

**BBO TEAMS OF 8 USER DOCUMENTATION**

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## **USER GUIDE FOR TEAMS OF 8 ONLINE USING BBO**

### **INTRODUCTION**

BBO is the current platform of choice by the Yorkshire League Committee for the Online Leagues, and we have looked at the possibility of playing teams of 8 online for the upcoming face-to-face season where it may be difficult to play over the table. To this end we have determined that it is possible to do so and instructions as to how to carry this out are enclosed in this document. As you may be aware BBO is set up for teams of 4 as opposed to teams of 8, so several steps need to be followed to replicate what happens in face- to -face bridge.

### **WHAT IS NEEDED TO SET UP A MATCH**

Currently in the online leagues all matches are set up by the home captain and are for teams of 4 matches. We currently use random boards. For a Teams of 8 match which is played online we will need to use pre-duplimated boards. In the past in the top 3 divisions of the Yorkshire League all matches used the same set of pre-duplimated boards. This will continue, except that instead of one 32 board file being used to generate hands, in future four 8 board files will be used in case one match needs to be played online. All matches played online for teams of 8 will operate in the same way, with pre-duplimated boards. The reason for this is that a match is split into four stanzas of eight boards and for each stanza a different file will need to be selected using BBO. For use on the BBO platform the files will need to be in LIN format.

### **SETTING UP A MATCH**

A delegated person or persons will generate the four LIN files needed for a team of 8 match and send them to the captain of the team setting the match up. Two people will be needed to set up a match for teams of 8 which will need two matches of 4 to be set up for each stanza. The first person sits at table one and sets up match 1 and the second person sits at table 3 and sets up match 2. Unlike face-to-face bridge the home team remains stationary. This is done as intuitively captains tend to know their own players better than their opponents and can always seat their own team in the same position and should lead to set up being easier.

A spreadsheet is available to help with the placement of pairs for each stanza(YL BBO Teams of 8 Setup).

### **CAPTAIN'S RESPONSIBILITIES**

1. If you are setting up the match, then upon receiving the four Lin files and having received the player details from the opposing captain, fill in first page of the 'Teams of 8 Online Using BBO' and send it to your teammates and the opposing captain so that they can distribute the same information to their team.

If you are the captain and not setting up the match, then send your opposing captain partnership pairings and BBO names as soon as you have them

2. Both people setting up a match need to copy the LIN Files to their file system.
3. They also need to Import the LIN files into BBO. To do this carry out the following steps for each of the four

LIN files.

Log onto BBO

Select Account.

Select Deal Archive

Select Import file

Select file from your file system

Select import.

Name file in Archive.

4 You are now ready to create a match. Carry out the normal steps for setting up a match, except that you now choose 'Use saved deals' which takes you to your archived hands which you can now select the appropriate file according to the stanza you are in.

The players and boards for each stanza are listed in the document 'Teams of 8 online Using BBO' together with the set up for each stanza you need to do on BBO.

### **PLAYER'S RESPONSIBILITIES**

- 1) It is up to the players to check that they are playing the correct pair and the correct boards in each stanza. If they find that they are not they need to contact their captain immediately.
- 2) All players need to record their scores during the match and send them to their captains. Two templates for doing this are provided at the end of the document your captain has sent you, one where the scores can be recorded horizontally and one where the scores are recorded vertically. Your captain will tell you which one they wish you to use. If possible, this should be used as it is quicker for your captain to cut and paste your scores into the excel spreadsheet at the end of the match. The templates works well for this purpose.

### **SCORING FOR TEAMS OF 8**

Using the excel template 'TEAMS OF 8 SCORESHEET V' or 'TEAMS OF EIGHT SCORESHEET H' enter the scores from your team according to the instructions on the template. If you use one of your own scoresheets you will need to amend the victory point scale which has been changed for the upcoming season.

Enter the score into EBULEAGUE.

**TEAM SET UP FOR TEAMS OF 8 ONLINE**

**PLAYED ON**

<b>HOME TEAM</b>					
	<b>NAME</b>	<b>BBO NAME</b>		<b>NAME</b>	<b>BBO NAME</b>
<b>1</b>			<b>1</b>		
<b>2</b>			<b>2</b>		
<b>3</b>			<b>3</b>		
<b>4</b>			<b>4</b>		

<b>AWAY TEAM</b>					
	<b>NAME</b>	<b>BBO NAME</b>		<b>NAME</b>	<b>BBO NAME</b>
<b>5</b>			<b>5</b>		
<b>6</b>			<b>6</b>		
<b>7</b>			<b>7</b>		
<b>8</b>			<b>8</b>		

<b>STANZA</b>	<b>BOARD NUMBERS</b>	<b>FILE NAME</b>
<b>1</b>	<b>1-8</b>	
<b>2</b>	<b>9-16</b>	
<b>3</b>	<b>17-24</b>	
<b>4</b>	<b>25-32</b>	

**STANZA 1**

**TABLE 1**

	<b>1</b>				
<b>5</b>	<b>W</b>	<b>N</b>		<b>E</b>	<b>5</b>
		<b>Boards 1-8</b>			
		<b>S</b>			
	<b>1</b>				

**TABLE 2**

	<b>6</b>				
<b>2</b>	<b>W</b>	<b>N</b>		<b>E</b>	<b>2</b>
		<b>Boards 1-8</b>			
		<b>S</b>			
	<b>6</b>				

**TABLE 3**

	<b>3</b>				
<b>7</b>	<b>W</b>	<b>N</b>		<b>E</b>	<b>7</b>
		<b>Boards 1-8</b>			
		<b>S</b>			
	<b>3</b>				

**TABLE 4**

	<b>8</b>				
<b>4</b>	<b>W</b>	<b>N</b>		<b>E</b>	<b>4</b>
		<b>Boards 1-8</b>			
		<b>S</b>			
	<b>8</b>				

**STANZA 2**

**TABLE 1**

	<b>1</b>				
<b>6</b>	<b>W</b>	<b>N</b>		<b>E</b>	<b>6</b>
		<b>Boards 9-16</b>			
		<b>S</b>			
	<b>1</b>				

**TABLE 2**

	<b>7</b>				
<b>2</b>	<b>W</b>	<b>N</b>		<b>E</b>	<b>2</b>
		<b>Boards 9-16</b>			
		<b>S</b>			
	<b>7</b>				

**TABLE 3**

	<b>3</b>				
<b>8</b>	<b>W</b>	<b>N</b>		<b>E</b>	<b>8</b>
		<b>Boards 9-16</b>			
		<b>S</b>			
	<b>3</b>				

**TABLE 4**

	<b>5</b>				
<b>4</b>	<b>W</b>	<b>N</b>		<b>E</b>	<b>4</b>
		<b>Boards 9-16</b>			
		<b>S</b>			
	<b>5</b>				

**STANZA 3**

**TABLE 1**

	<b>1</b>				
<b>7</b>	<b>W</b>	<b>N</b>		<b>E</b>	<b>7</b>
		<b>Boards 17-24</b>			
		<b>S</b>			
	<b>1</b>				

**TABLE 2**

	<b>8</b>				
<b>2</b>	<b>W</b>	<b>N</b>		<b>E</b>	<b>2</b>
		<b>Boards 17-24</b>			
		<b>S</b>			
	<b>8</b>				

