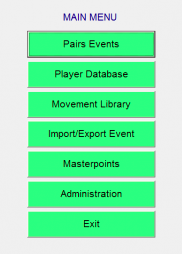
**TOURNAMENT DIRECTOR CRIB SHEET**



**TO BEGIN: LAUNCH** **EBUSCORE PAIRS** from the desktop. **CLICK PAIRS EVENTS**

NB: *The colours have changed throughout as we are now using ArcScorer rather than Bridgemates. – this makes no difference to the setting up of EBU score.*

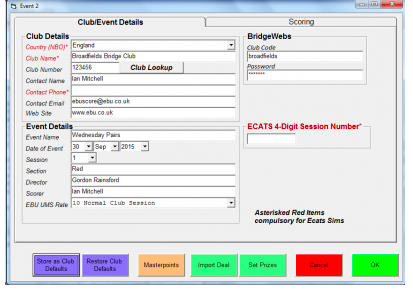
**NEXT SCREEN:** USE THE TABS AT THE BOTTOM OF THE SCREEN.

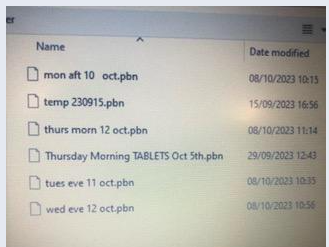
Macintosh HD:Users:LizGreensides:Desktop:Screen Shot 2022-11-22 at 10.16.38.png

**CLICK**

**CREATE NEW EVENT**

**NEXT SCREEN**

**ENTER EVENT NAME** in the **EVENT** box. **ALWAYS** use the format (EG) **Monday Afternoon**

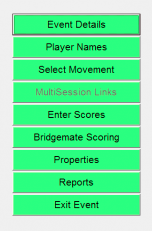
**ENTER** your name in the **DIRECTOR** box.

**CLICK IMPORT DEAL** to see an empty list.

**CLICK IMPORT DEAL** again to see a dialog box,

**which now looks slightly different:** see right.

**DOUBLE CLICK** the session you have chosen.

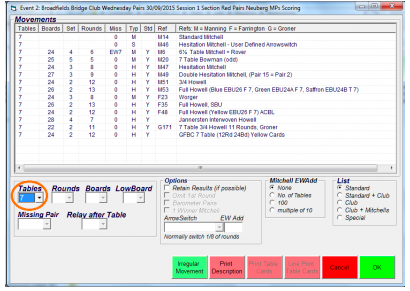


**DOUBLE CLICK** the **DATA** folder and select the **.pbn** file. **CLICK OPEN. CLICK OK** then **OK** again on the next screen to take you back to the **EVENTS MENU.**

**EVENTS MENU SCREEN: CLICK SELECT MOVEMENT**

**NB:** ONLY do this once you are sure how many tables you will have in play.

**NEXT SCREEN**



**ENTER** the number of tables.

**SELECT** appropriate movement from the list.

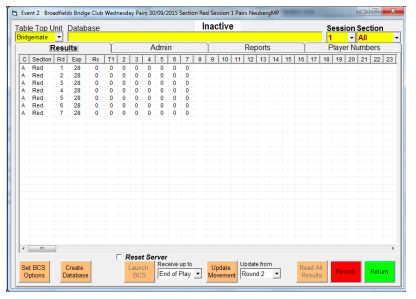
**ENTER** a missing pair if appropriate.

**CLICK OK** to return to the **EVENTS MENU.**

**IMPORTANT!!!! CLICK ARCSCORER SCORING.**

**DO NOT** change the BCS settings.

**CLICK CREATE DATABASE.**

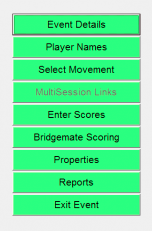
****

**NEXT SCREEN**

**CLICK LAUNCH BCS.**

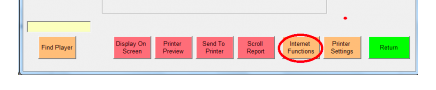
At the prompt **CLICK YES.**

**THE SESSION IS NOW PREPARED**

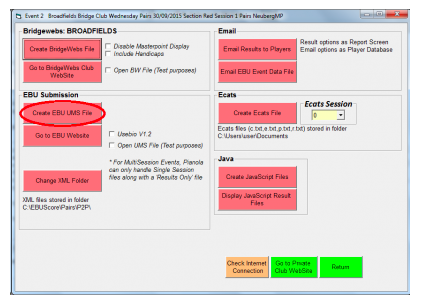
**PTO: Instructions for after the session.****AFTER THE SESSION**

