

Grantham Bridge Club – Procedure for Scoring with BridgePal and EBU Score Pairs

Part 1 – Setting up and Starting an Event

1. Plug in and switch on the Scoring Computer. Log in as *Scorer* with the password you have been given.

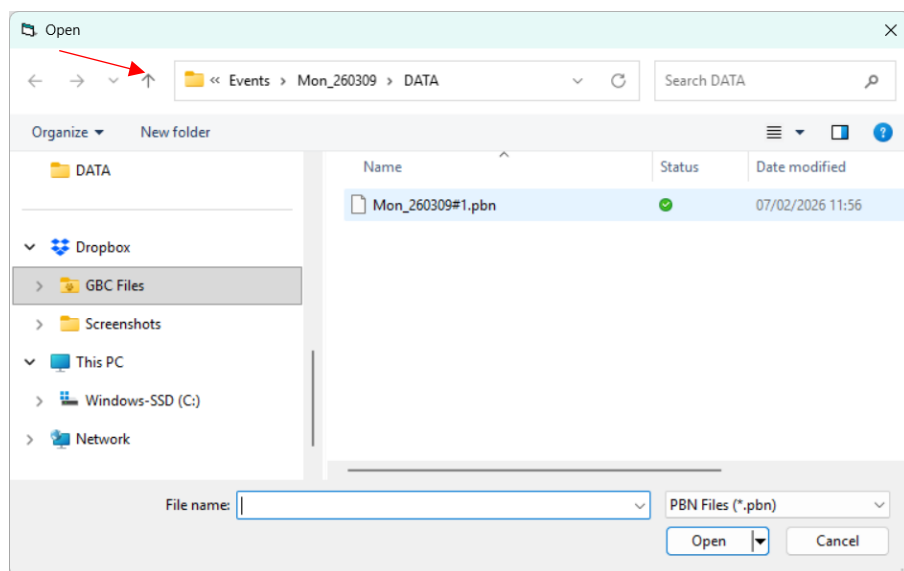
2. While the computer is booting up, switch on the Tablets. You will need to press and hold the single button on the right-hand side of the tablet for about 6 or 7 seconds until you feel the tablet vibrate. The tablet should boot automatically into the BridgePal screen. If it doesn't, tap on the BridgePal app. You may get a message that reads something like “*Currently connected to wi-fi network but request to BridgePal PC timed out. Please try again.*” and you should see a *Retry* button. Wait until the computer has booted up and you see that the BridgePal Server is working (evidenced by a pair of interlocking cogwheels in the Windows Task Bar) before you tap the *Retry* button.



You should then get a screen with a message that the tablet has connected but the session hasn't started. You may need to tap *Retry* a couple of times, or tap the three vertical dots at the top right of the screen and then tap *Refresh*.

3. You now need to load *EBU Score Pairs* by double clicking the icon in the middle of the screen. Make sure you select *EBU Score Pairs* and not *EBU Score Teams*. The *Main Menu* will appear. Click on *Pairs Events* and then *Create New Event* (the button at the bottom left of the *Event History* screen that appears. Most of the details on the *Event Details* screen should be correct and not need changing. However, you will probably need to change the names for the Director and Scorer and do please check that the *EBU charge code* is correctly set for the event – normally *10 Normal Club Session*.

4. Now you need to import the deal. Click on the middle of the three beige buttons at the bottom of the screen – the one that says '*Import Deal*'. On the next screen, you again click '*Import Deal*' at the bottom left and this brings up the file selector window. You need to navigate to the *DATA* directory for current week's deal – which is in the format of *day_YYMMDD*. That for Monday

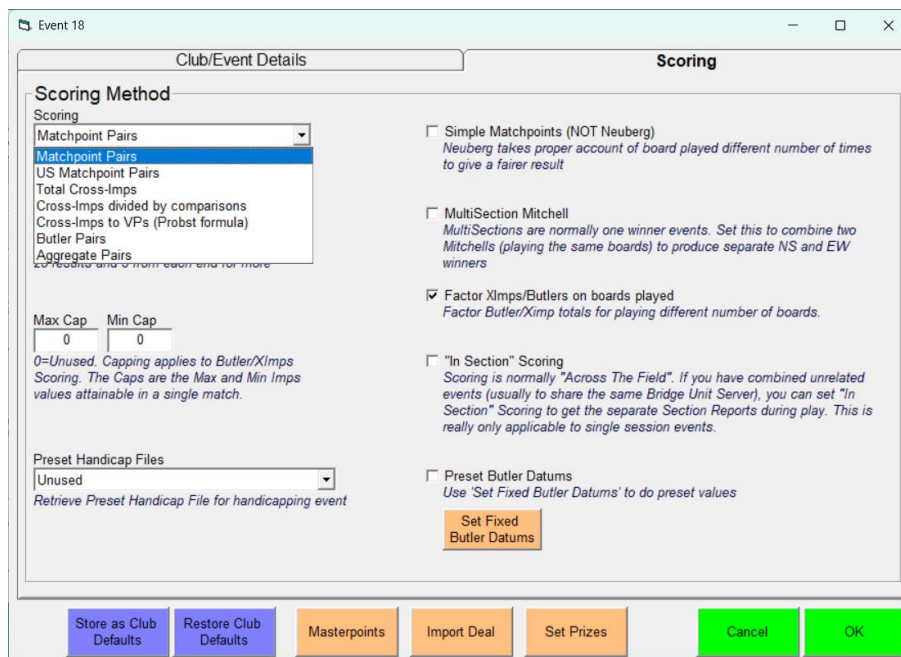


19th January 2026 would be *Mon_260119*, for example. What you can see in the window to the left is the deal for 9 Mar 26. To find the correct deal, click the *Up One Level* button (icon of an up-arrow towards the top left of the screen – see the red arrow in picture to the left) twice. This takes you to the *Events* directory. Now look for the directory that matches the current date. Double click on the directory icon to open it and again on the icon for

the Data Directory. Once you have navigated to the correct *DATA* directory, select the *PBN* file and click *Open*. It will be the file with *pbn* after the decimal point. In the unlikely event that the file explorer opens anywhere else, you need to navigate to *Dropbox/GBC Files/Deal Files/Events* to pick up the correct deal directory.

