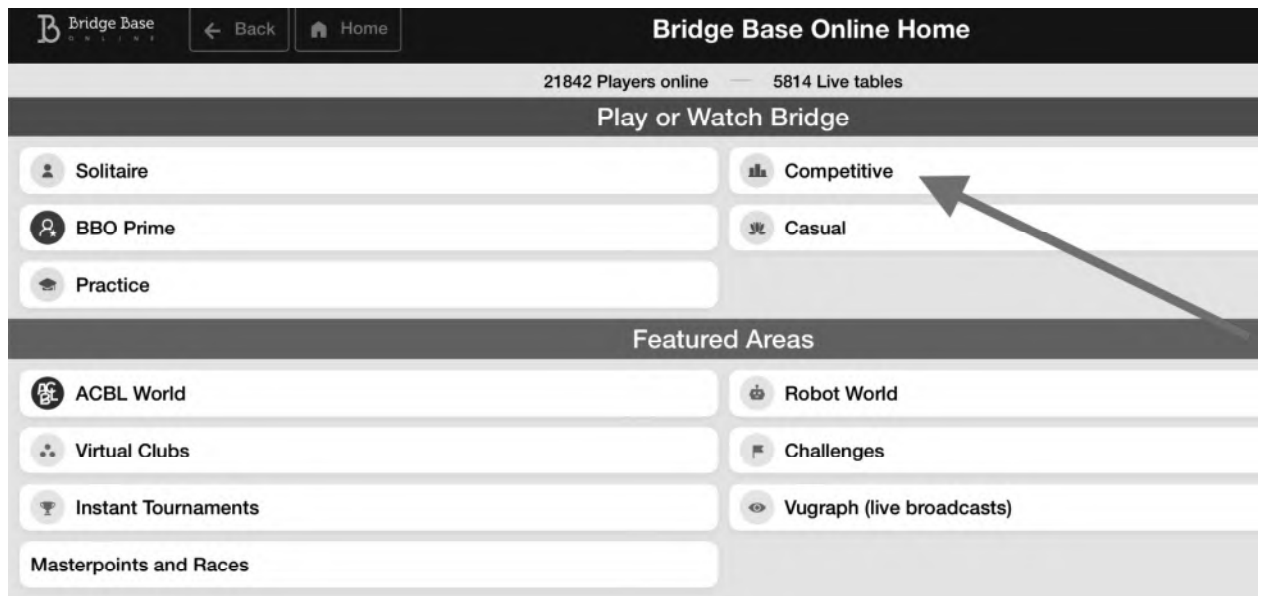


SETTING UP TEAM MATCHES ON BBO - by Peter Gallop (9/19/23)

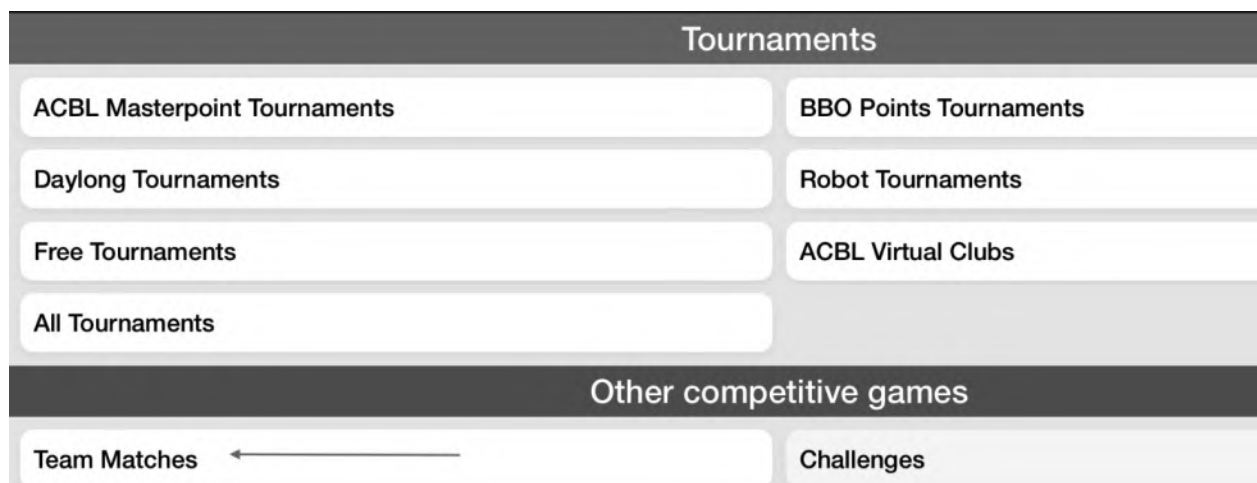
Each match has a Host; the job of the Host is to set-up the match, and cancel it if problems occur. The Host can be the Home Team Captain or someone he **designates**, including members of the other team, or it **can even be a person who is not playing in the match.**

