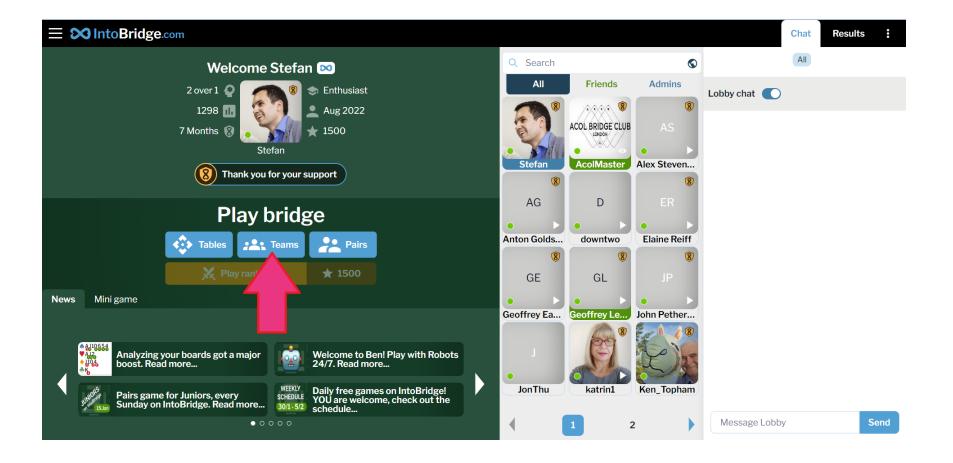
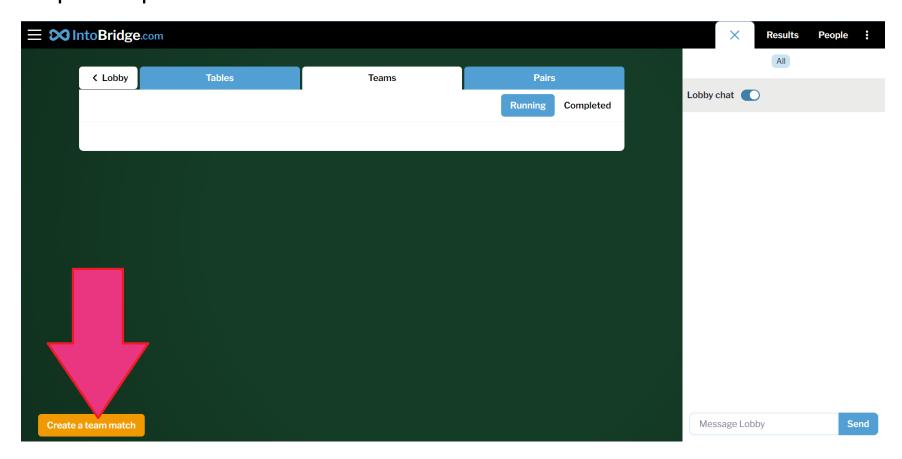
## **Team Matches**

## **Creating a TM**

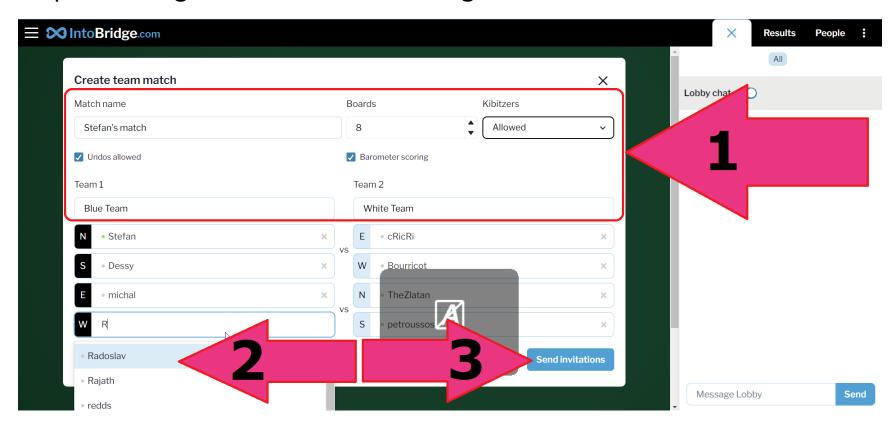
## Step 1 – Go to the Team Match Section



# Step 2 – Open the TM Creation Form



## Step 3 – Filling the Details and Sending Invites



## 1. Set up the match details:

- Match name
- Number of Boards
- Kibitzers Allowed/Disallowed
- Undos Allowed/Disallowed
- Barometer On/Off
- Team names
- (Optional) Upload a PBN

