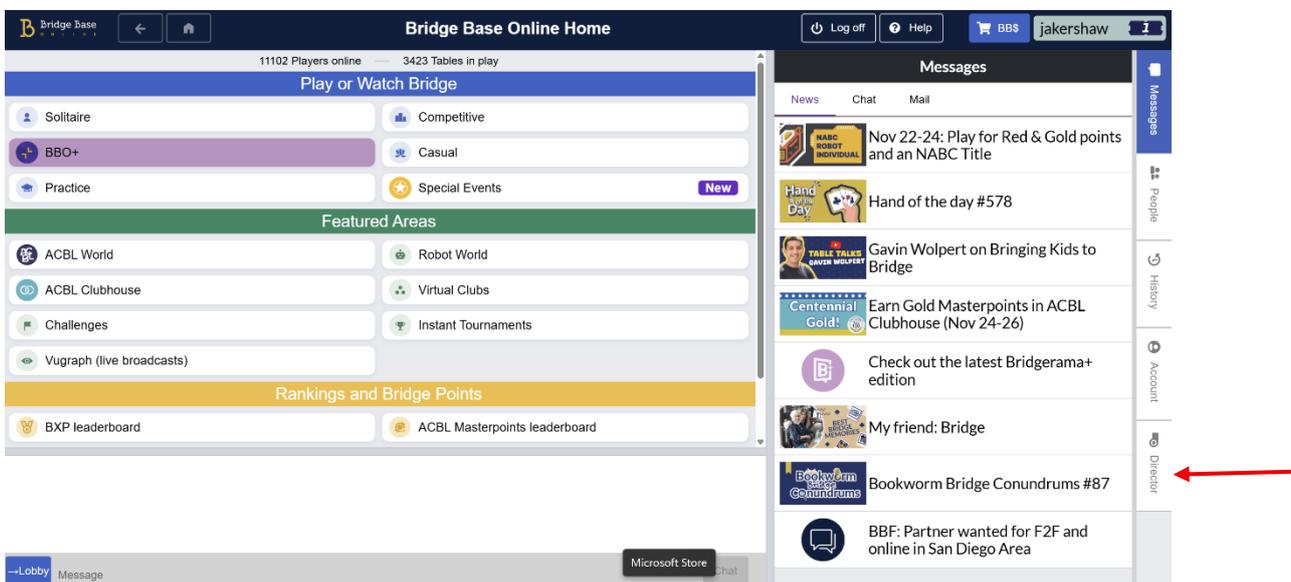


Director's guide to running a BBO tournament 2026

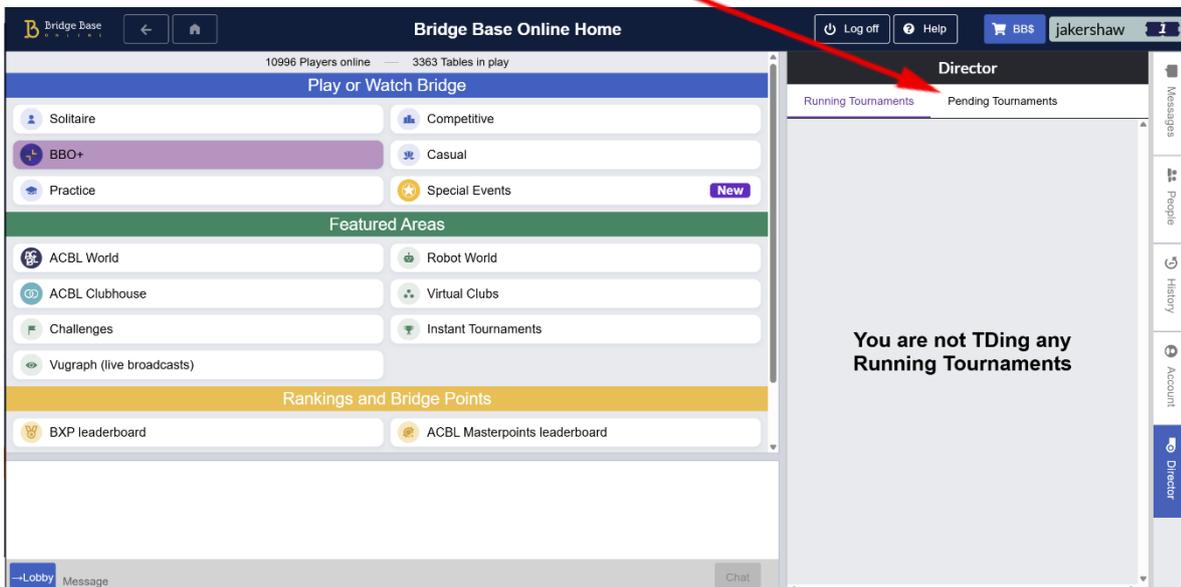
On the morning of the tournament, check the 'Find a Partner' list on the website to see how many pairs have signed up. At 15:00, if there are fewer than 6 pairs, send an email to all members to inform them that the competition has been cancelled due to insufficient players.

