

DIRECTORS' NOTES FOR RUNNING A CLUB SESSION

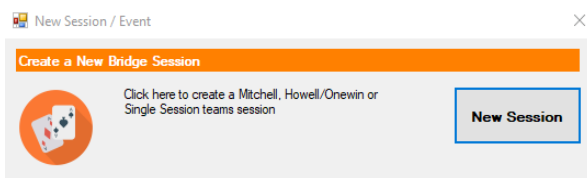
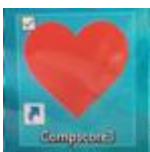
AT THE SENIOR CITIZENS CENTRE (BUSSELTON). (Updated March 20th 2026)

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

- Connect POWER BOARD to Power and Turn on Power at wall
- Make sure the individual switches (if there are any) on the Power board are on.
- Connect the COMPSCORE Computer to Power Board (the connection for the computer is where a red dot is located).
- Connect the Bridgemate server (the medium sized cream box) to Compscore Computer (where there is a red dot entitled "Bridgemate Server")
- Connect the D-LINK Router (the smaller white box) to the Compscore Computer (where there is a big red dot entitled "D-Link Router") via the USB cable and **LONG PRESS** the power button on the D-Link Router.
- CHECK THAT THE D-LINK ROUTER is connected to the Internet. (This should happen automatically. If it doesn't connect automatically, the password is W10665bbd4. (If that doesn't work try A53f3c89)
- Connect the Monitor to Power, and connect the Monitor to the Compscore Computer via the HDMI cable
- Connect the speakers to the Monitor (there's a small Audio Output Port on back of Monitor) and to the Power Board (There's a small white USB Charging Plug for the USB end of the Speaker wire)
- Turn ON the Compscore computer at the big red ON/OFF sticker.
- Check that Bridgemate server is on (2 Green lights are on)
- Activate the Compscore computer by pressing enter on keyboard
- Enter PIN in Tonylyn07@gmail.com : 6755

2. CREATE A NEW SESSION FOR TODAY (on the Compscore Computer)

- Collect a set of Boards (in a Bag) from the trolley.
- Check that Board no.1 North cards, match the paper Handrecord located in the bag.
- 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 Masterpoints 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 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.

- Check that the Handrecords match what you have in the Deal File on the computer. (Use File Manager to open the deal file. 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 or preferably, by consulting the "Bridge Directors Companion" Page II-2.)

3. SET UP THE MOVEMENT(S) AND LAUNCH THE BRIDGEMATES

- Confirm 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)

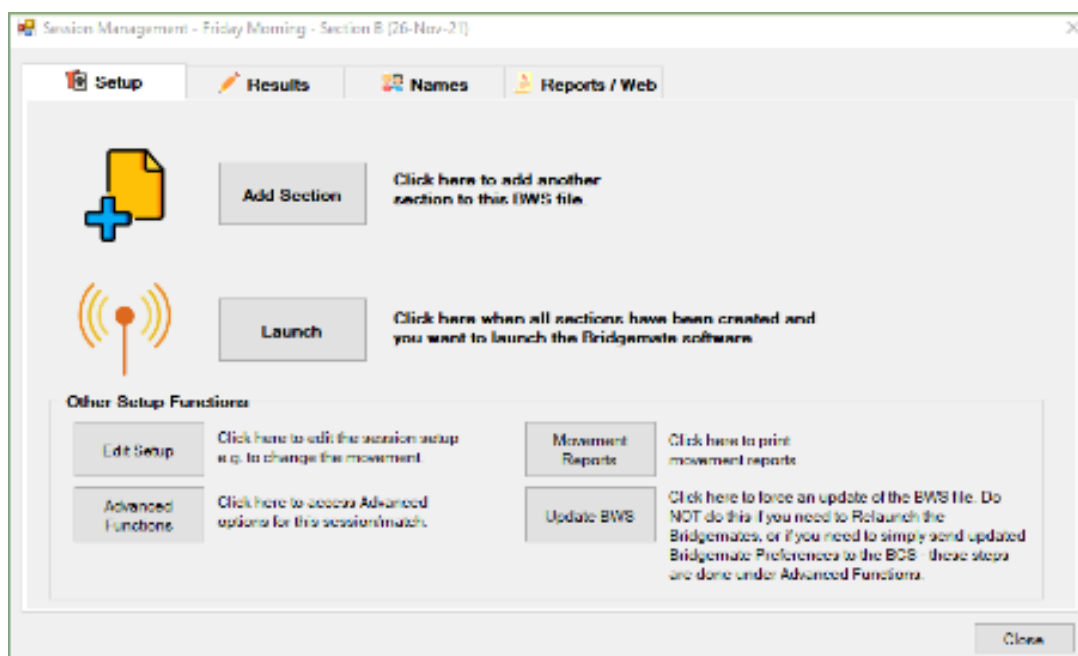
- Put out Table Numbers on Tables and identify any half tables,

