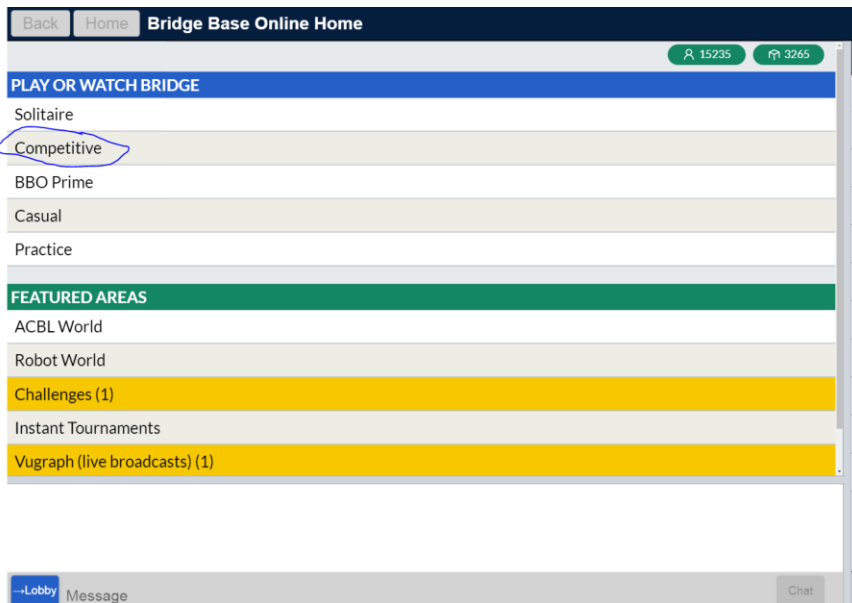


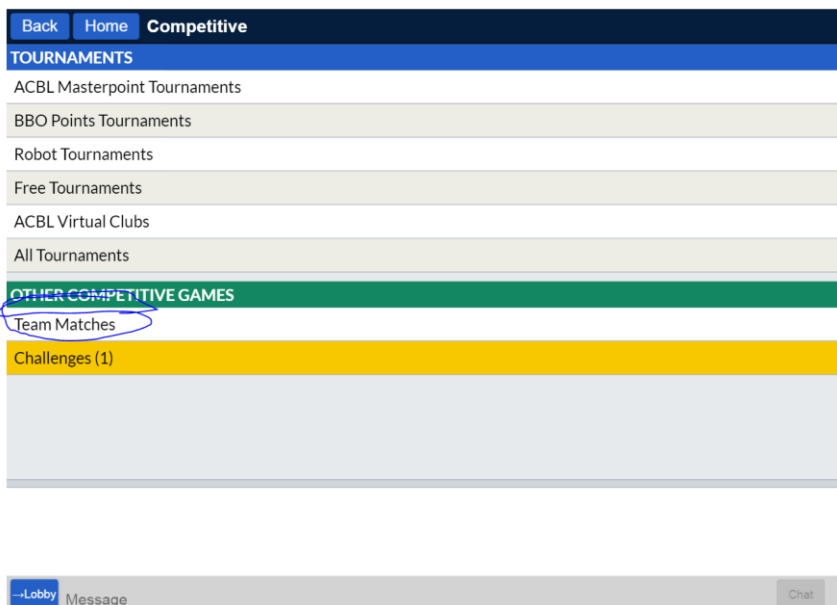
How to Create and Cancel BBO Team Matches

