

Using Bridgemates with ScoreBridge

Guide for Directors

Version 1

April 2006

This Guide is based on the use of Bridgemates and ScoreBridge at South Bucks Bridge Centre, Burnham. There will be some differences at other bridge clubs.

Screen shots included are of the use of the programs use at SBBC.

It is hoped that the guide might be helpful, but no guarantee is given as to the accuracy of any information in it.

The guide has been written by David Beever without authorisation from the suppliers of Bridgemates or ScoreBridge, although it is hoped that they will approve it.

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Contents

Title

- 2 Contents and Introduction
- 3 Preparing for a session
- 4 Starting a Session
- 5 Entering a Movement
- 9 The BMPro Screen
- 10 The ScoreBridge Bridgemate Control Screen
- 11 Entering players Names
- 13 Scrolling Results Screen
- 15 Amending and Entering Scores
- 16 Showing Deals
- 17 Producing the Final Result
- 18 Printing Results
- 19 Producing a Web Page
 - Uploading the Web Page to the Web
- 20 Running Events with Two Sections
- 21 Scoring Two or more Independent Events
- 22 Swiss Pairs
- 28 Appendix 1 – Changing the Display Intensity
 - Using the Tournament Directors' Key
 - Resetting the Bridgemates
 - Changing the Section Letter, Channel and Table Number
- 29 Use of the TD-Key during the Session
- 30 Common Problem Solving
- 31 Appendix 2 – Resetting the Movement
- 34 Appendix 3 – Restarting after Programs have been Closed
- 36 The Restart Menu
- 37 Appendix 4 - Changing Bridgemate Default Settings
- 39 Changing ScoreBridge Defaults
- 40 How Bridgemates Work - Bridgemate Instructions for Players

Introduction

The Bridgemate instructions for players (P40) provide the basic instruction on how to use them. This Guide has further notes for Directors, including setting up the scoring program and dealing with problems.

The Bridgemates are used in conjunction with ScoreBridge, the scoring program which controls it and into which results are fed.

Notes

1. *ScoreBridge has many excellent Help Screens for standard situations*
2. *Continual improvements are being made to ScoreBridge and some of the screen shots or instructions might differ slightly in the latest version. The Guide will be updated when any major changes are made.*

Preparing for a Session

Some routine checks are advisable before starting a session

1. *Turn on computers*

2. *Check Bridgemates*

Check that all Bridgemates to be used are ready for use. When OK is pressed they should display **Bridgemate PRO v2.1a EN**. Pressing OK again should display **Group A** (Some should say Group B if 2 sections to be run), **Channel 0** (usually) and a **table number** corresponding to that on the label. Pressing OK again should either display **End of Session** or return to the **Bridgemate PRO v2.1a EN** display.

If any display asks for a board number or membership number this is because the previous session was not finished correctly. **Insert the TD key and press 0**. The display will read *Reset?* Click **OK** and the Group and Table Number should be displayed, corresponding to those on the BM label.

3. *Table Name Slips* should be distributed to facilitate entry of names not picked up by the system

Starting a Session

Double Click the *ScoreBridge* icon

This opens the **Events List**

ScoreBridge R8.0.141 : South Bucks Bridge Centre

Events List

Events to show
 Match Pointed IMPed Aggregate YPs All

Select Events - (use Shift key for a range) Refresh List Clear Selection

To sort, click head of column Double Click to Open

Day	Date	Description	Se ct'		
Tue	13 Sep 05	Tuesday daytime		Pairs	MPs
Mon	12 Sep 05	Burnham BC 2		Pairs	MPs
Mon	12 Sep 05	Bunham BC		Pairs	MPs
Mon	12 Sep 05	Monday Morning		Pairs	MPs
Fri	09 Sep 05	Friday Pairs		Pairs	MPs
Thu	08 Sep 05	Golf And Bridge	A	Pairs	MPs
Thu	08 Sep 05			Pairs	MPs
Wed	07 Sep 05	Wednesday Evening		Pairs	MPs
Tue	06 Sep 05		A	Pairs	MPs
Tue	06 Sep 05	Tuesday daytime		Pairs	MPs
Tue	06 Sep 05	Tuesday Club		Pairs	MPs
Mon	05 Sep 05	Burnham BC Teams		Teams	IMPs
Mon	05 Sep 05	Monday morning		Pairs	MPs
Fri	02 Sep 05	Friday Pairs		Pairs	MPs
Thu	01 Sep 05			Pairs	MPs
Wed	31 Aug 05	Wednesday Pairs 2		Pairs	MPs
Wed	31 Aug 05	Wednesday Club		Pairs	MPs
Tue	30 Aug 05	Tuesday Daytime		Pairs	MPs
Tue	30 Aug 05	Tuesday Club		Pairs	MPs
Mon	29 Aug 05	Burnham		Pairs	MPs
Fri	26 Aug 05			Pairs	MPs
Thu	25 Aug 05			Pairs	MPs
Wed	24 Aug 05	Wednesday Pairs		Pairs	MPs
Tue	23 Aug 05	Tuesday daytime		Pairs	MPs

Input New Event
 Retrieve Event
 Delete Event(s)
 Change Date, Description or Section
 Send Event File(s)
 Merge Sections
 Combine Sessions
 Calculate Averages
 Calculate Handicaps

Normally click on *Input new Event*

Or to retrieve an earlier event, select it and then click on Retrieve Event.

This opens the **Event Identification Screen**

The Event Identification Screen

Event Identification

Change Date if Required: 13 Sep 2005

Section Letter (if needed):

Clear memory of Days Played

Enter Description - only for special events or two events: Wednesday Daytime

Number of Tables - rounded up if a half or a Rover: 13

Use Bridgemate

Pairs
 Swiss Pairs
 Teams
 Teams with Travellers
 Swiss Teams
 Individual
 Result or MPs Only

OK, Cancel, Help

1. *Enter* or *accept* the date
2. Enter an *event description* to distinguish from others on that date
3. Enter *Number of Tables*
4. Select *Use Bridgemates*. A slightly different screen now opens

New Event Profile

Change Date if Required: 10 May 2006

No. of Sections:

Clear memory of Days Played

Enter Description - only for special events or two events on one day

Number of Tables - rounded up if a half or a Rover

Use Bridgemate

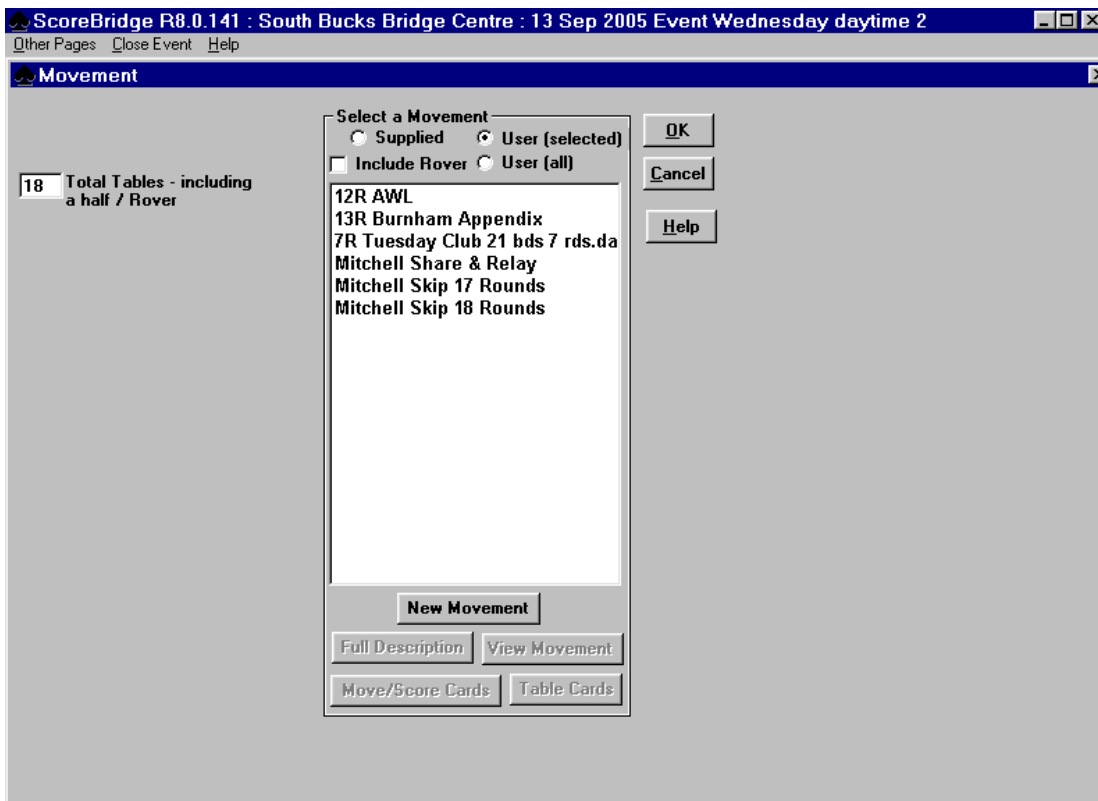
Pairs
 Teams
 Teams with Travellers
 Individual
 Swiss Pairs
 Swiss Teams

OK, Cancel, Help

5. Enter *Number of Sections* (usually 1)
6. Select *Pairs* (or *Teams with Travellers*, *Swiss Pairs* or *Swiss Teams*, as required)
7. Click *OK*

Entering a Movement

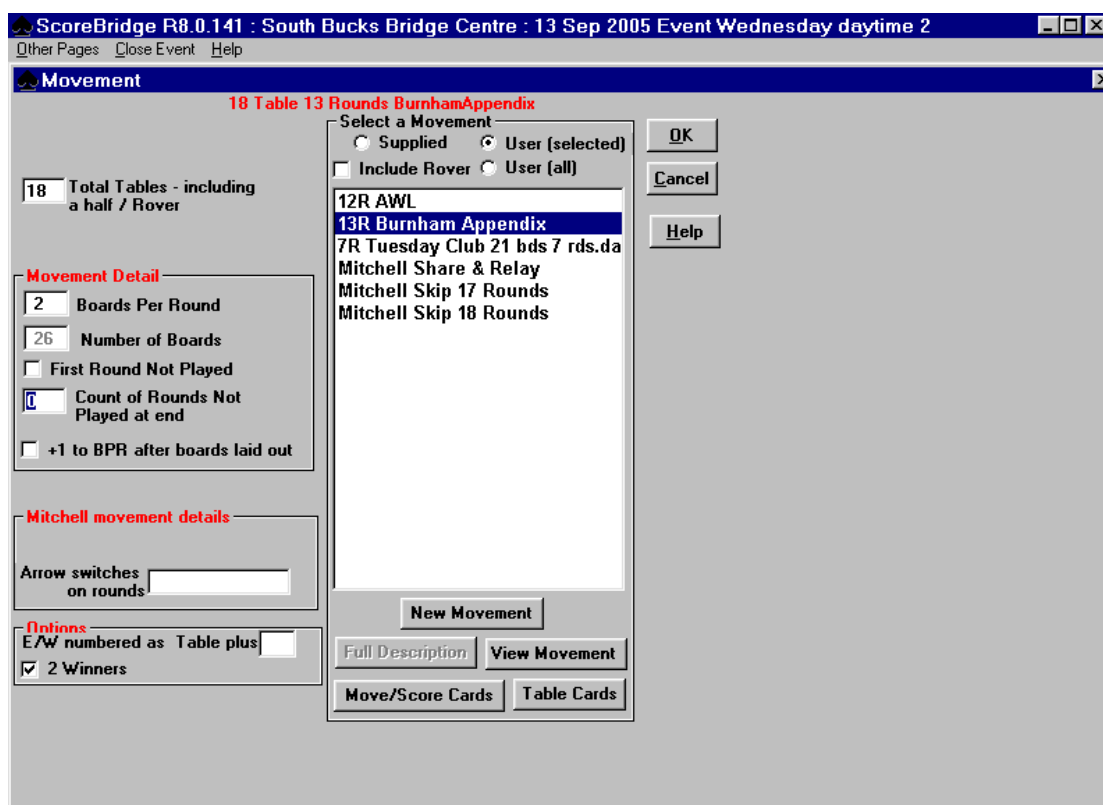
The first Movement Selection Screen will open



Normally select *Supplied* if it is intended to use standard movements. This will display a list including standard Mitchells and other appropriate movements for that number of tables. Click on one of these to select it. If the movement says it is for more rounds than are required, a later screen allows some of these to be omitted.

*(Select **User (selected)** instead of **Supplied** only if you wish to list other special movements which your Club has entered into ScoreBridge.)*

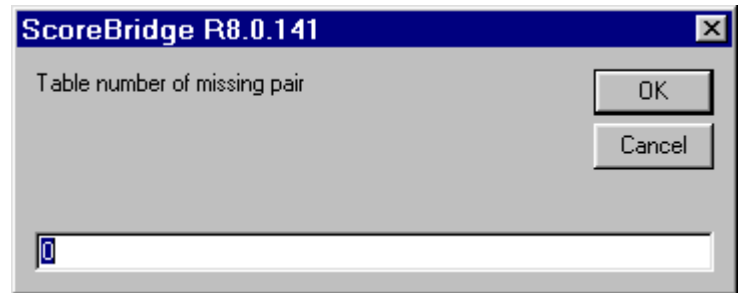
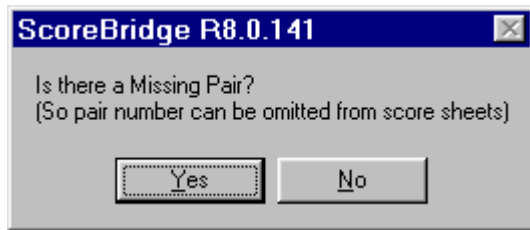
When happy with the selections, click **OK**



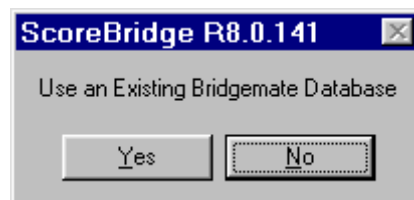
The next movement screen allows for further movement detail

1. **Enter boards per round** (the program automatically enters Number of boards in play from this).
2. The next box saying First Round not played should always be **unticked** unless boards are to be made up but not played at the first table.
3. The next box asks for number of rounds not played at end and should have a number inserted if necessary. (*It is always possible to omit rounds later if necessary*).
4. The next box **+1 to BPR** after boards laid out must be **left blank**
5. For skip Mitchells, the next box which allows the skip round to be adjusted **should usually be blank** unless there is a special reason to change the skip position.
6. If an arrow switch is to be used indicate in which round(s)
7. The next box asks what, if any, number, EW should add. This should normally be **left blank**; EW pairs will be numbered the same as NS pairs unless an arrow switch or Howell to be used
8. The next box asks if 2 winners (for Mitchells) or 1.
9. When satisfied after checking carefully, click **OK**

Depending upon the movement selected, a screen may now appear showing movement details and asking for confirmation that this is the movement required. After checking, select OK.

