



FILLING IN A CONVENTION CARD ON BBO

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PLEASE NOTE ... THE SUBJECT OF THIS DOCUMENT RELATES TO FILLING IN A CONVENTION CARD THE "PROPER WAY" ON BBO. THIS PROPER WAY DOES NOT INVOLVE SUMMARIZING YOUR BIDDING SYSTEM IN YOUR PROFILE. THE PROFILE IS A COMPLETELY DIFFERENT THING ...

What's available

You can follow the directions in one of the two sections. If you are starting from scratch, [the simple method](#) is advised rather than the [more complex approach](#). The result of both approaches is the same thing. The only difference between the two is the way they are displayed on the screen and how you edit them.

If you are here to confirm that your card is filled in, look at the end of this document for a [checklist](#) ...

Where to start

If you are familiar with where the convention card entry space can be found in the **Account** tab, [jump here](#) (to modify an existing card) or [jump here](#) to make a new one. That way you will not be bombarded with stuff you already know 😊.

Intended audience

You may find some of this material way below your "skill level." Just ignore those portions, their having been included to make this document useful to all.

ACBL mandates all pairs have an accessible and up-to-date convention card for browsing by their opponents. To play at the virtual clubs, this is the expectation no matter what level of play a pair may be at. Colin and I have been working with many pairs to assist their getting a card online.

This document could prove useful to

- Pairs with no convention card whatsoever
- Pairs who have a convention card and need to go the last step to ensure it displays when playing with a specific partner
- Deciphering the colours on the card
- The nuances of using the electronic interface to fill in the card

Just like everything else we try in life, familiarity leads to feeling comfortable with a new task. We are happy to assist but need you to meet us halfway, if possible.

Laptop or tablet

The best place to work on your card is a computer (laptop or desktop). The real estate on the screen makes the process easier since you can see more of the card at one time without the need to scroll. If you are working on a tablet, the layout of the screen may/will be different. Trying to fill out a card on a cell phone is tantamount to unloading a dump truck with a tablespoon 😊. Your choice, if a cell is all you have, please carry on.

The process

This is a multi-phase project, which can be ongoing as your game develops ... don't let the number of steps deter you since #3 is the only step that takes a while to accomplish:

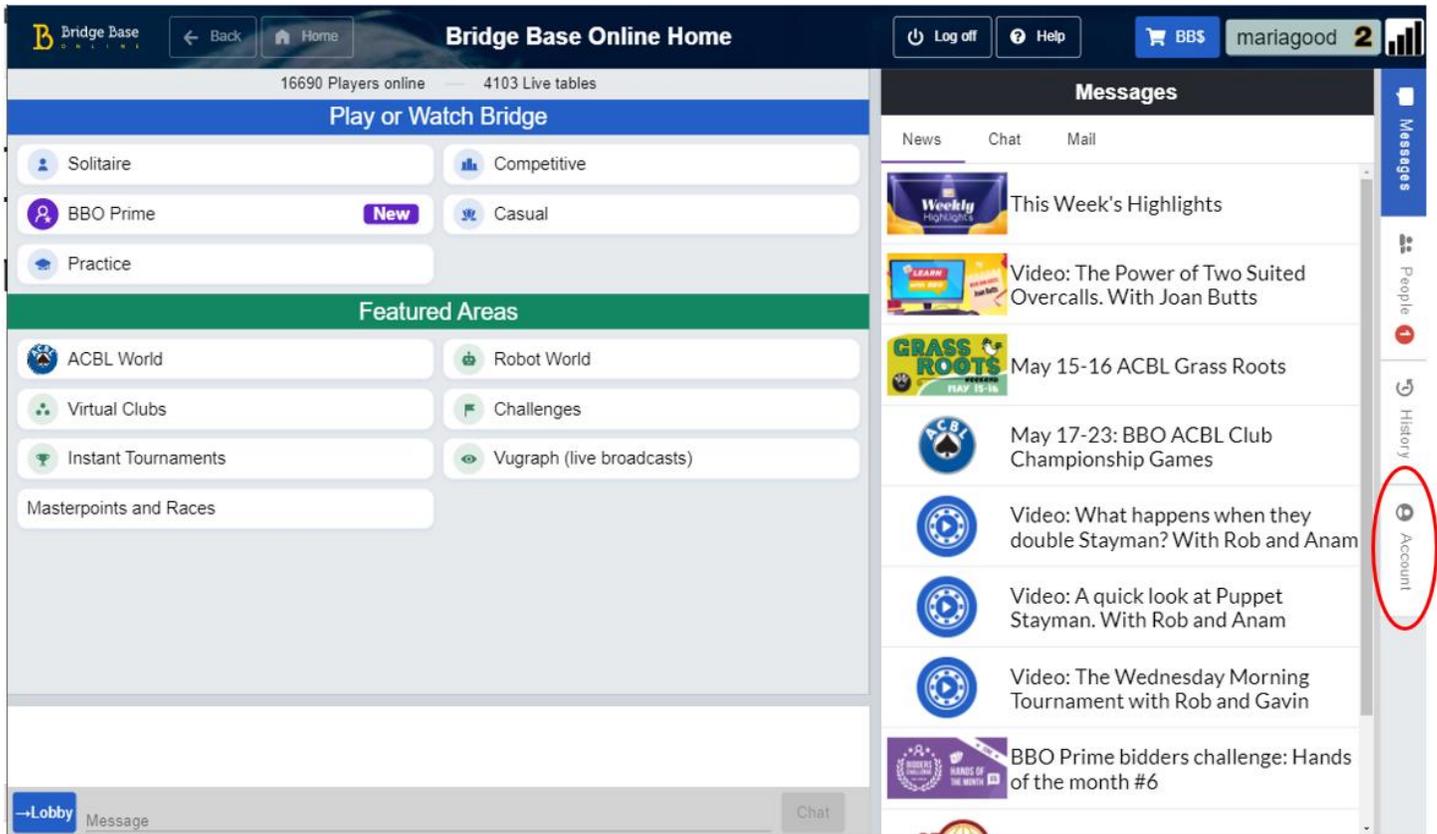
1. Finding where to do the work
2. Deciding whether to use and adapt a card that is part of BBO's implementation OR build one from scratch
3. Entering information on the card
4. Feeling comfortable with the look of the card and, if using the more detailed method, deciphering what the coloured (red or blue) print is all about
5. Saving the card successfully
6. Specifying with whom each card should be displayed

We worked with a player in May 2021 and a mere 10 minutes into the exercise (the whole session was over 60 minutes), this person was beginning to perform most of the tasks on his own with minimal guidance.

Getting started

This is where the divergence starts ... being on a computer or tablet. These are the sign on screens for both:

Computer

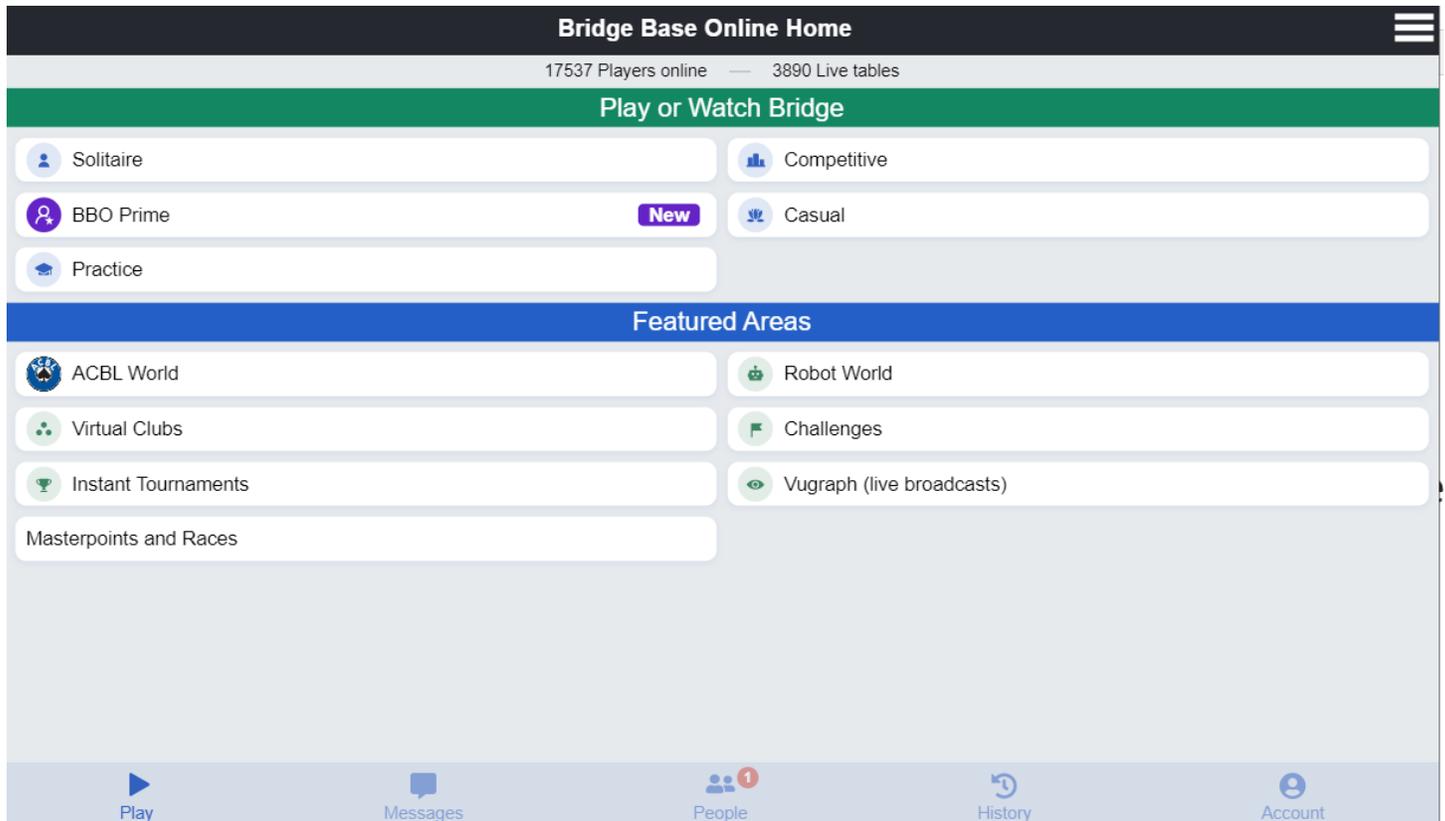


What is of interest for this document is the Account tab highlighted in the above screen shot. Some users do not see the right part of the screen occupied by a vertical set of tabs. They may see them as icons on the bottom of the screen as per:



Tablet

This display is the default on most tablets, with the tabs on the bottom rather than the side ...

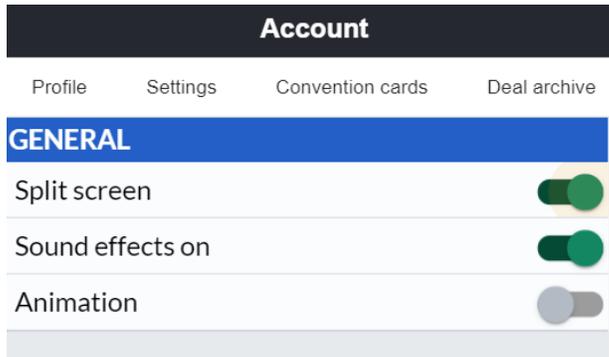


Both

Regardless of what apparatus you may be using, the **Account** tab is where the convention card work is performed.

Navigating to convention card

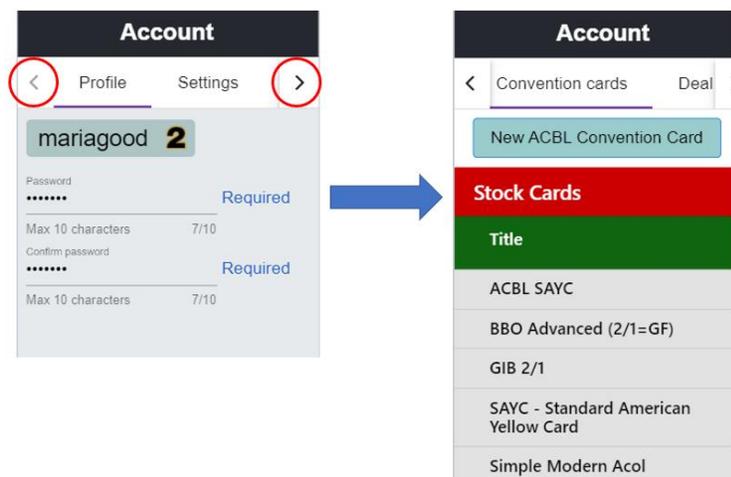
This is generic no matter what you are using. Once on the Account tab, you will see something resembling the following:



Notice in the above screen there are four options, of which we are interested in the third – **Convention cards**.

