HOW TO SET UP A MATCH FOR TEAM OF 8 ON BBO

You need two hosts to set up a To8 match. Each host sets up a “To4 match” on BBO. So your To8 match is actually two To4 matches running at the same time. It is possible for one person to do this using 2 appliances and another BBO login., such as your club VEBU name. You do not have to play in the match to set it up. You do have to have at least 100 logins on BBO to be allowed to create a match.

1. Enter the BBO IDs of the players on the grid below. This will help you to place the right pairs in the correct seat. H1a partners H1b, etc. The Home team do not move their orientation, unlike in F2F.
2. Make sure all the players IDs are added as a “friend” you follow on your BBO account.. This is important as you need to know when everyone is logged on before starting the created match. Also to see when the next round can start.

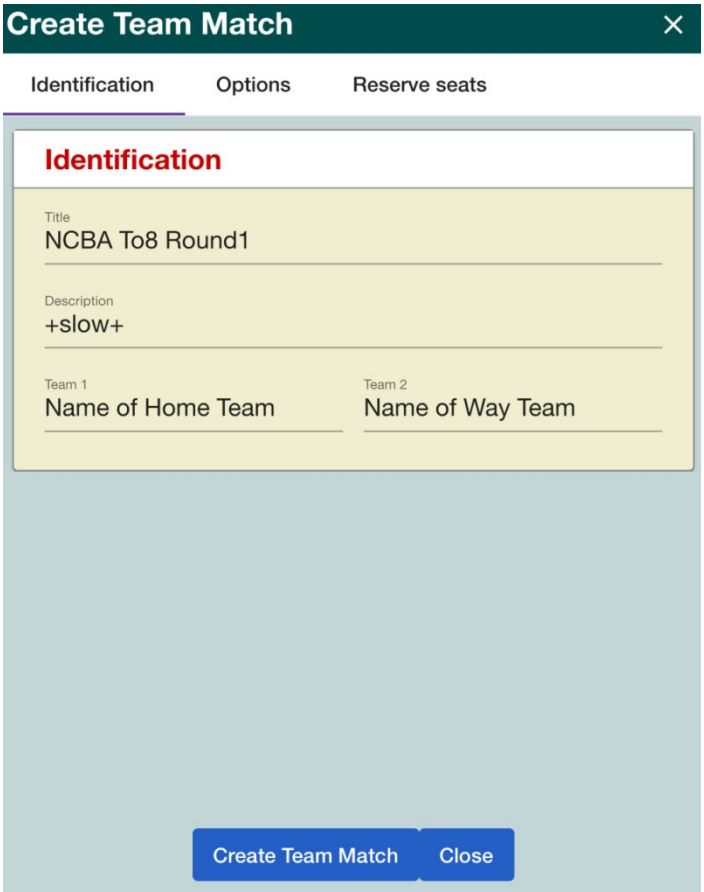
Home Team		Away Team	
H1a		A1a	
H1b		A1b	
H2a		A2a	
H2b		A2b	
H3a		A3a	
H3b		A3b	
H4a		A4a	
H4b		A4b	

Make sure all the players IDs are on your “Friends” list. So you can see everyone is logged on and ready to go. Also to see when other rounds have been completed.

3. On BBO from the lobby go into “Competitive”. Then click on “Team Matches””. Then click on “Create Team Match”. You will create a new match for each of the four rounds. So each time you will follow this process:

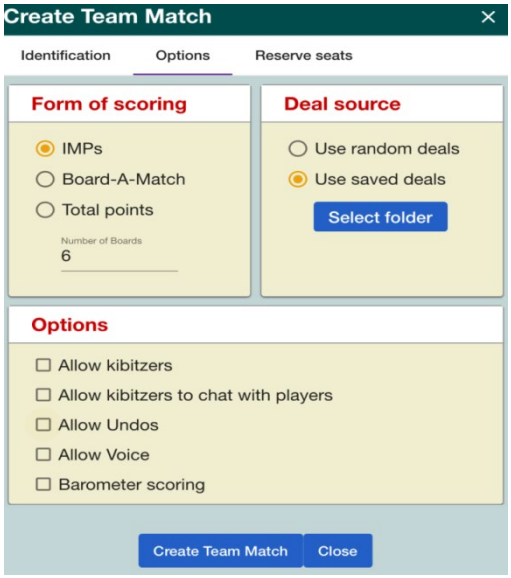
Complete **Identification** to look like this. Record the round, and team names. This helps you retrieve the round in your “History”..The description +slow+ will prevent your match being timed out if you are delayed in playing for whatever reason

IMPORTANT. DO NOT CLICK ON “Create Team Match” UNTIL YOU HAVE ALL THE SCREENS (Identification. Options and Reserve Seats) COMPLETED, HANDS DOWNLOADED, AND ALL PLAYERS ARE LOGGED ON. IF YOU DO CLICK ON “CREATE TEAM MATCH” BEFORE THE NAMES ARE ADDED TO THE SEATING YOU WILL GET MANY STRANGERS FROM AROUND THE WORLD SEATING THEMSELVES AT YOUR. MATCH TABLE. Some hosts like to complete the Reserve Seats first to avoid this happening by accident, or you can add +private+ to the description.

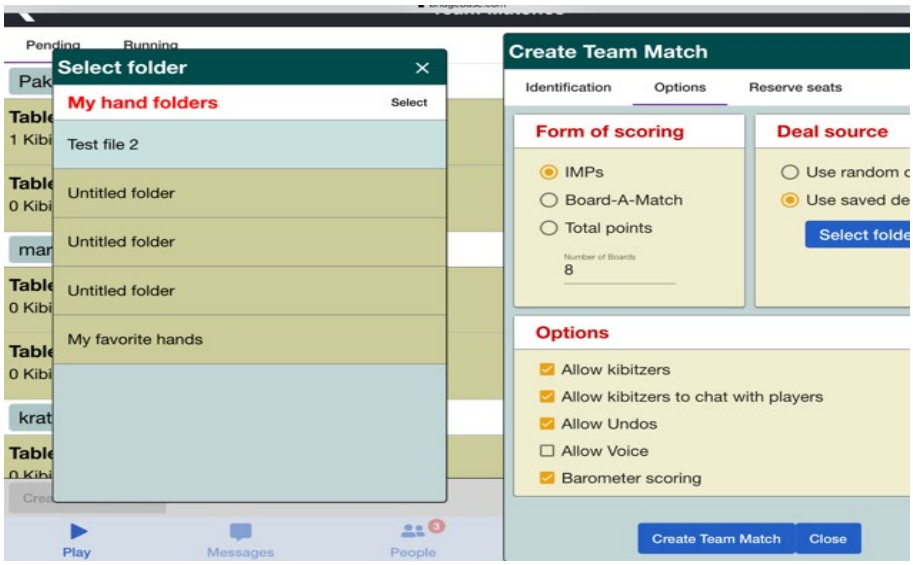


4. Next Click on **Options** to look like this. Un-tick boxes so kibitzing and barometer scoring is not allowed. This is in line with EBU guidance. Un-tick voice as not all players will have the facility. Un-tick undos as this can lead to difficulties if the timing of the request is disputed or it is felt information has already been given.. Set the number of boards to 6 by first deleting the default 8. Avoids ending up with 86 boards!

