# LCDBC Director at the Computer

This document describes in great detail the standard steps in running the game.

If you want to use "The Common Game" (TCG) predealt hands and/or BridgeBase Online (BBO) robots as a fill-in pair, it is recommended that you use the Bridge Game Assistant tool (BGA).  It will invoke all these steps for you with slight modifications to allow for TCG and BBO usage.  For example, it will call Dealer 4, ACBLscore, ScorePost, etc. for you and, because the TCG hands come already analyzed, you don't have to (and shouldn't) Analyze or Save them again in the Dealer 4 step--just Load, Deal, and Exit.

## Software

• **Dealer4** generates and, when <**Analysis**> is selected (which it always should be), analyzes bridge hands, which are to be stored as game files in yymmddx.PBN format in "c:\acblscore\GAMEFILE." After <**Deal**> is selected, inserting a board activates the dealing machine (no manual switch).  When done, the hand is saved in a .PBN file which will eventually be uploaded onto the Club's web site "Results" area.

The feeder roller on the dealing machine should be cleaned before or after the boards are all dealt.  Alcohol and little rags in the top drawer are available for this.  If cleaned beforehand, ensure the roller is thoroughly dry before dealing the boards.

• **ACBLScore** is the software in which the game parameters are entered (movement, number of sections and tables, boards per table) into a file generated in yymmdd. ACA or .ACM format and stored in C:/acblscore/GAMEFILE. The program receives player numbers and contract data from the BridgeMates, sends it corresponding player names from its player data base, and informs the BridgeMates of expected players and boards by round. It does match-pointing, tabulates results, determines rank of players and assigns masterpoint awards. Its file is used to generate a printed result, another to be uploaded to the Club's web site "Results" area, and one to be forwarded to the ACBL.

• **BridgeMate** software is not clicked open, but is automatically opened by ACBLScore after clicking F11 and selecting BMS (BridgeMate start). Its file contains the contracts and results by pair and board number and is stored as yymmddx.BWS in C:/acblscore/GAMEFILE. It can also be used to monitor progress of the rounds as the results are entered by the players.

• **ScorePost** is used to upload the game's results to the club's web site.

• **Chrome Browser** is used to verify the upload of the results to the Club's website at the close of the session.

## Director's Responsibilities - Overview

• **Setting Up The Game**

Before the game, the Director or one of his/her assistants opens the bridge club, unlocks the door to the patio, turns on the lights (switches near the entrance and the 4 breakers high on the east wall), prepares coffee, if necessary, and collects table fees.

At game time, the director prepares boards using Dealer4, starts ACBLscore setting the

game's movement and other parameters according to the number of players present, places table number cards, and, if necessary for accurate seeding, stratum level cards on the tables.

The director or his/her assistant then passes out BridgeMates and boards. The director might also have to add new players to the ACBLScore data base and/or remind players in the data base of their numbers.

To start the game, the director harvests name data from the BridgeMates to ACBLScore (F11 BMN), and manually corrects errors and omissions in the ACBLScore player list (F3).

• **Monitoring The Game**

Soon after starting the game, the director must upload the player names from the Bridgemate server using the ACBLscore command BMN. **This should be done before posting any scores.**

The Director monitors the BridgeMate software for round progress, calls rounds, makes judgments at the tables when summoned, restores fouled boards using the Dealer4 machine and file, and corrects erroneous BridgeMate entries for players (using the director's PIN#). Score adjustments and late play information may need to be entered into ACBLScore

• **Closing Out The Game**

First, make sure all the names have been obtained from the Bridgemate server by means of the BMN command. (If some weren't entered, that can be addressed at this point or later but the key thing is to post all available names before posting scores to avoid complications.)

Command BMP (or CTRL-P) retrieves all BridgeMate score and contract data to ACBLScore prior to generating the (optional) preliminary (F4) and final (F8) reports for printout. DBADD generates the ACBL report to be forwarded to the ACBL at month's end. The director uploads the game data and results in three files (.ACA or .ACM, .BWS, and .PBN) to the Club's web site—using ScorePost or manually.

