

## RealBridge Teams of 8 Setup

A team of 8 match can be setup in advance by anyone with access to your clubs RealBridge Admin account. One person can setup any number of team matches, they don't need to be playing in a match. Any number of team matches can be setup in a single RealBridge session with any number of Directors/Deputy Directors, but for teams of 8 it is probably best to keep it to 1 match per session.

You don't have to have a camera and a microphone to play on RealBridge, you can play without both and the experience will be very much like playing on Bridge Base Online (BBO). See <https://realbridge.online/faq.html>

Realbridge accounts are free, you only pay for the games you play. If you don't already have a RealBridge account, to get one all you have to do is play a couple of times on RealBridge and attend a RealBridge training session on Zoom (approximately 1hr). RealBridge hold regular 8-board taster sessions for players, see <https://realbridge.online/try-realbridge.html>. It is probably as well that any players that have never played on RealBridge do a taster session.

You must have a "config file" downloaded to your computer before you start the setup, a "config file" is available to download from the YCBA website or you can be emailed one. You don't need to open the "config file", you just need to download it to your computer then upload it to the session, if you do want to open the config file, it is a "json file" that can be opened with "Notepad".

Go to the RealBridge website.

Click on Club Admin and Login.

Create a session by clicking on the calendar icon and clicking on the date the session is to be played. Enter a "Session description" e.g. A for A Team. Click on the "Start session" button and it will generate 3 links at the bottom of the screen for the Players, Deputy Directors, and Directors.

The Director's link is used by the person setting up the match, which we will look at next, and by the home team captain during the match, which is covered in the Home Team Captain guide.

To setup a match click on the Directors link. Put your full name in the "Full Name" box, and your EBU number in the "ID number" box, then click "Login".

You will see the default setting is for 1 table playing a "Mitchell" "Pairs".

Don't go into Session Settings.

Upload the config file by clicking on the "Advanced" button then on "Choose File", select the config file from wherever you saved it, and click OK, then close the Advanced settings window.

You will now see that it is setup for a "Round-robin teams (2x½), auto-switch T8" with 4 tables, playing 2 rounds of 16 boards, don't worry that it says 2 rounds of 16 boards, RealBridge will automatically switch opponents halfway through round 1, at the start of round 2, and halfway through round 2, so after 8, 16, and 24 boards, so you will effectively be playing 4 rounds of 8 boards. If you are playing a rescheduled match and you want to play 24 boards, go into the "Session settings" and change the number of boards per round to 12. The home team will be sat at tables 1 and 3, and the away team will be sat at tables 2 and 4.

You can change the names in the title and on the tables to the team names if you want.

If you "don't" play in one of the top 3 division, you aren't required to play the same hands as the other teams in your division, so you don't need to do anything about the hands, RealBridge will generate a random set of hands and ensure that everyone plays the correct hands.

If you "do" play in one of the top 3 divisions which requires you to play the same hands as the other teams in your division, you will receive the pbn file by email, you don't need to open the "pbn file", you just need to download it to your computer then upload it to the session, uploading the pbn file can be done during or after the session setup. Go into "Session Settings", click on "Choose File", and select the pbn file from wherever you saved it, click OK, then click OK again to close the Session Settings window. RealBridge will ensure that everyone plays the correct hands.

If you want to set the timer in a Round Robin 2x½, after the config file has been uploaded, set it for half the number of boards in a round. So, your timer will need to be sufficient for 8 boards, so roughly 60 mins, or whatever you are comfortable with. You can set this in session settings.

Click on "Open session"

You must now distribute the Directors, Deputy Directors, and Players links. To do this go back to the RealBridge Admin.

All the links can be emailed to the home team captain for them to distribute, but one of the advantages of putting at least the Players link on your website is that anyone will be able to use that link to go into the match afterwards and look at the results. Another advantage of putting the Players link on your website is that if the captain's email out the Players link, some players will claim they haven't received the email when it has gone into their junk folder.

Right click on the Players link, and click "Copy link", then paste the link onto your website.

Right click on the Directors link and click "Copy link", then paste the link into an email, repeat for the Deputy Directors and Player's link's and make it clear which link is which, explain how to find the Players link on your website, and send the email to the home team captain.

Send a second email to the home team captain to let them know you have sent the email with the links and if they have not received it to check their junk folder.

Repeat the setup for however many teams you have.

### **After the match has been played**

Go back into the session using the Director link and click on the "USEBIO" button this will put the xml and pbn files into the chat window. Download the xml and pbn files to your computer, these can then be uploaded to your website if you want.

Once you have downloaded the xml and pbn files to your computer you must delete the session, don't worry players will still be able to use their links to access the results. To delete the session, click on the "Advanced" button then click the "Destroy session" button twice.