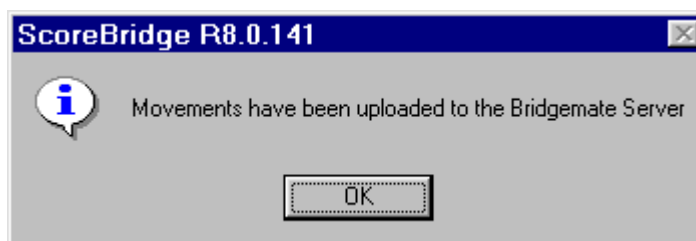


A box now asks if there is a missing pair. If *Yes* is selected further boxes ask for the *table number and direction* (or *pair number* if only 1 winner).

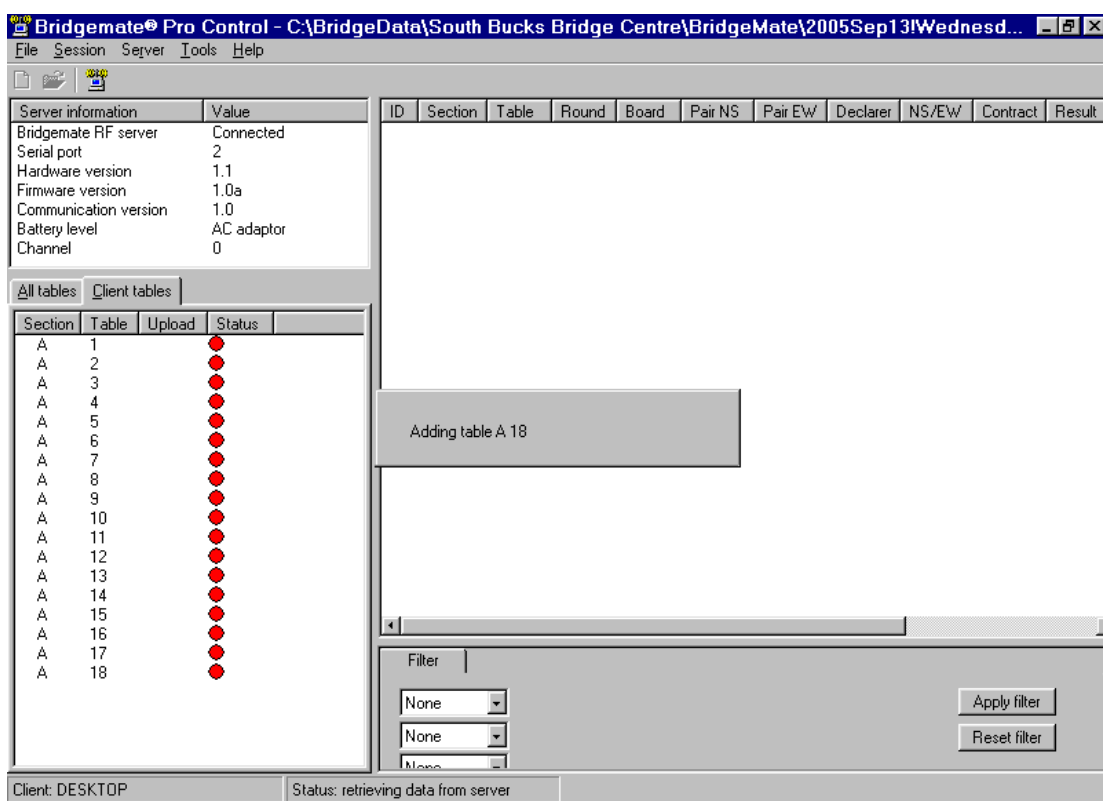


When all movement details have been entered a message asks *Use Existing BMPro Database*. (This means an existing set of results). The answer is always *No* except when it is necessary to re-load results. This will usually only be when something has gone wrong, such as a movement needing to be changed.

A message then indicates that the movement has been uploaded to the Bridgemate server and the BMPro program is started.



Click *OK*



The BPro Screen

The BPro screen is displayed and shows tables in the left hand column, represented by a series of red dots.

A box on the right shows tables being added to the Bridgemate Program in turn

If possible it is recommended that the Bridgemate boxes are not distributed to the tables until all tables have been added on this screen. *If distributed earlier, the Director should ask players not to attempt to use them until notified.*

When all tables added the Director should announce that the Bridgemates are now live and players can start entering data, starting with club membership numbers for each player in turn (if the Club uses these).

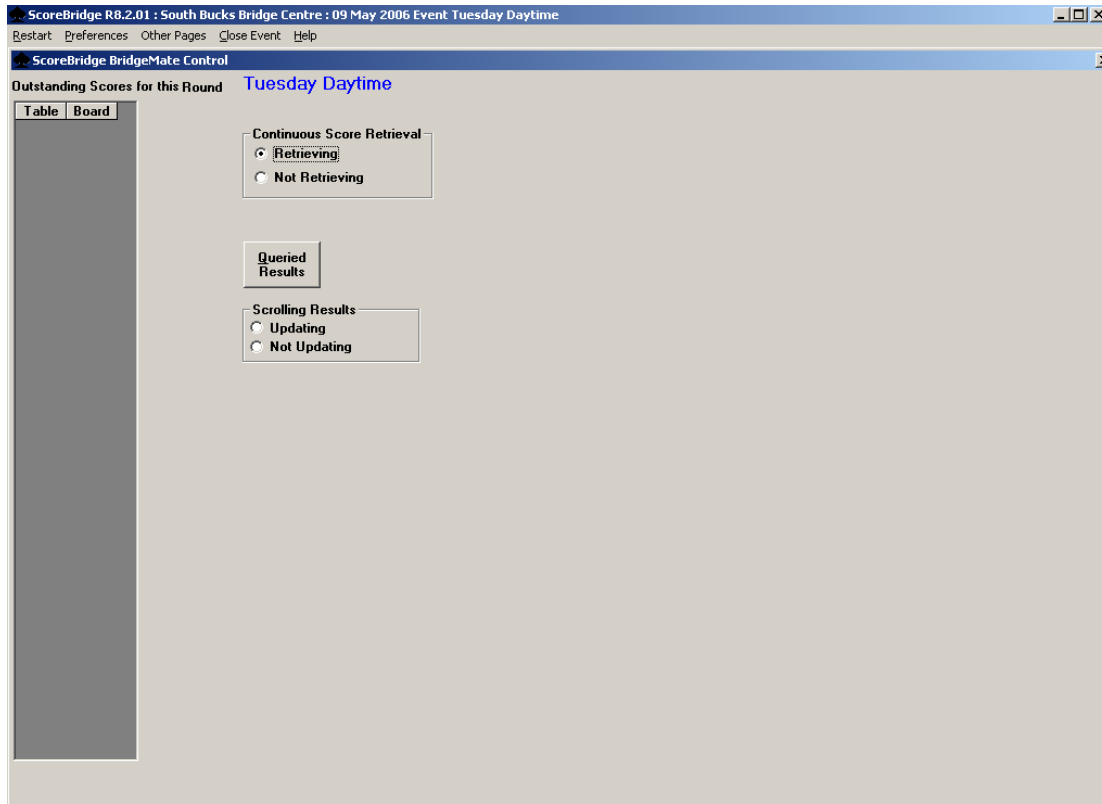
The red dots change to green as each table starts to enter data.

Leave BPro running on the full screen – do not minimise it. Re-open ScoreBridge by clicking on the name in the tray at the bottom of the screen.

The tray at the bottom of the screen will show both BPro and ScoreBridge. For the remainder of the event it is not usually necessary to return to BPro, but if it is necessary, the name at the bottom of the screen can be clicked to re-open it.

The ScoreBridge Bridgemate Control Screen

Once the program has been set up and is running, almost everything is controlled through the Bridgemate Control screen and it is usually not necessary to return to the BMPPro screen.

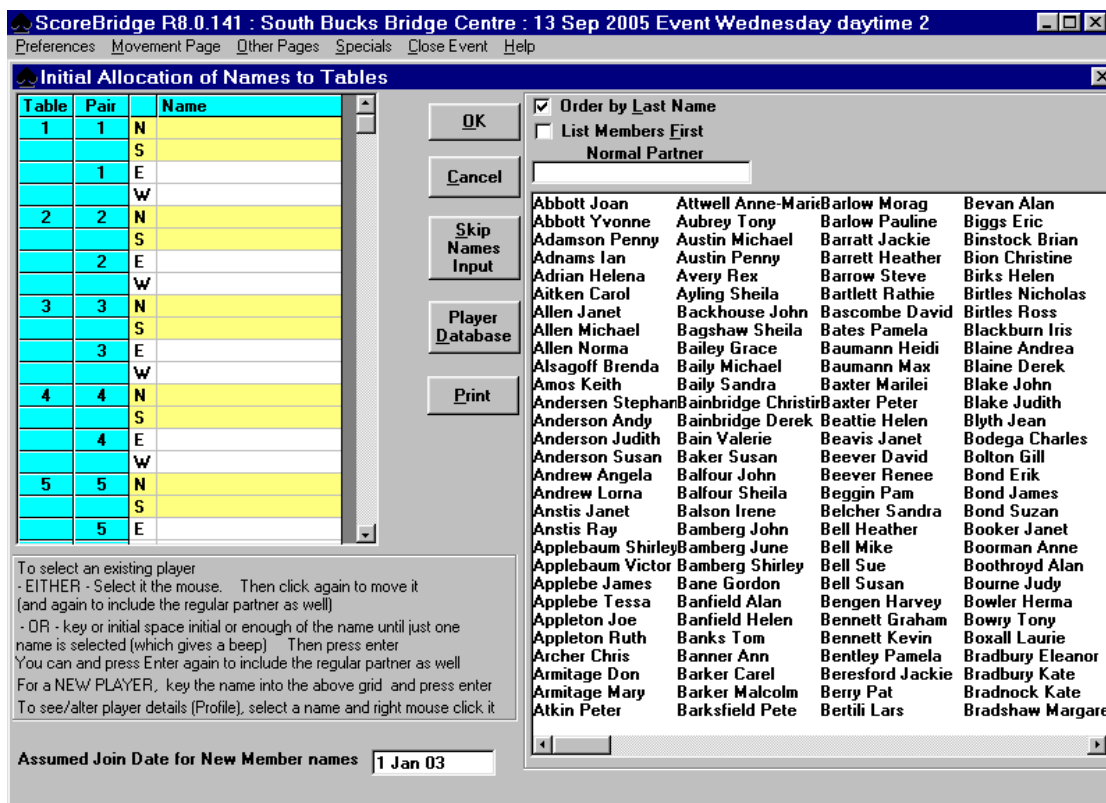


Click **Retrieve** to start retrieving data from the Bridgemates. This changes the screen by adding boxes relating to scrolling results.

The screen may display a warning that *Name entry is incomplete*, if not all names have been picked up from the Bridgemates. In this case it will be necessary to go to the Name Entry page as described below.

Entering Player Names

When players have entered membership numbers select *Other Pages* from the screen top menu bar and then *Initial Entry of Names*



The Names Page will now display.

Most names should be in place. Any missing names or incorrect ones must be typed in. The names of regular players are in the player names database. The list is shown in a box to the right of the screen.

There are several ways of getting names into the list of pairs. Examples of these are given below. Experimentation is advised to appreciate how it works:

Click on the space for Pair 1 N. Start to type the name. If, for example, *da* is typed, the box listing names will now show all Davids.

Alternatively if *d(space)b* is typed, David Beever and any others with these initial will be shown. If one of these is selected and Enter pressed, the name will appear in 1N. Alternatively, more letters can be typed to narrow down the selection in the box. When only one name appears, **Enter** will transfer this into the list.

A recommended method is to enter the first 2 letters of the first name, a space and the first 2 letters of the surname. In most cases this will reduce the selection in the box to one name, and enter will select this. If there is still a choice, the required name can be highlighted and double clicked to enter it.

*When the name is correct, **Enter** takes the cursor to the next line.*

For players who have been allocated a regular partner, enter one of them as the first name of a pair, then pressing **Enter** on the next line will put in the partner's name.

Any names of new players should be typed in full and added to the database.

A box will ask if a new name is to be added. Select **OK/Save**



It is recommended to practice putting in a few names; it is easier to do than to describe.

On the names screen when all names are correct, click **OK**. If any names are still missing the program will prompt for them to be entered, or will ask to confirm the position of any missing pair.

When names all completed, **OK** will return to the **Control Screen**.

On the **Control Screen** it will be necessary to press **Retrieving** again to receive results

To navigate from one page to another at any time Select **Other Pages** from the top menu and then the required page from the choices offered. Every time the Control Screen is left, retrieval of results will stop and must be started again when returning to this screen

Results Retrieval

After a few results have been received for any round, the ScoreBridge Control screen shows which tables and boards are still required. This enables the Director to keep an eye on slow tables and to know when all results have been received at the end of the session.

