



STEPS TO GETTING YOUR CONGRESS INTO MY ABF

1. Introduction

The NSWBA congress listing and entry facility is being discontinued and NSW clubs will, in future, need to list their congresses on My ABF. This will enable them to accept online entries and payments from players through My ABF (the existing system accommodated entries but not payment).

The broad approach is that the congress organiser builds a webpage for the congress (you don't need any website skills, the system builds the page for you) and it then gets "published" to include it in the overall calendar listing.

Players can then view the congress, enter and pay. There is a separate congress management area which organisers can then use to view and manage all this.

2. (If club is new to My ABF) add a club Administrator in My ABF

To set up a congress it is necessary to have administration rights to your club in My ABF. If your club is already using My ABF then someone will already have this – and they can add the congress organiser themselves.

If not, send an email to julian.foster@abf.com.au who can add you as the initial administrator and will issue you with an introductory guide covering the first steps.

3. Consider other admin aspects not just congresses

It is important to appreciate that My ABF covers much more than just congresses. Club administration access includes many other areas. Therefore, the club committee should ideally be involved at this stage. An introductory guide is issued to the first administrator and this covers aspects such as:

- The Club admin menu and how to access it
- How to control admin access for the club in general
- Reviewing basic club settings (originally taken from the masterpoint centre)
- Creating the club's public information page (effectively a club profile page)
- All the features available to clubs (congress management is just one)

4. Getting started to list an event

4.1. View guidance materials

It is recommended that you start by looking at the YouTube videos and downloading the Tournament Organiser Checklist which can all be found on the main ABF website here: <https://www.abf.com.au/member-services/my-abf-resources/tournament-organisers/>

One video covers building the page (“Edit” phase), the other the subsequent “Manage” phase.

The Checklist summarises the various steps in broadly the order an organiser is expected to need them.

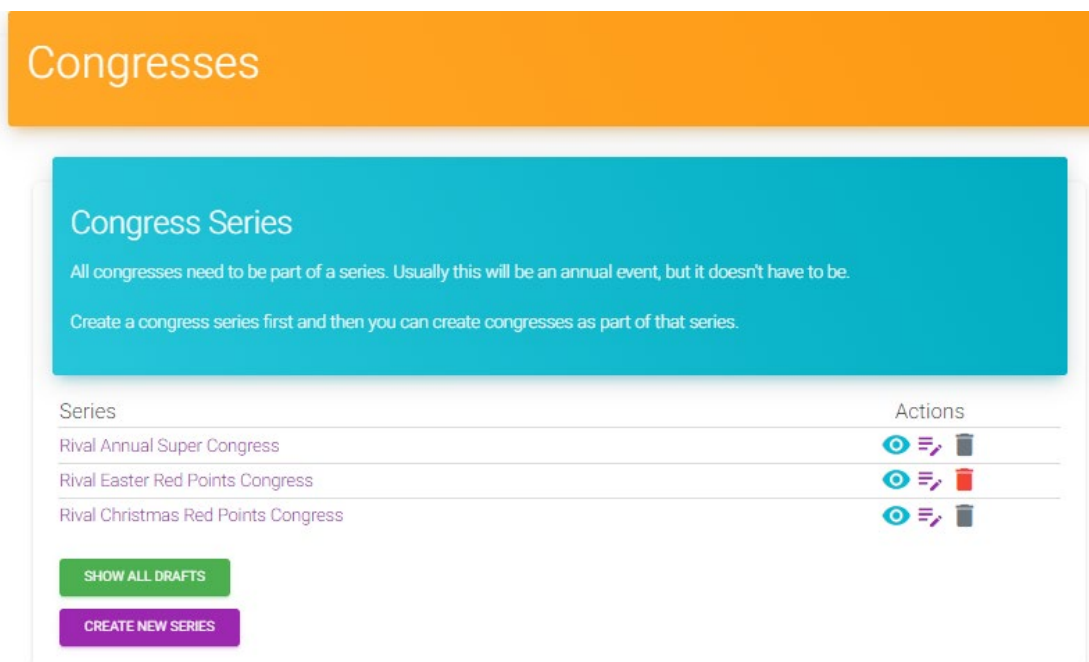
Note that there is also a much more comprehensive Tournament Organiser Guide document available. This is not included on this page for direct download since it’s a large document and is more of a full reference guide. As such it tends not to be the best starting point. If you do want a copy, request it either by lodging a My ABF support ticket or directly emailing Julian Foster on julian.foster@abf.com.au

4.2. Create a “series”

In the Club Admin menu go to the Calendar menu item



Each calendar listing “belongs” to a bridge organisation. This is where an Organisation can manage the ones it has. Note that calendar listings are referred to as “Congresses” here but this term also encompasses all the event types you might wish to list – club events, workshops, lessons, etc.

