

**SHEFFIELD BRIDGE CLUB****GUIDE FOR SCORERS****General background**

This document is a guide to using the Scorebridge program with the Bridgemates and the utility programs which update and upload the results to the Club website and to the EBU.

Before the event starts, you need to know

- **the event name.** This is needed to distinguish between 2 events on one day and has been standardised to facilitate the automatic upload of the web pages for the results and trophy ladders. The following system which distinguishes between the majority of events and the few exceptions has been agreed:

**All regular events which contribute to the trophy ladders**

<b>Event</b>	<b>Event Name</b>
Monday afternoon	aft
Monday evening	eve
Tuesday evening	leave blank - no event name needed
Wednesday evening	leave blank - no event name needed
Thursday afternoon	aft
Thursday evening	eve
Friday evening	leave blank - no event name needed
Saturday evening	leave blank - no event name needed

**2010-2011 Special events which do not contribute to the trophy ladders**

For each of the following events please use the event name **sp**

EBU Sim Pairs	14 September 2010
Lord Mayor's Swiss Teams	17 October 2010
Vera Copestake	23 November 2010
Rodger Mixed Pivot Teams	20 December 2010
New Year Swiss Pairs	03 January 2011
Brighton/Woodward Pairs	05 January 2011
Musson	14 January 2011
Laura Hadfield	01 February 2011
W E Dornan	03 March 2011
Mather	11 March 2011
Vice Chairman's Teams	12 April 2011
Easter Swiss	21 April 2011
Flo Dornan	02 May 2011
Nancy Campfield	24 May 2011

**If the Bridgemates are used for scoring at any time other than the sessions outlined above (eg Tuesday afternoon Intermediates Class), the event should be given a name other than aft or eve and should not be left blank.**

- number of sections - [normally at SBC this will be 1]
- For each (or the only) section
  - The number of tables and the movement used
  - For a Mitchell whether you add a number to the EW pair numbers [Normally at SBC EW numbers are the same as NS numbers at the starting table]
  - For a Mitchell whether you want to arrow switch and on which rounds [Normally at SBC there will be no arrow switch and there will be two winners.]
  - if there is a sit out

You will not know this until everyone is sitting down and you are just about to start the session. Although you can change the movement at any time, it is suggested that you do not enter the movement until just before play has started and you are no longer accepting any latecomers. [See Appendix 1 for information on how to accept latecomers in cases where there is a sit-out and two more players have arrived]

ScoreBridge has extensive online help which will guide you at every stage. The following screens are completed examples.

### Getting the session started

Ensure that the server and the printer are switched on. The two switches on the wall (RHS of computer) need to be on and the battery backup switch should be set to ON (1)

Start the ScoreBridge program by double clicking the icon on the desk top.



#### **New Members/Visitors without a Player Number**

Yellow slips have been provided with the Visitors Book in the downstairs playing area. If possible new members and visitors should fill these in before the session starts.

Click on Club then select Player Database to look up player numbers for anyone who has played before and forgotten their number or to enter a new player. If someone says they are "new" or "not a member" and haven't a number – check the database first for their name as they may have been entered when playing as a guest on a previous occasion.

If a visitor has an EBU number, this can be entered as well - it saves time during the Pay-to-Play upload.

If this step is omitted at the start, **players without a number can be entered on the Bridgemate during play by pressing OK at the player number prompt.**

The name can be added at any time before the final scoring is done (see Page 4 \*\*\*).

Use the Change Name button to correct spelling mistakes and the Remove Duplicate Name button when the same player has been entered twice with two different spellings

If at a later stage it transpires that there is a duplicate player name (or the same person in twice with different spellings, this can be sorted using

Click on "Input New Event"

Complete the New Event Profile screen and click "OK".

Needed ->

See previous note about names of events. Normally blank , aft or eve->

Needs to be ticked ->

The screenshot shows a window titled "New Event Profile" with a close button (X) in the top right corner. Inside the window, there are three buttons on the right side: a green "OK" button, a red "Cancel" button, and a yellow "Help" button. Below the buttons, there is a text input field with the label "Number of Tables - rounded up if a half or a Rover". Underneath that is another text input field with the label "Description - ONLY use for special events or to distinguish two events on the same day". At the bottom, there is a checked checkbox labeled "Use Bridgemate".

Then complete the movement screen. **Club Standard** should be selected if you are using table cards from the envelopes.

