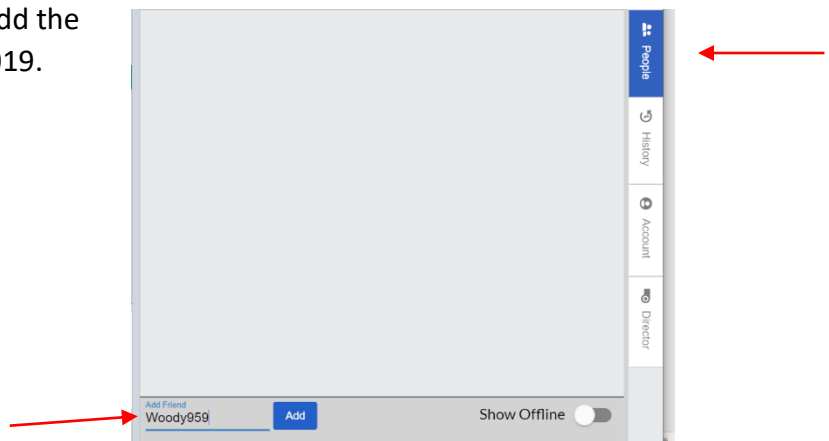# How to set up a new username to play in a BBO tournament

1. Open the latest **txt** file and on a new line add the new username and name as below. The format is important. There must be no spaces and commas as shown. Then save the file.
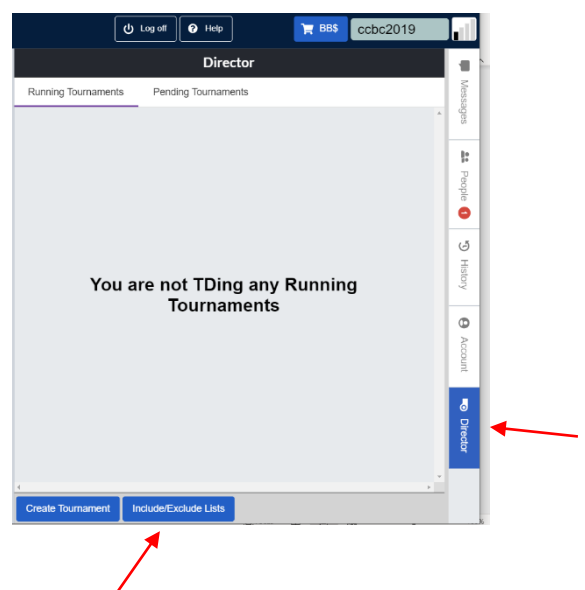
    ```
    veronica76,Mary,Jervis,
    Olafina3,Veronica,Goulder,
    Ayduck,David,Barker,
    danfranci,Daniel,Francis,
    annaj32,Anna,Jacobs,
    nickyjg,Nicky,Giles,
    Woody959,Joe,Bloggs,
    ```
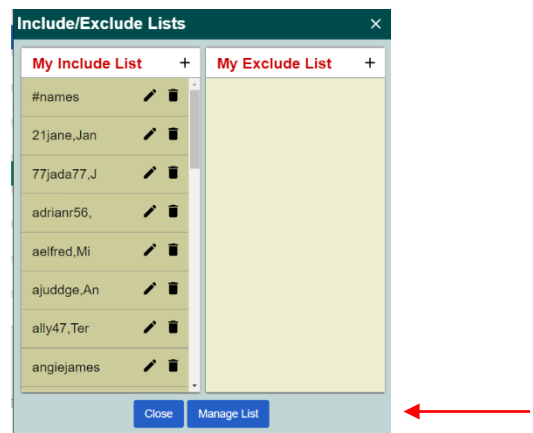
2. Email the updated **txt** file to all directors.

