Practical Guide to Directing on BBO

There is a full guide to directing which you will find on our website. What follows is what I think you really need to know and do at CCBC2019.

1. Set up the session in advance by following the Guide attached to this paper
2. The day before play check on BBO that the tournament is set up as you would wish and that directors are correct. Ensure that CCBC2019 is shown as a Director and that you are also shown, using your BBO Username. It is advisable to add a third director if one able to direct is on the list. You should inform third Director accordingly. On the Club website under BBO Guides you will find a document entitled "Guide for BBO Tournament Directors" You will find it helpful to read this
3. Also, the day before check the Find a Partner list. If you need a pair or a single send an email to all members. Monitor the list leading up to play. If there is a name that you do not recognise check the 'txt' file. If their name is not in the file, then follow the instructions on the website 'How to set up a new username to play in a BBO tournament'.
4. 30 minutes before play log in as CCBC2019 and separately under your own username. You will find it easier if your log in as CCBC2019 is on a laptop or desktop.
5. Under the CCBC2019 log in click the Director button and then pending tournaments. Recheck the start time and open the Registration list.
6. Have in front of you a copy of the Find a Partner list. Monitor the players as they register. Ten minutes before the scheduled start check the registrations to ensure all of those signed in were on Find a Partner and, as necessary, chase any missing players. If you need more time to ensure you have the correct players make sure you put back the start time and click on "Modify".
7. Keep those who are registered advised using the Chat facility.
8. Once all players are present or 5 minutes before the original start time, advise all players that play will start soon and ask them to ensure their partner is online. Amend the start time if needed to two minutes from your message and click "Modify"

9. As soon as play has started click on "Running Tournaments" and click on "Table layout".

10. Check that all players are present. If any sitouts are shown, these must be remedied now. If a player who was registered is not shown, check with the partner of that player and check whether the missing player is online. If so, right click on the sitout on that seat and then "Substitute" and "Select". Type in the username of the missing player which will generate an invite

11. If there is a pair of sitouts, Right click on each seat in turn. You need to put in Robots. The procedure is the same as that described in 10 above but after Select you type in Robot. Repeat the process until the table plan is complete.

12. NOTE: you should never start a session with any sitout shown on the table plan. If you have problems extend the time for each board to give yourself enough time, again ensuring that you click "Modify". Advise the tournament of what is happening and remember to pause play at your own table.

13. Reconfirm in "Chat to tournament", if not already done, what the number of rounds is and how many boards are in play.

14. Join your table under your own username advising players that you are there.

15. Keep two screens on. Yours to play and CCBC2019 on table layout. Watch for lost connections and keep an eye on the time.

16. When you are finished or when there is about 4 minutes to play whichever is the earlier, click on "Tournament Status". This will show you which tables are still playing.

17. When you easily can and with 3 minutes remaining, send a chat to all players asking the tables still playing to speed up and alerting an impending move if only one or two remain.

18. We strongly advise against Joining a table unless you have to. To do so gives access to the cards and chat for the duration which you have to cover over by dragging table layout over the top of it and expanding it.

19. Advise players at the commencement of the last round that it is the last.

NOTE:

a. When there are lost connections wait as long as you can before putting in a robot. Almost all connection issues resolve quickly.

b. Extend the time, by clicking on 'Format' and then 'Minutes per board' and changing the time by as much as you need, especially if there has been a lost connection.

c. It is possible to award an average score if necessary. This is easier than it sounds through the adjust score button. It would be very rare to award anything other than 50%. You may be asked to explain your ruling.

d. All of this said if you did nothing once the tables are set up and populated at the beginning the tournament would probably run itself quite happily!