

DIRECTORS' NOTES FOR RUNNING A CLUB SESSION  
FOR BUSSELTON (Updated 12/09/2023)

## 1. PHYSICAL SETUP (CONNECT ALL THE ELEMENTS AND CONNECT TO POWER)

- Connect POWER BOARD to Power and Turn on Power at wall
- Connect the COMPSCORE P.C. to Power Board (the connection for the computer is where the white sticky circle is located).
- Connect the Timer Computer to Power Board.
- Connect the Timer Computer to the Timer Screen
- Connect the Bridgemate server (the small white box) to Compscore Computer (where there is a big red dot entitled Bridgemate Server)
- Collect the Boards (in Blue Bag) from the cupboard in the dealing room.
- Find the microphone in the second drawer down behind you. The microphone turns on by pushing the button up on the microphone. Test a microphone.

## 2. SOFTWARE SETUP (START ALL THE PROGRAMS)

### 2.1 START THE COMPUTER

- Turn **ON** the Compscore computer at the big red ON/OFF marker.
- Check that Bridgemate server is on (2 Green lights are on)
- Activate the Compscore computer by pressing enter on keyboard
- Enter Password in [Tonylyn07@gmail.com](mailto:Tonylyn07@gmail.com) : **6755**

### 2.2 START THE TIMER SCREEN

- Turn on the Timer computer.
- Password is **Stayman**

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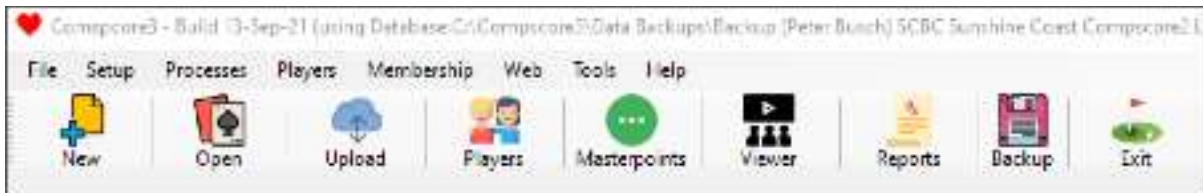
## 2.3 START THE TIMER APP

- Find the Timer app and **Double Click**. If it doesn't start, Try Again When the Timer activates on the Timer Computer it should automatically show on the Timer Screen, point the mouse at the **Pause** tab and click.

## 3. CREATING A NEW SESSION FOR TODAY



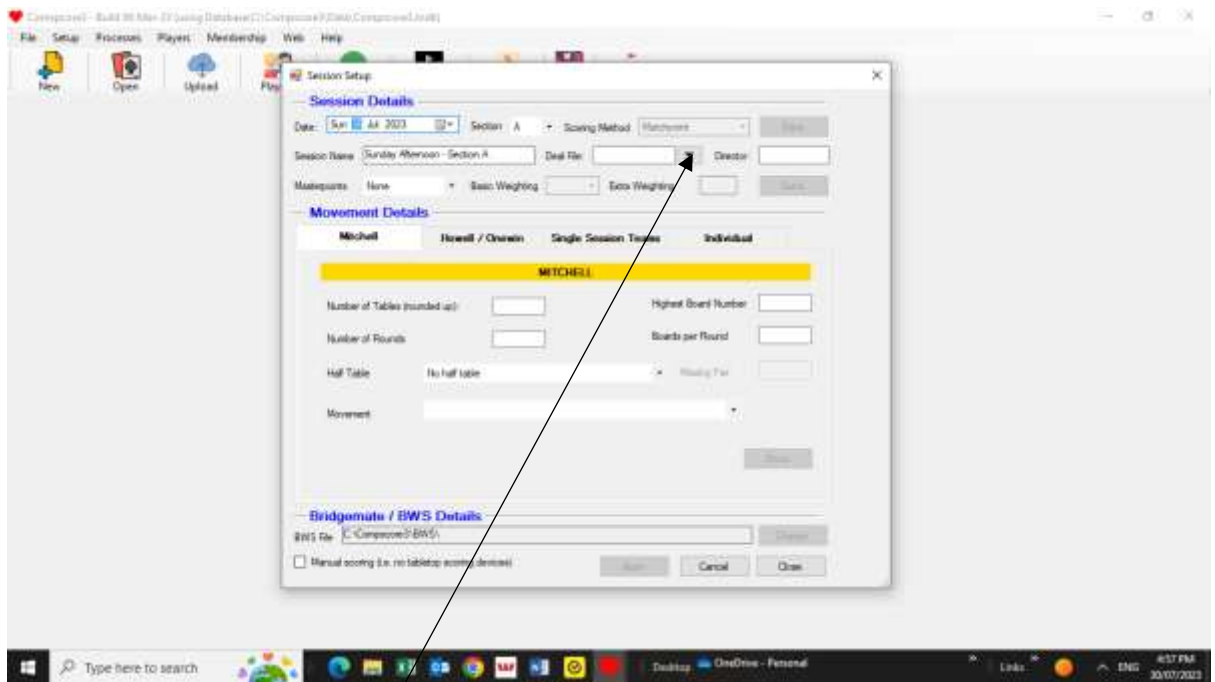
- On the Compscore Computer, Locate the HEART symbol on the Desktop **♥ DOUBLE CLICK** to activate.
- Click on **NEW** (top left hand of screen)