**TABLE 3**

	<b>3</b>				
<b>5</b>	<b>W</b>	<b>N</b>		<b>E</b>	<b>5</b>
		<b>Boards 17-24</b>			
		<b>S</b>			
	<b>3</b>				

**TABLE 4**

	<b>6</b>				
<b>4</b>	<b>W</b>	<b>N</b>		<b>E</b>	<b>4</b>
		<b>Boards 17-24</b>			
		<b>S</b>			
	<b>6</b>				

**STANZA 4**

**TABLE 1**

	<b>1</b>				
<b>8</b>	<b>W</b>	<b>N</b>		<b>E</b>	<b>8</b>
		<b>Boards 25-32</b>			
		<b>S</b>			
	<b>1</b>				

**TABLE 2**

	<b>5</b>				
<b>2</b>	<b>W</b>	<b>N</b>		<b>E</b>	<b>2</b>
		<b>Boards 25-32</b>			
		<b>S</b>			
	<b>5</b>				

**TABLE 3**

	<b>3</b>				
<b>6</b>	<b>W</b>	<b>N</b>		<b>E</b>	<b>6</b>
		<b>Boards 25-32</b>			
		<b>S</b>			
	<b>3</b>				

**TABLE 4**

	<b>7</b>				
<b>4</b>	<b>W</b>	<b>N</b>		<b>E</b>	<b>4</b>
		<b>Boards 25-32</b>			
		<b>S</b>			
	<b>7</b>				

**Team Set Up Stanza 1 FOR BBO**

**Match 1**

	<b>1</b>				
<b>2</b>	<b>W</b>	N		<b>E</b>	<b>2</b>
		Boards 1-8			
		S			
	<b>1</b>				

**V**

	<b>6</b>				
<b>5</b>	<b>W</b>	N		<b>E</b>	<b>5</b>
		Boards 1-8			
		S			
	<b>6</b>				

**Match 2**

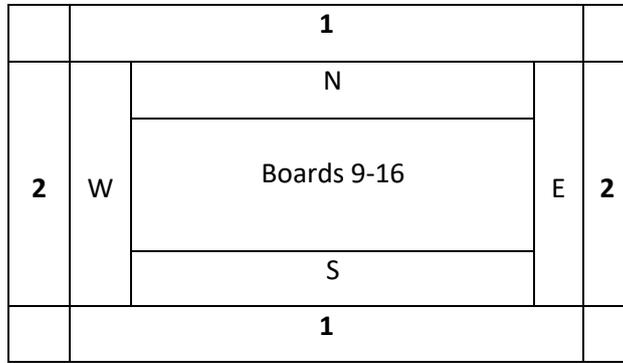
	<b>3</b>				
<b>4</b>	<b>W</b>	N		<b>E</b>	<b>4</b>
		Boards 1-8			
		S			
	<b>3</b>				

**V**

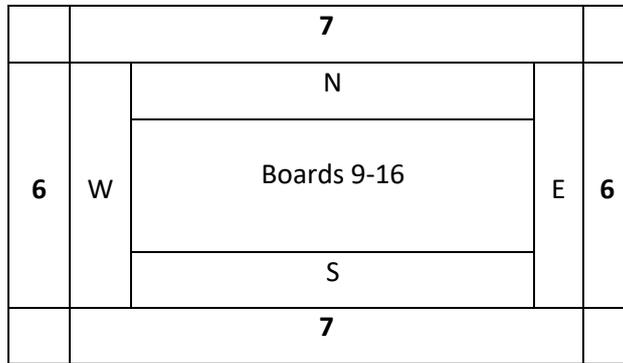
	<b>8</b>				
<b>7</b>	<b>W</b>	N		<b>E</b>	<b>7</b>
		Boards 1-8			
		S			
	<b>8</b>				

