Check List for running Tournament on BBO

Day before Tournament
- Log into BBO and check that you have a Director tab. If not, call Aidan or Dan.
- Click on it and then on Pending Tournaments. Examine the details of the tournament you will be directing.
- Click on the People tab. Enter the Substitutes as Friends and check their BBO names are correct by looking at their profiles.

Two Hours (or a little later) before Tournament is due to Start
- Log into BBO.
- Enter the Competitive Area and find the Tournament.
- Ensure that the facility to Register is up and running.
- Check that people are registering.
- Read the Tournament Description and verify it is correct.

20 Minutes Before Start of Tournament
- Make sure you have paper and pen beside your computer.
- Log into BBO.
- Size your windows appropriately.
- Go to the Competitive Area and look at the Competition. Note the Number of Registered Pairs. Check for duplicates.
- Click the People tab and check the Substitutes are online. If they are not, phone them (after you have attended to the movement as per below).
- Click the Director tab.
- Click on Edit Tournament and check that the appropriate total number of boards and boards per round are entered. Correct if necessary. Double check you have the appropriate movement type (Clocked or Swiss) and scoring method (Match Points or IMPs) selected.
- Click Modify Tournament to save any changes you made THIS IS CRITICAL!
- Exit the tournament details screen.
- Now click on Running Tournaments – it will tell you there are none. Relax

When the Competition Starts
- The computer will beep at you and the Running Tournaments screen will come to life
- Click on the Tournament Banner and select "Show Tables" from the menu that appears.
- If there is a sit-out, you will see it on the table plan in red. You need to get your two primary substitutes in there asap.
- When that's done, quickly visit each table to ensure they are all bidding or playing.
- Now relax and enjoy the rest of the session, everything else is easy. TAKE YOUR TIME – the only time critical bits are over.
- Robots are your best friends. If a player disappears, wait about 60 seconds, then put in a robot. Now wait at least 10 minutes before changing from a robot to a human substitute. 90% plus of the time, the original player is back by then.

Aidan Synnott – 30/9/2020