

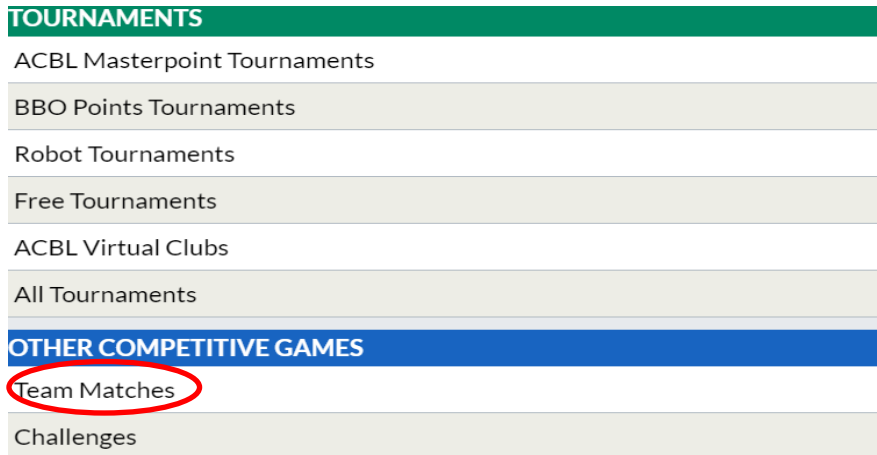
## Creating a Team Match on BBO

Log into BBO as usual. To set up a Team Match you need to have been a member of BBO for at least 2 weeks and have 100+ logins. You can check your status by clicking on your username (top right-hand side of the screen).

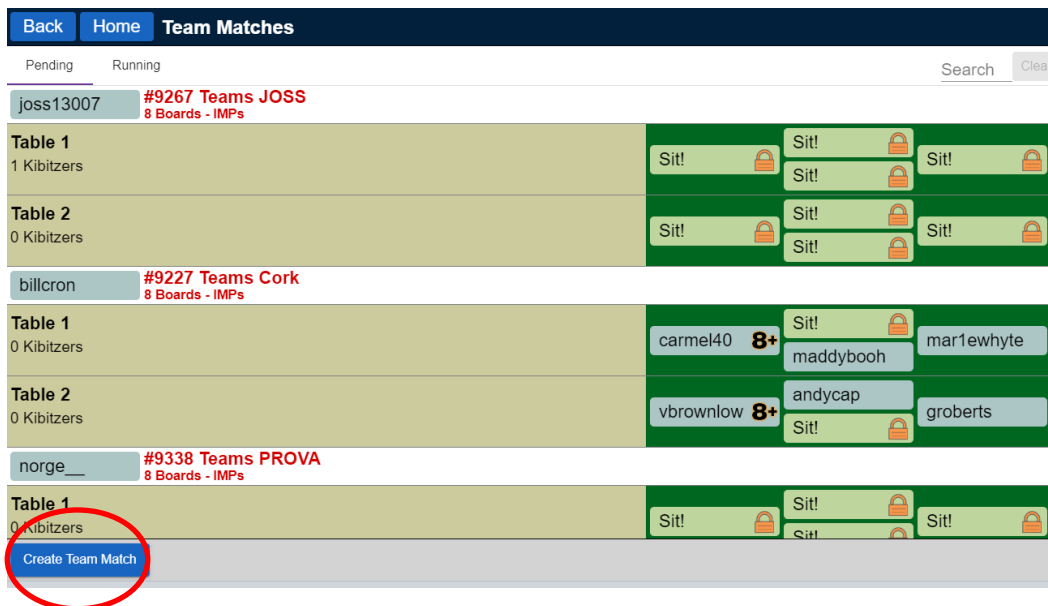
Make sure that all the players are logged into BBO.

Click on "Competitive"

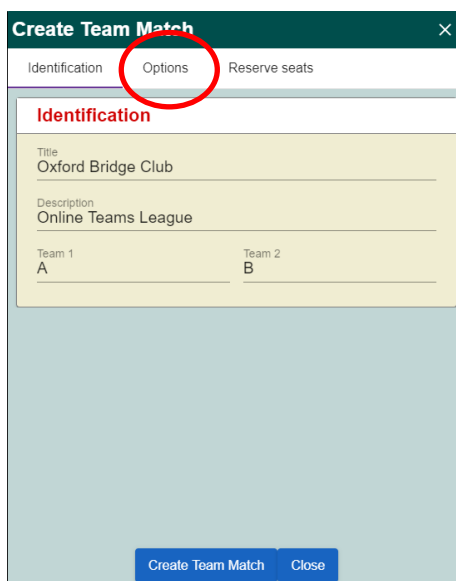
Then "Team Matches"



Then "Create Team Match"

