

BBO TD notes

Last Updated 18/05/20

*****We can only have one Free Tournament in the system at a time *****

***** When setting up a tournament remember to click include custom list or you'll get a load of unwanted BBO players joining*****

*** Always have the table list showing, you get forewarned as to any connx. Dropouts *****
Encourage participants to re-boot their devices, to stop any un-needed apps and to leave all other web sites

** I've been told that there is no 'right click' on an IPAD try a single click on the appropriate field – it works on my tablet **

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HOSTS

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1. **Check that you can see the directors tab.**

- The tab is on the righthand border of a desktop / laptop screen
- The tab is on the bottom right of an ipad/ tablet screen

2. **TD Dropdown Menu**

- Select directors tab
- Select Pending / Running tournaments
- Click in the display of the tournament details This gives you the TD / AD menu
- The options are different depending on the status of the tournament eg 'pending', 'running' or 'completed'

3. Running a Tourney as TD (Not Host)

For a local game, I recommend you 'friend' everyone who is likely to be playing in your tournament (friend tab, complete add friend prompt at screen bottom, enter) ask your 'Host' for a list of players.

2 hours before

- Select the tournament screen with your tourney displayed (competitive/ free tournaments/ pending)
- Select Edit Tournament from the TD dropdown menu
- Check time to go (tournament)
- Include list (Entries) MUST be checked
- No of boards 24 x 3 boards per round 6 or 7 minutes per round
- Allow Kibbitzers
- Allow tournament chat (players / kibbitzers)

With 3 minutes to go

- set time till start to 7 (to give yourself time to finalise the format)
- check number of entries referring to the pending tourneys screen - as a rough guide:
- 9-10 pairs 25 boards, 5 boards per round
- 11-14 pairs 24 boards 4 boards per round
- 15-20 pairs 24 boards, 3 board rounds
- 21-24 pairs 24 boards, 2 board rounds
- 25-28 pairs 24 boards 4 board rounds (that will cause 2 sections)
- and so on
- Change start time to 1 min.

At Start of Tourney

- Under Free Tournaments, click on your Tournaments so you see the table list
- If any of your people missed the start get them to volunteer as a substitute (see below)
- Right click on each sitout in turn sitout (if you have any) select "substitute any" (people on your include list will be given preference)
- issue a welcome statement using tournament chat (from the TD dropdown menu)

During Tourney

- keep one eye on the table list; if a player is displayed in red, they are offline to BBO. If you can, ring them and ask them to click the blue hamburger, if that doesn't work get them to log off then back on again add time to the mins per round – remember to reset it

- Keep your other eye on the director panel screen or the director tab where you can see if there have been any calls.

4. Volunteering as substitute on a tourney.

- Go to Free Tournaments
- Change the tab to running tournaments
- click on the tournament you want to join
- click substitutes button at the bottom left of the screen
- tick in the box 'I am willing to be a substitute'

5. Seating a registered player who was offline at Start.

- Get the late player to volunteer as a substitute on the tourney (see above)
- Right click on the substitute, choose "substitute select"
- From the list displayed, right click on the name of the player you want to seat and select seat.

6. Substituting an offline player

- give the player 2 minutes to get back online
- add 2 mins to mins per round See fig 1
- Right click on abandoned seat
- Select "substitute any"
- Note, Anyone can register as a substitute for a particular tourney and it's from that pool of people registered that we end up with non-members playing.

7. Reseat Player who has been substituted

- TD dropdown menu
- Reseat Player
- Enter Player name – works like clockwork

8. Responding to Director calls.

- Click on the call in the directors log (below our tournament list)
- You will be given the option to accept or delete.
- click on accept.
- You will be taken to the table.
- Discuss the issue with the players
- Try to be fair
- The call will be removed from the log
- Note you physically/virtually cannot go to the table if you are a playing director. Click on the name of the person who called you and find out what you can do to help. I really don't

advise being a playing director.

- Talk to the people on the table and ask what the problem is and try to sort it out from there.

9. **Have 2 screens running BBO if possible if you are the only director**

- Create a second user add the second user to TD's in the 1st screen of edit tournament
- It helps running BBO on a second screen and having an extra 'virtual' director.

