Revised sections from last year, and important points to note are highlighted in red.

HOW TO SET UP A TEAM OF 8 MATCH ON BBO (Aug 2026)

You need two hosts to set up a To8 match. A host needs to have a BBO Premium membership account in order to set up a match. Each host sets up a "To4 match" on BBO. Your To8 match is actually two To4 matches running at the same time. It is possible for one person to do this using 2 devices and another BBO Premium login, such as your club VEBU account. All official club VEBU accounts will have ongoing Premium membership. You do not have to play in the match to set it up. You do need to have at least 100 logins on BBO to be allowed to create a match. If your club VEBU account has the extra permission to run multiple matches at the same time one person can easily run both matches on this login (See guidance under

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

Section 8). If they are also playing, they will need to use their own login on a separate device.

1. The easiest way is to use the Auto Seating Plan xls, sent to you with the league information, this will give you the set up for each match by each round. If you do not use the Plan enter the BBO IDs of the players on the grid above. 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.

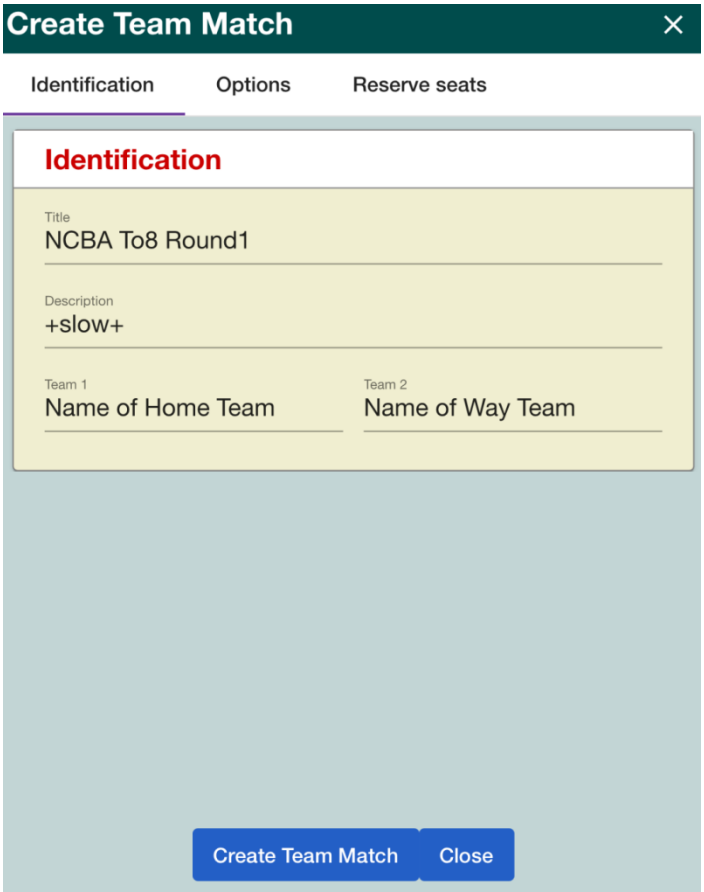
Make sure all the players IDs are on your "Friends" list, so you can see everyone is logged on and ready to go. Also to see when other rounds have been completed. If a player has recorded a host's ID to "ignore" they will not receive the invite.

3. On BBO go into "Play or Watch Bridge", Team Matches. Then click on "Create Team Match". You will create a new match for each of the four rounds. Each time you will follow this process:

Complete **Identification** to look like screen shot below. 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 INTO THE MATCH, 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. If by chance you do start it before it is ready go into your Director tab, click on the match and click on Destroy tournament.

Revised sections from last year, and important points to note are highlighted in red.



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; such as 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, it has happened!