- 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

- **DO NOT LAUNCH IF ANOTHER SECTION IS BEING RUN**
- **BUT IF ONLY 1 SECTION (NORMAL) CLICK LAUNCH**
- **DO NOT LET THE BRIDGEMATES BE DISTRIBUTED UNTIL YOU HAVE LAUNCHED**

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**
- **BUT IF ONLY 1 SECTION (NORMAL) CLICK LAUNCH**
- **DO NOT DISTRIBUTE THE BRIDGEMATES UNTIL YOU HAVE LAUNCHED**



- If Running an additional section (as in a Supervised session running alongside a club session) Click Add Section Button

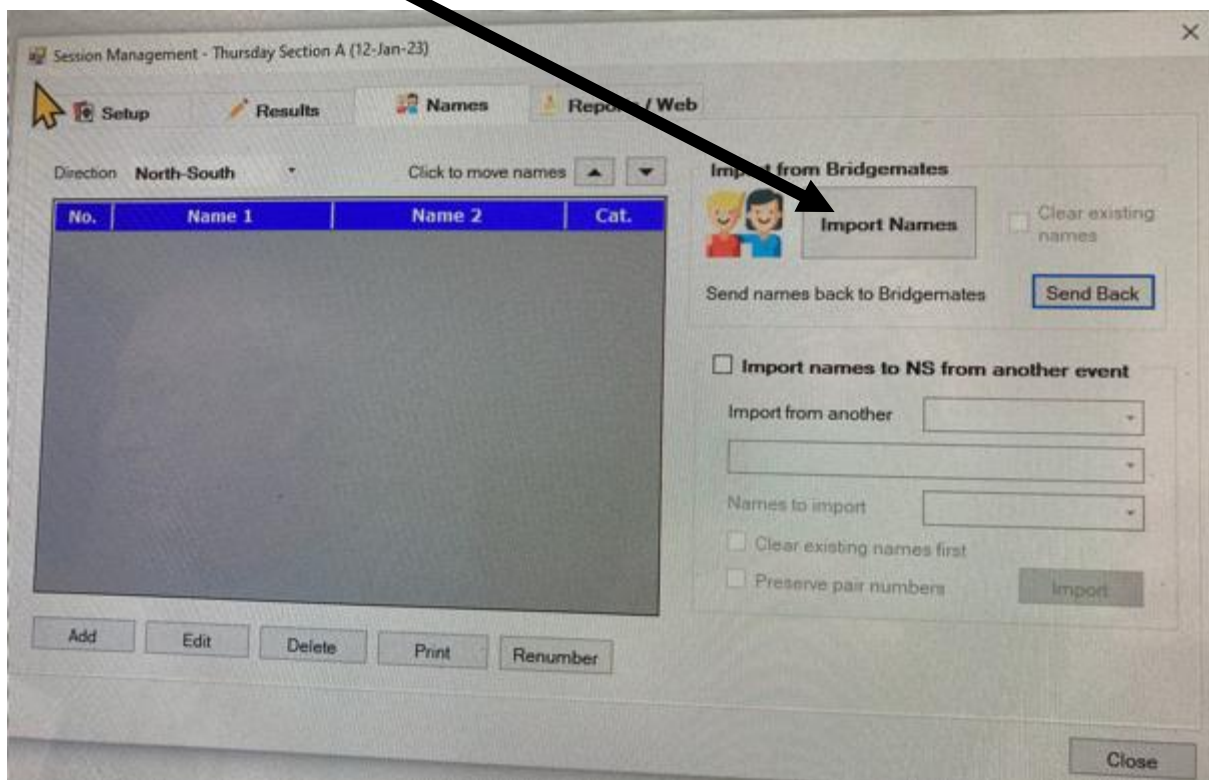
- In Session Name make sure you distinguish this section from the Club section by identifying it as e.g Wednesday_Supervised
- Set up the additional section as per Original Section – From “3.SET UP THE MOVEMENT(S) AND LAUNCH THE BRIDGEMATES” (above)
- Separate the two screens and colour them to easily 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*

