

# Instructions for Playing in SBU Online Tournaments

*SBU tournaments are now underway on BBO within the SBU pay-club. For many this is a new way to play competitive bridge and has been taken up enthusiastically by a lot of the membership. Many are playing more bridge than ever before, 'in pyjamas on the sofa'. Our events regularly attract over 30 tables.*

*Please send any omissions, corrections or suggestions to: [tournament@sbu.org.uk](mailto:tournament@sbu.org.uk)*

*Further information on online bridge is available in the separate documents:*

[SBU Online: Etiquette and Conditions of Contest](#)

## Preparation for Playing on BBO

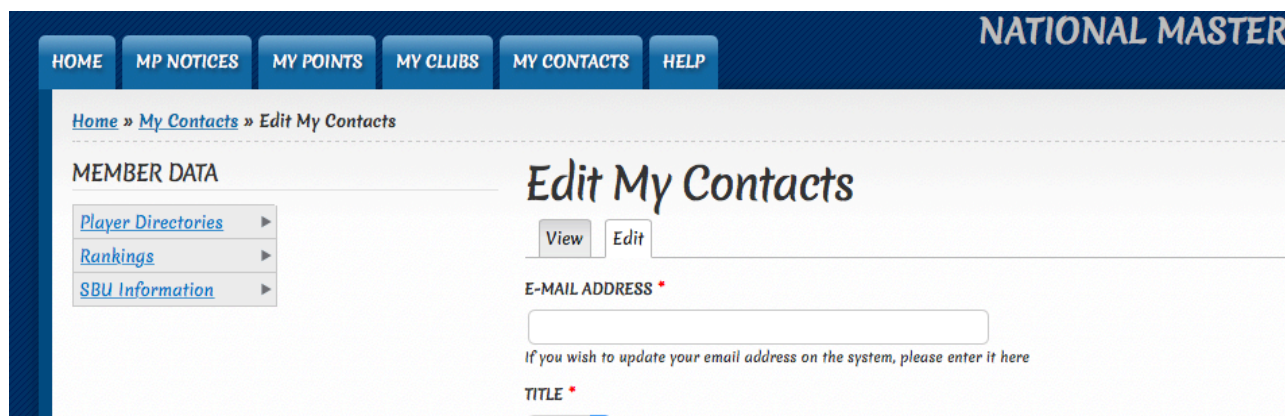
### For Newcomers

Familiarise yourself with using BBO: <https://blog.bridgebase.com/2020/03/09/new-to-bridge-base-online/>

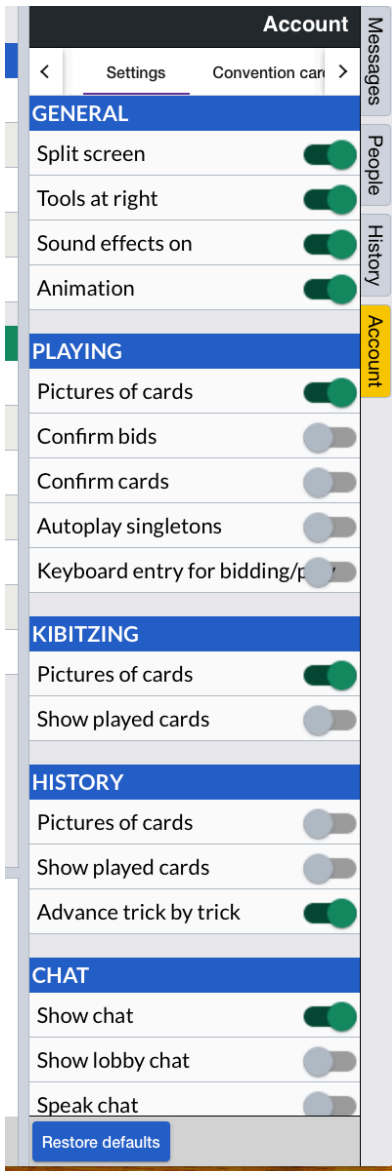
Purchase BBO\$: <https://www.bridgebase.com/purchase/pay.php>

The cost should be at parity with US\$ and other routes can cost more.