### SETTING UP THE GAME

## A. Generate boards

### Hand Generation on Dealer4

1. Open Dealer 4 (black and red card suit symbols on the desktop and bottom bar).
2. Select **<File> <New>**
3. In the Generate New Boards dialog box, choose the number of boards based on the expected number of tables and boards per round. (If you happen not to generate enough boards, if there's time deal the additional boards. Otherwise, tell the players to shuffle and deal the extra boards needed and that, of course, there will not be hand records for these boards.) You must make sure you have the correct standard or jumbo setting for the type of cards being used--otherwise the deal will fail immediately.
4. Click **<Generate Boards Using Dealer4>** then **<Exit>**
5. On the main menu, click on **<Analyze>** and then after about a minute, "Yes."

6. Enter a title in the <**Event Name**> bar box (e.g. Thursday Afternoon)
7. <**File**> <**Save**> Enter a file name of the form "yymmddx" where x is "a", "m", etc. (file type .pbn). For example, "140208a" would be an afternoon game on Feb. 8, 2014.
8. Making sure the c:\\acblscore\GAMEFILE folder is the target, click on <**Save**>
9. Click on <**Deal**> to start the dealing machine (no switch). Be sure "Automatically start..." is checked. Dealing will start when each empty board is inserted in the machine.
10. If multiple sets of boards are needed, go back to board one and deal again.
11. <**File**> <**Exit**> Dealer 4.

12. **Fouled Board Regeneration:** Reopen Dealer4, select <**File**> <**Load**> (Click today's file) →<**Deal**> (click "Next" repeatedly until board number appears and insert empty board into Dealer4

### Game Set-Up on ACBLScore

## B. Set up a Pair game (with the **ADD** command)

1. Select <**Game**>
2. Enter date (yymmdd), select M or A for morning or afternoon into Game File Name
3. OK to set up a new game? "Yes"
4. <**Section**> → <**ADD**>
5. Select "Pairs"
6. Letter for section 1 →"A" → OK
7. Select section color → "White" →OK
8. Select "1. Mitchell (or 2.Howell) →OK
9. Select number of tables → (#) → OK
10. Max played rounds → (#) →OK
11. Boards per round → (#) → OK

## C. Correct any mistakes that have been made at the above step with SET / **F9 key**

SET (**F9 key**) allows you to change game parameters. The options are:

12. Select type of Mitchell (or Relay/Bye Stand or Bump) → 1. Standard Mitchell (or other)
13. "No player duplication" → OK
14. Phantom pair? → Y or N (if yes, specify NS or EW and table number on prompt)
15. Select "1. Pickups sequence by table." → OK
16. Choose "Club masterpoint"
17. Select "3 Strata" and set their upper limits beginning with "Open" for stratum A
18. "Newcomer game?" → No
19. Amend and OK event ID box

- 1  Change posting method for reporting results (travelers, pickups or a combination)
- 2  Reduce number of played rounds. To increase, use option 5
- 3  Change section letter and/or color
- 4  Change player eligibility to allows or make pairs ineligible for ranking and awards.
- 5  Change movement parameters (number of tables, boards, movement)
- 9  Change scoring method - matchpoints or IMPS,
- 10  Set masterpoint rating -- allows you to specify rating of game for MPs and change number of strata.

• 11 Assign/change/show STRATA letters/field sizes to display or modify stratification parameters.

## D. Activate BridgeMates

Start the Bridgemates (F11 -> BMS) and, when entered, import player names from BridgeMates (F11 -> BMN).   The status of player name entry can be seen by clicking the appropriate monitor screen using the Bridgemate server's icon.

If needed, adjust player roster (F3 / Yes / Yes). To add new players to the database and assign them numbers, close game (but not ACBLScore), then select <**Data Base**> --> <**Update**> -><**ADD**> [First and last name, and ACBL number or #xxx] <**Done**> (repeat as necessary) --> <**Quit**>,

**STEPS TO CLOSE OUT GAME**

## E. Review the scores for mistakes (with F11 <VIEW> or <BOARD>)

**Adjustments to results**:

F11 → BOARD (or **F10 key**) displays result of a specific board, including matchpoints, for score correction. If you see a mistake while VIEWing the boards, you can use BOARD to correct it. ACBLscore will ask you the board number, which will take you to a table which, at the top, gives the section  letter, board number, vulnerability, and top. Below this line, there are four columns: N-S pair number, score (from N-S perspective), E-W pair number, and the matchpoints earned by N-S.

