

Setting up a Pairs Game on BBO

- 1) Log into your BBO account. Use a web browser to do this. If you are using a tablet or smart phone, do not use the App. It doesn't work properly.
- 2) Under the heading PLAY OR WATCH BRIDGE is an option called "Casual". Click on that. You are now in the "Relaxed Bridge Club"
- 3) A new menu appears. The third heading on it is FIND YOUR OWN GAME. The first option under it is "Start a table". Click on that.
- 4) A new window appears.
 - a. The first option is scoring. This defaults to IMPs. Leave that for now. Scoring on BBO is a bit different from real life but you'll get used to it!
 - b. There is a field labelled Description. It's not a bad idea to give your table a name, in case you have to search for it later, but you don't have to.
 - c. By default, kibitzers (onlookers) are allowed. Change that if you want.
 - d. By default, kibitzers are allowed to chat to your players. I personally hate that, and I always turn it off by clicking on the orange button, so it goes white.
 - e. By default, permission required to kibitz is off. I always switch that on by pressing on the white button, so it goes orange.
 - f. By default, permission required to play is off. It is **very important** to switch this on. If you fail to do so, and one of your players gets kicked out of the game due to a technical fault (common at present), someone else will take their place almost immediately.
 - g. By default, Invisible is off. Leave it that way.
 - h. Exclude new members should be left off.
 - i. Minimum completion rate defaults to 0. Leave it alone.
- 5) You now assign seats. Click on south. A box appears. Enter your username as south. Click ok. Your name will appear at the table in the south with a blue background. Repeat this for the other three players. Their names will appear but with red backgrounds.
- 6) You are now good to go. It's best if the other three players are already logged in waiting to start. They must use the web version of BBO, not the App. It is essential that when they log on, they go into the Relaxed Club by clicking on "Casual". If they are in the main club, they won't see your invitation. Click the big blue tab marked "Start Table – Relaxed game".
- 7) You will be brought to your table and invitations will issue to the other three players. As they accept the invitation, the background colour behind their names on their "seats" changes from red to grey. When the fourth arrives, the cards are automatically dealt and you can start playing.
- 8) At the bottom of the screen, there's a line to write messages to others. The button on the left of the line is labelled "Kibitzers" by default. Click on the button and change it to "Table". You can now chat with your fellow players.
- 9) At this stage, there is one more piece of housekeeping you really need to know about. Supposing someone doesn't appear. It's possible they missed your invitation. To re-issue an invitation, proceed as follows.
 - a. Click on the vacant seat i.e. the seat where the username still has a red background. A menu appears. Select "Clear".

- b. Immediately click again on the now unreserved seat. A new menu appears. Click "Reserve".
 - c. The same sort of box that you saw when you were initially reserving the seat re-appears. Re-enter the missing player's username.
 - d. A yellow box should briefly appear on the bottom right of the screen saying an invitation has issued. If the message on the box says "Not logged in or not available", the missing player is not logged into BBO. Phone them.
- 10) The other situation where you may have to go through the steps in item 9 above is if someone disappears during a game. Wait a minute, then go through the steps from 9b. While you are doing this, reject any requests from others to occupy the vacant seat.

This should get you up and running. Play around with the various options to become familiar with the system. Don't be afraid, the worst that will happen is that you will be logged out of the system and have to start again. Bear in mind though that its best to do all of this outside peak hours. If you do it in the evenings and get logged out, you might not be able to log back in.

Aidan Synnott.

2/5/2020.

Revised 13/5/2020 – warnings added re not using app.