

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

You need two hosts to set up the matches. Each host sets up a To4 match on BBO. It is possible for one person to do this but they MUST use 2 appliances and have another BBO login ID, 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 seat 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 know when next round can start..

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

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 record the following::

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 very slow 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 SO AND BEFORE THE NAMES ARE ADDED TO THE SEATING YOU WILL GET MANY STRANGERS FROM AROUND THE WORLD ASKING TO JOIN YOUR MATCH.

Create Team Match [X]

Identification Options Reserve seats

Identification

Title
NCBA To8 Round1

Description
+slow+

Team 1 Team 2
Name of Home Team Name of Way Team

Create Team Match Close

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 had been given.. Set number of boards to 6 by first deleting the default 8. Avoids ending up with 86 boards!

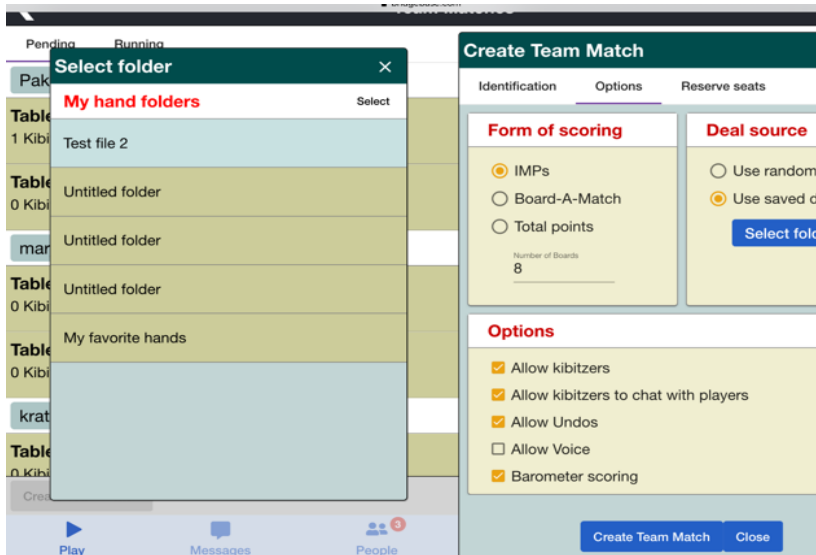
Tick “use saved deals”.(See separate instructions at the bottom of this document for downloading a LIN file into your BBO deal archive prior to setting up the match)

The screenshot shows a web-based dialog box titled "Create Team Match" with a close button (X) in the top right corner. Below the title bar are three tabs: "Identification", "Options" (which is selected), and "Reserve seats". The "Options" tab is divided into three sections:

- Form of scoring:** Contains three radio button options: "IMPs" (selected), "Board-A-Match", and "Total points". Below these is a label "Number of Boards" with the value "6" entered in a text field.
- Deal source:** Contains two radio button options: "Use random deals" and "Use saved deals" (selected). Below these is a blue button labeled "Select folder".
- Options:** Contains five unchecked checkboxes: "Allow kibitzers", "Allow kibitzers to chat with players", "Allow Undos", "Allow Voice", and "Barometer scoring".

At the bottom of the dialog box are two blue buttons: "Create Team Match" and "Close".

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 is Test file 2. It will turn blue. Click on “Select”.



Your hands are now saved for that round of your match.

This You Tube video will show you how to set up a match with a saved LIN file
<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.

Add your team's and opponent's names 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 accept. You will be messaged if anyone refuses. If this happens just try again by clicking once on the "Create Team Match". Once the match is started you can Chat to the tournament to welcome them and any other messages.

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.

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 setting up problems.

Round 1	HOST 1	Round 1	HOST 2
Create Team Match ×		Create Team Match ×	
Identification Options <u>Reserve seats</u>		Identification Options <u>Reserve seats</u>	
Reserve seats (optional)		Reserve seats (optional)	
Team 1		Team 1	
H1a		H3a	
H2a H2b		H4a H4b	
H1b		H3b	
Team 2		Team 2	
A2a		A4a	
A1a A1b		A3a A3b	
A2b		A4b	
<a>Create Team Match <a>Close		<a>Create Team Match <a>Close	

Round 2 HOST 1

Round 2 HOST 2

Create Team Match

Create Team Match

Identification Options Reserve seats

Identification Options Reserve seats

Reserve seats (optional)

Reserve seats (optional)

Team 1

H1a
H2a H2b
H1b

Team 1

H3a
H4a H4b
H3b

Team 2

A1a
A2a A2b
A1b

Team 2

A3a
A4a A4b
A3b

Create Team Match Close

Create Team Match Close

Create Team Match ✕

Identification Options Reserve seats

Reserve seats (optional)

Team 1

H1a

H2a H2b

H1b

Team 2

A4a

A3a A3b

A4b

Create Team Match Close

Create Team Match ✕

Identification Options Reserve seats

Reserve seats (optional)

Team 1

H3a

H4a H4b

H3b

Team 2

A2a

A1a A1b

A2b

Create Team Match Close

Round 4 HOST 1

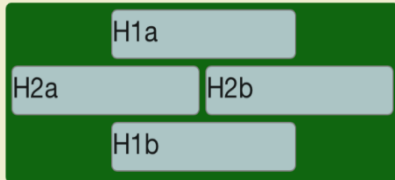
Round 4 HOST 2

Create Team Match

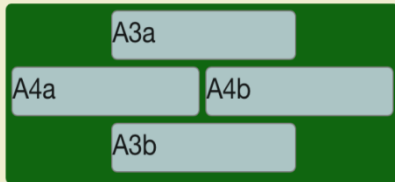
Identification Options Reserve seats

Reserve seats (optional)

Team 1



Team 2



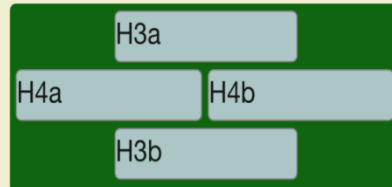
Create Team Match Close

Create Team Match

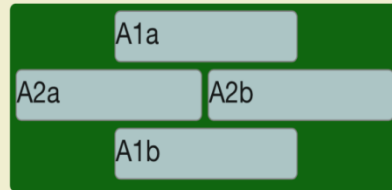
Identification Options Reserve seats

Reserve seats (optional)

Team 1




Team 2



Create Team Match Close

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

←
#92660 Teams Lockdown league
☰



Free bridge lessons:
Takeout & Penalty Doubles

learnbridgeonline.com

Register here

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				Score (IMPs)		Their table			
	wbcsnap170				We	They	LawrencePY			
	penelopews	W	E	kuoni			harriett5	W	E	hotspur5
	N S ClareB						N S 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 theimps 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 has 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.

	Home Team	Away Team
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		
Total		

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. (A big thank you to David Dunford and Keith Spencer for providing the deals)

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: Click on Go into BBO and 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 2021