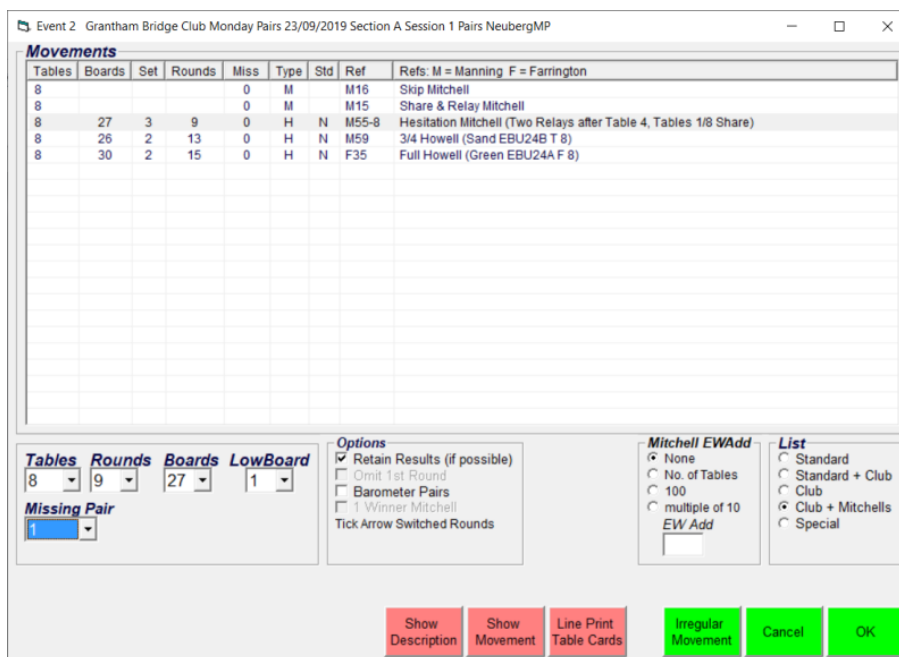
5. Once you have clicked *Open*, you should be back at the *Import Deal* screen and see the correct deal listed for Session 1 in the table above the buttons. Click the *OK* button at the bottom right of the screen and this will return you to the event details screen. It is now worth clicking the *Scoring* tab and checking that *Matchpoint Pairs* is selected as the Scoring Method. If it isn't, select

it on the drop-down menu. Very occasionally the Director will ask for Cross-Imp scoring (normally on the few occasions when we have fewer than four full table in play). You select this in the same way using the drop-down menu, and should select *Cross-Imps divided by comparisons*. You shouldn't need to change anything else on this screen. When you are happy that the event details are correct, click the **OK** button (bottom Right).



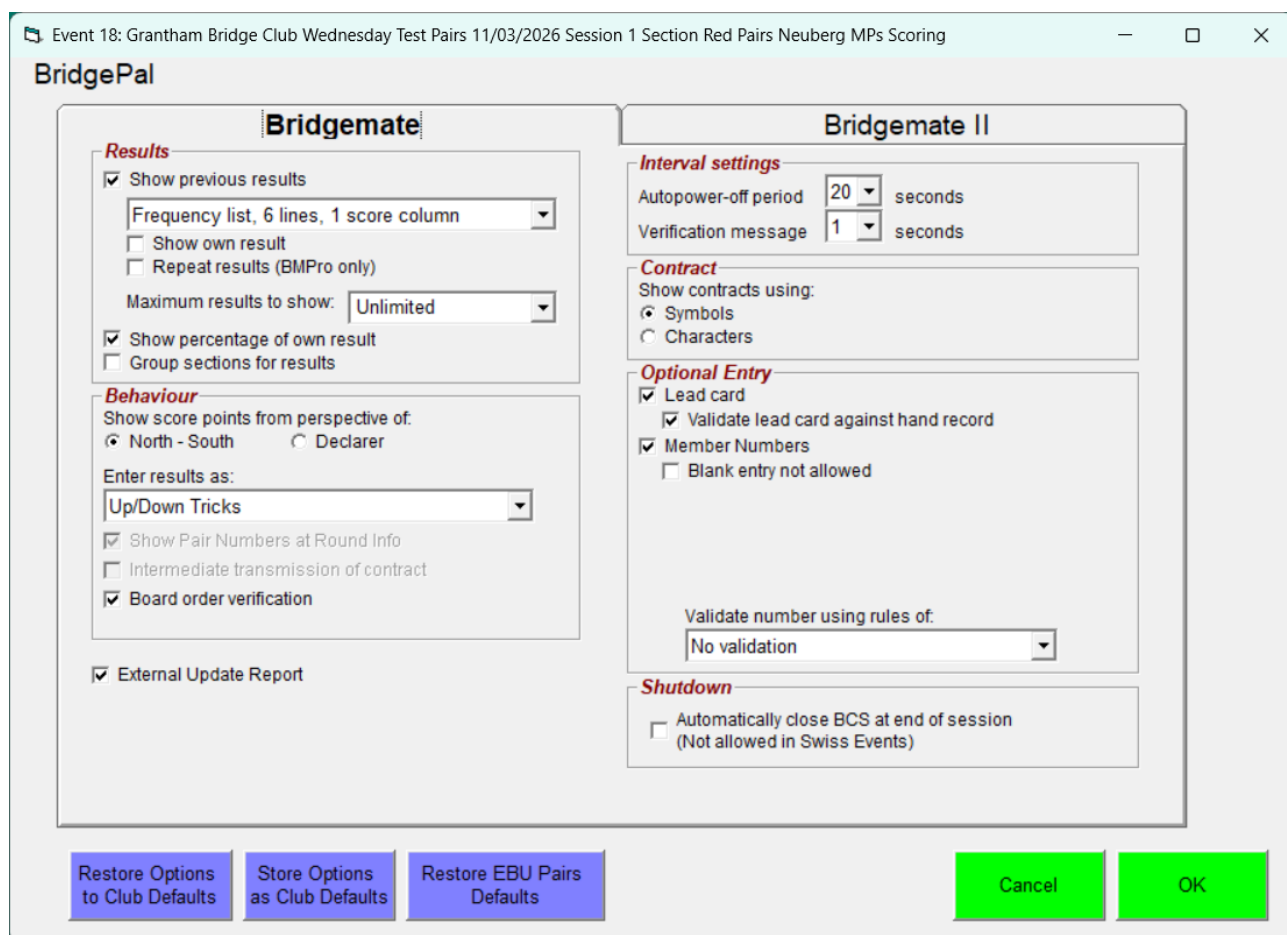
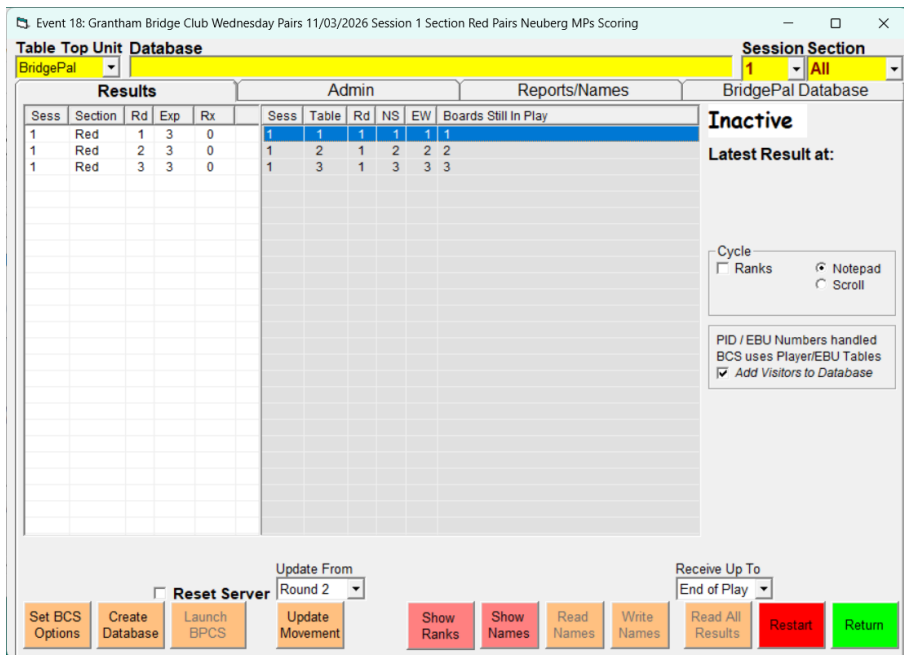
6. You will then go to the EBU Score *Event Menu* where you now need to click the *Select*

