

## How to Create a Tournament on Bridge Base Online

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Welcome among our trusted tournament hosts!

Please keep in mind that the ability to host tournaments on Bridge Base Online is a privilege, not a right.

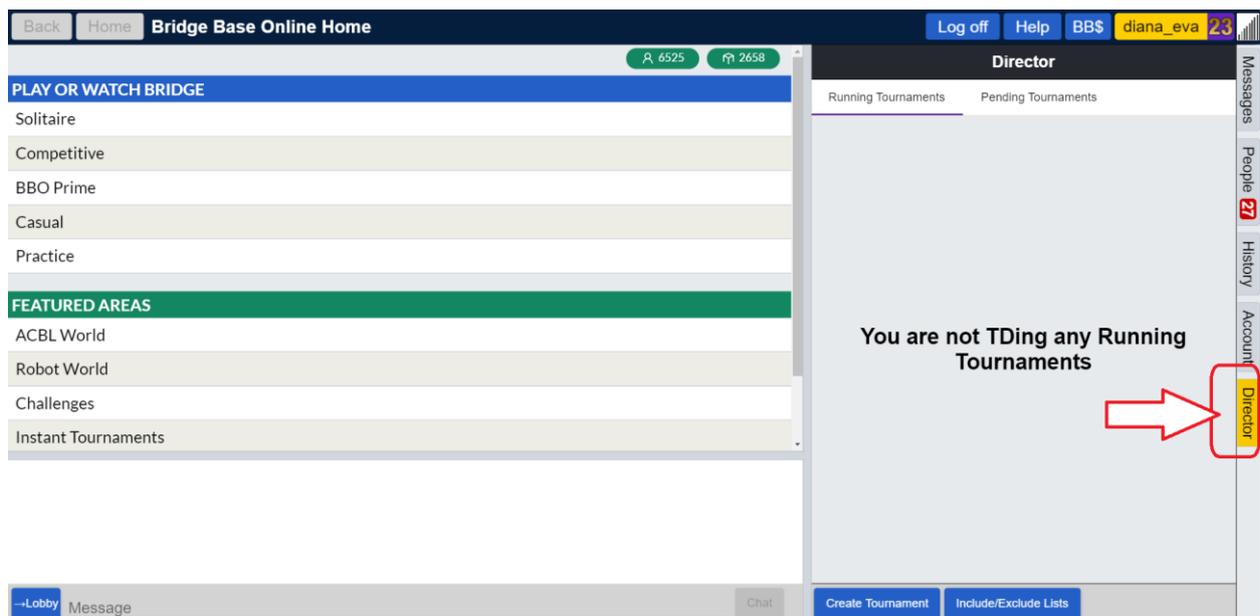
Tournament hosts are held to higher standards than the usual BBOer. Make sure you always treat the other players with respect, even if provoked. Here's a link to the [Rules of the Site](#). Abuse can be reported to [abuse@bridgebase.com](mailto:abuse@bridgebase.com), or by clicking the "Report Abuse" button in the offender's profile.

Before getting started, it would be good to familiarize yourself with the laws of bridge. This help file covers only the mechanics of using the BBO software.