Scrolling Results

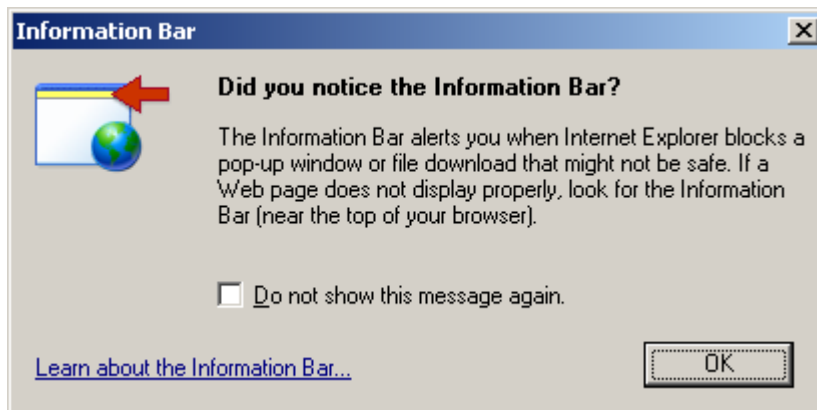
From the Bridgmate Control screen, click on **Update Scrolling Results**, if these are required.

If appropriate, switch on the second screen. The scrolling results are normally be displayed on this second screen. The mouse can now be moved across both screens and can control both displays.

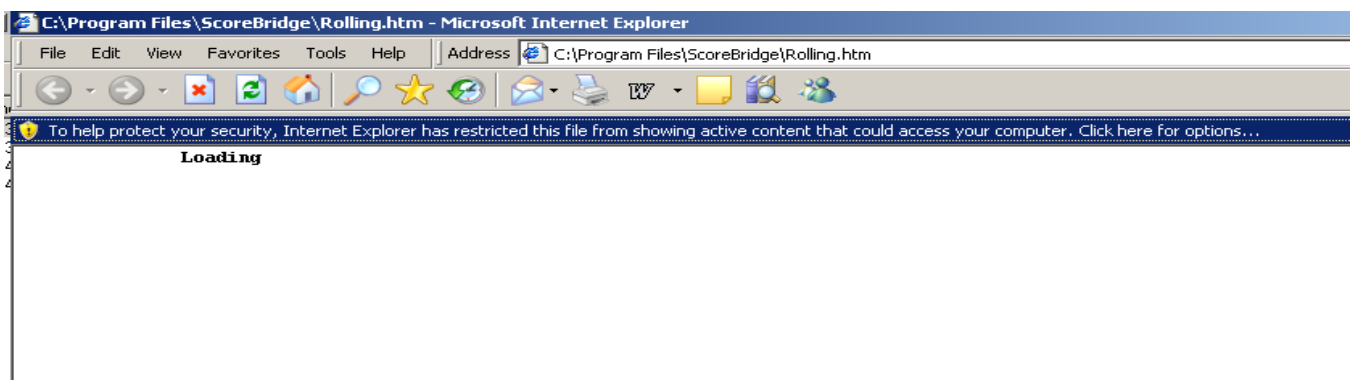
Depending upon how the displays were left when last used, there are several possible ways in which it might be necessary to start the scrolling display.

After clicking **Update Scrolling Results** a **Scrolling Results** icon may appear on the second screen. Double clicking on this should bring up the scrolling results screen, which initially will just show the name of the session and a few other words (actual results do not appear until a number of results have been entered). If this happens, then no further action needs to be taken; scrolling results will appear in due course.

Alternatively, a screen might appear with a message box in the middle containing a message about the Information Bar from Internet Explorer.

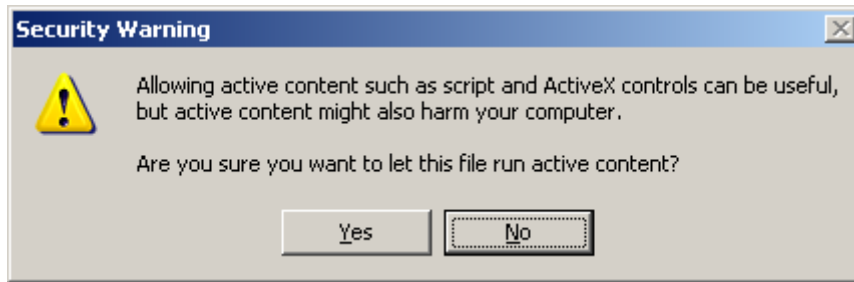


If this happens, move the mouse to the bar across the screen situated immediately below the normal menu bars. This will bring up a menu saying that Internet Explorer has blocked the screen; it says that you can click for options.

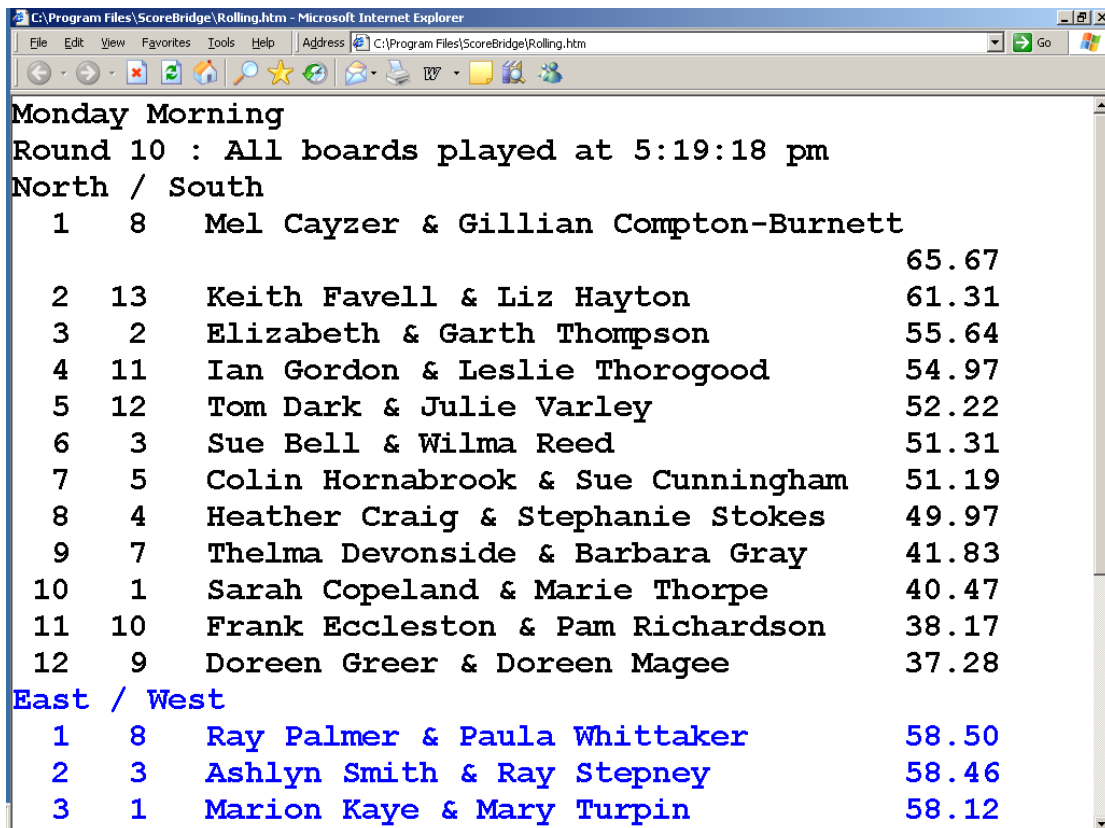


Click on the bar and select the option to permit the blocked screen.

Click on *Yes* in the security warning message box which appears in the centre of the screen.



The Scrolling Screen should now appear.



If scrolling results appear from an earlier session, then go to the Restart menu at the top left of the Bridgemate Control screen and select Re-open Scrolling Results Screen. This should bring up the screen with the message box and Information Bar as described earlier.

Another alternative is that the scrolling screen icon or the screens described above do not appear on the second screen, in which case they might be on the main computer screen. If necessary, minimise the ScoreBridge screen and the BMPPro screen to see if the icon or the scrolling screen are hidden behind them. If the icon is there, it can be dragged with the mouse onto the second screen. If the scrolling screen appears full-screen on the main computer it can be reduced to a frame and then dragged across with the mouse, then maximised to full screen.

Make sure that BMPPro and then ScoreBridge are both maximised to full screen and that results are being retrieved if they have been minimised as described above.

The scrolling display will also appear on a screen(s) in the playing area if connected and switched on.

Amending and Entering Scores

There are occasions on which scores which have been entered and validated on Bridgemates require correction and also occasions on which the Director awards an Averages (or Av+/-).

There are alternative ways of amending validated scores and of awarding averages: it is recommended that the TD key should be used to enter the adjusted score on the Bridgemate; alternatively the score can be overwritten, or averages entered on the appropriate score sheet in ScoreBridge.

The full uses of the TD key are detailed on page 29 but the relevant parts are also given below.

Using the TD key to Correct a Score

When the Bridgemate is asking for the contract insert the TD Key and **press 3**.

*The Bridgemate screen now reads **Erase Result?** Click **OK** and it then asks for the **Board Number** to be erased. **Enter the Board Number** and the message now says **Board erased**. Click **OK** again and the Bridgemate asks for the Board Number. The players or director can now enter **the corrected result in the normal way**.*

Using the TD key to Award an Average

When the Bridgemate is requesting a board number, **enter the number** and click **OK**. Then insert the TD key and **press 1**.

*The Bridgemate will now display **ARB** against the board number. Click **OK** again and the Bridgemate will display*

NS:

EW:

***Enter 5** against a pair to award an Average, **6** for Average+ , **4** for Average-.*

*Press **OK** and then remove the TD key. The assigned averages will now be displayed as the contract.*

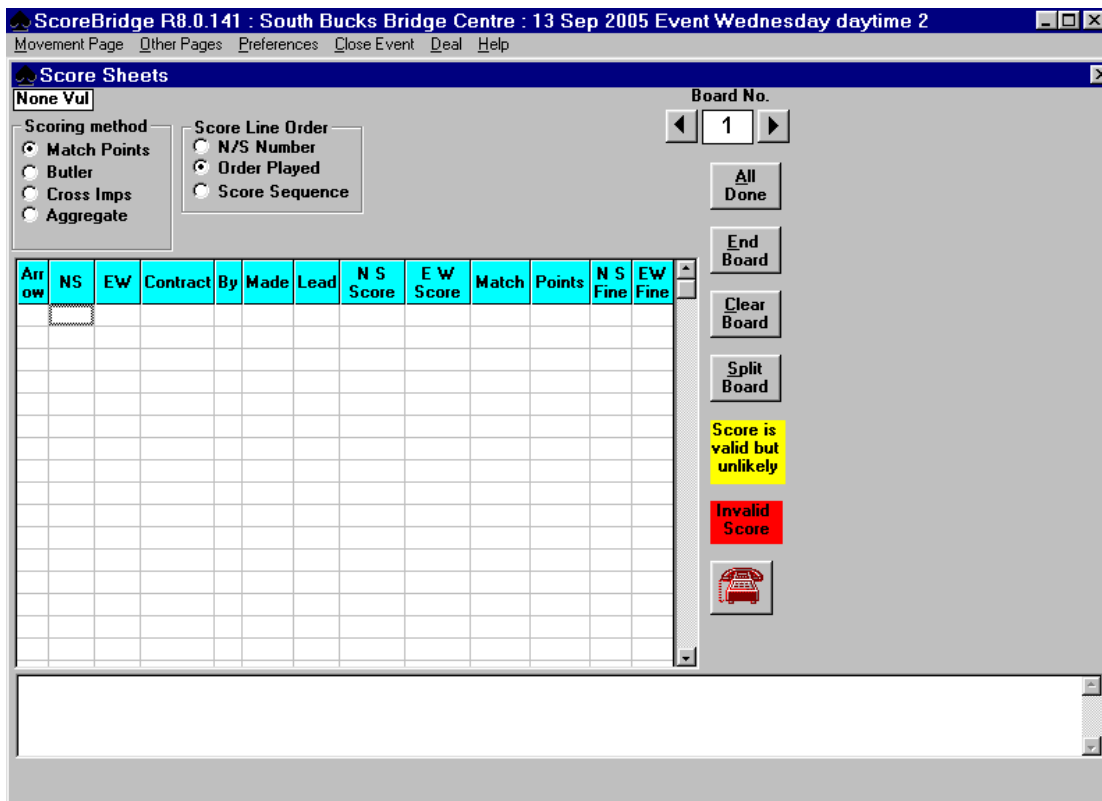
*Press **OK** to confirm this and **OK** again for verification.*

Entering and Amending Scores in ScoreBridge

It is not always convenient, especially for a playing Director, to enter corrections and averages with the TD key during play. If necessary they can be entered on the score sheets in ScoreBridge.

Ask the players concerned to write down the full details of the correction including Pair Numbers, Contract, Declarer and tricks made (and Lead if necessary) and also the details of what they think might have been entered incorrectly.

To see score sheets for individual boards at any time, click on *Queried Scores* on the SB Control screen



The Score sheet for Board 1 will be displayed plus a list of queried results below it.

Other score sheets can be viewed by using the arrows at either side of the board number or by typing in the board number box. Any results can be changed by overtyping.

In entering any scores the final zero must be omitted (if ScoreBridge has been set up with this as the default). *It is necessary to overtype the contract and result plus the score.*

To enter an Average, enter *Av* in the NS column, in which case both sides will get 50%. Average plus is entered as *Av+*, Average minus as *Av-*; these may be typed in either or both columns.

Showing Deals

When in a score sheet screen there is an option to show the relevant deal. Select *Deal* From the menu at the top of the screen and then *Show Deal*. If Duplimate hands are being used the correct folder can be selected and hand records will now be displayed for the correct one to be selected. *When this has been done*, each score sheet will then display the relevant deal on the screen.