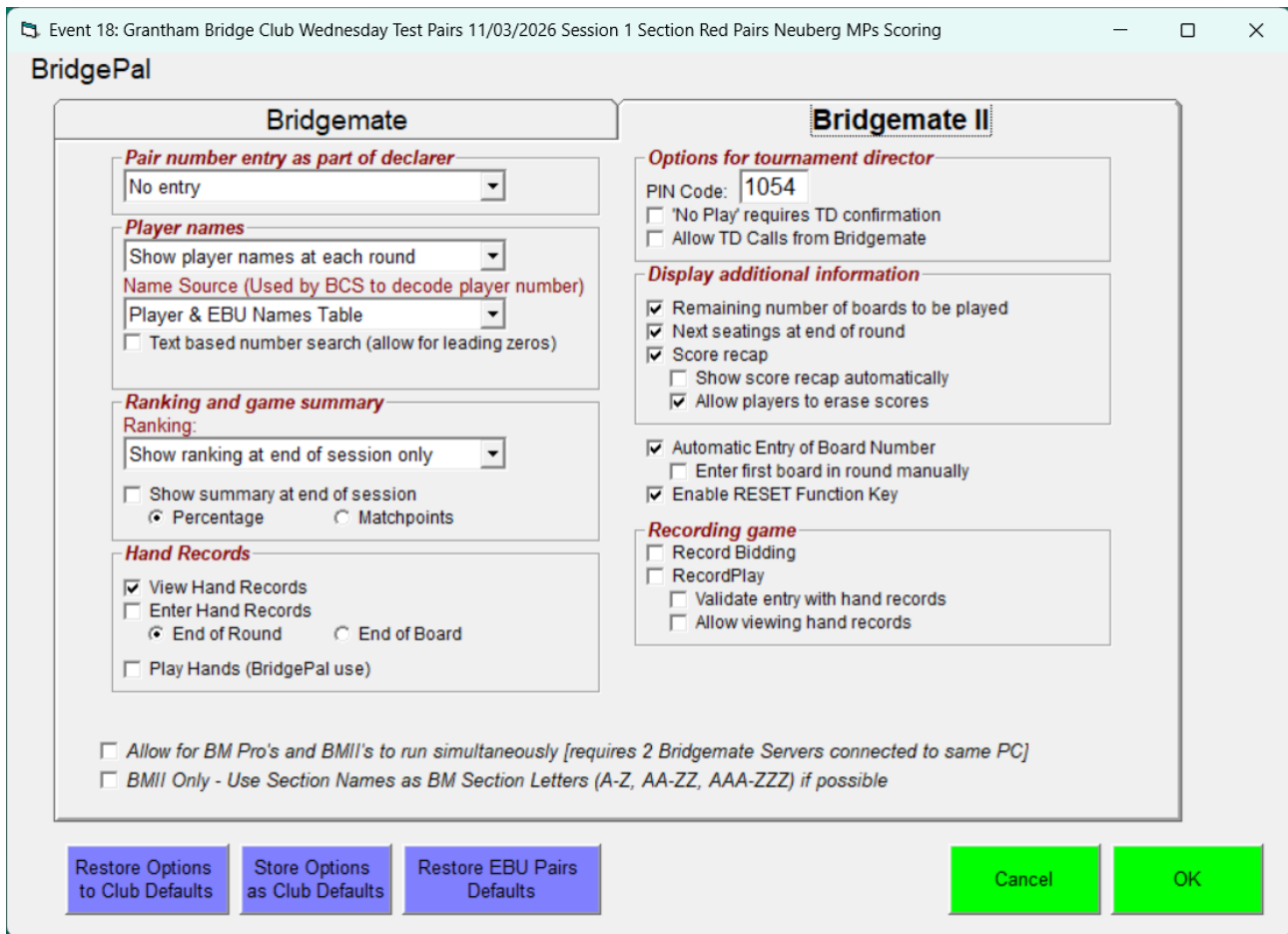
Movement button. This brings up the *Movements* window. At this point, you should check with the Director what movement he or she is proposing to use. Ensure *Club + Mitchells* is selected in the list at the bottom right-hand side of the Window and then enter the number of tables in the box on the left-hand side of the window. This will bring up the list of movements and you can select the one that the Director is using (if you are not sure it is correct, you can click the *Show Movement* button to bring up a copy of the movement on screen that can be




compared with the table cards). Some movements offer flexibility in the number of boards that can be played so do make sure that the number of boards is correct. If there is a sit-out, you should enter the pair number of the missing pair in the box on the left side of the window. Finally, if you select a Mitchell movement and you are playing a one-winner movement ("scrambled", with an arrow-switch): tick *1-Winner Mitchell*; choose the number of rounds to *Arrow Switch* in the box that will appear; and you can change the amount *EW Add* to their pair number, if necessary. When all the details are correct, click the **OK** button (bottom right). Details of the movement will now pop-up. Click **Yes** to confirm and you will return to the *Event Menu*, now with more options available.