Needed→

Ignore Rover Pairs

Needed on Mitchells→

Needed if you know you are going to omit the last round →

Normally no arrow switches →

and two winners →

Make sure you get the “Count of Rounds Not Played at end” correct as this will ensure that the Bridgemes reset automatically. If you, say, choose a 13 table Mitchell but only intend to play 12 rounds, the count is “1” If this decision is made during play, all the Bridgemes should have 0s entered on all the boards on the unplayed rounds.

ScoreBridge now asks if you have a missing pair. If so, enter the table number and direction of the missing pair [or the missing pair number for one winner movements]

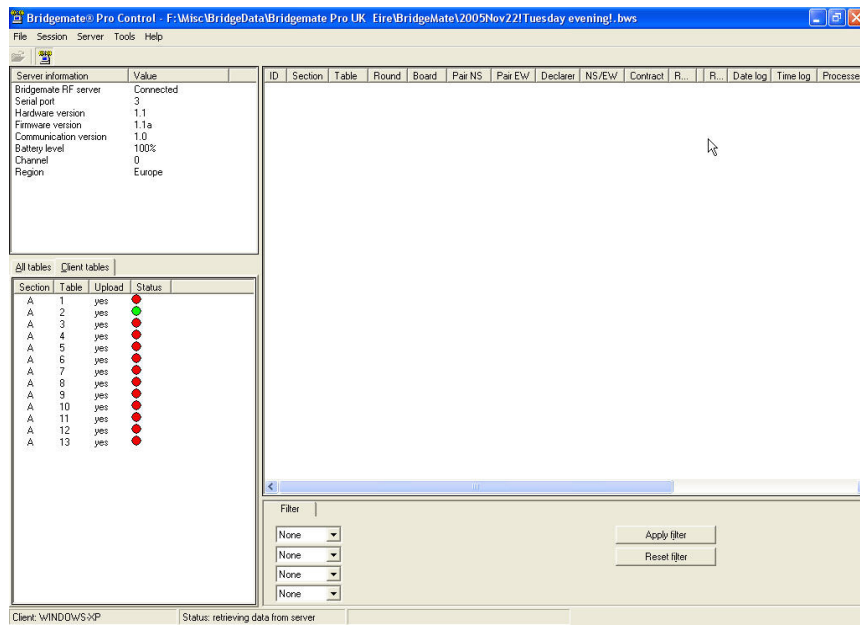
[Exceptionally, if you have another section, ScoreBridge will then ask for its details.]

When ScoreBridge asks if you wish to use an existing Bridgemes database, **Click on “No”**

### The Bridgemes Pro Control Program

At this stage all the movement data is sent to the Bridgemes and ScoreBridge starts the Bridgemes Pro Control program for you. This shows which tables have started using the Bridgemes - in the following screen, table 2 has started.

**Check two important lines on the screen - “Bridgemes RF server - Connected” and “Status - retrieving data from server”.**



When all the lights are green, **minimize** the Bridgemate Pro Control program (**do not close it**) - as you should not need to look at this screen again.

**Activities during the event**

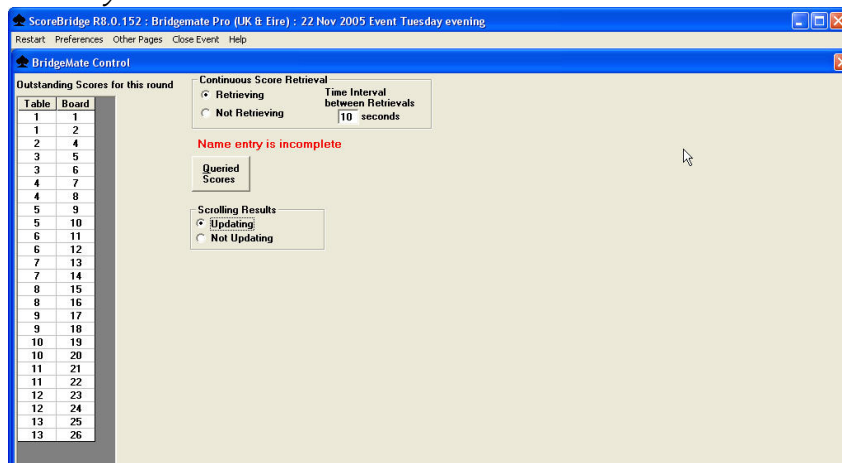
Scrolling Results is not normally used - only needed if results are being displayed on a separate monitor.

The screen “Bridgemate Control” will be in the ScoreBridge window  
 Now click “Retrieving” and everything is now running.

