

DIRECTORS' NOTES FOR RUNNING A CLUB SESSION FOR DUNSBOROUGH (Updated April 2025)

1. SETUP (CONNECT ALL THE ELEMENTS AND POWER)

- Connect Speaker Box to Power Board and turn on and test a microphone
- Connect the Bridgemate server to computer USB port on Left
- Connect the USB Hub containing the Mouse dongle to the other USB port on Right
- Turn on the mouse
- Connect the HDMI cable to the Computer and the wall socket (HDMI 1)
- Turn on the Overhead Projector (the remote is in the white plastic basket on the first shelf above the sink in the kitchen). Press the power button (top Left) once to turn on and later twice to turn off.
- **Collect the Boards (in Blue Bag) from the cupboard.** They are kept on the shelf in order of production first closest to door.

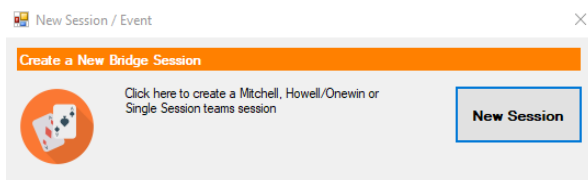
2. SOFTWARE SETUP

- Turn Computer **ON**. (Button at top Right)
- Check that Bridgemate server is on (2 Green lights are on)
- Tap mouse to activate and Enter PIN **bridge0000** (Zeros)

3. CREATE A NEW SESSION FOR TODAY



- **DOUBLE CLICK** to activate Compscore3, the HEART symbol on the top of the Desktop .
- Click on **NEW** (top left hand of screen)



At the **NEW** box Click on **New Session**

- Date, Section, Scoring Method and Session Name fields are completed automatically. (BUT if you are running a second section, for example you have a supervised session, the Session Name for that section must be changed to Monday_Supervised and Materpoints field changed to NONE SEE LATER).
- **Deal File (Down Arrow)** Check the name of the Deal File on the top of the Handrecords in the **Blue Bag** of boards, and choose that file using 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.
 - **UNPLUG THE HDMI CABLE** while you 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. Sometimes the Director for the day is listed on the Club 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.** (Try to make Full tables by asking people to move around). (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. SET UP THE MOVEMENT(S) AND ACTIVATE THE BRIDGEMATES

- Check with the Director whether they want a Howell or Mitchell Movement. (These are the two movements that are likely to be run).

FOR A MITCHELL MOVEMENT

- Find the appropriate Table Numbers in the blue file box (1-16)
 - **Put out Table Numbers on Tables and identify any half tables,**

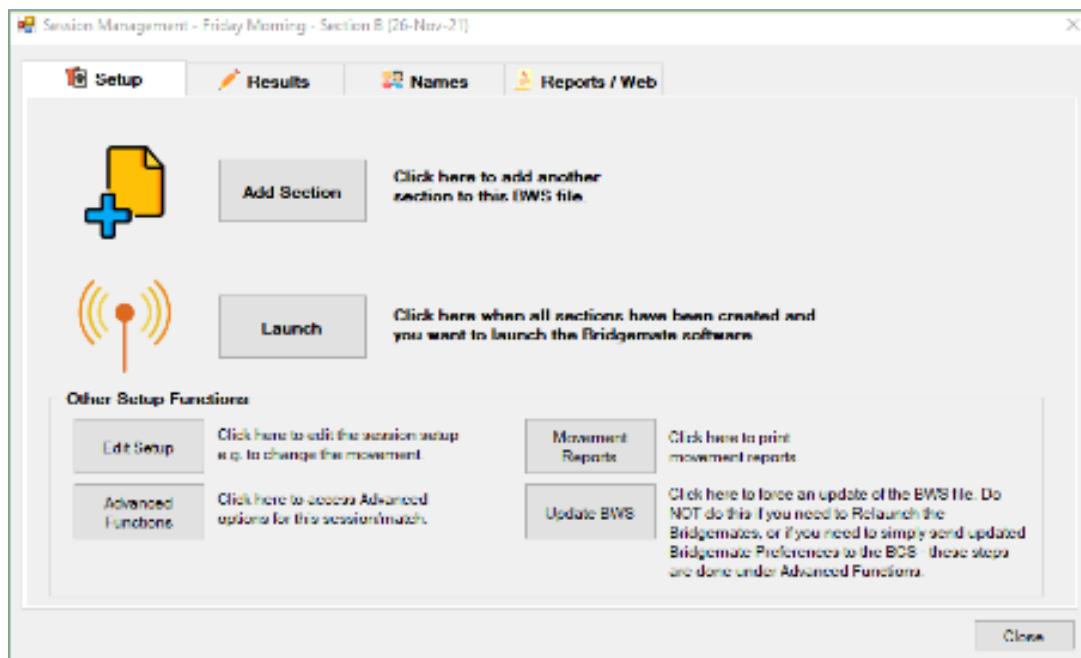
- Back at the computer enter **Number of Tables (rounded up)** if there's a half table)
- Enter **Highest Board Number** (Max 36) – this number depends on whether you are playing 2, 3 or more boards per round and how many rounds you are expecting to play
- Enter **Number of Rounds**
- Enter **Boards 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.
- Ask the director to check the Movement details. If all good then click OK

