

Playing in an IBA Online club session on BBO

Session Host: vABF2105 Session Name: IBA Pairs, then date and time

Registering for the session

Both players need to be online and then **one person** needs to complete the process below. (Sign on **opens two hours before the session** and needs to be completed at least 10 mins before the session starts.)

- a. **Both players log on to BBO.** Then **one person** completes the following.
The partner just waits to be invited.
- b. Under the **blue 'Play or Watch Bridge'** section, select the **Competitive** option and then select **All Tournaments.**
- c. Scroll down the list of Tournaments until you find a tournament starting with **IBA.**
- d. Click on tournament **name.** **Note that you need to click on the tournament name, not the host.**
- e. Enter your **partner's BBO username.** Click ***Invite.*** An invitation is sent to your partner.
- f. After **your partner accepts the invitation,** you should get a message saying you have registered. **It flashes up quite quickly so you may miss it.** If you are not sure, you can try and register again - BBO will tell you if you have already registered.
- g. Now you need to wait for the tournament to start.
- h. **After registering you can log off and log back in later.** If you are using BBO for the first time, both partners should **log on at least 30 minutes before** the session in case of problems.
- i. **The session may start up to 10 minutes late to allow Director to sort out any problems.**

Playing the session

- a. Both you and your partner need to be logged onto BBO at least 5 mins before the session start.
- b. **At the start time you will be taken automatically to your first table.** Just wait for it to happen as the start time can be a bit later than advertised to allow the Director to sort out any problems.
- c. **If you or your partner are not logged** on at the start time, BBO will automatically remove you from the movement. **You cannot be added to the movement once it starts.**
- d. The time allowed to play each round (and the time remaining to complete the round) is shown directly under the board number.
- e. At the end of the round, (eg after 21 mins for a 3 board round), you will be automatically moved to the next table
- f. If you have not finished a board when the time runs out, or not started the last board with 3 minutes to go, the board you are playing will disappear. Both pairs will get 50% by default. **The SOUTH player ONLY please tell the Director you did not complete the board.** The Director will check incomplete boards and if the play has continued far enough for the result to be clear, the result will be adjusted to that.
- g. If you make a **misclick**, not a misplay, you can ask for an undo. **A misclick is accidentally clicking on the wrong bid** (e.g. clubs instead of diamonds, dbl instead of pass) **or the wrong card**. If you change your mind, do not ask for an undo. **Note: This function is turned off – so be careful not to misclick!**
- h. **If during the game you lose connection with BBO, log in again** and you will be able to resume from the same point.
- i. If one of the players at your table has the word reserved after their name, they have lost connection. You will need to wait while they log in again.
- j. You can call the director if there are any problems. Click on the menu, which is the 3 lined box or "hamburger". 
- k. During the session you can see your results at the end of each round by clicking on the history tab at the extreme right of the screen. Everyone plays the same boards at the same time so neither you nor your opponents will see the boards you will play later in the session. At the end of the session, your results will automatically appear.

I. **Enjoy yourself!**