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.

See Appendix 3 for full details.

This screen shows you on the left which tables still have results to send for the current round.



At present, we are asking everyone to complete table slips to allow the scorer to check that all the player numbers have been entered correctly because making adjustments after the session ends is more time-consuming.

**\*\*\* You can do this at any stage before the session is closed. Go via the "Other Pages" menu to "Allocation of Names to Tables" to check all the names have been entered correctly and to enter any visitor names. If you do so, remember to click on Retrieving when you return to the Bridgemate Control Screen**

If you need to check or adjust a score, click on "Queried Scores". See Appendix 2 for details of unusual scores eg when a board is averaged/misboarded etc. Contract scores are entered without the final zero.

Whenever you return to ScoreBridge's Bridgemate Control screen, click "Retrieving" as ScoreBridge stops the retrieval when you enter the names or look at the "travellers".

### **The Tournament Director key (TD-key)**

Use this during the session to make the following changes.

When the Bridgemate shows Board: insert the TD-key, click on the relevant number and click "OK"

1. Enter a notification for an arbitral score (first enter the board number then insert the TD-key)
2. View results
3. Erase result (this only works for results for the current round - use ScoreBridge's "Query Results" if too late or anytime if you prefer)
4. Show group/table number and round information (use this where a North is "lost")
5. Show missing boards (i.e. those that have not been scored for the current round). The Bridgemate will not go on to the next round until all the boards for the current round have been entered.
0. Reset Bridgemate - This should be used if the last session was not completed. **First use "Server / Reset" in Bridgemate Pro Control**, then reset each Bridgemate that has started.

If you want to adjust the contrast, press + or - either before the session starts and the Bridgemate shows "Bridgemate Pro" and the firmware version number or during the session with the TD-Key inserted and the screen showing "TD-Menu".

See Appendix 1 for fuller details of these options.

### **Occasional settings**

Very occasionally you may need to change the group (section) letter or table number of a Bridgemate. You can do this with the TD-key at the beginning of the session whilst the Bridgemate screen shows BRIDGEMATE PRO and the firmware version number and language (V2.2.1 EN for example)

Insert TD-key to adjust the section letter and / or table number.

Press +/- to adjust the group letter and click "OK".

Press Cancel to delete the table number, enter the new table number and click "OK". Do not change the channel unless you have more than one Bridgemate Server. Remove TD-key after the message "Settings saved".

### **The final results**

Once the last result on the last round has been received, you should click the "Queried Scores" button.

You will then see the Score Sheets. There may be some queried scores at the bottom. Review these and make any corrections before pressing the "All Done" button to see final result. See Appendix Two for more detail on this.

Print the results and associated material for the wall display.

### Uploading the Pay-to-Play File

At the end of the session, whilst the event is still open in Scorebridge

Choose            Make File > P2P File

Scorebridge then creates the file and asks whether you want to open the browser to upload it.

Reply            Yes

Internet Explorer then opens at the EBU Members Area Login Page. Here you enter your EBU number and your personal password.

At the next screen,

Click on the tab for My Club Membership

then

Click the pencil icon on the RHS

then

Click the Browse button which opens up a window displaying the file which is to be uploaded.

Doubleclick this file and then click the Send button

The EBU software checks the file to ensure that it knows who everyone is.

If any unknowns appear, click the red cross against their name then mark them as a guest.

If everyone gets a green tick,

Click the Process File button

**If there are any problems which you can't resolve, just log out before you press the Process File button. It would be helpful to leave a note of what happened or e-mail Lesley at [website@sheffieldbridgeclub.co.uk](mailto:website@sheffieldbridgeclub.co.uk).**

Finally

In the tab for My Details, log out from your membership area (button at LH end of screen)

Close Internet Explorer

**Back in Scorebridge,**

Click on Close Event and then on Close to shut down ScoreBridge

In the Bridgemate Pro Control program Click on File > Exit to shut it down (ignoring the message that data is still being retrieved).

### **Uploading the web page and the trophy ladder page (Regular weekly Events)**

**For both these utilities the sequence of operations is displayed on-screen.**



**Double Click the Upload Web Page - Regular icon** on the desktop to start the utility.

If this is done immediately after the event the correct date will be displayed and you need to specify AFTERNOON or EVENING.

The utility checks that the appropriate files are available. When you receive confirmation of this, click the GO button and the program will close down automatically after a few seconds when the page has been created and uploaded.