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)

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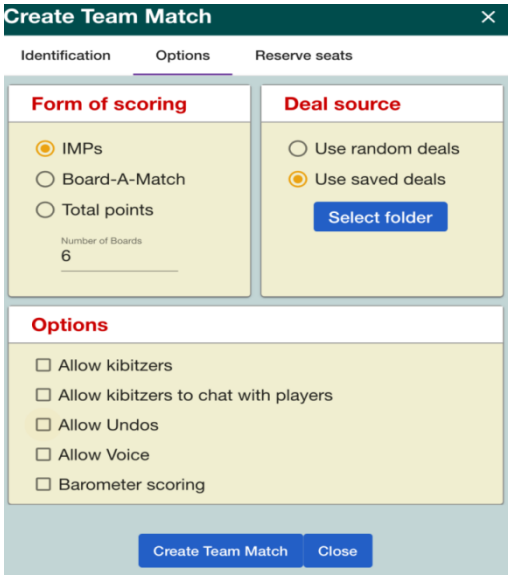
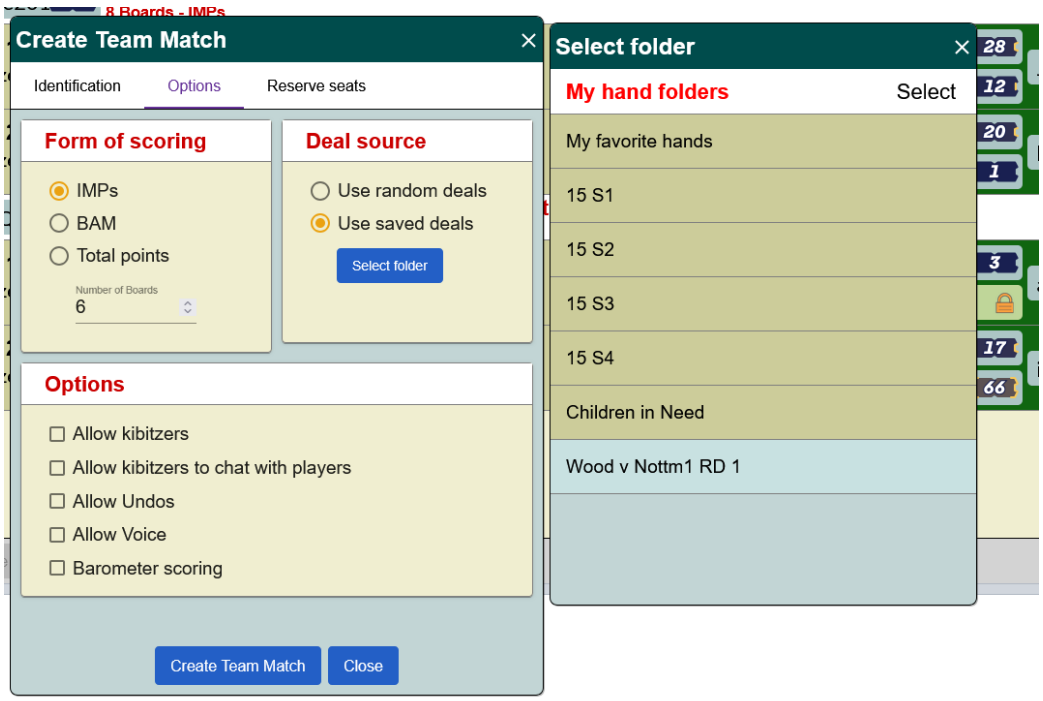


5. Click on Select Folder. This takes you to your My Hand Folder (The same as your deal archive). Click on the folder of the hands you want to use EG on screen shot it is Wood v Nottm 1 Rd 1. It will turn blue. Click on “Select”.