When Show Deal has been selected, it will not be necessary to select the hand records again when producing the final web page.

Producing the Final Result

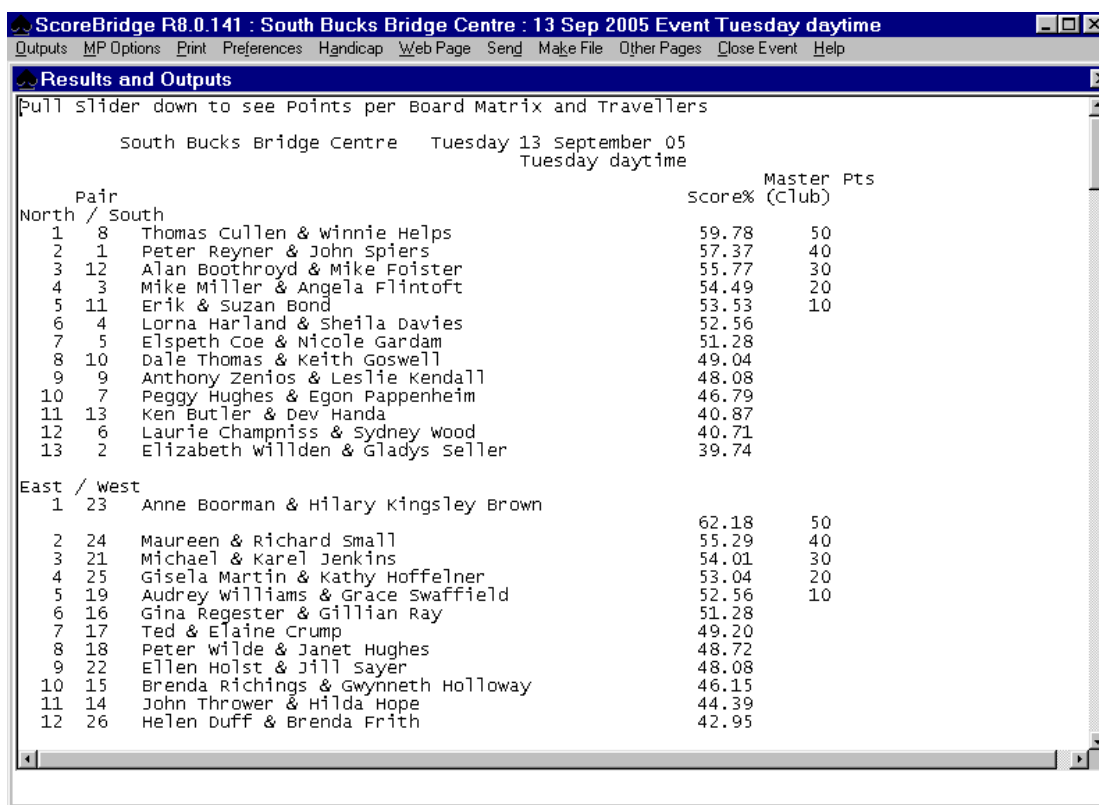
In any round, the SB Control screen lists the boards for which results have not been received, so when there are none on the final round, all results should have been received. The Director then needs to check and, if necessary, correct the score sheets as described above.

When the final board has been entered at each table and the Bridgmate has said **End of Session**, the green spots on the BMPro screen turn red. However this does not seem to be a reliable indication that all results have been transmitted and other checks as described are recommended.

Before producing final results it is recommended to check quickly through the score sheets to ensure that the correct number of results appears on each.

It is also advisable to check the *Queried Scores* at the foot of each score sheet so that any very unlikely results can be verified.

When checking is finished, click **all done** on one of the score sheets and the final result will be shown on screen.



Pair		Score%	Master Pts (Club)
North / South			
1	8 Thomas Cullen & winnie Helps	59.78	50
2	1 Peter Reyner & John Spiers	57.37	40
3	12 Alan Boothroyd & Mike Foister	55.77	30
4	3 Mike Miller & Angela Flintoft	54.49	20
5	11 Erik & Suzan Bond	53.53	10
6	4 Lorna Harland & Sheila Davies	52.56	
7	5 Elspeth Coe & Nicole Gardam	51.28	
8	10 Dale Thomas & Keith Goswell	49.04	
9	9 Anthony Zenios & Leslie Kendall	48.08	
10	7 Peggy Hughes & Egon Pappenheim	46.79	
11	13 Ken Butler & Dev Handa	40.87	
12	6 Laurie Champriss & Sydney wood	40.71	
13	2 Elizabeth Willden & Gladys Seller	39.74	
East / West			
1	23 Anne Boorman & Hilary Kingsley Brown	62.18	50
2	24 Maureen & Richard Small	55.29	40
3	21 Michael & Karel Jenkins	54.01	30
4	25 Gisela Martin & Kathy Hoffelner	53.04	20
5	19 Audrey Williams & Grace Swaffield	52.56	10
6	16 Gina Register & Gillian Ray	51.28	
7	17 Ted & Elaine Crump	49.20	
8	18 Peter Wilde & Janet Hughes	48.72	
9	22 Ellen Holst & Jill Sayer	48.08	
10	15 Brenda Richings & Gwynneth Holloway	46.15	
11	14 John Thrower & Hilda Hope	44.39	
12	26 Helen Duff & Brenda Frith	42.95	

Note that an intermediate result can be produced at any stage of the event by clicking **All Done**. This does not cause any problem. The display of results can then be closed to return to the Control Screen.

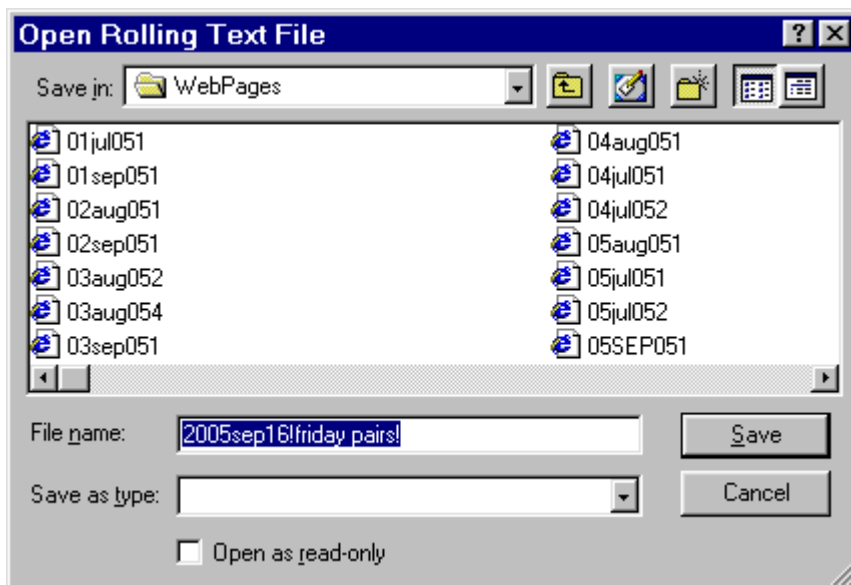
Printing Results

Results are printed from ScoreBridge. Select ***Print*** from the top menu, then ***Result*** (with or without Matrix) and ***All Travellers***.

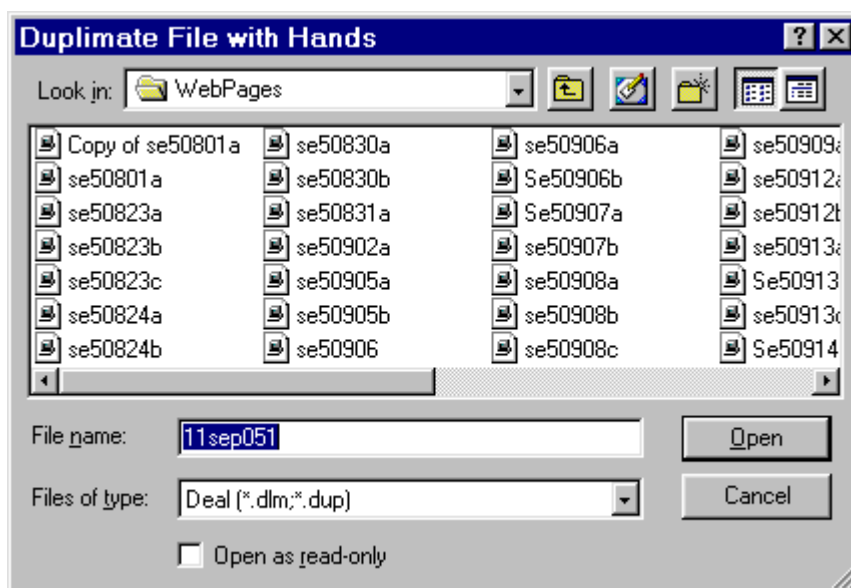
For larger events this method might produce travellers spread over several pages. Experimentation with printer settings is recommended to produce the required results in the most appropriate format.

Producing a web page

After printing results, go to the **Web Page** menu and select **Make Web Page**.



In the **Open Rolling Text File** box the suggested file name may be overtyped to suit the Club's preferences. Save the web page in an appropriate folder.



If the deal (hand records) has been selected during scoring, the web page will now appear.

If the hand records have not yet been selected, a similar looking box headed **Duplimate File with Hands** will appear and the contents of the Web Pages folder which should contain the file reference corresponding to that shown on the printed hand records. This should be selected, then select open and after a pause the web page will appear.

After checking that it is correct, the web page should be closed.

Uploading the Web Page to the Web

Results files can be uploaded to the web using one of many ftp programs.

Running Events with Two Sections

This section applies to any event where the players are divided into 2 separate sections playing mostly the same boards and to be scored as one; players do not move from one section to the other.

Bridgmate Set-up

Bridgemates must be divided into 2 groups, A and B, with each group numbered from 1 up to the number of tables in that section. All Bridgemates must, as usual, be set to the same Channel (0).

Entering the Movement in ScoreBridge

In ScoreBridge, select *New Event* as usual. Then enter details for the first section only, but specify 2 sections. On the movement screens enter movement details for the first section.

When the first section has been completed the program will ask for details of the second session. The program will also ask for letters by which each section is to be known (e.g. R & G for Red & Green).

Both sections will be numbered from 1 upwards, so players should be instructed to take table numbers as pair numbers. In the results pairs will be identified according to section letter and number.

Results

Results will be produced as usual, with the two sections combined.

Scoring Two or More Independent Events

It is possible to score two or more independent events (each of which may have multiple sections) using one computer, one Bridgemate server and sharing a database.

System preferences must specify Allow ***Parallel Bridgemate Events***

- Start the first event and specify to use a new database
- For each of the other independent events
 - start another copy of ScoreBridge
 - specify to use an existing database
 - browse to the database made for the first event

The Bridgemates will have to be reset so that those used in the second event are in the next group (e.g if first event is Group A, second will be Group B).

To see scrolling screens for both events

- Select different .htm files for the 2 events
- If using 2 networked computers, save the files on a shared disk

Each computer can then display one file on its screen(or a slave screen attached to it)

Alternatively combine both files into one for display using Scrolling Results Merge access via the Windows Start button, then Programs, then ScoreBridge.

Bridgemates can be used to run two separate events at the same time, for example on Wednesday evening when a Pairs section might run at the same time as a teams event or if a League of Eight match is to be held while a pairs event is in progress.

Scoring Two Events on Separate Computers

Alternatively the two events can be run and scored on separate computers if two Bridgemate servers and two computers are available.

Bridgemate Set-up

Bridgemates must be divided into 2 groups with one group having the channel set to 0 and the other set to 1. In both Groups the section must be set to A.

(See below under Changing the Section Letter and Table Number).

The two Bridgemate servers will similarly be set up to channels 1 and 2.

The Bridgemate Pro must be opened and the channel set to the corresponding number (0 or 1) for that event.

Using ScoreBridge

The set up and running of each event plus the results then proceeds exactly as normal.

Swiss Pairs

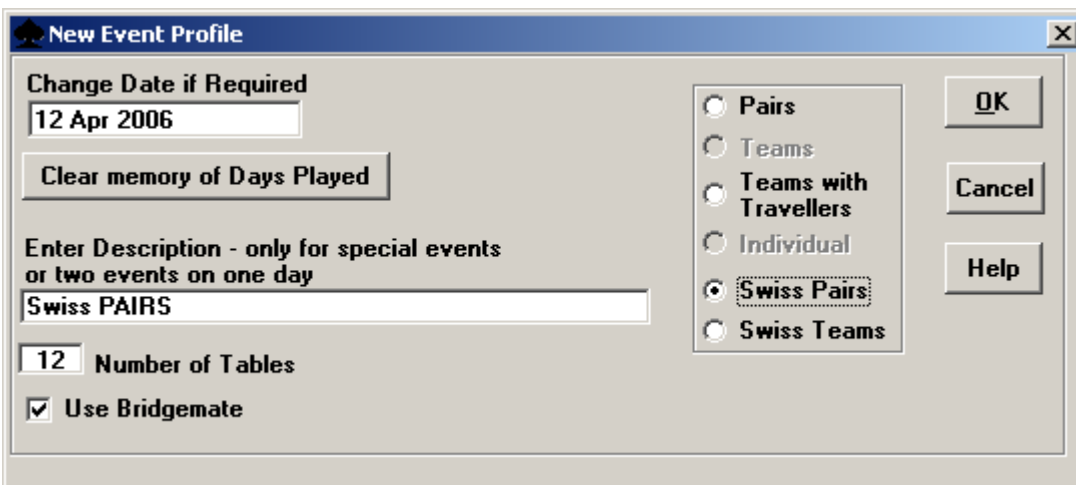
Note that Swiss Pairs using ScoreBridge and Bridgemates can not be run with a half table. It is necessary to have a spare pair, who are prepared not to play.

