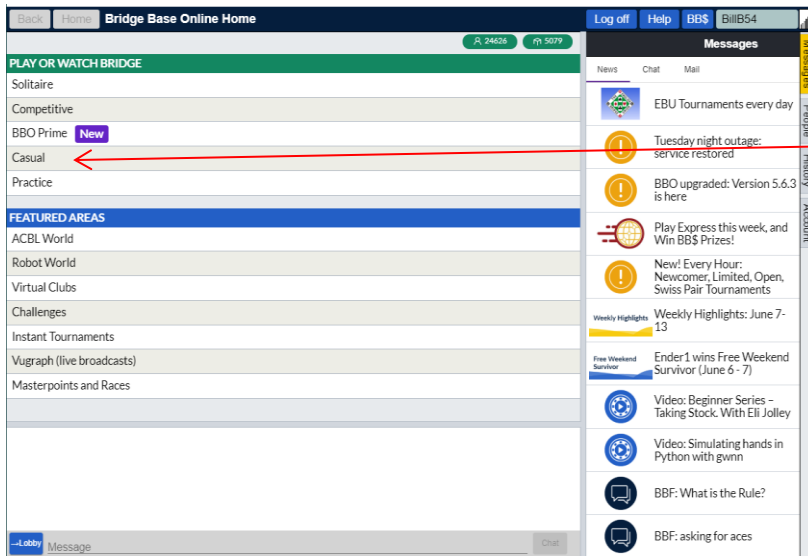


Instructions for setting up a game on BBO with three friends

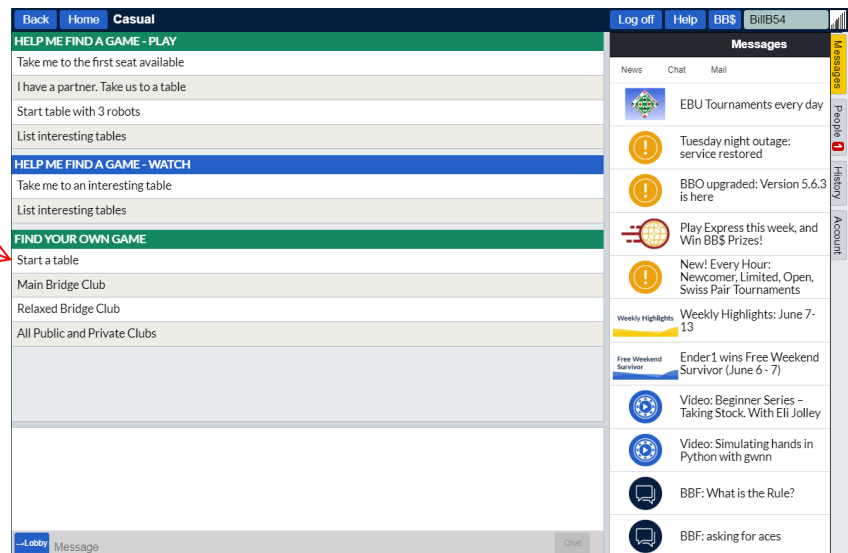
Step 1 - Log in to BBO which will bring you to the Home Page as below.



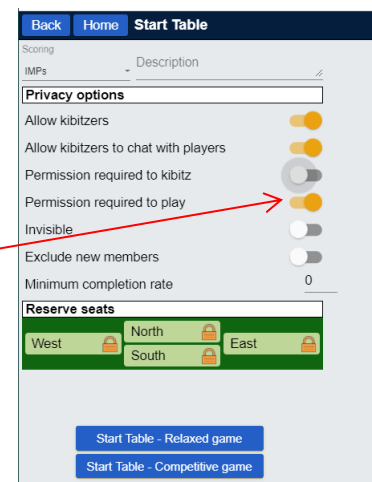
Click on **Casual** which will take you to the next screen and Step 2.

Step 2

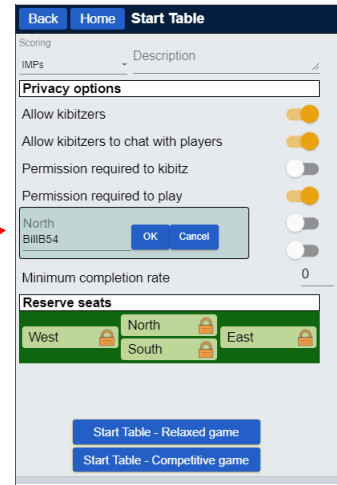
Click on **Start a Table** which will take you to the next screen and Step 3.