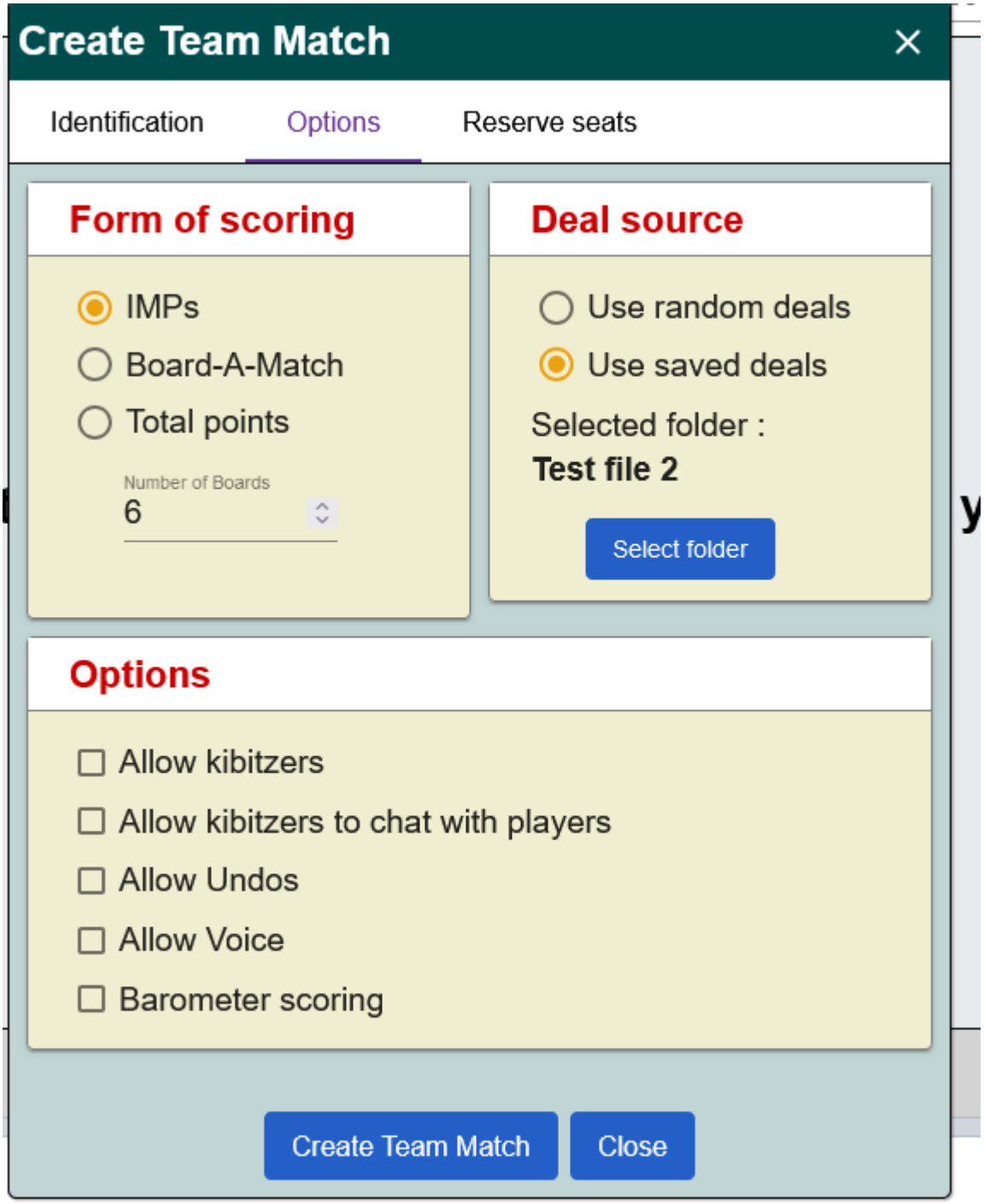
Tick “use saved deals”.(See separate instructions at the bottom of this document for downloading a LIN file into your BBO deal archive **prior** to creating your team match)



5. Click on Select Folder . This takes you to your My Hand Folder (The same as your deal archive). Click on the folder of the hands you want to use EG on screen shot it is Test file 2. It will turn blue. Click on “Select”.



The title of the file will appear on the small screen. Your hands are now saved for that round.