Stationary Pairs

If one or more pairs is to remain stationary, the name of one or both members of the pair must be specified as *Disabled* in the player database. This is done by locating the name in the database either before the event is started, or during the checking of player names during the first round; go to the *Names* page and then select Player Database, select the player name and tick the *Disabled* box. After each round the program offers the option to allow Stationary pairs to be moved; normally select *No*.

Pairs specified as Stationary will remain at the same table for every round, but may change between NS and EW.

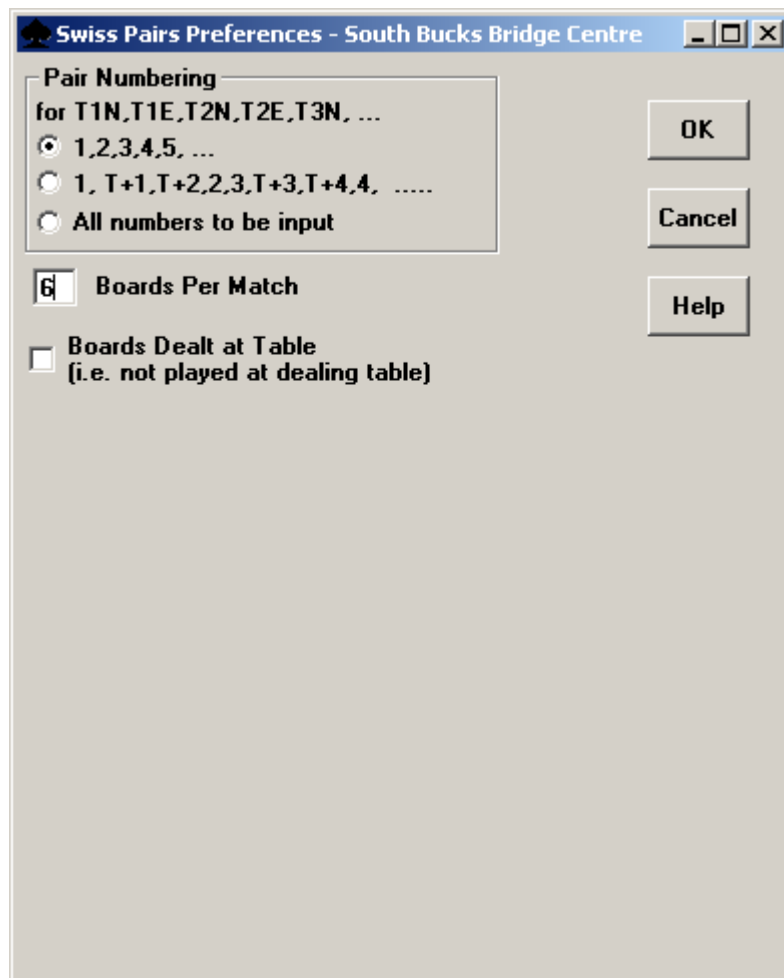
In the Event page in ScoreBridge, select *Swiss Pairs* and *Use Bridgemates*. Specify *the number of tables*.



The screenshot shows a 'New Event Profile' dialog box with the following fields and options:

- Change Date if Required:** A text box containing '12 Apr 2006' and a 'Clear memory of Days Played' button.
- Enter Description - only for special events or two events on one day:** A text box containing 'Swiss PAIRS'.
- Number of Tables:** A spin box set to '12'.
- Use Bridgemate:** A checked checkbox.
- Event Type Selection:** A group box containing radio buttons for 'Pairs', 'Teams', 'Teams with Travellers', 'Individual', 'Swiss Pairs' (selected), and 'Swiss Teams'.
- Buttons:** 'OK', 'Cancel', and 'Help' buttons are located on the right side.

From the next screen select the method of pair numbering and the number of boards per match. Leave blank the box for Boards Dealt at Table

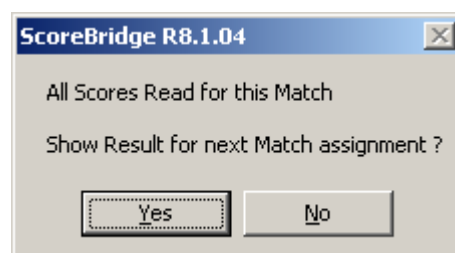


It is not necessary to specify the number of rounds to be played; the event can be stopped after any required number of rounds and a final result produced.

Bridgemates will, as usual, ask for SBBC player numbers to be entered before any score entry. Name slips should also be distributed to make it easy to fill in any names not picked up from the numbers.

It is recommended that scrolling screens are not shown during rounds, but used only at the start of each round to show the ranking list and next round assignments.

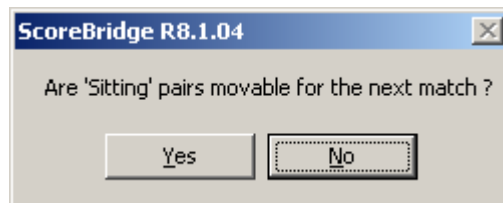
The ScoreBridge BM Control screen will, as usual, display the board numbers unplayed at all tables during the current round. When all boards for the current round have been played at any table, the Bridgemates will display ***End of Session***



A message box in ScoreBridge will indicate when all scores have been entered for a round and will ask if results are to be shown. Make any necessary corrections to scores before clicking **Yes**.

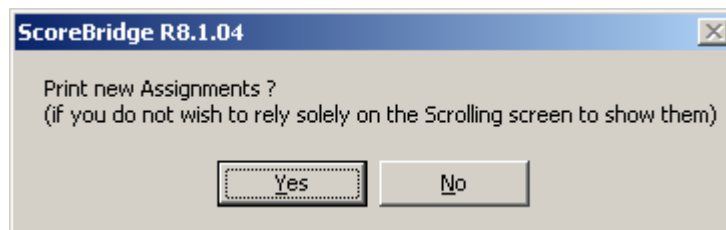


A ranking list will then be shown and a message will ask if Assignments are to be produced for the

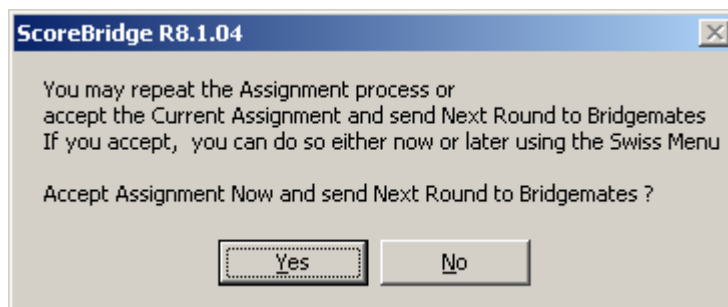


next round. Normally select Re-assign now

A box will ask if stationary pairs can be moved on the next round. Normally answer **No**.



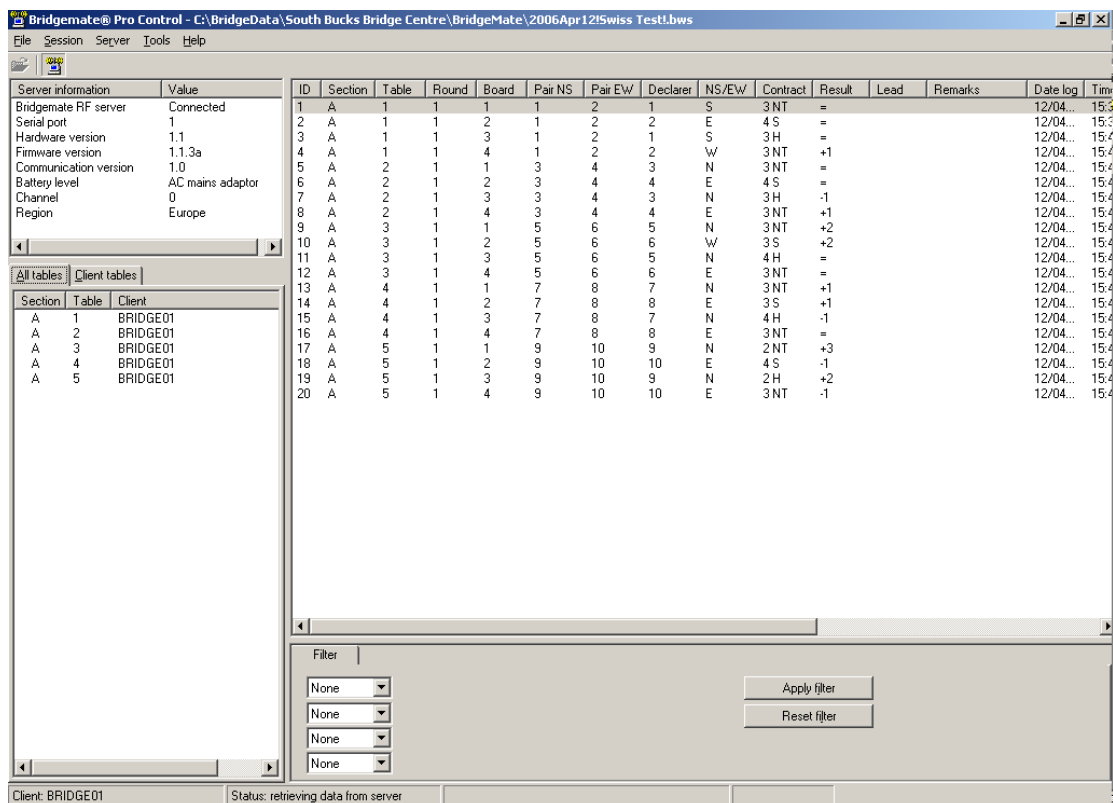
A further box will ask if assignments are to be printed, Normally select **No**, because it is usually sufficient to rely on the scrolling screens to show assignments.



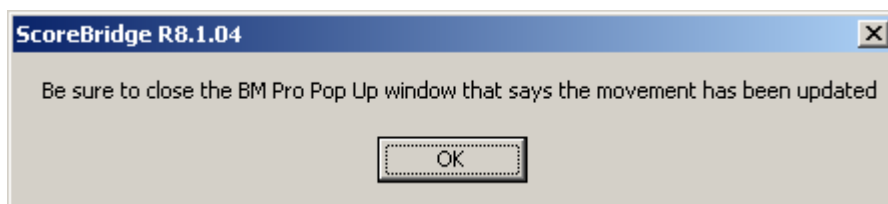
Another message offers a further chance to amend results and repeat assignments. Normally select **Yes** to accept the assignments



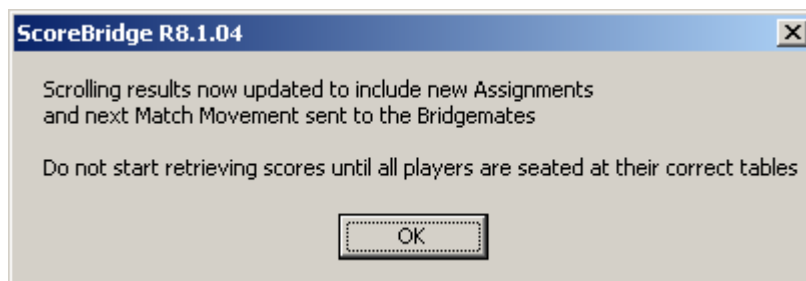
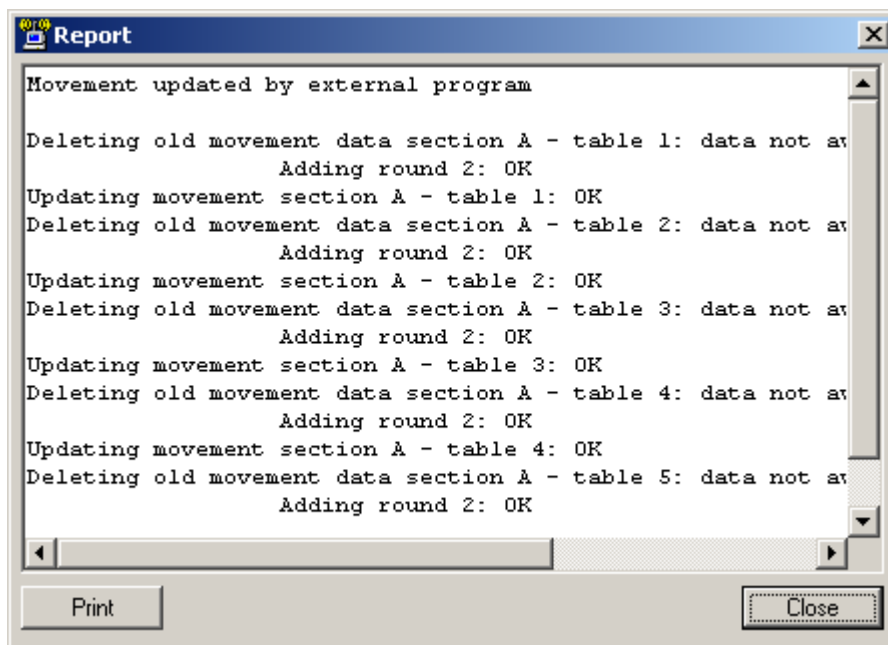
A Warning Message will say that BMPro must be running at full screen size, not minimised and that the tab for All Tables in the bottom left box of BMPro must be selected (not Client Tables) before proceeding. Check this by clicking on the BMPro in the bottom tray, then leave BMPro running full screen, return to ScoreBridge and click on OK in the message box.