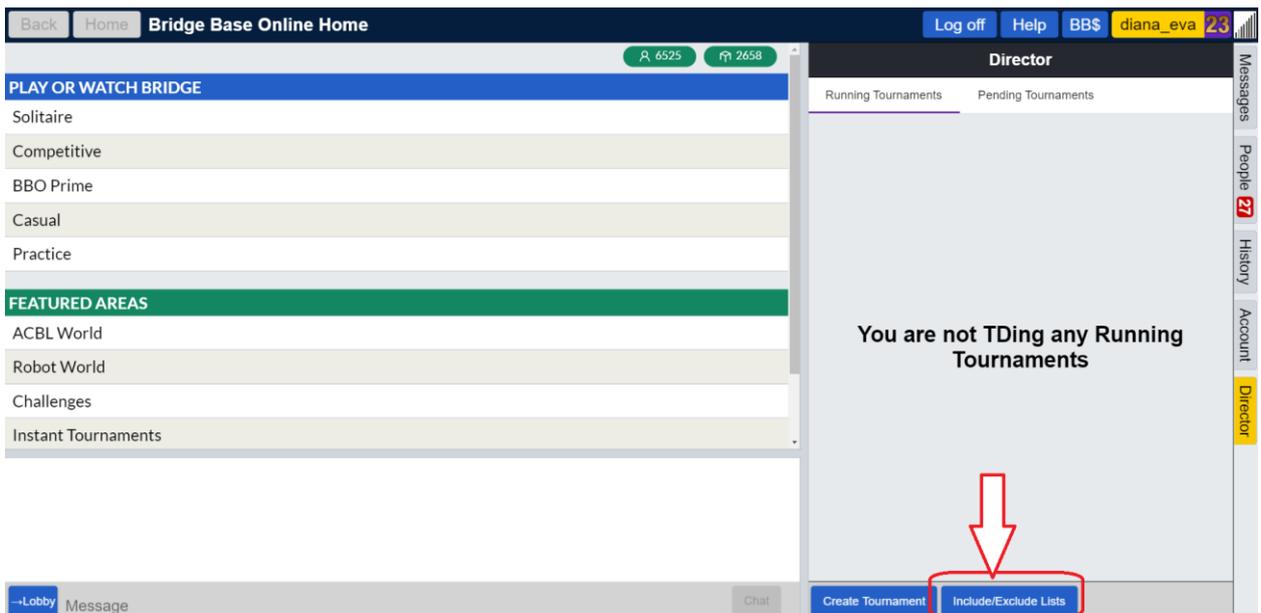
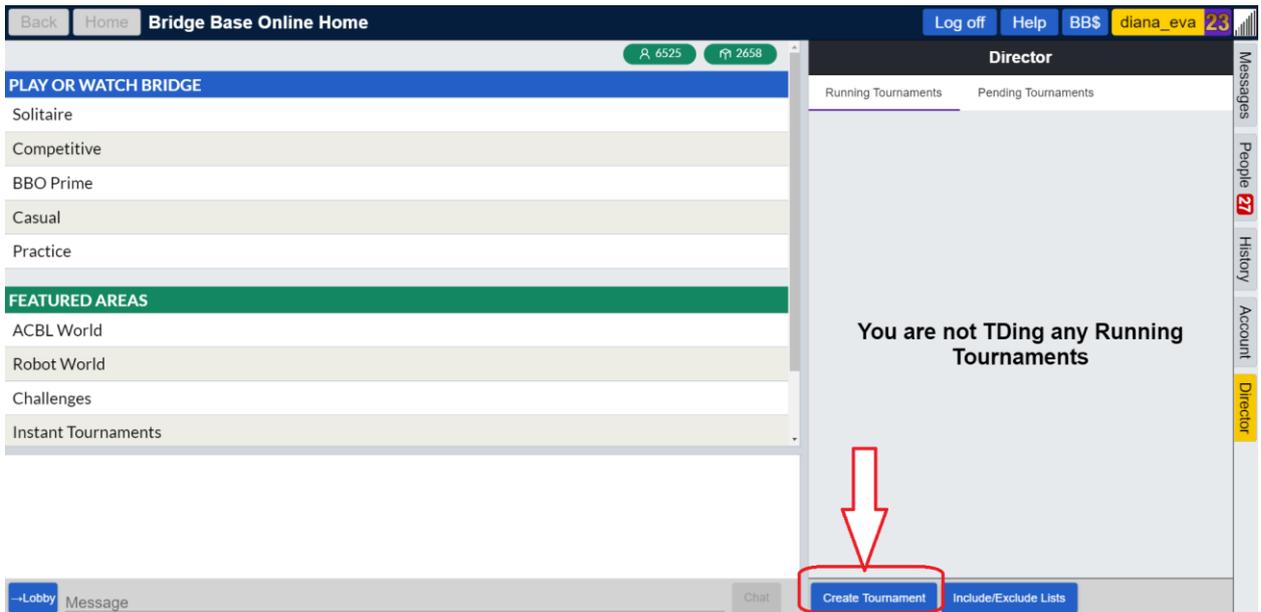
A TD should also have a reasonable understanding of the [Laws of Duplicate Bridge](#).

### The Director panel

Users who have permission to host tournaments have access to a Director tab to the right hand side of the BBO screen.



Note the two buttons at the bottom of the Director panel: **Create Tournament** and **Include/Exclude Lists**.



## Create Tournament

The tournament creation menus are generally self-explanatory.

There are four tabs to fill in:

- Tournament
- Format
- Options
- Entries

# BBO

In the **Tournament** tab you can choose a Title for your game, add a Welcome message and a Description if you wish.

The formats available are Pairs and Individual. You will notice a setting for “Swiss Teams”, but this format is reserved for select BBO events and is currently unavailable.

