

BBO Teams of 4 Setup (Revised)

Look at the fixture list on the YCBA website to see the order/times of the matches, **do not use 'EBULeague' in the 'My EBU' section of the EBU website, where they are in no particular order.**

Away Captain

No later than the day before match day, the 'Away' captain must send the Home captain by email the names, BBO usernames, and seating positions of the away team.

Team captain's names, email addresses and phone numbers, along with the player names, BBO usernames, and seating positions should also have already been entered in 'EBULeague' in the 'My EBU' section of the EBU website, see [EBULeague Entering Team Details](#).

Home Captain

Matches are setup by the 'Home' Captain(s) (specified in the Draw) or any other person to whom the Home Captain has delegated this responsibility.

Person setting up the match.

Before you setup a match you will need to know the BBO usernames of all 8 players. You can if you want (but it's not compulsory) add the BBO usernames of the players to your 'People' list, so you know you have the correct spelling, and when they are logged into BBO, this can be done at any time in advance of the setup.

To add a player to your 'People' list

(Names can be removed after the match by clicking on the name and changing the 'Relationship' to 'Neutral').

Login to BBO

Click on the 'People' tab.

Click where it says, 'Add Friend' and type in a BBO username.

Click on the 'Add' button, names will appear in the list when they are online. To see the names of those offline, click on the 'Show Offline' button.



Setting up the match

(This can be left until about 10 minutes before the start of the match)

Login to BBO. Click on Competitive. Click on Team Matches.

Click on Create Team Match.

The 'Create Team Match' window will open.

Don't click on the 'Create Team Match' button at the bottom of the window just yet.

Identification Tab

On the 'Title' line, enter the Teams Names.

On the 'Description' line, enter '+private++slow++nokill+'.

Definitions

+private+ Prevents people from clicking on an empty seat to ask permission to sit. This allows you to start the team match with empty seats and send invitations to your players without being interrupted by requests from unknown players.

+slow+ doubles the minutes per board from 10 to 20.

+nokill+ keeps the team match pending until all seats are filled.

[Description settings that will help your team match run more smoothly | BBO News \(bridgebase.com\)](#)

On the 'Team' line, enter the Home Team as Team1 and the Away Team as Team2.

Once you are done click on the 'Options' tab.

The screenshot shows the 'Create Team Match' window with the following details:

- Title:** Disney A v Pixar A
- Description:** +private++slow++nokill+
- Team 1:** Disney A
- Team 2:** Pixar A

At the bottom of the window, there are two buttons: 'Create Team Match' and 'Close'.

Options Tab

'Form of scoring'

Must be set to 'IMPs' and the 'Number of boards' must be set to '8'.

'Deal source'

Must be set to 'Use random deals'.

'Options'

'Allow kibitzers' should be unticked. Under competition rules kibitzers are not allowed. However, if both teams agree to allow kibitzers, then you can leave it ticked.

'Allow kibitzers to chat to players' must be unticked as this is not allowed.

'Allow undo's' must be ticked. Under competition rules, 'undo's' are allowed but only for mechanical errors (misclicks) or misinformation during the auction. An undo need not be granted during the play of the hand and should not be asked for. To help avoid mechanical errors, switch on 'confirm card' and 'confirm bid' in your 'BBO account settings'.

'Allow Voice' must be unticked.

'Barometer scoring' should be unticked. However, if both teams agree to allow Barometer scoring, then you can leave it ticked. The only difference this makes is that leaving it ticked allows you to see the scores while you are playing.

Once you are done click on the 'Reserve seats' tab.

The screenshot shows the 'Create Team Match' dialog box with the 'Options' tab selected. The dialog has three tabs: 'Identification', 'Options', and 'Reserve seats'. The 'Options' tab is active and contains three sections:

- Form of scoring:**
 - IMPs
 - Board-A-Match
 - Total points
 - Number of Boards:
- Deal source:**
 - Use random deals
 - Use saved deals
 -
- Options:**
 - Allow kibitzers
 - Allow kibitzers to chat with players
 - Allow Undos
 - Allow Voice
 - Barometer scoring

At the bottom of the dialog are two buttons: 'Create Team Match' and 'Close'.