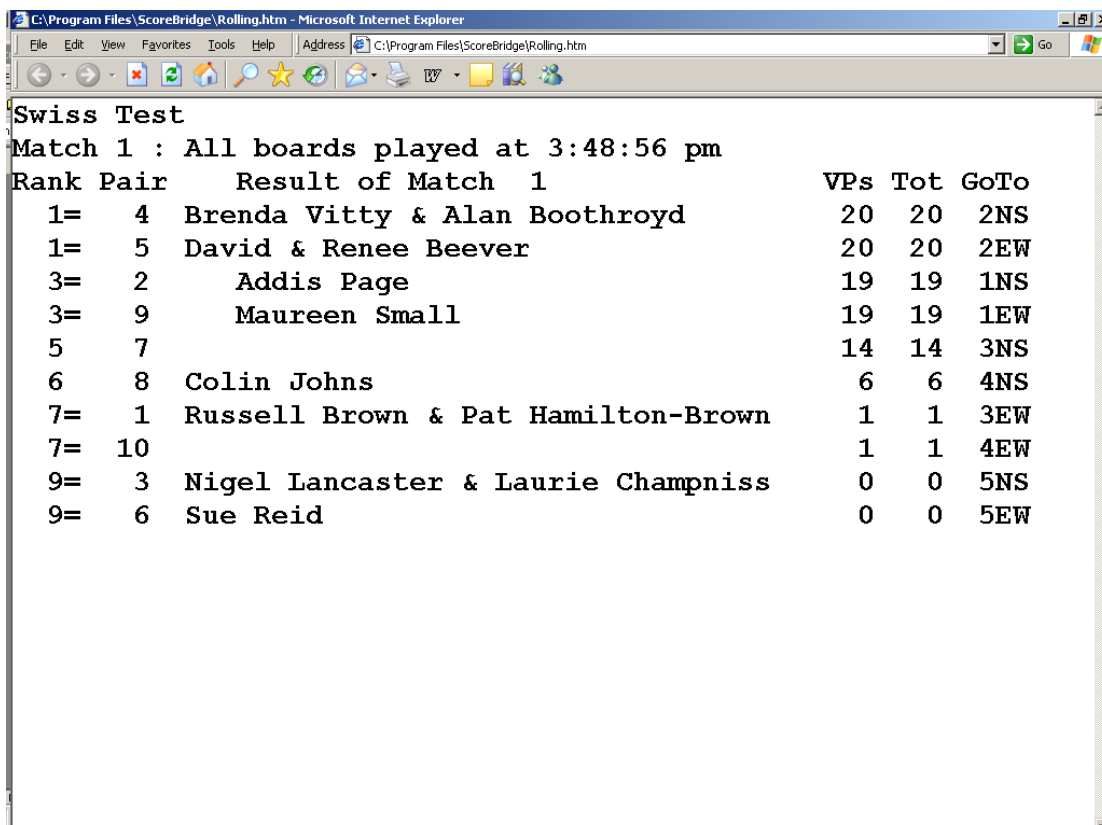
. When ScoreBridge has been instructed to proceed to the next round, a further message will instruct that the box in BMPro about updating the movement should be closed before scores for the next round will be processed.

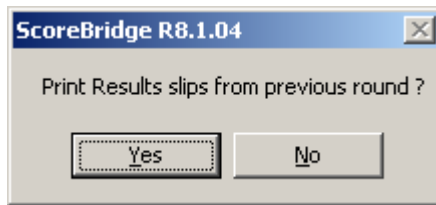


Open BMPro again and click on *Close* in the Report box which will have appeared.

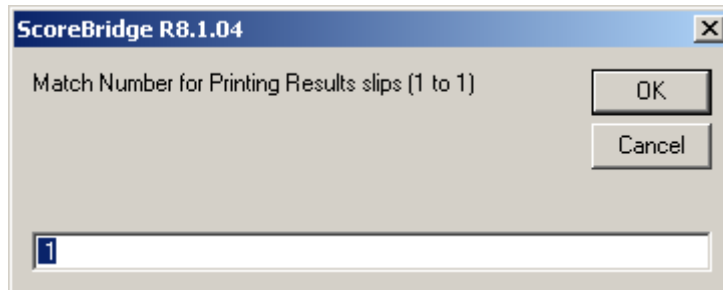


The scrolling screens will now show the ranking list in order, together with next round assignments.





A message will ask if Table Results Slips are to be Printed.



Select *Yes*, and, after asking for the round number , slips will be produced for distribution to each table, showing the scores on each board for the previous round together with details of the pairs' score on that round and overall.

Final results can be produced after any round and there will then be various printing options.

Appendix 1

Changing the Display Intensity

When a Bridgemate is first turned on, showing **Bridgemate PRO v2.1a EN**, the display might be very faint or dark. Pressing – or + will change the intensity of the display

Using the Tournament Director's Key

The use of a Tournament Director's Key is the only way to make certain changes to individual Bridgemates. TD-Keys are used by inserting in the hole in the top side of a Bridgemate, just above the Display.

Resetting the Bridgemates

Before a session the initial display should say display **Bridgemate PRO v2.1 EN**. Pressing OK again should display **Group A** (usually – some might say Group B) and a **table number** corresponding to that on the label. If not, and if a few presses of **OK** does not bring up the group and table number the TD Key must be used to reset the Bridgemate.

Insert the TD key and press 0.

The display will read *Reset?* Click **OK** and the Group and Table Number should be displayed, corresponding to those on the BM label. Click *OK* and the display will indicate that the changes have been saved

Changing the Section Letter, Channel and Table Number

These changes must only be made before the start of a session.

When the Bridgemate is first activated, the display says **Bridgemate PRO v2.1a EN**. Insert the key at this stage and the section letter, table number and channel are displayed.

The Channel (shown after the section letter) is normally set to 0, but can be changed to 1 or 2 by pressing these keys. It indicates which of 3 radio channels is to be used to transmit information and is only changed from 0 if 2 events are to be run at the same time.

Press + or – to change the section letter, and then **OK**.

Enter the new Table number and press **OK**.

The display will indicate that the changes will be saved.

Use of TD-Key during the Session

The TD-key can be used during a session to make the following changes. The key is usually inserted after a board number is displayed and the Bridgemate is asking for the contract. Click on the number shown below and click OK.

The only ones which will normally be required are 1 – allowing an Average or adjustment to be give, and 3, which enables an incorrect score to be deleted.

1. Enter Averages

When the Bridgemate is requesting a board number, **enter the number** and click **OK**. Then insert the TD key and **press 1**.

*The Bridgemate will now display **ARB** against the board number. Click **OK** again and the Bridgemate will display*

NS:

EW:

*Enter **5** against a pair to award an Average, **6** for Average+ , **4** for Average-.*

*Press **OK** and then remove the TD key. The assigned averages will now be displayed as the contract.*

*Press **OK** to confirm this and **OK** again for verification.*

2. View Results.

This enables results which have already been verified to be examined. *This should not normally be used. The suggested way of checking a score is to look on the ScoreBridge score sheet*

3. Erase Result.

When the Bridgemate is asking for the contract insert the TD Key and **press 3**.

*The Bridgemate screen now reads **Erase Result?** Click **OK** and it then asks for the **Board Number** to be erased. **Enter the Board Nnumber** and the message now reads **Board erased**. Click **OK** again and the Bridgemate shows that board. Enter *the corrected result*.*

4. Show group/table and round information

5. Show missing boards

6. Reset Bridgemate; this will lose all previous movement data and results

Common Problem Solving

Directors are likely to be called for various common problems during a session. Many of these are due to minor errors by players and are quite easy to overcome provided that the likely causes and correction procedures are known.

Bridgemate does not ask for Player Numbers

On the first round a Bridgemate might go straight to Round and Board information and not ask for Player Numbers. The Director will need to enter names on the Computer. It is possible that the cause is that players have tried to use the Bridgemate before the Director has entered the movement details.

Incorrect Result Suspected, or Entered and Confirmed

An incorrect result can be corrected by pressing *Cancel* (several times if necessary) until it has been confirmed by East. If it has been confirmed, the Director must make a note of the error and correct it on the appropriate Score Screen.

Bridgemate says *Wrong Board Number*

On the first round this probably indicates that either the movement has not been correctly set up or the boards have been put out incorrectly.

On later rounds, assuming that the boards on the table are correct, this is almost certainly because an earlier board has not been entered. Check that the *round* display on the Bridgemate shows the correct current round and boards. If it shows the previous round, then enter the missing board(s) from the earlier round.

Bridgemate says *Board already Entered*

This probably indicates that the score for another board has been entered against this board number. Check if other boards which have been played in the current round have been entered. If entries are missing, the incorrect entry may be deleted and re-entered using the TD Key (option 3). Then enter any board which is missing. Alternatively the corrections can be made in ScoreBridge on the computer.

Bridgemate on Sit-Out Table says *End of Session*

When there is a missing NS pair, then the Bridgemate at that table will say *End of Session* as soon as the EW pair have entered their SBBC numbers. **This is correct**, as no results will be entered at that table. The dot on the BMPro screen for that table will turn red at the same time.

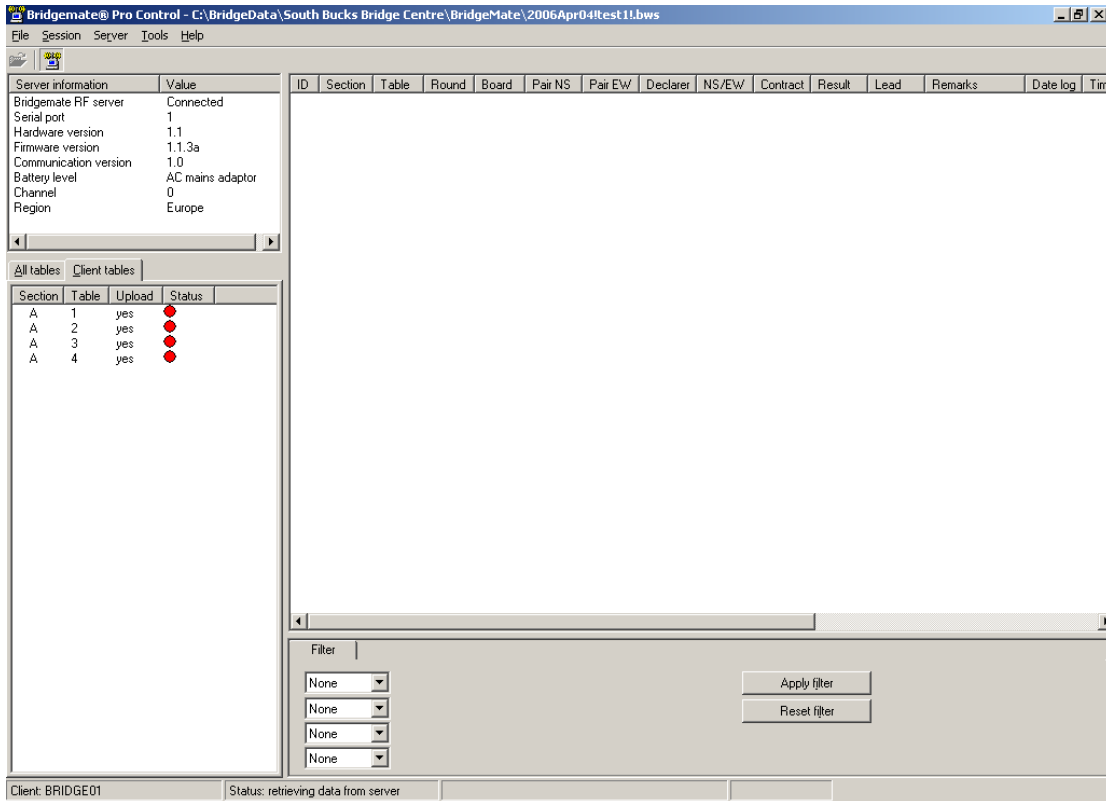
Result fails to Transmit

Occasionally a Bridgemate will report that a result has not been transmitted. Players should be asked to re-enter the result and try again. If necessary ask them to move nearer to the Bridgemate server before attempting to send the result.

Appendix 2

Resetting the Movement

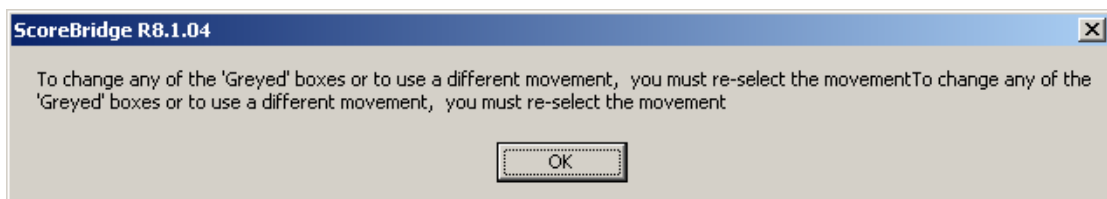
The movement can be reset from ScoreBridge if necessary, after an event has been started. Before resetting the movement, make sure that BPro is running; go into BPro and make sure that **All Tables** (not *Client Tables*) is selected from the tab at the top of the bottom left panel.



Leave BPro running full-screen (not minimised) and return to the ScoreBridge Bridgemate Control screen .

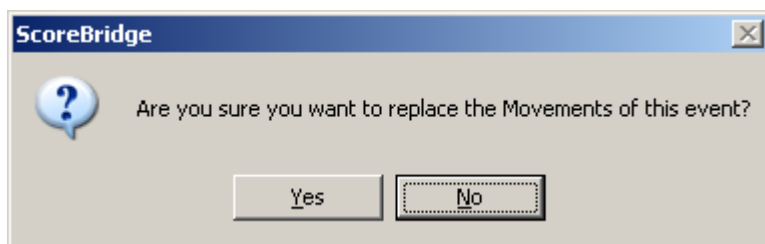
Warning messages and instructions will appear at each stage of changing the movement,. These give the opportunity to discontinue the process or to proceed to the next stage.They should be followed carefully. Each message box will require **OK** or **Yes** to be clicked to proceed to the next step.

On the Bridgemate Control screen select **Movement Page** from the *Other Pages* menu.