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

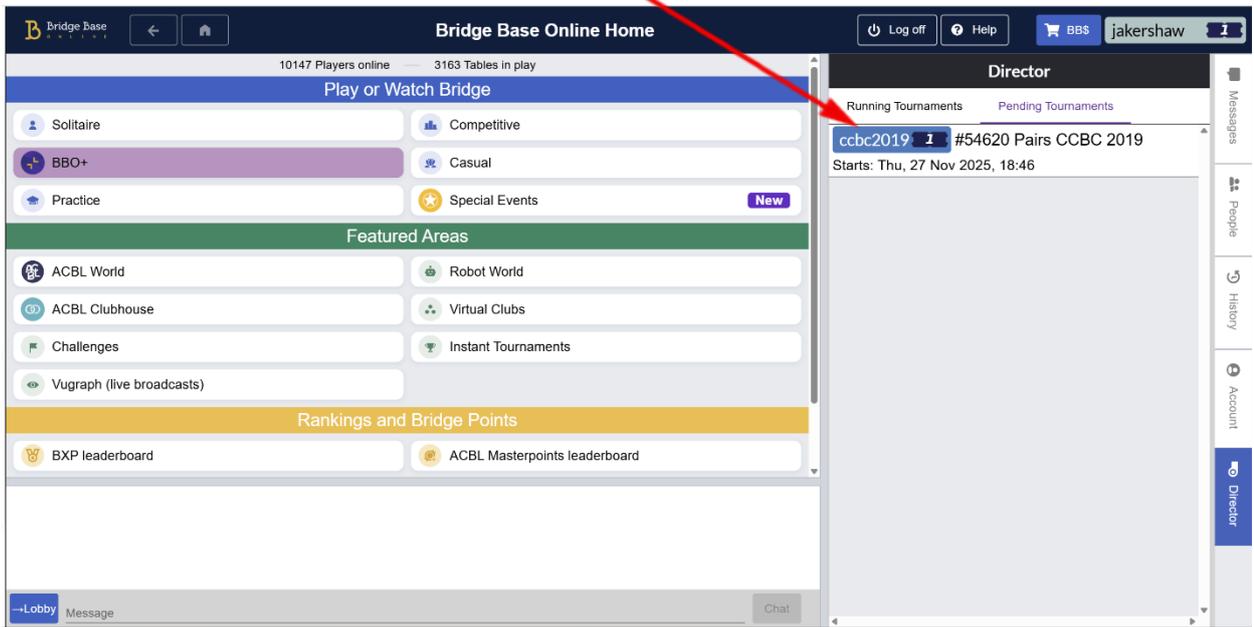
1. Login to BBO using your own username and password.
2. Click on the Director's tab.