**CLICK ENTER SCORES** from the main menu. **ALTER** any scores and **ADD NAMES** if necessary. (Follow the prompts).

**RETURN** to **EVENTS MENU**. **CLICK REPORTS. CLICK PRINTER PREVIEW** and **PRINT.**



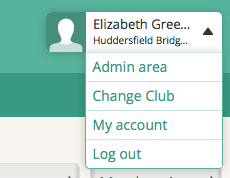
**CLICK INTERNET FUNCTIONS.**



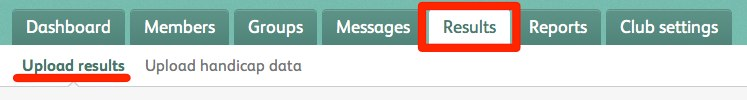
IMPORTANT CHANGES: YOU ONLY NOW NEED TO CLICK ON ONE BOX:

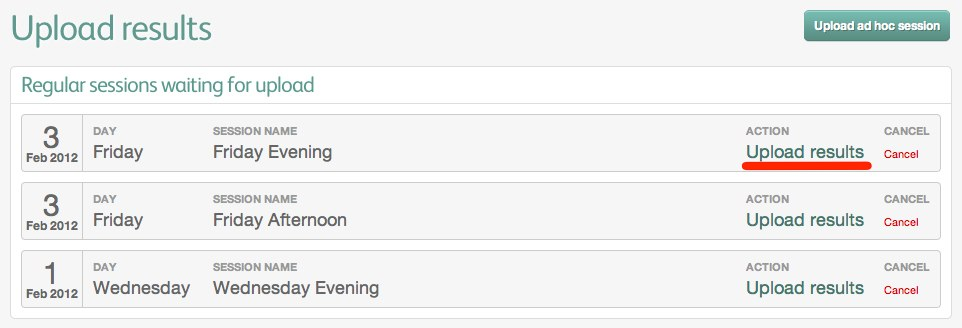
**CREATE EBU/UMS FILE**

**CLICK EXIT EVENT. CLICK EXIT** on the main menu.

 **ADD THE RESULTS TO PIANOLA**

**LOG IN**, **CLICK** on your name, and then on ADMIN

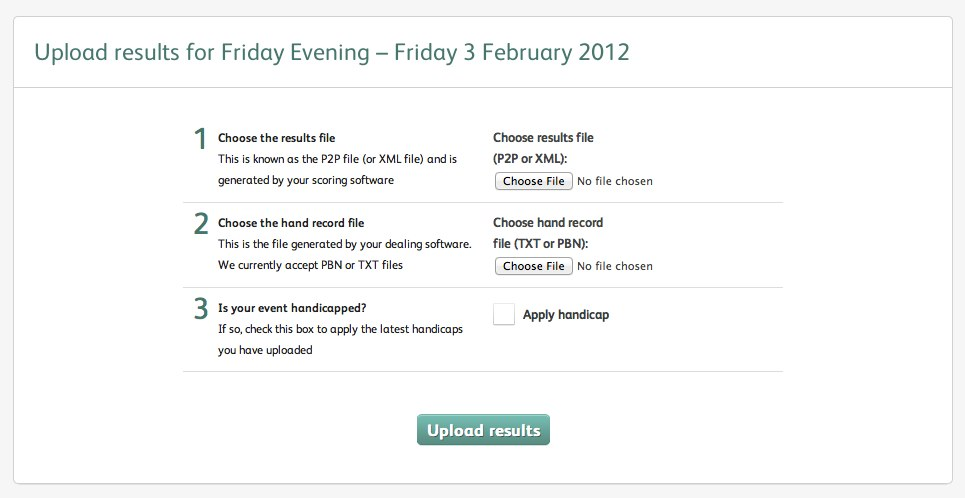
**NEXT SCREEN**

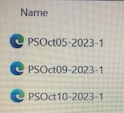
**CLICK** **RESULTS** in the top bar.

**NEXT SCREEN**

**CLICK** **UPLOAD RESULTS** for the session you have just scored.

**NEXT SCREEN**

**CLICK** 1: **CHOOSE RESULTS FILE** and **BROWSE** for the XML or P2P file.

**IMPORTANT CHANGE: THIS WILL NOW ALWAYS BE ON THE DESK TOP, IN A FOLDER MARKER UMS/XML FILES.**

The XML FILE NOW LOOKS LIKE THIS:

The list of files should come up automatically, and the most recent session will be at the top.

**CLICK** on the date for this session.

**CLICK 2: CHOOSE HAND RECORD DATA.** FIND THE P2P FILE (RED AND BLACK) AND AGAIN CHOOSE TODAY’S SESSION. C**LICK UPLOAD RESULTS**. (Don’t worry about Box 3).

Once the **PROCESSING MESSAGE** disappears – within seconds – you can be confident it’s all worked.

You may see a QUEUED message – this is normal and any further messages are for me to sort out. Please close programs and close down the computer.