



# Worshipful Company of Makers of Playing Cards

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Joining Instructions for the ILB Online Pairs on Monday 7 December, hosted by The Worshipful Company of the Makers of Playing Cards

## Introduction

The ILB Online Pairs, will be a Matchpointed Pairs competition over 18 Boards hosted on Bridge Base Online (BBO). EBU Master Points will be awarded.

The event will commence at 2.15pm, and is estimated to finish by 4.30pm, including a short break of 10 minutes after 9 boards.

In order to participate, you must complete the following three steps:

### 1. Before December 7: BBO Registration

If you do not already have one you will need a BBO account. To get a BBO account Go to [www.bridgebase.com](http://www.bridgebase.com) and click on Play Free Now. The following fields should be completed:

User name: Up to 10 characters (this has to be unique so you may need to keep trying until you find a name that is available, and note that the BBO platform does not distinguish between upper and lower case).

- Password/Confirm Password: Up to 10 characters. **(Please keep a note of your User Name and Password)**
- Real Name: Optional but often appreciated in a social format
- ABCL Number: Leave blank
- Skill/Level: Optional.
- Country: Great Britain or England or whatever you wish.

You will be sent a validation e-mail (it might end up in your junk folder) and, once received, you should confirm your registration and now you are ready to start. We suggest you become familiar with BBO before playing in this event and if you are not yet familiar with BBO the guidance on the EBU website is an excellent introduction:

<http://www.ebu.co.uk/ebuscore-wiki/bboinstructions>

### 2. Before December 7: Purchasing BB\$ (the online currency used by BBO)

- Go to [www.bridgebase.com](http://www.bridgebase.com) and sign in to your account.
- Select the blue BB\$ button on the top right of the BBO Home Screen
- Select "Purchase BB\$" and follow the instructions – payment may be by Debit Card, Credit Card or PayPal (and you will be charged the sterling equivalent of the amount of USD you are purchasing)

**Note: there is a minimum of 10 BB\$ that may be purchased, and so if you are not a regular player on BBO, you may wish to arrange for one member of your pair to buy BB\$ and for them to pay for both players (which is permitted when you register on the day of the event).**

### **3. On December 7, the day of the event:**

The BBO Platform window for registering to join the ILB Online Pairs event opens from 12.15pm on December 7th. Arrange a time between 12.15 and 2pm with your partner to both be online at the same time so that one player can invite the other to join them for the event. You will receive a message on the screen to show that you are successfully registered. You can also see your User names listed under the "Entries" tab of the registration page if you have registered.

Having registered, you can go offline again...but please make sure that you have both logged back on to the BBO registration screen by 2pm. After registration, nothing will visibly happen until the start time at 2.15pm - you will automatically be taken to the game when it starts. The Director will communicate with all the players by means of the "chat" facility on BBO, so please read any such messages carefully.

#### **The detailed steps to register are:**

1. Go to [www.bridgebase.com](http://www.bridgebase.com)
2. Select Competitive
3. Select All Tournaments
4. Type "ILB"\* in the search box and press enter
5. Click 'ILB'
6. Enter your partner's User Name, decide whether you will also be paying for your partner (optional), and click on the "Invite" button.
7. Wait to Play – note that it is very important to stay online AND logged into BBO while waiting
8. If in need of help during Play send a message in BBO to EBUG, which is the User Name of our Tournament Director, Richard Banbury.

#### **Help and assistance in setting up on BBO:**

If you would like any help in registering, setting up your BBO account, purchasing BB\$ or becoming familiar with the BBO platform, please contact one of the following Members of the Company of Playing Card Makers, who will be glad to assist:

Lindy Whitlam                      Tel: 01892 853111

Jeremy Willans                      Tel: 07801 600364