## 2. Set up the match details:

• To invite players, start typing their username and then select from the list

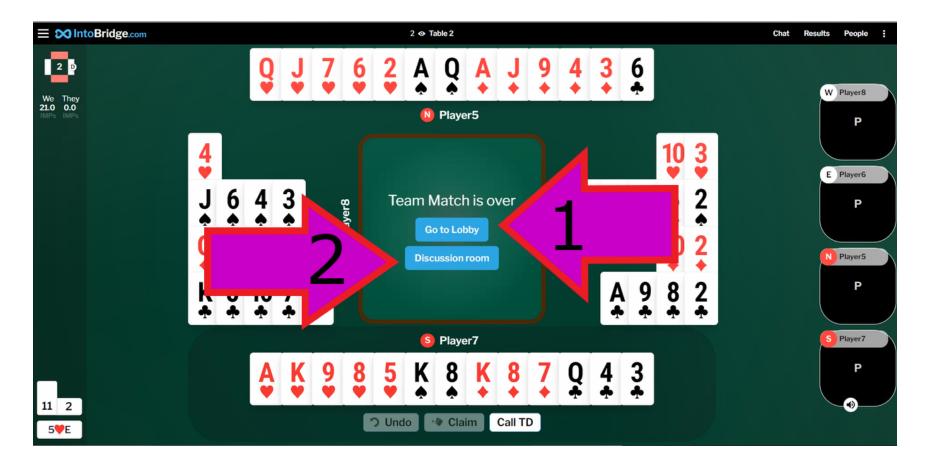
#### 3. Send invitations:

Once all 8 players are <u>listed</u>, click *Send invitations*

#### **Next: Start the match:**

• Once all 8 players <u>accept</u> your invitation, the button Send invitations will change to Start match. Click it and all players will be seated automatically

#### Discussion Room Access once TM is over



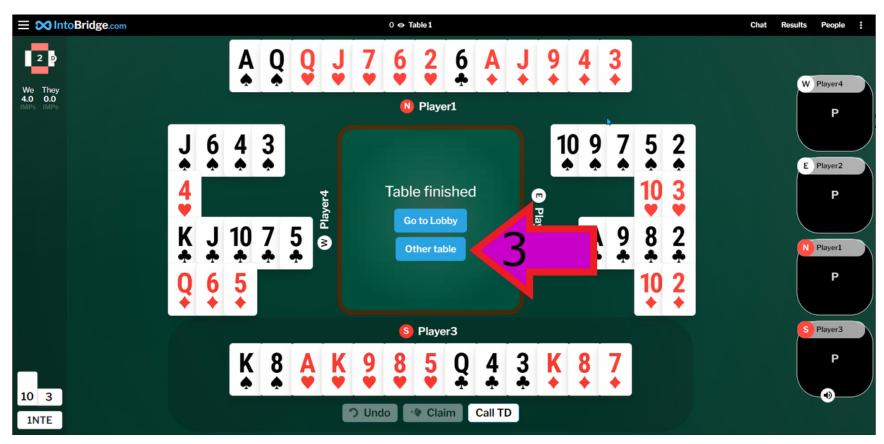
## 1. Go to Lobby

 Clicking on the button will ask you to leave the table and then redirect you to the lobby.

## 2. Accessing Discussion Room

 Clicking on the button will redirect you to a video & audio room preserved for you and your teammates.

# Finishing TM before the other table

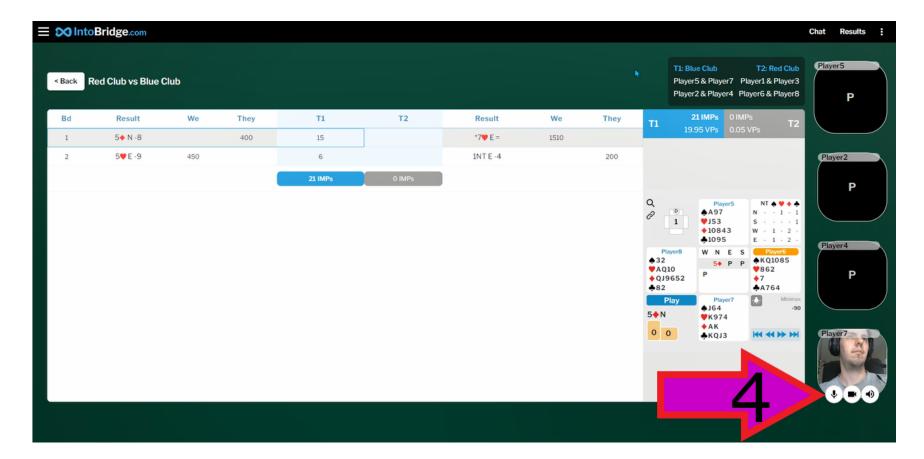


#### 3. Other table

• Clicking on the button makes you a kibitzer of the other table.