You may find this You Tube video on how to set up a match with a saved LIN file helpful. https://www.youtube.com/watch?v=5kiuLfsQRIY

6. SEATING PLAN FOR THE 4 ROUNDS

You now need to seat your players by team. The schedule of seating for the four rounds is shown in the screen shots below. BBO sets up the match so you are playing your opponents and not your team mates! It may not look right but it is.

On BBO add your team's and opponent's IDs as your "friends" to follow. You will then be able to see if everyone is logged on and ready to play. Also when you put their ID into the table seating screen their ID will appear as you type in their name. This is a double check that you have entered the correct ID and they are logged on.

Check again that the set up is correct and all players are logged on. Only then click "Create Team Match.. DO NOT DOUBLE CLICK ON THE "Create Team Match" or you will get an error message. The invitations will be sent out and everyone will hopefully accept. You will be messaged if anyone refuses. If this happens just try again by clicking once on the "Create Team Match". When the match is started you will have a new Directors Tab; you can use this tab to control the match and chat to the players. The same as if you were running a Pairs event.

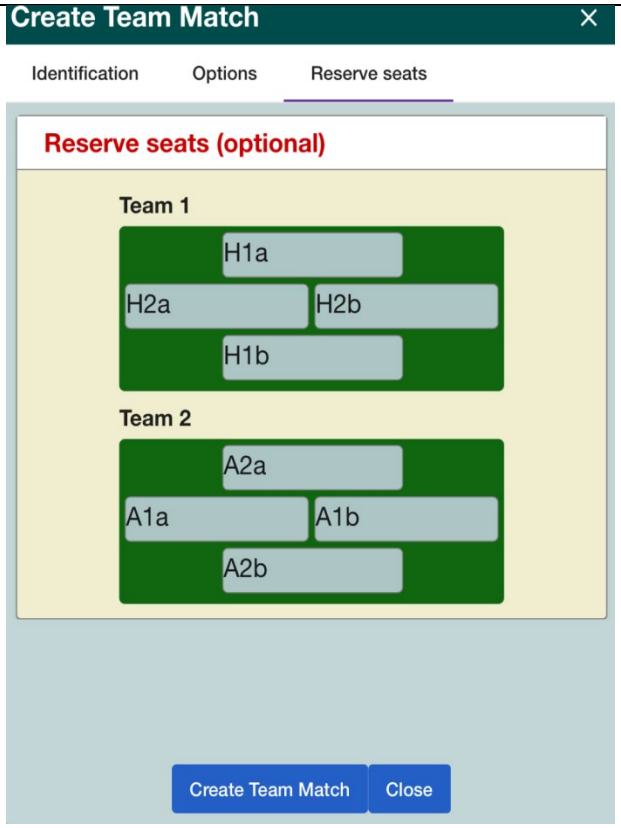
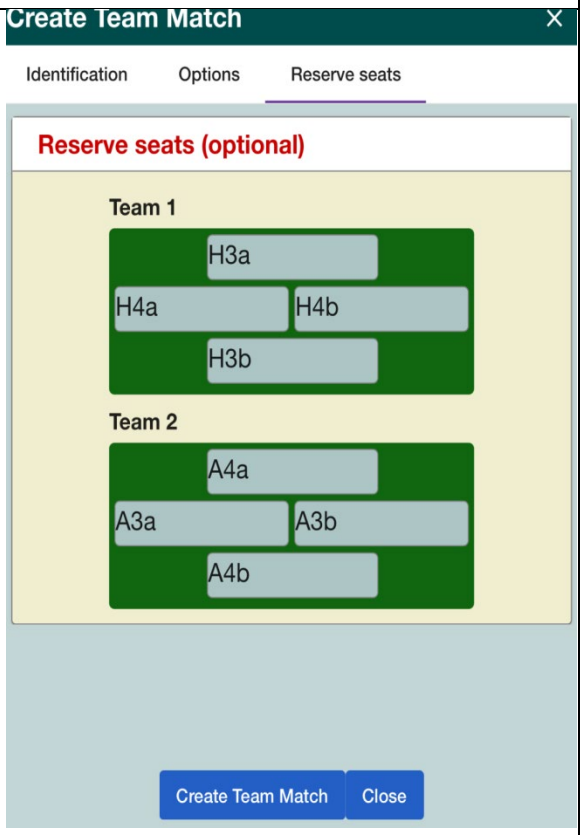
DO NOT close the match until it is started. If it fails to start because someone has logged off or failed to accept the invite you will have to start all over again creating the match if you have closed it before started.