FOR A HOWELL MOVEMENT

- 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.
 - 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 ASK THE DIRECTOR to check the Movement details which appear.

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



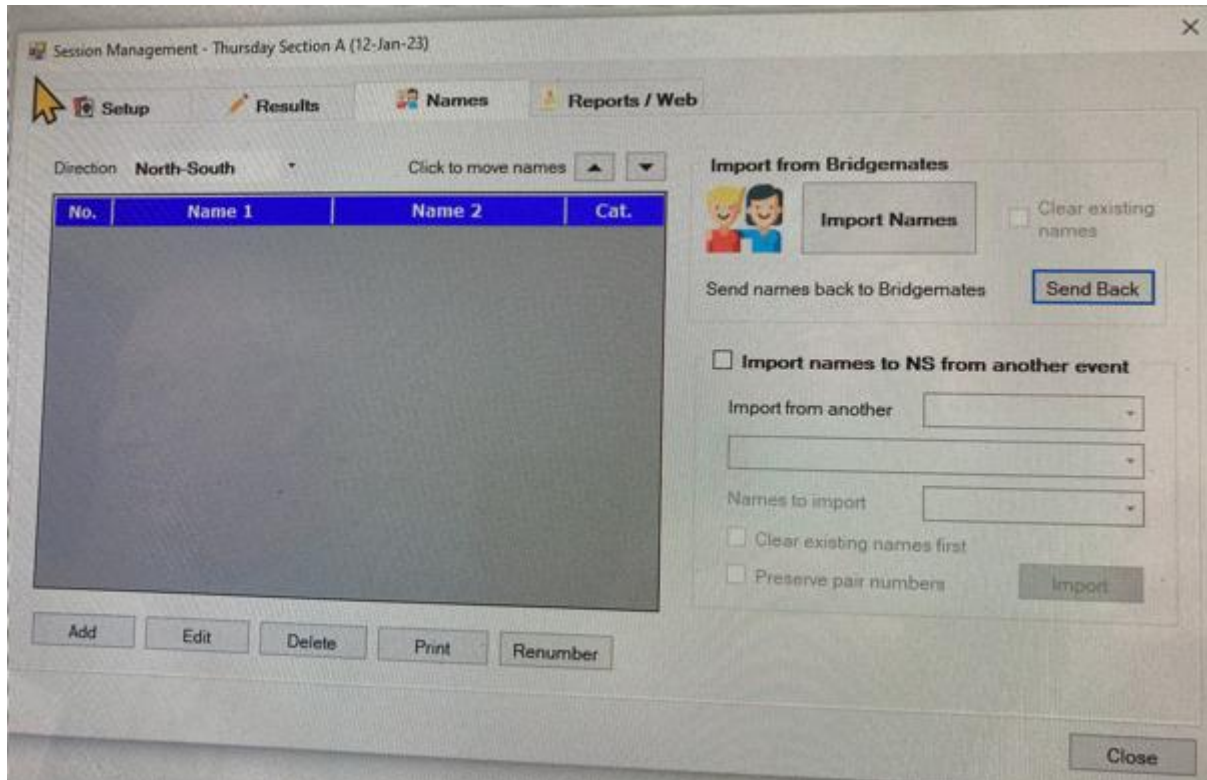
- If Running an additional section (as in a Supervised session running alongside a club session) Click Add Section Button
- In Session Name make sure you distinguish this section from the Club section by identifying it as e.g Monday_Supervised
- Set up the additional section as per Original Section – From “4.SET UP THE MOVEMENT(S) AND ACTIVATE THE BRIDGEMATES” (above)
- Separate the two screens and colour them to easily distinguish them from each other if you want (Under Advanced Functions - Miscellaneous Tab- Set form colour) and close that window

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**

- 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**

Session Management Screen



- 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 with the **Direction** Dropdown tab)
- For each section make any adjustments to Player names as required by highlighting the name, click **Edit** then **add new player**, enter the ABF or Club Number or Name.
- IF YOU HAD TO EDIT NAMES, AND ONLY WHEN ALL NAMES ARE CORRECT - Send the names back to the Bridgemates via **Send Back** 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 and corrected 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**.

