



It is assumed that you use Bridgemates to score your team contest. If not, IMP results can always be entered manually, as can Butler scores.

Along the way there will be many Magic Contest and other windows open. One is for the team event, one is for Bridgemate and the rest is for the Butler for each segment. These windows will be referred to as:

- Team or Team window
- Pair or Pair window
- BM Control or Bridgemate Control

It can be difficult to separate the team and pair windows from each other because they are both Magic Contest windows. There are two ways of identifying the current window:

- The easiest way to figure out which window is which is to look in the top left corner where it says “Team ...” or “Pair ...”.
- Another way is to open *Contest menu*, *Name menu* or *Result menu*. At the top of those menus you will find the type of the window you are in at the moment.

The *team window* is used for teams setup, line-up, official teams results, and printing teams results. This window is usually shown in the middle of the screen.

The *pair window* is used for creating the Bridgemate database, changing board results, and scoring the Butler. This window is always shown at the top left of the screen.

Bridgemate Control is used to communicate with the Bridgemates. Bridgemate Control places the results in the database from which both the team window and the pair window read data.

Everything that takes place in the team window is connected to a specific round and segment. This means that before you create a database or import results you must make sure to select the current round and segment (see separate chapter below).

If you use Bridgemate you must have all matches play the same boards as all other matches in every round and segment. When you create a database you are asked for a starting board number for that round and segment (which applies to all matches). If you do not use duplicated boards you just ignore the hand record and the Butler.

The automatic Butler is currently scored as IMPs across the field and not as datum score. If you scrutinise the two methods they usually come out the same.

Some friendly words for the road

This section has nothing to do with being negative or condescending. Please consider the following statement for a moment:



Under no circumstance will you able to run a team event with Bridgemates, team scoring and Butler scoring without reading this document and testing carefully a number of times before running a real event.

I am not completely sure the above selected approach is the correct one from a pedagogical point of view, but I prefer to scare you or even provoke you if that makes you read this document from start to end.

Enough with the lecturing. I hope you still read and that you are not too angry.

It is not so much that it is difficult. It is a matter of there being so many new things that if you try to apply old Magic Contest knowledge and guess your way in the team jungle you might very well fail. Besides, there are team windows and pair windows open at the same time, and certain actions belong in one window and others in the other window.

The reason why I write using such harsh words is four years' worth of experience from a product called Magic Team that lead up to this team module in Magic Contest. There have been many tournament directors and scorers using that program, and many have failed, mainly since there have been too many things to think about in a team contest. Some have succeeded and they have all respected the documentation.

Could it be that the quality of the program is so low that it is simply a poor program?

Of course that could be the case, but by reading the step-by-step you will see that there are a million things to think about not even considering the quality program (start Bridgemate, stop Bridgemate, import line-up, create Butler, etc, etc), not to forget that the order of those things is important too.

I simply cannot figure out where to take out steps from the step-by-step. If steps cannot be taken out from that list the basic concepts cannot be made simpler. If they cannot be made simpler it does not matter if the program is difficult or easy to use – the basics are too difficult.



There are many places where you can go wrong. Be very careful when you score team contents. Do not think you can run a complete team contest without careful testing.



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Step-by-step

These instructions do not describe how you perform the different tasks. Instead it focuses on describing what you are supposed to do and when to do it. This should give you an idea of what is needed to run a Bridgemate teams event.

It is assumed that you let the players enter their member numbers in the Bridgemate at the start of each round and segment.

Start the contest

- Team Start the contest and set all parameters
- Team Enter teams and names. Note that names are not absolutely necessary since you can import names from the Bridgemate line-ups if you want.

Now it is time to start the Bridgemates for the first round. Follow the instructions below in *Start the new round*.

After the round has ended

The only thing that is really important when the round has ended is to activate the Bridgemates for next round. This is divided into two parts:

- End the current round
- Start the next round

End the current round

- Pair Verify that all results have been imported
- BM Close this window. This should be automatic Control if all Bridgemates have logged off.
- Team Turn off the Bridgemate import

Create the new round (only Swiss)

- Team Create the next round through *Add / remove round*
- You have to do this manually, as opposed to in a pair contest, since the *Add / remove round* window does not automatically show when all results have been imported.

Start the new round

- Team Select next round and segment
- Team Select *Create database* to start the next round. This automatically opens a new pair window.
- Pair The database is automatically created and Bridgemate Control is opened
- Pair Import hand records
- Pair Start importing results
- Team Return to the previous round or segment so that results can be finalised

After 5-10 minutes of the new round

- This is when you confirm the line-up and start importing Bridgemate results.
- Team Import line-up and correct errors
 - Team Start importing results

Butler for the previous round

At your own convenience you can report the Butler for the previous round. This is exactly like reporting any other pair event when using a point league (which is the internal name for the Butler). Read more about this in *Member file and Butler*.



