



KANSAS COLLECTIVE VIRTUAL BRIDGE QUICK REFERENCE GUIDE

This guide summarizes how to enter and play in our Kansas Collective BBO games. It is written for those using a PC web browser but the BBO Mobile Site for Smartphone/Tablet is similar but with dedicated buttons on the bottom.

1. Log on to BBO

- You must have account with BBO\$ in it to pay for games. Add funds with the blue "BBO\$" button on the top right of the page.
- Make sure your ACBL# is entered and correct since this is what is used to let you into "Kansas Collective" Virtual Club Game.
- Review/Change your "Real Name". Your "Real Name" is what will be displayed on BBO when someone selects your "User ID" and should be is something "Kansas Collective" players would recognize. "Usernames" do not easily identify you to other members and the director.

2. Click on "VIRTUAL CLUBS".

3. Select "ACBL – North America"

- You will then be presented with a list of club numbers and game names

4. Look/Search for the "Kansas Collective" game or type in "kan" to easy locate our game.

- Our games will not be visible until 2-hours before game time and you may not register for a game sooner than 2 hours before it begins.

5. Click on the "Kansas Collective" name to enter our game.

- You will then be asked to "invite" a partner.

6. Select the Partnership Desk (# = Number of players without partners)

- This is where you will find your partner if prearranged or players who are looking for a partner.
- Add your name (User ID) to the list and wait for your partner to arrive or invite someone to play with you.
- When you invite a player to play it is via their "User ID". At the "Partnership Desk" select their "User ID" to see their "Real Name". Verify that is the partner you want to play with before sending an invite to that player.
- If you prearranged a partner, either one of you can "invite" but both partners need to be logged on at the same time to register/accept the invitation

7. Invite your partner and pay for the game using your BBO\$

- Once you are registered to play, you can leave the BBO site, but you must be logged back on within 10 minutes of the tournament's start time.
- There is "Start" countdown timer that shows time before the game starts.

8. Game Tips:

- You "**ALERT**" your own bids on BBO, not your partner.
 - ✓ Before you send your bid, click "**ALERT**" and type in a short explanation.
 - ✓ Turn on "Confirm Bids" to review your "BID or **ALERT**" before sending.
- Asking About An Opponent's Bid:
 - ✓ Click on their bid to ask about it or read their explanation of it.
- Claim: Remember to use the "Claim" button to speed up play of the round.