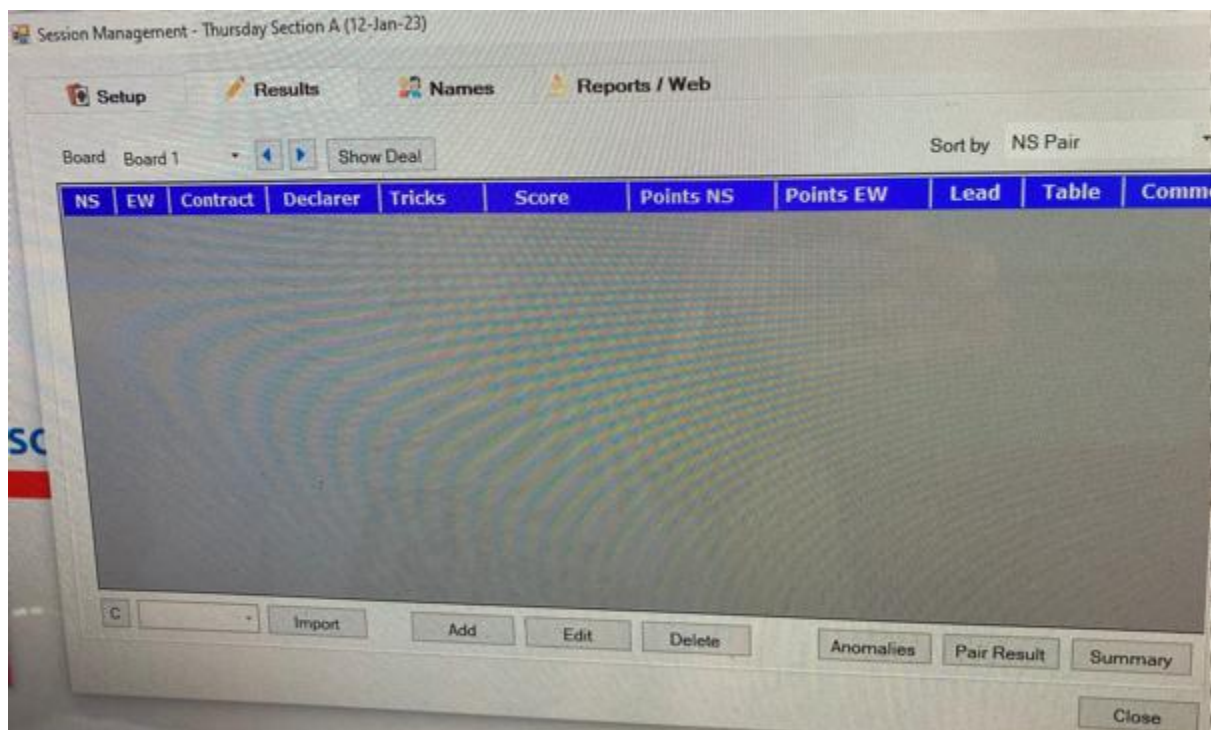
5. TIMER SETUP

- Click the **Processes** dropdown menu in Compscore3 (at the top, third from the L) and move the mouse down to **Timer** then right to **Set minutes per Round**
- **The Timer Screen opens.** Set the minutes per round if necessary and test the sound volume by clicking **Test 1** and adjust volume with computer volume control buttons (top L of keyboard)
- **Position the screen so that the Director can see the control buttons which are in the lower Left corner .**
- **GO AND PLAY**

AT THE END OF PLAY

6. IMPORT RESULTS FROM BRIDGMATES TO COMPSCORE 3



- Wait for all games to finish and close the TIMER screen
- **Minimise (DO NOT CLOSE) Bridgemate Control Software** (if all tables have finished it may minimise itself)
- 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
- If there's a red **Recalculate** message then 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 and to the MYABF site.