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

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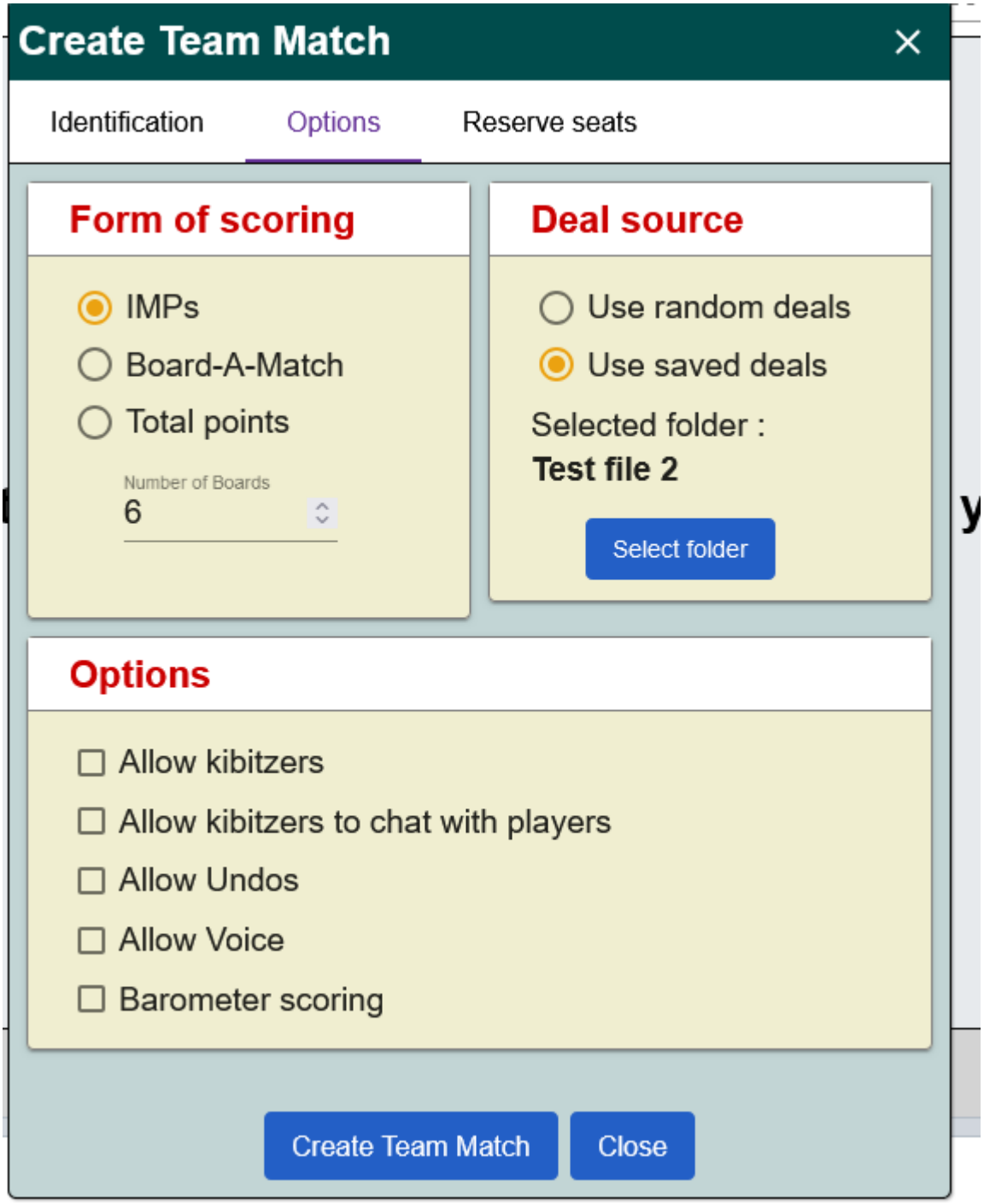


You may find this You Tube video on how to set up a match with a saved LIN file helpful. https://www.youtube.com/watch?v=5kiuLfsQRIY

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. The Auto Seating Plan will show who seats where for each round. When BBO creates the match it will have you 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. 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 setup 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.

