

# Running Teams with Compscore2

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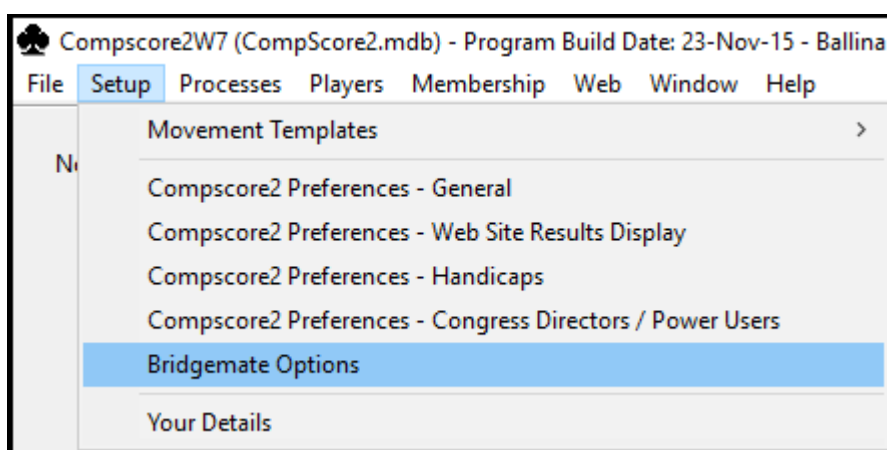
## Document Layout

There are two fundamentally different ways of running teams using Compscore2. They can either be run as a run Single Session Teams or as an Event (the only way to run Swiss competitions). Swiss movements can only be run as an Event. Events also give better reporting but the difference is not worth the hassle of running a Round Robin etc. as an Event. Single Session Teams are always based on a template consequently, they require less setup and less intervention whilst running.

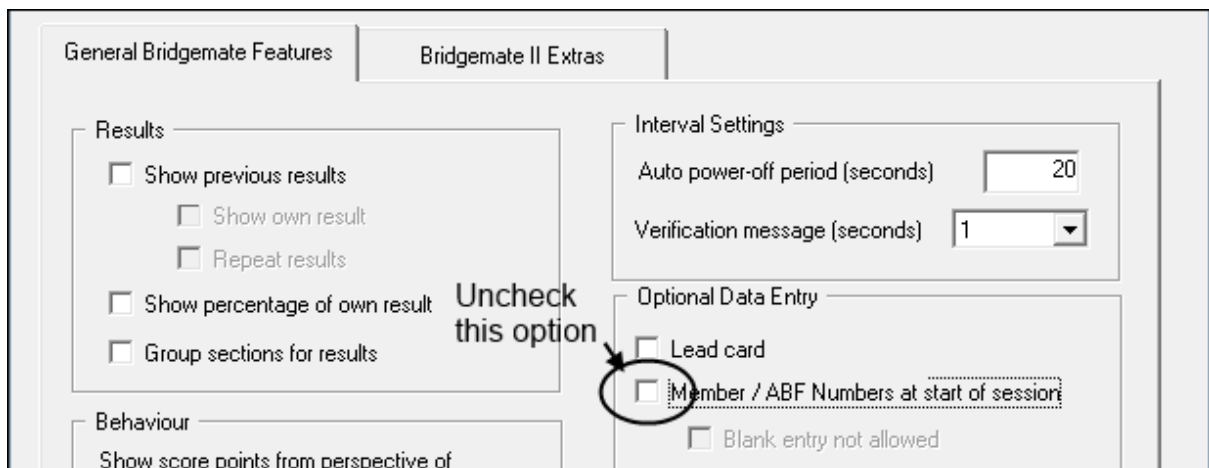
Movement	Single Session Teams	Teams Event
Round Robin	✓	
New England Relay	✓	
American Whist	✓	
Swiss Teams		✓
Swiss Pairs		✓

## Swiss Team Events

**VERY IMPORTANT - If running a Swiss Teams EVENT where names are pre-entered (not a Single Session Teams) Ensure the 'Member /ABF Number at the start of the session' checkbox is unticked on Setup / Bridgemate Options within Compscore2. Then at the end of the Event reset the option so that ABF Numbers are requested.**



Within this screen uncheck the option to collect "Member / ABF Numbers at the start of the session".



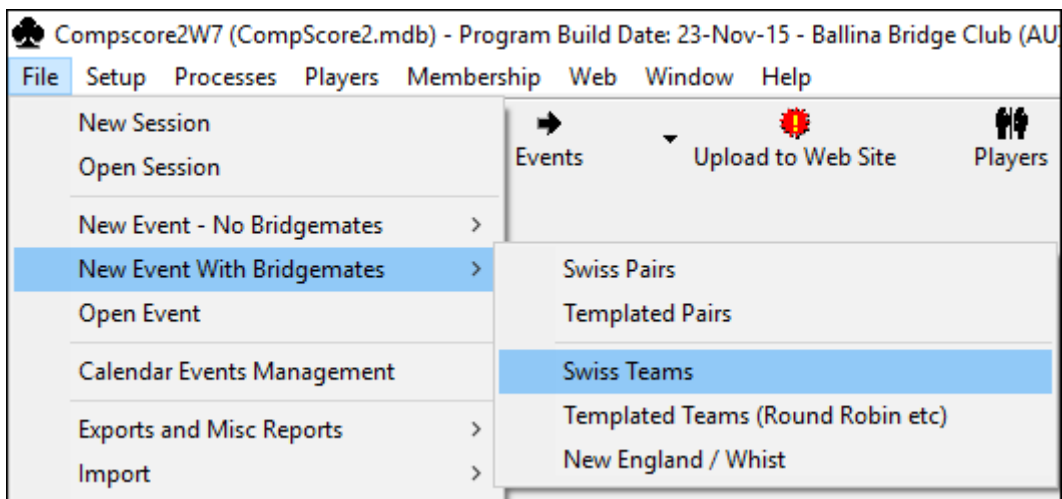
If you fail to do this, ABF numbers are requested at the start of each match and Bridgemate displays do not appear to match the round information.

If you fail to check the option and players are entering ABF numbers at the start of the session and have started play before you are aware of the problem, I expect the following would work:

- In the Setup / Bridgemates menu, uncheck the Member / ABF Numbers ... option
- On the Session Management window, press the “Advanced” button and then choose the “Update Bridgemate Preferences” button

## Creating the Event Setup

Open File\New Event with Bridgemates\Swiss Teams:



A form will then be displayed into which the parameters of the Event are entered. The form is shown below with most entries straightforward. The field names of the fields likely to be entered and their suggested values are shown below. Other fields are generally ignored.

