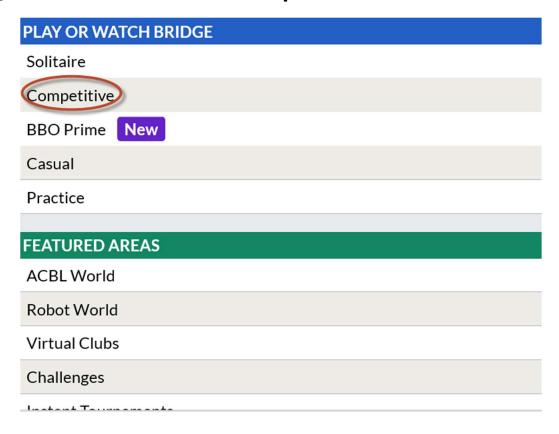
Open Teams Staying at Home

Instructions about creating BBO team match.

When creating BBO team match, you need some preparations.

- If this is the first round, you need to begin preparation at least 30 minutes in advance.
- You will recieve e-mail from the tournament organiser about what team is your opponment.
- Contact the captain of your opponents team (via e-mail or phone or some other method.)
- Teams have to decide themselves who is going to create the team match. Usually it is the team which is the Home team.
- The team who is not creating the team match needs to inform the other team about which players are going to play. Also inform which players are partnership. The match can not be created if players information have not been given.
- In the begining of a team match, you have to assign a Torunament Director. It is vigfus. If this is not done, then I can not assist at the table if requested.
- When the team match is over, you have to inform the match results in IMP's to the TD.
 - ✓ Private message to "vigfus" on BBO
 - ✓ Or e-mail vip@centrum.is
 - ✓ Or Facebook Vigfús Pálsson

Log into BBO as usual and select Competitive



Select Team Matches

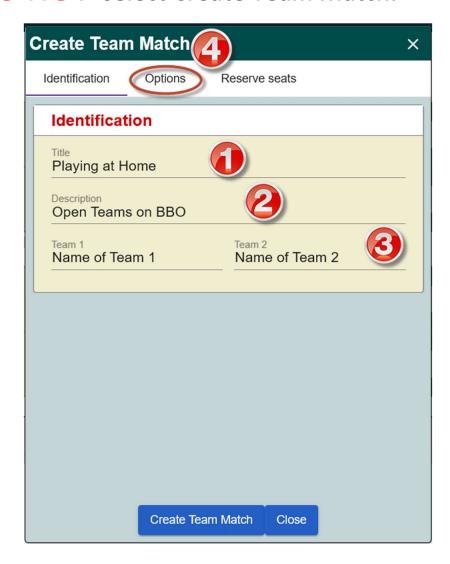
TOURNAMENTS
ACBL Masterpoint Tournaments
BBO Points Tournaments
Robot Tournaments
Free Tournaments
ACBL Virtual Clubs
All Tournaments
OTHER COMPETITIVE GAMES
Team Matches
Challenges

Select Create Team Match



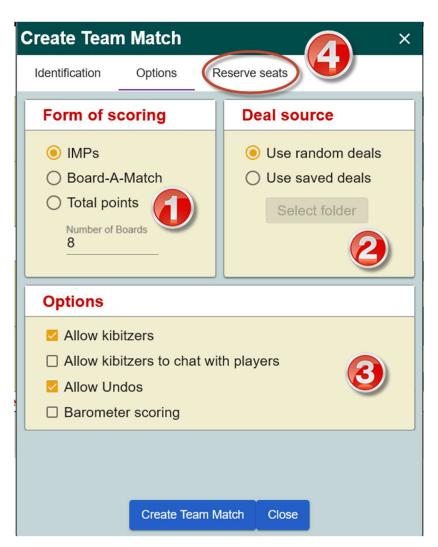
- 1. Write "Playing at Home" into the Title field.
 - This is done so it will be easy for spectators to find those team tournament matches on BBO
- 2. It is optional what is written into the Description field.
- 3. Write the names of teams into the Team1 and Team2 fields
- 4. Select the Option menu.