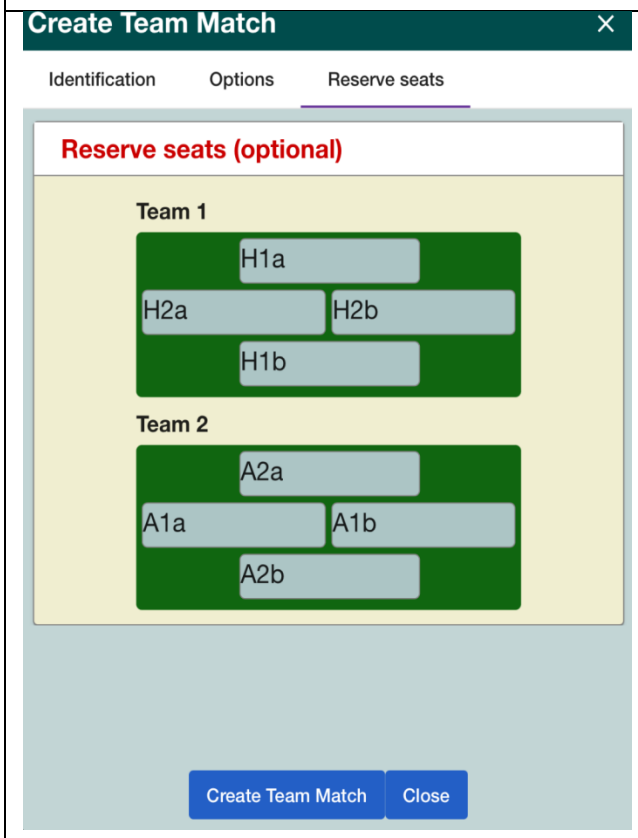
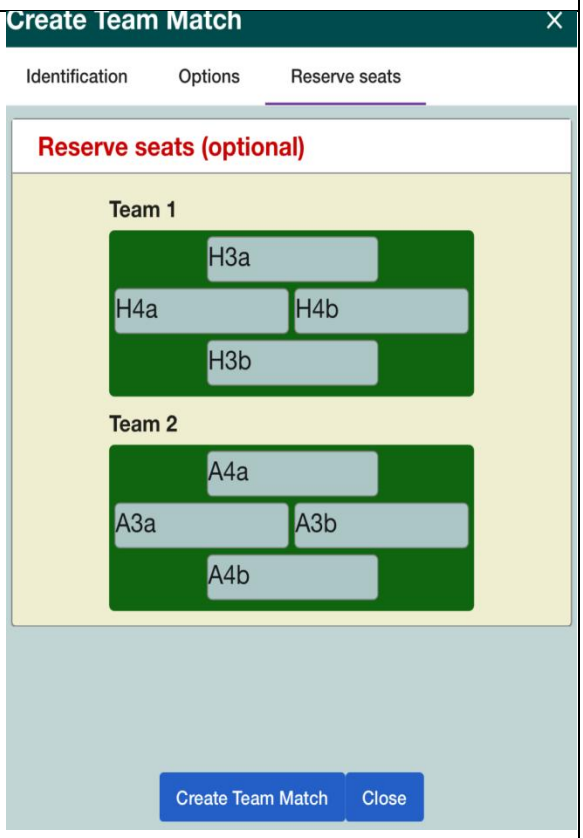
I have attached an XLS called Auto Seating Plan to the start of season information which will automatically produce your seating plan. If you ask your opponents to send their team IDs using the grid on Page 1 you can copy and paste everything into the xls grid. Thank you to John Edwards who produced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

It is a very good idea to have contact numbers for your team and your opponent's captain in case of problems.

SCHEDULE OF SEATING FOR THE 4 ROUNDS.

See series of screen shots below: Strongly recommend using the auto seating plan

Revised sections from last year, and important points to note are highlighted in red.