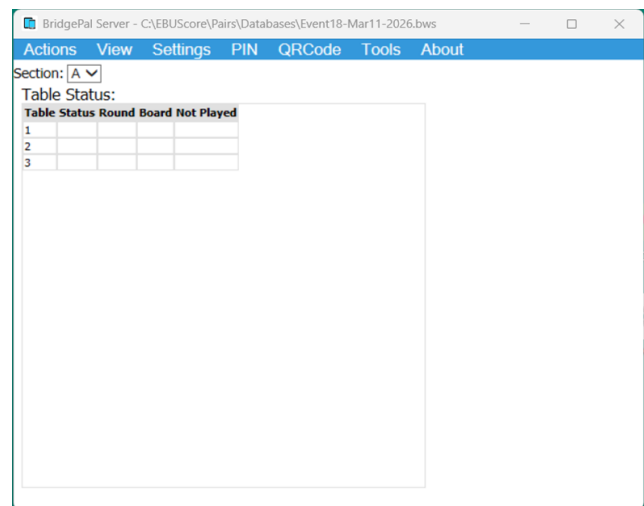
7. On the *Event Menu* select *BridgePal Scoring*. This will bring up the *Table Top Unit* screen. Check that the table top unit is shown as *BridgePal* in the small window at the top left and that it shows as *Inactive* on the panel near the top on the right-hand side. Click the *Set BCS Options* button which you will find at the bottom left. There are two tabs: *BridgeMate* and *BridgeMate II*. Please check that the options selected are as shown on each tab (see below and top of next Page).





When you are happy, click **OK** (bottom right) and you will return to the previous screen. Click **Create Database**, A file name should appear in the yellow **Database** field at the top and **Inactive** should have changed to **Active**. Now click the **Launch BPCS** button (next to **Create Database**). A dialog box will appear that asks you confirm the launch of the BridgePal program. Click **Yes**. A new icon will appear in the task bar as a pair of overlapping blue tablets. 

8. Clicking on this icon will bring up the BridgePal Server Window which allows you to check the status of the event as boards are played. You may need to move the EBU Score window to see it. The status of each table will be shown as *In Use* as the details are entered on each tablet and you can see details of the event as it progresses (number of boards still to play in each round etc.). Please do not close this screen, although you can minimise it if you wish. You shouldn't need to use any of the advanced functions of this application normally. Full details are contained in the separate user manual for it, to which you should refer if necessary.



9. You can now give out the table units. I recommend that you press 'Start' on each tablet and enter the table number for each unit before placing it on the table – this will prevent possible problems if someone enters the wrong table number! Once the tablets are handed out, the event can get underway. Please note that if there is a sitout table, it is important that they are also given a tablet to enter their Player IDs, otherwise the system will not record their names.

Part 2 – Post event actions

10. When the event is finished, check that all tables and rounds are shown as finished in the BridgePal Server window. If there is a sitout table and the tablet has not been moved on each round, that may still be shown as in use. Keep clicking *OK* on the tablet until *End of Session* appears. If all the tables appear to be finished in practice but boards are still shown as to be played on the BridgePal Server window, then we are missing one or more results for that table and round, and this will need to be checked before the players leave the hall!

11. The tablets can now be turned off. Please don't worry if they are still showing the results screen: this will clear when they are turned off. Press and hold the on/off button and a little pop-up will appear giving you the choice to shut down or restart the tablet. Select 'Shut Down'. Note that if you just touch the on/off button, the tablet will remain on but the screen will turn off so please ensure you press and hold until the little pop-up appears.

12. **Finalising Session.** When all the results are in, return to the Event Menu. If any boards need to be corrected, either because an incorrect result was entered, a table had failed to arrow switch or the Director needs to award an assigned or artificially adjusted score: select the **Enter Scores** button to bring up the following window (next Page):

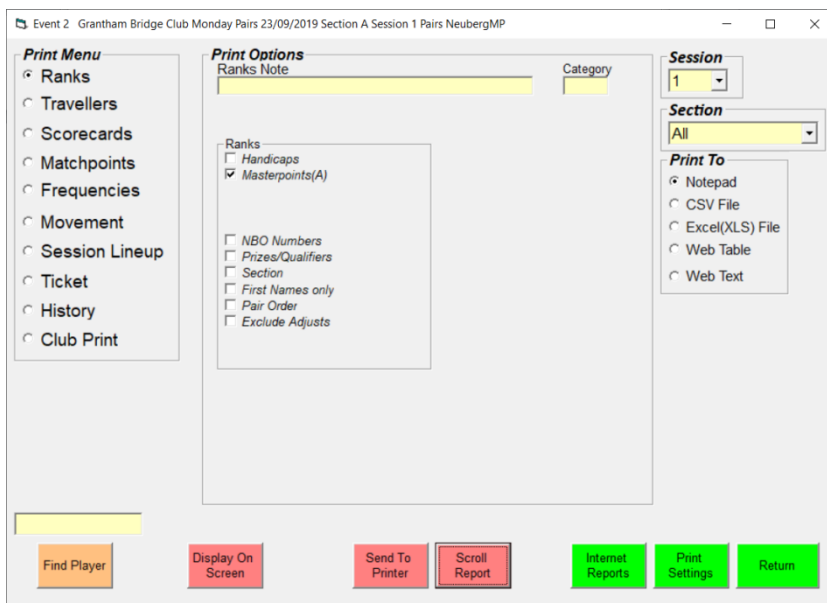
The yellow highlighted window towards the bottom of the screen lists the boards and the green highlighted window immediately below it shows how many results are missing from each board (normally, this should be blank).

To amend a score, click the appropriate cell in the 'Score' column, which will turn yellow. Type in the result in the following format: 2S-1WC3 (2 Spades -1 by W on the 3 of Clubs lead) followed by the **Return** key. **A** followed by the **Return** key will exchange the N/S and E/W pair numbers for pairs who failed to arrow switch. The **Score Entry**

Help button will bring up a window showing full details and keyboard shortcuts for entering scores, including assigned and artificially adjusted scores.