Attention tablet users ... when we say “position the mouse cursor and click”, naturally for you we mean “touch the screen.”

If you do not see the four options, or at least the one we want, there is a way to fix that if you cannot see the **Convention cards** tab. Click the appropriate < and > arrows to scroll to bring the desired tab into view:



You have now positioned yourself where you need to be to build or edit a card. If you are on a computer, you can expand the width of the display by:

- Carefully placing the mouse cursor over the narrow vertical grey line on the screen



- Clicking the mouse button to make the cursor change to a double-headed arrow



- While holding down the mouse button, ensuring the mouse cursor stays double headed, drag to the left to display the four choices; some people find this awkward ... it will come with practice as some people we have worked with the dialogue goes like this:

Player ... it's not working. (Michael → please try again) ... Player ... still nothing ... (Michael → please try again) ... Player ... still not w – got it!

The  and 

A soothing approach

Keep in mind that one or more manoeuvres we discuss in this section may be new to some readers. If you try to do something as suggested and it does not work, please keep trying and being extremely strict in following the advice before throwing your hands in the air and saying “*It does not work!!!!*”; rather keep trying before contacting one of us 😊.

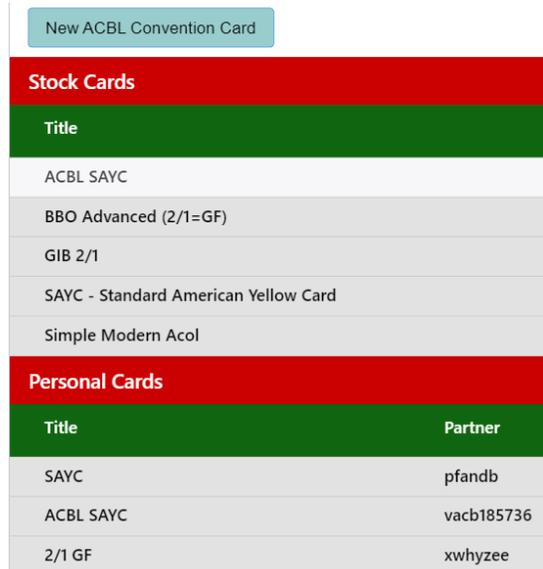
Change an existing card

Simply click on the desired card in the **Personal Cards** area of the screen and select **Edit** when asked what you want to do.

Creating a new card

There are two ways to create a convention card. You may be wise to skim both approaches before deciding which to follow ... simple or more advanced.

When you position yourself in the convention card area of the account tab, it will resemble:



The screenshot shows a web interface for creating a new ACBL Convention Card. At the top, there is a light blue button labeled "New ACBL Convention Card". Below this, the interface is divided into two main sections: "Stock Cards" and "Personal Cards".

The "Stock Cards" section has a red header and a green sub-header "Title". It contains a list of card types: ACBL SAYC, BBO Advanced (2/1=GF), GIB 2/1, SAYC - Standard American Yellow Card, and Simple Modern Acol.