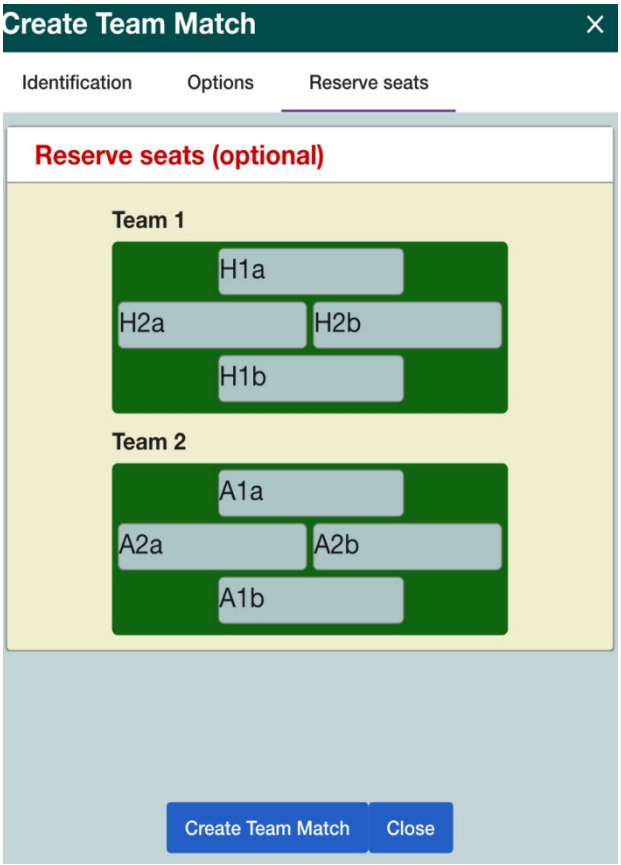
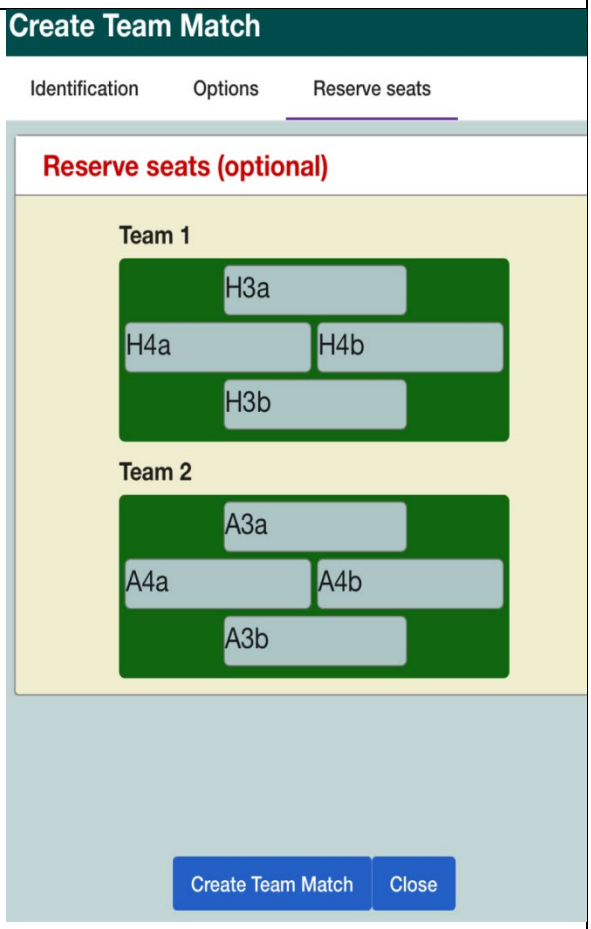
I have attached an XLS to the start of season information which will automatically produce your seating plan. If you ask your opponents to send their team IDs using the grid on Page 1 you can copy and paste everything into the xls grid. Thank you to John Edwards who produced this version.