**Team Set Up Stanza 2 FOR BBO**

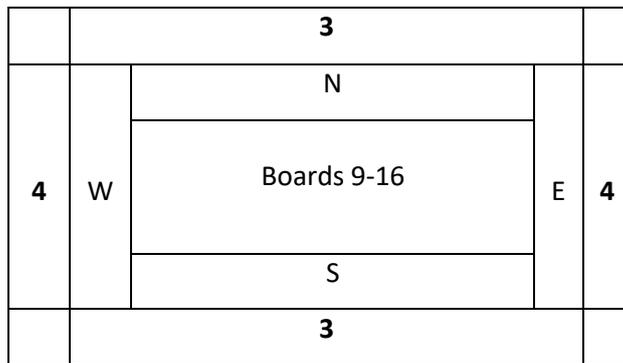
**Match 1**



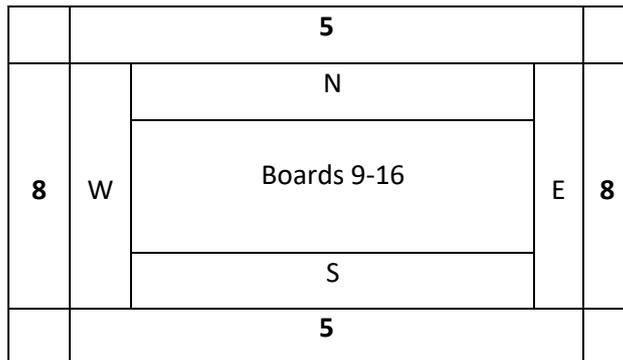
**V**



**Match 2**

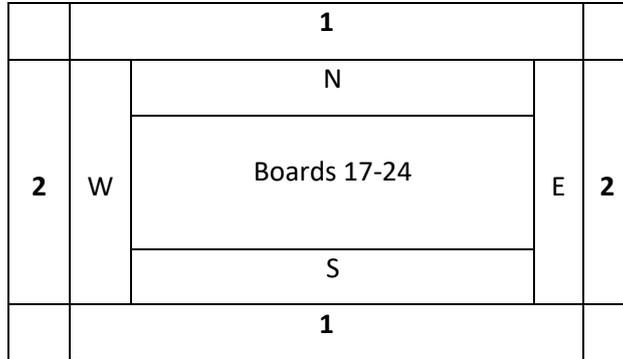


**V**

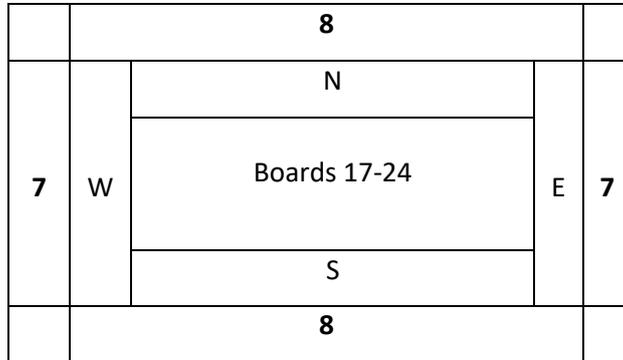


**Team Set Up Stanza 3 FOR BBO**

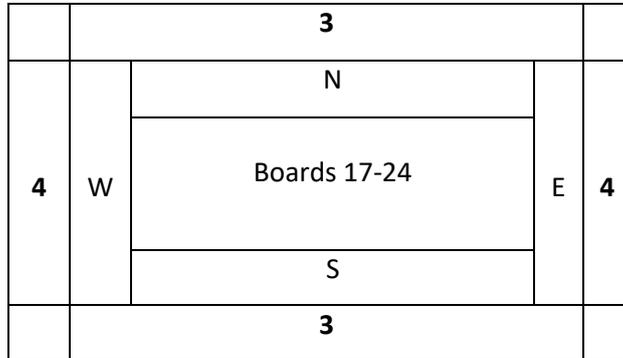
**Match 1**



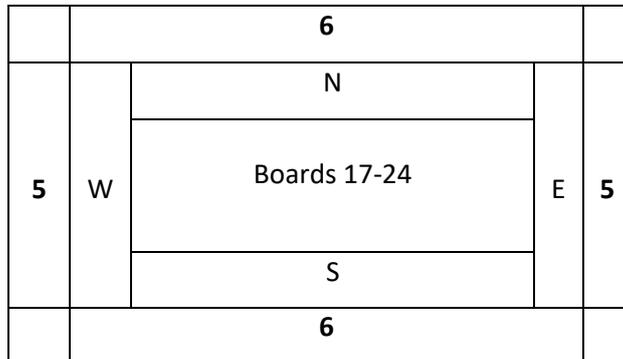
**V**



**Match 2**

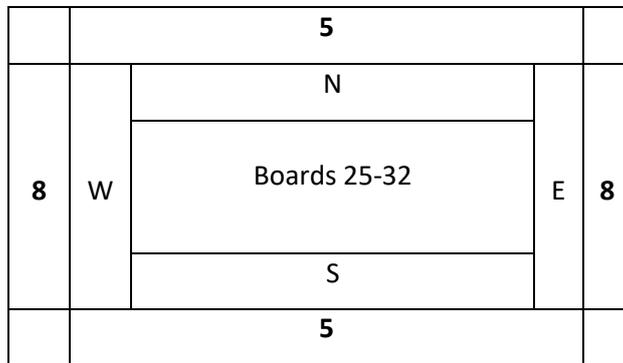
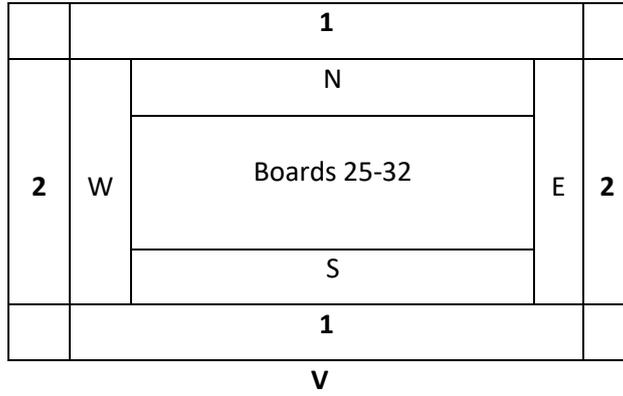


**V**

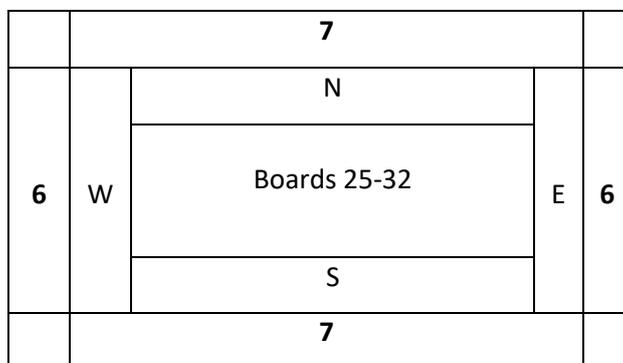
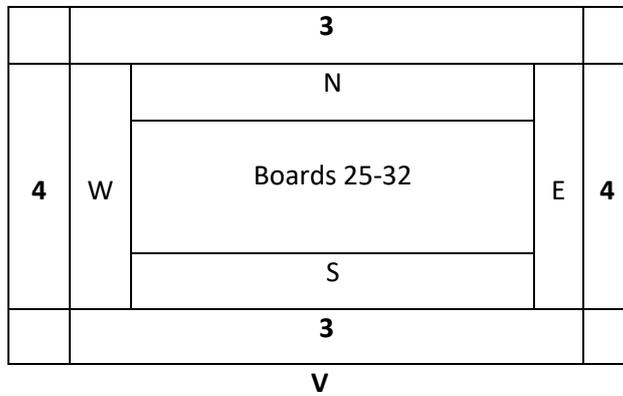


**Team Set Up Stanza 4 FOR BBO**

**Match 1**



**Match 2**



**Vertical Data Input of Scores**

V					
DATE:					
Pair Number		NAME		NAME	
BOARD NUMBER		OUR PLUS SCORE		OUR MINUS SCORE	
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					
32					

### Horizontal Input of Scores

V																
Date:																
PAIR NUMBER					NAME								NAME			
BOARD	1		2		3		4		5		6		7		8	
ROUND 1	+	-	+	-	+	-	+	-	+	-	+	-	+	-	+	-
BOARD	9		10		11		12		13		14		15		16	
ROUND 2	+	-	+	-	+	-	+	-	+	-	+	-	+	-	+	-
BOARD	17		18		19		20		21		22		23		24	
ROUND 3	+	-	+	-	+	-	+	-	+	-	+	-	+	-	+	-
BOARD	25		26		27		28		29		30		31		32	
ROUND 4	+	-	+	-	+	-	+	-	+	-	+	-	+	-	+	-

## EXAMPLE OF HOW A MATCH OPERATES ON BBO FOR TEAMS OF 8

### STEP ONE

The administrator for the league matches will send the match files to the captain. These should be downloaded to your file system

#### YORKSHIRE LEAGUE MATCH 1 LIN FILES FOR SET UP ON BBO



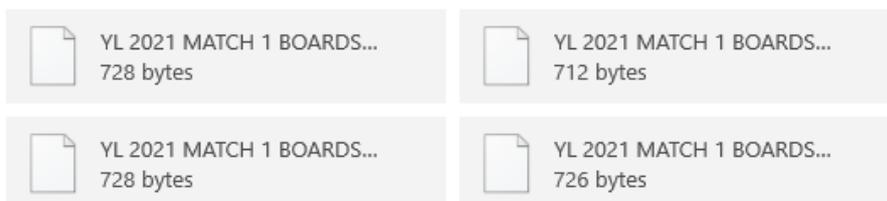
MICHAEL JACKSON <mikeandannette25@gmail.com>



12:30

To: mikefouraces@outlook.com

[Save all attachments](#)