The screenshot shows a page titled 'Congresses' with an orange header. Below it is a teal box with the text 'Congress Series' and instructions: 'All congresses need to be part of a series. Usually this will be an annual event, but it doesn't have to be. Create a congress series first and then you can create congresses as part of that series.' Below this is a table with two columns: 'Series' and 'Actions'. The table lists three series: 'Rival Annual Super Congress', 'Rival Easter Red Points Congress', and 'Rival Christmas Red Points Congress'. Each row has three action icons: a magnifying glass, a pencil, and a trash can. At the bottom of the table are two buttons: 'SHOW ALL DRAFTS' (green) and 'CREATE NEW SERIES' (purple).

Every Congress must be part of a “Series”. This allows several congresses to be associated together – usually each annual running of the same event (although it can be any frequency you want).

Although Series have a name, this is just a system placeholder and is visible only to Administration staff. Each individual congress within that series can be named whatever you want (but of course a lot of the time they will just be the same name as the underlying series).

Anyone with Congress administration rights for the organisation can set up a Congress within an existing series. This page is where those series themselves can be set up and managed.

It is STRONGLY RECOMMENDED that each separate major event you run is kept in a different series. While it's possible to just "copy" an existing congress and use it as a template for a new one all within the same series this could create confusion in the future if you want to report on previous editions of the same event. Keeping them as separate series is a lot cleaner.

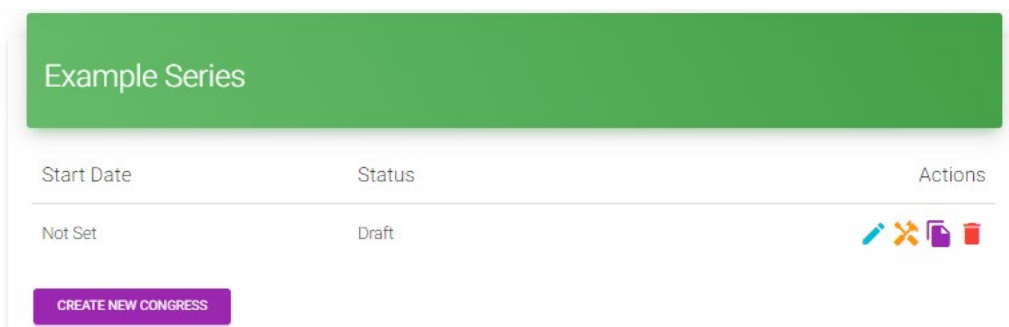
Within this area you can view the series, rename the series and delete the series (but only if there are no active congresses within it).

4.3. Create a congress within the series

After creating a new series, you can view the series (click on the name or the eye icon).







For the first year click Create New Congress and this creates a new draft:



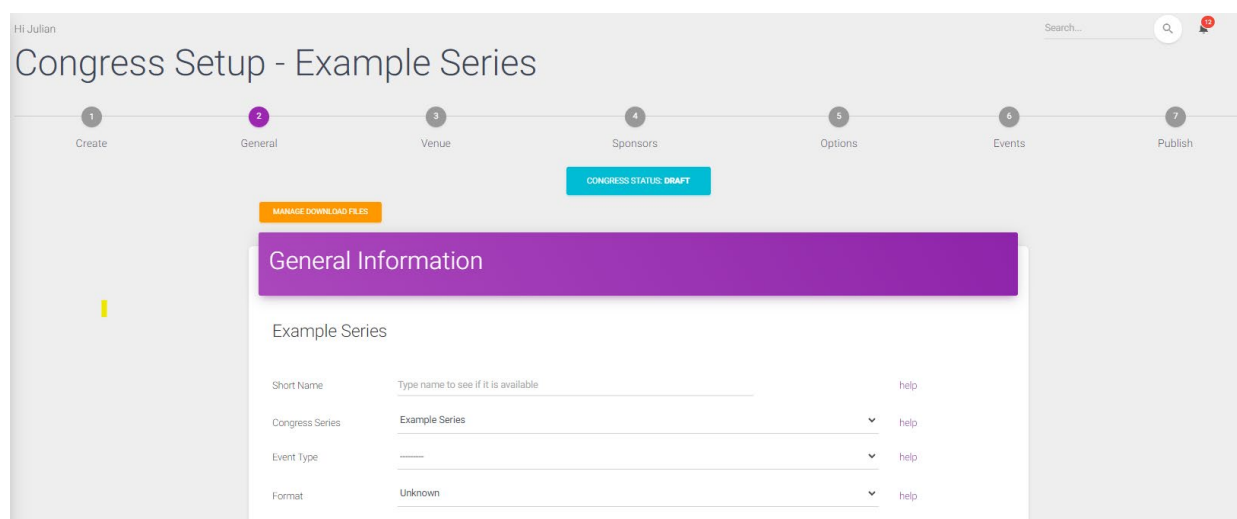
A draft congress is only visible here. Later on when you publish it, it becomes visible in the main Calendar listing for players to view and the status changes to Published. As things progress over time this list will show both Published and Draft congresses.