If you are the HOST, Log into BBO. Then,

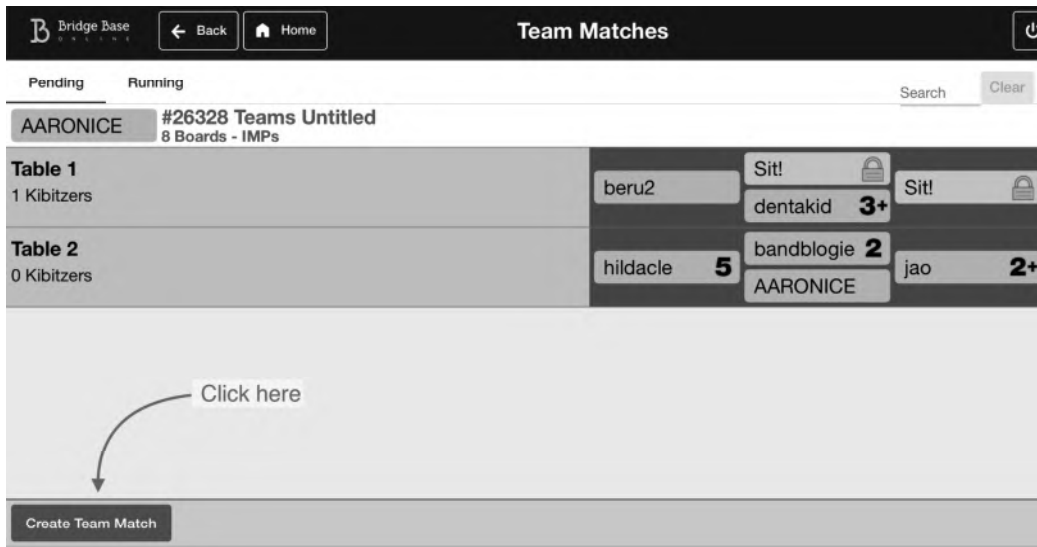
- a. Click “Competitive”, an item on the main menu titled ‘Play or Watch Bridge’.



- b. A new menu will appear. On the new menu at the bottom left Click ‘Team Matches’. A new page will appear.



- c. On the new 'Team Matches' page that appears, single-Click 'Create Team Match' - it's at the bottom left.



- d. After you Click "Create Team Match" a new page will appear with a Menu across the top with 3 items (•Identification •Options •Reserve Seats•).

Next step, fill-in the 3 pages in order starting with •Identification• :

Page 1 •IDENTIFICATION•

- TITLE** - Use the initials of the two teams (e.g. CBF-B div - DON vs XYZ)
- DESCRIPTION** - write < **+private+ +nokill+ +slow+** >. **Make sure to leave a space between each + +**. These BBO-codes avoid problems when starting the match, or in the event a player is disconnected. See the STAR - VERY IMPORTANT
- Team 1 - Team 2** - Put the initials in the same order as in the TITLE.
- Then click **•Options•** on the menu at top.