3. Login to BBO as 'CCBC2019' using the normal password.

4. Click on the **People** tab and add the visitor as a 'Friend' of CCBC2019.

5. Click on the **Director** tab and then click on **Include/Exclude Lists**.

6. In the 'Include/Exclude Lists' window click on **Manage List**.

7. In the new window, type 'ccbc2019' as the username and add the usual password.
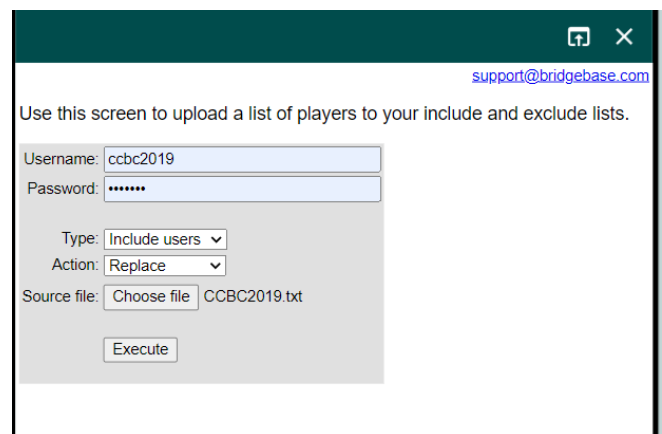
    On the down arrow next to:

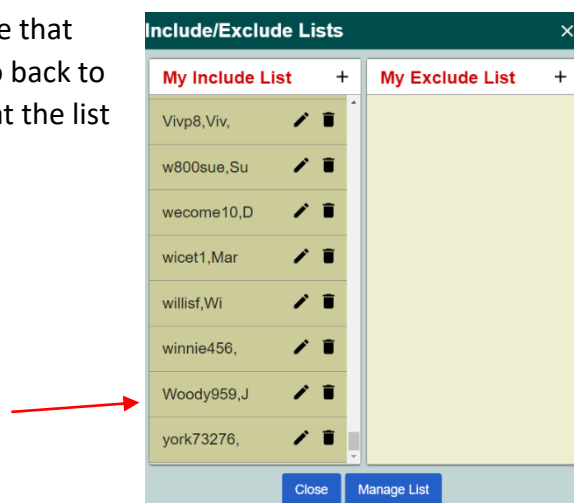   'Type' choose **Include users**

    Next to 'Action' choose **Replace**.

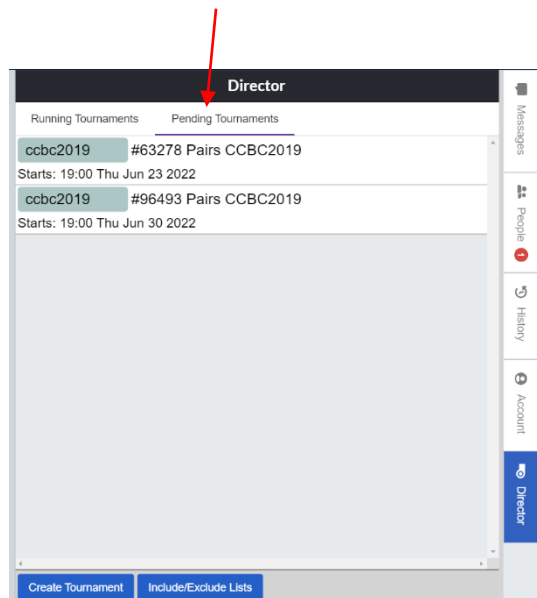   In 'Source file' choose the **txt** file that you have just updated.
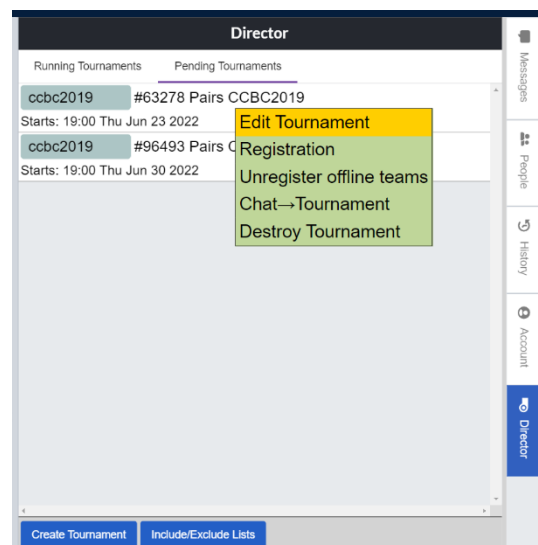
    Click on **Execute**.

8. Scroll down the include list and make sure that the visitor is in the list. If they are not, go back to Step 7 above. When you are satisfied that the list is correct, press **Close**.

9. Click on **Pending Tournaments.**

10. Click on the first tournament that is listed and choose **Edit Tournament**. Change the time by one minute and then click on **Modify** and then **Close**. This will update the tournament and enable the visitor to register.

11. Repeat Step 10 for all tournaments that are listed.