The icons shown are:

	EDIT	Edit the congress (same as the Edit button on the Congress listing after it's published)
	MANAGE	Manage the congress (same as the Manage button on the Congress listing after it's published)
	COPY	Copy the congress (usually to roll it over to the following year's running of the event – see 4.5 below).
	DELETE	Delete the congress (but this is only possible if there are no entries and no events in it. So, in practice, it's only empty shells of congresses that can be immediately deleted).

4.4. Edit the congress to create the listing

Use the Edit icon to open up the 7 step “wizard” that you go through to build the listing page:



This steps through the information to put in to build the listing page. The final step is “Publish” which allows you to preview what the listing will look like and ultimately then publish it to add it to My ABF’s main Calendar.

More details and help about this are available here: <https://www.abf.com.au/member-services/my-abf-resources/tournament-organisers/>

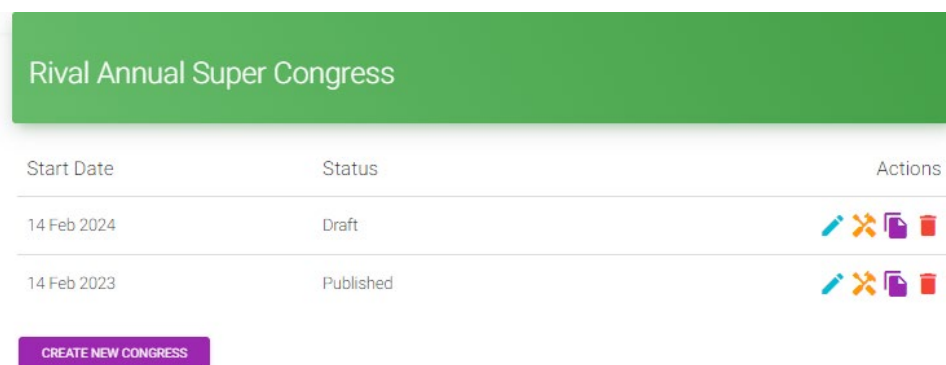
Specifically:







- YouTube video 1: <https://www.youtube.com/watch?v=isYH3VAzoSc>
- Tournament Organiser Checklist: <https://www.abf.com.au/wp-content/uploads/2023/03/Tournament-Organiser-Checklist-Release-3.1.pdf>

4.5. Rolling forward a previous congress

If the congress was already listed in My ABF last year, you don’t need to start again. Instead come here and use the purple COPY icon to create a new draft (which will keep the details from the prior year but remove all entries). You can then update that. **NEVER create a new congress by directly editing the dates of an existing one.** Doing that means all last year’s entries will still be there!

After rolling a congress forward the Start Date is incremented by a year (you may of course need to edit this slightly) and the status of the new congress is set to Draft:



Start Date	Status	Actions
14 Feb 2024	Draft	  
14 Feb 2023	Published	  


Having rolled forward, to work in the new congress, click the Edit icon against the new Draft to continue to update it for the new year. When ready, the new congress can be published.

5. Managing the congress after it's published

Once your event is listed, players will be able to view it and, depending on the entry dates you have set, may be able to start entering and paying.