TO SET UP A TEAMS MATCH

You'll want to click on Competitive



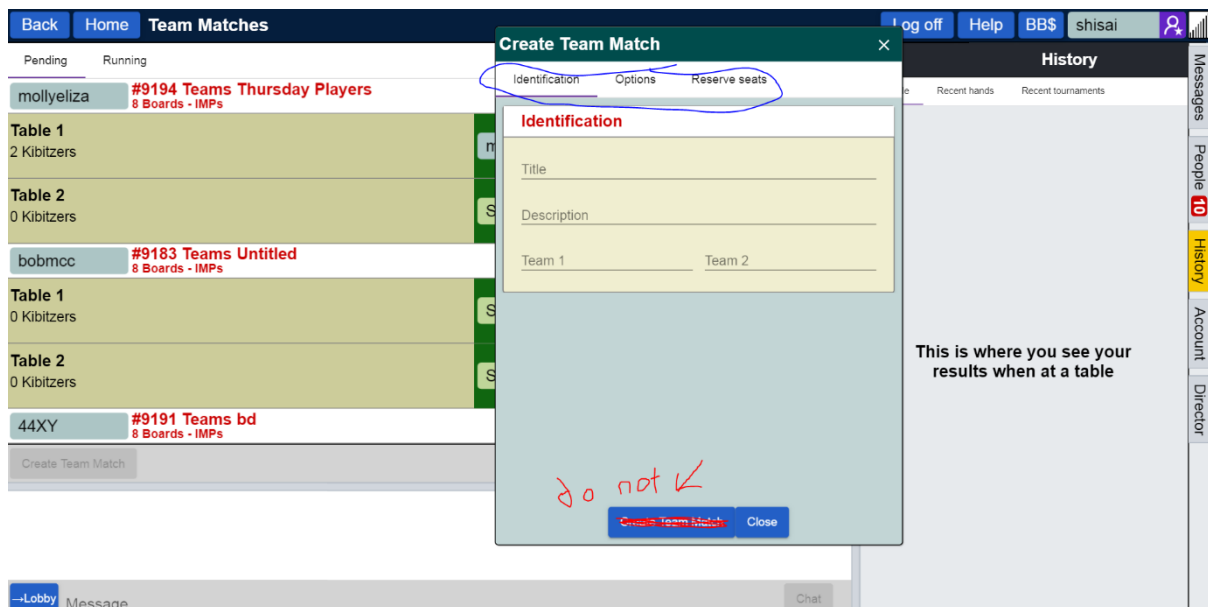
Then on Team Matches



Then you will want to click Create Team Match



At this point, your screen should pop up with this window.



Create Team Match ×

Identification Options Reserve seats

Identification

Title
EBU Lockdown League

Description
Division 9 Round 3

Team 1
Team 3

Team 2
Team 7

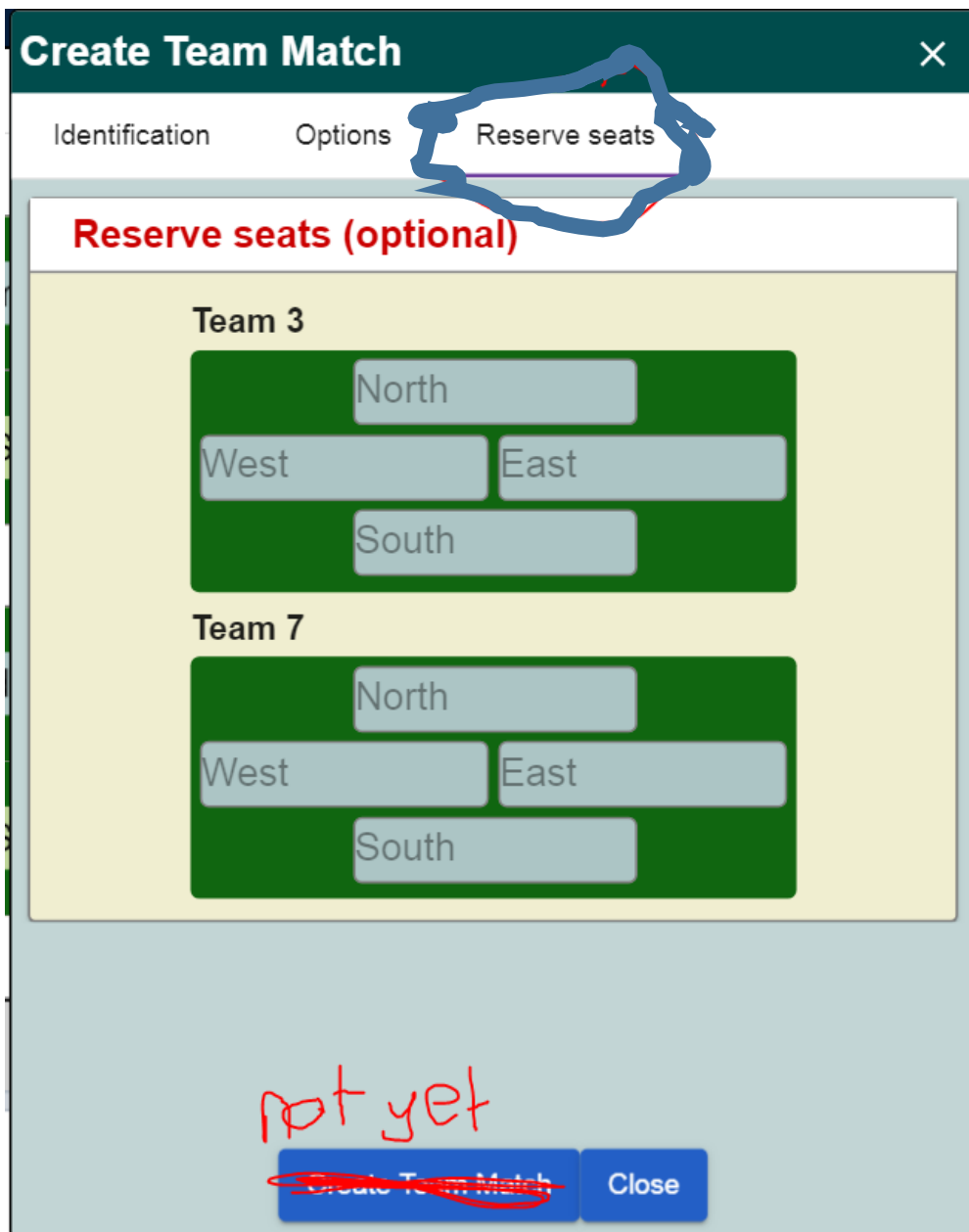
Create Team Match Close

This is an example on how you might fill in the identification – This page does not need filling in. It is just to help you customise your match but *you do not need to fill this page in if you do not want to.*

Do not click on Create Team Match just yet.