Change a result during the round

If you need to change a result in the currently played round it is recommended to do that change in the Bridgemate (through the TD menu). It can also be done in through the pair window:

- Pair Make the change the way you normally change pairs results (*Edit* button below the *Bridgemate* import checkmark)
- Team At the next Bridgemate import the team result will be updated

Change a result in an old round

If you need to change a result in an old round you need to do a few more things:

- Pair Start a new Magic Contest window and open the round and segment in question. This window may already be open.
- Pair Make the change the way you normally change pairs results (*Edit* button below the *Bridgemate* import checkmark)
- Team Change the current round and segment so that it reflects the round you are changing
- Team Start the Bridgemate import. The team result will be updated.
- Team Change back to the current round and segment
- Pair Report the Butler again for the old round

Penalty points

Penalty points (or rather Victory Points adjustments) are awarded in the team window:

- Team Use the column +/- to enter VP adjustments. The adjustment is *added* to the total score, so a positive number gives more points and a negative less.

See more in *Rulings* towards the end of this document.

Teams playing in the same direction

This is described in detail in *Rulings* towards the end of this document.

Other rulings

See more in *Rulings* towards the end of this document.



Bridgemate

Most things are automatic and should stay that way. This specifically concerns database names and table numbers.

Database name

One database is created for each round and segment. For Magic Contest to be able to import line-ups and results from different rounds and segments the database names must remain the same as Magic Contest suggests.

In case you have created a database for a round and you need to recreate it you need to overwrite the original database name. If you do not do this Magic Contest cannot find line-ups and results.

Sections and table numbers

When you create a database Magic Contest creates both an open and a closed room. Bridgemate sections A and B are used for those rooms. The table numbers used are:

Open room: A1-...
 Closed room: B1-...

These settings are decided by the program and cannot be changed. It means that when you import pair results the import will take place in two different windows. You change between those two windows in *Enter results* by clicking *Open room* or *Closed room*.

Pair numbers

The pair numbers used is fixed:

A1 N-S	1
A1 E-W	201
B1 N-S	101
B1 E-W	301

However, the pair numbers are irrelevant. It is the table number that controls what result belongs to what match. When it comes to the Butler it is the member numbers that combines the Butler.

Board numbers

When you close the preparations you enter the number of boards per round. That decides what Victory Points scale will be used.

When you create a Bridgemate database you are asked for a starting board number. The number of boards per round and the starting board number decide what boards are played in the round.

All matches must play the same boards as all other matches in every round and segment. When you create a database you are asked for a starting board number for that round and segment (which applies to all matches).

You do not have to use duplicated boards, but if you do not then you cannot use hand records nor report any Butler.

Miscellaneous settings for the pair window

The following settings are reached through *Contest menu-Properties-Bridgemate* and the *Pair window* tab:

- *Close the pair window after the Bridgemate database has been created.* Can be useful if you prefer to use Bridgemate Control to see what results have been entered.
- *Calculate Butler.* If you select to not score any Butler there will be no such links when you report to website.
- *Use Butler IMPs (datum score) instead of IMPs across the field.* This controls what scoring type is used. In Sweden IMPs across the field is the most common way while internationally datum score is usually preferred.
- *Use colour settings where results are only shown as white or black boxes.* The default setting is not to show any detailed results but rather focus on whether the result is entered or not. This gives the tournament director a tool to set how the result entry progresses at the different tables. If you turn this off the normal pair contest colours will be used in the pair window.



Bridgemate line-up

If you want you can let the players enter their member numbers in the Bridgemate at the start of each round or segment. This allows you to easily score a Butler parallel to the teams scoring. Besides, it might be necessary if master points are based on number of played segments.

Bridgemate member number settings

There are three setting you need to set to make Bridgemate line-up work. Select *Contest menu-Properties...-Bridgemate*:

- Select the *Bridgemate (import)* tab and check *Enter member numbers in Bridgemate...*
- Select the *Bridgemate Control settings* tab and set *Optional entry-Member number* to *Yes*
- Also set *Optional entry-Member number-Entry is mandatory* in the same tab to *Yes*

When you create a database the above settings will make the Bridgemates ask for a member number and they will not accept *OK* without a member number.



At no point will the pair window import names. You should not do this manually either. Instead, the team window will import the names through the line-up and export it automatically to the pair window.