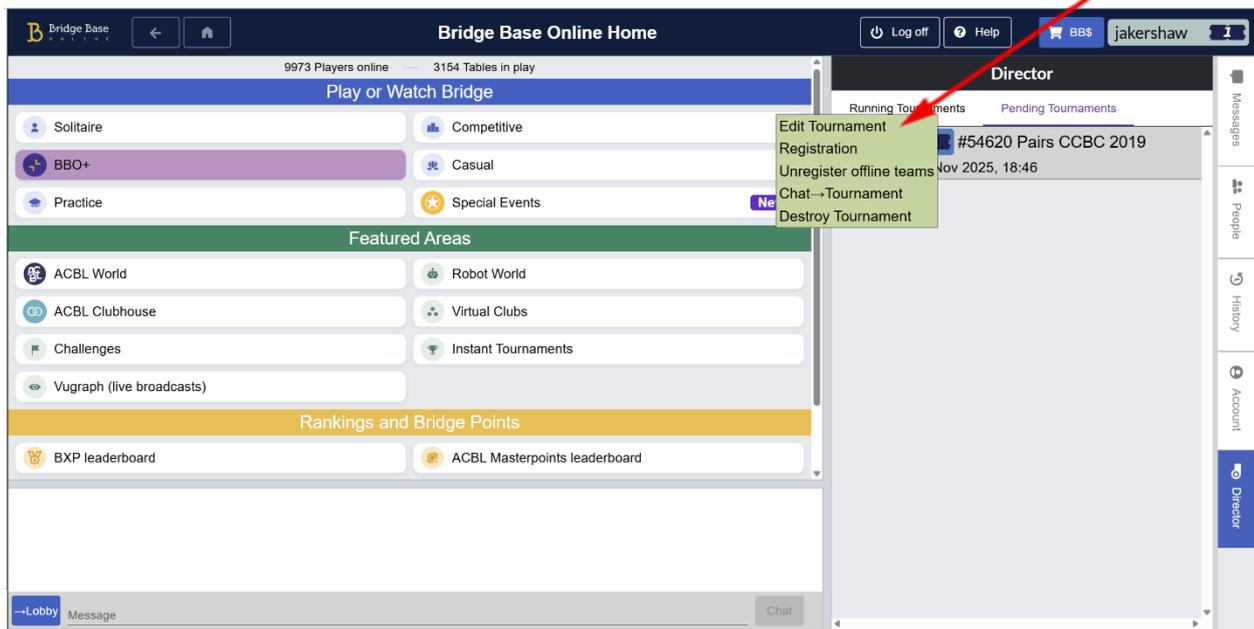
3. Click on Pending Tournaments.