Hi Mike,

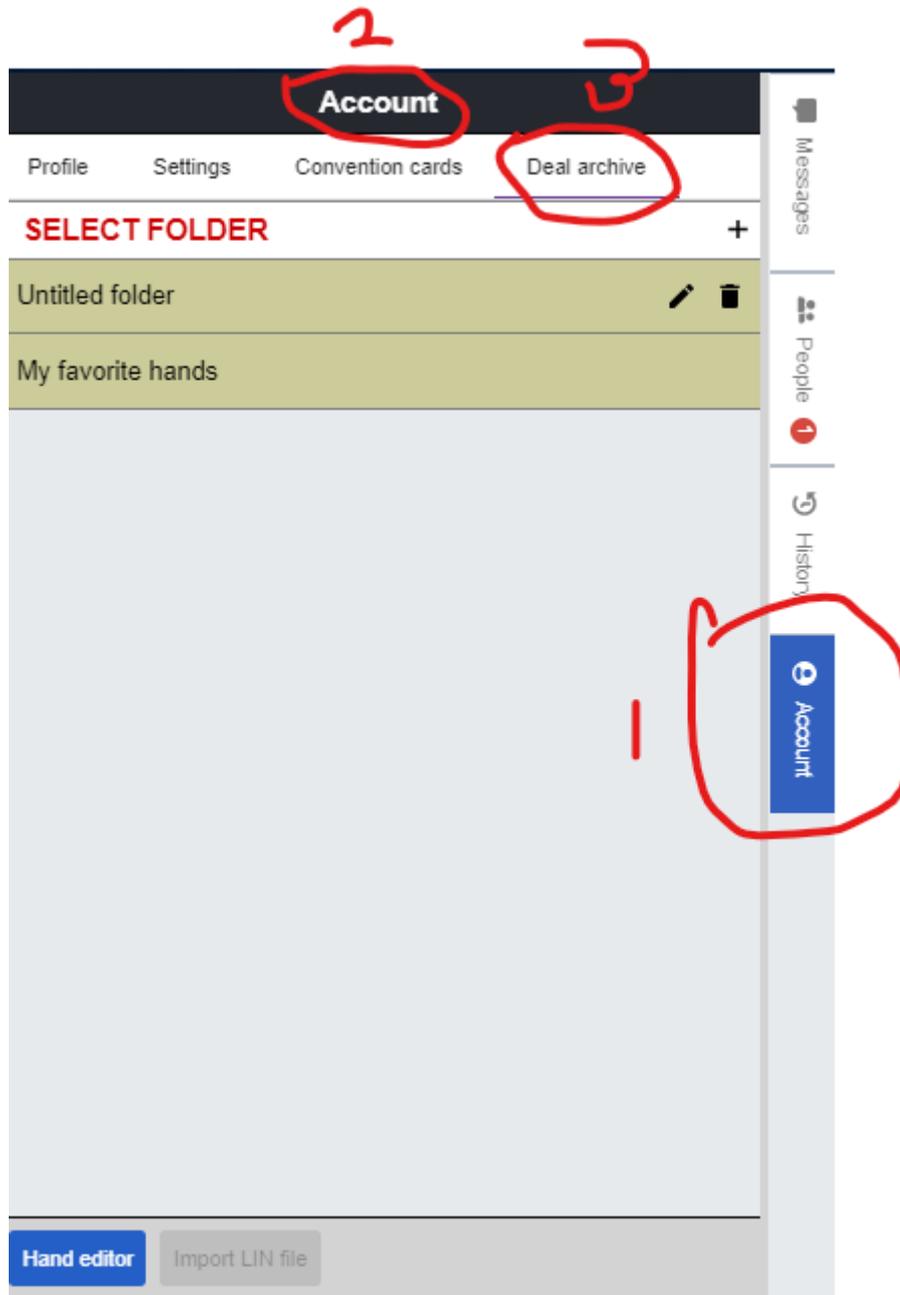
Attached are the LIN files needed for the first match of the 2021-2022 Yorkshire League season. Please load these to BBO in preparation for the first match.

Regards

Mike

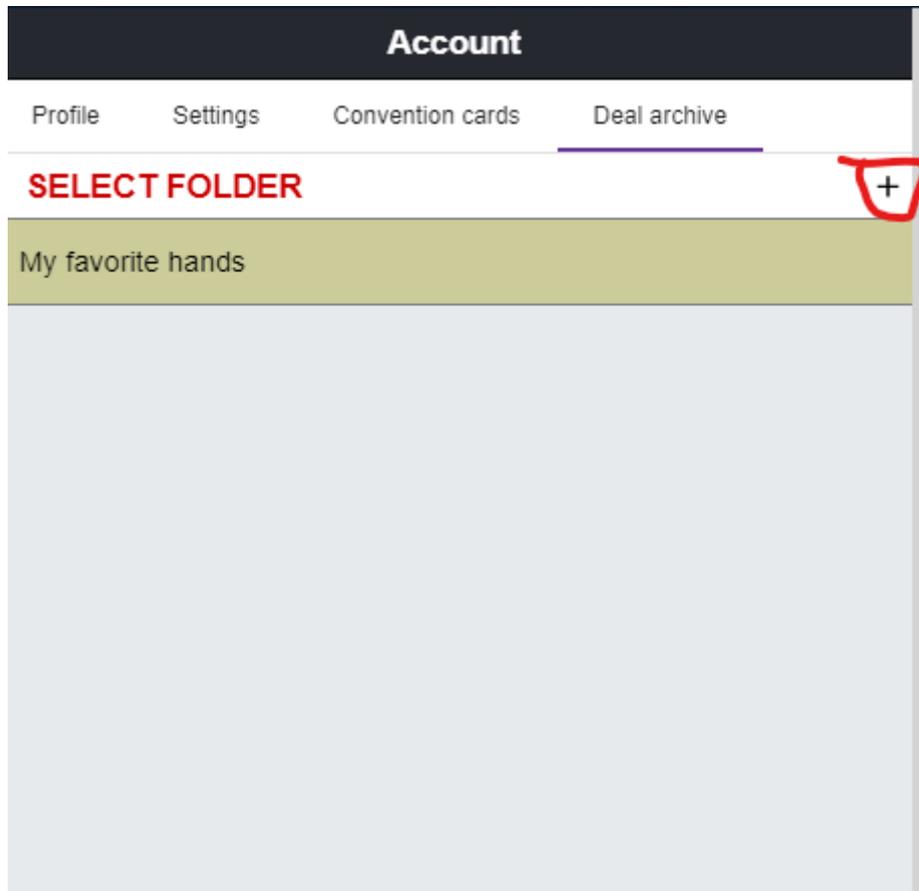
## STEP TWO

Log into BBO and from the menu select Account(1) and the deal archive(3)