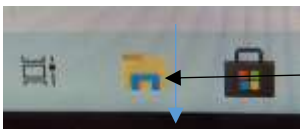
- Click on **New Session**



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- Date, Section, Scoring Method and Session Name fields are completed automatically. (If you are running a duplicate session, for example when you have a supervised session, the Session Name for that section must be changed to Monday\_Supervised.
- **Deal File (Down Arrow)** Check the name of the Deal File (name on the top of the Handrecords which should be in the Blue Bag of boards) and enter that into the Deal File field by clicking the Down Arrow – this takes you to C:\Compscore3\Handrecords Folder where you search for the appropriate Deal file. **Double Click** the appropriate file and this automatically brings the correct deal file into the Compscore 3 Deal File field. At this point you should check that the Boards match the Handrecords and that the Handrecords match what you have in the Deal File on the computer. (Check the deal file by opening it in File Manager). You just need to check the North Hand on the first Board)



- Put Director's **Initials** in the **Director** Field. Director for the day is listed on the Notice Board.
- The Director for the Day should now check how many tables of players you have, and decide which movement(s) they would like to

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play. (You can check the recommended movements after you have entered the number of tables and half tables, number of boards and number of rounds, by Browsing the movement tab. (See later)

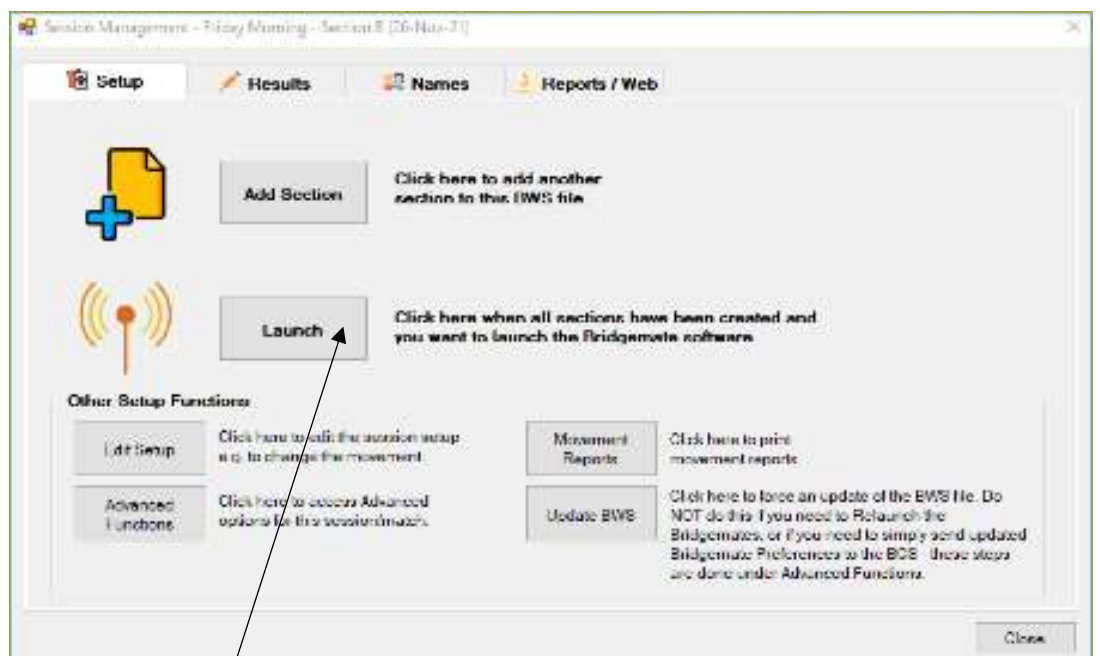
### 4. SETTING UP THE MOVEMENT(S) AND STARTING THE SESSION

- If running a Mitchell Movement find the appropriate Table Numbers in the blue file box (1-16)
  - Put out Table Numbers on Tables (from the blue file box) and identify any half tables, try to make Full tables by asking people to move around)
- If Running a Howell Movement find the appropriate Howell Table numbers/cards in the blue file box and allocate them to the tables, taking note of Tables where players need to be stationary).
- For a Mitchell Movement
  - Back at the computer enter **Number of Tables (rounded up)** if there's a half table)
  - Enter **Highest Board Number** (Max 36) – this number depends on whether you are playing 2, 3 or more boards per round and how many rounds you are expecting to play
  - Enter **Number of Rounds**
  - Enter **Boards per round**
  - If there is a half table select the down arrow at the **Half Table** field and select the appropriate field depending on whether the pair at the half table are sitting NS or EW
  - If there is a half table enter the Table Number of the **Missing Pair**
  - Select the down arrow beside the **Movement** field and select the appropriate movement as **directed by the Director**
  - Click **APPLY** button and ask the Director to check the details which appear and then click **OK**

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- For a Howell
  - Select the Howell/Onewin Tab on the Movement Details Block
  - Depending on the number of tables you have select the appropriate **BBC xx T Howell.csv** (where xx is the number of tables rounded up)
  - Enter number of **boards per round** (as identified on the Howell Table Cards – usually 2)
  - If there is a half table enter the **Team Number** of the **missing pair** (this is shown on the Howell Table schedule)
  - Click APPLY button and check the details which appear and then click OK



- **DO NOT LAUNCH IF ANOTHER SECTION IS BEING RUN**

- If Running an additional section (as in a Supervised session running alongside a club session) Click Add Section Button
- In Session Name make sure you distinguish this section from the Club section by identifying it as e.g Monday\_Supervised
- Set up the additional section as per Original Section – From point 4 above.