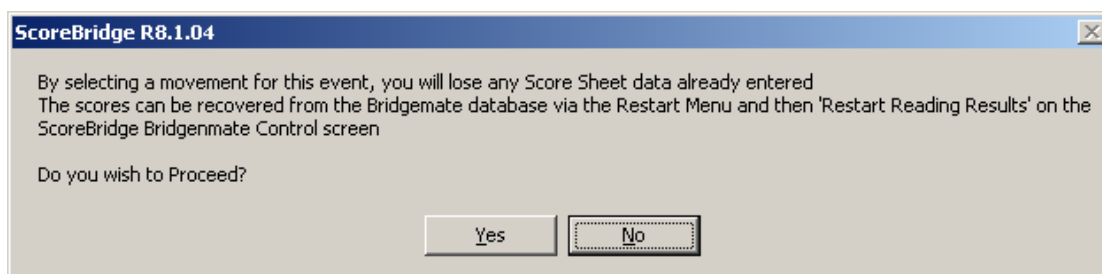


The number of tables can be changed by typing the changed number in the appropriate box. Movement options for the new number of tables will appear and can be selected as normal.

Reselect the movement carefully, ensuring that all options have been reset as necessary. If running more than one section, repeat this for each section.

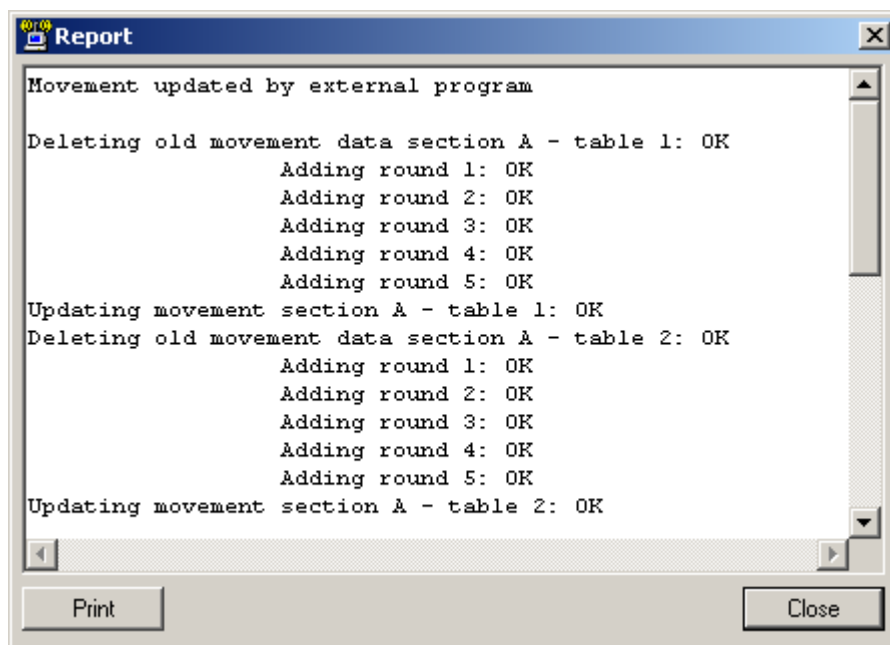


When selection of the movement has been completed another warning box will appear.

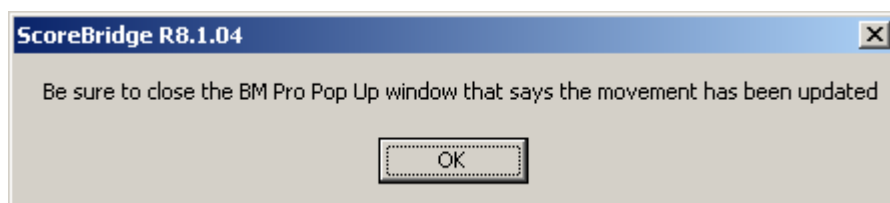


BMPro must be running as described in the message box. This should have been checked before starting the movement change.

After following the instructions, the new movement should be accepted and loaded into BMPro as if for a new event. The BMPro screen will appear and will show the new table allocation.



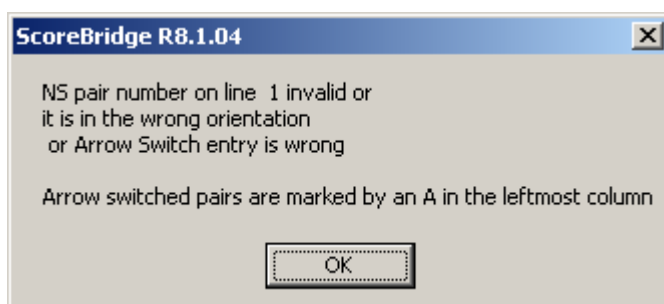
When all tables have been allocated, delete the above **Report** box which appears in the centre of the screen showing that the movement has been updated.



Names entered from Bridgemates via membership numbers should have been retained, but names typed will have been lost. If a table has become a half table, make sure that relevant names are removed from the **Allocation of Names to Tables** screen.

Any results already entered might have been lost in the change of movement, but round 1 scores might be retained; scores typed in will have been lost. Check carefully that any retained scores are still valid; if the change of movement has been a change of one table in a Mitchell movement, many results will still be valid, but if the change has between a Mitchell and a Howell the pair numbers will be incorrect.

A warning of invalid pair numbers will appear when Score Sheets are accessed



Any invalid results should be deleted from Score Sheets before starting to accept new ones

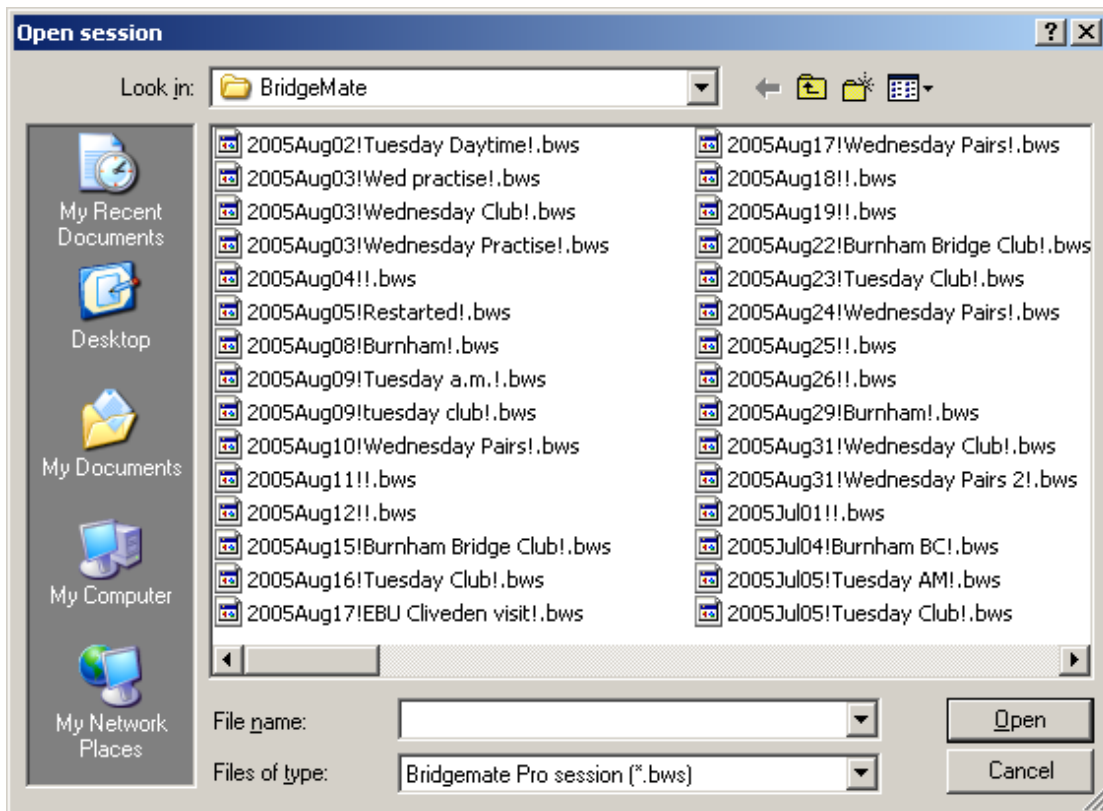
Appendix 3

Restarting after Programs have been Closed

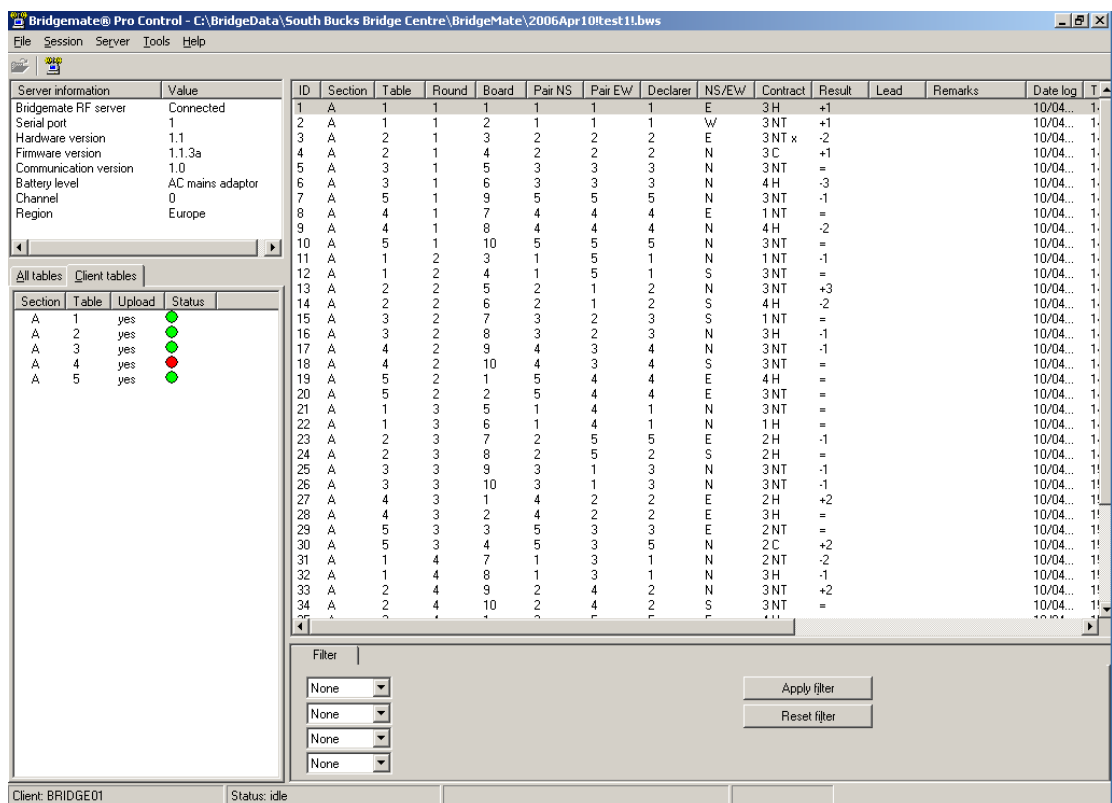
If the computer has crashed or if ScoreBridge and BMPro have both been closed for some reason during an event, the programs can be restarted from the point at which they were closed and score entry continued. *In the following instructions it is assumed that the Bridgemates and Bridgemate server are still operating.*

If both programs have been closed do not attempt to use *Restart BMPro* from the Restart menu in Scorebridge. This resets the movements and resets the Bridgemates to round 1; **open BMPro as described below**

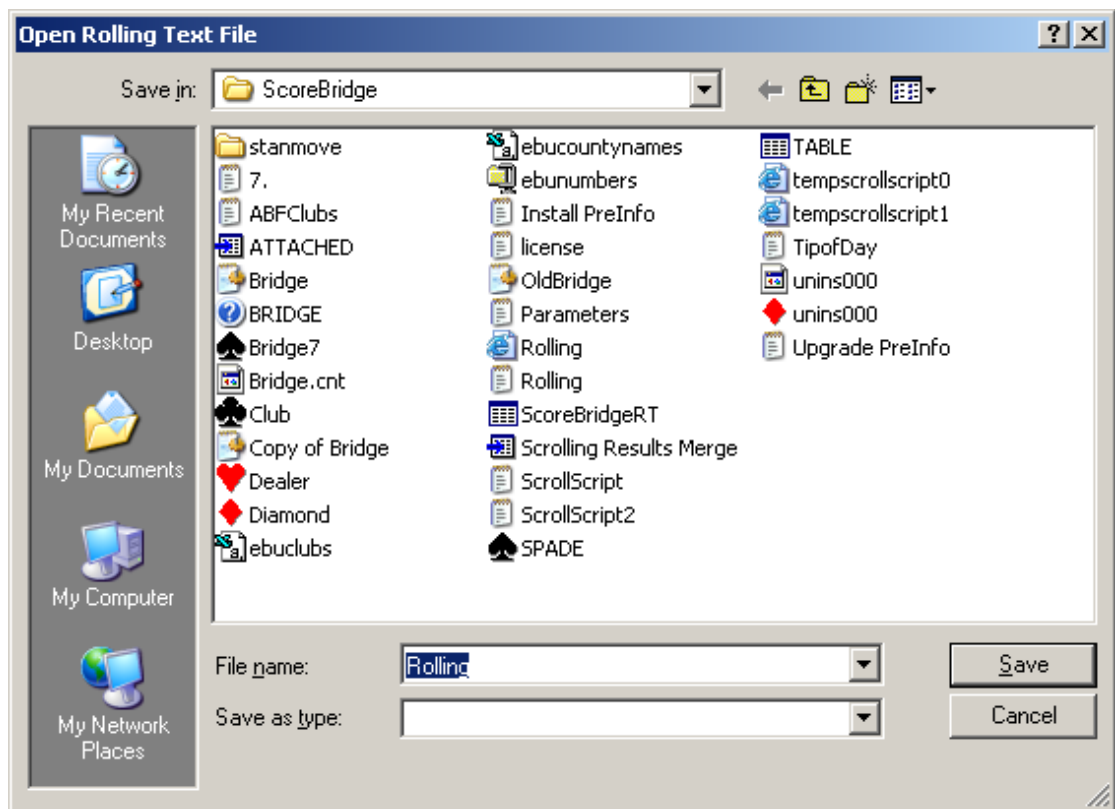
1. Before starting ScoreBridge, open BMPro by clicking on the desktop icon.
2. From the File Menu in BMPro, click Open
3. This will open a box headed Open Session. Select the BMPro database file corresponding to the current event (the file name starts with the year, then the date, then the session name (if any) followed by .bws. Open this file.



