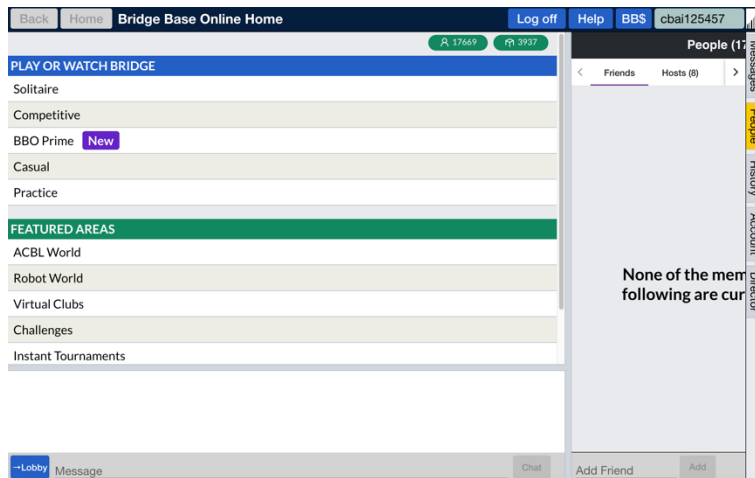
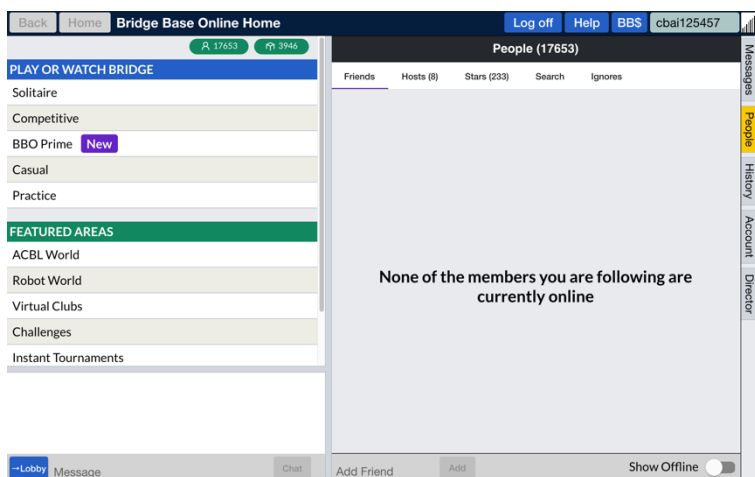


Using the Add Friend Function in BBO to Verify that your Substitutes are where they should be.



You normally use this facility to check up on your BBO friends, but if you are directing; it can serve a much more valuable function. First, click the “People” tab.

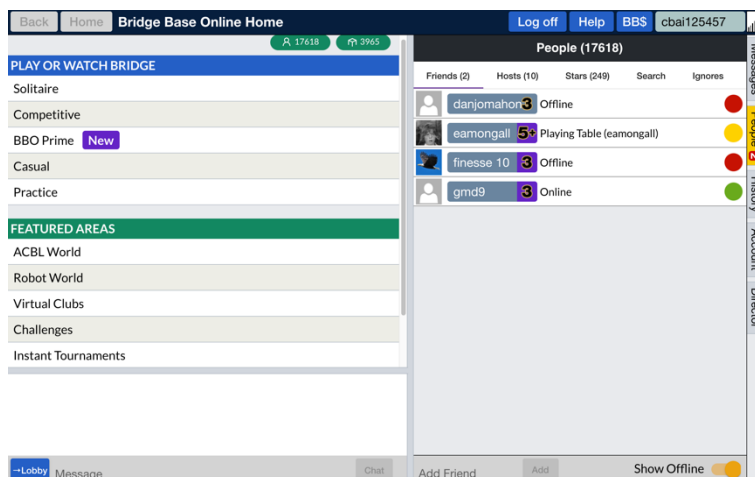
You will probably see a screen like this. The first thing to do is grab the left edge of the right-hand window and drag it as far to the left as it will go.



This maximises the size of the right window. By default, BBO give priority to the left window because that’s where card play takes place. When you are directing, it’s a good idea to maximise the size of the right window, as that is your workspace.

Note that when you do this, a “Show Offline” button appears

on the bottom right of the screen. By default, Show Offline is off, because this function is designed to show you only your online friends so you can chat to them or invite them to a table. As directors, we are interested in the location of our substitutes, so click the “Show Offline” button to turn it on. It turns yellow. Now enter the substitutes as friends by filling their BBO names in the space marked “Add Friend”, pressing “Add” after each one.



Note that I have entered four names in this demonstration. One has a green button, showing he is online and that you can use him. Two have red buttons, showing they are offline and are therefore of no use to you. The fourth has a yellow button. He is online but is playing at another table, so you may not be able to access him.

This is very useful adjunct when you are directing. Enter the substitute names well in advance and check their profile to verify that you have the correct BBO names. Then look at the people screen about 10 minutes before the tournament is due to start and if your half-table substitutes are not green, phone them. Of course, there is a drawback. To use it exactly as I have described, you must delete your actual friends, or they will clutter up the screen. If you are not willing to do this, you can add your substitutes as friends and leave the "Show Offline" switch in the off position. You will then see your substitutes if they are online. It works, but it's much less effective.

There is another, and in my opinion, superior option. You could create a new BBO account for yourself and use it when you are directing but use your normal account when you are playing. That way, you get the best of both worlds. If you decide to do this, be sure to inform Aidan, Dan and Dick so we include your directorial alter ego when we are setting up the tournaments.

Finally, an important piece of housework. When you have finished the tournament, don't forget to unfollow the substitutes, otherwise you will end up with a cluttered screen when you add new ones the next time you are directing.



To do this, click on the substitute's name to display their profile. Click on the "Relationship" label and change it from "Follow" to "Neutral". Now close the window and they will disappear from the list. Be careful **not** to change the relationship to "Ignore". It's very easy to do that by mistake and while it sounds innocuous, it actually blacklists the player which is a terrible thing to do to a substitute!

Aidan Synnott,
26/7/2020.

Prepared for Tournament Directors in the CAVBC, GRVBC and FoxBay VBC.