Member number or player number

Bridgemate line-up of course assumes that you use a member file and the players know their member numbers. There is however another option available if this is not the case:

Number the players in the team rosters from 1 and up, typically 1-6 but up to 15 players are allowed in a team. Then let the players enter this number instead their member number.

Enter line-up will interpret numbers 1 to 15 as sequential numbers within each team and higher numbers as member numbers.

Of course, in case you have players with real member numbers between 1 and 15 you must give them a sequential player number that they enter instead of their real member number.

Combine member numbers and player numbers

It is possible to combine the two worlds and let some players enter their member numbers and other players their player numbers.

This is typically the case when you have players that reside in your member file that have real member numbers. Then you have a foreign team where you have given the players numbers from 1 to 6.



Member file and Butler

For teams scoring to work, Magic Contest requires you to have a member file with players. The reason is that to calculate the Butler the member file is necessary.

Butler is calculated using what in Magic Contest normally is called *Point league*. There are some special cases specifically for team events:

- The report type *Final result* now contains a new report called *Butler, score tables ordered by table*
- The report type *Point league* now contains two new reports called *Butler...*

It is recommended that you use those reports for the Butler printouts since they are tailor-made for Butler.

Start contest

The start-up is the normal. Click *New contest-Team* in *Contest Explorer*.

Future improvement: Knockout will be available in a better way than now.

Victory Points

At the end of this document you can find a complete table of the official WBF Victory Points.

Future improvement: You will be able to create your own VP tables if the official WBF scale is not to your satisfaction.

Movement

Currently *Barometer Howell* is the only available movement. The difference between this and the normal pairs movement is that table 1 is arrow switched every other round so that the stationary team alternates between home and away team.

No movement is not available in team contests.

If you want the lowest table number to be something else than 1 you can click *Advanced* and enter the lowest table number.

Swiss Teams

This is described in a separate section at the end of this document.

Board-A-Match

This is described in a separate section at the end of this document.



Enter teams and names

Select *Contest menu-Enter names*. The same window is used as for the line-up. However, some lists and buttons are not available when you enter teams and names. You can import the starting list if you don't want to do it manually. This is described later.

Add, edit, move or delete a team

In the middle of the window you find the *Table / Team* list. Here you see table numbers, team numbers and team names.

You can only add teams before you have closed the preparations. After that you can only edit and move teams.

Every team has a number. When you prepare the contest this number starts at 1 and increases all the time. After you have closed the preparations the list will show the team numbers connected to the selected movement.

Use the *New* and *Edit* buttons to add or change teams. All team names must be unique.

If you want to move a team it is more a matter of exchanging the places of two teams than moving a team. You use their respective team numbers to change the places. Do like this:

- Find the two team numbers
- Select one of the teams
- Click *Edit*
- Enter the other team's number in the number field
- Click *OK*

This changes the place of the two teams and their rosters. The team number is not connected to the team but to the table and direction. This means the teams exchange team numbers.

Note that you can only affect the position of the first round. Also, when you move a team you will exchange all results if any have been entered (the results are connected to the team number, not the team itself). This means that you should only move teams before or during the first round.

You cannot delete teams. This is equivalent to when you prepare a pair contest when pairs cannot be deleted. Instead, you can move teams from the higher tables to lower tables. When you close the preparations you will simply enter number of teams and the extra tables/teams you have prepared will be deleted.

Add or delete a player

In the top right of the window you find the *Roster* list. You can add up to 15 players to a team roster. Below the list you find the *New* and *Delete* buttons.

Click *New* to add a player to the roster. This allows you to search the member file for the player. If the player does not exist in the member file you must add him to the member file.

Select a player and click *Delete* to delete a player from the roster.

You cannot move players up and down. If you want to move players simply delete them and add them in the right order.

To the left in the list you find the player numbers (1-15). If you let the players enter the line-up in the Bridgemate these are the numbers you are supposed to give to the players so they know what to enter.

If you try to add a player twice to the same roster, or if the player exists in another roster, you get a warning but you can still confirm that you want to add the player.

Add players from the line-up

Instead of entering players, which can be a boring task, or simply an impossible one in case you do not know who plays in what team, you can let the player line-ups create the rosters.

This means that when the players do the line-up in the Bridgemates you can import those names into the roster. This of course only works if the players enter member numbers. If you want to allow them to enter player numbers you need to compose the rosters in advance.

Read more about this in the *Enter line-up* section below.

Random seating

Below the *Table / Team* list you find the *Random seating* button. Use this button if that is what you want.

You can also get random seating if you first enter all names and then close the preparations. In the window where you enter number of teams there is a *Random seating* checkbox.