The options page is also not necessary to change.

You Will Need To Click On the Reserve Seats Tab.



Before you create the teams match, you will want to reserve the seats for the 8 players who are going to play in your teams match.

Make sure that all players from one team are on one table as BBO will automatically move the players to the other table.

Create Team Match



Identification

Options

Reserve seats

Reserve seats (optional)

Team 3

Teammate1	
Teammate2	Teammate3
Teammate4	

Team 7

Opponent1	
Opponent3	Opponent4
Opponent2	

Create Team Match

Close

Once all the BBO usernames have been entered, you can now click "Create Team Match"

This will send invites out to all the other 7 players (or 8 if you are generously hosting for someone else). The game will not start until all 8 players have accepted the invite, so do not worry if nothing happens apart from some green bars flashing at the bottom of your screen "username001 has accepted your invite (1 of 8)" When it says (8 of 8) the team match will start.

If someone refuses the invitation, simply click "Create team match" again.

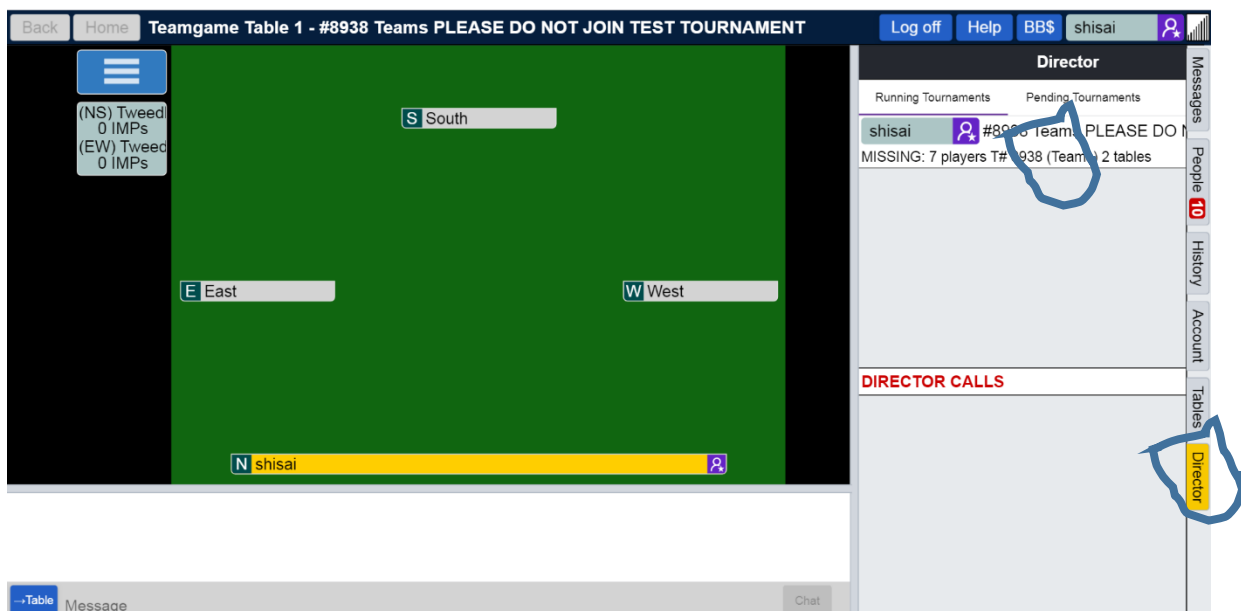
Finally – you might receive an error code “username001” is not online. You cannot start a match with 8 people unless all 8 people are there. Just like in face to face bridge, you can’t start playing a teams game with only one team there, you will want to message the opponent captain to ask them politely to remind their player to come online (or if it is your own player you should!)

If you need to cancel a team match..