Round 1 HOST 1	Round 1 HOST 2
	

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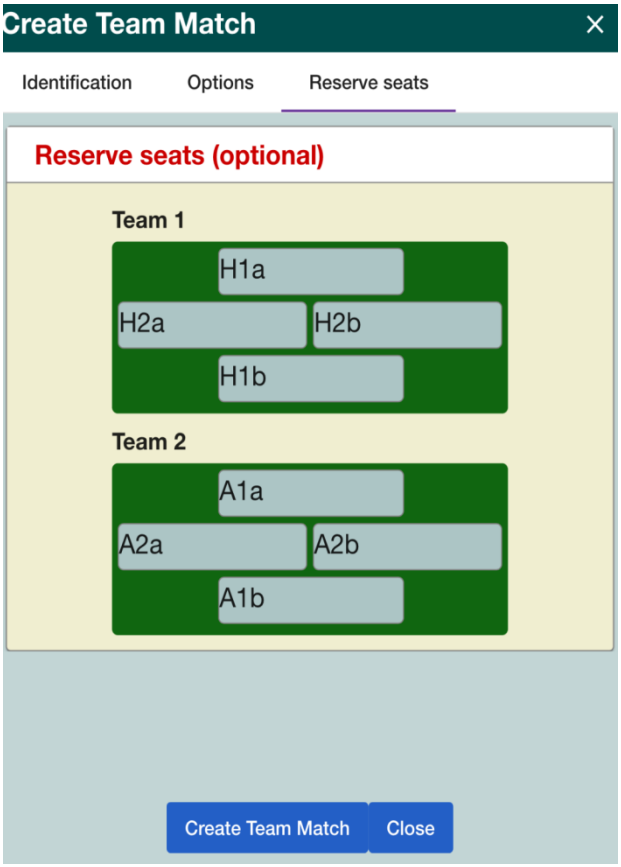
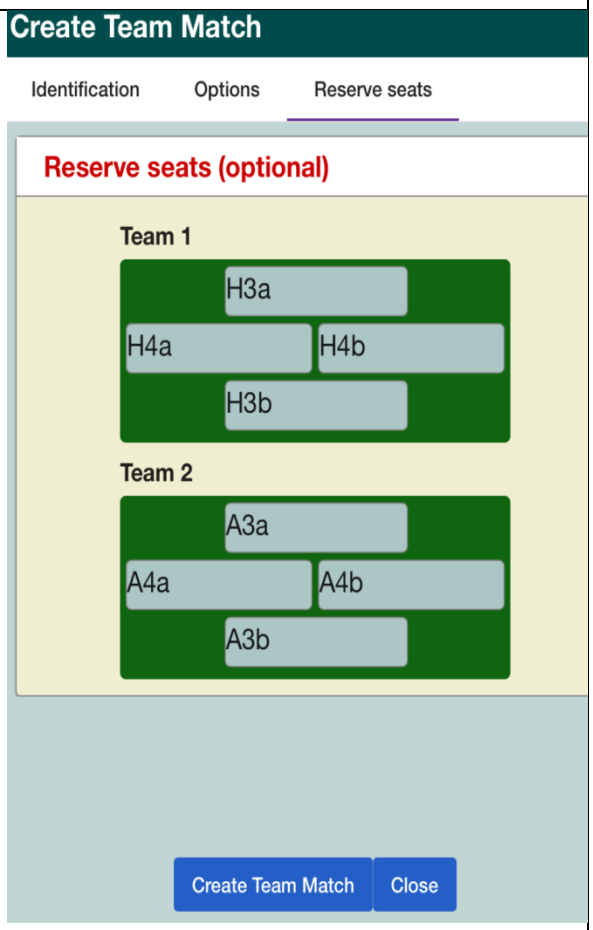