Import teams and names

You can now create the starting list in Excel and then easily import it into Magic Contest. The format is important:

- One team per line
- The columns contain the following information:
 - Column A: Team name
 - Column B: Country (can be empty)
 - Column C: MemberID1
 - Column D: MemberID2
 - Column E and so on to the last player

Do like this to import the names:

- Select all cells in Excel (omit column headers)
- Select Edit-Copy (or press Ctrl-C)
- Go to Magic Contest and Enter names and click Import
- Right-click and select Paste (or press Ctrl-V)
- Click OK

The teams are imported starting from the top and down. After finished import basic validation is done that players are only part of one team. If a player is part of more than one team you are asked what team the players is really part of.

There is an alternate format that can be used if you already in Excel want to use team numbers. Then you use the first columns as team number according to the following:

- One team per line
- The columns contain the following information:
 - Column A: Team number
 - Column B: Team name
 - Column C: Country (can be empty)
 - Column D: MemberID1
 - Column E: MemberID2
 - Column F and so on to the last player

When the teams are imported they will be placed according to the team numbers in Excel and Magic Contest, and not from the top and down as in the first alternative.

If you want to have an Excel starting list that can be read by normal people there is an alternate format for MemberID1, MemberID2, and so on.

It looks like this:

- MemberID PlayerName

This means that if you place MemberID and PlayerName in the same Excel cell and place a space between them Magic Contest will interpret the first part of the cell as a member ID and correctly import the players.

You can import plus members just as any other member. What you must think of is that in Excel you cannot just like that enter a plus sign followed by a number. When you press Enter Excel will interpret that as a positive number and remove the plus sign. Instead you must first enter an apostrophe as an instruction that the following plus sign is to be interpreted as pure text.



Select current round and segment

When you work with Bridgemate databases the selection of the database is based on the current round and segment. At the beginning of the contest the header in *Enter results* looks something like this:

...	> 1 <	2	...
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Current round 1 and current segment 1 is indicated by signs (> and <) as well as colour (red).

Click to select

If you want to select segment 2 as the current segment you just click on the “2” in the header and you will get the following appearance:

...	1	> 2 <	...
-----	---	-------	-----

If you want to change the round you first click the round in the list to your left and then you click the new current segment.

Use Result menu

If you prefer you can also use *Result menu* to select the current round and segment. The menu item is found at the top and is called *Select current round and segment*.

Create Bridgemate database

Select *Contest menu-Bridgemate-Create database*. A new window will show the current round and segment and the number of boards per round. It also asks for the starting board number.

Before you continue creating the Bridgemate database you must ensure that Bridgemate Control from the previous round and segment has been closed.



If not, the new pair window will try to open Bridgemate Control again (which is not possible). Then you will be in trouble having to rely on other methods of updating Bridgemate (see below).

A new pair window is automatically opened (see below) when you have entered the starting board number. When you return to the team window you are asked to import line-up or import results depending on your settings (see *Bridgemate line-up* above).

Open the pair window

After you have entered the starting board number in the team window a new Magic Contest pair window is automatically opened in the top left corner of your screen. The following happens:

- A pair contest with two sections (open and closed room) and one single round is created
- A Bridgemate database is automatically created by the pair window
- Bridgemate Control is automatically opened and all Bridgemates are initiated
- The pair window asks for the hand record. After you have imported the hand record you are asked to start importing results.

If you enter IMPs and Butler scores manually you still need to create a Bridgemate database. This is the only way the pair window for the current round and segment is created.

To then not having to open Bridgemate Control you can select *Contest menu-Properties-Bridgemate* and the *Bridgemate Control* tab. Remove the *Start Bridgemate Control automatically* checkbox.

If you do not have a hand record file there is a setting that disables the query for hand records. You find it in the team window through *Contest menu-Properties-Bridgemate* and the *Hand record* tab.



Playing boards “over the break”

Suppose you play 7 rounds of 6 boards each. The board numbering restarts after 32 boards. Now you have a problem in round 6 when boards 31-32 and 1-4 are played.

The only solution is to number the boards in that round 31-36. This is also what the players must enter in the Bridgemates. When you start round 7 you can enter 5 as the lowest board number and let the player enter the real board numbers again.


You may have a problem in round 6 in case you have two hand record files, and in round 7 in case you have only one. Read more about possible solutions in *Import hand records* below.