13. **Results for board number n**

- TD Dropdown Menu
- table list
- Take a note of a n/s player at each table
- Select “scores” of an individual
- look at the score those players got for that board
- Would like to hear of a better way

14. **BBO Player Screen Information**

- The board number in play is displayed in a frame on the LHS
- The colours of the frame denote the vulnerability
- The number of minutes left to play the hand/round (unsure) is also displayed in the frame above
- During play, click on the number of tricks won to see the previous trick as non-plating director you can see the complete history of the hand
- The blue button with horizontal lines is the menu
 - Undo (if allowed)
 - Table settings
 - Call Director
 - A TD can see the progression of play by clicking on the number of tricks gained and then using the left right arrow keys

15. **Unclocked – One Winner**

- Unclocked moves people as soon as there are a multiple of 2 pairs finished
- People are no longer fixed in E/W or N/S
- Can be extremely slow if there are slow players in the field.

16. **Allowing extra time.**

- If a player loses connx, you can temporarily adjust time per board (edit tournament)
- remember to reset time per board

17. How to handle BBO crashes

In rare cases, BBO will "crash", meaning that a very large number of players will be unable to keep a connection to BBO. The crash will sometimes happen without warning and persist for an unknown amount of time, anywhere from a few seconds to 45+ minutes. You will know a crash occurs when you see 10 or more red (disconnected players) on the table list. Here is how to handle a crash, assuming you can remain connected to BBO:

- Temporarily change the time per board to 15, the maximum permitted by the software.
- Announce what is happening to the remaining players.
- Wait patiently for everyone to return to the tournament.
- Some players will give up trying to return to BBO.
- When you see that players have stopped returning to the tournament, then you can find subs.
- Starting the next round, remember to change the round clock back to your original setting, although if BBO seems to be slower than usual, adding an extra minute or two might be a good idea.

18. Timed out board

- Find the scores for the claimant
- Select that board
- Play the "movie" for that board by selecting next for each round of play until you get to the point when play was abandoned
- Look to see if the claimant was damaged
- do not adjust the score if there was one way to play the board and they would have got different results have it as an average
- BBO will put in the actual contract result if it was obvious from a few cards left

19. Adjusting scores

- Select "adjust score" from the TD drop down menu
- Enter board number
- the Username of anyone at the table
- If you are adjusting the actual contract rather than awarding an average + etc, leave the word contract
- The next field 'contract' select the actual contract
- whether doubled
- which player was playing
- The number of tricks that would have been made

20 How to access BBO Results Later

take this web address :

<https://webutil.bridgebase.com/v2/tview.php?t=tttt-nnnnnnnnnn&v3b=web&v3v=5.4.1#row-2>

replace tttt-nnnnnnnnnn with the Tournament id embedded in any of the results pages obtained at the end of the tournaments

<https://webutil.bridgebase.com/v2/tview.php?t=3727-1589598260&v3b=web&v3v=5.4.1#row-2>

HOSTS

21 Extra parameters for HOST only

Put "+allavail+" in the decription of the tournament.

- The tournament will wait until all people who have registered to play are seated.
- Allow three minutes for all to be seated.
- It's odd how many times people lose connx just before the start of a tournament
- Change the setting back to blank when you have decided you have waited long enough

Put ".+howell+" in the decription of the tournament for a Howell movement.

- $\text{Rounds} = \text{NumTables} * 2 - 1$.
- 8 tables will produce 15 rounds.
- You will need 30 boards for a 2 board movement.

Put "+rounds7+" or "+rounds12+" in the decription of the tournament for a partial howell,

- must be at least as many pairs as there are rounds

Put "+break5+" "+break6+" etc. for a break after round X

- Default break duration is one hour.
- You can remove "+break6+" from the description at any time to resume the T.
- You can have multiple breaks.
- You can use "+bduration=30+" "+bduration=45+" etc to specify the break duration in minutes. Note the slightly different syntax.

