

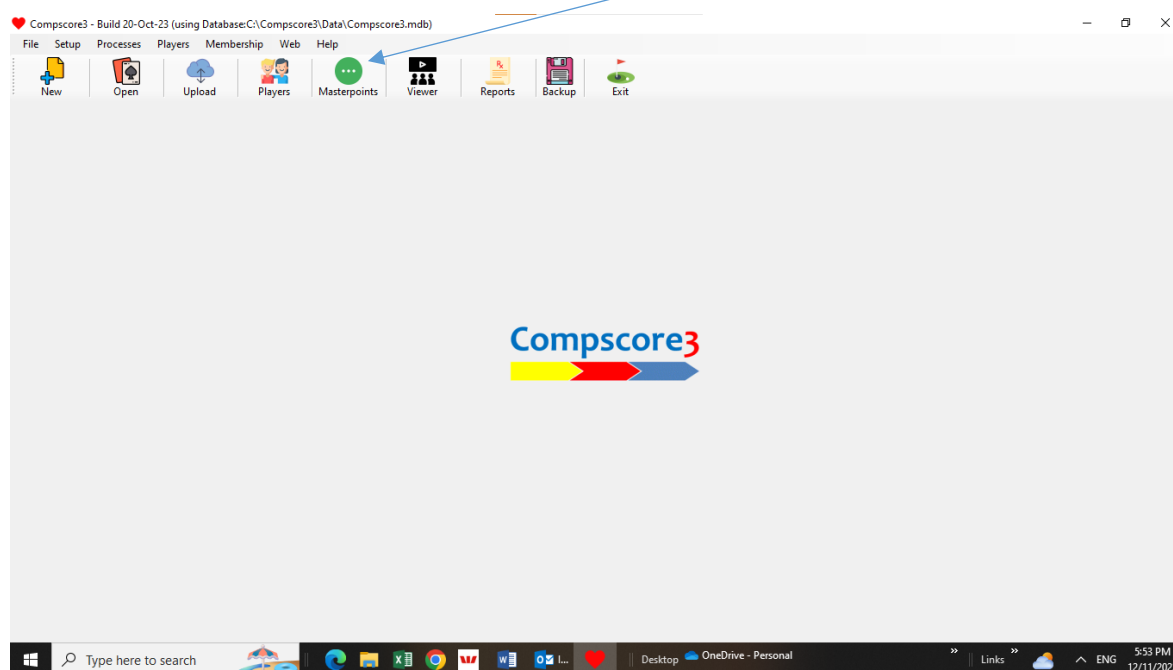
BUSSELTON BRIDGE CLUB.

Instructions for ROLLING UP MASTERPOINTS.

At the end of each month (before 1st of the next month), Masterpoints accrued by players that month must be lodged with the Masterpoint Centre.

The Masterpoints on each computer (Busselton and Dunsborough) must be rolled up.

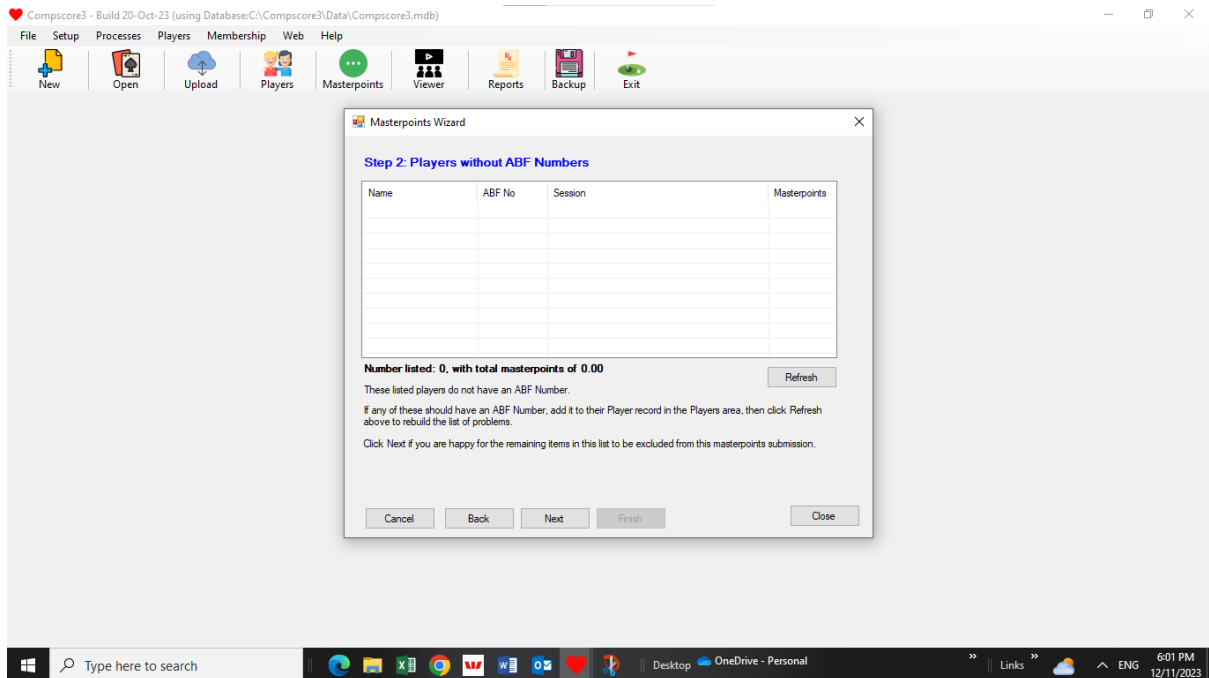
At the end of the session, after posting results to the BBC website, Pianola and MYABF and before closing down, with Compscore3 open, Click **Masterpoints**