I forgot to close Bridgemate Control

If you forgot to close Bridgemate Control for the previous round and segment then the new pair window cannot open Bridgemate Control again. This means that the Bridgemates have not been updated with the data for the new round and segment. Do the following to solve the problem:

- BM Control Close the window
- New Pair Select *Contest menu-Bridgemate-Create database*
- New Pair Keep the original database name and click *Save*
- New Pair Now Magic Contest will object since that database already exists (it was automatically created before Bridgemate Control could not be opened)
- New Pair Make sure, in spite of the Magic Contest objection, to use the suggested database name and overwrite the existing database

Now the problem should be solved.

 You must be aware that you are close to a disaster here. If you accidentally use anything else than the new pair window (many pair windows may be open simultaneously) you might very well overwrite a Bridgemate database that contains valid data.

Play different boards

The below describes a method for scoring a team event with Bridgemate where boards are not pre-duplicated. You can still use Bridgemate line-up for master points and Bridgemate results for ranking on Current standing.

This scenario means that you could easily have a situation where table 1 plays boards 1-8, table 2 boards 9-16, and so on. To enable this you need to do the following:

- Select *Contest menu-Bridgemate-Properties* and select the *Pair window* tab. Make sure *Calculate Butler* is turned off.
- Select *Contest menu-Bridgemate-Create database*.
- Instead of entering the first board number you enter -24 if 24 is the maximum board number or -32 if 32 is.
- Now all Bridgemates are opened for the full range of boards, i.e. 1-24 in the first example above.
- The players enter the line-up and then the boards they play. When they are done they leave the Bridgemate (that at that point wants a new board number).
- The team scoring, i.e. the VP table, will be based on the number of boards per round you specified when you closed the preparations.
- Before you start the next round it is essential that you reset all Bridgemates as there will be problems with the line-up for the next round if you do not reset them. In *Bridgemate-Other settings* (above) you can read about a way to remotely reset all Bridgemates in case you use Bridgemate II.



Import hand records

If you use pre-duplicated boards you can import a hand record file (.DUP, .BRI, .DLM, etc) into the pair window. You need to import the hand record in every pair window created (=every round and segment).

If you do not have a hand record file there is a setting that disables the query for hand records. You find it in the team window through *Contest menu-Properties-Bridgemate* and the *Hand record* tab.

Typically you have one hand record file with 32 boards. Then you play 8 rounds of 4 boards each. The same hand record file has to be imported into each and every of those 8 rounds.

In case you have more boards there are some special cases that calls for caution.

8 rounds, 8 boards, two hand record files

This is the standard case that offers no problems solving. For rounds 1-4 you use the first hand record file and for rounds 5-8 the second.

8 rounds, 8 boards, one hand record file

Let us assume that your boards are numbered 1-32 and 1-32 but you only have one hand record file that contains all 64 boards.

There are two solutions for round 5 (that starts with physical board 1):

- Enter starting board number 33 and have the players enter that in the Bridgemate. Use the hand record file just as if nothing had happened.
- Enter starting board number 1. Now the hand record file cannot be used as is. Instead you need to split it into two (see below).

The first solution will work for the first 7 rounds. However, in round 8 you will stumble upon another cute problem – Bridgemate does not allow board numbers higher than 63.



This means the solution is good up to 7 rounds (if you play 56 or 48 boards), but then you must follow the second suggestion.

7 rounds, 6 boards, two hand record files

This problem is described in *Playing boards “over the break”* in *Create Bridgemate database* above. The solution for round 6 (boards 31-32 and 1-4) is to import both hand record files in the pair window like this:

- Create the Bridgemate database
- Import the first hand record file
- Turn off the automatic Bridgemate import
- Select *Contest menu-View hand record*
- Select *File-Import*
- Select *Last* as the insert position
- Import the second hand record file

Split hand record file in two (or more) parts

In case you have a hand record file with boards 1-64 you might want to split it into two files. Actually, “splitting” is not possible. Instead, you can easily create a new file with boards 1-32 that are equal to the original 33-64. Do the following:

- Open a new Magic Contest window
- In *Contest Explorer*, select *File-Open hand record*
- Open the original hand record file
- Select the first board
- Select *File-Delete deal*
- Repeat this for boards 2-32
- Select *File-Export* and save 33-64 in a new file

This file can now be imported for the second set of played boards 1-32. The players can also enter the real board numbers in the Bridgemate.

Now you might wonder what you did to turn the original 33-64 into 1-32 since the window still said 33-64 after you deleted 1-32. The answer is that you did nothing – the hand record file did.

The explanation is that a hand record file does not contain any board numbers. Instead it just contains a long sequence of boards and it is up to the importing program to decide what board numbers are actually imported.

The way Magic Contest works when importing a hand record file is that it always assigns the first board in the file board number 1 and then the rest are numbered upwards. This means that when you save 33-64 into a new file and then import them again they will be numbered 1-32.