After all Sections have been created and applied

- CLICK **LAUNCH**
- **This launches all sections and Resets the Bridgemates**

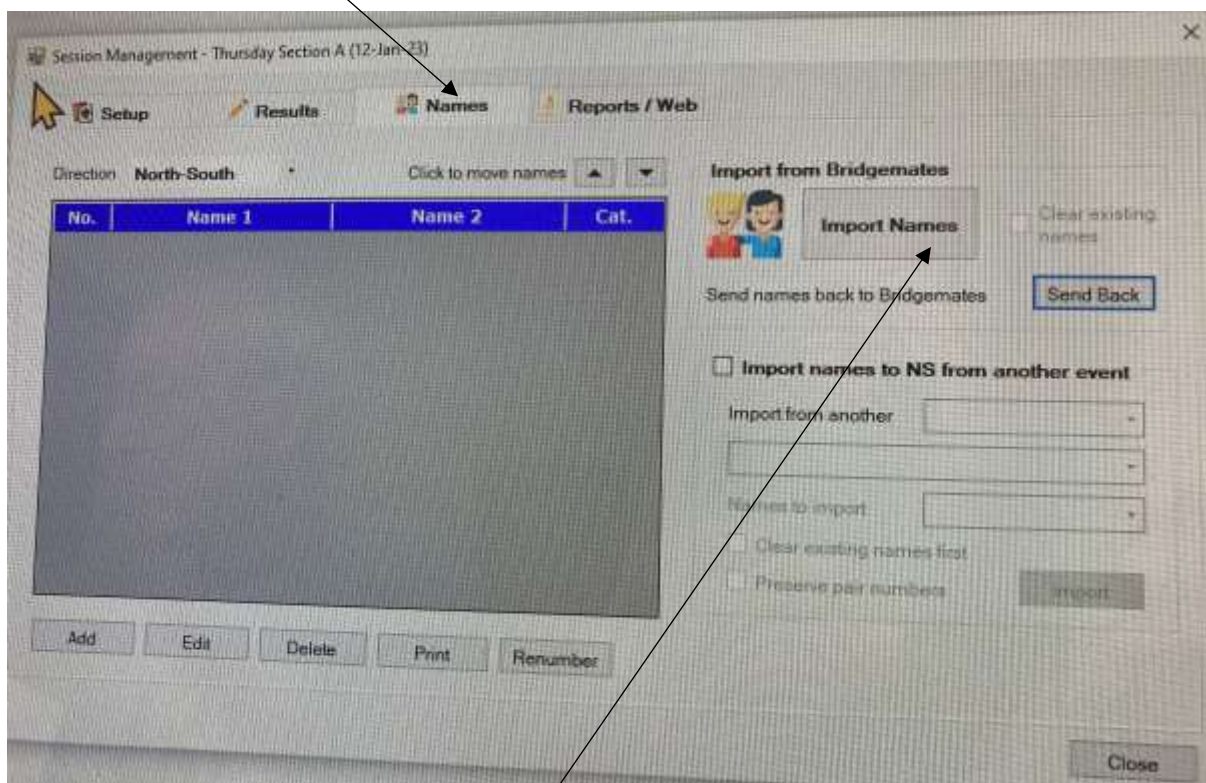
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- **DO NOT LET THE BRIDGEMATES OUT OF YOUR SIGHT UNTIL THE SECTIONS HAVE BEEN LAUNCHED and you have seen that all the Tables have been added.**
- If running more than one section
  - Separate the two screens and colour them to easily distinguish if you want (Under Advanced Functions - Miscellaneous Tab-Set form colour) and close that window
- Now the Bridgemates can be distributed.
- Ask all players to enter their Section (A or B etc.) and to enter their TABLE NUMBERS and ABF numbers **carefully**

### IMPORT NAMES INTO COMSPSCORE 3

- On the Session Management Screen, for each section select the **Names** Tab



- Click the **Import Names** Button.