7. CONNECT TO INTERNET (LIBRARY BYTES)

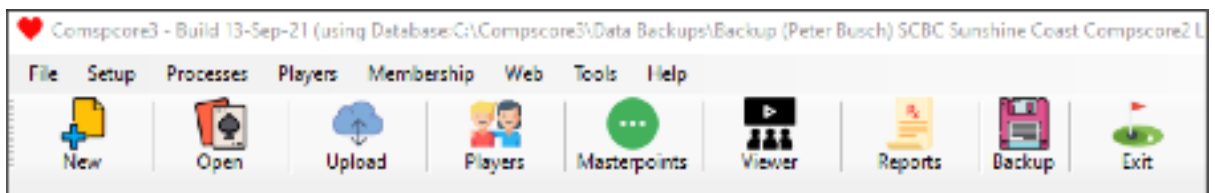
- On bottom right hand corner of the computer screen click on the small  icon and then the  icon (top L with **Available** beneath it) and then select **Library Bytes** and connect.



8. UPLOAD RESULTS

Upload results to Busselton Bridge Club (Altosoft site)

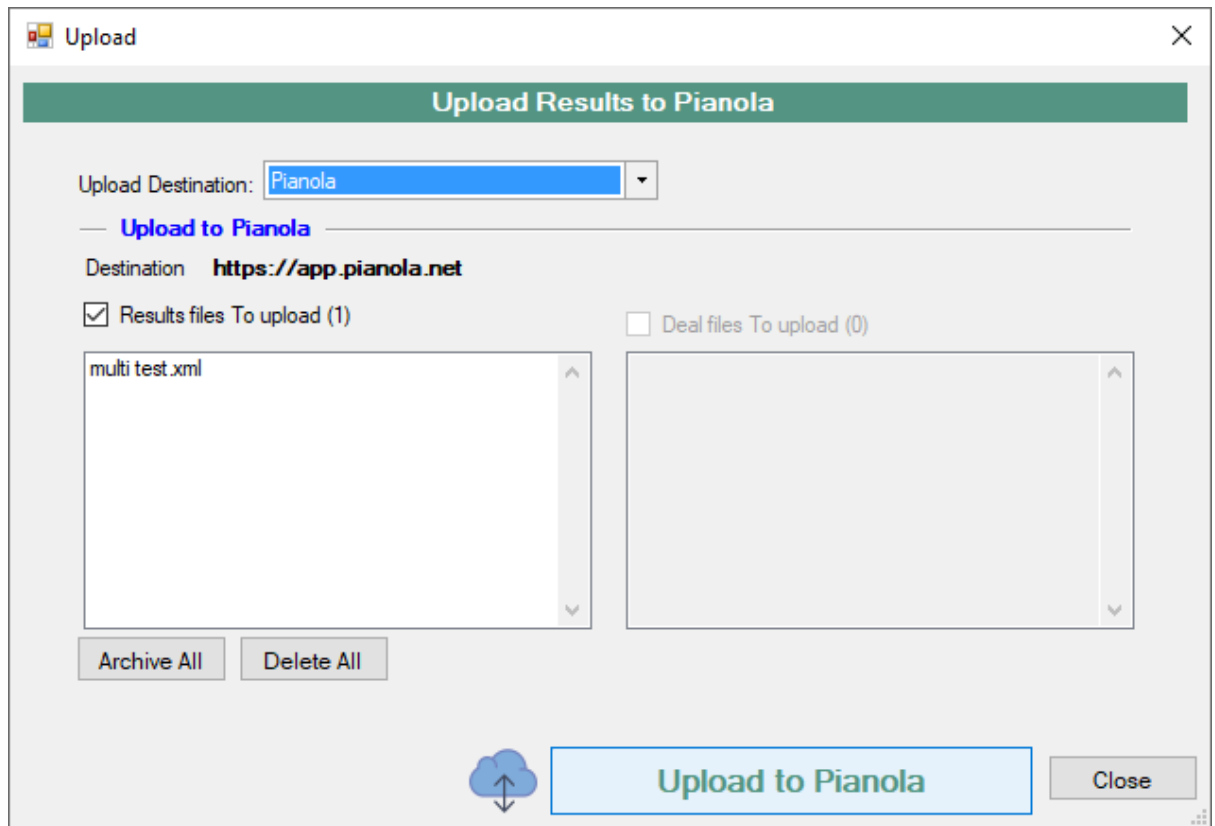
- Double Click on **Upload** Tab in Compscore 3 main screen (a Blue cloud icon on the menu)



