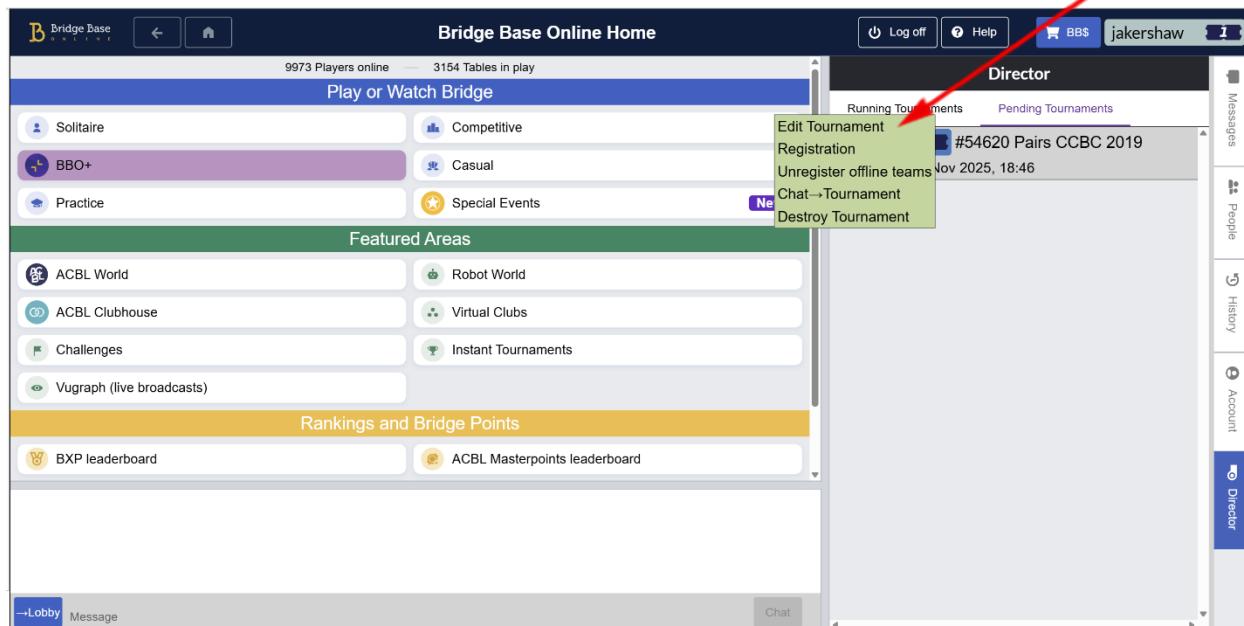
- BXP leaderboard
- ACBL Masterpoints leaderboard

ccbc2019 #54620 Pairs CCBC 2019
Starts: Thu, 27 Nov 2025, 18:46

Running Tournaments Pending Tournaments

Messages People History Account Director

5. Left click over the tournament and a menu will appear. Click on 'Edit Tournament'.



Bridge Base Online Home

9973 Players online 3154 Tables in play

Play or Watch Bridge

- Solitaire
- BBO+ (highlighted)
- Practice

- Competitive
- Casual
- Special Events (New)

Featured Areas

- ACBL World
- ACBL Clubhouse
- Challenges
- Vugraph (live broadcasts)

- Robot World
- Virtual Clubs
- Instant Tournaments

Rankings and Bridge Points

- BXP leaderboard
- ACBL Masterpoints leaderboard

ccbc2019 #54620 Pairs CCBC 2019
Nov 2025, 18:46

Running Tournaments Pending Tournaments

- Edit Tournament
- Registration
- Unregister offline teams
- Chat → Tournament
- Destroy Tournament

Messages People History Account Director

6. Ensure that the details are correct. The key entries to check are:
 - i) Make sure that your name and username are correctly shown in the 'Welcome' message.
 - ii) If the number of pairs listed on 'Find a Partner' is 11 or more you will need to delete '+Howell+ +rounds9+', leaving the setup as '+allavail+'.
 - iii) Ensure that there is another Director listed under the heading 'Directors' who will be playing as well as yourself. If there isn't click on the '+' sign and add another Director then click on the tick.
 - iv) Check that the start time is '18:46'. If necessary adjust the time using the arrows next to the minutes.