Magic? Sure!



Enter line-up

Select *Contest menu-Enter line-up* to enter or import line-ups. The round used is always the current round and segment you select in *Enter results*. You cannot change the current round and segment in this window.

This is the same window as is used in *Enter names*. The difference is that you have the *Line-up* list in the bottom right corner. There are also a few extra buttons connected to Bridgemate line-up.

The team list looks a little different. Between the team number and the team name there are two columns showing these types of information:

-	No line-up
Empty column	Complete line-up
1, 2 or 3	Number of lined up players
x	Line-up error

In case of a line-up error you can click the team and look in the *Line-up* list. One or more players will be marked with an "x" (see *Line-up validation* below).

There are two ways of creating the line-up – add players manually or import member numbers or player numbers from the Bridgemate. First the import will be described and later the manual way.

If you want to use Bridgemate for this you need to activate Bridgemate line-up (see separate section above).

Line-up validation

The line-ups are validated in a number of ways, and the following possible errors are looked for:

- Incomplete line-up. There are less than four players in the line-up.
- Double line-up. The same player has been lined up twice in a team.
- Wrong team. The player is part of the opponent's roster. This is usually a sign of players seated in the wrong direction.
- Not part of the roster. The player is not part of the team's roster. This could be a new player but could also be an incorrect Bridgemate member ID entry.

Import line-up

If you have activated Bridgemate line-up you can click the *Import* button to import line-ups from the current database.

You can click *Import* as many times as you want. Any changes will reflect in the *Team* and *Line-up* lists.

Click *OK* when the line-up is complete. If there are errors you will be notified of those first (see *Line-up validation* above).

Add player from line-up to roster

As mentioned in *Enter teams and names* it is possible to add players from line-up to roster. This of course requires the players to enter their member numbers and not their player numbers.

There are two ways of adding players to the roster. Use one of the following buttons:

- *One*
- *All*

One requires you to select an imported player in the *Line-up* list. An "x" will mark this player since the player does not exist in the roster (see *Line-up validation* above).

All takes all players that have been lined up that do not exist in the rosters and adds them.

Manual changes vs Bridgemate import

Consider the following chain of events:

- Import Bridgemate line-up
- Make manual changes
- Import Bridgemate line-up again

This could cause a conflict between the Bridgemate line-up and the manual changes. The simple rule is that manual changes have precedence and are never overwritten by Bridgemate line-ups.



Add or delete line-up manually

Players are added manually from the top and down in the *Line-up* list. For the home teams the order is *North*, *South*, *East*, and *West*, while for the away or visiting team the order is *East*, *West*, *North* and *South*.

Simply select the player in the *Roster* list and click *Add* below the *Line-up* list. A faster way is to double-click the player in the *Roster* list.

If you want to add a player to a specific position you first select the player in the *Roster* list and then double-click the position in the *Line-up* list.

You delete a player from the line-up by selecting him and clicking *Delete* below the *Line-up* list.

Add substitute

At the top of the roster you can find the text *Add substitute to the line-up...* See this as just another player in the roster. This means that any action described above for adding a player to the line-up also applies to the substitute.

What happens when you have selected the substitute is that you get to select a player from the member file before any player is actually added to the line-up.

Clear line-up

You can use the buttons *Clear* and *Clear all...* to clear the current line-up or all line-ups. If you click *Clear all...* you first get to verify you really want to do this.



Enter results

This is how *Enter results* looks for team contests:

Table	Home	Away	C-O	1	> 2 <	(3)	(4)	IMP	+/-	VP	#
1	1	2		13-21	26-0			39-21		23-7	3
2	3	4		31-9	22-18			52-27	-1-0	24-4	5
...									

Most of the columns will never be used but they are there so that the look-and-feel will be the same every time.

C-O IMP carry-over column

IMP Total IMPs (the sum of carry-over and all the IMP segments)

>2< Currently selected segment (see *Select current round and segment* above)

(3) The parenthesis indicate that it's a tie-break or play-off segment in case of even scores

+/- If you want to adjust the VPs this is where you enter the adjustments. If you award a penalty you must enter a minus sign before the penalty.

VP Automatically calculated VPs

Number of comparison when importing Bridgemate results

Enter IMP results manually

This is how you enter an IMP result manually:

1 2 - 2 5 Enter

The Victory Points will automatically be calculated based on the IMPs, the select VP table, and the number of boards per round.

Use Bridgemate

The step-by-step section at the beginning of this documentation describes what you are supposed to do and in what order. There are separate sections above describing those steps in more detail:

- Select current round and segment
- Create Bridgemate database
- Import hand records
- Enter line-up

Once you have dealt with those steps you can start importing results.