4. IMPORT NAMES AND CHECK

- 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), and check that there are no unknown names
- 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 Bridgmate Control Software** (This is the little **Yellow computer** Icon which appears on the Taskbar when you Launch the Bridgemates.)
- Select **Round Monitor**.

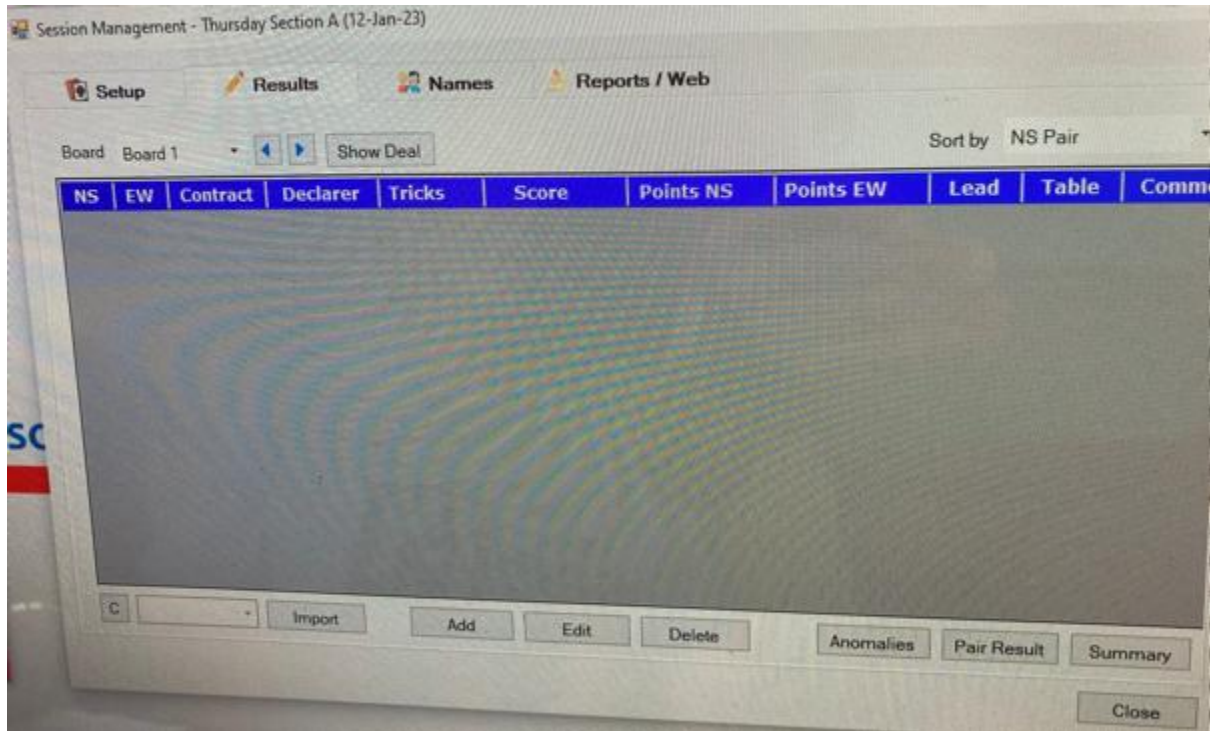
5. TIMER SETUP

- 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 required minutes per round (usually 14 mins for 2 board rounds and 20 Mins for 3 board rounds and 26 mins for 4 board rounds)
- **Test** the sound volume by clicking **Test 1** and adjust volume with computer volume control buttons (top L of keyboard) if necessary
- Position the Compscore computer so that the Director can easily access the control buttons which are in the lower Left corner, without having to clamber onto the stage.
- **GO AND PLAY**