Field	Content
Event Name	Description such as "Teams of Three"
Event Date	Should be the date on which event will be played
No of Categories	Useful if you wish to prepare separate lists for each category and particularly if you want to have teams in one category only play against teams in the same category.
No Matches	i.e. no of rounds or teams played by each team
Board per Match	
No Sessions	This is determined by how many sets of boards starting from 1 are to be used. It is not determined by the number of physical sessions you have but will usually be the same value
Scoring Method	Choose VPs (default) or IMPs
Triangle options	<b>Only</b> check McManus Triangle if table numbers are odd
Random first draw	Check
Cannot play and Must play Teams in the same Category	Depends on the event format .
Session Matches pattern	Reflect s when the second (or third etc.) session will commence. E.g. 3-3 indicate 3 matches in session 1 (typically the morning) and 3 matches in session 2 (typically the afternoon)

The only likely point of confusion is if the last mentioned field, Session Matches Pattern, does not reflect the two previously entered fields No Matches and No Sessions, e.g. if it was planned to have a 3-3 split of an event but the number of Matches had been set to 7 (which doesn't equal 3 + 3). The error message is straightforward.

A typical setup for 3 morning and 3 afternoon matches would be:

## Team Setup

Setting up Teams Events requires that the team entries be made prior to the Event starting. It's possible to add or change entries after it has started but the structure should be in place before the event starts, i.e. the number of teams as a minimum and at least one team member per team. This can all be changed later if required.

Entering Team Members has been tried a number of ways and the best way is to get the Director to do it. The alternative of having Excel sheets prepared, which are then converted to csv files can work but there are difficulties in the conversion being understood fully and invariably there are errors that need correcting in the ABF numbers entered.

Move from the "Event Setup" tab to the "Team Setup" tab. Press the "New Team" button to create a team.

Enter the Team Name or leave blank and the Surname of the first member will become the Team's Name. You must now enter at least one member of the team. Which is done by pressing the "Add" button under the space in which team members are listed.

This puts the cursor in the "Player Details" group where you can enter the ABF number if you know it and then press Apply. The player's details will then be listed in the space for team members.

Alternatively if the ABF number is not known or has been incorrectly provided, press the Search (F2) button. This will bring up a dialog box in which search can be made by ABF number of Surname. To search by Surname, enter the Player's surname and a list of players with the same surname are shown. Select the one you want and press Apply. The name of the selected Player is now transferred to the list of team members for that team.

Name	ABF No	Rank	Club
ROGERS, PATRICIA	475165	Graduate	2i120
ROGERS, PATTY	436143	State	2i295
ROGERS, PETER	170240	Grand	6-772
ROGERS, REBECCA	774898	State	2-016
ROGERS, ROBYN	266973	Regional	4-503
ROGERS, ROBYN	406325	Nil	2i120
ROGERS, RON	649351	Club	6i792
ROGERS, RONNIE	473472	Regional	6-774
ROGERS, ROSEMARY	919667	Nil	3-360

## Team Seeding Tab

The actions **that must** be performed here are:

- **Printing the Initial Draw.** If asked to Recalculate before Printing, answer Yes
- **Printing the Team Names by Team** so that Players to know their Team Number

Actions that might be performed here is:

- Assigning Teams to Categories if the event is to be run with more than 1 category

## Bridgemates Tab

Before starting matches, within the Results group, ensure the checkbox for Personal Results to be guillotined is checked.

The screenshot shows the 'Bridgemates' tab of the 'Swiss Teams - Teams - 17-Jan-2016' application. The interface includes several sections:

- Create New Round:** A dropdown menu is set to 'Creating new BM database'. A text annotation 'Database name is automatically assigned' points to the 'BWS Database' field, which contains the path 'C:\Compscore2\Bridgemates\Teams - 17-Jan-2016 - Match 1\bws'. The 'Date' is set to '17-Jan-2016'.
- Bridgmate Matches:** A section with a red status message 'Received 0 of 160 results'. It includes an 'Open' button and a 'Delete' button.
- Update Calculations:** Includes checkboxes for 'Score all matches to Match 0' and 'Re-score all rounds' (checked), and a 'Calculate' button.
- Results:** Includes buttons for 'Print Results' (Standard, Directors, For Display), 'More Reports', and 'Datums Management'. A checkbox for 'Personal Results For guillotining' is checked and circled, with an annotation 'Ensure this checkbox is checked' pointing to it.
- Next Draw:** Includes a 'Generate' button, a dropdown menu, an 'Edit Draw' button, and a 'For Display' button.

A 'Close' button is located at the bottom right of the window.

- If this is the first Match of a session, then a new BM (Bridgmate) database must be created. Select that option under "Create New Round". For subsequent Rounds within a Session, this field is left with "Use an existing BM database"
- Enter the starting Board Number (No 1 for the first match of a Session)

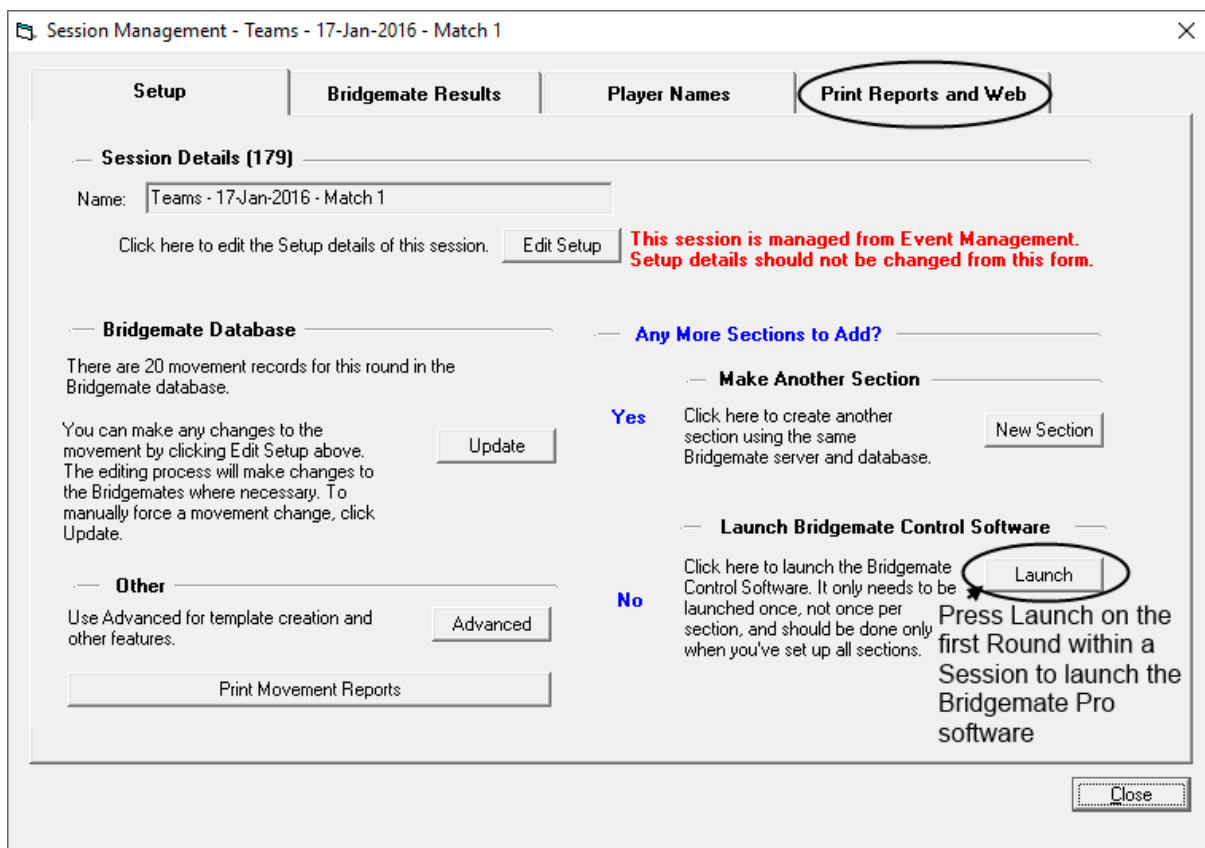
- Press “Create Match n”, where n = 1, 2, 3 ...
- Open Match by pressing the “Open” button. This moves control from the Event Management window to a Session Management window. **Note** if this is not the first Round within the Session, Bridgemates are now active. If it is the first Round, the Launch button below needs to be pressed to launch the Bridgemate software and make Bridgemates active.