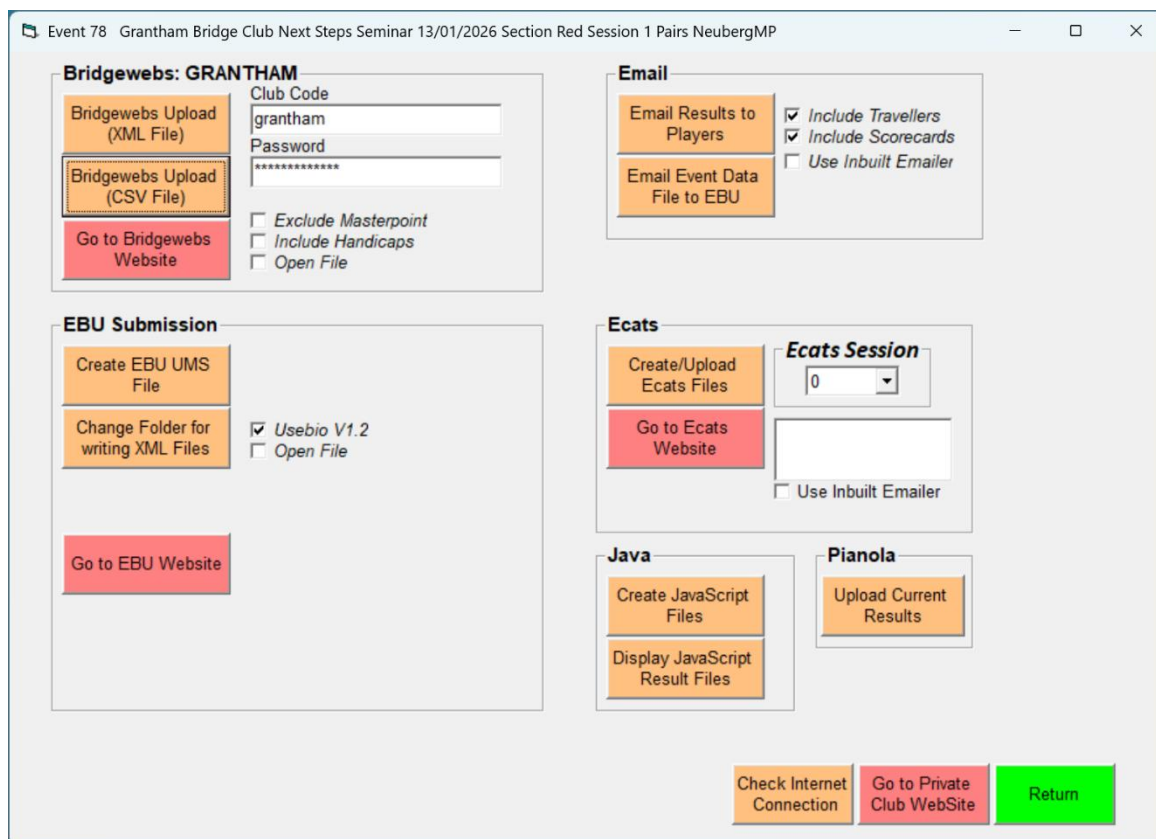
Occasionally, a board will have been 'Fouled', that is to say the hands have been mixed up. You can generally establish when it has been played in the wrong orientation by looking at the scores. If this has happened, the way to deal with it is to enter 'F' in the score cell for each result where the board has been played in the wrong orientation. This will split the scores for the players who played the board in the correct orientation and in the wrong orientation – effectively scoring it as two sub-fields.

When all the adjustments have been made, click **Return** to go back to the **Events Menu** and click **Reports**. This will bring up the following screen (next page).



Ensure that *Ranks*, *Masterpoints* and *Notepad* are selected and click the display on screen button. This will bring up the final result on screen for members who wish to look at it before they depart.

13. Next, click on **Internet Reports** (left hand green button at the bottom of the window) which will bring up the following screen.



First, press the Create EBU UMS File button (below EBU Submission). This creates a xml file which you will work on further. This will be located in the P2P directory on the Desktop. Press Return, Return and Exit Event to come out of EBUScorePairs. If you are not uploading results at the Club, but are planning to do so at home after processing the handicaps, select **Return** to go back to the **Events Menu**, select **Exit Event** to return to the **Event History Screen**, then **Return to Main Menu** and **Exit** to quit **EBU Score**. You can also close Bridge Tab Scorer control and the BOS Window and then shut down the computer and pack everything away. We recommend that the rest of the process is done at home and not at the club! You need peace and quiet.

When you are ready for the next stage, turn on the computer and login. Now open Google Chrome on the laptop. There should be two tabs: one for the club web site and one for the EBU. There are bookmark buttons you can use should one of these tabs not open correctly.



First, you can upload the xml file to the EBU using your own login to MyEBU. If you need to be reminded how to do this, the procedure is at the end of this document.

Once you have uploaded the result to the EBU, click the shortcut to **BBOtoXML** burron, which is on the bookmarks bar near the top of the Chrome window. This will open the BBOtoXML software.

Import/Edit/Merge CSV/XML Help

BBO to XML Converter

Club Name:

Club ID Number:

Contact Name:

UMS Charge Rate:

No Neuberg, or matches BBO scoring
 Enhanced Scoring (Neuberg)

Master Points

North/South:

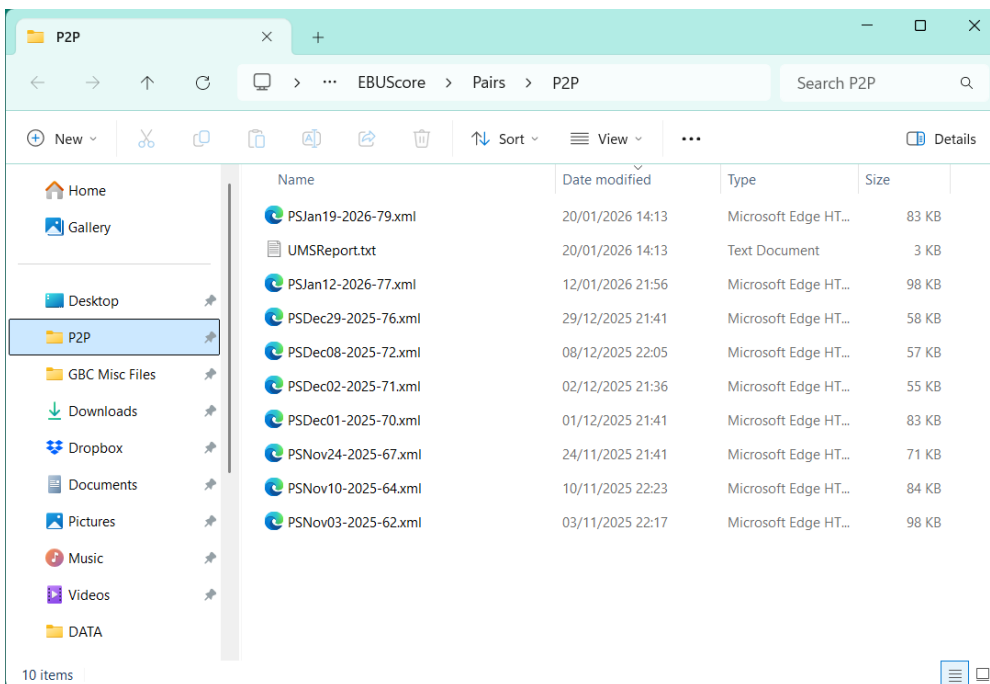
East/West:

EBU - England MP Scale Club

Version 1.8.7

You should get a page like the above. Make sure the club name/ID number and UMS charge rate are completed as above. Put your name in as Contact Name.

