

Quick Guide to Teams Scoring (BridgeTab & Scorer)

These instructions focus on Scorer. Only the most common functions are covered in these notes. For details on more advanced or optional functions see the Scorer User Manual.

More specific BOS instructions are on the laminated BOS sheet.

Hand out BridgeTabs prior to start.

Contents

1	Start from BOS & from BOS open Scorer.....	1
2	Do the Draw, Start BridgeTabs and Upload Names.....	2
3	BridgeTab Game Settings for Teams	3
4	The First Round is Played.....	3
5	Generate Round Results, Print and Post to the Web	3
6	Second Round	4
7	At the end of the night	4
8	Making Adjustments.....	4

1 Start from BOS & from BOS open Scorer

1.1 When you click Start Scoring in BOS, Scorer will open for you to log-in:

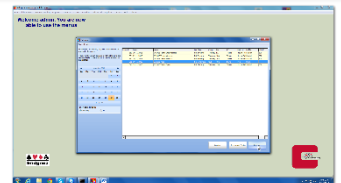
Name: admin
Password: blank

1.2 In the Scoring and Calendar tab, click Score/Ladder



If the event you want is not showing in the day's event list, refer to the Scorer User Manual for instructions on entering events.

1.3 Select the event you want (usually there will be only one) and click Next.



1.4 If Event Details and team names have been pre-entered, click Players to print the listing of teams.
Teams sit at the table number equal to their team number.

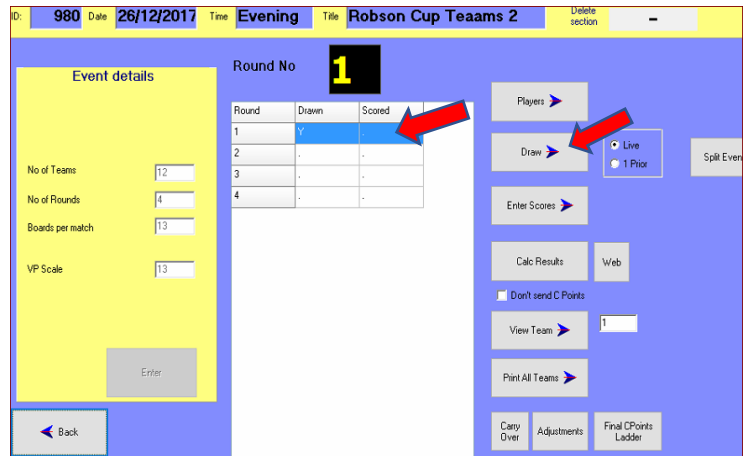
(Alternative not used at Wellington Club – players sit at Home and Away tables. You will need to do the draw to allocate table numbers and adjust the instructions below to reflect this).

1.5 If Event Details and team names have not been pre-entered enter these now. Team numbers will be the number of the table they are sitting at before the start of Round 1.