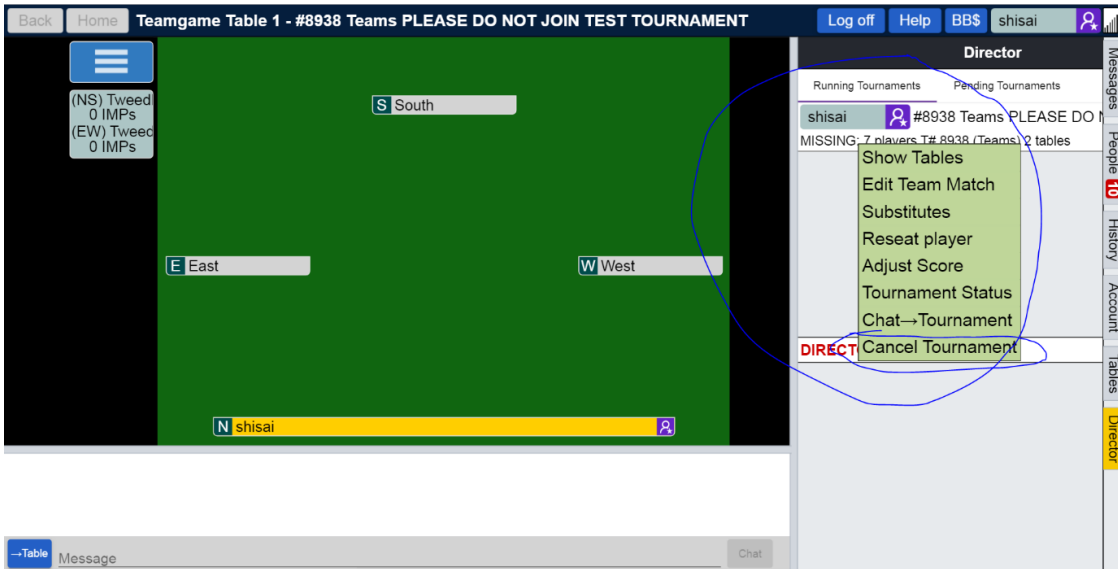
If something has gone wrong by accident, you might need to cancel the teams match. If one of your seats is empty, it is likely you will be assailed by all sorts of random BBO players. If you are being spammed by invites from such players at any point, drag the boxes indicated below when they appear to the right (click, hold and drag) so that you can follow the instructions.

If you have not set up the teams match by reserving all eight seats for the teams you are playing with and against, you will need to cancel the current match you are in.

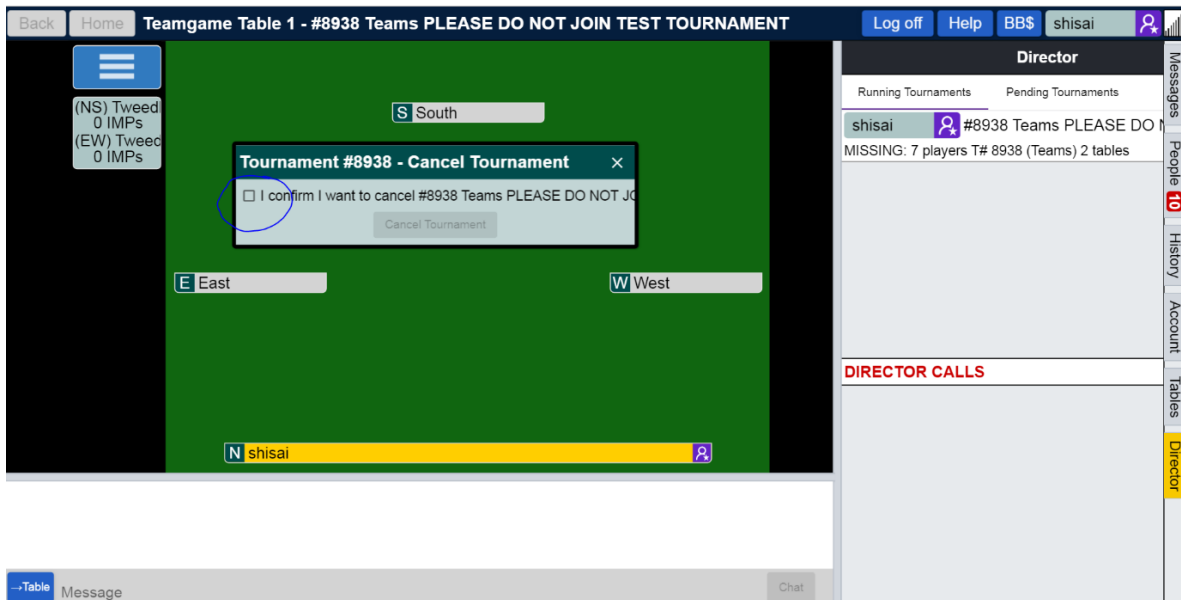
To do that you will need to click on the Director panel, then on the Teams match (not on your name – that will bring up your profile details)



If you are on the app, this panel will appear at the bottom of your mobile device.



Once the menu opens, click on “Cancel Tournament” and it will ask if you want to.



Tick the box and then confirm to cancel.