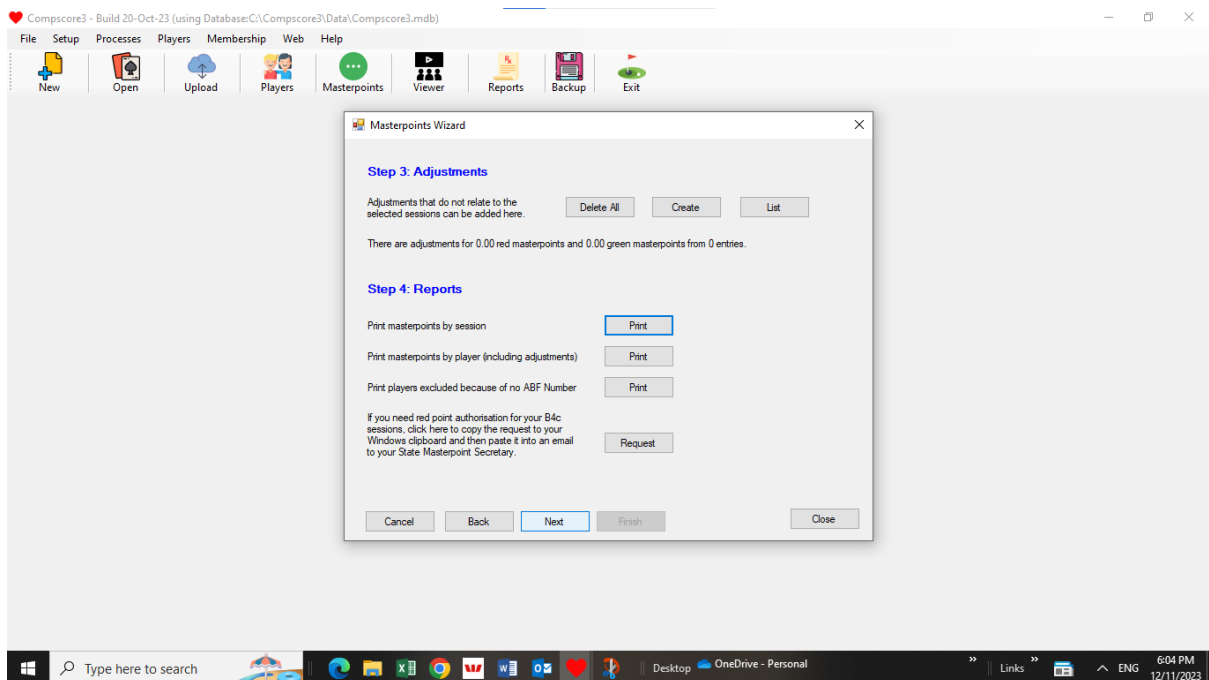
On the next screen select all sessions that need Rolling up. (Usually all sessions, but be careful if there are more than 4 sessions, that will mean that the last person to roll up Masterpoints did not finish the process correctly and you need to close the sessions where the masterpoints that have already been loaded) and click 'Next'.