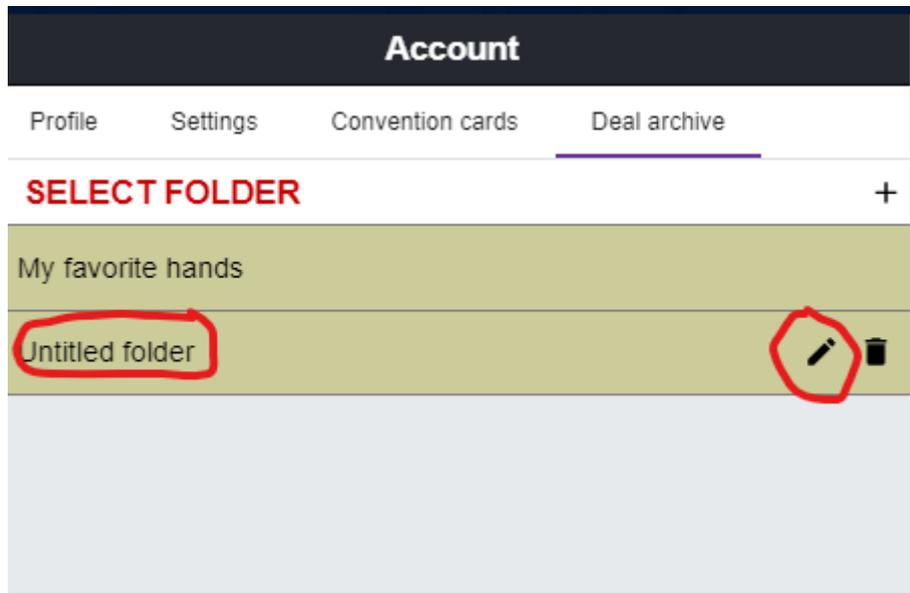
**STEP THREE**

Select the Plus sign to create a new folder



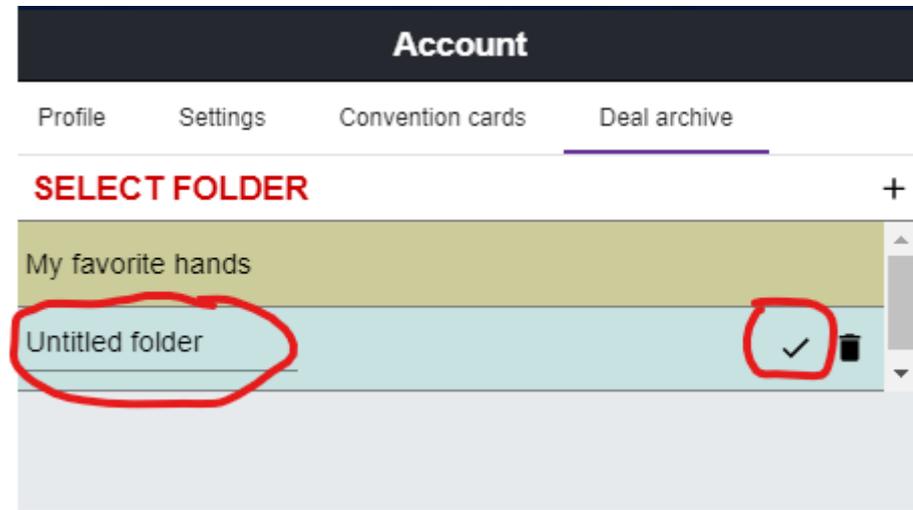
### STEP FOUR

Select the Pen and change the name of the untitled folder



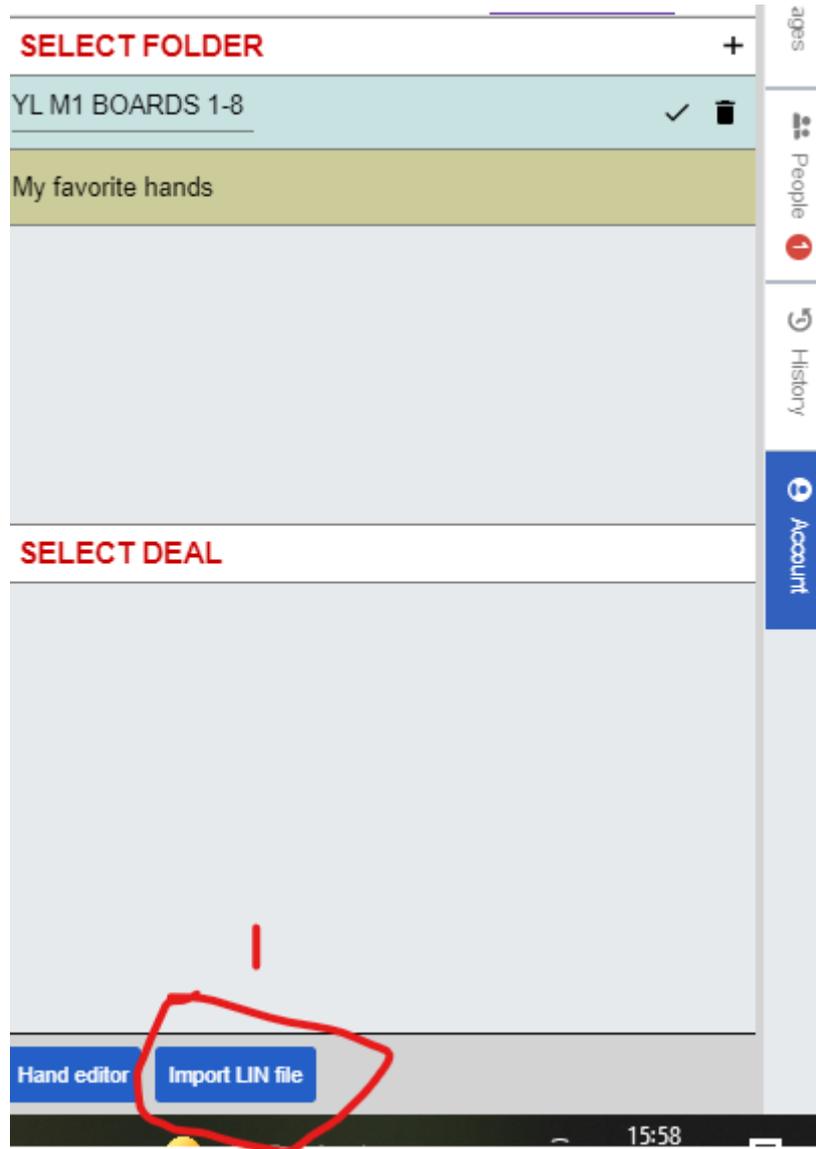
### STEP FIVE

Once the pen has been selected it will be replaced with a tick which will allow you to edit the name of the folder.



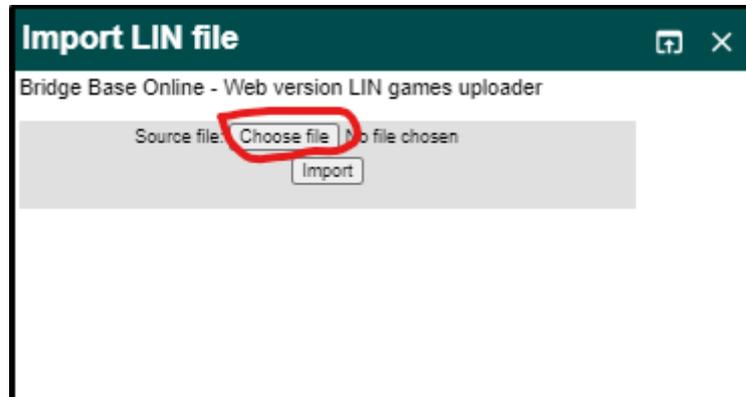
**STEP SIX**

Name the untitled folder to something meaningful then select import Lin File (1)



### STEP SEVEN

Click on the Choose File button and navigate to the folder on your computer where you have saved the match's LIN files.