A summary of the actions that are required when:

- Starting and Ending a Session
- Starting and Ending a Match

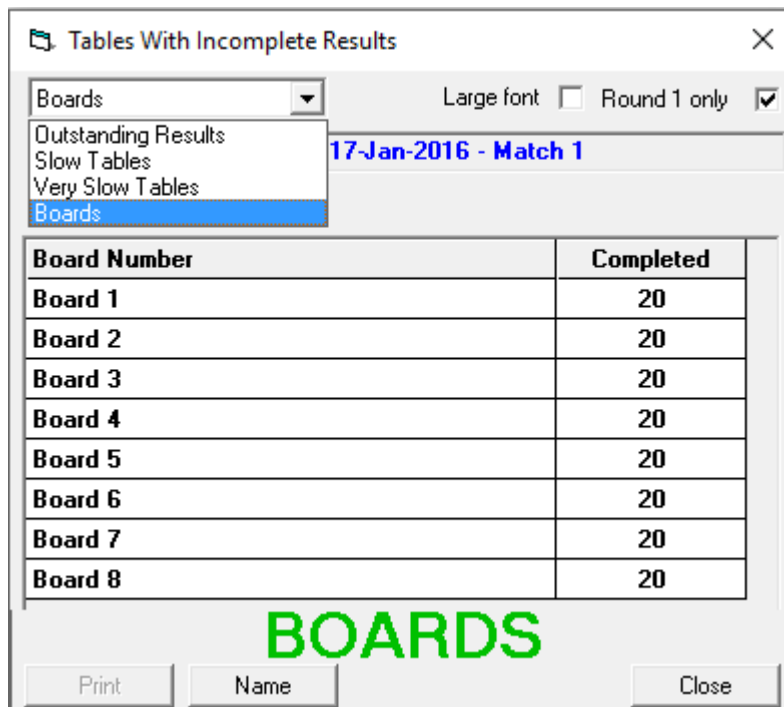
can be found at the end of this document.

Once a Match has been Opened, the Session Management form is displayed. In order to keep track of boards played, tables getting behind etc. Select the “Print Reports and Web” Tab .



Press the Incomplete Tables button to be able to track how tables are progressing.

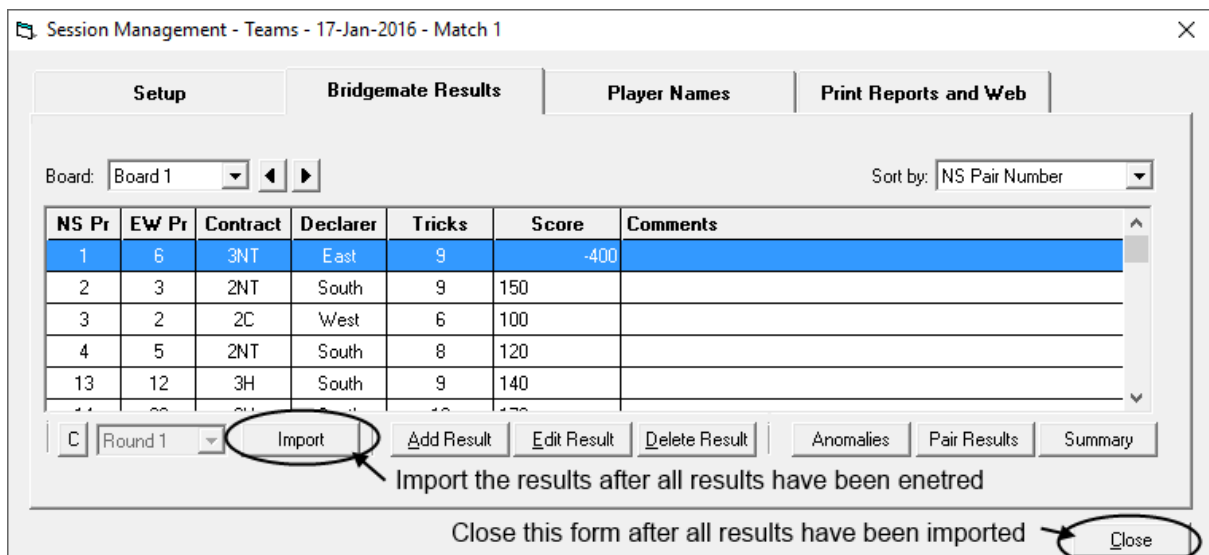




When all tables have entered their results and you get a big green tick in the Incomplete Tables window and you now need to select the Bridgmate Results Tab

## Importing Results from Bridgmates to the Program

Click on the Import button.



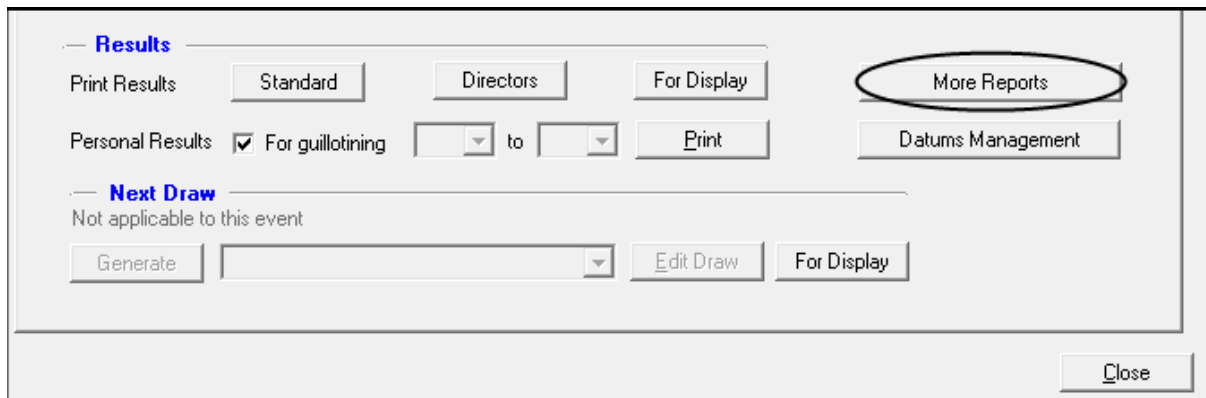
Now Close the form and you are returned to the Event Management form where a **Quick Post** prints all required reports for that round.