AT THE END OF PLAY

6. IMPORT RESULTS FROM BRIDGMATES TO COMPSCORE 3

- Close the Timer screen.
- When all Tables are finished and results of the last board have been recorded by Players the Bridgmate Control Software will minimise itself and you will be returned to the Compscore 3 Session Management Screen



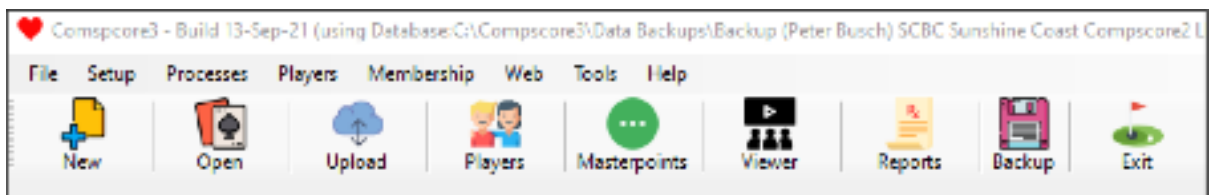
- Select **Results** Tab
- Import the results from the Bridgemates via the **Import** Button
- Click on the **Summary** button to ensure all results have been added
- Now ensure the Director is with you while they check anomalies:
 - Click on **Show Deal** button and move window to top left of screen.
 - 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. UPLOAD RESULTS

7.1 Upload results to Busselton Bridge Club (Altosoft site)

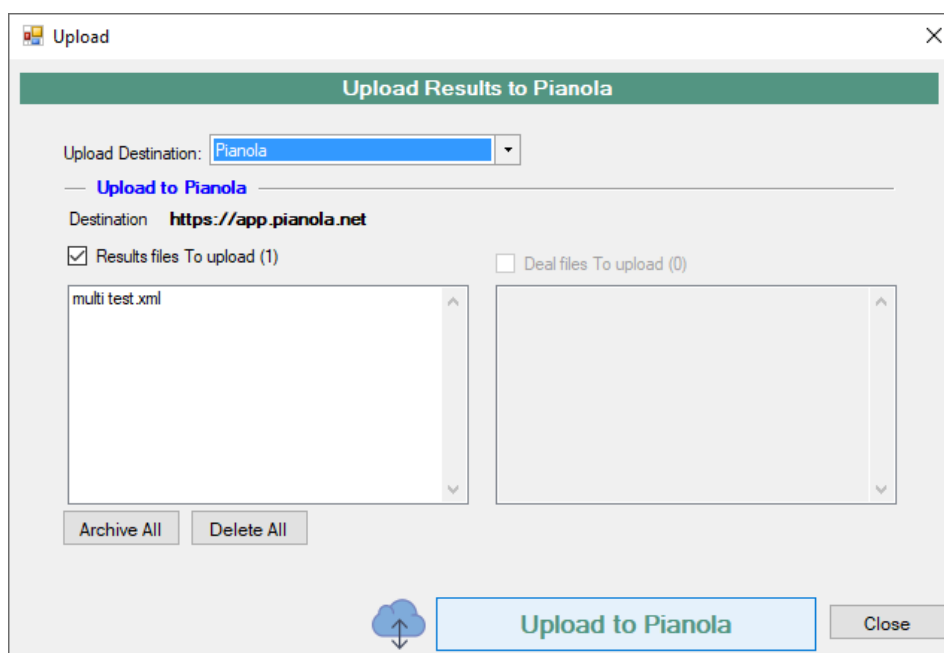
- Double Click on **Upload** Tab in Compscore 3 main screen (a Blue cloud icon on the menu)