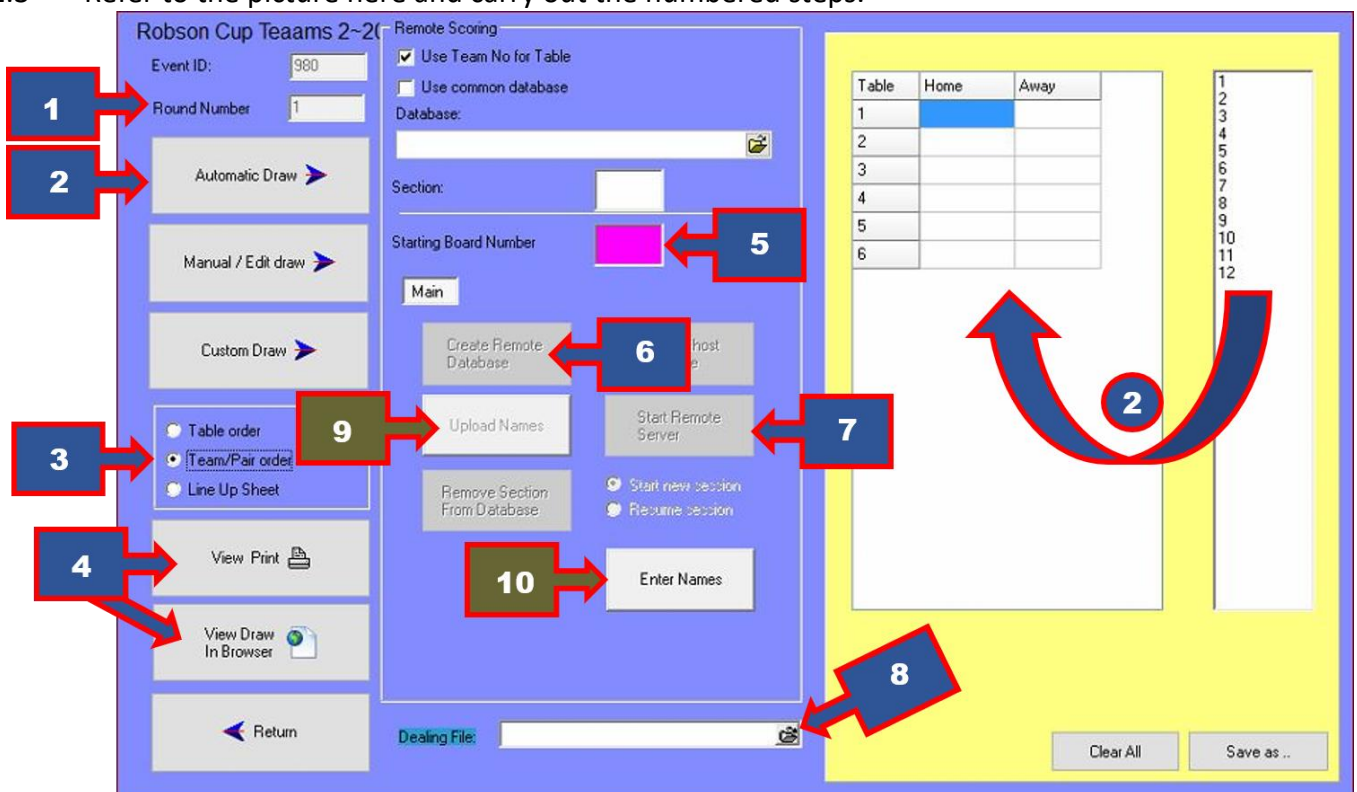
2 Do the Draw, Start BridgeTabs and Upload Names

2.1 Click on the correct Round number line to ensure the correct Round No. is selected.

2.2 Click Draw.



2.3 Refer to the picture here and carry out the numbered steps.



1. Check the Round No. If not correct, click Return then click on the correct round.
2. Click Automatic Draw. You will see the table numbers in the list on the right side move into the draw grid.
3. Click Team/Pair order.
4. Click View Print to print the draw.
Optional – to display the rolling deal on the big screen click View Draw in Browser (you must have already turned on and set up the big screen).

At this point, you can ask players to move to the table indicated in the draw. The home table are allowed to choose which pair of the opponent's team they play against. EW at the away table moves to EW at the home table.

Tell players that when they enter players into the BridgeTab, they enter the 4 people playing at the table.

