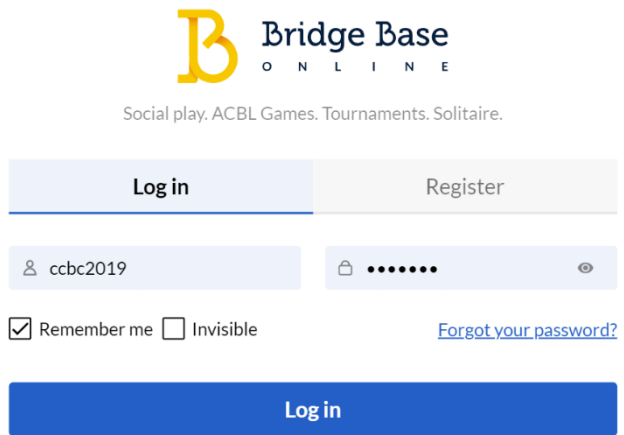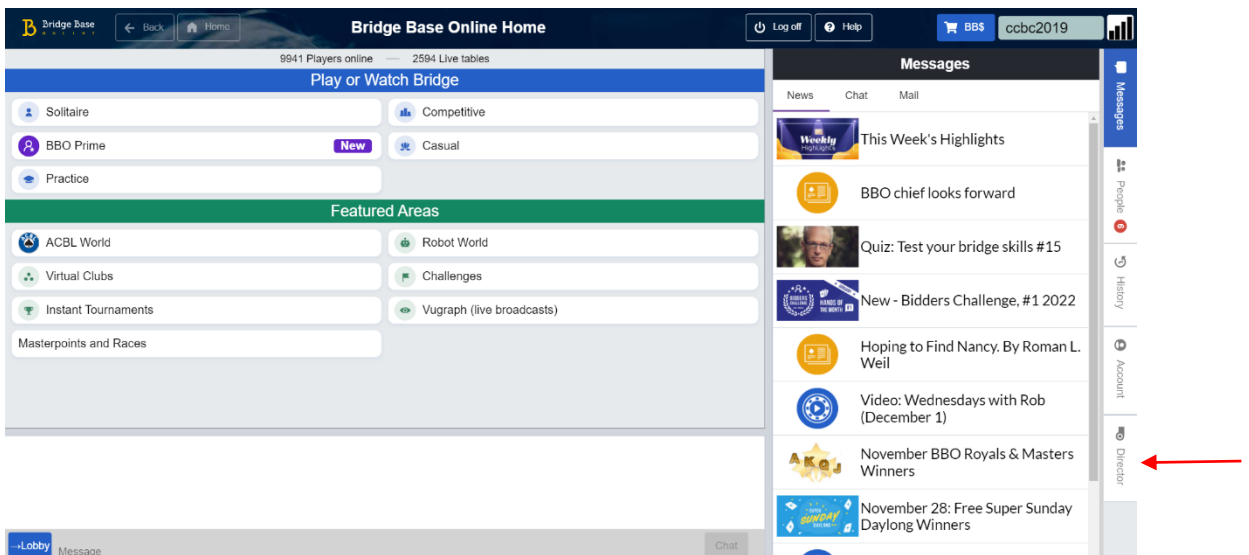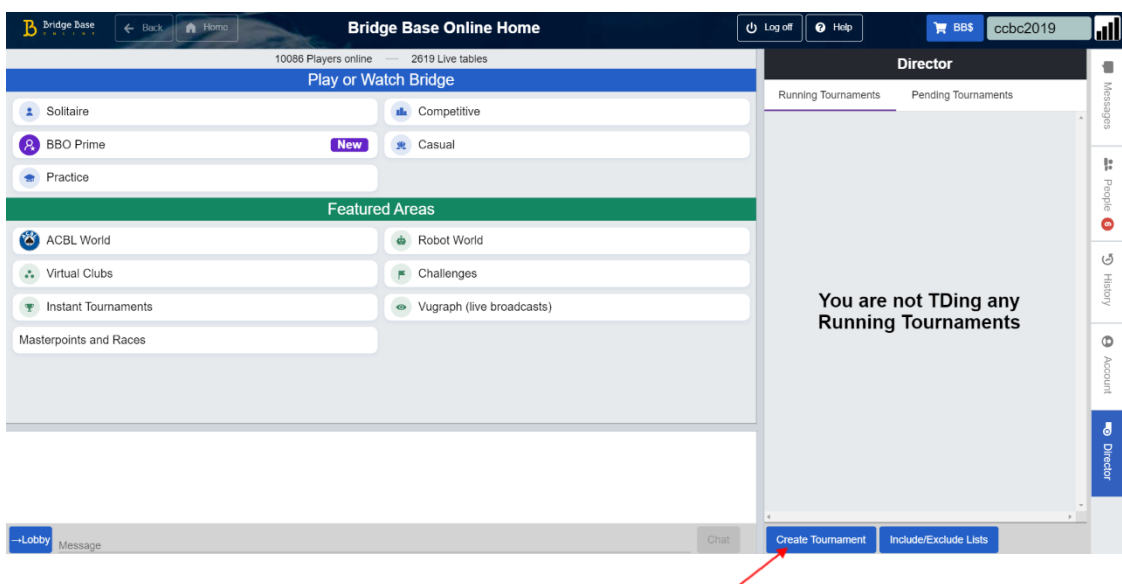# How to set up a tournament on BBO