#### In Discussion Room

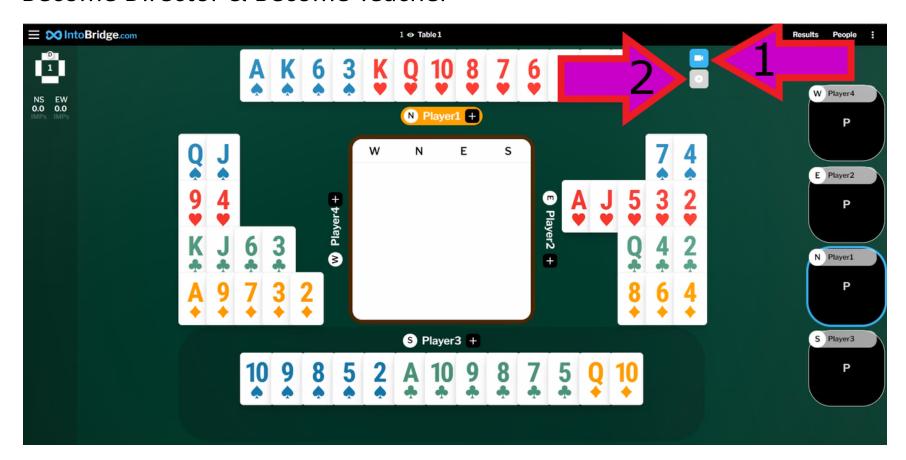
• Only you and your teammates have access to the discussion room. You are freely able to speak with each other and discuss the hands there, while looking at the scorecard.



4. From the 3 buttons on the bottom right corner you can turn on/off your video & audio.

# **TD Settings**

#### Become Director & Become Teacher



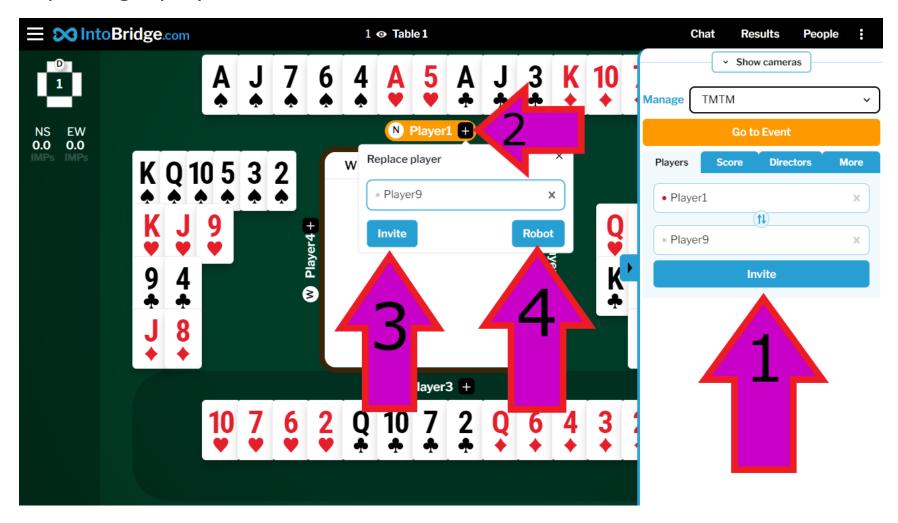
#### 1. Join with Camera

 Clicking this button allows you to join the table with camera & audio. When prompted, you need to allow access to your devices.

#### 2. Become Teacher

 Clicking on the gray button gives you the option to make bids, play cards, undo & claim from all 4 hands.