NB You must click on 'Modify tournament' after making any alterations to save the changes before closing the window.

The screenshot shows the Bridge Base Online Director interface. On the left, a modal window titled 'Edit Tournament' is open. It contains sections for 'Identification' (Title: #54620 Pairs CCBC 2019, Welcome message: 'Mark Welford is your Director', Description: '+allavail+ +howell+ +rounds9+'), 'Directors' (listing 'mrwelford' and 'jakershaw'), 'Time until start (days/hours/minutes)' (set to 0 days, 0 hours, 0 minutes), and 'Format' (set to 'Pairs'). At the bottom of the modal are buttons for 'Modify tournament', 'Copy tournament', and 'Close'. On the right, the 'Director' dashboard shows 'Running Tournaments' (ccbc2019, #54620 Pairs CCBC 2019, T# 54620 (Pairs) 3 tables) and 'Pending Tournaments'. A sidebar on the right includes links for 'Messages', 'People', 'History', 'Account', and 'Director'. Three red arrows point from the text in step 6 to the 'Identification' and 'Directors' sections of the 'Edit Tournament' window.

7. At 18:46 the tournament will start automatically.

8. As soon as the tournament starts, click on 'Running Tournaments', left click on the Tournament name and then click on 'Show Tables'.

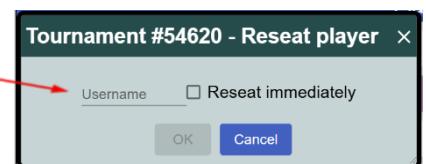
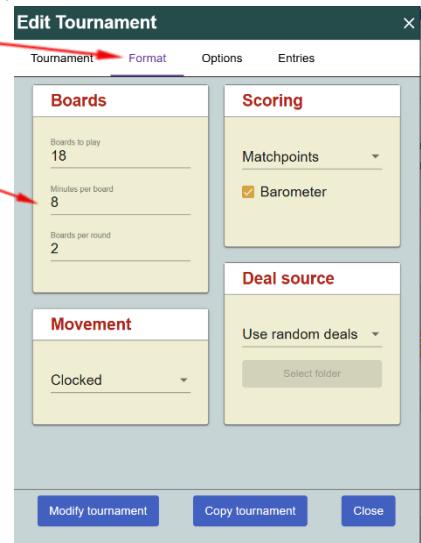
The screenshot shows the 'Director' dashboard with the 'Running Tournaments' section highlighted. It lists 'ccbc2019' (T# 54620 Pairs CCBC 2019, Starts: Thu, 27 Nov 2025). A context menu is open over this tournament entry, with the 'Show Tables' option highlighted by a red box and a red arrow. The menu also includes options like 'Edit Tournament', 'Substitutes', 'Reseat player', 'Adjust Score', 'Player's Results', 'Tournament Status', 'Chat→Tournament', and 'Destroy Tournament'. A red arrow points from the text in step 8 to the 'Running Tournaments' section of the dashboard.

9. If there are 'Sitouts' these must be replaced by Robots. To do this right click on the seat where it says 'Sitout'. A menu with several options will appear. Choose 'Substitute – Robot'. Click 'Substitute now'. Press the 'Refresh' button to confirm that Robots have been substituted.



10. If someone loses connection (as advised via Chat):

- To extend the time, click on 'Running Tournaments', 'Edit Tournament' and then click on 'Format' which will bring up this window. Change 'Minutes per board' to 10 and then remember to click 'Modify tournament' to save the changes.
- At the end of the round if the player is still absent inform the player's partner on Chat that you are going to put in a Robot.
- Go to 'Show Tables' (as above) and you will see their username in red. Substitute their username with a Robot (as above) and press 'Refresh' to confirm that the changes have been made. When the following round has finished remember to adjust the 'Minutes per board' back to 8.
- During the following round you should replace the Robot using 'Reseat player' from the drop down menu. At the end of that round, type in their username and click on OK. If the player has still not returned the robot becomes permanent for the remainder of the competition.



11. As soon as the tournament has finished email the Club members to inform them of the winners and advise the Scorer so that the detailed results can be uploaded onto the Club website.