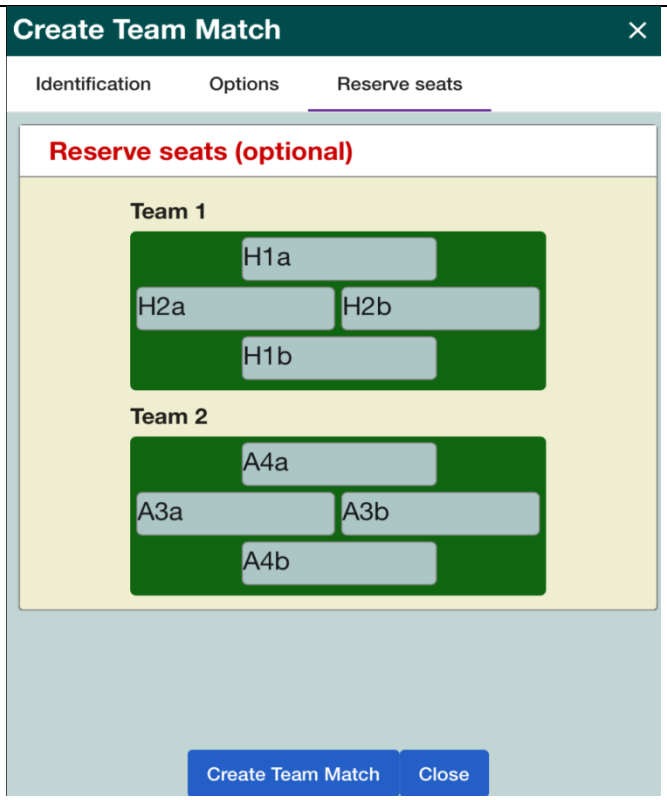
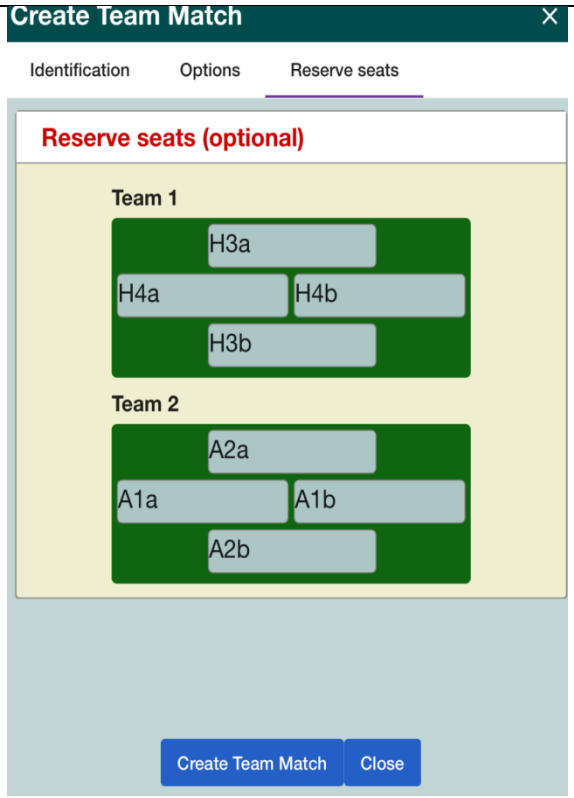
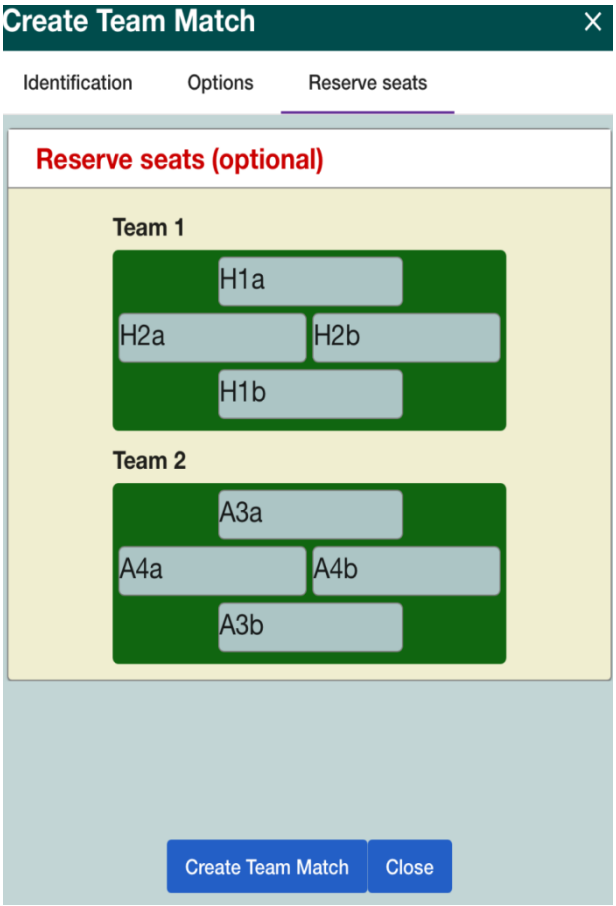
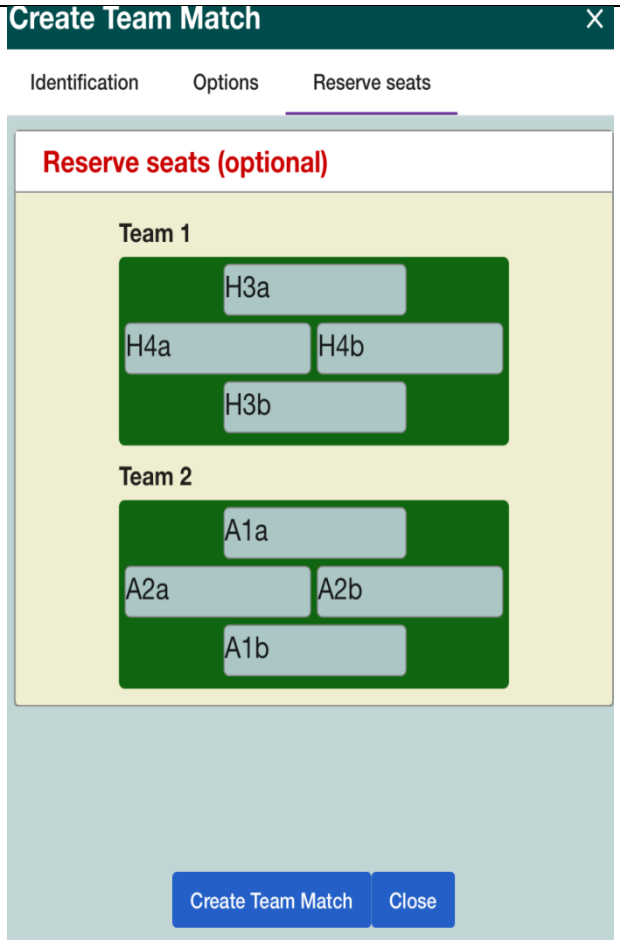
Round 2 HOST 1	**Round 2 HOST 2**
	