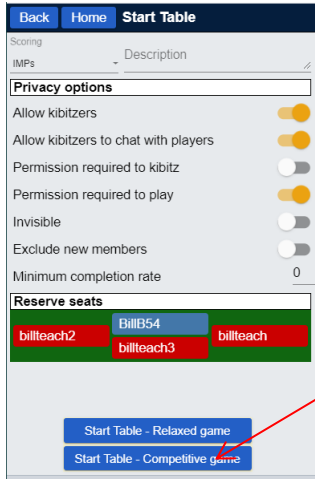
Step 3 You will now see an options screen for the table. The Scoring options are at the top left of the window – please leave this as IMPs. Don't worry about typing in a description for the table either. The orange and white sliders allow you to control various privacy options. The top two are normally orange – which means that Kibitzers (spectators) are allowed and can chat to players. The next two buttons are normally white – which means that anyone can join the table as a kibitzer or player. As you are setting up a private game with specific players, it is best to click on the 'Permission Required to Play' button to turn it orange. This will add padlocks to the seats and ensure that outsiders cannot just jump into a seat should one of the players temporarily lose their connection and have to log in again.



Step 4 Once you are happy with the privacy settings (you can, if you wish, ban kibitzers by setting the top button white – but this is not recommended as it can make it difficult for one of the players to re-join the table should they inadvertently drop out of BBO, which does happen from time to time), you need to reserve seats for your players. As the 'Home' pair, you will normally sit North and South. Click the position in which you will be sitting and a small box will appear.

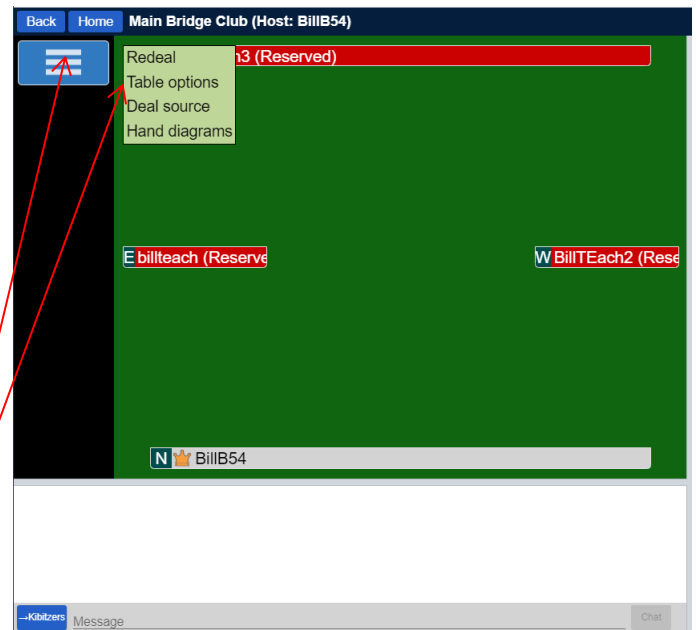


Type in your BBO User Name and click OK. Do the same for the other three seats and this will bring you to Step 5 below.



Step 5 All the players have been entered. The red background for their names means that they are not yet at the table. The final action to start the table is to click *Start Table – Competitive Game*.

This will take you to the table and send an invitation to the other players once they log on and Click on *Casual* as you did in Step 1.



Action if you lose a player. Sometimes a player will drop out through losing his or her internet connection temporarily and will need to log in again. As long as you set the *Permission to Play* button orange at **Step 3**, no one else will be able to sit in the vacant seat. But you will probably be annoyed by permission requests from various strangers asking for permission to sit. What you can do as Table Host, is click the blue box with 3 horizontal lines at the top left of the window and then on Table Options in the pop-up menu that appears. This will bring up a screen similar to the one at Step 4 in which you can re-reserve the seat for the missing player, stopping all the requests to sit and allowing your missing player to re-join the table quickly when he or she has logged back in to BBO.

Selecting Vugraph as the Deal Source. If you wish, you can compare your score with Experst who have played random boards in a Teams-of-Four match. To do this, click the blue box with 3 horizontal lines at the top left of the window and then on Deal Source (next line below Table Options). This will bring up a small pop-up window.

Click 'Randomly Selected Vugraph Deals' to turn the button yellow and then click the OK Button. The alternative, if you do not opt for Vugraph deals, is that you will be comparing your scores with other players online at the same time as you playing the same boards and you will notice the scores changing a little overtime as the results for other tables are recorded.