5. DO NOT select Create Team Match.



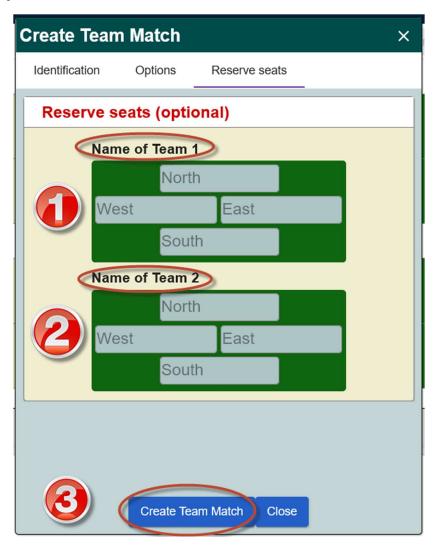
- 1. Form of scoring is IMP's and number of boards = 8.
- 2. **Deal source is** "use raddom deals".
- 3. Options.
 - ✓ Kibitzers are allowed, If either team does not want to allow kibitzers, then kibitzers are not allowed.
 - ✓ Kibitzers are not allowed to chat with players.
 - ✓ Undos are allowed unless team captains decide otherwise.
 - ✓ No Barometer scoring means that teams do not see the IMP's until at the end of the match. If team captains decide between themselves if IMP's are shown after each finished board, then it is allowed.
- 4. Select the reserve seats menu.

5. DO NOT select Create Team Match.



Here players are registered into the team match.

- Caution. Enter the names of players of team 1. Be careful about having partnerships correctly entered.
- 2. Caution. Enter the names of players of team 2. Be careful about having partnerships correctly entered.
- 3. Now you can Create team match.

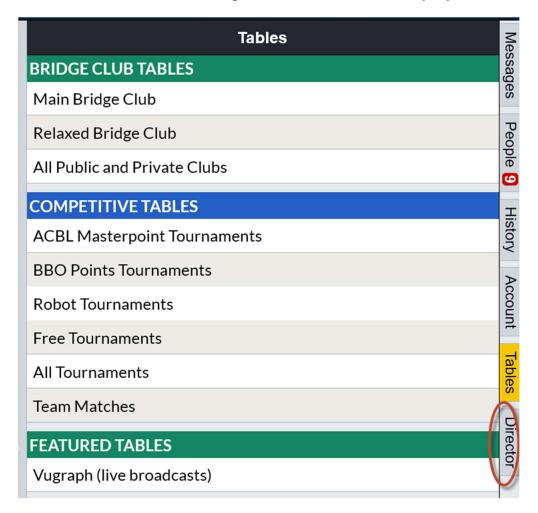


Error messages are displayed if player is not online. Then contact that player to find out what is wrong. Often it is just that player did accidently deny participation. Try to select again the Create Team Match button.

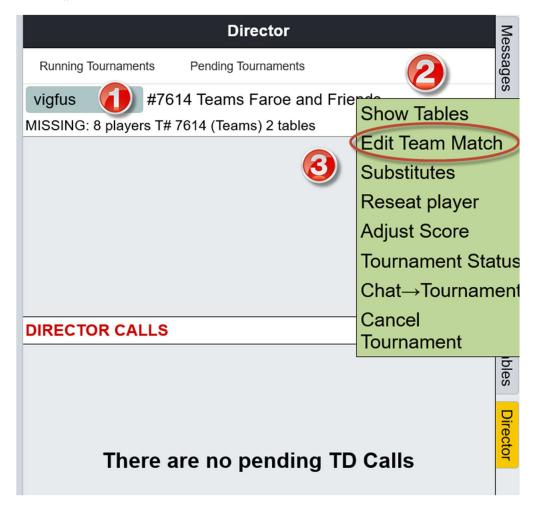
If the team match is created without BBO names, then you will have to start again creating the team match, but you have to cancel the previous torunament before starting again.

Assigning Tournament Director

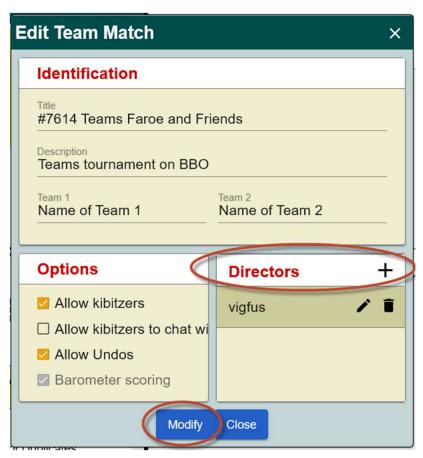
Click on **Director** In the lower right corner of the BBO display.



- 1. Do not click on the name of the person who created the tournament
- 2. Click in the white field beneath "Pending Tournaments"
- 3. Select "Edit Team Match"



- 1. Select the + and in the field below, enter "vigfus"
- 2. Select "Modify"
- 3. Close this window if neccesery



Good luck.