If the appropriate files are not available, exit from the utility using the RED exit button. The most likely explanation is that the event name is incorrect. To correct this use the Edit Event Profile option in ScoreBridge and restart the Upload Web Page utility



**Double Click the Upload Trophy Ladders icon** on the desktop to start the utility.

You need to select the event. Again the utility will close down automatically when the page or pages have been created and uploaded. This process is slightly slower than the web page upload but once you have pressed the GO button you can safely leave it working.

### **Before leaving the office**

Power off the printer and the server. Switch off the screen but **NOT** the computer.

## Appendix 1

**TD menu**

Tournament directors have far-reaching powers to verify the entered scores. A special TD menu is available for this purpose. To access this menu, please use the TD-key supplied with the package.

**Activating the menu**

To activate the TD menu, insert the TD-key in the communication port of the Bridgemate. This requires the Bridgemate to be switched on and waiting for data to be entered (board, contr, lead, result input screen). It is for instance not possible to activate the menu if the device is in the verification screen or is displaying an overview of previous results.

To exit the menu, simply remove the TD-key.

**Menu options**

Once you have inserted the TD-key, the following screen will appear:

TD-MENU

You now have seven options:

1. To enter an arbitral score, press '1'.
  2. For an overview of the entered scores, press '2'.
  3. To delete an entry, press '3'.
  4. If you would like to view the corresponding table and section of the Bridgemate and/or the corresponding round and pairs, press '4' (retrieve status).
  5. To retrieve an overview of the board numbers not yet entered, press '5'.
  0. To reset the Bridgemate, press '0'.
- + or - . To set the contrast of the screen, press + or - .

**Entering an arbitral score**

It is possible to specify in the Bridgemate that an arbitral score must be entered for a certain board. Proceed as follows: enter the board number and confirm with OK. The cursor is positioned at CONTR. Insert the TD-key in the Bridgemate to activate the TD menu. Press '1' and confirm (OK button) "Arbitral score?" Next, enter the arbitral score for both pairs:

NS: \_

EW:

You can choose between 40% (average-minus), 50% (average) and 60% (average-plus). Press 4 or - to enter 40%, 5 or = to enter 50%, 6 or + to enter 60%. It is not possible to enter a value other than these percentages. Press OK after you have entered the percentage. Do this for both pairs. The screen will now return to the TD MENU. Remove the TD key. The assigned arbitral score is now displayed at CONTR. Press OK to confirm this, and confirm the verification screen. The Bridgemate has now saved an arbitral score for this board and will feed this to the scoring program during readout.

**Retrieving overview**

To obtain a board overview without reading the data or completing a board input, it is possible to use the special overview function of the TD menu. To access this overview, insert the TD-key and press '2'. You will be asked to enter the corresponding board number. The overview displays the pair number, direction of play, contract and result. The number of score points is not displayed in this overview. If the screen returns to the TD menu after the board number has been entered, no scores have been registered for this board at this table.

**Erasing entry**

Tournament directors have the option of erasing entries. This can either be a board result from the current round or the previous round. If the board results have not yet been entered in the current round, the board result of the previous round will be erased. This method enables you to erase all results from the Bridgemate. To erase a board input, press '3' and press OK when prompted to confirm "Erase result?". You will be asked to enter a board number. Enter a board number and confirm with OK. If that particular board can be erased, the message "Board erased" will be displayed to indicate that the entered result has been erased. If the board has not yet been played, or not played on this table in the current or previous round, the TD menu will be displayed again after you have pressed OK.

**Retrieving current status**

If you no longer know to which table and section the Bridgemate relates, you can retrieve this information in the status part of the TD menu. To do so, insert the TD-key in the Bridgemate and press '4'. Press OK when prompted to confirm 'Status?' The expected table and section of the Bridgemate will be displayed first. Press OK again to view the current round of the Bridgemate and the corresponding pairs at the table. You will also see the boards to be played in this round.

### **Overview of missing scores**

From the TD menu, it is easy to establish which boards of the round have not yet been entered. Press '5' and OK when prompted to confirm 'Missing boards?' The Bridgemate will now display the numbers of the boards not yet entered in this round at this table.

### **Resetting the Bridgemate**

The Bridgemate can be reset from the TD menu. Press '0' and OK when prompted to confirm 'Reset?'. It will now return to the main screen.

### **Setting contrast**

It is possible to set the contrast of the screen from the TD menu. Press + to make the screen darker, - to make the screen lighter. Press the button several times to adjust the contrast.