Now **click the Import/Edit/merge CSV/XML** option at the top in blue. This will open a windows explorer page. You need to find the xml file previously created which will be in: **C:\EBUScore/Pairs/P2P** directory (and there is a shortcut to this in the File Open Quick Access table as shown below). The file will be named something like: PSJan19-2026-79.xml. Please check that it matches the correct date (this file was created on 19 January 2026 and is the 79th in the Events table in ParsScorer).



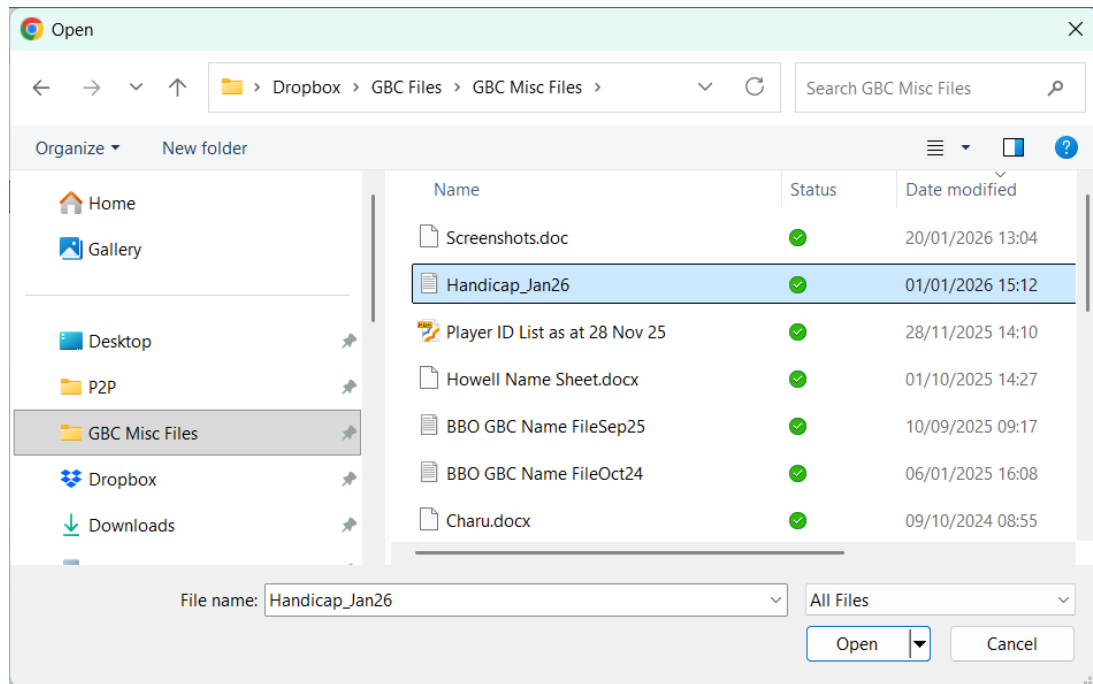
Click on the file with the correct date and press open. This will load the results into BBOtoXML and produce the following page with the summary scores given.

Title: Monday Pairs 19 Jan 2026
Date: 2026-01-19
Event Type: PAIRS
Board Scoring Type: MATCH_POINTS
Winners: 1
Tables: 6 and a half tables
Boards: 24
Scores: 144 (no missing scores)
Missing Names: No Names File Loaded
Missing NBO IDs: No Names File Loaded
Substitutions: None

Ranking:

Rank	Pair	Names	Played	Mpts	Score	Adjustment(Mpts)
1	<input type="checkbox"/> 3	Jennie Rea + Carol Hulse	24	146.40	61.00	
2	<input type="checkbox"/> 9	John Ronan + Bill Barclay	21	125.40	59.71	
3	<input type="checkbox"/> 8	Jennifer Armitage + Louise Badcock	21	115.60	55.05	
4	<input type="checkbox"/> 7	Tom Rea + Denis Manton	21	112.20	53.43	
5	<input type="checkbox"/> 5	Steve Brook + Judy Hulland	24	125.80	52.42	
6	<input type="checkbox"/> 4	Mark Smith + Brian Talbot	24	122.00	50.83	
7	<input type="checkbox"/> 6	Neil Henfrey + Karen Hicks	21	104.00	49.52	
7	<input type="checkbox"/> 11	Carol Fisher + Martin Mellor	21	104.00	49.52	
9	<input type="checkbox"/> 12	Jacob Florijn + Richard Turner	21	100.80	48.00	
10	<input type="checkbox"/> 2	Steve Potts + Joy Hobbs	24	112.00	46.67	
11	<input type="checkbox"/> 13	Jackie Simpson + Tom Simpson	21	92.00	43.81	
12	<input type="checkbox"/> 10	Rebecca Ronan + Stuart Ennals	21	87.60	41.71	
13	<input type="checkbox"/> 1	Gaby Leigh + Carol Steele	24	92.20	38.42	

Now **click the blue option at the top: Handicaps**. This will open another windows explorer page. You need to find the file with name Handicap_Jan26 (or different month/year as it gets updated). This is in the file **Dropbox/GBCfiles/GBC Misc Files**. Again there is a shortcut to the directory on the left hand side.