At this stage you will either Create a further Match for this Session or if it is the last Match of the Session, close the Bridgmate Control software. If a further Session is to be created,

follow the instructions above or at the end of this document, otherwise see the section below on Publishing to the Web.

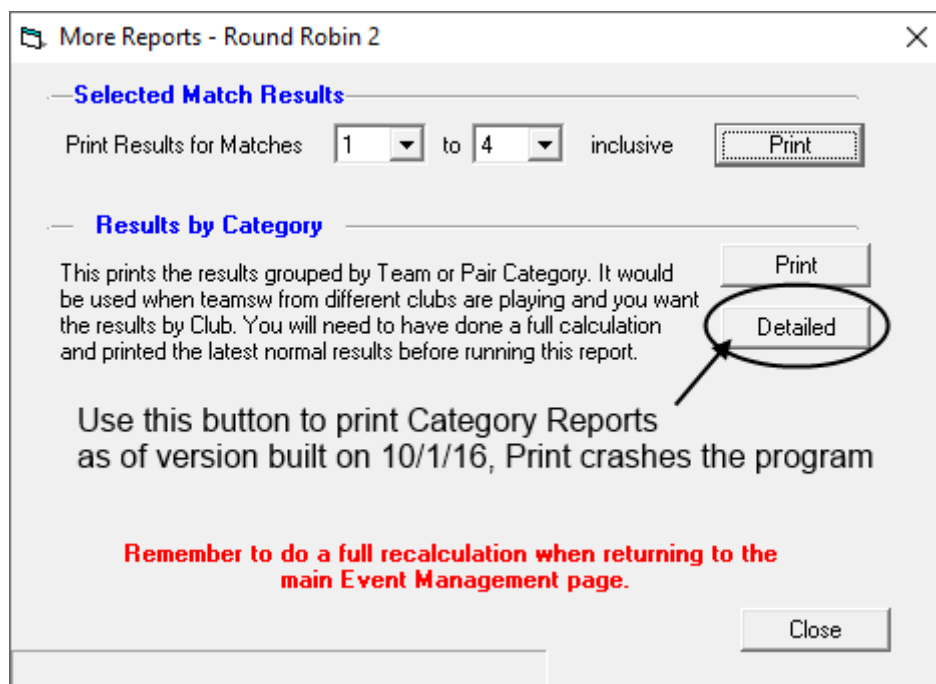
## Printing Results from Categories

If Teams have been put into 2 or more Categories, their position within a Category can be reported. On the Bridgemates Tab, after the latest results have been Calculated (part of the Quick Post process), press the More Reports button:



The screenshot shows a software interface with a 'Results' section. It includes buttons for 'Standard', 'Directors', and 'For Display'. A 'More Reports' button is circled in red. Below these are 'Personal Results' options, including a checked 'For guillotining' checkbox and a 'Print' button. A 'Datums Management' button is also present. The 'Next Draw' section indicates 'Not applicable to this event' and has 'Generate', 'Edit Draw', and 'For Display' buttons. A 'Close' button is at the bottom right.

This will display the following form where Results by Category are reported. Note you must select the "Detailed" button in order to get a printout:



The screenshot shows a dialog box titled 'More Reports - Round Robin 2'. It has a 'Selected Match Results' section with 'Print Results for Matches' from 1 to 4 inclusive and a 'Print' button. The 'Results by Category' section contains a 'Print' button and a 'Detailed' button, which is circled in red with an arrow pointing to it. Below this is a warning: 'Use this button to print Category Reports as of version built on 10/1/16, Print crashes the program'. At the bottom, there is a red warning: 'Remember to do a full recalculation when returning to the main Event Management page.' and a 'Close' button.

The resultant report is shown below. It is printed on separate pages for each category.

## QUEEN'S BIRTHDAY TEAMS RESULTS BY CATEGORY

<u>Rank</u>	<u>Team</u>	<u>Cat</u>	<u>Win</u> <u>Draw</u> <u>Loss</u>	<u>Last Round</u>		<u>Total</u>	
				<u>Imps</u>	<u>VPs</u>	<u>Imps</u>	<u>VPs</u>
9	FRASER	A	1-0-0	6	12.29	6	12.29
11	BRUMLEY	A	1-0-0	4	11.58	4	11.58
18	JEFFERY	A	0-0-1	-9	6.72	-9	6.72
22	GASTEEN	A	0-0-1	-21	3.58	-21	3.58
23	PRESTON	A	0-0-1	-24	2.97	-24	2.97
24	HIRSCHHORN	A	0-0-1	-30	1.91	-30	1.91

The Rank column shows the rank in the entire field. This report does not allow for category promotion.

### Triangles

Don't be afraid of Triangles but don't encourage them either. Players prefer not to have them. However, the NSWBA approved, Mc Manus Triangle makes life simple.

- The triangles last only one match
- The players in the triangle play the same boards the rest of the field is playing

**Note:** With Compscore2, a team can end up in the triangle more than once.

### *Running the McManus Triangle*

***Work out where the EW players in the Triangle are to move and announce it before enabling the Bridgemates so that non-Triangle players can see where they go.***

Because it is a McManus Triangle movement, the EW players from a table do not go to the respective NS table. However, if you let players in a Triangle follow the Bridgemates, some will look at the move and others not. EW players in the Triangle who follow the Bridgemates will arrive at the correct table. However, when they arrive they are typically asked "which table are you from?" and having advised the EW players they then trot off to the wrong table causing no end of confusion.

For example if Teams 8, 12 and 17 are in the Triangle then the EW pairs the NS pairs will play is determined by moving the EW players up one table in the triangle, so EW 12 play NS 8, EW 17 play NS 12 etc. This results in the following layout of players:

NS	EW
NS 8	EW 12
NS 12	EW 17
NS 17	EW 8

Write this out on paper before calling the move and only after the EW players know where they are going Open the Match so that other players can see the tables they should be going to.