To schedule the tournament, use the section allowing you to define how much time there is left until start.

This screen is also where you can add your co-TDs. Notice the small + sign. Click it if you need to add more Directors to your game.

The screenshot shows the 'Create Tournament' window with the following sections:

- Identification:** Title: 'Hogwarts DBC - Noon P.', Welcome: 'Welcome all and good lu', Description: 'Members of the Hogwarts Bridge Club only'.
- Directors:** A list with a '+' icon circled in purple. The first entry is 'diana\_eva' with edit and delete icons.
- Time until start (days/hours/minutes):** D: 1, H: 9, M: 50. Total time: 12:02 Wed Mar 11 2020.
- Format:** A dropdown menu set to 'Pairs'.

Buttons at the bottom: 'Create Tournament' (blue), 'Copy tournament' (grey), 'Close' (blue).

# BBO

The **Format** tab allows you to define how many boards to play, how many boards per round, the movement and the type of scoring.

If you need to create tournaments with prepared deals, this is where you can choose what type of deals to use: random, or from a folder of prepared deals.

If the Barometer is “on” players will be able to see their scores and results during the game. If Barometer is “off” scores will only be visible at the end of the game.

In the **Options** tab you can define whether kibitzing is allowed or not, whether players and/or kibitzers can chat to the tournament and whether “undo” is allowed.

The **Entries** tab allows you to set filters and restrictions for your game.

**Create Tournament** [X]

Tournament    Format    Options    **Entries**

Maximum n...  
40     Allow robots ?

Entry Fee    0     Stars play free (IND only)

Type

### Restrictions

- Include players followed by the host
- Exclude players ignored by the host
- Exclude new members
- Include players by Host Language
- Include players from the Host's country
- Include players by player level
- Include players by masterpoints
- Include members of my private club
- Include custom list
- Exclude custom list
- Minimum completion rate

**Create Tournament**    Copy tournament    **Close**



Here you have an option to “Allow robots”. This is available for pair games and allows players to register with a robot as their partner. If you turn it off, players will only be able to register with a human partner.

At the top of the screen you can define the maximum number of tables your game will have.

We recommend keeping your games small, so that you can attend to them with care and full attention. If you need to run a bigger game, get a few co-TDs to help.

Here’s a quick description of the various restrictions you can use:

- Include players followed by the host → Only players that the tournament host has “Followed” are able to register.
- Exclude players ignored by the host → Players that the tournament host has marked as “Ignored” will not be able to register.
- Exclude new members → As heartless as this may sound, this setting is meant to keep returning abusers out, in case they manage to slip back into BBO with a brand new username. Do not use this setting if you are creating a game for friends or players who are new to BBO.
- Include players by Host Language → Only players who have their device or browser set to the same language as the tournament host will be able to register.
- Include players from the Host’s country → Only players who are located in the same country as the tournament host will be able to register. This is based on IP, not on country in profile.
- Include players by player level → Allows the tournament host to select which skill level can register.
- Include players by masterpoints → This setting is not available for regular tournaments.
- Include members of my private club → Obsolete. Used by old clubs.
- Include custom list → Only players listed in the tournament host’s “Include list” can register.
- Exclude custom list → Players listed in the tournament host’s “Exclude list” cannot register.
- Minimum completion rate → Allows the tournament host to set a minimum percentage of tournament completion. Players with a lower tournament completion rate will not be able to register. Do not use this setting if you are creating a game for friends or players who are new to BBO.

