ROUND ROBIN OR SWISS TEAMS EVENT WITH NO PRE-ENTRY OF TEAMS / PLAYERS

1. Start…

Compscore2 main page, click

- **File | New Event with Bridgemates | Templated Teams** or
- **File | New Event with Bridgemates | Templated Teams.**

2. Complete the Setup tab…

- Include date in session name e.g. "Wednesday Teams - 15-Jun-14"
- Select masterpoints colour (green and 1.0, or red and 2.5)
- If Templated teams (not Swiss), select Template (e.g. 4 table round-robin or 6 table 5 round round-robin)
- Session matches pattern – for single session just enter the number of matches being played
- Hand record to go on this tab
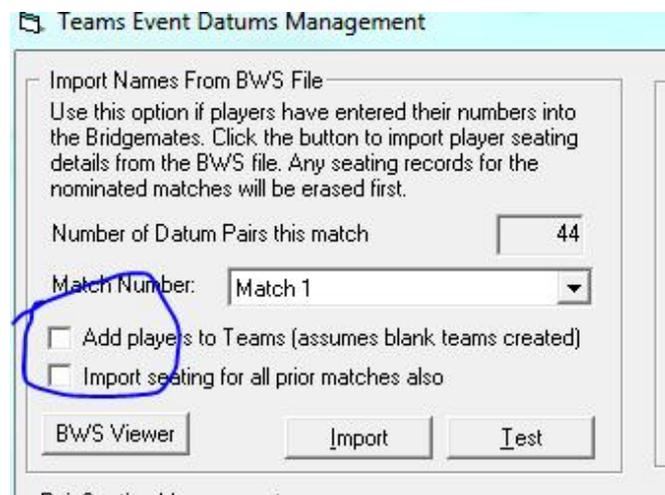- Click **Create Blank Teams** on Team Setup tab and enter number of teams

3. Initial Draw….

- If Swiss teams, on the Team Seeding tab click **Initial Draw**.
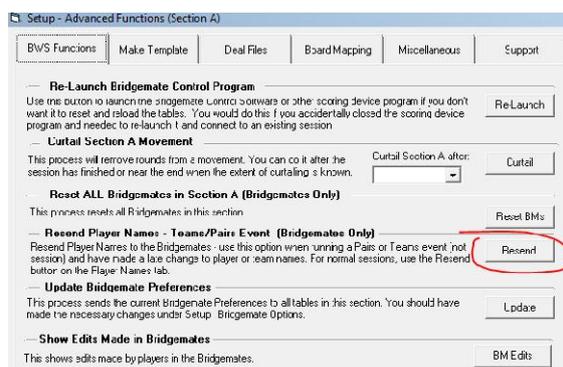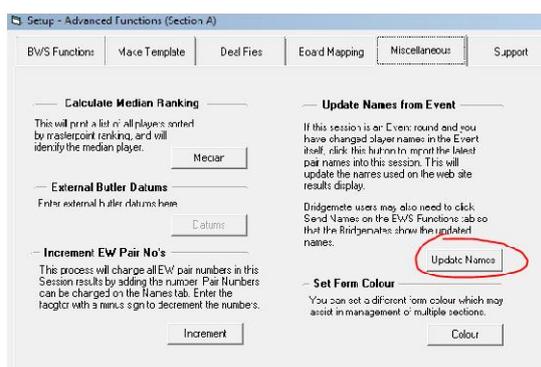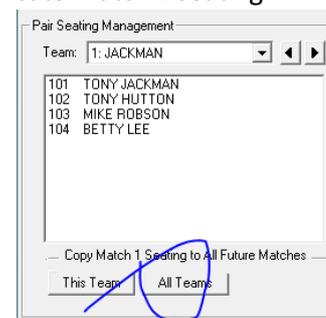
4. Bridgemate tab…

- Create first match of session using New Bridgemate database
- Open Round 1 from the dropdown
- If you have a side movement, add side movements as New Section/s like normal (see special instructions if there is a second teams field)
- Click **Launch** on the final section added

5. After the first match has started and player numbers entered…

- Click **Datum Management** (on the Bridgemate tab), tick ""[x] Add players to teams…" and then click **Import** (see pic 1). This will populate the teams and assign a team name. (Note – if this is a second or subsequent week of a multi-week teams event, do not tick "[x] Add Players…". Just import the names and click **Problems** to see if anyone has entered unknown team members and if so, correct or add them.)

- Further down this datums management form, click **All Teams** to replicate Match 1 seating for the whole event (see pic 2)
- Close Datums Management form.
- On the Match 1 form, select **Advanced** (on the Setup tab), and on the Miscellaneous ytab clock Update names and then on the BWS Functions tab click **Resend**. (This replaces the player names with the team names in the Bridgemates for future matches.)

6. At the end of each match…

- Import results (as with normal session)
- Close match form
- Click **Quick Post.** This will print the Results, and also print the next draw if it's Swiss Teams.
- Optional step – click **Datum Management** then **Quick Post Datums**, and then back on Event form, click Print next to Print Personals, making sure "[x] for guillotining" is ticked
- Click **Create Next Round** (using existing database)
- Open next round (opening a round sends the movement to the Bridgemates)

7. At completion of session / event…

- Finish last match as normal
- On Masterpoints tab click **?** then **Calculate** then print the report by team for the Masterpoint Secretary. Click **Merge** to send these masterpoints to the main Club masterpoints area.
- Create a Web Site Event Number but choosing Compscore2's Web menu, and selecting Club Web Site Head Event Management and answer the questions on the web page. After completing the details, a list of the Club events will be shown and you will see the Web Event Number that has been allocated.
- On the Web tab, enter Web Site Event Number (see below) and select "[x] All rounds" then click **Make Files**.
- Upload files to web site in usual way.

For sessions that are continuations of an existing teams event

Select the existing event by clicking **File | Open Event**. Follow the steps above, except for Steps 1,2 and 3.

Also, when you do the datums early in the first match of each session, follow the above steps but do not tick the "[x] add player names" box but still click **Import**, then click **Problems** to see any issue

(you may need to add players to teams), fix them, then apply the seating to the rest of the event for all teams starting from the first match for the session.

More than one teams event?

Create the Bridgemate database as normal for the first field, but on the second event, you need to choose **Use Existing Database** and navigate to the one that was created of the first event. Make sure that on the Setup tab you've chosen a different section letter for the different events.

Multi-session Teams event

Differences may include:

- Bridgemate options – turn off the option to display other table's results (remember to turn on again after you finish)
- Do not merge masterpoints if the masterpoints file will be sent to thje Masterpoint Centre separately for this event

C:\Documents\Bridge Club\Compscore2\Printed Documents\Single Session Round Robnin Teams.docx