If there are any players who have Masterpoints but we don't have an ABF number for the member, (see list), then you must find an ABF number for them. If they have no ABF number then you can list them and when they become a member of ABF they are allowed to have their Masterpoints that

were accrued prior to becoming a member. Anyway, fix any records with missing ABF numbers and click 'Next'

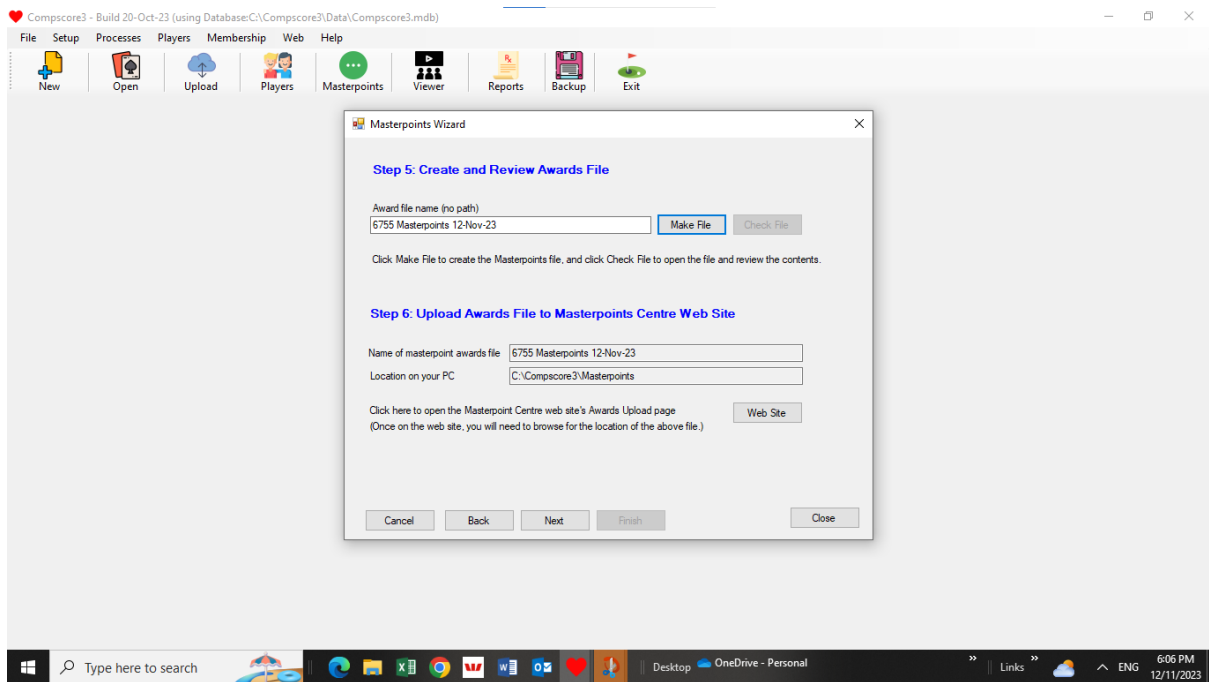


Next Screen.



Follow the instructions, but usually just click 'Next'

Next Screen.



Click Step 5 'Make File'.

Click Step 6 'Web Site'