Click on the file and press Open. This will load the NGS ratings for handicap calculation and go to the screen:

Title: Monday Pairs 19 Jan 2026
Date: 2026-01-19
Event Type: PAIRS
Board Scoring Type: MATCH_POINTS
Winners: 1
Tables: 6 and a half tables
Boards: 24
Scores: 144 (no missing scores)

Missing Names: No Names File Loaded
Missing NBO IDs: No Names File Loaded

Substitutions: None

Ranking:

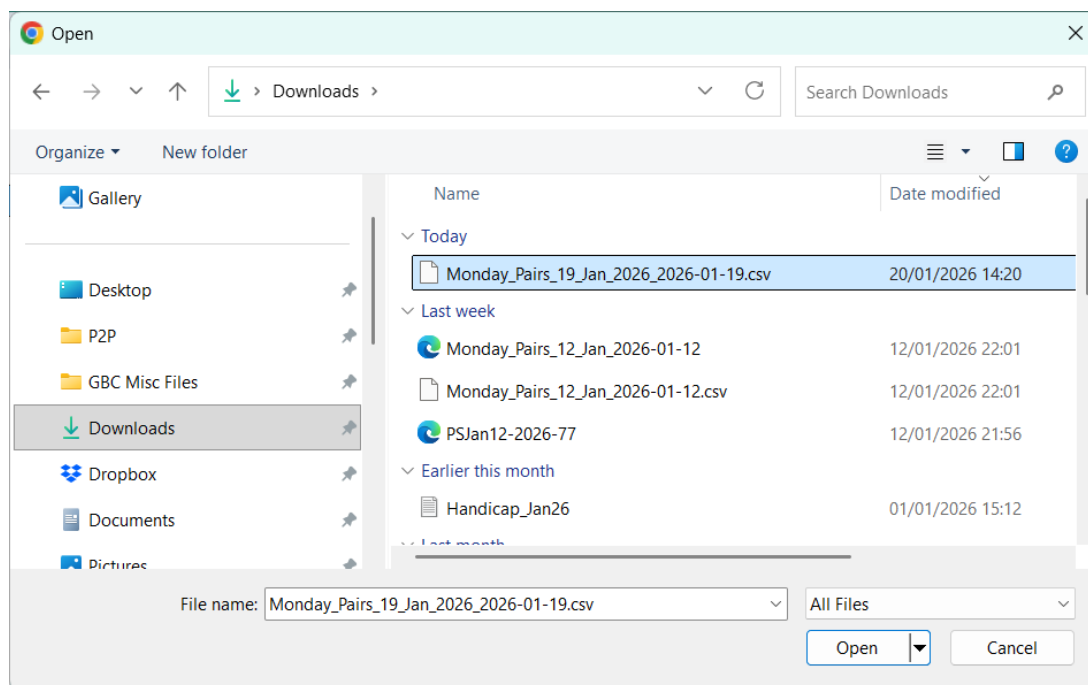
Rank	Pair	Names	Played	Mpts	Score	Adjustment(Mpts)	Handicap
1	<input type="checkbox"/> 3	Jennie Rea + Carol Hulse	24	146.40	61.86		0.86
2	<input type="checkbox"/> 7	Tom Rea + Denis Manton	21	112.20	57.48		4.05
3	<input type="checkbox"/> 9	John Ronan + Bill Barclay	21	125.40	55.81		-3.9
4	<input type="checkbox"/> 8	Jennifer Armitage + Louise Badcock	21	115.60	54.63		-0.42
5	<input type="checkbox"/> 4	Mark Smith + Brian Talbot	24	122.00	53.36		2.53
6	<input type="checkbox"/> 6	Neil Henfrey + Karen Hicks	21	104.00	50.05		0.53
7	<input type="checkbox"/> 12	Jacob Florijn + Richard Turner	21	100.80	48.88		0.88
8	<input type="checkbox"/> 5	Steve Brook + Judy Hulland	24	125.80	48.83		-3.59
9	<input type="checkbox"/> 13	Jackie Simpson + Tom Simpson	21	92.00	48.08		4.27
10	<input type="checkbox"/> 2	Steve Potts + Joy Hobbs	24	112.00	47.74		1.07
11	<input type="checkbox"/> 11	Carol Fisher + Martin Mellor	21	104.00	45.02		-4.5
12	<input type="checkbox"/> 1	Gaby Leigh + Carol Steele	24	92.20	39.28		0.86
13	<input type="checkbox"/> 10	Rebecca Ronan + Stuart Ennals	21	87.60	39.03		-2.68

There is a new column on the RHS with the Handicaps. Check all of these are numbers. If a DNQ appears it is because the name is not matching that of the handicap file. This is unlikely unless we have a new player and you need to revert to Neil or Bill. If you know the mismatch, you can amend the name in BBOtoXML by clicking on a name (in the ranking section) and changing it.

Now save the amended results by:

- **Click Save as CSV** blue button at the top and then
- **Click Go Back** blue button at the top.

You have now created a .csv file in the Downloads directory and should now have the original BBOtoXML screen (see bottom of Page 8) open. This time **click** the large button in the centre/right of the screen with **Create XML File** on it. Again File Explorer opens. Click on the Downloads directory.



and then the csv file that you have just created and then Open.

The BBOtoXML application will create a new xml file and display something similar to the next screen.

Import/Edit/Merge CSV/XML
Help

BBO to XML Converter

Club Name

Club ID Number

Contact Name

UMS Charge Rate

Monday Pairs 19 Jan 2026

Event Date Event Type

Master Points 6.5 tables 24 boards

North/South

East/West

MP Scale

BBO Event Link

Load Names

Create XML file

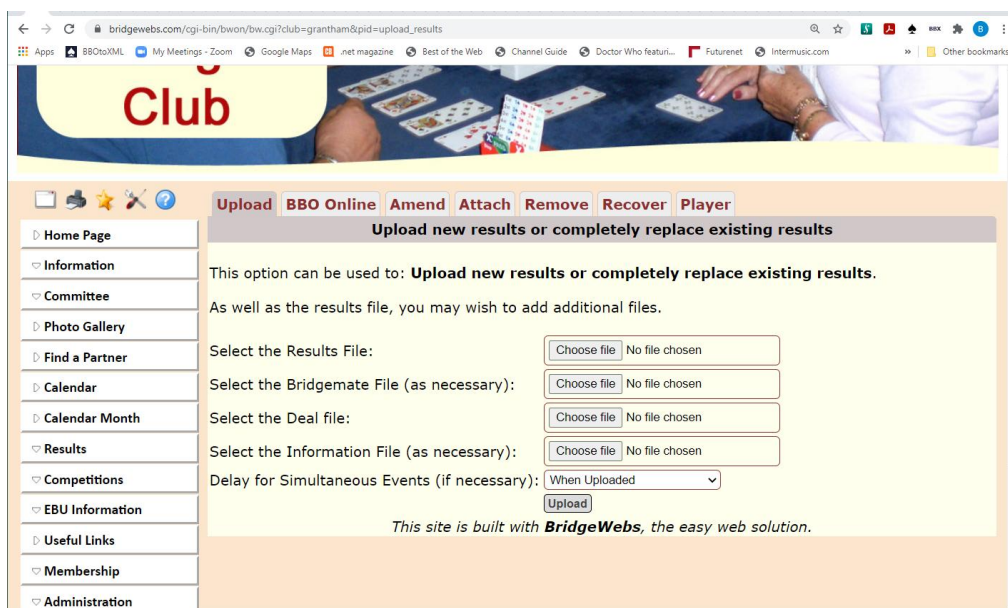
This creates an XML file for upload to Bridgewebs, EBU, EBUscore and other scoring programs, NBOs and results websites.

