EBUScore Pairs - quick ref. for club hybrid events

Setting up

1. Locate the A4 preferred movements folder for the session. The number is the target number of boards.
2. Open the laptop lid. If it does not come on, press the power button once.
3. Login as "Scorer" by clicking the word Scorer in the middle of the screen or selecting from bottom left.
4. Turn on both TV monitors (power button on remote control)
5. Open bridge timer and select the session type from pull down near top right. Click on "Start Timer from round 1" to make sure it displays on TVs. If not then Right Click on the Desktop and select "Display Settings" and investigate. Click "Pause" then "Close" to bring the initial bridge timer window back again.
6. On the desktop double click on "EBUScore Pairs".
7. Click on "Pairs Events" then click on "Create New Event" at bottom left.
8. Update fields in "Event Details":
   a. Set the Event Name - to find the event easily afterwards and enter the initials of the Director and Scorer (you).
   b. Set EBU Charge Code: 10 for most sessions
9. Select "Masterpoints" and confirm that Type is "Basic" and Masterpoint Scale is "A Club"
10. Consult the director to identify the card set to be used and note the number on the envelope in the box which should not be crossed out. It shows the name of the box and the date when the hand was dealt. Select "Import Deal", then "Import Deal" again at the bottom left and navigate to: Dropbox/DealFiles; click on the deal pbn file which should have the same number as noted above but with today's date appended and select open. The file name will now appear at the top of the white area. It is crucial to get this right as this is the pbn file that will have been loaded into RealBridge for the online section.
11. Click on OK to return to the Event Details, and then OK to return to the Event Menu.
12. Ask the host if they (and optionally partner) wish to be exempted from the NGS. They must inform the EBU that they wish to be exempted from the NGS within 30 minutes of the scheduled start of the session. OBC's EBU number is 201048. Only 1 host can be exempted per session.

Starting the session

13. Agree the number of tables with the Director.
14. Click on "Select Movement". Then toggle on "Standard + Club" near the bottom right. Select number of tables (round up for half tables) and all possible movements will appear for that number of tables.
15. Determine the **movement code** from the plastic sheet from the preferred movements folder. The director may have taken it. There will often be only one but there may be more. Consult the director as it is his/her choice. Select the movement with the chosen code - **use the code** rather than the name and **follow all the instructions on the movement sheet**. Don't fiddle with Arrow switches unless instructed to do so.
16. Take a table card (they will probably have been given out by the director), click on "Show Movement" and ensure that your card matches. Return the table card. Then click OK - check that what it reports looks good and say "Yes".
17. Click on "Bridgemate Scoring". Click on "Set BCS Options". Both "Lead Card" and "Validate lead card …" will normally be selected. Click on OK. After confirming with the director that all is ready to go click on "Create Database" which will cause the button to be no longer selectable and click on "Launch BCS". This produces a dialog box - click on "Yes". It starts up the Bridgemate Control Software which should be allowed to sit in a window next to the EBUScore pairs window. Distribute the bridgemates - telling people that they should enter the correct table number and their EBU numbers informing you of any problems.
18. Make any adjustments to the two fields at the top of the Rounds panel of the Bridge Timer. These are "Number of rounds" and "Minutes per round" and click on "Start timer from round 1" again rather than Resume Timer which would have ignored your changes. Leave the window on top for the convenience of the director.
19. By this time at least one of the red dots should have gone green as players start to enter their data.
20. Sit down and start playing ..

At a convenient moment during play

21. Click on "Read Names" to make sure that the names entered on the Bridgemates have gone through. Click on Return to get back to the Event Menu and click on "Player Names".
22. Fill in any missing names - select the empty box and then find the player in the list sorted by surname. It helps to click on the first letter of the surname in the grid below the list names. When you see the name click on it. Do **not** just type in a name in an empty box. For a Howell movement, even on round one, people may not be seated where you expect. If you then have names in yellow (visitors) then click on "Add Visitors" and follow the instructions Ask visitors to fill in the appropriate form (blue plastic folder in the director's cabinet), and put it in front of the folder.
23. Click on OK and then "Bridgemate scoring" and "Write Names" to send all names to the Bridgemates.

Process the results and tidy up

24. At the end of the session, when all the dots on the BCS window have returned to red, click on "Read All Results" then click on "Show Ranks" and select the third tab "Reports/Names". If "Suspicious Scores" are listed then inform the director. Then click on the leftmost tab and return.
25. You have now finished with the Bridgemate Control Software (the one with all the red dots) so it can be closed.
26. If the director wants any adjustments making, then use the "Enter Scores" button in the "Event Menu". You need to enter a code for a result and then press enter. The "Score Entry Help" button can be useful. Then press return.
27. If the host requested NGS exemption before the session started or if the director wishes to assign penalties then click on "Properties".
    a. For NGS exemption find the player in the pull down box on the right and select the host and if so desired the partner of the host
    b. For penalties a number (negative for penalties) should be entered in the "Adj" column for the player
    c. Press "OK"
28. Click on Reports, then "Internet Reports" and then "Create EBU UMS File" – a Notepad file opens – check it looks plausible. The file name is shown in the second line of the file. Put it in the paste buffer (or write it down).
29. Open Chrome web browser
    a. Find the name of the online scorer from the club web site.
    b. Then open gmail and compose (red pen near top left) an email to the online scorer who will almost certainly be recognised but if that fails then send to dr.s.m.fisher@gmail.com.
    c. Click on the paper clip near the "Send" button to attach a file and paste the result file name into the "File name" area. Then click on "Open"
    d. Go to the Dealfiles on the desktop, select the deal that has just been used and drag the PBN file into the email that is being prepared.
    e. If there are any NGS exemptions please mention it in the body of the email.
    f. If there have been any problems please mention that in the email.
    g. Add a sensible subject and click "Send".
    h. Close chrome
30. In the EBUScore window Click "Return", then "Return" again and "Exit Event", "Return to main menu" and "Exit" (or you can hit the X in the top right hand corner of the window which asks you for confirmation). The results will stop displaying and the bridge timer window will reappear on the TV monitors.
31. Select "Close" from the bridge timer window and then close the new bridge timer window that appears using the X in the top right hand corner.
32. Close the lid of the laptop (the TV monitors will soon switch themselves off)
33. Return bridgemates to their case.
34. Tell the membership secretary (Matt Wilkinson) about any visitors and if they wish to be assigned an EBU number, or treated as guests by the EBU

Problems: Steve Fisher (07812 037530), Marion Sheppard (07779689625), Liza Furnival (07952195392)