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", "Options", and "Reserve seats". The "Identification" tab is active and contains the following fields:

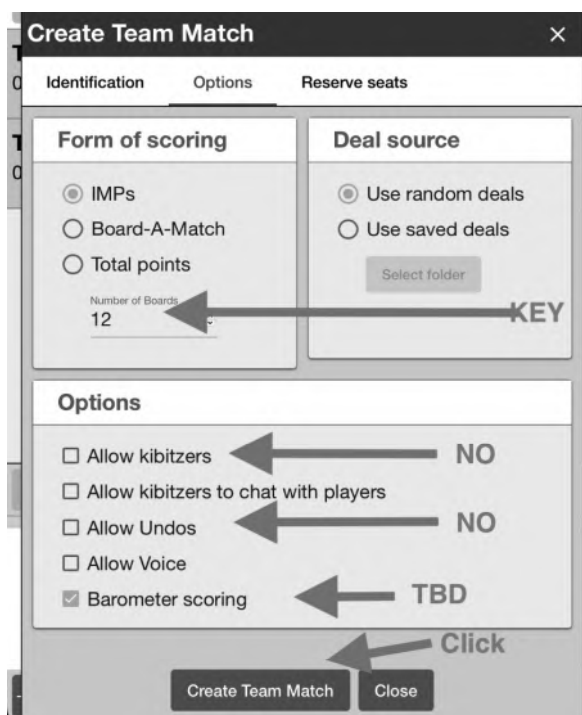
- Title:** CBF-B div DON vs XYZ
- Description:** +private+ +nokill+ +slow+ 
- Team 1:** DON
- Team 2:** XYZ

At the bottom of the dialog box are two buttons: "Create Team Match" and "Close". A curved arrow points from the "Options" tab to the "Identification" tab.

Page 2 •OPTIONS•

- a. **Form of Scoring and Deal Source.** Use 'IMPs' and 'Use Random Deals' (these will be preselected for you)
- b. **'Number of Boards'** - this is most important and it's in very tiny type and is easy to miss and forget to change it from 8 which is set as the default. **IMPORTANT, change the default from 8 to 10 or 12, depending on whether you are playing a 20 or 24 board match.**

When setting-up the second half of the match, again remember to change 'Number of Boards' from 8 to 10 or 12 - it's very easy to miss.



[Pete's Tip. I print out a sheet with the 8 player's <usernames> and I write by hand 10+10 (or 12+12) in large numbers, If you still forget and start with just 8-boards, then simply play 12 or 16-boards in the second half.

And if you start with 10 or 12, but then forget to change from 8 in the 2nd half, teams can maybe agree to play just 18 or 20 boards. You should mention only 18 or 20-boards when reporting the scores.

Options (con't)

- c. **DO NOT ALLOW kibitzers, per the guidelines set by ACBL**
- d. **No UNDOS** - Our League does not allow UNDOs, same as the ACBL
- e. **ALLOW BAROMETER SCORING** - Barometer scoring should be allowed for all 20 or 24 boards unless both teams agree it should be 'off'. In Playoffs some teams only allow it for the 1st half, or not at all. TBD with your opponents. Its more fun with it on!
- f. Then click • **Reserve Seats**• on the menu at top.

Create Team Match [X]

Identification **Options** Reserve seats

Form of scoring

IMPs
 Board-A-Match
 Total points

Number of Boards
12

Deal source

Use random deals
 Use saved deals

Select folder

Options

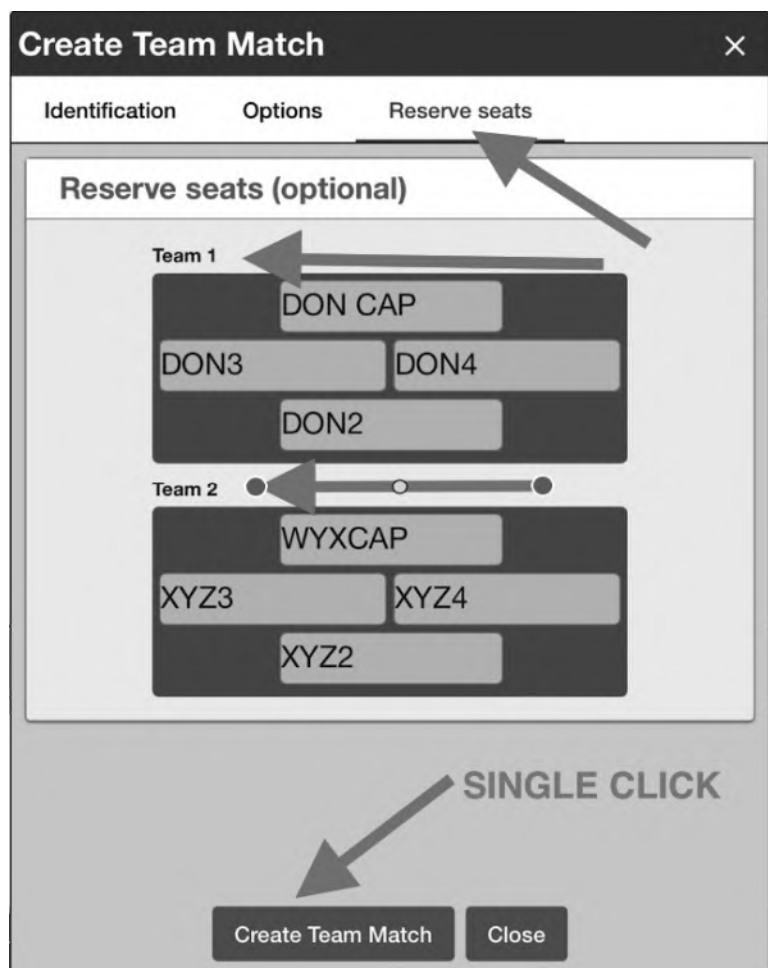
Allow kibitzers NO
 Allow kibitzers to chat with players
 Allow Undos NO
 Allow Voice
 Barometer scoring TBD