Import results

Use the *Bridgemate* checkbox to import results. You will see that IMPs, VPs and number of comparisons will change as more results arrive.

You can only import results into the currently selected round and segment, and that round and segment also has to show in the window.

The database is automatically selected and cannot be changed. This means that if you need to use the pair window to recreate the database manually you must use the originally suggested database name.

I recommend using *Result menu-Colour settings-Show Bridgemate tables in colour*. This will give you a good overview of what tables play slowly and what tables have finished play.



Change imported results

It is possible to both import IMP results and manually change them. However, a manually changed IMP result will be overwritten by the next import.

One way to solve this is to make any changes in the pair window:

- Change the result in the pair window
- Import the result in the team window
- The IMPs and the VPs should change accordingly

The other benefit of changing in the pair window is of course that the Butler will be correct.

Another way is to use the *Edit* button in the team window. This shows a complete team scorecard with open and closed room. Through the two *Edit* buttons you can edit the results in this window.

When you have edited a result it will be written to the Bridgemate database. This allows the pair window to import the change.

You can also add results through the *Edit* buttons. This means that if a team has not entered on of the results. As before this result is also written to the Bridgemate database for later import in the pair window. It is not possible to add results in the pair window.

Print a team scorecard

If you in the team window click *Edit* you will find the *Print* button. It prints an extremely primitive team scorecard in case the players need to verify their (incorrect?) scores.

In due cause there will be better designed scorecards in Magic Contest.

Enter rulings

This is described in *Rulings* below.

Current standing

You should only activate *Current standing* from the team window. Once activated it works the same way as for regular pair contests.

Currently this means that you can show either continuous scoring (ranking and score tables) or update the results once all matches are complete. This corresponds to the normal *Current standing* behaviour.

There is also a setting that makes matches show as they finish. When all matches are finished the ranking is shown. If you go to the *Current standing* settings, click *Profile*, and select *Projector. Team contest. Only finished matches* you will achieve this effect.

Future improvement: Combine the team result with the pair window's Butler into one Current standing.



Rulings

Some rulings are entered in the team window, some in the pair window.

VP adjustments

Place the cursor in the +/- column. Enter the VP adjustments for both teams using the same format as if you would enter IMP results manually (see separate section above).

This means that the entry may seem a little funny since the minus sign is used both to separate home and away adjustments and to indicate negative numbers. If you award both teams 1 VP penalty the entry should look like this:

- 1 -- 1 Enter

1VP penalty only to the away team looks like this:

0 -- 1 Enter

Fractions are allowed. 1VP penalty shared between the two teams looks like this:

- 0.5 -- 0.5 Enter

If you enter a positive number it is added to the total VPs. This means that this column can be used both for penalties and extra VPs if you need to award that.

Teams playing in the same direction

The below procedure ensure that boards in the same direction are not compared for teams scoring while still included in the Butler:

Team You cannot change the line-up so that two pairs from the same team are seated for instance North-South.

Pair Use *Bridgemate-Edit* to change the direction on the arrow switched boards. If all boards are switched you can click the pair number and enter the opponent's pair number to have all boards arrow switched.

Team Import Bridgemate results. The board(s) played in the same direction will be excluded from the IMP comparison but will be shown in the number of compared results.

Team Give penalty points to both teams in case all boards were played in the same direction. This is typically -3 VPs for both teams using a 15-15 VP scale.

In case only a few boards were played in the same direction you may want to give a penalty to the team that is to blame.

Both tables playing in the wrong direction

When both tables play in the wrong direction the IMPs and VPs are reversed. The way to solve this is to arrow switch the results at both tables in the pair window (see *Teams playing in the same direction* above).

Once all results have been arrow switched the IMPs and VPs will be correct.

You cannot make any changes to the line-up. The fact that you arrow switch all results at both tables mean that both the teams score and the Butler will be correct.

However, the line-up will probably not be correct if you import it from Bridgemate. There will probably be four players in each team that belongs to the other team's roster. This means that already when you import Bridgemate line-up you have the possibility to find and correct the error.

**Law 12C1c**

This ruling works fine. Just enter the ruling the normal way in the pair window. At the next import the team window will award the correct IMPs for the comparison.

Average +/- rulings

If you give an average ruling the team score will not be affected. However, the Butler will be correct. This of course means that you have to calculate and enter a VP adjustment manually.

Future improvement: Implement this.