## Calculating Masterpoints for Swiss Teams Events

Go to the 'Masterpoints' tab

Team	Place	Team Name	VPs	Wins	Draws	Losses	MPs Sessions	MPs Outright
6	1	DENNETT	78.63	5	0	0	0	0
1	2	CHRISTIE	59.8	3	0	2	0	0
10	3	BADMAN	57.32	3	0	2	0	0

The Masterpoints allocated for a win by a team is based on

- Matches must be 7+ boards
- (No Boards Played in Match) \* (Weighting for Event) \* .008

Event Grade	Points	Weighting
E	Green	1.0
D (Club Championship)	Green	1.5
C (Regional Championships)	Green	2.0
B4c	Red	2.5
B5i	Red	2.0
GNOT	Gold	5.0

Thus, typical Club event, e.g. Teams of Three would have an E Grade Team's rating and attracts a weighting of 1, so the Masterpoints for a team win where 9 boards are played would be:  $9 * 1 * .008 = 0.072$  Masterpoints. In the form this is entered as 7.2.

The calculation of points for placings is based on

- Awards to top third, rounding up

Award is based on Number of Tables (T), Number of Sessions (S) and Weighting (W) according to the following formula:

$$4.2W[1-\exp(-T(S-1)/105) + 0.65\exp(-800/(T(S-1)))]$$

Which translates to the following (see Section 3.2 of ABF Manual if not in list below)

Tables/ Session	3	4	5	6	7	8	9	10	11	12	13	14	15	16
2	0.15	0.2	0.25	0.29	0.33	0.38	0.42	0.46	0.5	0.54	0.57	0.61	0.64	0.68
3	0.25	0.33	0.4	0.48	0.55	0.62	0.69	0.75	0.82	0.88	0.94	1.00	1.05	1.11
4	0.35	0.45	0.56	0.66	0.76	0.86	0.95	1.04	1.13	1.22	1.3	1.38	1.46	1.54

Tables/ Session	17	18	19	20	21	22	23	24	25	26	27	28	29	30
2	0.71	0.74	0.77	0.8	0.83	0.86	0.89	0.92	0.94	0.97	0.99	1.02	1.04	1.06
3	1.16	1.22	1.28	1.33	1.38	1.44	1.49	1.54	1.59	1.64	1.69	1.74	1.78	1.83
4	1.62	1.69	1.76	1.83	1.89	1.96	2.02	2.08	2.14	2.2	2.26	2.31	2.37	2.42

For example, the winners award in a 3 session event of 12 Tables and Weighting 2.0 would be:

$$0.88 * 2.0 = 1.76$$

This is entered as 176 on the form.

Entering these values onto the form and press Calculate button

Templated Teams - Round Robin Example

Event Setup | Team Setup | Team Seeding | Bridgmates | Scoring | Web | Masterpoints

Masterpoints - per win:  and 1st place outright:  ?

Team	Place	Team Name	VPs	Wins	Draws	Losses	MPs Wins	MPs Outright
6	1	DENNETT	78.63	5	0	0	360	176
1	2	CHRISTIE	59.8	3	0	2	216	123
10	3	BADMAN	57.32	3	0	2	216	88
2	4	FISCHER	55.45	3	0	2	216	59
9	5	ALEXANDER	51.71	3	0	2	216	0
8	6	CHAMBERLAIN	51.06	2	0	3	144	0
5	7	BARNES	43.84	2	0	3	144	0
3	8	BRANTHWAITE	41.88	2	0	3	144	0
4	9	BAILEY	34.02	2	0	3	144	0
7	10	ERICSON	26.29	0	0	5	0	0
<b>Totals x 4</b>				<b>25</b>	<b>0</b>	<b>25</b>	<b>7200</b>	<b>1784</b>

Number listed: 10

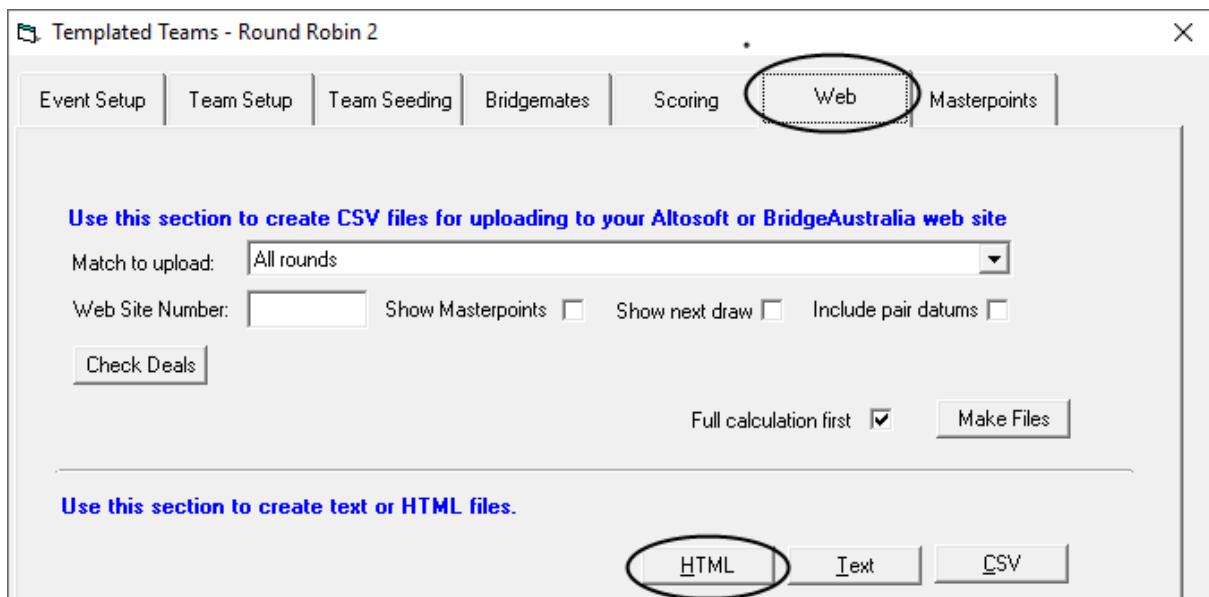
Total per Teams:

Total per Players:

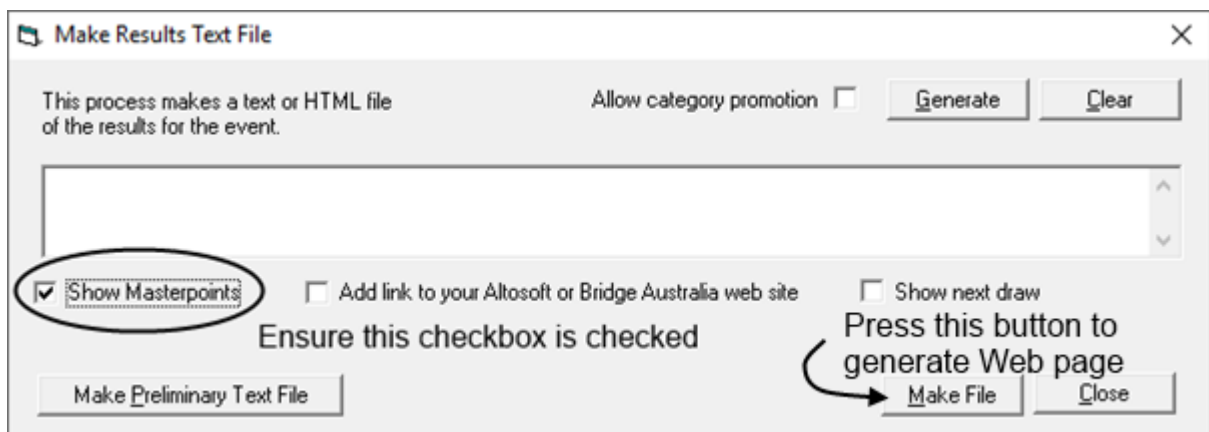
Print  Masterpoints File

## Generate the Web output for a Swiss Teams EVENT

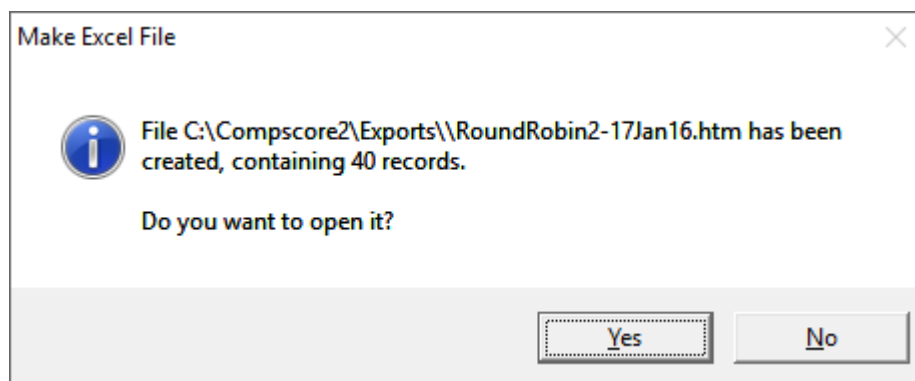
Select the 'Web' Tab. This brings up the following dialog box:



Pressing the HTML button brings up a further dialog box:



Now press on the "Make File" button:

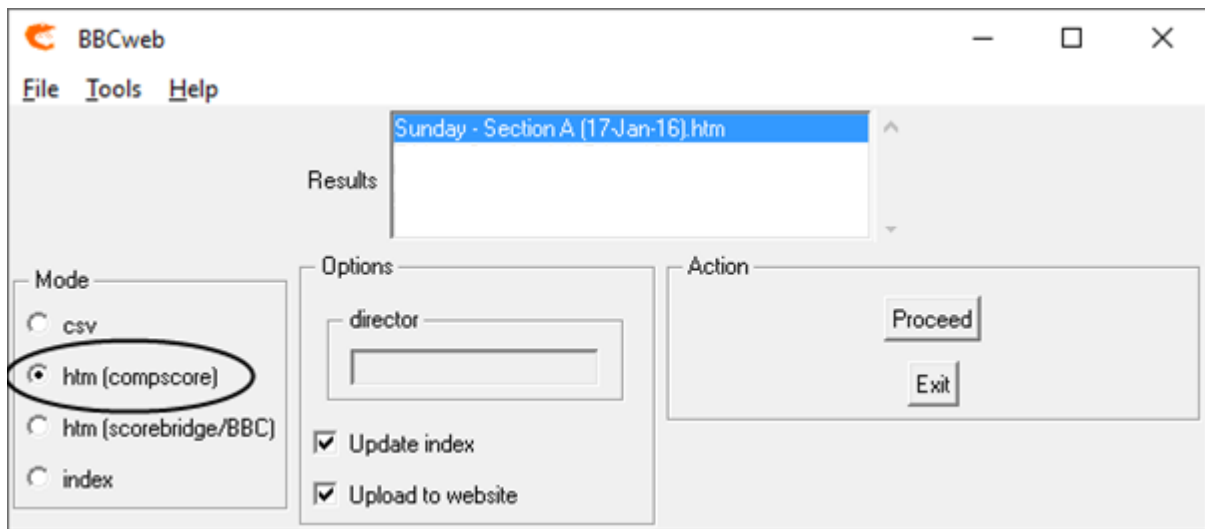


You should review the generated file to ensure that the values are consistent with the entries you put into the program. Note the Masterpoints are shown as whole numbers, 100 times greater than their true value. Ideally, they should be edited back to 1/100<sup>th</sup> of their value before uploading to the Web. But if this cannot be done, contact the Webmaster or a Web competent club member to edit the file.

The file is created to the correct location for uploading by BBCWeb.

## Using BBCWeb

When running BBCWeb to upload the generated Web page (htm file), you do not use the default settings rather, use the second Mode provided (htm compscore). This will then copy the Compscore2 generated Web page to the Bridge Club website.



## How to handle boards that are not played

Bridgemates have been configured to only allow “No Play” to be entered with the approval of the Director, i.e. it needs the TD key to allow it. In general, there should not be any “No Plays” entered. Compscore2 will not record the board as having been entered so will be one short on the expected number of entries when the data is Imported. This will result in the results for that match being shown as ‘Incomplete’.

Get round the problem where a board has not been played because of fouling or any other reason by having the players enter PASS for that board and correcting the result when you import the results. Edit the result in question and select the IMP Override option. This automatically gives zero IMPS for the NS and EW side. If some further adjustment e.g. time penalty for late play to one pair it can be entered here as either a positive or a negative number.

**Editing Result**

Result for Board:  Table:  Round:

NS Pair Number:

EW Pair Number:

Contract:  Enter as number and letter e.g. 3N or 2H.  
Enter P for passed in.

Declarer:

Actual tricks won:  Enter the actual number of tricks won.

Lead Card:  Enter Denomination then Suit e.g. 9H or KD

Fouled?  Arrow-switched?  Ignore for datums

Imp Override **Select this option**

Imps for NS:

Imps for EW:

This is then displayed as below in the Bridgmate results:

Session Management - Queen's Birthday Teams - Match 3

Board: Board 19 Sort by: NS Pair Number

NS Pr	EW Pr	Contract	Declarer	Tricks	Score	Comments
1	16					Imp override: 0/0
2	10	3NT	West	9	-600	

And the result on the reconciliation sheets comes out like this:

MATCH: 3 1 - GASTEEN vs 16 - SMITH

HOME TABLE AWAY TABLE

NS: Score is now wiped IMPs awarded = zero

EW: Player Info Only

Bd	Contract	Tricks	Score	Contract	Tricks	Score	Net Score	Imps	Room Datum*	Imps NS	Imps EW	
19				3NT	W	+1	630	Adjust	0	-520	0	3
20	6NT	N	=	6H	S	-1	100	1540	17	970	10	14
21	4S	E	+1	2NT	E	-3	-150	-600	-12	-190	-6	-8



## Single Session Teams

Single Session Teams need to be run in one Session, however, the one Session may span what players consider to be two sessions, e.g. morning and afternoon. Many of the templates used are in a format such as “Template – 10 Teams – 2 sessions 4-5.csv”. These movements could be used to run an event which had 2 Sections, one of 4 rounds in the morning and one of 5 rounds in the afternoon, with Board Numbers commencing from 1 in both the morning and the afternoon. In Mitchell, Howell etc. Single Session movements or in an Event you can't repeat a board number within the session.