Create Team Match Close

Page 3 •RESERVE SEATS•

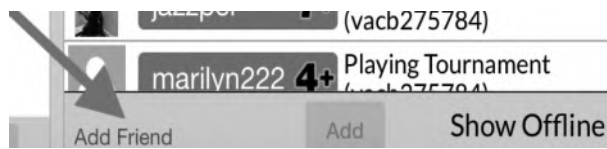
Enter the BBO <username> of all 4 players from the same team as Team-1. Don't be fooled thinking it's Table-1, **put all of the Team-1 players in the first box**. Ditto for Team- 2 in the second box. BBO will switch them to compete against the other team when the match starts.

[**Pete's Tip**. I put both Match Captains as North to start. That way there is one at each table in the first half if there are any issues. It also helps me remember in the second half to put the 2nd Team's Captain as E/W, so the two Captains play against each other to end the match. The Home teams stay exactly the same in the 2nd half, with the Home Team Captain still as North if he started there.]



CREATE TEAM MATCH. Once all player usernames are entered, **single-Click the blue Toggle, “Create Team Match”, at the bottom of the page.** If any players are not online, BBO will tell you who is not online as a soon as you click ‘Create Team Match’. Sometimes you have to call a player to ask them to log-in again (they might have been logged-in but BBO timed out.).

[Pete’s Tip. Before the match it helps if the HOST uses Add Friend, found at the bottom of the People page, to add the <usernames> of all 8 players in the match. Then you will see who is online, plus BBO will auto-fill the names of players online.



[Pete’s Tip. Often one or more players don’t accept the invitation; keep re-clicking “Create Team Match” until they do. Occasionally you need to phone them to watch for the invitation.]

CANCELLATION OF TEAM MATCH ON BBO - by the HOST

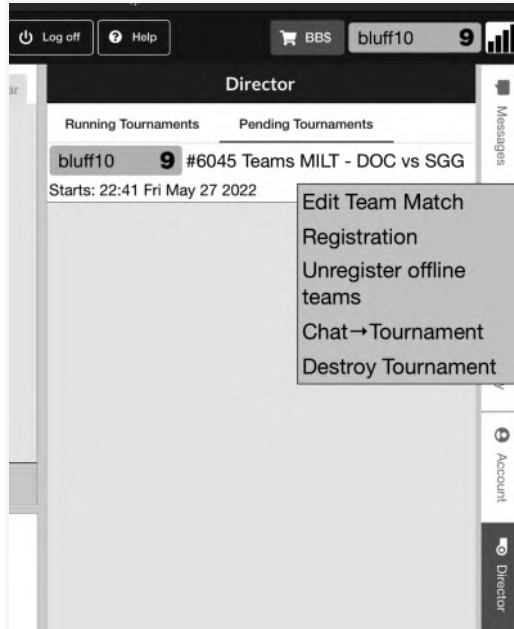
Rarely happens, but if for example you made a mistake in the SET-UP, such as having incorrect partnerships, or having N/S at both tables from the same team, or having the same 4 players at each table as the 1st half, then **you need to CANCEL that match before you can do it over correctly** - BBO won't let you Host two matches at the same time. A Log-off and Log-in doesn't help, they automatically seat you back in the incorrect match.