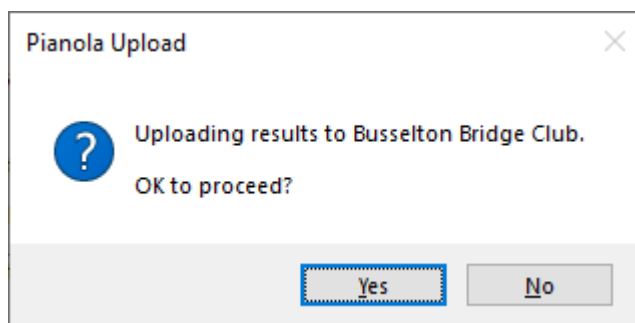
- Click "UPLOAD TO BRIDGE AUSTRALIA". This loads both section results and the deal file to Busselton Bridge Club website.
- Check the Web Results Page (This comes up automatically), check to make sure everything looks as expected and that the deal file is available.
- Close Busselton Bridge Club Web page.

Upload the results to Pianola. (NEW INSTRUCTIONS AS AT APRIL 2025)

- Double Click on **Upload** Tab in Compscore 3 again. (Main screen (the **Blue cloud** icon on the menu))
- Click the down arrow on Upload Destination and select **Pianola**



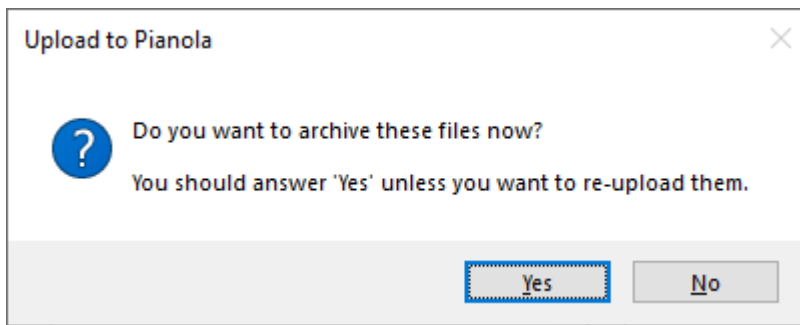
- Select today's session results file and Click "**Upload to Pianola**." (The process may take some time, so wait patiently).
- This loads both section results and the deal file to Busselton Bridge Club's Pianola website and sends results emails to participants of today's session.



If you are sure that only one file will be uploaded, CLICK **Yes**

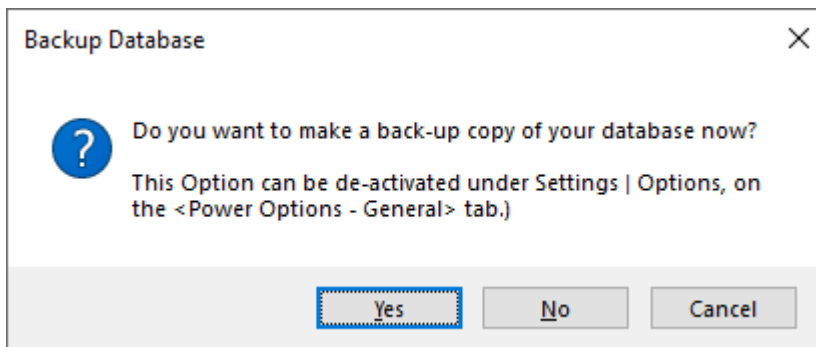
- (The process may take some time, so wait patiently).
- A message appears "Pianola Upload. You have one pre-created session for <today's date>."

- Click Yes.



Click 'Yes' to archive the results file

- Close Compscore3 (X in top Right corner)



- Click No

Upload the results to MYABF.

- Open MYABF : **Double Click the "Australian Bridge Federation" Icon (on desktop - top of screen)**
- Log In to MYABF with your own User Name and Password
- **It's best not to save your login password on the Bridge Club Computer as everyone can then get into your ABF account if they wish.**
- 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

Navigate to C:\Compscore3\Web\XML Files\Archive

Double Click today's Results file (.XML file)

- Click on **PUBLISH** (You have to scroll down a bit)
• Are you sure ? **YES**
- Close MYABF.

It's best not to save your login password on the Bridge Club Computer as everyone can then get into your ABF account if they wish.

9. Shutdown the computer and pack away

- Turn off the Bridgemate Server battery (Hold the Red Button for a few seconds)
- Disconnect all leads and put into Suitcase
- Turn off the Mouse (Button underneath) and put in the Suitcase.
- Put Suitcase on top of the Tables in the Storeroom
- Turn off the Speaker (Button on back)
- 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.