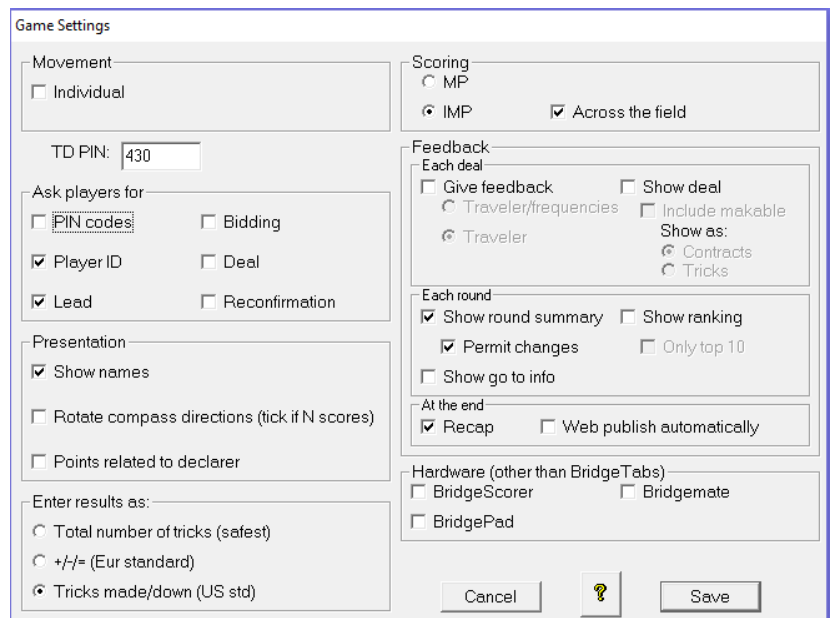
5. Enter the starting board number. Generally this will be 1 for the first round, and 12 or 13 for the second round
6. Click create Remote database. When you have done this, the Upload Names and Start remote server buttons go black.
7. Click Start Remote Server to start BridgeTab. **Enter the BridgeTab Game Settings** (see picture below) and click the BOS big green START button.
8. Click on the icon at the far right of the Dealing File box and select the correct file.
9. When all names are in the BridgePads, click Upload Names.
10. Click Enter Names button to check names have been received. Allocate visitors a number of the format 999xx You can make manual name changes here if they have been entered incorrectly.

2.4 Click Return to exit this screen.

3 BridgeTab Game Settings for Teams

3.1 For teams, do not use PIN codes, and do Permit Changes.

3.2 Click Save.



4 The First Round is Played

4.1 This is the amount of time you should allow per round for all results to be entered:

12 board match:	84 minutes
13 board match:	90 minutes
14 board match:	96 minutes

4.2 At the end of the round check in the BridgeTab window that all results have been captured (look for blank squares). If you are going to disallow entry due to late play, you don't have to do anything.

4.3 Click the red BOS button to stop the BridgeTab software from receiving any more results.

5 Generate Round Results, Print and Post to the Web

5.1 In Scorer, click Enter Scores.



5.2 On the Swiss Scoring screen, click Upload Results. The panel on the right “Left to Score” should now be empty. Optional – if displaying completed matches on large screen, click Display Results in Browser.

5.3 Click Return.

5.4 Make sure you are showing the correct round No. At this point, both the Draw and the Scored columns for the round should have a “Y”.

5.5 Click Calc Results.

5.6 The results report consists of 2 parts. The first is the IMP/VP score of the current round and this is followed by the overall placings.

5.7 Print the results.

5.8 You will be asked if you want to print the round sheets for all the teams. If you want to access the round sheets again during play, or if you want to print just one round sheet, click Enter Scores and do this on the Swiss Scoring box.

5.9 Click Web to post to the Web. Click Back.



6 Second Round

6.1 Close all Scorer & BridgeTab windows. Start BOS and click **Resume** Session. Click Start Scoring and then repeat all the steps you did for Round 1.

7 At the end of the night

7.1 Exit Scorer and close all BridgeTab windows .

7.2 Shutdown the PC in the playing room.

8 Making Adjustments

8.1 There are 5 places that score changes/adjustments can be made:

1. If the round has not ended, provided you have ticked Permit Changes in the preferences screen, players can make changes by clicking on the required board.
2. The Director can make score adjustments in the BridgeTab window on the PC.
3. If the Director applies an unbalanced VP adjustment, this can be made by entering the new VP values required on the Scoring screen.
4. The Directors Adjustment button in the Scoring screen can also be used to change the score of a specific board. If you make an adjustment here, you must Reset left to Score and Upload Results again after the adjustment is made for it to take effect.
5. Penalty adjustments can be made by clicking the Adjustments button in the Event Setup screen.