The "Personal Cards" section also has a red header and a green sub-header "Title". It has a table with two columns: "Title" and "Partner".

| Title | Partner |
|-----------|------------|
| SAYC | pfandb |
| ACBL SAYC | vacb185736 |
| 2/1 GF | xwhyzee |

Create a new card – simple

This is probably where you may want to start, but others would prefer going the other more labour-intensive way as discussed in the next section. Either is acceptable since they contain all details on how you play. Let's suppose we are building an SAYC – Standard American Yellow Card card to play with BBO user *jagyouare*. Proceed as follows:

- Click **SAYC – Standard American Yellow Card**

- Answer the question asked by the next box:

What would you like to do with SAYC - Standard American Yellow Card? x

- Click **Edit** since you are editing a stock card but will save under a new name

The card will appear and it's time to do the needed edits

| | | | |
|--|----------------------|---------------------------------|--------------------------------------|
| Back | | Save changes | My Favorite <input type="checkbox"/> |
| Partner | <input type="text"/> | Title | Standard American Yellow Card |
| System Summary | | | |
| SAYC - Standard American Yellow Card | | | |
| Notrump Openings | | | |
| 1NT=15-17: Stayman, Jacoby, 2!S->3!C, 3!C/!D=6+ inv, 3!H/3!S=6+ slam try; 2NT=20-21; 3NT=25-27 | | | |
| Major Suit Openings | | Minor Suit Openings | |
| 1!H/!S=5+; Jacoby 2NT; 3NT=16-18 | | 1!C/!D=3+; 2NT=13-15; 3NT=16-18 | |

↓ More below; scroll to see ↓

- Click where it says *SAYC – Standard American Yellow Card* and name your card. Just because the name of the card and its bidding approach is SAYC, when you edit and save the card, you can use any name you want. We recommend in the *System Summary* section of the card you establish the approach you and this partner use, be it *2/1 game forcing*, *SAYC*, or any other

system you use. You could put your last name and that of your partner as a name for this card ... e.g., **Abbey and Cohen**

- Enter **jagyouare** where it asks for **Partner**

Go about performing the desired edits by adding and deleting text where required. For suit symbols in your card, you can use the letters S, H, D, and C preceded by an exclamation mark, for example the text !C will put ♣ on the card. When done and happy with the contents

- Click **Save changes**
- Watch for the successful completion message *Your Convention Card has been saved*; if you get the message *Error saving Convention Card*, you probably put a BBO username in **Partner** that does not exist; fix and save again

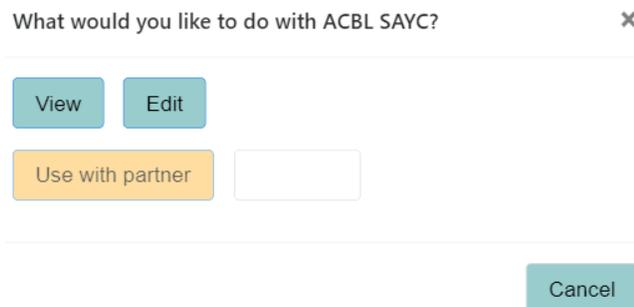
Please proceed to the [Next steps](#) section of this document to wrap up this work.

Create a new card – more advanced

Before following these instructions, you may want to look at the previous section where a simpler method can be followed with a lot less steps. The result is the same as what we discuss in this section. If you play a lot of conventions and extensions that require documenting on your card, this section is where you are may decide to do your work ...

Most of our players play SAYC or 2/1. The easiest way to get starts is to choose **ACBL SAYC** or **GIB 2/1**. Keep in mind that both probably contain a handful of gadgets (conventions) you do not use and hence the need to edit. Let's suppose we are building an ACBL SAYC card to play with BBO user *jagyouare*. Proceed as follows:

- Click **ACBL SAYC**
- Answer the question asked by the next box:



- Click **Edit** since you are editing a stock card but will save under a new name

The card will appear and it's time to do the needed edits

- Click where it says *SAYC – Standard American Yellow Card* and name your card. In this case you could put your last name and that of your partner for this card ... e.g., **Abbey and Cohen**
- Enter **jagyouare** where is asks for **Partner**
- Go about your edits ... for suit symbols in your card, you can use the letters S, H, D, and C preceded by an exclamation mark, for example the text !C will put ♣ on the card.

- Click **Save changes**
- Watch for the successful completion message *Your Convention Card has been saved*

If you get the message *Error saving Convention Card*, you probably put a BBO username in **Partner** that does not exist.