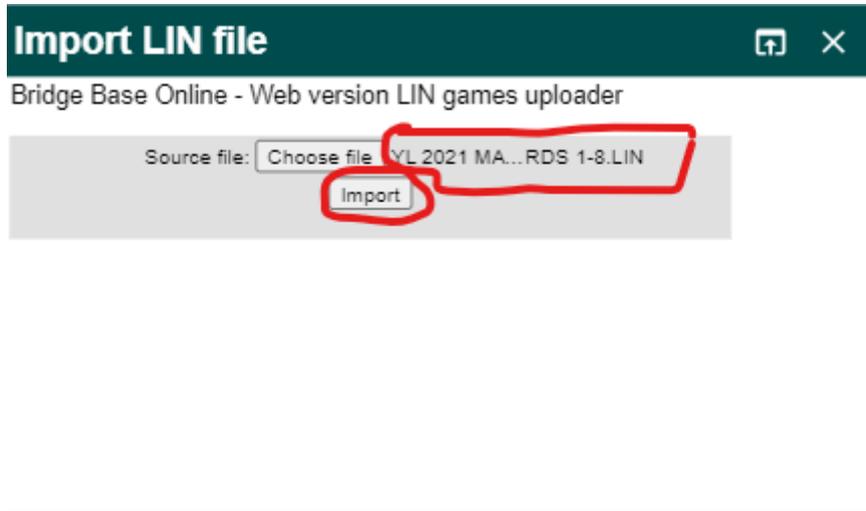
### STEP EIGHT

Select the appropriate LIN file by double clicking it (or highlighting it and clicking Open in open file pop up window).

- YL 2021 MATCH 1 BOARDS 1-8.LIN 
- YL 2021 MATCH 1 BOARDS 9-16.LIN 
- YL 2021 MATCH 1 BOARDS 17-24.LIN 
- YL 2021 MATCH 1 BOARDS 25-32.LIN 

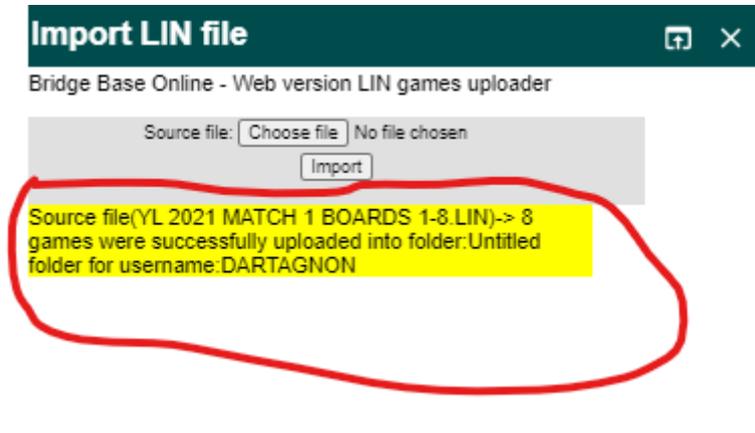
**STEP NINE**

Having selected the file choose import.



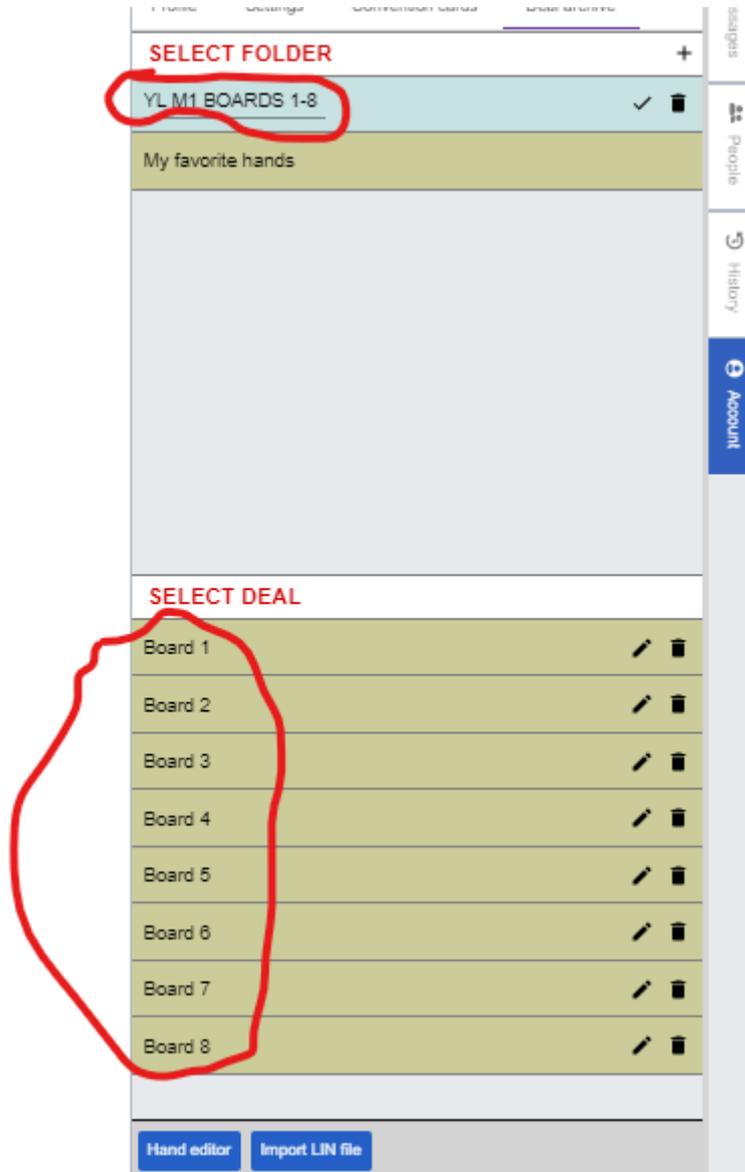
## STEP TEN

After selecting import you will get a message to say that the LIN file was successfully uploaded. You can close the LIN file import box.



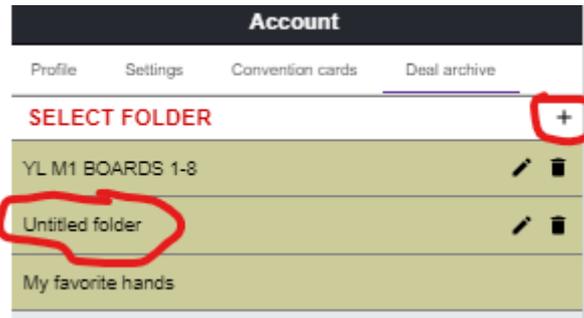
## STEP ELEVEN

If you select the folder you can see that you have now loaded the first set of 8 boards numbered 1-8