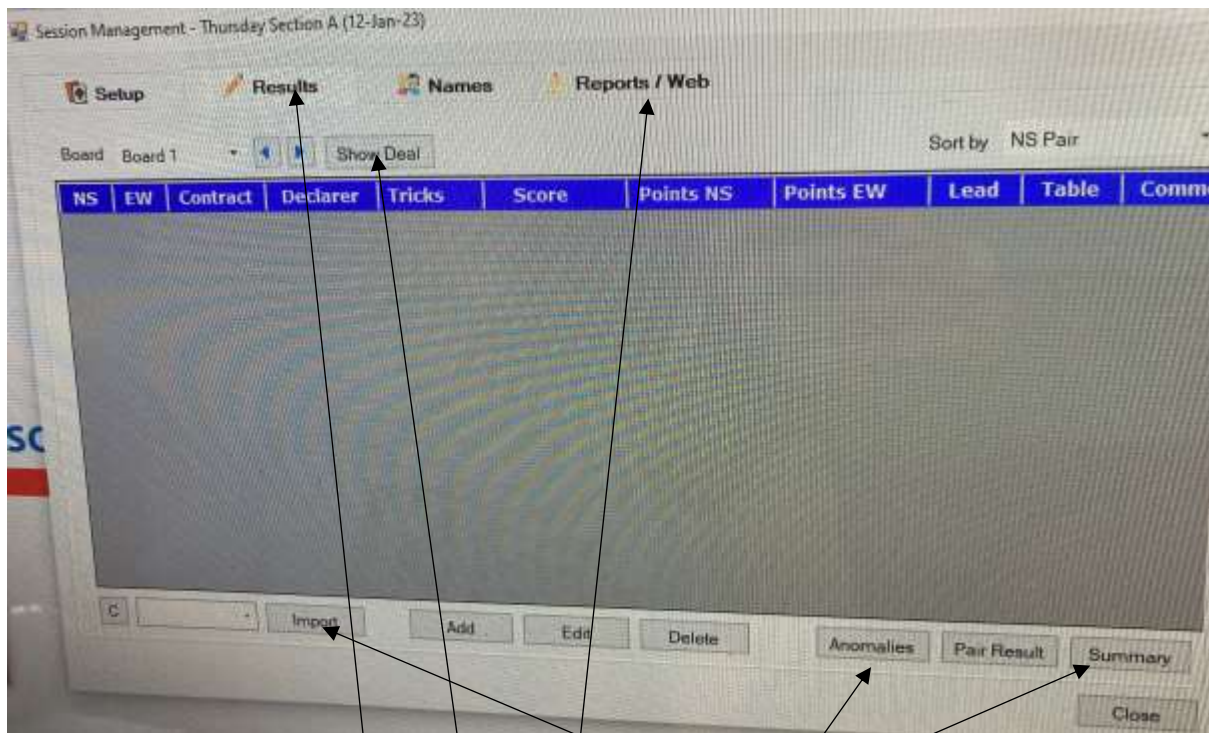




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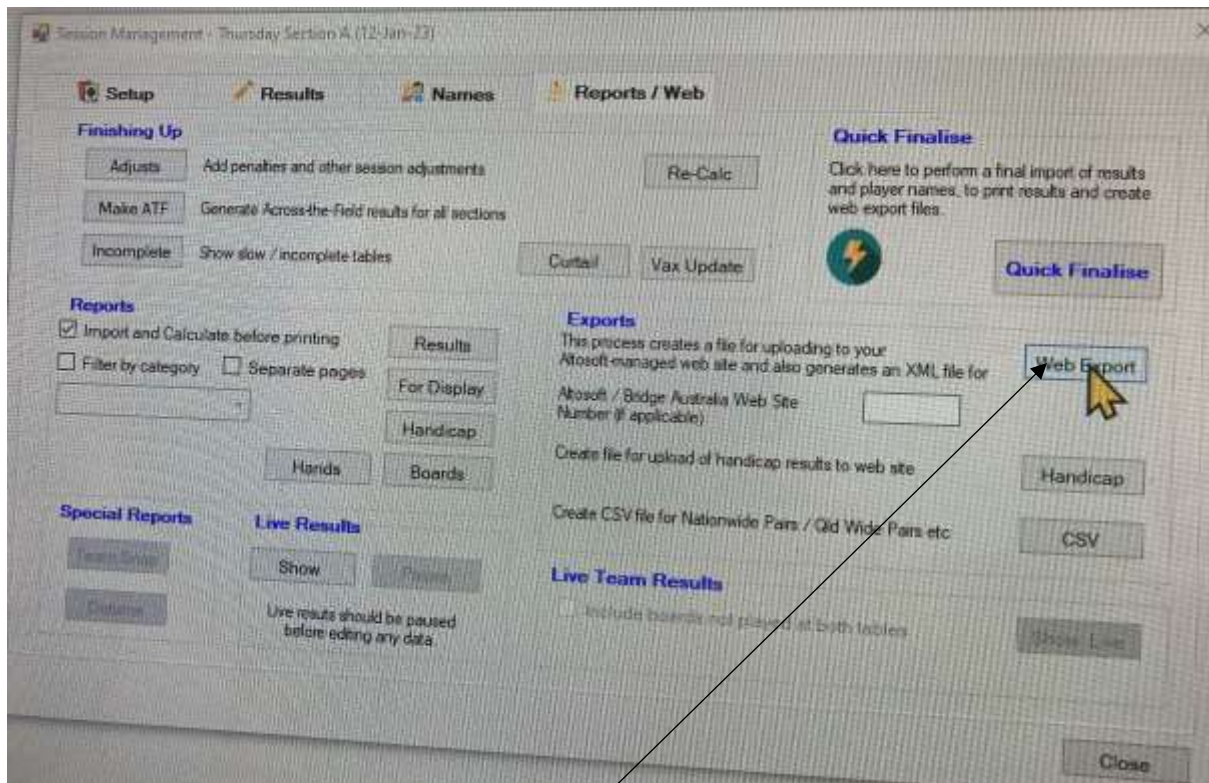
- Minimise (DO NOT CLOSE) **Bridgemate Control Software** (if all tables have finished it may minimise itself)
- Close the Timer and disconnect from HP screen
- Return to the Compscore 3 **Session Management Screen**



