

DIRECTORS' NOTES FOR RUNNING A CLUB SESSION

FOR DUNSBOROUGH (Prepared 29/07/2023)

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

- Connect POWER BOARD to Power and Turn on Power at wall
- Connect the big HP Computer (big Screen) to Power Board (at back of HP Screen-colour coded)
- Connect the Timer screen to Power Board.
- Connect the Speaker Box to Power Board and turn on and test a microphone
- Connect the Timer screen to HP Computer screen (at back of HP Computer screen – it's a specific shape)
- Connect the Bridgemate server (the small white box) to HP Computer screen (at back of HP Screen)- colour coded
- Connect the Keyboard to the HP Computer (big screen) (at back of HP Screen) – colour coded
- Connect the mouse to the HP Computer (big screen)
- Collect the Boards (in Blue Bag) from the cupboard. They are kept on the shelf in order of production.

2. SOFTWARE SETUP (START ALL THE PROGRAMS)

2.1 START THE COMPUTER

- Turn HP Computer (Big Screen) **ON**. (Button located under orange arrow on right hand bottom corner of screen.)
- Check that Bridgemate server is on (2 Green lights are on)
- Activate the HP Screen, by pressing enter on keyboard or touching the screen or clicking in the mouse arrow on screen
- Enter Password in BussB : **0000**

2.2 START THE TIMER SCREEN

- Find the remote controller in the white box on top of the Speaker
- Point it at the Timer screen and press the on key on the remote for a couple of seconds
- Timer screen will activate

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FOR DUNSBOROUGH (Prepared 29/07/2023)

2.3 START THE TIMER APP

- Orientate the timer screen so you can see it while looking at the HP Computer screen
- On the HP Computer find the Timer Application. **Double click to start the timer**. (If this doesn't work close the timer app, (X in Top right hand corner) and right click the Timer app and click Open).
- When the Timer activates on the HP Screen, point the mouse at the **Pause** tab and click.
- Now point the mouse at the top left tab, hold the mouse key down and **drag** the timer screen left. This moves the timer onto the timer screen....you should be able to see the timer on the timer screen now.

3. CREATING A NEW SESSION FOR TODAY

- On the HP screen Activate Compscore3, the HEART symbol on the Desktop **♥ DOUBLE CLICK** to activate.
- Click on **NEW** (top left hand of screen)
- Click on **New Session**
- 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)

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FOR DUNSBOROUGH (Prepared 29/07/2023)

- 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 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 check the details which appear and then click OK

DIRECTORS' NOTES FOR RUNNING A CLUB SESSION

FOR DUNSBOROUGH (Prepared 29/07/2023)

- 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**
- **DO NOT LET THE BRIDGEMATES OUT OF YOUR SIGHT UNTIL THE SECTIONS HAVE BEEN LAUNCHED**
- 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**
- On the Session Management Screen, for each section select the **Names** Tab and Click the **Import Names** Button.
- Check that all Tables are present, and that all names are present (EW and NS)

DIRECTORS' NOTES FOR RUNNING A CLUB SESSION

FOR DUNSBOROUGH (Prepared 29/07/2023)

- For each section make any adjustments to Player names as required (by highlighting the name, Edit (add new player)) and send the names back to the Bridgemates via **Send names** button. (You only need to Send Names back to Bridgemates if you have made changes to names, don't send names back until all names have been imported otherwise you'll have to make those changes again if you do another Import.)
- Once you have checked all names and tables (both N/S and E/W) have entered their names, and that there are no names that you don't recognise as being present today, the Boards can go out. Each table must identify the Boards they are expecting so that they get the right boards.
- **Open the Bridgemate Control Software** (This is the little **Yellow computer** Icon which appears on the Taskbar when you Launch the Bridgemates.)
- Select **Round Monitor**.
- Start the **timer** by moving the mouse to hover over the Timer screen (The mouse icon will appear automatically). **Double Click the appropriate Time** (20 minutes for 3 Boards, 14 minutes for 2 boards.
- Turn the timer screen to face the room .

Go and play!


4. IMPORT RESULTS FROM BRIDGMATES TO COMPSCORE 3

For each section :

- Wait for all games to finish (In Round Monitor all red buttons are on)
- Minimise 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

DIRECTORS' NOTES FOR RUNNING A CLUB SESSION

FOR DUNSBOROUGH (Prepared 29/07/2023)

- 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
- 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
- Ensure the Timer screen is disconnected from the HP Screen
- On bottom right hand corner of HP Screen click on  and then on the WWW symbol (Earth) and connect to Library Bytes

When connected to the internet (**Go ONLINE**)

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

Upload the results to Pianola.

- Open Pianola : **Double Click the "UPLOAD RESULTS TO PIANOLA" Icon**

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FOR DUNSBOROUGH (Prepared 29/07/2023)

- 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**

1. Choose the results file Click **Choose File**
 - a. Navigate to Compscore3/web/XML Files and double click the day's Results file (.XML file)
2. Choose the hand record file Click **Choose File**
 - a. Navigate to Compscore3/web/Deal Files/Archive and double click the day's Hand Record (.TXT file)
3. Ignore
 - Click on **UPLOAD**
 - a. After upload is complete check the dashboard for the Recent Sessions and check that today's results have been published
 - b. 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, 3rd from bottom)
 - Go to **Results** on the menu bar
 - Click Button **Upload New Results File**
 - Choose the results file
 - c. Navigate to Compscore3/web/XML Files and double click the day's Results file (.XML file)
4. Click on **PUBLISH**
 - a. Are you sure ? **YES**
 - b. Close MYABF

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Shutdown the 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 taken to Busselton, -put them under the cupboard in the dealing room.