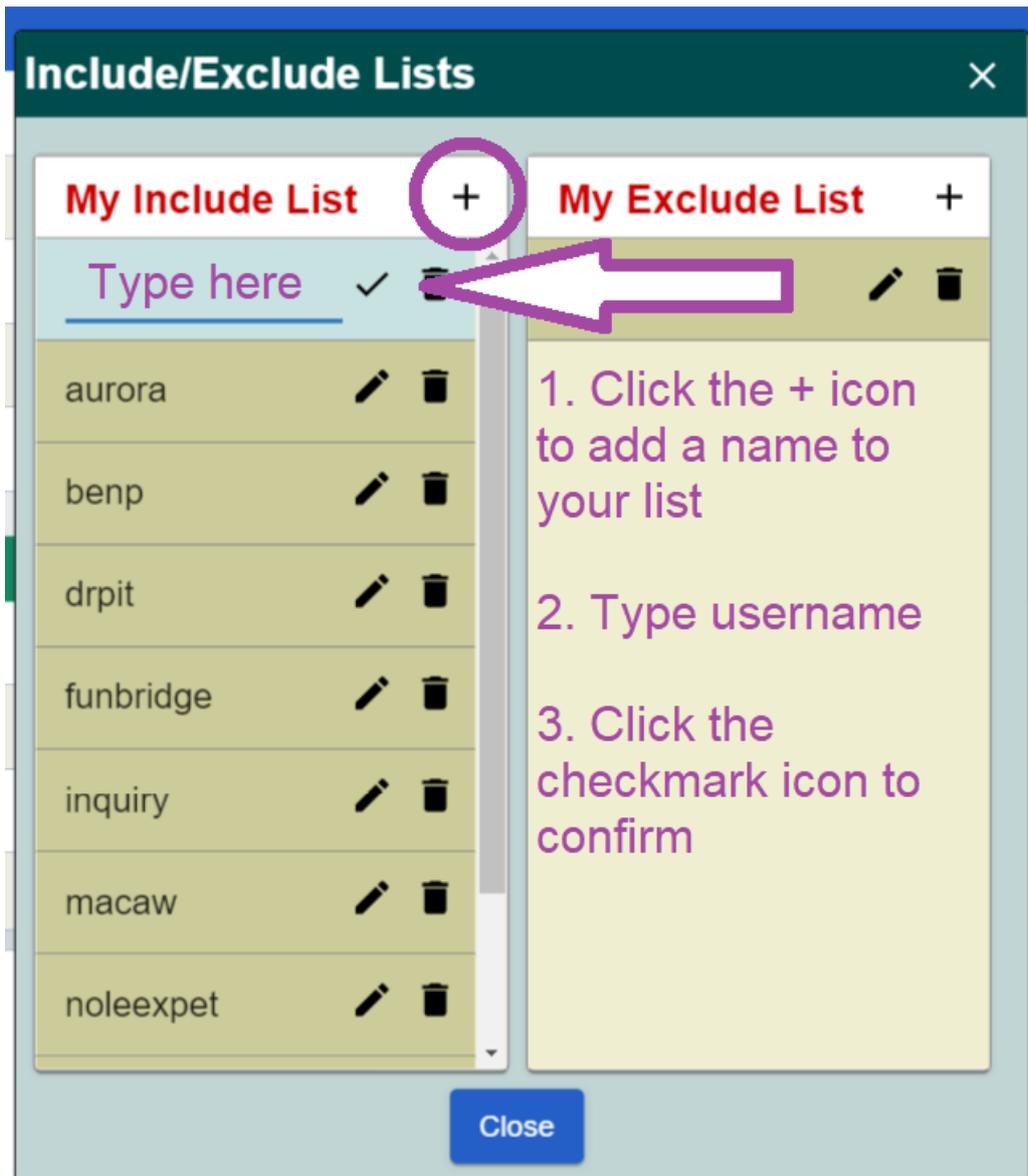
### **Manage your Include/Exclude Lists**

When setting up small, set games, the best way to make sure only “your” players are able to join is to create and maintain an Include list.

To keep out unwanted players, you can create and maintain an Exclude List.

To do that, click the Include/Exclude List button at the bottom of the Director panel.

To add a name to your list, click the + sign at the top. Type the username of the player you want to add, then click the checkmark to confirm the name. Rinse and repeat as many times as you need.



If you have a tournament already posted and edit your Include or Exclude lists, you will have to “refresh” your tournament to force it to pick the updated list(s). That means, edit your tournament in some minor way (for example, add a break in the tournament description) and save the changes. When you do this, the new, updated lists are also saved.

#### **Tool to manage your include/exclude lists**

The link below allows you to upload and download lists on web. It's [documented here](#).

