

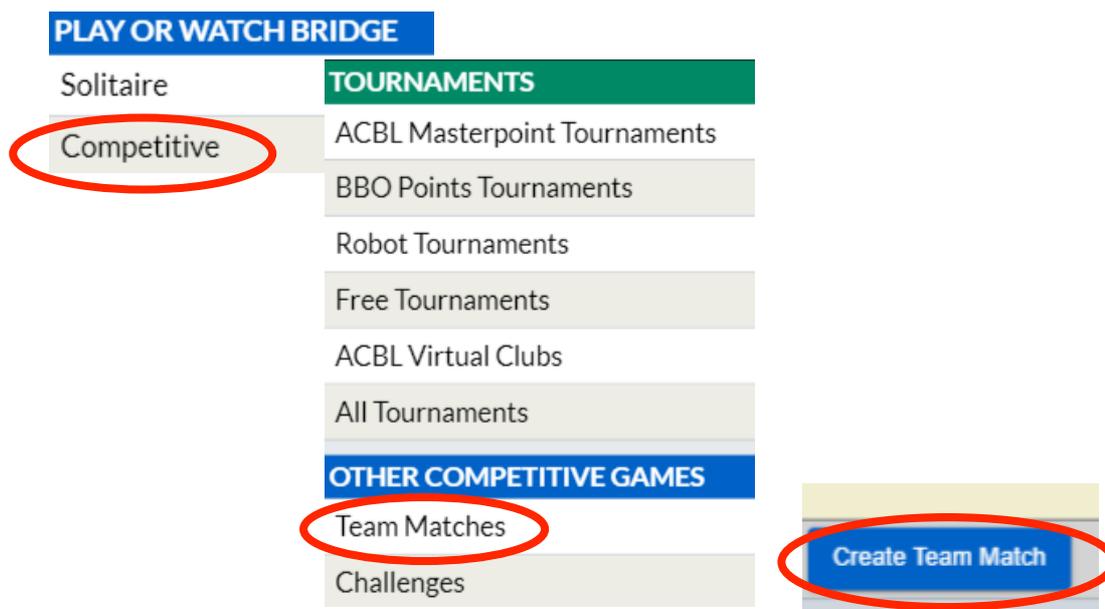
How to Create a Team Match on BBO

Preparation for Setting up the Match

- The captain of the Home Team is responsible for arranging for the match to be created if the Tournament Organiser has not arranged anyone.
- The Tournament Organiser will distribute a full list of all BBO ids before the start of play.
- The Away Team is responsible for advising the Home Team captain the line up (who is playing if the Away Team has more than 4 players, or if using a substitute, the BBO id of any substitutes).
- All players are responsible to be logged on and ready to accept invitation to join the match 10 minutes before start of play.

Creating the Team Match: Step 1 – Find ‘Create Team Match’

From the start screen, Play or Watch Bridge, click Competitive, then Team Matches, then Create Team Match.

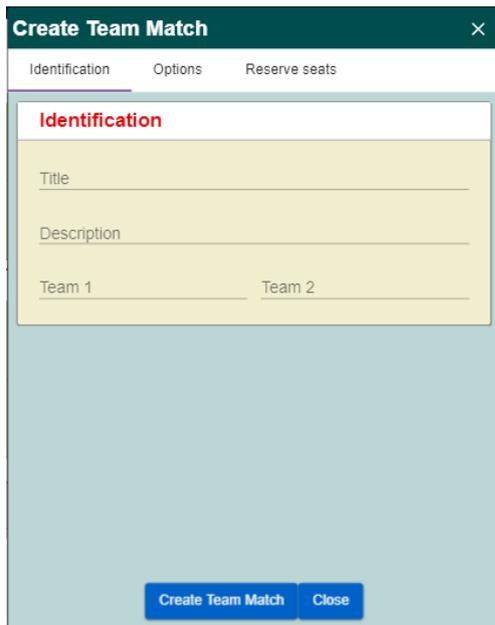


The window that appears has three tabs:

1. Identification,
2. Options
3. Reserve Seats

Note: If you are using the Flash version of BBO there is just one screen where you complete all the required information rather than 3 tabs.

Creating the Team Match: Step 2 – Completing the Identification Tab:



The screenshot shows a dialog box titled "Create Team Match" with a close button (X) in the top right corner. Below the title bar are three tabs: "Identification" (selected), "Options", and "Reserve seats". The "Identification" tab contains a form with the following fields:

- Title:** A text input field.
- Description:** A text input field.
- Team 1:** A text input field.
- Team 2:** A text input field.

At the bottom of the dialog box are two buttons: "Create Team Match" and "Close".

Title: Can be anything you want - it is really just there to help you to find the results later. However, we would like you to use the Tournament Title and Team Names if possible eg Downunder Challenge: Australian Snrs vs Japan 1/4

Description: This is where you enter special options. For our tournament please enter: +slow+ +nokill+ +silentspecs+

Note: one blank between the + signs for each condition.