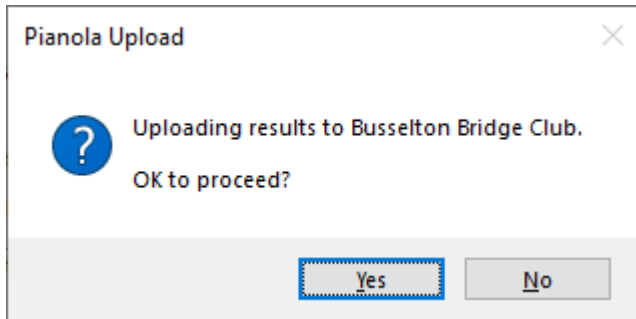
- Click **“UPLOAD TO BRIDGE AUSTRALIA”**. This loads both section results and the deal file to Busselton Bridge Club website.
- Check the Web Results Page (This comes up automatically), check to make sure everything looks as expected and that the deal file is available.
- Close Busselton Bridge Club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

7.2 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**

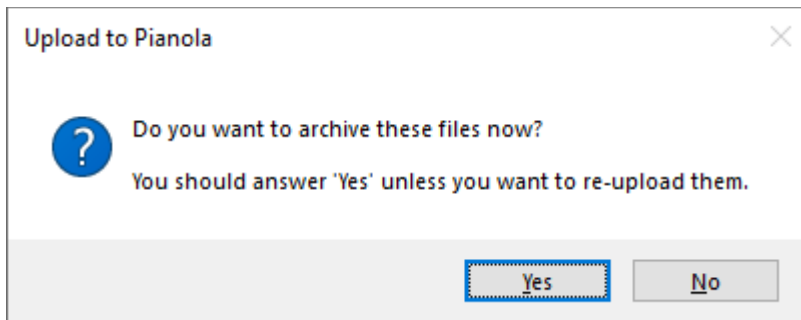


- Select today's session results file and Click "**Upload to Pianola.**"
- This loads both section results and the deal file to Busselton Bridge Club's Pianola website and sends results emails to participants of today's session.



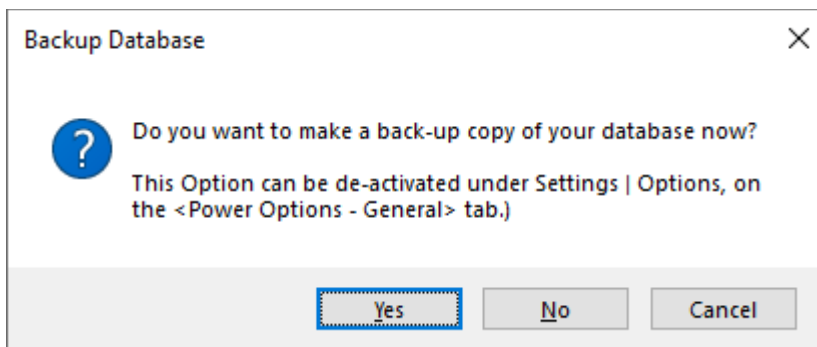
If you are sure that only one file will be uploaded, CLICK **Yes**

- 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)



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- Click No

7.3 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.

8. Shutdown the Compscore Computer and D-Link Router

- Disconnect all Leads and store all equipment in boxes and put in the cupboard.
- Long Press the button on the D-Link Router and the Bridgemate Server to preserve battery power.
- If you used the Mouse, make sure it is switched off, (switch underneath).
- Switch off Power Board at the wall, and place in Computer Box
- The Boards which have been used are to be re-sorted in order and given to the person who is dealing this month. (The Roster is sometimes on the Notice Board).
- Make sure all equipment is relocated to the Senior Citizens Storage Room.
- Ensure Padlock is closed when you are sure all equipment is stored.
- Replace Table in corner of stage.
- Turn off stage lights before leaving.