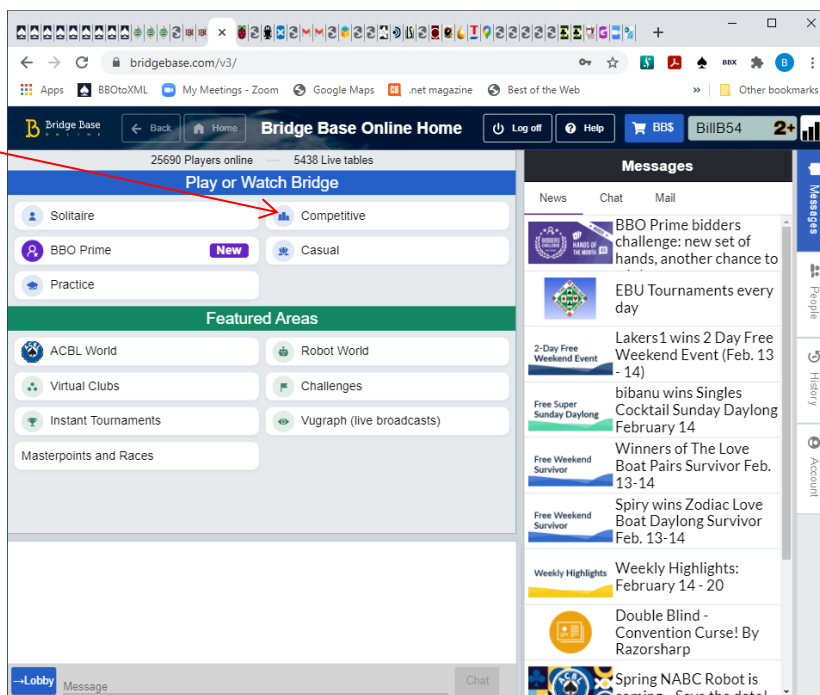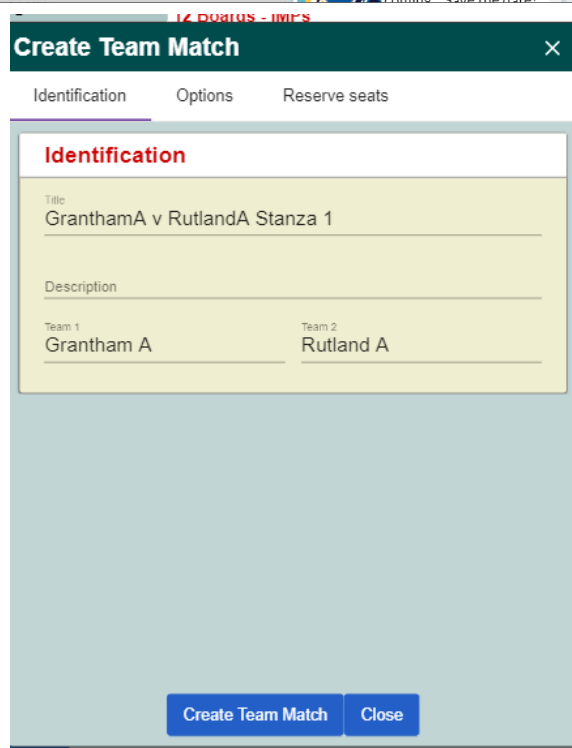**Setting up a Teams of 4 Match on BBO**

Note: BBO requires players setting up teams matches to have more than 100 logins registered (your BBO profile will show you how many logins you have). If you do not have at least 100 logins to your credit, you may be unable to set the match up yourself and may need to ask a team member with the requisite number of logins to do this for you.

Step 1. Log in to BBO. On the main screen under *Play or Watch Bridge* select *Competitive*. On the next screen, select *Team Matches* which will be listed under *Other Competitive Games*.

Step 2. A window will open listing a number of Team Games that are pending. At the bottom of the window is a blue button marked *Create Team Match*. Click on this to open the *Create Team Match* window. This will open the *Identification Tab*. Type in the title of the match and the team names where appropriate. You can leave the Description line blank. Do not click the *Create Team Match* button yet! Click on the *Options* tab at the top of the window:

Step 3. On the *Options* tab, *Form of Scoring* can be left at the default of *IMPs* and *8 Boards*. Similarly *Deal Source* can be left at *Use Random Deals*. However, the *Options* window will normally have *Barometer Scoring, Allow Kibitzers*, and *Allow Kibitzers to chat with players* and *Allow Undos* enabled (white tick in an orange background. Remove the options for Kibitzers and Barometer Scoring by clicking on the orange square so that only *Allow Undos* is left selected. This ensures that Kibitzers can't join the table and the results are only available when the 8 boards are finished. Again, do not click the *Create Team Match* button but select the *Reserve Seats* Tab

Step 4. You now need to reserve seats for the players. You do this in their teams. Type the BBO usernames of HOME team partnerships in the top box and then add the AWAY team partnerships in the bottom box in correct orientation as per the Table shown here.

Note – please make sure you type the names of the players in their appropriate team window. When the match starts, EW from the team listed at the top will actually play at a table against N/S from the team listed in the lower window and vice versa.

Once you have completed entering the BBO usernames for all the players in both teams, click the Blue Button *Create Team Match* and, provided all the players are on-line and accept the invitation, you should be taken to the table and the match will start.

Please make sure all the players are on line before you do this, otherwise you may have to start again! It is suggested that you have all players listed as *Friends* in your *People* tab. That way you will know whether they are online when you are ready to press the *Create Team Match* button at the end of **Step 4**.

Creating the second Stanza. Once you have played your 8 boards, the view of the table and your opponents will disappear and you will find yourself back in the lobby. When both tables have played 8 boards, a pop-up window will appear on screen with the results for you to view. Now that the first Stanza has finished at both tables, you are free to return to **Step 1** above to set up the second Stanza of 8 Boards. The process is the same through to **Step 3**. However, when you get to **Step 4**, remember that you will need to transpose the 'Home' team partnerships ie N/S should now be typed in E/W position, and E/W now becomes N/S. ONLY transpose the HOME team partnership names, the AWAY team names remain in the same originally typed position as in the 1st Stanza. Once you have done this, and provided all players have remained on line, click the Blue Button *Create Team Match* to start the second half.