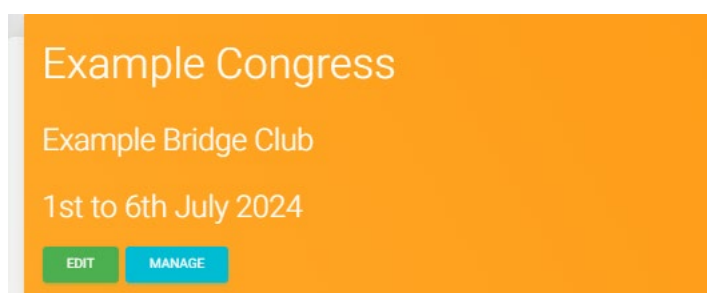
At that point the organiser's focus tends to switch to the "Manage" area of Congress administration. This allows them to view and manage the incoming entries and payments.

It will look something like this in the listing. Clicking on the row will open it.

July 2024					
Start Date	Name	State	Event Type	Format	Organiser
1 Jul 2024	Example Congress	NSW	Club Congress		Example Bridge Club

5.1. Accessing congress administration areas after publishing

It is still possible to use the Club Admin menu to access these areas as described above. But, after a congress is "live", it's much easier to use buttons on the congress page itself. These are in the header (they are only visible to those with Congress admin access for the club):

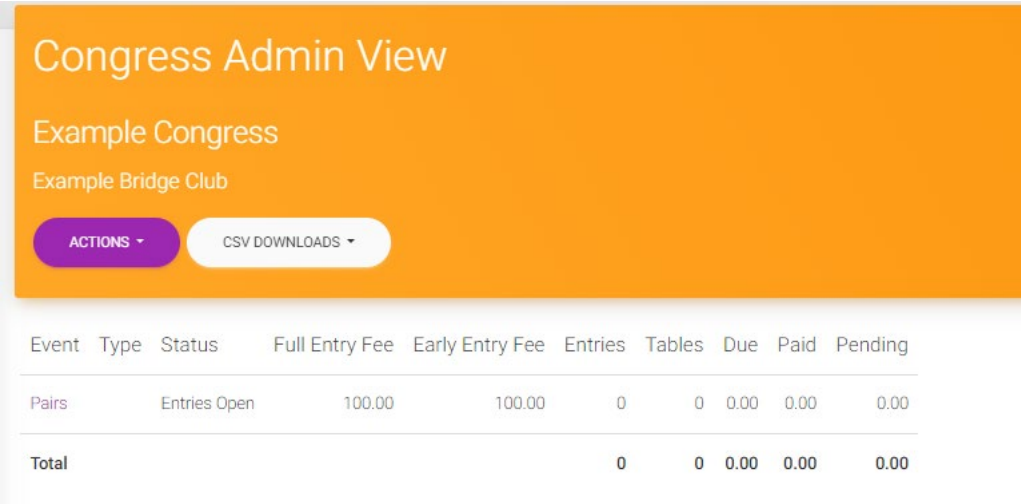


Edit (green button) takes you back into the Congress setup "wizard" you used to build the listing. You can always still edit the page even after the Congress is published.

Manage (cyan button) takes you to the Congress manage area.

5.2. The Manage area

The top page of the Manage area lists all the events in the Congress and provides a headline financial summary.



Congress Admin View

Example Congress

Example Bridge Club

ACTIONS ▾ CSV DOWNLOADS ▾

Event	Type	Status	Full Entry Fee	Early Entry Fee	Entries	Tables	Due	Paid	Pending
Pairs		Entries Open	100.00	100.00	0	0	0.00	0.00	0.00
Total					0	0	0.00	0.00	0.00

From here you can drill down to the entry list for the event and into each entry and player if you need. There are also multiple reports and ways to adjust entries and payments as necessary.

More details and help about this are again available here: <https://www.abf.com.au/member-services/my-abf-resources/tournament-organisers/>

Specifically:

- YouTube video 2: <https://www.youtube.com/watch?v=X5VLwmv1MVo>
- Tournament Organiser Checklist: <https://www.abf.com.au/wp-content/uploads/2023/03/Tournament-Organiser-Checklist-Release-3.1.pdf>

6. Getting Help

Don't be afraid to ask for help if unsure. Besides the guidance materials already mentioned in this document you can always:

- Raise a support ticket in My ABF
- Ask someone who has already run a congress before

Bridge NSW may also be appointing a nominated congress expert who will be available to assist all clubs.

It is often a good idea to ask someone more experienced to have a look through your draft congress just before (or immediately after) it's published – in case there are any obvious mistakes. **It is MUCH easier to fix things up before there are entries and payments from players than it is afterwards.**