4. From the **Session** menu select **Retrieve Data from Server**.



5. Now open ScoreBridge
6. Select **Retrieve Event** and then the name of the current event
7. From the ScoreBridge BM Control Screen select **Retrieving**
8. Select **Update Scrolling Results**. This will open the Rolling File box. Open **Rolling**, as usual

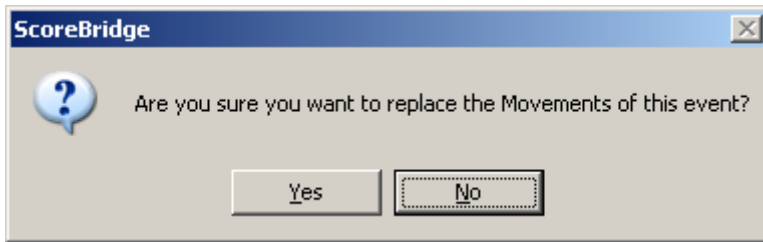


The Programs and the Bridgemates should now be ready to accept further score entries.

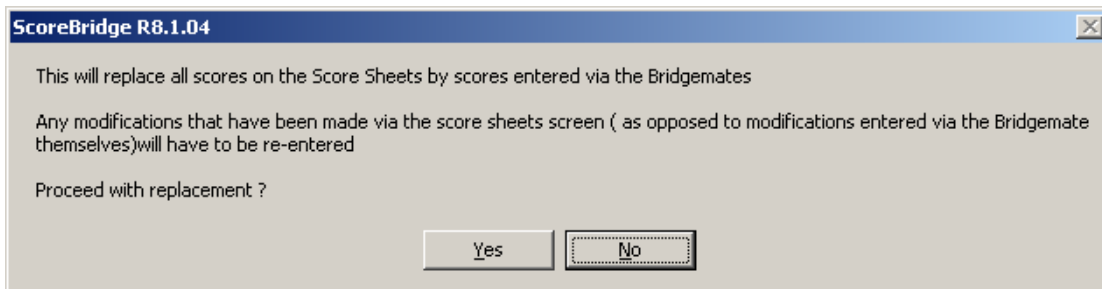
Restart

The **Restart menu**, at the top left on the ScoreBridge Bridgemate Control screen has the following options. The name of each of these options is self-explanatory. When any of them is selected a series of message boxes and instructions will be displayed and, if followed carefully, will enable recovery from most problem situations. Some of these message boxes are shown below

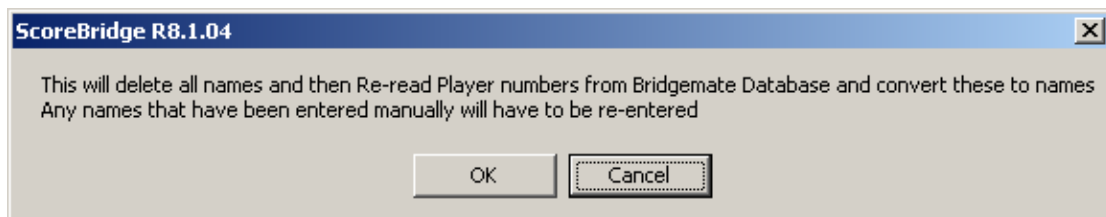
- Restart BPro. *Only use this if BPro is to be restarted with reset movements and Bridgemates returned to Round 1. To restart BPro after a computer crash or after BPro and ScoreBridge have both been closed, follow the instructions on pages 30 and 31.*
- Re-copy movements to the database



- Restart reading results



- Re-read player numbers



- Reset match number for results retrieval (*for use in Swiss Pairs events*)
- Re-open Scrolling Results Screen

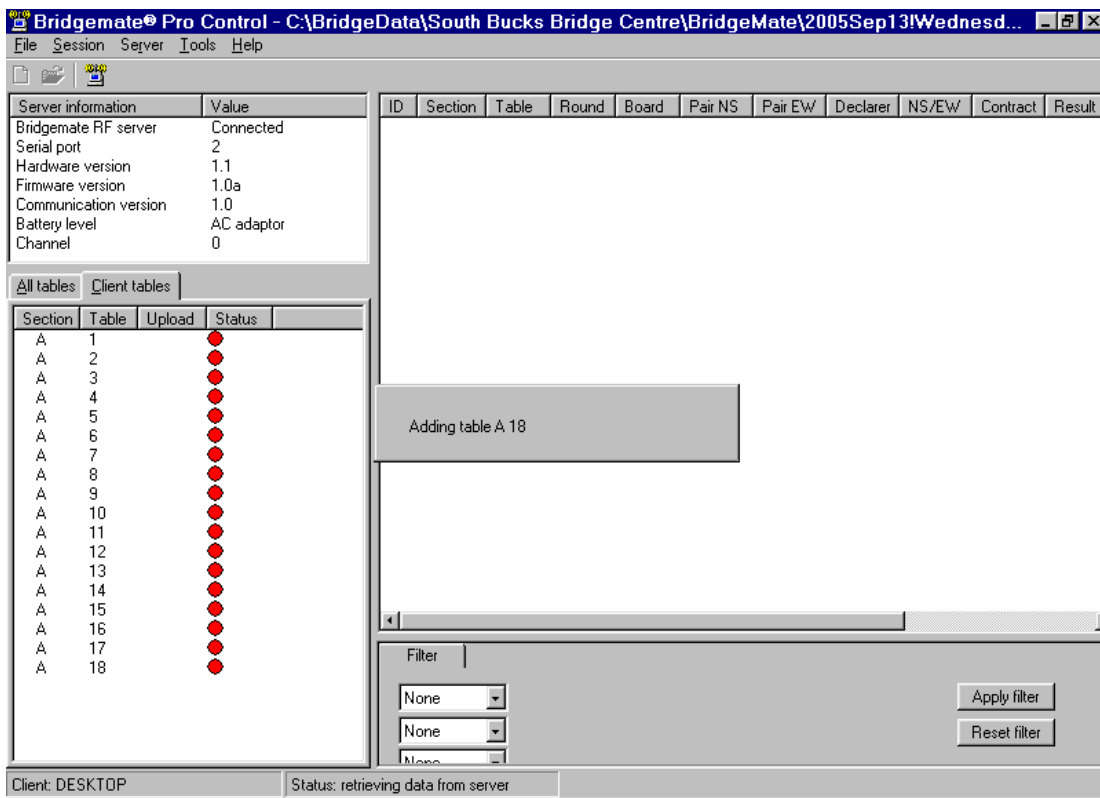
Appendix 4

Changing Bridgemate and ScoreBridge Default Settings

Bridgemates have default settings which can be changed if required.

Any changes must be made before starting a session. Once made they will remain in effect for any future session until changed again.

To see the default settings, click on the BPro icon on the desktop.



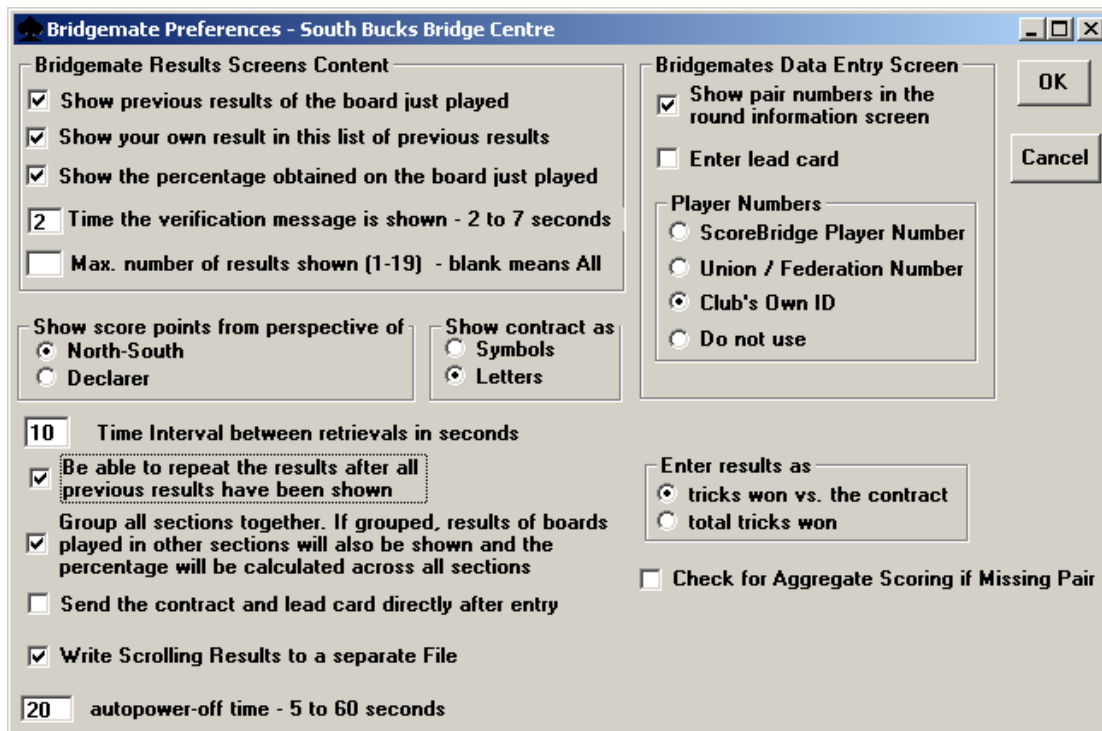
The BPro screen (*the red dots above will not normally show at this time*) shows Server Information in the small top left panel which normally does not require changing.

If the Bridgemates are being used for a second event being held at the same time as another on a different computer, the Channel will need changing from 0 to 1. This is done through the Server menu.

It is recommended that all normal changes to Bridgemate settings are made through the ScoreBridge preferences menu.

This is accessed through the *Club* Menu (near the left at the top of the introductory *Events* screen.

After ensuring that the correct Club is selected (if the program is used for more than one), Select *Preferences*, then *Bridgemate Preferences*



The above shows possible selections for normal pairs events, but different Clubs will have different preferences, for example whether or not *Enter Lead Card* is selected

For Teams events it might be considered preferable to **deselect** *Show previous results*, *Repeat results* and *Show percentage of own result*. Remember to change back these settings at the end of the session if the Bridgemates will next be used for a pairs session.

After making any necessary changes, click OK before starting the session.

Changing ScoreBridge Defaults

ScoreBridge has many options for setting default which can be selected from the Club menu. *Clubs should review all the Preferences to ensure they meet their particular requirements.*

It is recommended that once selected for a Club, preferences should usually be left unchanged. If changed for a specific event they should be set back to standard Club defaults at the end of the session so that they are ready for the next Director.

Standard settings may be:

- Final zeroes to be omitted in score entry
- Help Screens not shown automatically
- Master Points to be awarded, and printed on results pages
- New names added to membership database do not ask for EBU numberMatch-pointing to use Neuberg formula for boards with variable tops
- Web Pages to include travellers and hand records
- Various settings for fonts to be used on screen and in print-outs

But inevitably Clubs will have their own preferences.

ScoreBridge has extensive Help Screens available to guide the user though most operations. Relevant ones can be set to appear automatically by using the Help Menu. By default these have been set not to appear as they can be distracting.

Other settings can be found by exploring the menus at the top of the screen. Many can be found under the Club menu and then preferences in the initial Events List. Other Preferences menus appear on various screens.

How Bridgemates work

Before the session starts the Director enters the movement to be used into the central computer. This movement is then transmitted to the Bridgemates. Until this has been done the Bridgemates will display only the Table Number. The Director will announce when the movement has been entered and the Bridgemates are ready for use.

Using Bridgemates

If no key is pressed for some time the Bridgemate display will turn off.

*It can always be re-displayed by pressing **OK***

*After each step described below press **OK** when correct.*

Cancel will go back for correction until the result has been confirmed.

When notified by the Director **Press OK**.

The Bridgemate will display Round No., Pair Nos., and Boards to be played.

On the first round it will ask for details of the NS pair, followed by the EW pair. **Enter the SBBC membership number for each player omitting any leading zeroes, followed by OK.**

Please ask the Director to let you know it if you do not know your number. For visitors without a number, press **OK** to skip the name

Enter Board Number to be played

Bid the hand

Enter the Contract and Declarer (Press the NS key once for N, twice for South or the EW key once for East, twice for West)

*(If the board is not played or if the Director awards an adjusted score, Press 0 when asked for the contract and then **OK**. The display will now read **NP** for Not Played. In this case it will not be possible to review other scores on the hand. **Please inform the Director if you do this**).*

Play the hand and enter the result as if on a traveller (= is just made, +1, -2 etc.)

*(The Bridgemate might ask for the opening lead. **Enter the suit symbol first, followed by the card (0 for the ten)**. This function might not be active)*

The score will now show as + or – for NS

Bridgemate will now display **Verification by East**

Wait until score is shown again. E should then check the result and if agreed **press OK**

If the result is incorrect, press **Cancel** (more than once if necessary) and the result can be re-entered.

Once the score has been verified you can not correct it. *If you need to, call the Director*

The Bridgemate will now display **Show Results**

To show results (displayed in pairs) - **Press OK** – and **OK** to scroll

The result will first show the last entry and the current % score, followed by other results in order from highest NS to lowest NS with the last entry indicated by * .

Results can be scrolled as many times as required (so the Bridgemate may be passed round the table).

When finished scrolling **press Cancel** and the Bridgemate will be ready for the next hand.

When the final hand of the session has been played and verified by East and other results

scrolled if required, **press Cancel** and then **OK** until **End of Session** is shown. Results can not be produced until all tables have done this.