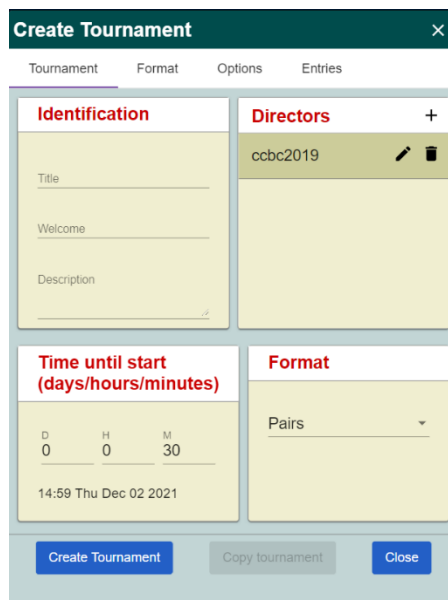1. Login to BBO using the username 'ccbc2019' and add the password .

2. Click on the **Director** tab on the RHS.

3. Click on **Create Tournament**.

4. The Create Tournament window will appear blank.

5. Type in the following details:

Add yourself as a director and also a 3rd director who is playing.

Use the arrow keys to select the correct date and time.

6. When everything is correct, click on **Format** at the top of the screen.
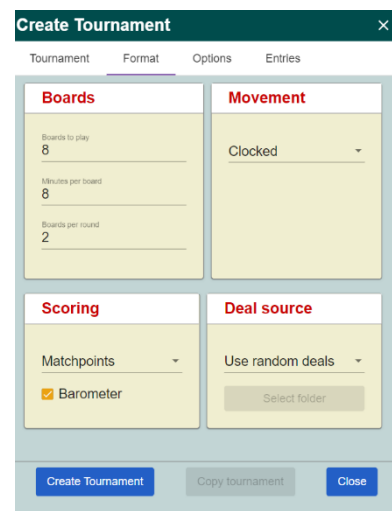   A new **Format** window will appear. Change the details to suit your tournament. Eg
   Boards to play – 21
   Minutes per board – 8
   Boards per round – 3
   Do not adjust Movement, Scoring or Deal source.

7. Click on **Options** to move to the next window. Choose the same options as in this diagram.

8. Click on **Entries** to move to the last window and choose the same options as shown in this window.

9. When all finished, click on **Modify tournament.**

How to set up a Howell movement

If there are 12 or fewer pairs it is best to set up a Howell movement.

Follow Steps 1 – 5 above and then, following the table below, amend **Description** according to the number of pairs that have signed up. Eg

+allavail+ +howell+ +rounds9+

The syntax is very **important**. There must be **no** capital letters and **one** space between the '+' symbols.

The above will work if there are between 10 – 12 pairs. If there are only 8 pairs then there can only be 7 rounds. If there are 6 pairs then there can only be 5 rounds. See the table below.

The number of rounds is always at least one fewer than the number of pairs.

The Format window also needs to be changed for a Howell to match the set up. Eg if the set up is:

+allavail+ +howell+ +rounds9+

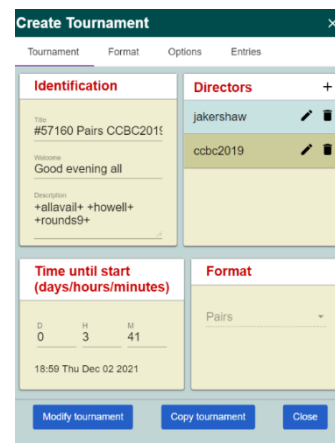Change the boards to 18 and the boards per round to 2.

When finished, remember to click on **Modify tournament.**

The table below provides a guide to help select the correct movement and boards according to the number of pairs that have signed up on 'Find a Partner'. Please note that if an odd number of pairs have signed up it will be necessary to add robots to make an even number.

Number of pairs	Description	Boards to play	Number of rounds	Boards per round
14+	+allavail+	21	7	3
10-12	+allavail+ +howell+ +rounds9+	18	9	2
8	+allavail+ +howell+ +rounds7+	21	7	3
6	+allavail+ +howell+ +rounds5+	20	5	4

How to copy a tournament

Instead of setting up a new tournament from scratch each week, it is much easier to copy one that has already been created. To do this click on **Pending Tournaments**. Select a tournament from the list, left click and choose **Edit Tournament**. Then choose **Copy Tournament** and make the necessary amendments for date/time/movement etc. Remember to click on **Modify tournament** when all the changes have been made.