

What you need to know on BBO checklist

Logon. Tick the box to remember me and do **not** tick invisible,

People Tab: *Add Friend* names including our Rusty66 (Anne), jillian 25 (Jill) and Phoebe847 (Margaret). Suggest adding the names of at least the people who are setting up your table when you get the email for social play. Understand *show offline* button. Blue friends have added you grey friends have not.

Private Chat: Click on name and send private Chat message. **This is the most important thing you need to know.** When you are having difficulty in BBO private chat to Anne, Margaret or Jill.

Invitation to the table.

Chat to the table: Introducing yourselves at the table.

The crown is the person in charge. So if someone drops out the crown player clicks on the seat and reserves it. If someone does not arrive at the table, but is on line, check the name is correct. Understand the role of the crown and people dropping off and how to get them back.

Yellow bar around a player means that player has to play or bid (unless it is Dummy!!). Touching your name allows you to leave the seat but you are now watching (kibitzing) the table.

Blue box with three bars (hamburger) gives different options at different times but is important for many of the things you might want to change. In a tournament use this box to call the director. **Undo** a bid - go to the box with three bars (hamburger).

Vulnerability box and board number. In tournaments you see remaining minutes for the round. **Contract and number of tricks taken** for your side (vertical) and opposition (horizontal). Click to see contract and play of last trick. Understand the difference between IMPs and MP scoring.

Alert your own bid. Need to press alert before making the bid. Information appears to the opposition not to partner. Red box alone means no explanation. Once explained the box is coloured. When opponents make a bid you don't understand. Click on that bid to ask the meaning – they explain and their partner does not see the explanation.

Towards the end of play you will see a **claim** button. Press it and state reason for your claim. The opponents may then accept or reject,

Private Messaging: Chat table and Private Chat etc. Cannot private message your partner.

Also look at account: Profile - add convention/system notes to your **profile** under *Other*. **Settings** – sound etc. **Convention card** - edit a **convention** card for you and your partner..

History: when you play you can see different hands depending on what you are playing.

When you book for a **social game**. Check your emails about 15mins before the start. Log into BBO press **Casual** to go to the Casual lobby. Do nothing unless you have been asked to set up the table. Await to accept your invitation. If no invitation, click on the name of the person setting up your table and press *join*. Then click on your name at the table. Check spelling of your name. Private chat or table chat to give the correct name. Tournaments require different entry method.