However, despite the ability to do this, it is probably always better not to do it but to break the Template (10 Tables) in this example to a 4-Table round followed by a 5-Table round. To create the templates is not difficult – they are standard csv files which can be edited in Excel and named appropriately (e.g. 10 Tables Teams Round 1, 4 Matches and 10 Tables Teams Round 2, 5 Matches) then put in the C: /Compscore2 / Templates folder.

The biggest value in this approach is that the Detailed Teams Reports (or reconciliation reports) given back to members can be produced at the end of each session so they can check them before the next session starts. The reporting will show 4 results for each team and the report at the end of the day will show 5 results for each team. If run as one session, the reconciliation report will show 9 results at the end of the day for each team, even if you have produced an interim 4 match set of Detailed Reports.

To run a Single Session Teams, click on the New Session icon on the opening screen of Compscore2 and select the Single Session Teams Tab:



- Browse and then select the Movement Template (Round Robin templates are simply called something like “Template – 10 Teams – 2 sessions 4-5.csv”). New England and Whist movements are specifically identified e.g. “Template – Whist 7 tables.csv”.
- Enter the number of Boards per Round
- **The next bit is really important**

**If this session is part of a Multi-Teams event, note that the team numbering must be the same in all sessions.**

Movement Template:

Boards per Round:  Use Board-a-Match scoring  **Ensure this check box is checked**

Enter player numbers to Bridgemates after first move (otherwise enter at home table)

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**BWS Database**

Choose non-standard name and/or location for BWS file

Manual scoring (i.e. no tabletop scoring units)

Ensure that the check box above is checked and that players enter their ABF numbers when they move to the first table at which they will be playing. To ensure this happens, get the players to move BEFORE launching the Bridgemates.

## At the end of each round

The EW Pair at each table are advised the Table at which their next match will be played.

## At the end of the Session

The Bridgemate displays the familiar “End of Session” message and the results can now be imported and overall results displayed, as follows:

Results are imported via the “Bridgemate Results” Tab of the Session Management form and the “Import” button on the bottom of the form.

Session Management - Sunday - Section A (17-Jan-16)

Setup **Bridgemate Results** Player Names Print Reports and Web

Board: Board 1 Sort by: NS Pair Number

NS Pr	EW Pr	Contract	Declarer	Tricks	Score	Comments

Any corrections to results can be made by use of the “Edit Result” button in which a Board Number is selected and then the particular result to be edited, e.g. Team 1 NS v Team 9 EW is selected. The changed result can now be entered and the “Apply” button pressed.

**Editing Result**

Result for Board:  Table:  Round:

NS Pair Number:

EW Pair Number:

Contract:  Enter as number and letter e.g. 3N or 2H. Enter P for passed in.

Declarer:

Actual tricks won:  Enter the actual number of tricks won.

Lead Card:  Enter Denomination then Suit e.g. 9H or KD

Fouled?  Arrow-switched?  Ignore for datums

When a manual edit has been performed on a result, the result is displayed showing it was manually edited on the Bridgemate Tab display of results:

Board: Board 1 Sort by: NS Pair Number

NS Pr	EW Pr	Contract	Declarer	Tricks	Score	Comments
1	6	2NT	South	7	-50	Manually edited
2	5	5D	East	12	-420	

## Results

Single Session Teams results are displayed in IMPs only. Where the Single Session Teams Event was run over say 3 weeks, then the results must be consolidated using the Processes / New Consolidated Event / Multi Teams option. This produces a consolidated output with results displayed in IMPs and VPs.

If it is a Single Session Teams of one session only, the Results can be presented in both IMPs and VPs by using the Consolidated Event option by selecting only the one Session to be consolidated.

## Consolidation of results

Select Processes / New Consolidated Event / Multi Teams from the Home Page.

**Teams Multi - GNOT Trial**

This process allows you to combine multiple sessions, and to score and masterpoint them on an "overall" basis.

Event Name:

Masterpoints Colour:

Additional Masterpoint Weighting:

Total number of sessions:

Effective Date:

Use new WBF VP Scale

WBF VP Scale (boards):

Masterpoint Basis:

Congress Acceleration factor applies

Sessions currently in this Teams Multi:

Include the number of sessions that must be combined to get an overall result by pressing the Add button, then press Next.

The next screen displays the players in each team are shown. If a substitute player came into a team and entered their ABF number for the second or later sessions, they are also shown on this page with their relevant team.

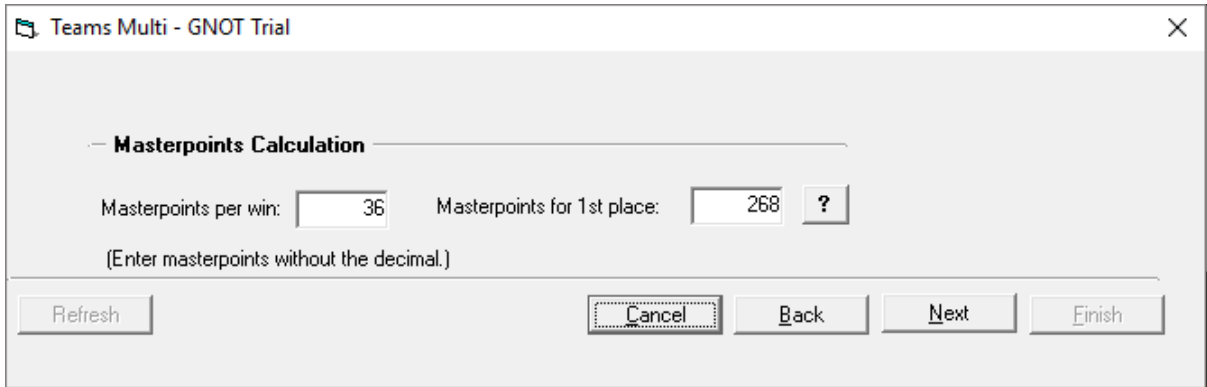
**Teams Multi - GNOT Trial**

Team No	Names
1	JAN BLAY, PAUL BRADLEY, JILL BRADLEY, MICHEL BOYLE,
2	JANET BROWN, PETER BROSNAN, PATSY BROSNAN, SONJA BRIDSON,
3	LESLEY BURFORD, DOROTHY BRUMLEY, RUSSELL BURFORD, SUE BURNS,
12	JUDY FORSYTH, MICKIE FOGARTY, PETER FORSYTH, ANNE FRASER,