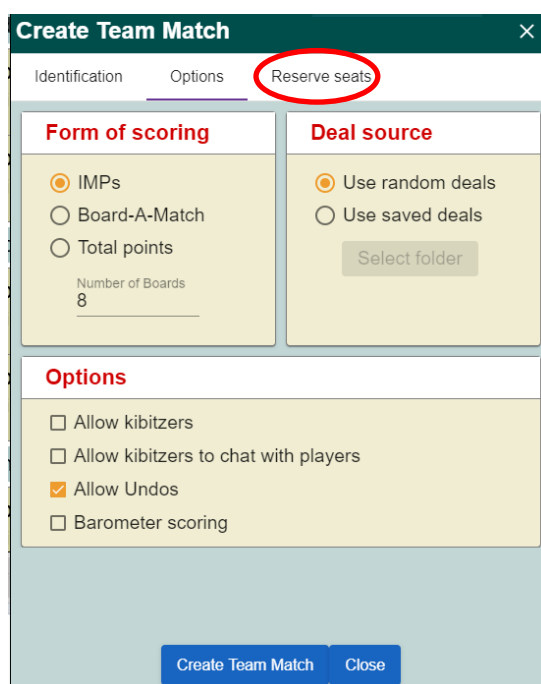


The window below opens with the "Identification" tab showing first. Fill it in as you wish.



IMPORTANT: don't hit the "Create Team Match" in this window until you've reserved seats for both teams.

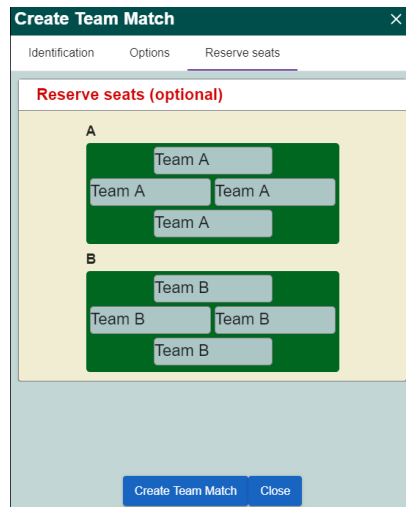
Next, hit the "Options" tab. The Options window looks like this:



Select IMP scoring, random deals and make sure that the number of boards is set to 8. Untick barometer scoring (barometer scoring means that the running total is visible). Tick allow undos, but note that only bidding mis-clicks may be undone. A card played is a card played, and undos shouldn't be allowed. You may set the kibitzer options as you wish.

Then go to the "Reserve seats" tab and fill in the usernames for each team. Put the home team on the first table, and the away team on the second table. BBO will automatically move you so that you play against your opponents.

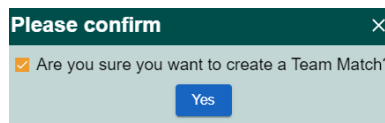
Note that it saves time if you add all the BBO usernames for a specific match to your 'friends' list beforehand. BBO checks that they are genuine usernames (thus avoiding typos), and the names will autocomplete as you type them in.



Then hit "Create Team Match".

**WARNING:** make sure that all 8 players are logged in before you hit the "Create Team Match" button. Hitting the "Close" button will cancel the match set up and you'll lose the options that you've already set.

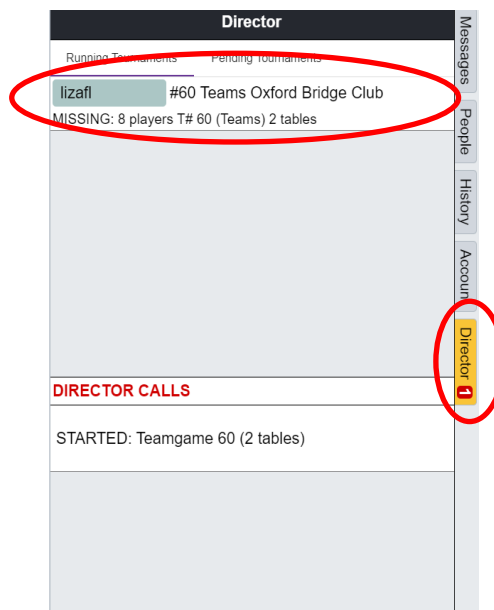
A new dialogue box opens, hit "Yes"



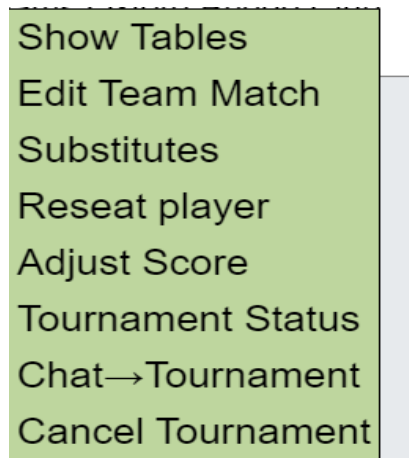
You'll receive a warning message if some players aren't logged in, and will be unable to create the match.

When the match is set up properly the hands will appear and play can start.

A new "Director" tab will appear on the right-hand side of the screen. Use this to control the match.



If you click on the title of the match that you're directing (outlined above) the box below opens. This gives you several options, including the ability to reseal players who get disconnected during play, change the match options, and to cancel the match if, for example, you've set it up incorrectly.



Second set of 8 boards: you will need to repeat the steps above to create a new team match for the second set of 8 boards. To ensure that you play a different pair of opponents, swap the Team A (ie home team) N/S and E/W pairs around, but keep the Team B players in the same positions as for the first 8 boards.

Liza Furnival

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