[https://webutil.bridgebase.com/v2/manage\\_include.php](https://webutil.bridgebase.com/v2/manage_include.php)

- Replace -> re-writes host's list
- Append -> adds to host's list
- Remove -> deletes host's list
- Download -> downloads the list as a .txt file

# How to Direct a Tournament on Bridge Base Online

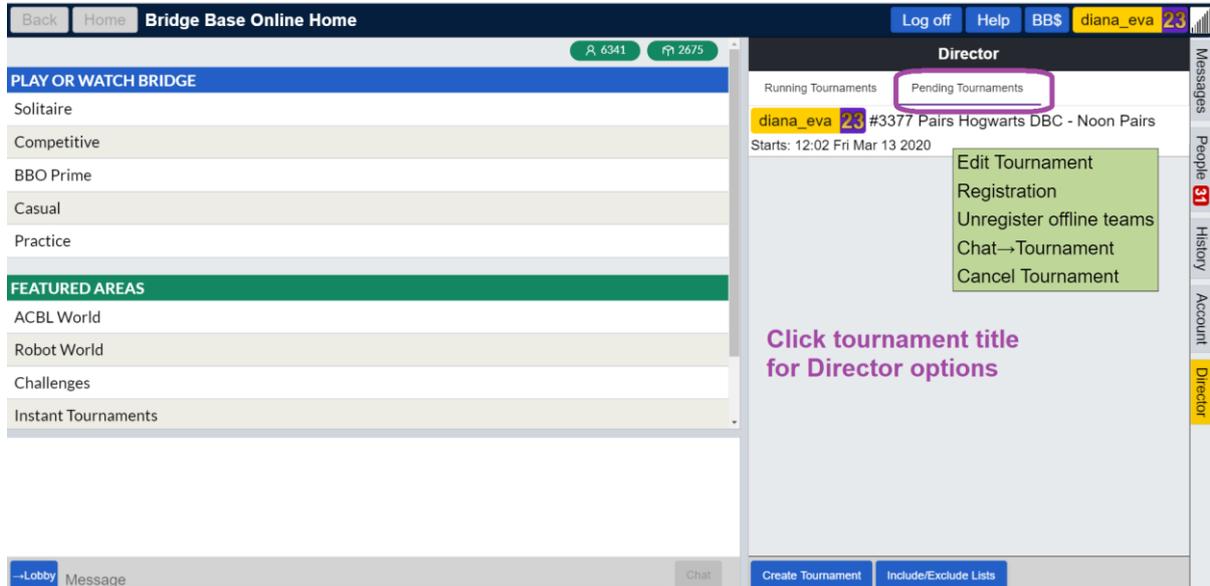
This is a very brief description of where to look for tournament setting and options, and what to pay attention to. Best way to learn is to train with an experienced host, and once you're familiar with the basics of directing an online tournament, apply for hosting rights with BBO.

There is a lot more to being a good host and TD than this list of settings and commands.

## How to see and edit your tournament before it starts

You can see the tournament(s) you have scheduled in the Director panel, the Pending Tournaments tab.

Click a tournament title to access the list of options. This is where you can edit your upcoming tournaments, check who has registered, remove pairs that are offline before the game starts, or cancel the tournament.



## How to manage your tournament after it starts

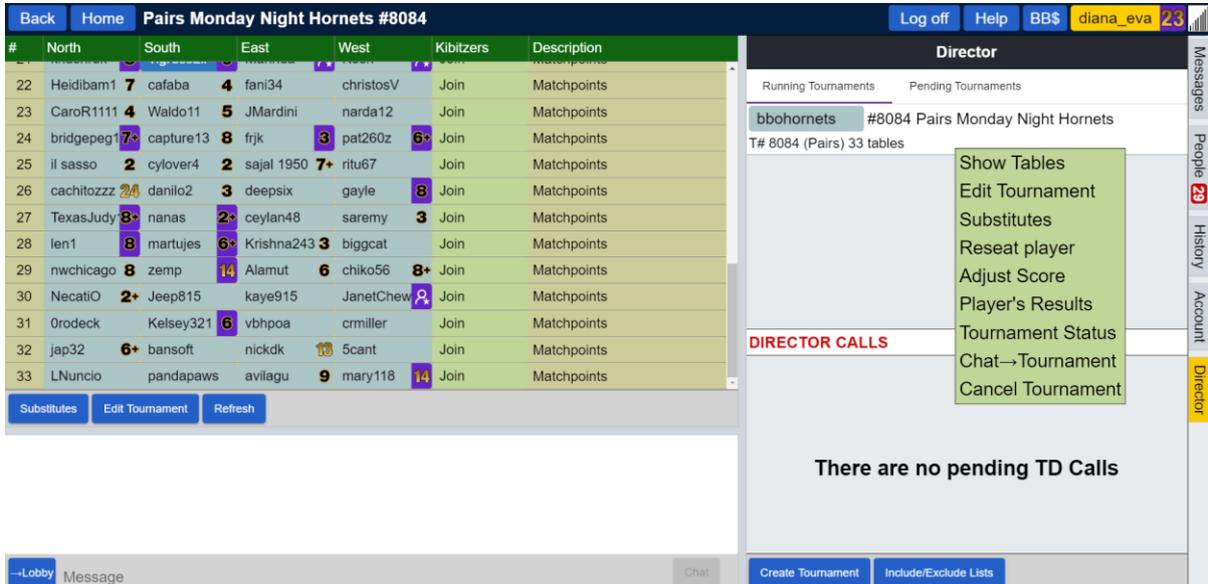
When your tournament starts, you can access it by clicking:

COMPETITIVE → All Tournaments → **Running Tournaments**.