Revised sections from last year, and important points to note are highlighted in red.

Round 3 HOST 1	Round 3 HOST 2
	

Revised sections from last year, and important points to note are highlighted in red.

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: kuoni, E: ClareB, S: penelopews, W: wbcsnap170)		Score (IMPs) We	Score (IMPs) They	Their table (LawrencePY; N: hotspur5, E: neilhig, S: harriett5, W: LawrencePY)	
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		

Download Boards

A quick and easy way to see the overall final result is to look on BBO myhands for two of your home players in different To4 matches who did not move. Failing that 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 enable one host to run both matches, this explains the process. The permission includes a delay in publication of match results, SO results will only appear when both matches are completed.

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 the Round number.

Under Identification description use: +slow+ +private+

(The addition of +private+ prevents anyone seating themselves without an invite.)

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 players are 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 <u>all you need to do is change</u> the names on the reserved seats.

Between round 1 and 2 you can set up the next round by changing the description, updating the seating plan, and loading the next set up LIN files. Once the matches are finished you can create the next round for players to quickly accept the invites. If you are using your club vebu account for both matches it is worth telling all the players , so they do not leave their computers after the first round. You will not be able to create the third round until both matches are completed.

Note that you can not play in the match via the club login. You will need another device to log in to your BBO account.

No one else must try and log in to the club account during the match. If they do they will boot you off. Make sure all those who might have the ability to log in know not to whilst matches are in progress.

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 pre-dealt hands and convert them to a LIN file for use on BBO I am happy to send you a set for your matches. A week's warning please.

You will be sent LIN files in an email. They need to be downloaded from the email and saved in your download folder on your pc.

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

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. (May be in downloads, or you may have saved it to another file) Once you have found your LIN file click on it and the name will appear in the pop up screen. Click "Import". Your pre-dealt hand is saved ready for when you create the match.

Repeat the process for the hands for the next three rounds.

Jane Hall August 2026