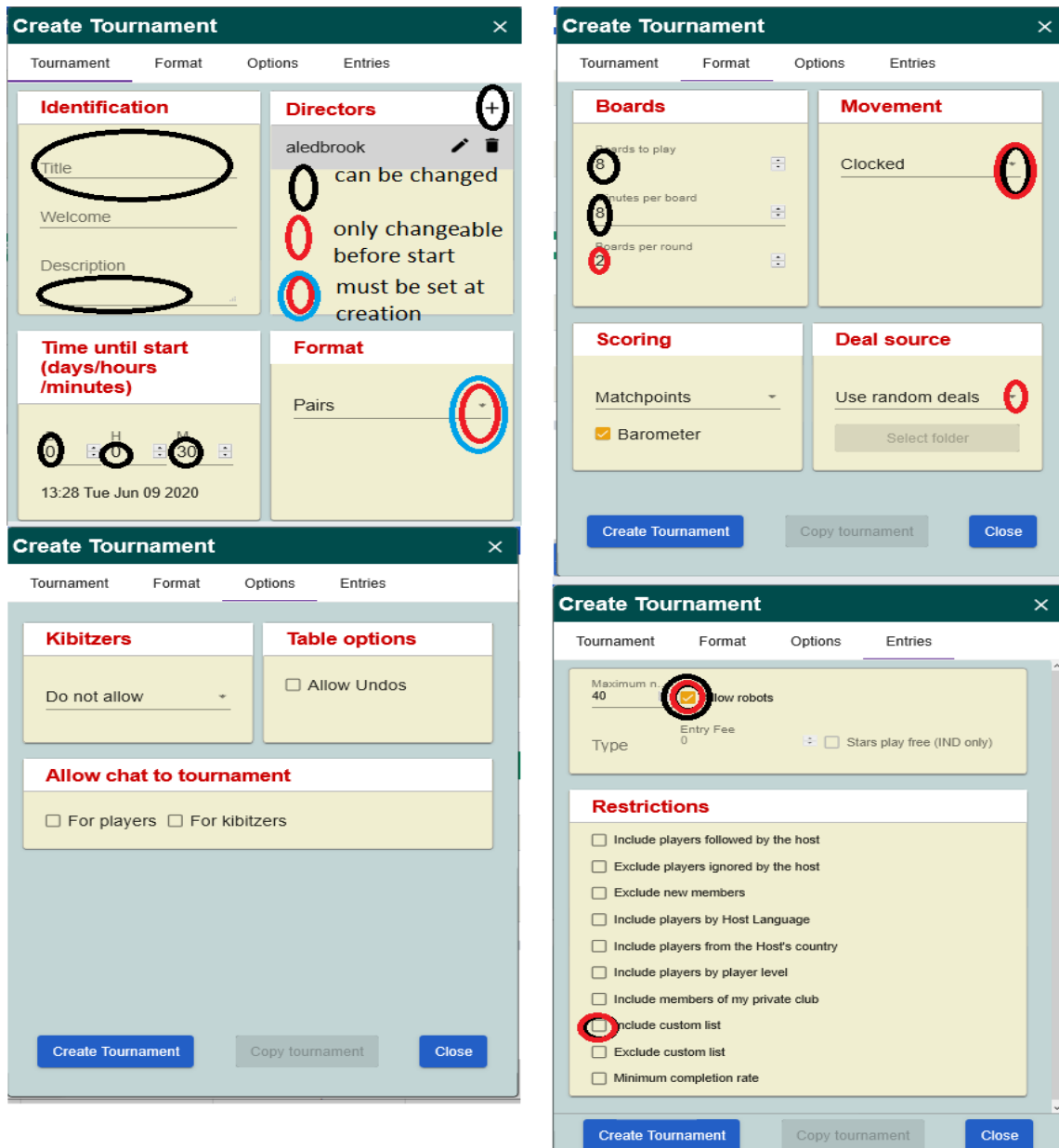
So for 7/8 rounds 21/24 boards

- "+allavail+ +howell+ +rounds7 +break4+ +bduration=15+ 21 boards
- "+allavail+ +howell+ +rounds8 +break4+ +bduration=15+ 24 boards

21 Create Tournament

- Directors Dropdown menu
- Select Create tournament
- Walk through the setup screens , allow tournament chat, y

- allow kibitzers, Y
- allow tournament chat, Y
- allow kibitzers chat, N
- accept include custom list To keep the tournament to members only
- Unselect allow robots
- Red and blue ovals indicate fields that can't be changed after creation
- Red ovals indicate fields that can't be changed after the start
- Black ovals indicate fields which can be changed at any time.



See fig 1

22. How to upload a new include file

- https://webutil.bridgebase.com/v2/manage_include.php
- The include file should have one username per line and can be created using notepad.
- **THE NEW LIST WON'T BE RECOGNISED UNTIL THE TOURNAMENT HAS BEEN EDITED**

23. Setting up / adding to an include list as Host (not assistant TD)

- Click include list
- click + sign
- Add users (hit enter or click on tick icon)
- Modify the tournament (maybe add a space in the title?) This forces a re-load of the include list
- **THE NEW LIST WON'T BE RECOGNISED UNTIL THE TOURNAMENT HAS BEEN EDITED**