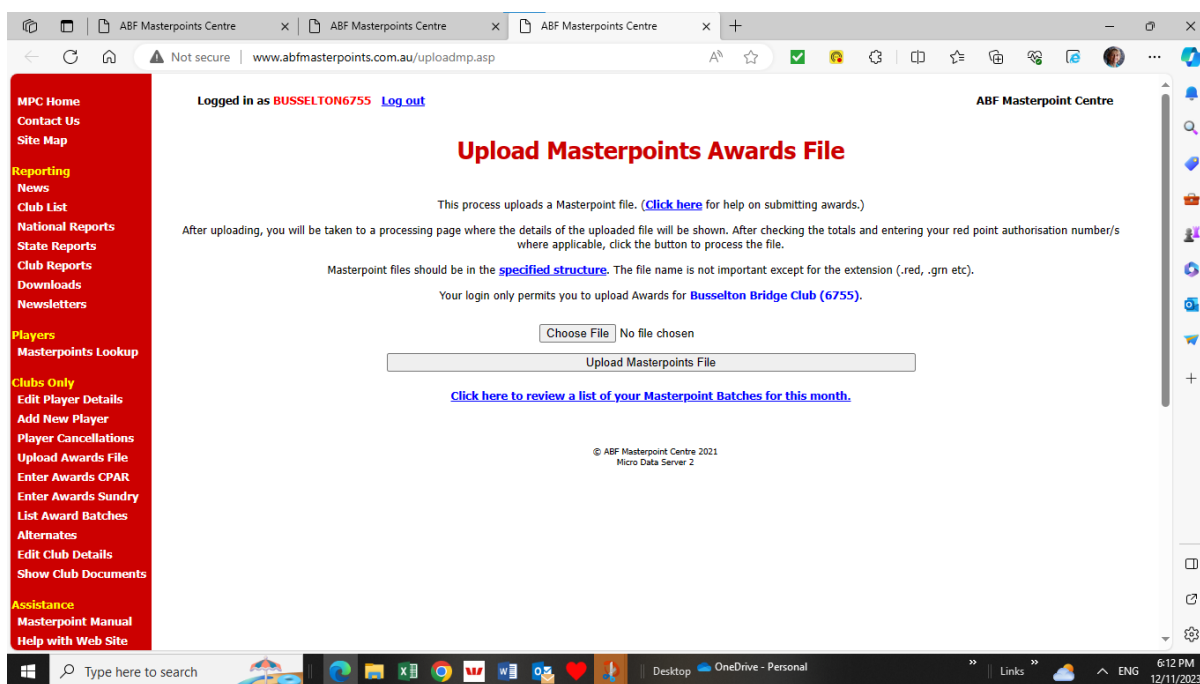
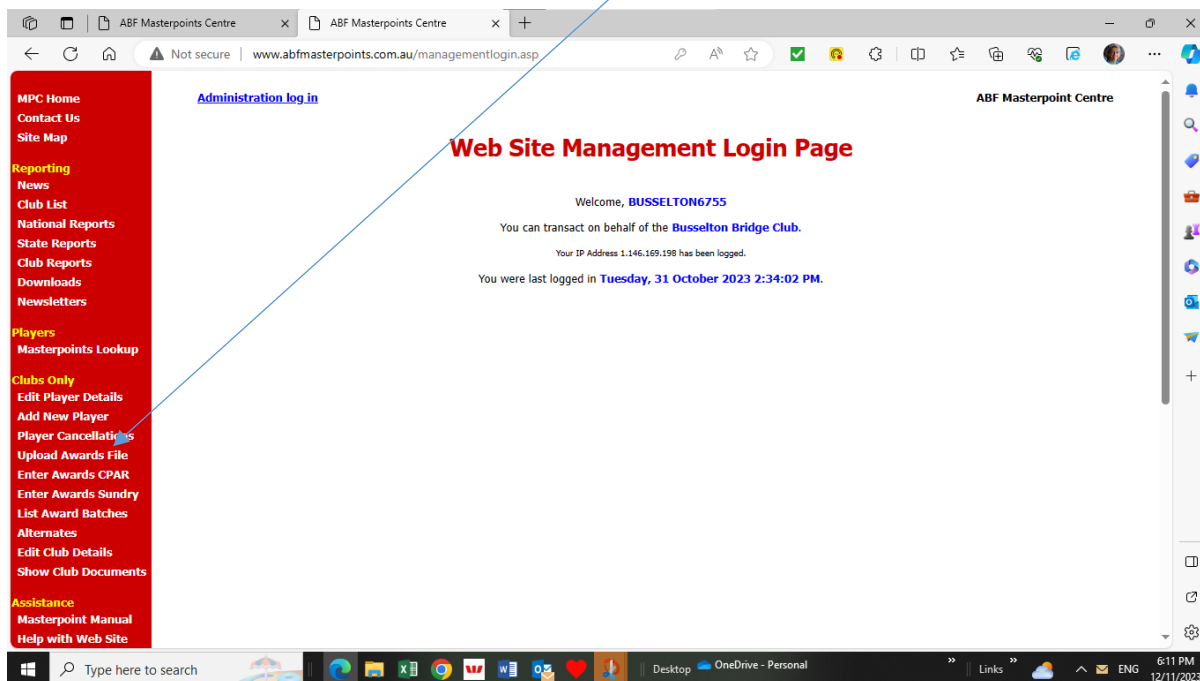
This takes you to the Masterpoints Centre.

Log In to the Masterpoints Centre using 'Administration Login'

UN = Busselton6755

PW = stayman

On left hand panel (the red panel) click 'Upload Awards File'



Click 'Choose File' and navigate to the .grn file just created.

And Click 'Upload Masterpoints File'

Logged in as BUSSELTON6755 [Log out](#)

Upload Masterpoints Awards File

SUMMARY OF UPLOADED FILE			
	GOLD	RED	GREEN
Totals	0.00	0.00	0.00

Players in file: 0

If you are happy with the above totals, click the green button below marked 'Yes - Proceed' to process these masterpoints. If you want to abandon this process now, click 'No - start again'. Doing this will erase the uploaded file and remove all traces of the upload.

Note: This file has not yet been processed. You must press 'Yes - Proceed' below to send these files to the Masterpoint Centre.

Any Comments:

Follow the Instructions on this screen and click 'YES- Proceed'

This rolls up the Masterpoints file that you have created to the Masterpoints Centre where it awaits authorisation.

Log Out/Close the Masterpoints site.

Now all you need to do is go back to the Compscore 3 program, it should still be open.

Close the sessions you've just Masterpointed, and log out of Compscore 3.

You must undertake this process on both computers and will be left with two batches awaiting authorisation.