



## ENTERING A CLUB BBO TOURNAMENT

### - A DETAILED GUIDE

#### **If this is your (or your partner's) first BBO tournament with the club**

1. To play in this club's BBO tournament, a computerised eligibility list (maintained by a third party) must be updated to include your BBO username. A list of all players from our club on this list is available in a separate document. This is a "once off" process – once your username is on the list, it will remain there (unless your username is removed for some reason). You should advise the club of your BBO username by, at the latest, 7 pm before the day you play in your first tournament with our club. While "ad hoc" late additions may be possible, this is not guaranteed.
2. Club tournaments are primarily for club members. If you are playing with a partner who is not a member, if they are not already on the eligibility list, their BBO names must be advised to us in a similar manner.

#### **On the day of the tournament (applicable to all players)**

1. The tournament will only appear on the BBO website a maximum of 2 hours before the scheduled start date. Until it appears on the BBO website, you cannot register to play in the tournament.
2. To register to play in the tournament, after logging in with your BBO username and password, go to
  - Play or Watch Bridge, then
  - Competitive, then
  - Free Tournaments.
3. In Free Tournaments, you will see the headings "Pending", "Running" and "Complete".
4. Under Pending, find the competition (the title of the competition will be, or include, our club name). Competitions appear in time order, with the earliest competition appearing at the top of the list (or you can find it using the search function.)
5. Select the relevant competition - click on the Title name, not the "host" name.
6. The headings "Register", "Details", "Entries" and "Partnership Desk" appear.
7. You can, if you like:
  - review material provided about the tournament in the "Details" - this sets out the anticipated number of boards, the duration, restrictions on who can play, whether clocked or unclocked, etc.
  - review "Entries" for the pairs that have registered at the present time,
  - see who is in the Partnership Desk looking for a partner (discussed later).

8. Register to play in the competition. You can register in one of four ways. In the “Register” tab:
  - If you have a partner, type in the BBO username of your partner. Provided that he/she is logged into BBO at the time, they will get a popup window on their screen, noting you are inviting them to register as a pair. They should then accept. If they are not online or do not accept, you will need to try again later (or find another partner!)
  - If you have some BB\$ in your BBO account, you can rent a BBO robot as your partner.
  - If you want to see who (if any) is currently looking for a partner, go to the Partnership Desk. If a name appears, you can right click their username to see something about them (hopefully their profile will tell you their actual name, the basic system they play, and their own assessment of their playing level). You can then invite them (provided they are online at the time) to partner up with you. They will see an invite pop up window on their screen, noting that you are inviting them to partner you. If they wish to accept your invite, they click on the accept button, and then you both are paired up to play in the competition.
  - If you cannot find anyone suitable in the Partnership Desk, you can click on “Add your name” to add your name to the list of available players. You then wait around and hopefully will be invited by another player (which you can then accept or not). If no one invites you, the director will find you a partner from the club or the wider BBO community.
9. Only one person in the partnership should register (as a pair).
10. If, for any reason, you find that you cannot register,
  - (if registering with a partner) check you have your partner’s BBO name correct, and ensure they are on BBO and watching their screen at the time you invite them.
  - Stay logged into BBO, and either
    - send a chat message to any director in the competition, or
    - call the tournament director/convenor on his/her mobile phone.
11. The first time you (or your partner) play in a BBO competition held by this club, you (or your partner if it is their first time) should register at least 30 minutes before it starts. This increases the chances of sorting out any problems if they arise.
12. You should be registered (or be in the Partnership Desk) at least 5 minutes before the competition is due to start.
13. Once you are registered for the specific event (with your partner, if applicable), you do not need to stay in BBO, and you can turn off your computer if you like. Of course, you must be logged into BBO at the time the event starts. When the competition starts, BBO will remove you from what else you are doing on BBO and seat you at your table, ready to play in the competition.
14. If you register to play in the competition but before the event starts you can no longer play, you should deregister your involvement. Don’t allow the event to start with you being registered, but not able to play!

15. When the event starts, as in any normal BBO game, your hand comes up with all four players seated at the table.
16. If you lose computer connection at any stage, should you log back into BBO, you will be taken back immediately to your table (unless you have been replaced).
17. Club BBO tournaments are currently offered free of charge but will not earn Masterpoints. Both of these matters are being reviewed in due course.

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