At the bottom of the screen, enter the N-S pair number whose score is wrong. Then, you will be asked the score of the pair; enter the score. Next, there will be "N-S pair [ ]" prompt at the bottom of the screen again, to let you change the scores of any other pair on the same board. If the rest of the scores are right, press ESC. This time there will be "Board # [ ]" prompt which allows you to check other boards. Press ESC or zero to quit.

The following applies when entering scores: The last zero is always dropped. [400 is entered as 40, 110 is entered as 11]. All scores are entered from the N-S point of view. -800 is typed " 80-" or "80+". To back up, press the "B" key. To move forward, press the "F" key.

F2 key to enter or correct score

**For artificially adjusted scores**:

Average both ways, type "A". For Average Plus N-S, Average Minus E-W, type "A+". For Average Minus N-S, Average Plus E-W, type "A-". For other adjusted scores, see Special Scoring discussed below.

To protect a N-S score to Average Plus or better and the complementary E-W score to Average Minus or less, type "P", then the score to protect. To protect a N-S score to Average Minus or less and the complementary E-W score to Average Plus or better, type "Q", then the score (from the N-S point of view). "P" gives the pair the matchpoints they would get for the score or Average Plus, whichever is greater and "Q" gives the pair the matchpoints they would get for the score or Average Minus, whichever is less. Type

"P45" press Enter key to give N-S the matchpoints for +450 or Average Plus, whichever is better, and E-W the opposite score. Special scoring can be used to post non-complementary protected scores.

To assign a late play, type "L", then press Enter key. To indicate a board not played, press "N" then press Enter key. If there's any chance the board will be played later (or the score reported is accidentally omitted), use "L" rather than " N". ACBLscore will be happy to give you a summary of all Late Plays by using LATE.

6. Post the scores from BridgeMate into ACBLScore (CTRL-P)

7. Print the results (with **F4 and F8 key**)

### Generating printouts
(The next to last round printing using F4 shown below is optional but the F8 is not.)

1. Second to last round: **CTRL+P** to bring scores from BridgeMate to A**C**BLScore
2. **F4** for each section to print second last round. If more than one section, use **F7** key to change section and repeat
3. **CTRL+P** to bring final round to server for each section (This might have to be repeated depending on how busy the Bridgemate server is.)
4. **F8** and print for each section, Change section as above.

## F. Update the data base

### Data Base update

1. <Event > <DBADD>
2. No report OK / OK / OK
3. Close ACBLScore

## G. Upload results to the Internet

### Posting Results to Website Using ScorePost (recommended)

Click on the Scorepost icon, click the Post button, locate the current day's game file in column 1 (Filename) and ensure it's the only one checked. If the .PBN name is not filled in column 2 (Hand Records), click on column 2, locate the .PBN file (which should be in the GAMEFILE directory), select (OPEN) it, and then click the OK button to start the upload.

### Posting Results to Website Manually

Open Chrome Browser
Click on "Administration" in the navigation pane to expand the item.
Click on "Upload Results"
Enter the results upload password in the box provided.The 1st box for uploading is the ACBL game file. Click on browse, go to C:\acblscore\GAMEFILE and locate today's results file with the suffix of **.ACM** for a morning game **or .ACA** for an afternoon game. Click on the game file to be uploaded (This contains the names, ranking and awards.)
The 2nd box for uploading is the BridgeMate software file. Click on browse, go to C:\acblscore\GAMEFILE and locate today's Bridgemate file ending in the

suffix .**BWS**. Click on the bridgemate file to be uploaded. (This adds the contracts and results by board number and team number) The 3rd box for uploading is the Dealer4 .**PBN** file: Click on browse, go to the GAMEFILE folder or the Documents Library and locate the file.

Remember, during the hand generation you must save the **.PBN** file AFTER running Analyze to get the analysis included in the hand record.

Click on the "Upload" button to upload the three files.

Click on "Results" in the left hand box to confirm proper uploading.

Close programs and shut off computer

## Appendix 1: Game Commands (F11)

To see the game commands, start ACBLscore and enter F11.