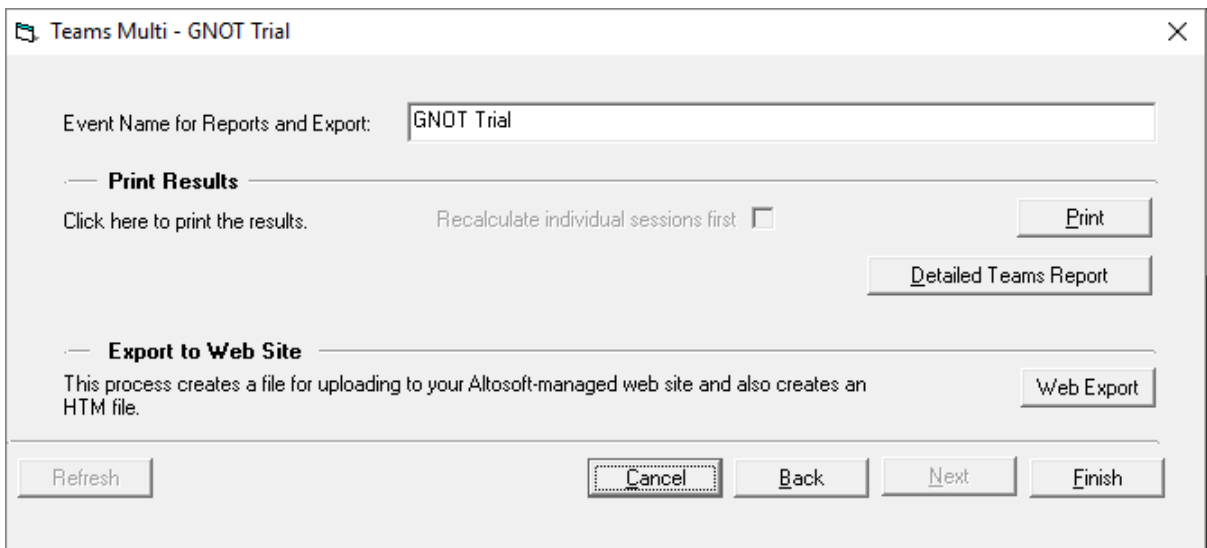
When done, click Next. Number of teams listed: 12

This will consolidate and masterpoint the results, and you will be able to print reports and export to the web site.

Next screen lists the Teams that played followed by a screen where the Masterpoints for Wins and places (if appropriate) can be entered.



Lastly the screen to allow the printing of results, printing Detailed Teams Reports and Web Export (htm file) is shown. Each of these buttons will need to be pressed to get an output of the overall Results, the Detailed Teams Reports (reconciliation reports) and a web page.

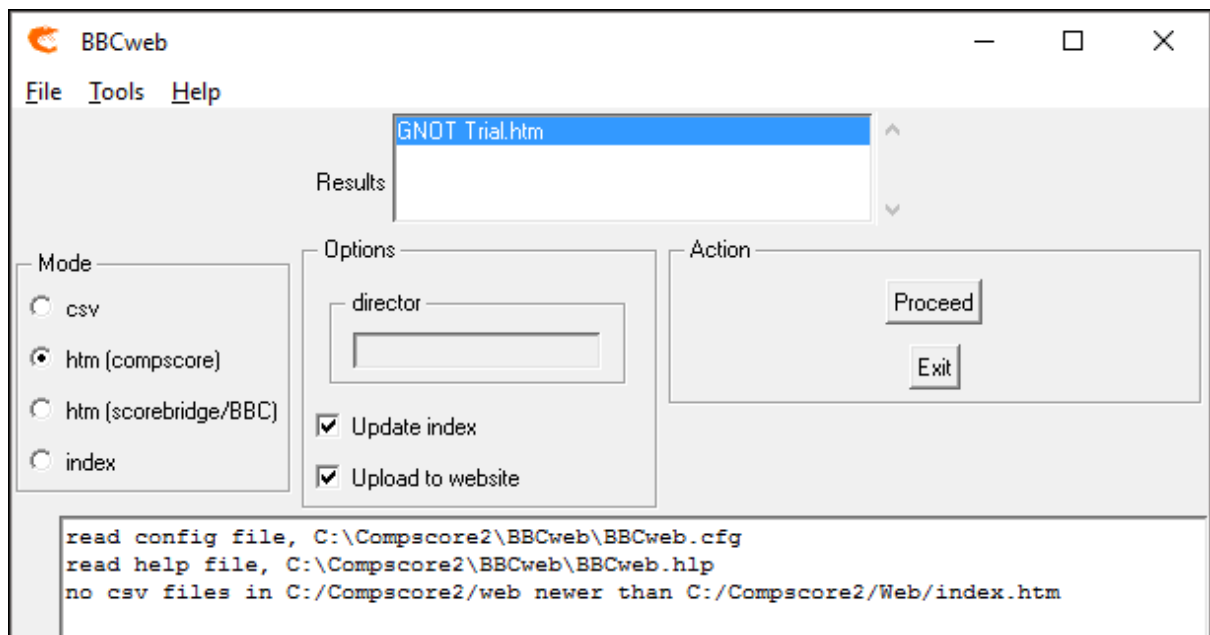


## Publish combined SESSIONS to the Web

Assuming a web page has been created by pressing the Web Export button above, a dialog box advising that a file with the session or event name followed by the file type (htm) has been generated. Choose the option "No" unless you specifically wish to review the file before publishing to the Web.

The file is generated to C:/Compscore2/Web and must be moved to C:/Compscore2/Exports before running BBCweb.

**Note:** When uploading the results to the Web you use BBCweb but you must select the second option under 'Mode' (htm (compscore)) to find the file that has just been created



# **Caddies Guide for all Teams Matches**

## **At the start of the Match**

1. Collect the set of boards (usually a set of 24, 27 or 32) of one colour from the Dealing Room
2. Put on shelf outside the Office and select the number of boards required for the round and distribute to your set of tables starting with Board 1

## **After the Match has completed**

1. Gather the boards from the tables you are managing, sort them into order and put on a bench in the Dealing Room
2. Collect the next set of boards for your section from the bench outside the office and distribute to the tables in your group when requested by the Director

## Summary of Actions when Running Teams

### A. At Start of Session

Create a new Database. Default name is OK

1. **\*\* If Round 1 in Swiss movement, ensure the Draw has been printed \*\***
2. **Create a New Round**  
**If Swiss, Enter the lowest Board for the Round**
3. **Open the Round**  
**Session Management window opens**
4. **If the 1<sup>st</sup> Round, Launch Bridgemate software**
5. **When all Tables have entered results, open the “Bridgemate Results” Tab**
6. **Import the Results and check for Anomalies**
7. **Close the Session Management form**
8. **Press “Quick Post**
9. **If another Round in Session go to 1**

### B. At End of Session

**Close Bridgemate Control software**

**Acknowledgement:** The NSWBA thanks Howard Jeffrey, previously Head Director at Ballina Bridge Club, for these notes and for giving permission for their unrestricted use.