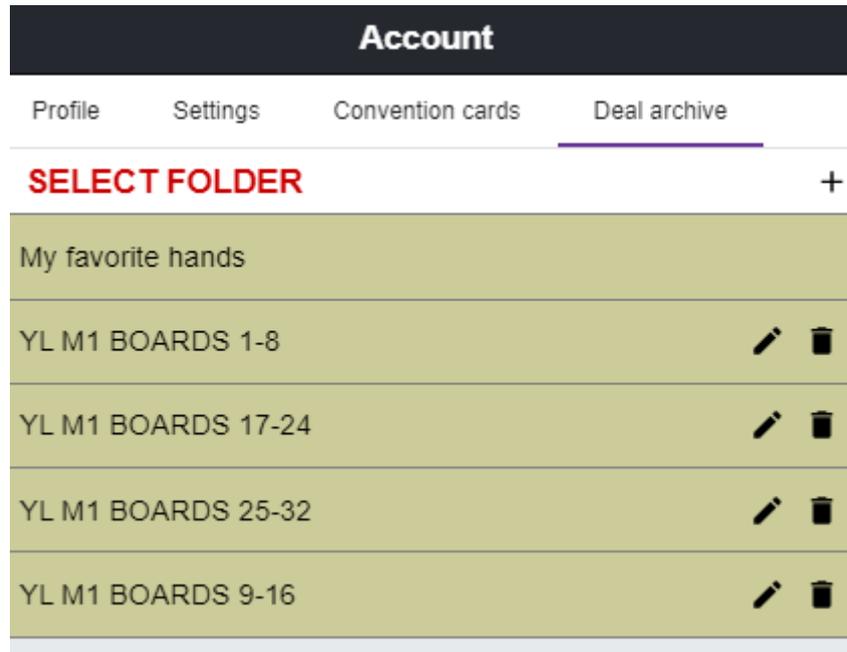
## STEP TWELVE

Repeat the process for each file



### STEP THIRTEEN

You should now have the following set up ready for the match



### STEP FOURTEEN

Fill in the first page of the match details and send the document to each of your team members.

#### TEAM SET UP FOR TEAMS OF 8 ONLINE

**PLAYED ON 31/10/21**

TEAM 1			MALTON A		
	NAME	BBO NAME		NAME	BBO NAME
1	Mike Jackson	Dartagnon	1	John Hayon	johnnywow
2	Richard Hilton	rhilton	2	Pauline Cooper	pauper15
3	Tricia Pearce	arpora	3	Annette Jackson	uppsydaisy
4	Robin Ashdown	12far	4	Matthew Brash	matt brash

TEAM 2			LEEDS A		
	NAME	BBO NAME		NAME	BBO NAME
5	Nick Woolven	NickWoo	5	Mike Ferguson	Mikefx42
6	Tony McNiff	jakob100	6	Bill Townsend	mywaybest
7	Robin Jepson	ROBIN1951	7	Alan Brosgill	ALANRB
8	Terry Read	Fitzmerlin	8	Martin Ott	martinott

STANZA	BOARD NUMBERS	FILE NAME
1	1-8	YL2021 MATCH1 BOARDS 1-8.LIN
2	9-16	YL2021 MATCH1 BOARDS 9-16.LIN
3	17-24	YL2021 MATCH1 BOARDS 17-24LIN
4	25-32	YL2021 MATCH1 BOARDS 25-32.LIN

**STEP FIFTEEN**

You now have everything you need set up prior to a match. For stanza 1 one player from each table where the stationary team is seated is to set up each of the stanzas for the match, starting with boards 1-8 in stanza 1.

**STANZA 1**

**TABLE 1**

	N				
W	Nickwoo	Dartagnon		Mikefx42	E
		Boards 1-8			
		Johnywow			
	S				

**TABLE 1**

	N				
W	5	1		5	E
		Boards 1-8			
		1			
	S				

**STANZA 1**

**TABLE 2**

	N				
W	rhilton	Jakob100		pauper15	E
		Boards 1-8			
		mywaybest			
	S				

	N				
W	2	6		2	E
		Boards 1-8			
		6			
	S				

**STANZA 1**

**TABLE 3**

	N			
W	ROBIN 1951	uppsydaisy	ALANRB	E
		Boards 1-8		
		arpora		
	S			

	N			
W	7	3	7	E
		Boards 1-8		
		3		
	S			

**STANZA 1**

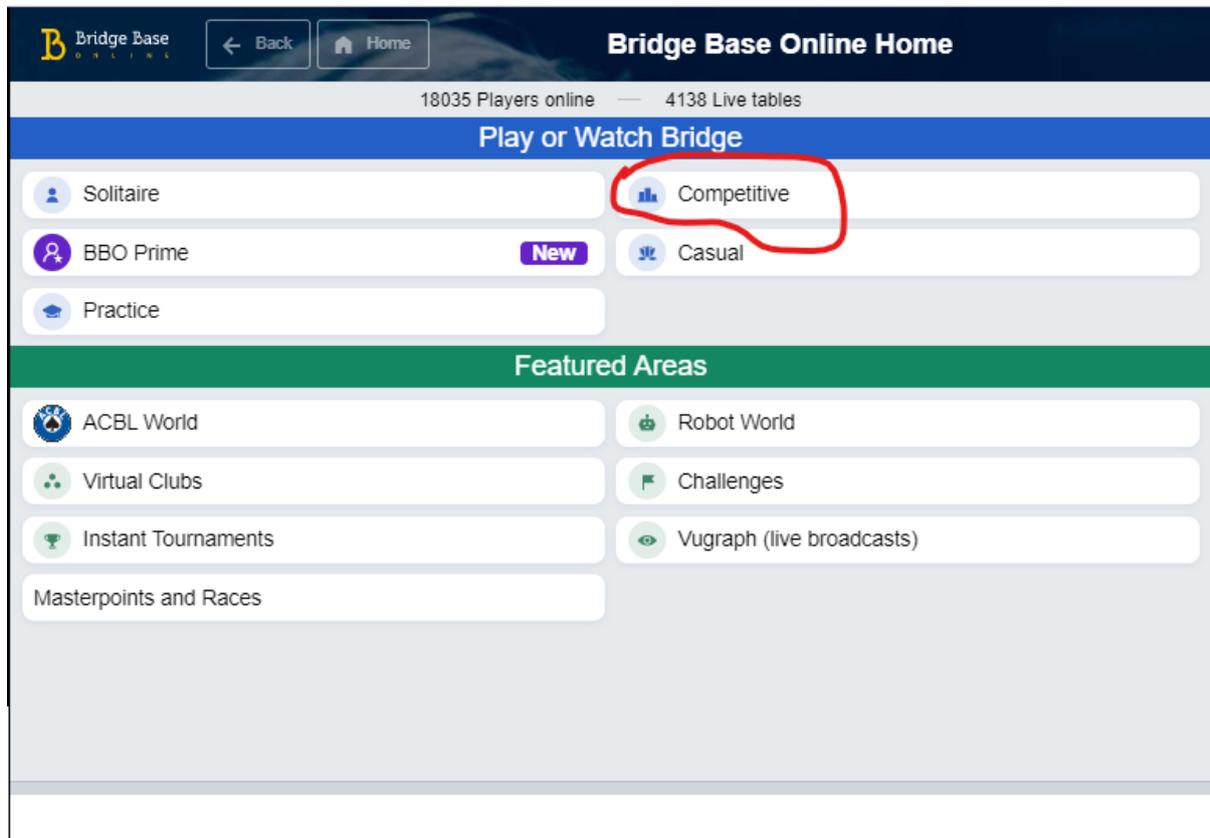
**TABLE 4**

	N			
W	12far	Fitzmerlin	matt brash	E
		Boards 1-8		
		martinott		
	S			

	N			
W	4	8	4	E
		Boards 1-8		
		8		
	S			

## STEP SIXTEEN

To Set up the match go to BBO and select Competitive



The screenshot displays the Bridge Base Online Home interface. At the top, the logo 'Bridge Base ONLINE' is on the left, and navigation buttons for 'Back' and 'Home' are in the center. The page title 'Bridge Base Online Home' is on the right. Below the header, it shows '18035 Players online' and '4138 Live tables'. The main section is titled 'Play or Watch Bridge' and contains several options: 'Solitaire', 'Competitive' (highlighted with a red circle), 'BBO Prime' (with a 'New' badge), 'Casual', and 'Practice'. Below this is a 'Featured Areas' section with options: 'ACBL World', 'Robot World', 'Virtual Clubs', 'Challenges', 'Instant Tournaments', 'Vugraph (live broadcasts)', and 'Masterpoints and Races'.

