



How to play a Collins Bridge Club Tournament Online

Introduction

1. Before playing a Collins Bridge Club Tournament, try to become reasonably familiar with BBO. Best way is to have played some one-table sessions with friends.
2. In order to play in a Collins Bridge Club Tournament, you must first let the Club know your BBO username. You can do this by contacting the Tournament Director, or the Club direct through our website www.bridgewebs.com/collins
3. Well in advance, upcoming events will be published on our website.
4. Smartphone Backup If you have a smartphone, it will be a great help when you play. If you do not have a smartphone, do NOT be deterred in any way from enjoying Collins Bridge Club Tournaments. If you do, it will be useful as follows:
 - a. Beforehand, setup and logon to BBO on your smartphone. You will normally use your computer to play. If at any time your Wi-Fi connection goes down and you can't use your computer, logon again to BBO on your smartphone, and continue playing almost immediately.
 - b. If you can, set up a WhatsApp account. You will be invited to join a "Collins Players" group. That way you can be in constant chat (typing, not speaking) contact with the Tournament Director and each other. Useful also for finding a partner.

To access a Collins Bridge Club Tournament

5. Two hours before start time, the Tournament becomes "live" on BBO. Don't try any earlier – you won't find anything!
6. Within the two-hour period, and preferably at least 30 minutes before start time...
 - a. Log in to BBO.
 - b. Click on "Competitive".

- c. Click on “All tournaments”. Make sure Pending is underlined. You will see a list of many tournaments.
- d. At top right, click on “Search” and type Collins. Select day’s tournament showing “Collins” in the title. If there is more than one “Collins” event, select “Room A” or “Room B” as appropriate. Click under “Title” and NOT under “Host”.
- e. Four options appear on this page: “Register”, “Details”, “Entries” and “Partnership Desk”.
- f. The “Register” option is the default option. If you have a partner, you MUST be online together at an agreed time. Then click on “Partner” and type in your partner’s username (NOT real name) and click “Invite”. Your partner will receive your invitation and will accept. Alternately, by prior agreement, your partner can invite, and you can accept. You can both check under “Entries”, and you should find yourselves paired.
- g. It is recommended that you register with an agreed partner. If however you don’t have one, go to “Partnership Desk”, and either
 - (1) Invite a player already listed, or
 - (2) Enter yourself, (by username, NOT real name) as available.
 In either case, wait online and hopefully you will be paired.
If you try to register after 7:20 pm, play may start without you!
- h. If you register early, it’s OK to go offline then for a while. No matter when you register, be sure you are back online and waiting in the correct Collins Tournament from 7:20 pm.

During Play...

7. Information All Collins online players should be known to each other.
 - a. If your name is not readily identifiable from your username please make sure that you are identified through your BBO profile. To ensure this, log on to BBO, click the “Account” tab, then under “Real Name” type your full name. Click “Save changes”.
 - b. Also in your BBO profile, under “Other”, briefly describe your bidding system, e.g. “4CM, 12-14 NT Strong 2s”. Save changes.
 - c. If your current partnership agreement differs from your BBO profile, tell your opponents by a short chat, e.g. “5CM. 15-17 NT, Benji”.
 - d. To access another player’s BBO profile, right-click the username.

8. Communication with Partner Apart from using BBO's table "chat", which can also be seen by opponents, you are not allowed to be in communication with your partner. Even here beware of giving unauthorised information. If your partner goes offline, contact the Tournament Director.

9. Alerting

- a. In BBO, it is the person who is bidding, NOT the partner, who alerts the bid to the opposition. Remember that the opposition are entitled to know when a convention is being used, and can ask for a full explanation.
- b. When making a bid where an alert is required, please do the following:
 - (1) In the bidding box click on the numeric value of your bid.
 - (2) Click the Alert Box and explain the alert, e.g. "Benji weak two".
 - (3) Click ♣, ♦, ♥, ♠ or NT.
 - (4) Example: 2 hearts Benji.
 - (a) Click "2".
 - (b) Click "Alert" and type in the explanation in the Alert Box.
 - (c) Click ♥.
 - (5) The Alert appears on the opponents' screens but your partner does NOT see it. If either of your opponents is NOT sure of the explanation, he/she can click the "Explain" box and you must try to clear up the issue.
- c. If an unalerted bid is made by an opponent and you are unsure about it, you can click on the bid and the bidder must explain. His or her partner does NOT see this. E.g. Opening 2♥ (strong, weak?).
- d. Do not query or comment on an opponent's bid, alerted or not, by means of BBO's table "chat". Unauthorised information may be given to bidder's partner.

10. UNDO

The UNDO option is NOT available, even for a misclick. If you wish to insure against a misclick, go to **Account**, then **Settings**. Under **PLAYING**, select **Confirm bids** and/or **Confirm cards**. Activate one or both of these settings by moving its button to the right. Then each bid and/or play of a card will need two steps. Experiment with these settings, but NOT during a Tournament!

11. Pace of Play

- a. Currently 7 minutes are allowed per board. Please bid and play quickly so that there is no chance of running out of time.

Watch the clock!

Never cause a board to be unfinished because you are too slow.

- b. If you believe your opponents are too slow...
 - (1) If the board is still within its allotted time (e.g. Board 1 is within first 7 minutes, Board 2 is within first 14 minutes, and so on), wait patiently. Do nothing!
 - (2) If opponents' (or partner's!) play is so slow as to take up a lot of the time of the next board (e.g. Board 1 is taking 9-10 minutes, or more) then call the Tournament Director (Three Bars, top left of your screen) who will intervene as necessary.
 - (3) Only when the TD doesn't respond should you prompt the slow player direct on the chat line.

12. Claims

If you can, claim tricks when it is obvious what the result is. This saves time. If your opponent claims, and when the claimed result is obvious, you should accept it. Bear in mind:

- a. If your opponent rejects your claim, rightly or wrongly, do NOT discuss or argue with him or her on the chat line. That will waste even more time. Better and quicker just to play the hand out.
- b. If you are a defender, and if it is evident that declarer will win all remaining tricks, you should concede by clicking the CLAIM button. Then claim 0 (zero) tricks.
- c. The foregoing does NOT take from you right under the Laws to call the Tournament Director.

13. Enjoy Collins Online Tournaments. Spread the word!