4. CCBC2019 tournament will appear.

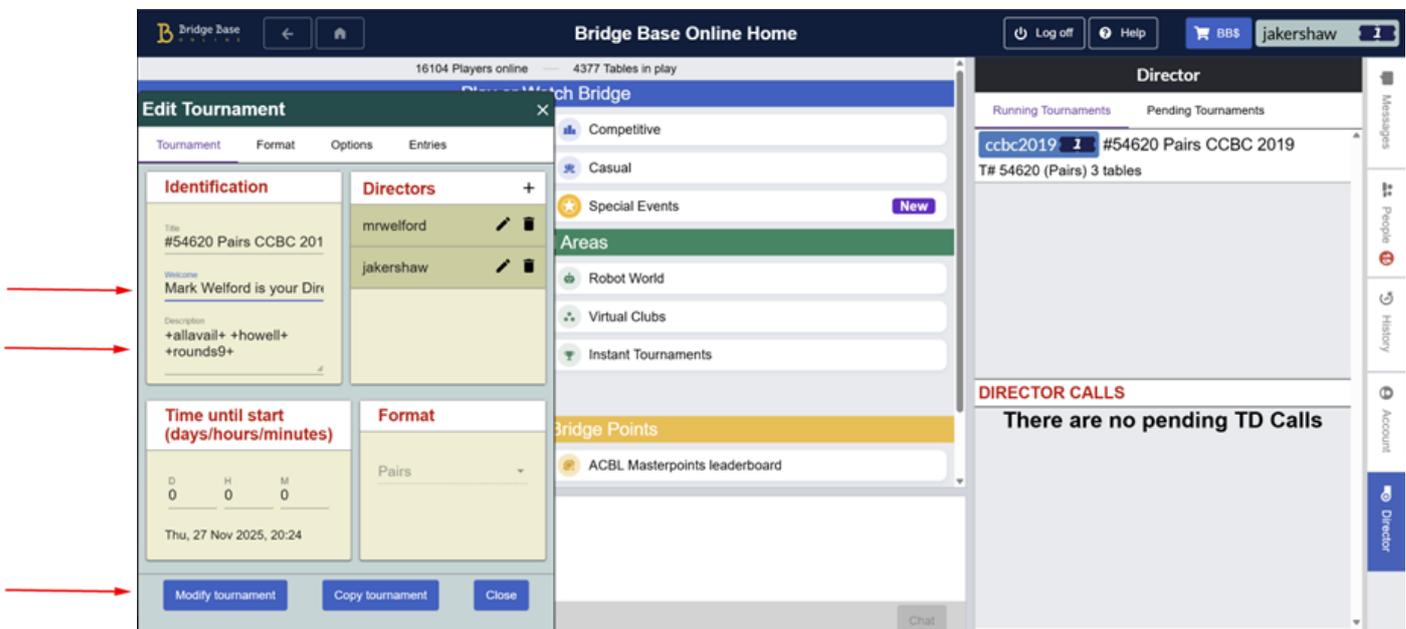


5. Left click over the tournament and a menu will appear. Click on 'Edit Tournament'.



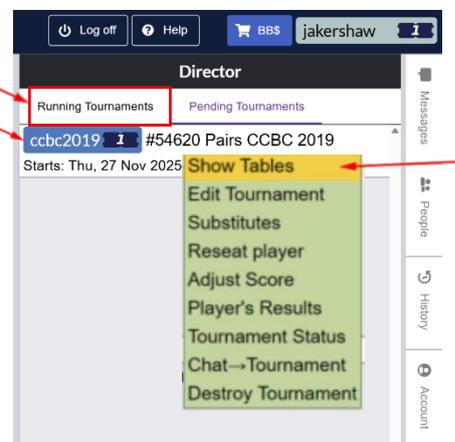
6. Ensure that the details are correct. The key entries to check are:
 - i) Make sure that your name and username are correctly shown in the 'Welcome' message.
 - ii) If the number of pairs listed on 'Find a Partner' is 14 or more you will need to delete '+Howell+ +rounds9+', leaving the setup as '+allavail+'.
 - 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.



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'.

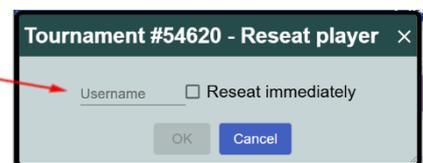
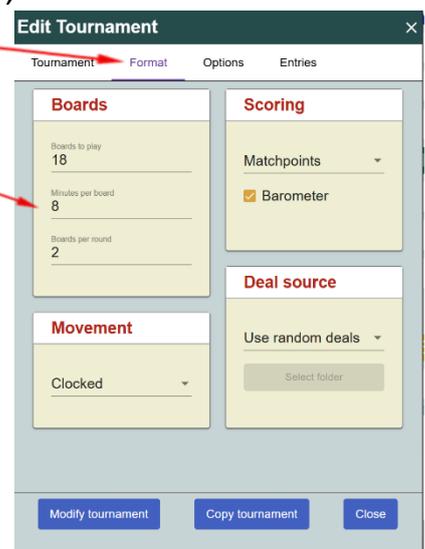


9. If there are 'Sitouts' these must be replaced by Robots. To do this right click on the seat where it says 'Sitout'. A menu with several options will appear. Choose 'Substitute – Robot'. Click 'Substitute now'. Press the 'Refresh' button to confirm that Robots have been substituted.



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

- i) 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.
- ii) 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.
- iii) 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.
- iv) 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.