

Thanks for joining our **Stansfield Pairs** events on **Bridge Base Online (BBO)**. Please read these instructions carefully.

- a) Some players may be using this software for the first time. Be gentle! Compassion & understanding trump law enforcement right now.
- b) There is no need to register in advance of the club night events. However, you must have notified the club (via the website)/Richard or Paddy of your **BBO Username**, and you will need to have a partner lined up to play with.
- c) First, make sure you have **\$BBs** in your BBO account. If you using an iPad buy them via bridgebase.com on Safari as you get an awful exchange rate using the BBO App store.
- d) Any time after 5:15PM you can **log into BBO**, click on '**Competitive**' then on '**All Tournaments**'.
- e) Search for the **STANSFIELD TUESDAY (or THURSDAY) PAIRS** The easy way to do it type 'Stansfield' in the search box – top right of screen.  
Once you have found it **click on the Title, enter your partner's Username, and click 'Invite'**. You and your partner must be online for this to work, so ideally arrange with your partner beforehand at what time you will be online. The sooner you try to do this the more time you have to seek my help with any problems.  
If you need help ring **either Richard 01284 789546 or Paddy 07884 313898** as soon as you can
- f) Wait until 7pm (make sure you stay online) when our tournament start. You will both be seated automatically and play can commence. You will play c20 boards, with **16 minutes for each two-board set.**
- g) If either you or your partner is offline when the tournament starts then you will be dropped off the entry list and the tournament will start without you. This is a BBO restriction and we are very unlikely to be able to seat you if you miss the start.
- h) Please quickly introduce yourselves at the beginning of each round and briefly state what system you are playing. Many Usernames differ from real names and the 'convention card' feature on BBO has been intermittent over the last few days. If you don't have a convention card completed this is OK for now however if you have time update your profile with a brief summary of your system before tournament starts.  
(Example: Hello Richard and Paddy, 4 card majors, weak NT, 3 weak 2's)
- i) As in the club bridge - help everyone by calling the TD early if anything irregular happens. Click on three horizontal bars and select from menu to do this. The director of the day will then visit you and sort out the issue.
- j) Remember to alert your own bids (don't worry - opponents will see your explanation but your partner won't). Do this by clicking 'alert' in bidding box and typing a brief explanation before clicking the number and denomination of your bid. Alert all bids

that your partner would alert or announce face to face (but see (a) 'Be Gentle' - this is a learning curve for us all).

- k) Undo's are not allowed now due to EBU regs. If you wish to add a layer of safety change your account settings. To do this click Account, select settings and then turn on (it goes green) Confirm bids and Confirm cards. (This means you will have to click twice to bid or play).
- l) Please note that should you fail to complete both boards in 16 minutes (clock is on the screen) the software will automatically award average scores to both pair and move you on. (If we all finish earlier then the movement will take place automatically as the last pair finish). Richard and Paddy will review any boards which are not finished in time and, where possible, award an adjusted score.
- m) BBO movement software does not allow for half tables so we will have to advertise for substitutes from the general public if we start with a half table or if anyone drops out.

Here are three guides to BBO we can recommend:

- <http://www.ebu.co.uk/ebuscore-wiki/bboinstructions>
- <https://berwickbridgeclub.co.uk/bbo>
- [https://www.bridgewebs.com/cgi-bin/bwom/bw.cgi?club=littleclacton&pid=display\\_page134&sessid=597968885550615](https://www.bridgewebs.com/cgi-bin/bwom/bw.cgi?club=littleclacton&pid=display_page134&sessid=597968885550615)

Any further questions please do ask, and above all else enjoy your game