No Neuberg, or matches BBO scoring
 Enhanced Scoring (Neuberg)

Version 2.0.4

You now have the final xml file in the downloads directory and this is the one you can upload to the Bridgewebs site using Results Admin. To do this, open the club web site

(www.bridgewebs.com/grantham). Select *Administration* and the results admin window should open asking you to enter a password. Please enter the scorer password that you have been given. You should see the following:



You are just interested in loading the results file (which is the xml file you have just created). You do not normally need to upload the deal file as that should have already been uploaded. The file should be in the downloads folder. Click the Results *Choose file* button, and select the file – its name should then appear to the right of the *Choose File* button as below:

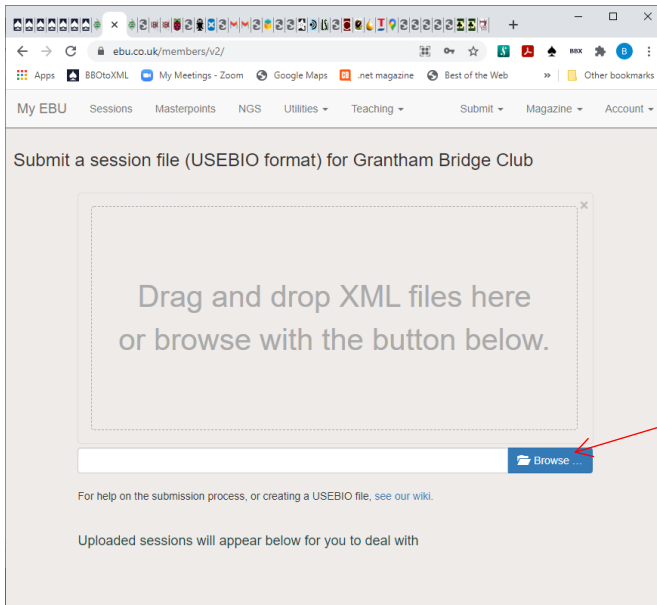


Now click the *Upload Button*. And after a moment or two, you should receive a message telling you that the file has been uploaded successfully. Occasionally, if we have two sessions in the calendar for the same day, you will be asked to identify which session these results are for.

You can check the results are loaded by returning to the Home Page and clicking on the *Latest Results* button on the right-hand side of the home page, near the top (below the banner).

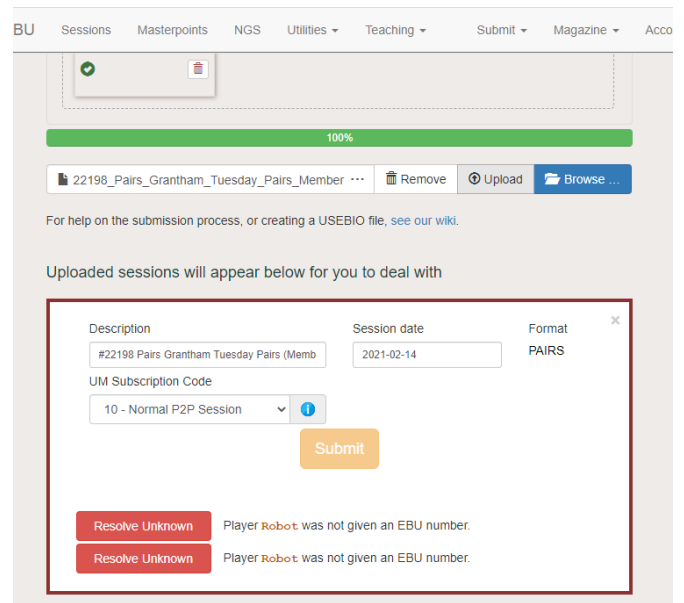
Uploading Results to the EBU

You need to log in to your My EBU account: <https://www.ebu.co.uk/members/v2/>. You should find a *Submit* drop-down menu title on the My EBU Menu Bar. It will be the third entry from the right, immediately above all your session records. You might need to click **Show all menus >>** to display it. When you click in *Submit*, a window will appear below it containing the words *For Grantham Bridge Club* (there may be other clubs that you have also been appointed as scorer for). Click on this window and this screen should appear.



Click the *Browse* Button and select the xml file that is in the P2P folder in the Desktop. When the file is loaded, an upload button will appear to the left of the *Browse* button: click on it and some more details will appear on a white window with a red border, as below.

Check the details in the top half of the window to confirm you have picked up the correct xml file. If it is incorrect, click the remove button (to the left of 'Upload' and start again. If the details are correct and the EBU has recognised all the players, you just have to press the *Submit* button in the centre of the screen. If the EBU doesn't recognise any players, they will be listed at the bottom of the screen alongside a red button containing the words *Resolve Unknown*. In the screen here they are the BBO robots. It is quite possible you might also have non-EBU members playing as guests. In any event, the process for dealing with them is similar. Click the *Resolve Unknown* button and the following screen should appear:



Select Player

×

Player Forename(s)

Look up this name

Player Surname

EBU Number

Look up this number

This player was a Guest

Important: Before selecting 'Guest' please make sure you [understand what this means](#).

To **create a new EBU record**, go to the *Members* tab and click on the *Add Member* button above the list. Then come back here and enter the new EBU number that was assigned.

Cancel

If the player is a guest, just click on the blue button marked *This player was a Guest*. Otherwise, you may be able to look up the correct EBU number by pressing the *Look up this Name* button. If you are not sure, mark the player as a guest and let Bill or Neil know – they will be able to sort it out. Once all the unknowns have been resolved, the *Submit* button turns green and you can press it to submit the result. You should receive a message that the file has been loaded successfully, and can then log-out. If you played in the session, you will be able to press the *Refresh* button to see that the result has been added to your list of sessions played. Unfortunately, if you are not listed as one of the players, the result will not appear in your list of sessions.