- Select **Results** Tab
- Import the results from the Bridgemates via the **Import** Button
- Click on the **Summary** button to ensure all results have been added
- Now ensure the Director is with you while they check anomalies:
  - Click on **Show Deal** button and move window to top left of screen.
  - Click on **Anomalies** button and check and correct any errors at request of Director
  - Make any corrections the Director may have from directing on the floor e.g. incorrectly recorded results, tables where they timed out and need to be averaged etc
- Go to **Reports/Web** Tab



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- If there's a red Recalculate message the Click the Re-Calc button
- Click on **Web Export** – this creates export files for uploading to the Busselton Bridge Club site and to the Busselton Pianola site
- In Busselton, the computer automatically connects to the Internet.

## 5. UPLOAD RESULTS

### Upload results to Busselton Bridge Club (Altosoft site)

- Click on **Upload to Web Site** Tab in CompScore 3 main screen (a Blue cloud icon on the menu)
- This loads both section results and the deal file to Busselton Bridge Club website.
- Check the Web Results Page (This comes up automatically), check to make sure everything looks as expected and that the deal file is available.
- Close Busselton Bridge Club Web page.
- Close CS3

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### Upload the results to Pianola.

- Open Pianola : **Double Click the "UPLOAD RESULTS TO PIANOLA" Icon**
- Log In to Pianola with your own User Name and password.
- Go to **Admin Area**. (Down Arrow : Top Right hand Corner Under your Account Name)
- Click **Results** on the menu bar
- Under Menu **Upload Results**

#### **Sessions waiting for Upload**

Identify the day's session and click **UPLOAD RESULTS**

- Choose the results file Click **Choose File**
  - Navigate to Compscore3/web/XML Files and double click the day's Results file (.XML file)
- Choose the hand record file Click **Choose File**
  - Navigate to Compscore3/web/Deal Files/Archive and double click the day's Hand Record (.TXT file)
- Ignore
- Click on **UPLOAD**
  - After upload is complete check the dashboard for the Recent Sessions and check that today's results have been published
  - Close Pianola

### Upload the results to MYABF.

- Open MYABF : **Double Click the "UPLOAD RESULTS TO MYABF" Icon**
- Log In to MYABF with your own User Name and Password
- Go to **Club Admin** (Left hand menu bar, 3<sup>rd</sup> from bottom)
- Go to **Results** on the menu bar
- Click Button **Upload New Results File**
- Choose the results file
  - Navigate to Compscore3/web/XML Files and double click the day's Results file (.XML file)
- Click on **PUBLISH**

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- Are you sure ? **YES**
- Close MYABF

Shutdown the Compscore computer and the Timer computer.

Disconnect all Leads and store all equipment in boxes and put in the cupboard.

The Boards which have been used are to be re-sorted in order and placed under the dealing cupboard in Busselton.