## Replacing a player

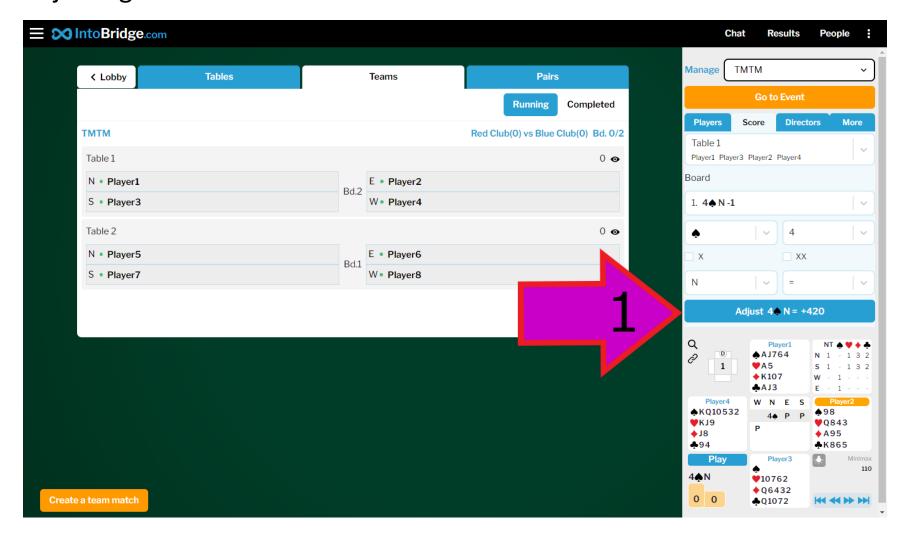


- 1. Replacing a player from the Manage Panel
  - 1.1. Go to the Players Section.
  - 1.2. Select a Player to Replace.
  - 1.3. Select a Player to Invite.
  - 1.4. Click on the blue Invite Button.
- 2. As a kibitzing TD, you can replace a player from the black + Button next to their username.

#### **Next:**

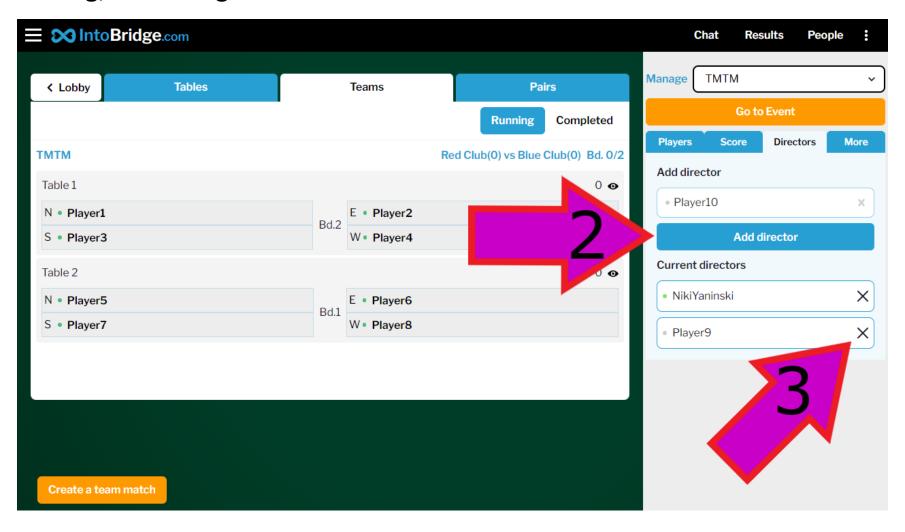
- 3. Selecting a player and then clicking the button *Invite* 
  - Sends an invite to Player9 to replace Player1.
- 4. Clicking on the Robot Button:
  - Player1 is instantly replaced with a Robot.

# Adjusting a Score



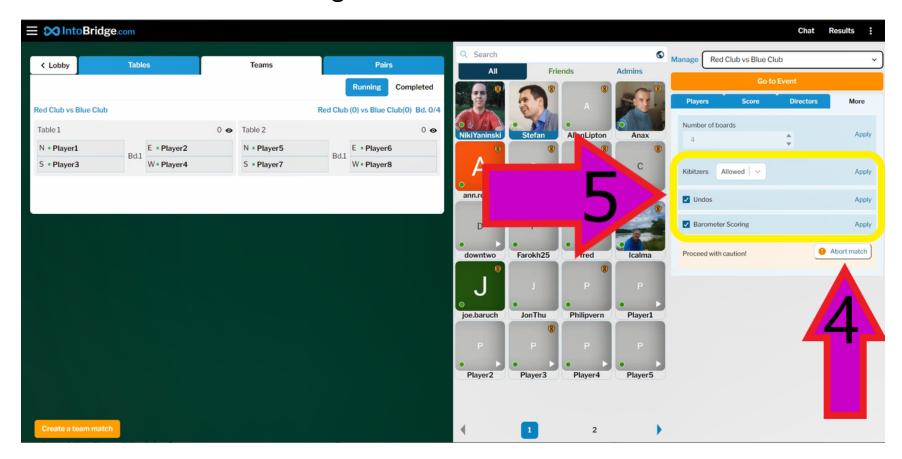
- 1.1. Pick the Table on which you want to adjust a score.
- 1.2. Select the *Board Number*.
- 1.3. Pick *Suit*, *Level*, *Declarer*, *Result* and tick/untick *X* or *XX* if necessary.
  - 1.4. Click the Adjust Button.

## Adding/Removing a TD



- 2. Clicking the Add Director button makes the selected player a TD.
- 3. Clicking on the X button removes the player from the list of directors.

# More Section of the Manage Panel



## 4. Clicking the Abort Button

• After confirming your choice, the TM will be instantly aborted. The action is irreversible!

## 5. Change Settings:

- Kibitzers Allowed/Disallowed
- Undos Allowed/Disallowed
- Barometer On/Off