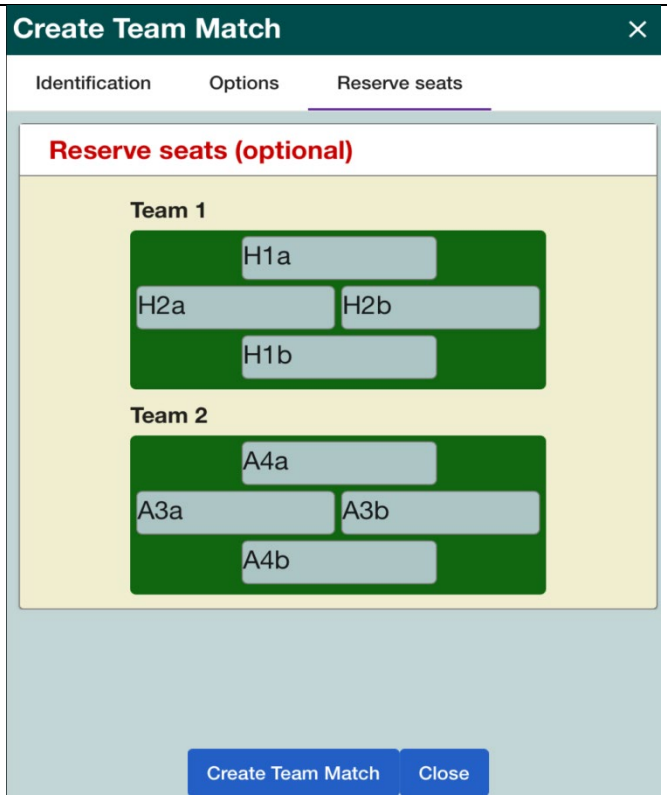
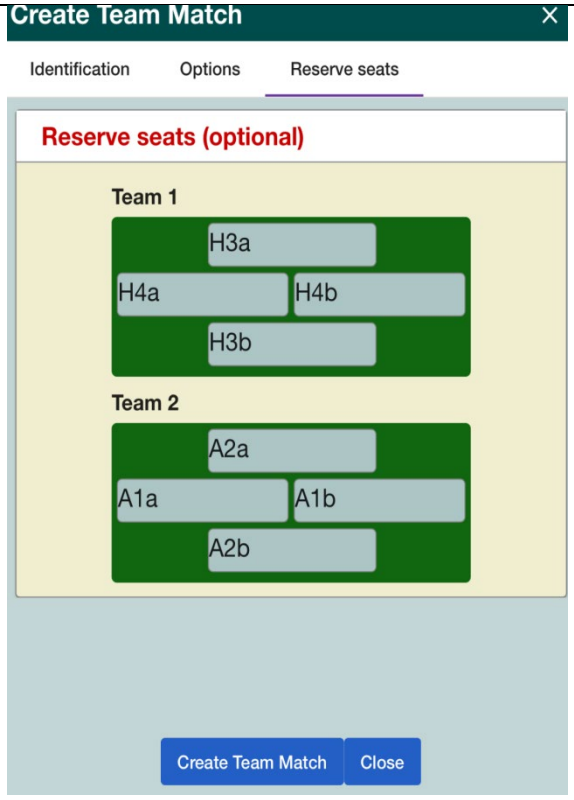
It is a very good idea to have contact numbers for your team and your opponent's captain in case of problems. Setting up a WhatsApp group for your match is an easy way to communicate with your team in case of any problems.