## STEP SEVENTEEN

Select Team Matches

The screenshot shows the 'Competitive' section of the Bridge Base Online interface. At the top left is the 'Bridge Base ONLINE' logo. Next to it are 'Back' and 'Home' navigation buttons. The main title 'Competitive' is on the right. Below this is a green header for 'Tournaments', followed by a grid of buttons: 'ACBL Masterpoint Tournaments', 'BBO Points Tournaments', 'Daylong Tournaments', 'Robot Tournaments', 'Free Tournaments', 'ACBL Virtual Clubs', and 'All Tournaments'. A blue header for 'Other competitive games' follows, with buttons for 'Team Matches' (circled in red) and 'Challenges'. The bottom of the page is a light grey area.

# STEP EIGHTEEN

Select Create Team Match

The screenshot shows the Bridge Base Online interface for Team Matches. At the top, there are navigation buttons for 'Back' and 'Home', and the page title 'Team Matches'. Below this, there are tabs for 'Pending' and 'Running', and a search bar with a 'Clear' button. The main content area displays a list of teams and their match tables. The first team is 'raduweiss' with '#98238 Teams Untitled' and '8 Boards - IMPs'. It has two tables: 'Table 1' with 1 Kibitzers and 'Table 2' with 0 Kibitzers. The second team is 'moski1' with '#98180 Teams Untitled' and '8 Boards - IMPs'. It also has two tables: 'Table 1' with 0 Kibitzers and 'Table 2' with 0 Kibitzers. The third team is 'elefantino' with '#98239 Teams ab' and '12 Boards - IMPs'. At the bottom left, a blue button labeled 'Create Team Match' is circled in red.

Team	Match Count	Boards	IMPs	Table 1 Kibitzers	Table 2 Kibitzers	Match Status
raduweiss	#98238	8	IMP	1	0	Sit!
moski1	#98180	8	IMP	0	0	Sit!
elefantino	#98239	12	IMP	-	-	-

## STEP NINETEEN

Select Identification and label the set up for the first stanza

### Create Team Match ×

Identification Options Reserve seats

#### Identification

Title  
Yorkshire League 2021-2022

Description  
Division 1 Boards 1-8

Team 1 Malton A	Team 2 Leeds A
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## STEP TWENTY

Choose Options and select use saved deals

### Create Team Match ×

Identification   Options   Reserve seats

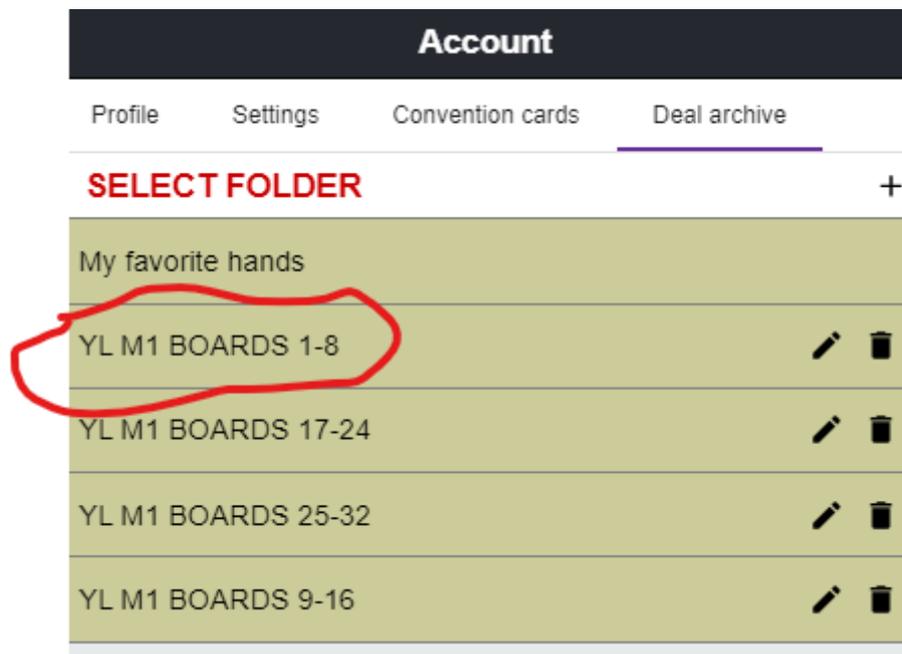
<h4>Form of scoring</h4> <ul style="list-style-type: none"><li><input checked="" type="radio"/> IMPs</li><li><input type="radio"/> Board-A-Match</li><li><input type="radio"/> Total points</li></ul> <p>Number of Boards 8</p>	<h4>Deal source</h4> <ul style="list-style-type: none"><li><input type="radio"/> Use random deals</li><li><input checked="" type="radio"/> Use saved deals</li></ul> <p><a href="#">Select folder</a></p>
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#### Options

- Allow kibitzers
- Allow kibitzers to chat with players
- Allow Undos
- Allow Voice
- Barometer scoring

## STEP TWENTY-ONE

Choose boards 1-8 for the first stanza by clicking on the relevant folder and then clicking on "Select".



**STEP TWENTY-TWO**

Reserve seats following the set up for Stanza 1 tables 1 and 2

**Create Team Match** [X]

Identification   Options   **Reserve seats**

**Reserve seats (optional)**

**Malton A**

DARTAGNON	
rhlton	pauper15
Johnnywow	

**Leeds A**

Jakob100	
NickWoo	MikeFx42
mywaybest	

**Create Team Match**   **Close**

### STEP TWENTY-THREE

Follow the same steps as above for the other stationary table for stanza 1 and Reserve seats following the set up for Stanza 1 tables 3 and 4

## Create Team Match ×

Identification   Options   Reserve seats

### Reserve seats (optional)

**Team 1**

arpora	
12far	matt brash
uppsydaisy	

**Team 2**

Fitzmerlin	
Robin1951	ALANRB
<u>martinott</u>	

**Create Team Match**   **Close**

### STEP TWENTY-FOUR

One Player from each partnership should record their scores from their history and send them to their captain who can then enter them into a spreadsheet. Use the information circled in 1 and ignore the scores in 2.

1

Board	Result	ve	They	We	They
1	4♥E+2		480	11	
2	4♥S=	620		12	
3	4♠S+1	450		1	
4	2♠W-1	100		6	
5	4♥N=	620		12	
6	2♦E+4		170		7
7	2♥E+1		140		2
8	3♠E=		110		7

2

## STEP TWENTY-FIVE

Record the scores in the spreadsheet for each stanza for each pair and the total scores in imps and victory points for the match will appear in the spreadsheet.