



West Midlands Bridge Club

TD CHECKLIST

1. Collect a blue money bag from downstairs (under the stairs)
2. Put out Name Slips
3. Check Heating/Air Con is set at a suitable level.
4. If it is dark, switch lights on in room 3b and the corridor outside the lift
5. Collect the Boards
 - a. Check correct date on Box
 - b. check Board 30 N/S against Hand Copy to make sure the boards match the handcopies
6. Turn on Club Laptop
7. Plug the server into the Laptop
8. Load PairScorer
9. Click on Create New Event
10. Click on Restore Club Defaults
11. Complete Event Page and exit
12. Collect Table Money
13. Before deciding on the movement check those with seating rights can be accommodated. In the event that you cannot accommodate (ie you do not have sufficient sitters) all players with seating rights sort it out!
14. Choose Select Movement
15. Choose Number of Tables
16. Select your Movement and exit
 - a. Double check the number of rounds you expect to be playing.
 - b. If you have a half table you must enter it at this point. Double check the number of rounds you expect to be playing.
17. Go to Bridgmate Scoring Screen
18. Click BCS Options and Restore Club Defaults
19. Create Database
20. Launch BCS
21. After you play your first board, check that names have been imported and amend as necessary.
 - a. If you make any changes to the names
 - i. Bridgmate Scoring Screen
 - ii. Names Tab

- iii. Write Player Names to BCS (check the dialog box in BCS and close it)
22. At some point during the session count the table money and completed the table money summary sheet. Place the money and the sheet in the blue bag and post into the secure box (from where you obtained the blue bag) – Ensure you push the bag well into the box.
23. At the end of the session check that all scores have been received. Check the ranking list looks ok, ie players have played the boards you expect etc. Check the MAX number is consistent as you expect.
24. Print Results - Send to Printer
25. Send Results to Bridgeweb - Internet Functions
26. Upload Results EBU
27. Check Club Website to make sure results are uploaded

If you run into difficulties.....

Bridgemate is not displaying movement (ie not functioning as the others are)

1. Setup (code is 749)
2. Check the table number and section is as you expect it to be.
3. Check the channel is as you expect it to be.

Results are not being received by the computer

1. Check BCS – Is the server connected?
 - a. If not unplug the server, wait a few seconds, and reconnect it.
 - b. If yes, try clicking read all results on the Bridgemate Control Screen.

Deleted a score entered incorrectly at the Bridgemate

1. TD Menu (code is 0000)
2. Choose option 3 – Erase Result (enter board number and press OK).
3. Exit

Award and Average at the Bridgemate

1. Enter the Board Number and press OK
2. TD Menu (code is 0000)
3. Choose option 1 – Adjusted Score
4. Enter Percentage to each side and press OK
5. Accept the score.