**HARLOW KNIGHTS BRIDGE CLUB – GUIDANCE FOR BBO DUPLICATE SESSIONS**

Please read these notes and share them with your partner well in advance of any sessions, unless you are both already very familiar with playing in paid competitive events on BBO.

There are bound to be a few teething problems early on, so please be tolerant with fellow members and guests who are may have less experience. These are competitive sessions, but also social ones.

If you have any further questions after reading this document, you can contact Kay at harlowknightsbridgclub@gmail.com or on my mobile (07905 034731).

**Well in Advance**

* You and your partner must be on the master list of players in the virtual Harlow Knights bridge club on BBO. To do that, you just send Kay your name(s) and BBO username(s). This can’t be done once registration for an individual session is open (i.e. two hours before it is due to start).
* Ensure you have enough BB$ in your account. To start with, the table money will be $3 per player. If you are adding using BBO on your computer, please make sure you complete all the fields in the address section (including State/Region/Province). The only optional line is “Address line 2”. If you leave one of those blank, your payment won’t go through. If you are using an app on a tablet or mobile, you have to use the shopping cart and payment goes through the iTunes or Google Play stores, and you will be charged a fee. It is cheaper to do from your computer and use a debit/credit card or PayPal.
* You must arrange a partner before the session. You cannot register for the session as an individual and we won’t be matching people up on the evening of the session. If you are looking for a partner, you can get in touch in advance and we will try to identify some potential candidates for you.
* If you are not familiar with the concept, take a look at how to “self-alert” any conventional bids. There’s a video on how that works [here](https://www.youtube.com/watch?v=y2UFOOVR5P8). Essentially you must type a brief explanation and click on alert before you make your conventional bid. Your opponents will see the alert/explanation, your partner will not.

**Two Hours Before the Session**

* Registration will open two hours before play starts (so at 5.30 pm for a 7.30 pm session). Don’t leave it until the last 10 or 15 minutes in case you have any problems connecting or registering.
* **To register, both players in the partnership must be logged in to BBO, but only one registers for both. Decide who will do that.**
* To register, go to “Featured Areas” and select “Virtual Clubs”. The click on “Other Clubs – Other Countries”. The Harlow Knights session will appear in the list of pending events. You can search or browse to find it. Click on the name of the event and a registration box will open up looking like this:



Enter your partner’s **BBO Username** (not their actual name). You will the option to pay for both of you. If you don’t check that box, BBO will try to deduct the individual fees from each account when the session starts. If you don’t both have enough BB$ in your accounts, you will not be able to play. Registering sends an invitation to your partner. They need to accept the invitation to get you registered as a pair for the event. You will receive a message confirming your registration.

**The Session**

* Make sure that you and your partner are logged in to BBO well before the session starts (at least 15-30 minutes) in case there are connection problems.
* At the start time you will automatically be taken to your first table. Gary Conrad, our TD, will do a brief welcome in the chat box with a few specific instructions and guidance for the session.
* We will play 18 boards, normally six three-board rounds. Provide a very brief system description in the chat box but get started as soon as possible.
* There is a strict time limit of 24 minutes for the three-board rounds. There will be a countdown clock visible on the screen. So avoid lots of chat and post mortems unless you have some time left before the session ends. You will move automatically when time is up or when all tables finish their boards, whichever is sooner. If any boards are unfinished when time is up, players will receive an adjusted result. Mostly this will happen automatically but the TD will review for fairness.
* Remember that you must self-alert any conventional bids. That includes announcing your Stayman, transfers etc (see above). Only your opponents see those announcements /explanations, not your partner. If you want to an explanation of a bid made by your opponents, just click on the bid concerned in the bidding history and the bidder will receive a request to explain. Again, that is visible to you and your partner, but not to the bidder’s partner.
* At the end of the round you are automatically taken to the next round and play against a new set of opponents with exactly the same time limits and process.
* Your score for the first round will now be available as a running % total, top left, and by board in the History Tab to the right.
* By all means look at the previous boards but only when you are dummy or you have finished the round.  It is not acceptable to delay play to consider/debate past boards.

**After the Session**

* Preliminary results will be available immediately after the event. There will be a window of around 30 mins where the TD will review any outstanding issues and make any necessary adjustments.  After that the score is final.
* The final results will be uploaded to the EBU for Master Points and NGS purposes. They will also be displayed on the club website ( <https://www.bridgewebs.com/harlowknightsbc/>)

**Other Points**

* If at any time you need to call the TD, this can be done via the Blue Button with three white lines top left of the screen.  Gary, our TD, will come to the table and engage via the Chat area. Please avoid protracted discussions with the TD as that will cause problems with the timing of each round.
* BBO can’t deal with half-tables. So if we have an odd number of pairs, Gary will invite a pair from a list of substitutes. These are BBO players – not on our player list – who make themselves available in the hope that they might get a free game!
* If you have connection problems during the session, a substitute will come in and take your seat while you are offline. As soon as you are able to log in, you will resume your seat and the substitute will leave.