[Naming a new card](#)

When the ACBL SAYC choice is made, the next screen you see is headed by



| | | |
|---------|----------------------|--------------------------------------|
| Back | Save changes | My Favorite <input type="checkbox"/> |
| Partner | <input type="text"/> | Title |
| | | ACBL SAYC |

- Click where it says *ACBL SAYC* and name your card. In this case you could put your last name and that of your partner for this card ... e.g., **Abbey and Cohen**
- Enter **jagyouare** where is asks for **Partner**
- Go about your edits
- Click **Save changes**
- Watch for the successful completion message *Your Convention Card has been saved*; if you get the message *Error saving Convention Card*, you probably put a BBO username in **Partner** that does not exist; fix and save again

[Getting down to work](#)

First let's discuss how you work with the online card, then we will look at customizing its contents to suit your method of play. There are two types of ways you interact with the card:

1. Free form text
2. Check boxes

| MAJOR OPENING | |
|-----------------------|--|
| Expected Min. Length | 4 5 |
| 1st/2nd | <input type="checkbox"/> <input checked="" type="checkbox"/> |
| 3rd/4th | <input type="checkbox"/> <input checked="" type="checkbox"/> |
| RESPONSES | |
| Double Raise: Force | <input type="checkbox"/> Inv. <input type="checkbox"/> Weak <input checked="" type="checkbox"/> |
| After Overcall: Force | <input type="checkbox"/> Inv. <input type="checkbox"/> Weak <input checked="" type="checkbox"/> |
| Conv. Raise: | 2NT <input checked="" type="checkbox"/> 3NT <input type="checkbox"/> Splinter <input type="checkbox"/> |
| Other: | Bergen- 1st and 2nd seat |
| 1NT: Forcing | <input checked="" type="checkbox"/> Semi-forcing <input type="checkbox"/> |
| 2NT: Forcing | <input type="checkbox"/> Inv. <input type="checkbox"/> 11 to 12 |
| 3NT: | 13 to 15 |
| Drury | <input checked="" type="checkbox"/> : Reverse <input type="checkbox"/> 2-Way <input type="checkbox"/> Fit <input type="checkbox"/> |
| Other: | Drury 3rd seat |

Free-form text

Notice the **Other:** text in **MAJOR OPENING**. There is a line beside the text. To enter some information there position the cursor on the line and press the mouse button. The spot you clicked will turn a dirty yellow and it is time to enter some text ... this is just used as an example and the text where you can do free-form entry will differ around the card.

Other:

There is a limit on the number of characters you can enter. If you find you are stuck and cannot enter any more text, try abbreviating some of the data entered → for example if *Standard Bergen in third seat only* does not fit, try something like *Stan Berg 3and 4*. When done the data entry, place the mouse cursor somewhere else and click. Let's now use two areas on the convention card to illustrate how the data entry is done.

Check boxes

These appear on the screen as tiny squares:

| | |
|--------------------------|-------------------------------------|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> |

If a square has a check in it, position the mouse cursor in the square and click. A checkmark will appear. To remove an existing checkmark, place the mouse cursor in the square and click to make it disappear.

Now for some data entry in two areas of the card.

Text colour on this card

You may already know what these mean, but in case:

- **Red text** indicates something that needs to be self-alerted
 - Click the **Alert** button in the bidding box
 - Enter your alert text
 - Make your bid
- **Blue text** indicates something that needs to be announced
 - Do not click the **Alert** button in the bidding box (if you clicked out of habit, click the button again to change to an announcement)
 - Enter your alert text
 - Make your bid
- **Black text** indicates something that needs no alert or announcement – just make your bid

Major opening

MAJOR OPENING

Expected Min. Length 4 5

1st/2nd

3rd/4th

RESPONSES

Double Raise: Force Inv. Weak

After Overcall: Force Inv. Weak

Conv. Raise: 2NT 3NT Splinter

Other: _____

1NT: Forcing Semi-forcing

2NT: Forcing Inv. ___ to ___

3NT: ___ to ___

Drury : Reverse 2-Way Fit

Other: _____

Looks like this
when first
opened

- Confirm what is checked in *Expected Min. Length ...* if it needs changing, do so by manipulating the checkbox(es) as indicated in the previous section
- Same idea for *Double Raise: Force* and *After Overcall: Force* and *Conv. Raise:*
- There is probably nothing else to do here, but let's suppose you play *2-way reverse Drury*
 - Click the checkbox beside *Drury*
 - Click the checkbox beside *Reverse*
 - Click the checkbox beside *2-Way*
 - Enter the text *3rd or 4th seat*