Make sure that your BBO username is entered in to 'My Contacts' in Mempad. The Field for BBO username is towards the bottom of the form.



The screenshot shows the 'Edit My Contacts' form in the National Master system. The page has a dark blue header with the text 'NATIONAL MASTER' on the right. Below the header is a navigation bar with buttons for 'HOME', 'MP NOTICES', 'MY POINTS', 'MY CLUBS', 'MY CONTACTS', and 'HELP'. The main content area has a breadcrumb trail: 'Home » My Contacts » Edit My Contacts'. On the left, there is a 'MEMBER DATA' section with three expandable menu items: 'Player Directories', 'Rankings', and 'SBU Information'. The main form area is titled 'Edit My Contacts' and contains two buttons, 'View' and 'Edit'. Below these buttons is a form field for 'E-MAIL ADDRESS \*' with a red asterisk indicating it is required. Underneath the field is a note: 'If you wish to update your email address on the system, please enter it here'. Below that is a 'TITLE \*' field, also with a red asterisk. The bottom of the form is partially cut off.



## Customising BBO

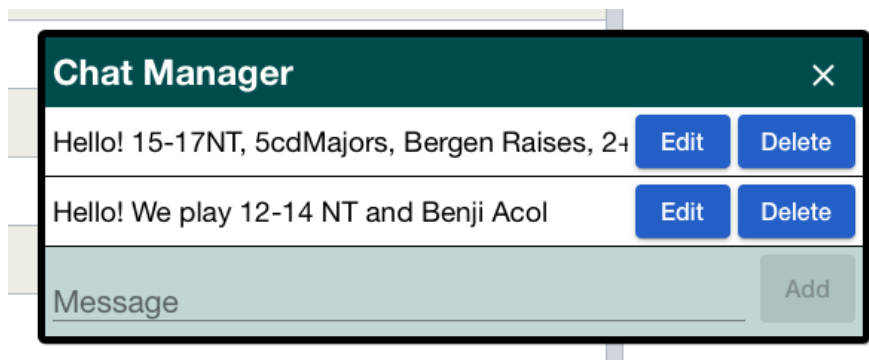
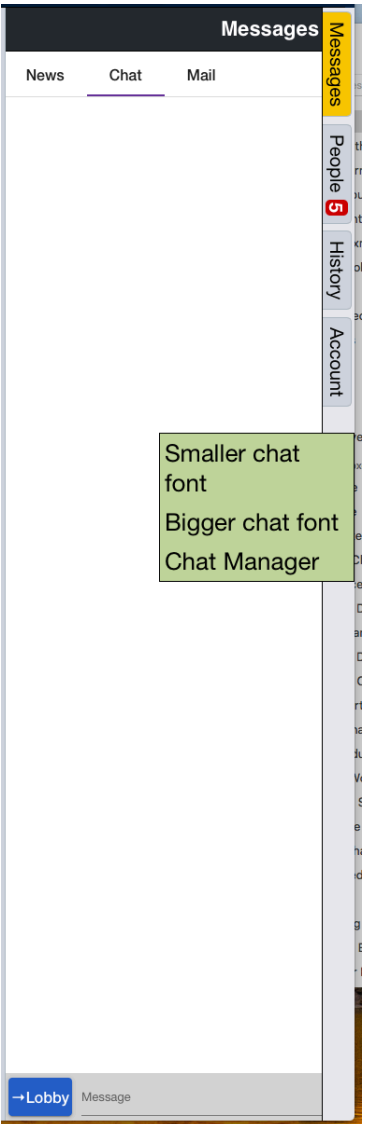
Various options are available from the *Account* tab on the right hand side of the screen and *Settings*. These are self-explanatory. Note the option to require confirmation of bid or card play if you are prone to act too hastily.

## Chat Manager

*Chat Manager* is used to save frequently sent messages. A typical use is to store a summary of your system to send to *Table* at the beginning of a new match.

In version 3 of BBO *Chat Manager* is hidden and can be found by clicking in the blank area under the *Message* tab and *Chat*.

Select *Chat Manager* and record your messages. To send a message select, take care to check the correct recipient from the drop down menu, and press *send*.



## Convention Cards

Convention Cards can be uploaded for all your partnerships from *Account* and *Convention Card* using one of the formats provided by BBO.