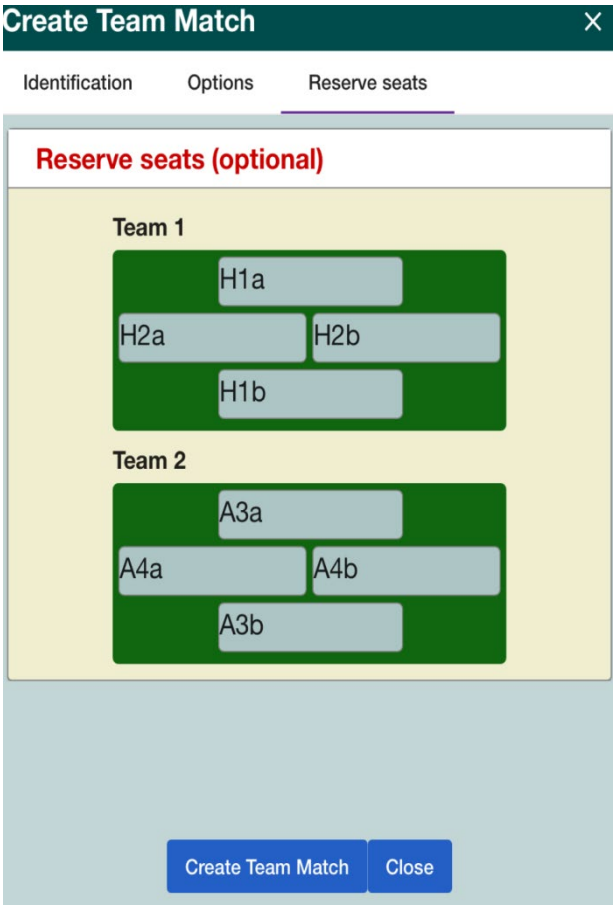
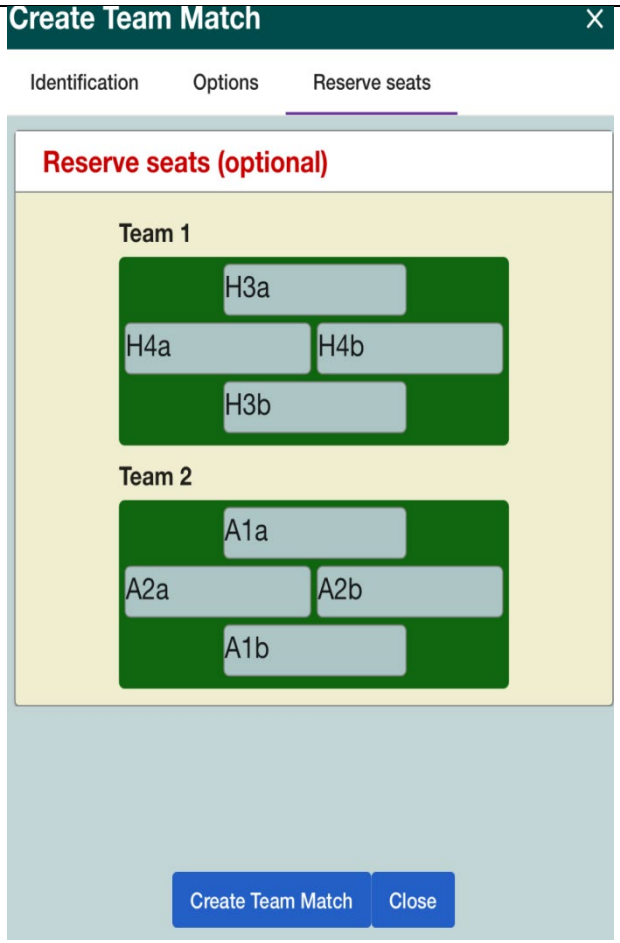
SCHEDULE OF SEATING FOR THE 4 ROUNDS.