Reserve seats Tab

Enter the BBO usernames of the 8 players (enter the Home Team as Team one and enter the Away team as Team two). BBO will automatically move the players to the other table when the match starts. **Don't click on the 'Close' button until after the match has started.**

The screenshot shows a 'Create Team Match' window with a dark green header and a close button (X) in the top right. Below the header are three tabs: 'Identification', 'Options', and 'Reserve seats', with 'Reserve seats' being the active tab. The main content area is titled 'Reserve seats (optional)' in red. It contains two sections, 'Team 1' and 'Team 2', each with a green background. Team 1 has four buttons: 'Team 1 North', 'Team 1 West', 'Team 1 East', and 'Team 1 South'. Team 2 has four buttons: 'Team 2 North', 'Team 2 West', 'Team 2 East', and 'Team 2 South'. At the bottom of the window are two blue buttons: 'Create Team Match' and 'Close'.

When the setup is done you will have to wait until the time when the match is scheduled to start.

When it is time for the match to start, if you added the players' names to your 'People' list you can check to see if they are all online. If they are, click the 'Create Team Match' button, tick the box to confirm that you are sure that you do 'want to create a Team Match', then click 'Yes' (note that all the players need to be online and not playing at other tables). At this point invitations are sent to all players which they must accept, in the bottom righthand corner you will get a message when each player accepts their invitation. If as few as one player does not accept their invitation, in the bottom righthand corner you will get a message saying the match has not started. If the match does not start the invitations will have to be sent again by clicking the 'Create Team Match' button again, if the 'Create Team Match' window has disappeared you will have to open a new one and enter the information again. When all players have accepted their invitations, they will be taken to their tables.

If someone continually does not accept their invitation, it may be that they are not receiving their invitation. Delete that players name from the 'Reserve seats' tab and send the invitations again. The match should now start but without the player you have to delete, the deleted player will now have to be brought into the match as a substitute. Click on the Director tab, bottom right, then click on the Tournament, top right and a menu will drop down. In the menu click on 'Show Tables' and a new widow will open, left click the missing players empty seat and click 'Substitute - select'. Type the missing players BBO Username into where it says 'with', then click on 'Substitute Now'. The missing player will now have to accept their invitation as a substitute.

Please make your players aware that they may have to accept a substitute invitation even if they have not received a match invitation.

Cancelling a match

If something has gone wrong and you need to cancel a match for any reason

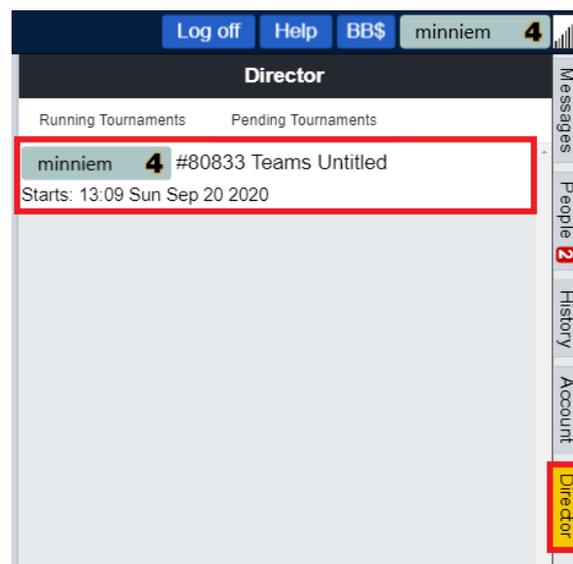
Click on the Director tab, bottom right.

Then click on the Tournament, top right and a menu will drop down.

In the menu click on 'Destroy Tournament'.

Tick the box to confirm you want to cancel.

Then click on 'Destroy Tournament'.



At the end of the match

The result will not be visible until both tables have finished. When both tables have finished click on the 'History' tab, click on 'Recent tournaments', click on your match, it will be the one at the top of the list. The result will be in the two amber boxes in IMP's (International Match Point's), note down the score, take the smaller number away from the larger number and use the answer to convert to VP's (Victory Point's) using the scale below and agree the score with the opposition.

Conversion scale of IMPs to VPs - 8 board matches.

Number of IMPs	Number of VPs
0	10-10
1-3	11-9
4-6	12-8
7-9	13-7
10-12	14-6
13-16	15-5
17-20	16-4
21-25	17-3
26-30	18-2
31-38	19-1
39+	20-0