## Appendix 2

### Director's Adjusted Scores and Fines.

These can result from

- director applied fines for e.g. misboarding
- director adjusted scores award to players who have suffered some disadvantage through no fault of their own

If a board was not played or the result is disputed e.g. because of misinformation, the director may

- Apply a fine/ Adjustment
- provide an **Assigned adjusted a score** e.g. +420 instead of -50 because misinformation caused the loss of a trick - in which case this is entered just like any other score
- provide an **Artificial adjusted score** specified as a percentage of a top - e.g. 50% for average or 60% for an average plus the relevant NS or EW score column

### Artificial Adjusted Scores

- Simply enter the required score in the NS or EW score column - e.g. 40% - followed by S or G if you want to record slams
- For average plus put AV+ and this will be set to 60% - or if the overall score is higher this will be adjusted upwards
- Use A to award 50% to both sides
- If only 1 adjusted score is entered, the other pair will be given 100% less the adjusted score entered

If a board was not played because time ran out, the director can

- Delete the score line (shift and Delete) - for these pairs, no points are awarded and the total used to arrive at the final percentage is similarly adjusted down
- Alternative, award an Average (key A)

### Split or Weighted Score

- Use an adjusted score as a percentage (this can be done on one or both sides) and / or
- a match Point adjustment in the penalty column(s)  
(again can be done on one or both sides - and can be positive or negative)

