

Start laptop.

Make sure that the laptop is being charged. (Plug has a RCD and may need to be reset).

Log on "**Bridgemate**"

Plug the server into the USB plug nearest to the front.

Check server lights are green. When batteries are going they show red.

Depending on event click EBUScore Pairs or EBUScore Teams Click on "Team Events"

If there is an event there

- Select event
- Delete event

Click on "Create New Event"

Change Director Name then OK

DO NOT RESTORE CLUB DEFAULTS

Select Movement DO THIS WHEN ONLY SURE OF MOVEMENT ~ 5 mins before start. CHECK with Director.

Click set up to number teams or tables

Choose the preset movement you want. This will fill in the boards etc. Edit the number of rounds if needed.

If half table enter the pair missing where this is. Click OK.

Please confirm the movement by clicking Yes Click "Bridgemate Scoring"

Create database

Then launch BCS

Click create database, normally Y unless in recovery Launch BCS with reset ticked.

BCS should have started.

Check server is connected that right number of tables in red shown Click round monitor (Bridgemate) that shows the tables.

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Check the BridgeMates activated by clicking OK on one and it should come up with session number.

(It should also be on the EBU score programme in the centre "Active")

Also on EBUscorer it should show Database Active.

You may have to go into Player names if people do not if we have a visitor who cannot remember their EBU number. If we have a visitor who is not an EBU member we should use the numbers 900+ for them. A list of numbers is included in the Bridgemate case and one on the noticeboard.

On last round go via EBUScore, click on Bridgemate scoring, click on Reports (from same page that shows Activity and has 3 other tabs) and select scroll and ranks. You need to stay on this page otherwise it will not update.

When all games finished. Check that all boards have been entered.

Go to event menu click on Reports Then click Internet Functions Create. BridgeWebs File this should do this and prompt for the upload. It should confirm upload successful. You can check on internet [www.dorkingbridgeclub.org.uk](http://www.dorkingbridgeclub.org.uk) that it has done this.

#### **Upload to EBU site for NGS etc.**

All passwords should be saved – so anyone should be able to do this.

Then click create EBU UMS file, it will show where saved Click Go to EBU Website. Select XML file.

Follow instructions to upload XML file.

Turn off computer after shutting all windows.

Turn off battery on server.

#### **Directors**

To edit incorrect entries PIN 0000

If adjusted score 60/40, 50/50, 40/60 enter TD menu and choose adjusted score required.

If hands passed out people should enter "Pass"

## Scoring

If result needs correcting after the evening.

1. Start up the scoring programme
  - a. Select "Pairs Events"
  - b. Select the event
  - c. Click tab "Retrieve Event"
  - d. Click on "Enter Scores"
  - e. Find the board in question.
  - f. Read "Score Entry Help" tab.
  - g. Most changes will be of the format
    - i. 1N+1N6H 1N+1 by N lead 6H
    - ii. This is entered in the empty right column for the correct board and round.
    - iii. Return
2. On EBU Scorer go to reports and select "Create BridgeWebs File". This should upload the file and give a confirmation tab.  
  
Check on internet that the new result is shown.
3. EBU
  - a. Log on as club
  - b. Go to Session
  - c. Select result that needs to be changed by clicking on "Description".
  - d. "Delete Session" tab asks confirmation
4. Go back to EBU Scorer
  - a. "Create EBU UMS File"
  - b. Close text file
  - c. "Go To EBU Website"

- d. Submit new file as normal.
- e. Check uploaded.

### **Detailed Instructions**

<http://www.ebu.co.uk/ebuscore-wiki/doku.php?id=switchingfromjs>