Click your tournament and the list of tables will appear.

At this point, you will notice there are more options available in the Director panel, such as substituting a player, adjust scores, resear player, etc.

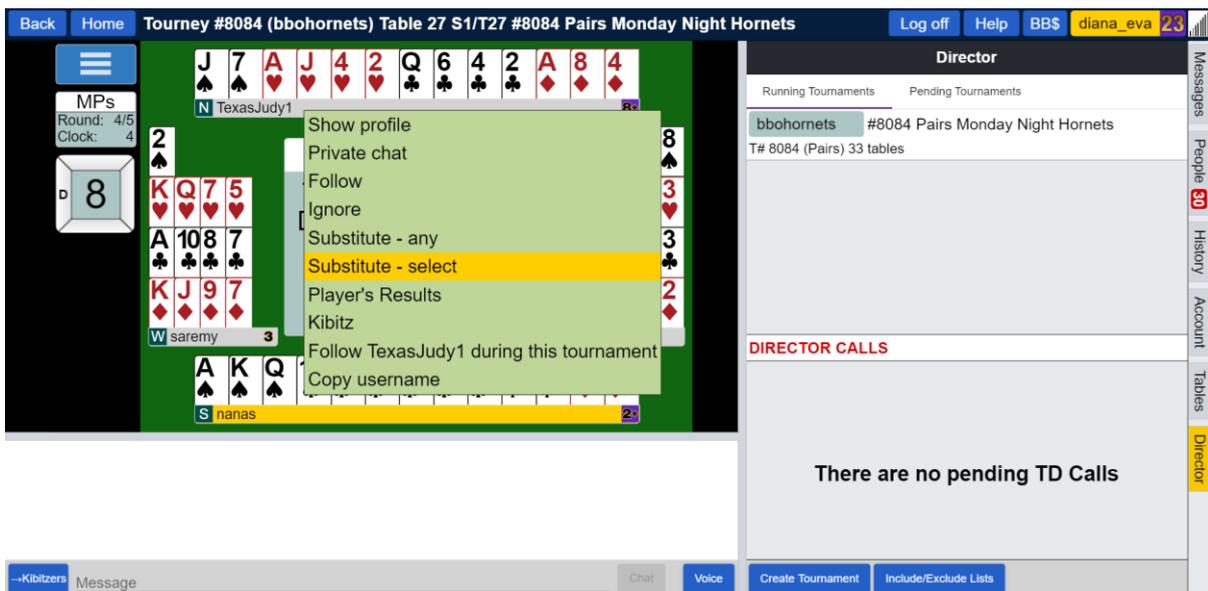
To view these options, click the tournament title in the Director panel.



The first thing to do when your tournament starts is to check if there are any **Sitouts**. Unlike live games, in BBO tournaments sitouts need to be replaced with actual, human players.

If you ignore the sitouts, the players at the tables who get them will have no scores at all – and will likely be very unhappy. In certain tournament formats, the game gets cancelled automatically if there is a sitout at the end of round 1.

To replace a sitout (or a disconnected player), right-click on the seat where you want to invite a substitute. A menu with several options will appear. You can choose “Substitute - Any” to invite any random substitute, or “Substitute - Select” to invite a specific user.





## **Adjust Score**

We do not recommend adjusting unfinished boards, unless you know very well what you are doing.

Here's an excellent entry in the BBO Forums, written by Fred Gitelman, [about double dummy analysis and adjustments](#).

## **Other rules and recommendations**

[Here is an older, but generally valid guide for tournament directors](#). The software references and some of the links may be obsolete.

Finally, no matter how many documents we write and how many videos you watch, nothing beats experience. Use your common sense, do your best to appease conflicts and you will be just fine.

BBO players usually prefer kind and thoughtful TDs, even if they make mistakes, to an expert in laws who does not treat them nicely.