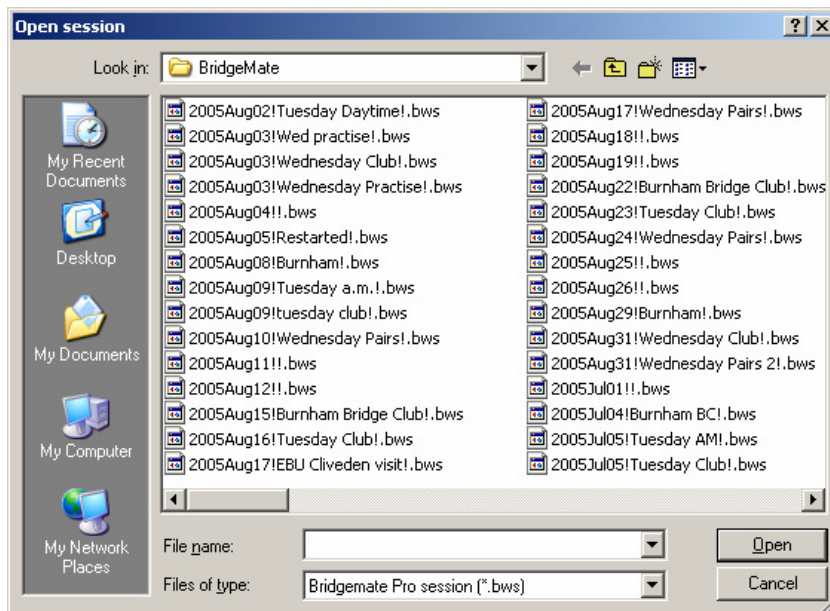
## Appendix 3

**Restarting after Programs have been Closed**

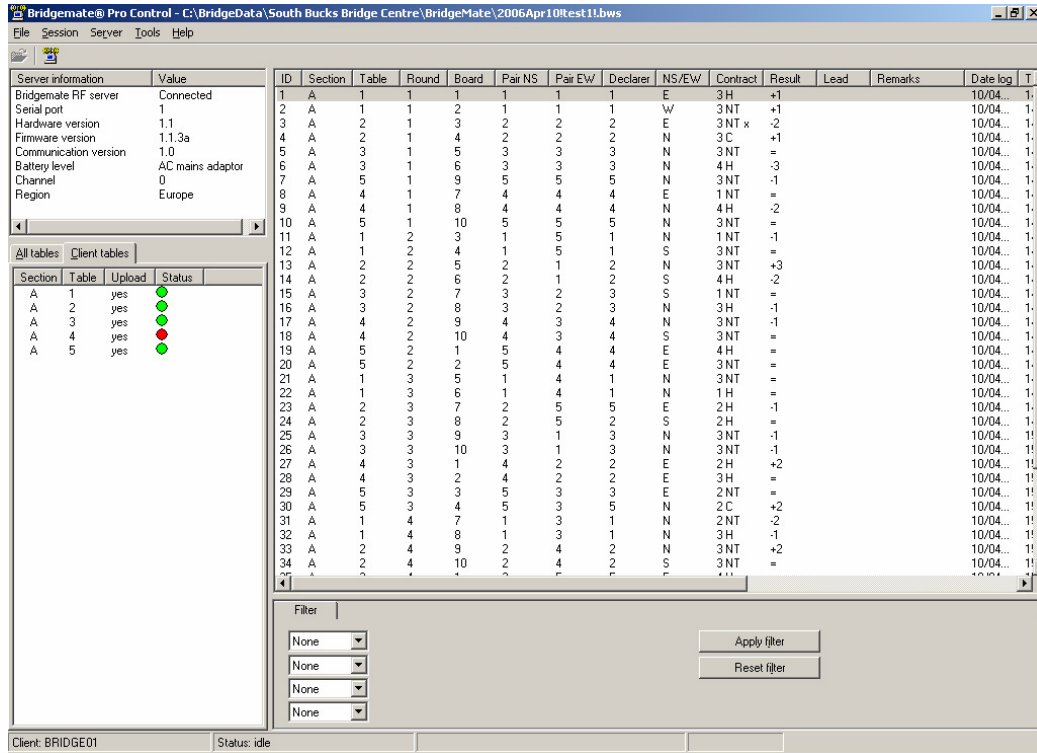
If the computer has crashed or if ScoreBridge and BPro have both been closed for some reason during an event, the programs can be restarted from the point at which they were closed and score entry continued. **In the following instructions it is assumed that the Bridgemates and Bridgemate server are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

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

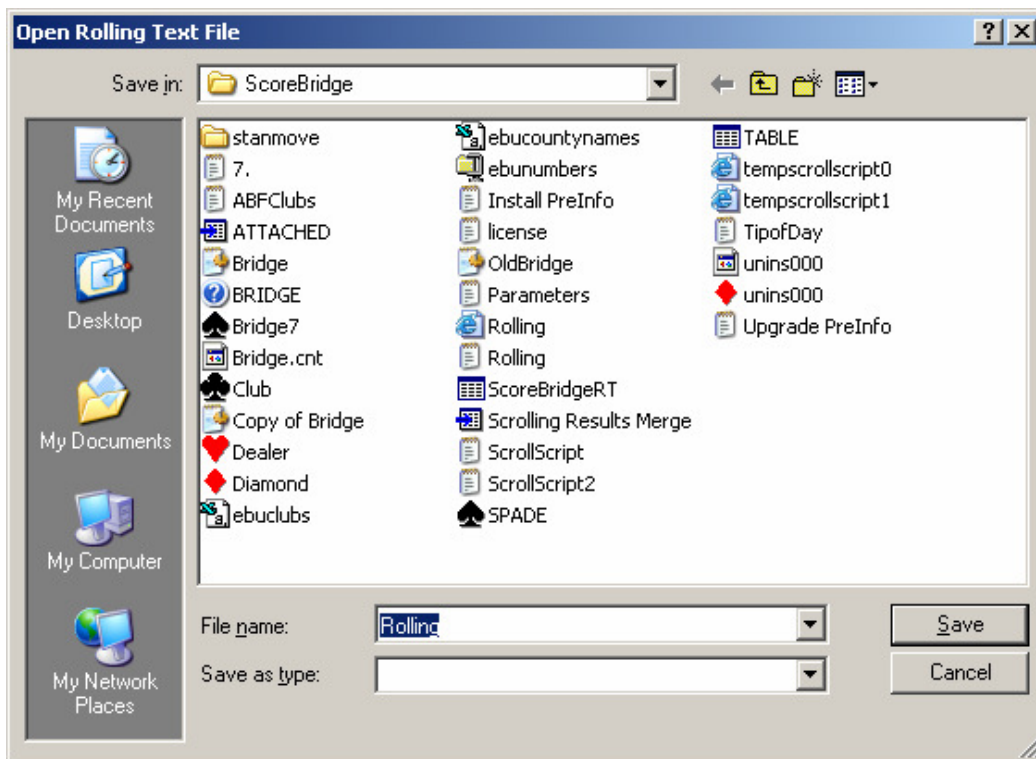
1. Before starting ScoreBridge, open BPro by clicking on the desktop icon.
2. From the File Menu in BPro, click Open
3. This will open a box headed Open Session. Select the BPro database file corresponding to the current event (the file name starts with the year, then the date, then the session name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



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



- Now open ScoreBridge
- Select **Retrieve Event** and then the name of the current event
- From the ScoreBridge BM Control Screen select **Retrieving**
- 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.