Only the HOST has access to be able to cancel a match.. If you are the HOST, look for the DIRECTOR tab on the menu along the right side. [Note the tab won't be there now, only when you're Hosting a match that is running.]

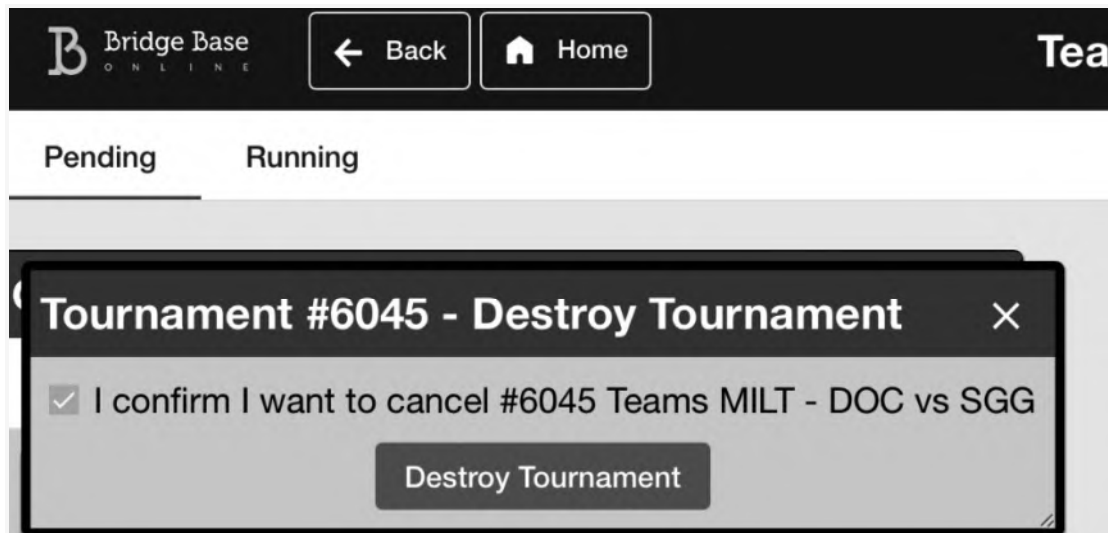
The DIRECTOR tab is located below PEOPLE, HISTORY, & ACCOUNT.



Click the Director tab, then click on the Name of the Match (e.g. Teams CBF-B div - DON vs XYG) and a menu will Pop-Up with a few items. At the very bottom of the pop-up menu click Destroy Tournament.



Then A POP-UP box will appear asking if you are sure. You must tick the ORANGE BOX saying 'Yes', and then click the BLUE BOX saying Destroy Tournament.



OTHER MESSAGES- by the HOST

The HOST can also use the pop-up menu to do other things, such as 'Chat-Tournament' (this will send a message to both tables, saying for example "we are going to Cancel this match, please wait for a new Invite immediately following".) You can also try to use the pop-up menu for 'Edit Team Match' if you need to switch players around or put in one new player (i've never tried so don't know what it can do).

Keeners and well organized Hosts may want to use 'Chat-Tournament' to send 'pleasant' messages to all 8 players. One easy way is to copy messages you might want to send and paste them into an email you send to yourself before the match begins. Then Copy from the email the one you want to send and Paste it into the Message pop-up box that will appear when you click 'Chat-Tournament'.

Here are a few examples of messages you could send:

BEGINNING (before you start bidding your 1st hand)

Welcome. Tell opponents your carding and alert your bids. Any problems you can call the HOST @ xxx-xxx-xxxx.

START of 2nd HALF (before you start bidding your 11th or 13th hand)

Half time score was +99 IMPs for XYZ. Enjoy the next half and play quickly please.

NEAR THE END (when you are dummy, or at latest, before the start of bidding on your 2nd to last board)

Thanks to everyone for a nice friendly fast game.

or

Thanks for playing in the CBF-B div Team-of-Four matches.