When you play in a partnership with an uploaded card this is available to the opposition from the drop-down table menu. If you do not upload a card then your card reverts to SAYC. Menu illustrated below.

Note the player who sets up the card has read/write access and the designated partner read only. It is not advised to have two master copies!

## Automatic Alerts

You can set up automatic alerts of your bidding. To do this you need to open BBO in Chrome and add the extension 'BBO Alert'. This software can be pre-populated but will also remember in context all your manual alerts and descriptions. Please advise your opponents if you use automatic alerts as these are sometimes displayed transiently and therefore missed.

Be aware that if you use BBO Alert with more than one partner and system you will need to ensure that correct explanations are loaded.

You should also note that automatic alerts are not recorded within BBO and cannot be viewed by the director if called to the table.

## At the Table

### Alerting Procedure

Alert your own bids. Your alerts are visible to the opposition but not to your partner.

***You must alert all conventional bids, including doubles and passes, at all levels including 3N and above.***

If you forget to alert then click on your bid as soon as possible. This opens up a box into which you can type an explanation. Your explanation will be displayed to both of the opposition.

Bids alerted by the opposition will be visible to you outlined in red. To query an opponent's bid click on it and they will be prompted to provide an explanation or a fuller explanation.

Do not under any circumstance send a message to the table during bidding as content may not be authorised to all.

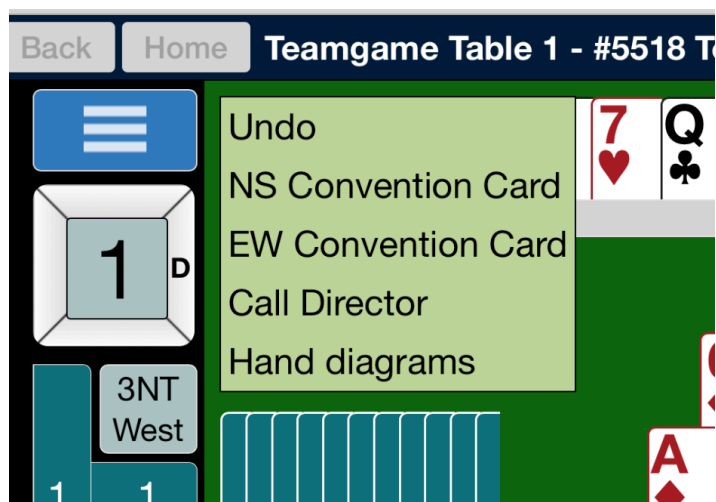
## Table Menu

Whilst playing at a table a drop down menu is available top left - blue rectangle with three bars. Illustrated below in BBO version 3. Some of the options available are determined by circumstance and some are different in BBO version 2.

As above you can view the opposition's convention card from this menu.

Illustrated:

*Undo 'button'*  
*Conventions cards*  
*Call Director 'button'*  
*Hand Diagrams*



## Undos

*Undos* are permitted for a mis-bid up to the point where LHO has bid but not after your partner has bid.

*Undos* are requested from the drop-down menu, top left of screen. The opposition are invited to accept or refuse.

If a request for an *Undo* is refused you should call the director who may overrule the opposition.

*Undos* are not permitted during play of the cards.

## **Clocked Tournaments**

If BBO is set to clocked play there will be no extra time if you overrun and play will stop. The time remaining for the current match is displayed top left of the screen.

When play is stopped the director will adjust the score to that which is most likely from the point when the last card played. There is software to assist the director here. The adjusted scores are not based on outcome at other tables unless very few cards have been played.

## **Results**

Results are available for up to six days on BBO. The sequence of bidding and card play can be reviewed during this time.

All results for SBU events are downloaded and posted on the SBU Website, under *Results/National Events* tabs. These include hand records, par scores, deep finesse analysis, and travellers for each board.

## **Appeals**

If you disagree with the director's decision over any matter simply state to the table and also to the director that you wish to appeal.

This will be taken forward to the Law and Ethics Committee by the director.

Anne Coles

SBU Tournament Convener  
**[tournament@sbu.org.uk](mailto:tournament@sbu.org.uk)**

7 July 2020