The Options:

- The +nokill+ and +slow+ means the match will not time out automatically after a while if it takes too long to complete. We're playing 20 Boards and need time to complete. These options also you to add breaks if you like (for instance everyone stops playing and takes 5 minutes if the match is very long, and the match won't run out of time)
- The +silentspecs+ is important for the tables that will be put on to VuGraph (it is different from stopping kibitzers from chatting to players which is a checkbox, it stops ALL kibitzers from chatting unless they are unmuted which allows commentators to be assigned to the table).
- The +private+ setting allows starting with empty seats, and sending invites as people log on. We don't recommend using as it is about as messy as issuing invites all at once.

Team Name: This is where you enter the Name of the Teams, Home Team first, eg Team 1: Australian Seniors and Team 2: Japan

Creating the Team Match: Step 3 – Completing the Options Tab:

The screenshot shows a dialog box titled "Create Team Match" with a close button (X) in the top right corner. The dialog has three tabs: "Identification", "Options" (which is selected), and "Reserve seats".

The "Options" tab is divided into three sections:

- Form of scoring:** Contains three radio button options: "IMPs" (selected), "Board-A-Match", and "Total points". Below these is a "Number of Boards" dropdown menu set to "20".
- Deal source:** Contains two radio button options: "Use random deals" (selected) and "Use saved deals". Below these is a "Select folder" button.
- Options:** Contains four checkbox options: "Allow kibitzers" (checked), "Allow kibitzers to chat with players", "Allow Undos", and "Barometer scoring".

At the bottom of the dialog are two buttons: "Create Team Match" and "Close".

Form of Scoring: Select "IMPs", and change the number of boards to 20 (it defaults to 8). Double check the Number of Boards as there is a bug and it sometimes it changes the number you put in to something else.

Deal Source: Select "Use random deals."

Options: Select "Allow kibitzers". Ensure "Allow kibitzers to chat with players", "Undo's" and "Barometer" are NOT selected.

For Monday Tournaments the Conditions of Contest do not allow "Undo's" or "Barometer" or kibitzers chatting to the players. For casual games you might allow Undos (intended to cater for genuine misclicks NOT a second chance!) Barometer scoring allows you to see the current score of the match which is not allowed in serious Games.

Creating the Team Match: Step 4 – Reserve Seats

The screenshot shows a window titled "Create Team Match" with a close button (X) in the top right corner. Below the title bar are three tabs: "Identification", "Options", and "Reserve seats", with "Reserve seats" being the active tab. The main content area is titled "Reserve seats (optional)" in red text. It contains two sections, "Team 1" and "Team 2", each with a green background. Team 1 has four light blue input boxes labeled "North", "West", "East", and "South". Team 2 has four light blue input boxes labeled "North", "West", "East", and "South". At the bottom of the window are two blue buttons: "Create Team Match" and "Close".

Enter the BBO logins of the players. Be very careful here because the BBO logins need to be EXACTLY right for this to work (spacing, symbols, etc).

Enter the names of the Home Team in the Top 4 seats and the Away Team in the bottom 4 seats.

Note that what is represented here are the TEAMS not the TABLES. Therefore you enter your own team members in the top grouping and the opposing team members in the bottom grouping as if you are starting at home tables like a Congress. When the match starts NS from Team 1 will play against EW from Team 2 as usual.

Creating the Team Match: Step 5 – Check and Start Team Match

- Check all three tabs to ensure information entered is correct. Especially check that you have correct number of Boards and correct BBO Userids in the Reserve Seats as the predictive spell checker has a nasty habit of changing them.
- Now check that all players are logged onto BBO – you can look them up by searching in the BBO Tab for ‘People’ if you are uncertain whether they are logged on
- Ready to go? Finally, click the Create Team Match button. **DO NOT SELECT CLOSE**. The players will be sent an invitation and are drawn into the competition. Hold your breath as each person accepts the invitation ... if just one person is not logged on or does not accept the invitation in time – the match cannot start. This is when u get on the phone to start tracking down the missing individual. Then try again – select, “Create Team Match” and hopefully this time each person is logged on. The above window will stay open on your screen, however, so you can click “Create Team Match” again and invitations will be re-issued. It is not impossible to have to issue invites several times and have players accept them several times before the match will actually get going. Both captains should strongly encourage all their players to be online (**and not logged in as invisible**) just before the match start time to avoid this.
- To start the match select the ‘CLOSE’ button adjacent to the “Create Team Match Button”.

Note one major irritation is that **all 8 players involved in the match have to specifically accept the invitation before the match will start**. If even 1 of them declines, or is not logged in, or is away from their computer, the system will deem them to have declined. You will get a message “XXX has declined the invitation” and it will not start the match. This is different to casual BBO play where you can start a table with at least one seat reserved for a player not yet online. Here you cannot do that

Summary: Example of Setting up the Team Game

IDENTIFICATION TAB

Enter the Title: DownUnder Challenge Aus Seniors vs Japan 1/4

Enter the Team Names: Aus Seniors and Japan

Under description put +slow+ +nokill+ +silentspecs+

OPTIONS TAB

IMPs

20 boards

Disable: kibitzer's chat to players, Undos, Barometer

RESERVE SEATS: Put in the Teams, your own team first and then the other team second in the bottom.

FINALLY click the “Create Team Match “button.

The players, who should all be online, will be sent an invitation and are drawn into the competition, and play commences. **Don’t click the Close button until everyone has accepted to start the match.**