See series of screen shots below:

Round 1 HOST 1	**Round 1 HOST 2**
	

Round 2 HOST 1	Round 2 HOST 2
	

Round 3 HOST 1	Round 3 HOST 2
	

Round 4 HOST 1	Round 4 HOST 2
	

7. When both tables have finished the round your result will appear looking like this:

#92660 Teams Lockdown league

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Title	#92660 Teams Lockdown League
Host	ClareB
Tables	2
Boards	Show Boards
L penney:	kuoni - penelopews - LawrencePY - neilhig
C batten:	wbcsnap170 - ClareB - hotspur5 - harriett5

C batten Score: 28.00 IMPs Rank: 1/2

#	Our table: wbcsnap170 (N / W / E / S) penelopews	kuoni	Score (IMPs) We	They	Their table: LawrencePY (N / W / E / S) harriett5	hotspur5
	ClareB		Download Boards		neilhig	
1	5HE+1	-480	—	—	4HE+2	-480
2	3NS+1	630	—	—	3NN+1	630
3	3NS=	400	6		2NS+1	150
4	4SN=	620	—	—	4SN=	620
5	3NE+2	-460	—	—	3NE+2	-460
6	3CW+2	-150	10		3NE+1	-630
7	4HN=	620	11		1SN=	80
8	4HS-2	-100	1		3SW=	-140
		Total	28	0		

Make a note of the imps score (Total) for each team and record it on the score sheet below. If you are not the captain send your result to them so they can collate the results.

Once you know both matches in a round have been completed you can create a new match for the next round following the same process. If you look in “People” you will see if matches are still playing. Remember that each round has a new set of boards. And a new seating plan. After 2 rounds your opponents change so make sure they have finished both rounds of the other matches set up by the other host..

	Home Team	**Away Team**
Round 1 Host 1		
Round 1 Host 2		
Round 2 Host 1		
Round 2 Host 2		
Round 3Host 1		
Round 3 Host 2		
Round 4 Host 1		
Round 4 Host 2		
Total		

8. If you are using your VEBU login with the extra permissions to delay publication of match results, or to enable one host to run both matches, this briefly explains the process.

Download the lin files for all four rounds into the club account. Clearly labelling each round.

Set up the first match in Create Team Matches.

Title: clearly record which round

Under Identification description use: +slow+ +private+ +nokill+

(The addition of +private+ prevents anyone seating themselves without an invite. The+ nokill+I means you can create a match with a player not logged on, the match will pend and when the person is logged on you click the invite button by their name; this sends them the invite and they hopefully will accept. I have never pended a match, as players tend to be ready and waiting, but may be useful if your first match is delaying you setting up the second match)

Check the options: Scoring 6 hands. Untick all options so no undos, no kibitzing, no barometer scoring. Select your deal and import.

Reserve seats in the usual way

When all logged on create the match.

Once the first match is running you can use the same screen to set up the second match following the same procedure as before; but all you need to change are the reserved seats.

HOW TO UPLOAD YOUR PREDEALT HANDS SAVED AS A LIN FILE FROM YOUR PC TO BBO

If you are not able to create your own predealt hands and convert them to a LIN file for use on BBO **I am happy to send you a set for your matches**

You may have been sent LIN files in an email. They are usually downloaded from the email and saved in your download folder on your pc.

Please watch this video https://www.youtube.com/watch?v=qO7jNS3qUZg

In summary: Log in to BBO click on “Account” . Click on “Deal Archive”. Click on + sign to open a new untitled folder. Click on “the pencil” tab to show a tick and edit title to the name of your file EG Date of match R1. It is Important that the name of the round is added so you avoid playing the same hands twice. Click on tick to save the name.

Still clicked on your new folder.. Click on the Select Deal then click on “Import LIN file”. Click on “Choose File”. This takes you to where your LIN file may be saved on your pc. Once you have found your LIN file click on it and the name will appear on the pop up screen. Click “Import”. Your predealt hand is saved ready for when you create the match.

Jane Hall August 2024