The area now looks like this:

| MAJOR OPENING | |
|------------------------|--|
| Expected Min. Length | 4 5 |
| 1st/2nd | <input type="checkbox"/> <input checked="" type="checkbox"/> |
| 3rd/4th | <input type="checkbox"/> <input checked="" type="checkbox"/> |
| RESPONSES | |
| Double Raise: Force | <input type="checkbox"/> Inv. <input checked="" type="checkbox"/> Weak <input type="checkbox"/> |
| After Overcall: Force | <input type="checkbox"/> Inv. <input checked="" type="checkbox"/> Weak <input type="checkbox"/> |
| Conv. Raise: | 2NT <input checked="" type="checkbox"/> 3NT <input type="checkbox"/> Splinter <input type="checkbox"/> |
| Other: _____ | |
| 1NT: Forcing | <input type="checkbox"/> Semi-forcing <input type="checkbox"/> |
| 2NT: Forcing | <input type="checkbox"/> Inv. <input type="checkbox"/> _____ to _____ |
| 3NT: _____ | to _____ |
| Drury | <input checked="" type="checkbox"/> : Reverse <input checked="" type="checkbox"/> 2-Way <input checked="" type="checkbox"/> Fit <input type="checkbox"/> |
| Other: 3rd of 4th seat | |

Verify all is well and let's look at another section.

Slam Conventions

| |
|--|
| SLAM CONVENTIONS Gerber <input checked="" type="checkbox"/> 4NT: Blackwood <input checked="" type="checkbox"/> RKC <input type="checkbox"/> 1430 <input type="checkbox"/> |
| Gerber over 1NT & 2NT openings, responses, and rebids |
| Grand slam force |
| vs. Interference: DOPI <input checked="" type="checkbox"/> DEPO <input type="checkbox"/> Level: D=0, P=1, Next suit=2, etc. ROPI <input type="checkbox"/> |

Looks like this when first opened

Let's do the following, based on what you will be playing.

- Uncheck *Blackwood*
- Check RKC and 1430
- Uncheck *DOPI*

The area now looks like this:

| |
|---|
| SLAM CONVENTIONS Gerber <input checked="" type="checkbox"/> 4NT: Blackwood <input type="checkbox"/> RKC <input checked="" type="checkbox"/> 1430 <input checked="" type="checkbox"/> |
| Gerber over 1NT & 2NT openings, responses, and rebids |
| Grand slam force |
| vs. Interference: DOPI <input type="checkbox"/> DEPO <input type="checkbox"/> Level: D=0, P=1, Next suit=2, etc. ROPI <input type="checkbox"/> |

You now proceed through the rest of your card working with checkboxes and free-form text until the work is complete.

Next steps

You now need to confirm

- That the properly titled card shows in your list of cards
- The card is correct by editing it once more and eyeballing the contents to make sure all is well
- The card is what is expected by your partner by discussing it together

We suggest going to your profile in the **Account** tab and erasing all the text there, then replacing it with *Please see convention card*. The reason for doing that is two-fold:

1. It removes the possibility of you leaving something (or forgetting to put something) in that profile summary that is on or not on your card. You do not want to have this information in more than one place.
2. It will ensure that each partner you play with, and you, have the correct card visible to opponents. This is next to impossible if one relies on a bidding system summary in the profile.

If all else fails ...

Contact Colin or Michael, at which point the first question may be

How far did you get in the document we referred you to please 😊?

We are happy to help after you help yourselves 😊.

May the ♠s be with you

Checklist

The simple approach

- Navigate to Account tab

- Scroll to Convention Card tab

- Start a new card or edit existing

- Ensure card name and partner played with are entered

- Edit/create text in each of the available sections

- Save card

- Discuss with appropriate partner

The more detailed approach

- Navigate to Account tab

- Scroll to Convention Card tab

- Start a new card or edit existing

- Ensure card name and partner played with are entered

- Navigate through the card checking or unchecking boxes

- Ensure items that are part of your card are included

- Ensure items not part of your card are not included

- Go back through card verifying state of all checkboxes

- Save card

- Discuss with appropriate partner