Other rulings

Future improvement: More rulings will be implemented, for instance penalty IMPs for one team that only affects that team's score. Right now such a ruling must be given through a VP adjustment that the tournament director has to calculate manually.



Print

All reports used for pair contests also work for teams. However, some are less suited than others, for instance frequency tables that serve no purpose in a team contest.

To keep things simple there are some compromises. One is that every time the report refers to a board it means a round when using the report for a team contest, and if it happens to say “pair” it means “team”.

Team name and player names

All columns previously used (in pair contests) for player names now show the team name. At the far right of all reports there is now an extra column that shows the player names.

The player name format is set so that only the players' last names are shown. The reason is that one team name and four (or more) full player names would consume too much space on the report.

If you want to show first names or initials there are two ways of doing that:

- Change the contest settings
- Change the report settings

The contest settings are changed through *Contest menu-Properties...-Print* and the *Print (layout)* tab.

The report settings are change by creating a new report, selecting the *Name printout* tab, clicking the *Field list* button and then editing the *Roster (only team contest)* field.

If you do not want to print the player names you can select *Contest menu-Properties...-Print* and remove the tick in the *Roster* checkbox. This applies to starting lists and final results.

Non available reports

The following reports currently do not work for team contests:

- Guidecard
- Personal scorecard

Future improvement: To be fixed.

Report contest and Report Butler

You need to report the contest from both the team window and the pair window.

Report contest

The team reporting takes place in the team window:

- Select the team window
- Select *Contest menu-Report contest*
- Click the options you want to report
- Click *OK*

Report Butler

The Butler is managed completely from the pair window:

- Select the pair window
- Select *Contest menu-Report contest*
- Click *Website* (optional) and *Point league*
- Click *PBN* and *TXT* if you want such reporting
- Click *OK*

Now you can do the necessary printing:

- Click *Print*
- Select *Final result*
- Print *Butler, score tables ordered by table*
- Select *Point league*
- Print *Butler (landscape)*

The reports you print are tailor-made for Butler printing.

Website

When you through the *pair window* report the Butler you should not change any file names. This ensures that all file names are unique in case you run weekly team events where the contest name is the same.

Another reason for not changing the file names is that when you through the *team window* report the team contest to website, links to the Butler are shown. For this to work correctly Magic Contest uses the suggested file names.



Swiss Teams

There is a separate document describing Swiss. This is written from a pair contest perspective, but if you think “teams” that document is completely applicable to a Swiss teams event.

Just as when you start a Swiss Pairs you start the contest through the *Special* button in the *Contest Explorer*.

Remember that new team rounds are created through the team window. There is one difference between Swiss Pairs and Swiss Teams:

The feature of arrow switching even tables in odd rounds is not available for Swiss teams. However, Magic Contest counts the number of home and away assignments and makes sure it is balanced between the teams.

95% Swiss

There is something I call *95% Swiss*. This can be used when there is very short intervals between rounds but where you do not want one round’s delay in the seating assignments.

Basically you create next round’s seating five minutes before the end of the round. This is something you do manually through *Contest menu-Swiss-Add / remove round*.

By then most results have been imported but not all. This is usually enough to create a reasonably fair Swiss seating for the next round.

If you use duplicated boards it is preferred to let both tables of a match start at the same board number. OK, they will then not play the same physical boards, but it will maximise the number of comparisons with five minutes remaining of the round.

To be able to present the seating well in time for the next round the *95% Swiss* usually has to be combined with having projectors or plasmas for presenting Current standing that will contain next round’s seating assignments. In the document called *Current standing* there is a section describing how to best configure the settings.

To avoid next round being created automatically when the last result is imported you should activate the menu item *Contest menu-Swiss-Use 95% Swiss*.

Board-A-Match

Board-A-Match can be scored but not within the realm of a team contest. Instead you should open a pair contest and use *Club match* for the Board-A-Match scoring.

HUM

If a team is using HUM systems (Highly Unusual Methods) their opponents should be the Home team in all matches.

Go to *Contest menu-Enter names*. Select the team and click Edit. Now you have the option of checking the *HUM* option to make the team a HUM team.

This will change the seating in all non-played matches as well as in all future Swiss matches.



Master/slave – Several parallel team events

If you only have one Bridgemate server and you want to score several parallel team events, for instance several divisions, you should follow the following instructions.

These are the basics:

- Create a *master*. This is where Bridgemate settings take place.
- Create a *slave* that will only read from the database *master* creates.
- *Master* and *slave* must have different unique table number series, for instance 1-4, 5-8, 9-12, and so on.
- Use *master* to create the database.
- You are not limited to one *slave*. Instead, for every *master* you can connect a number of *slaves*.
- You can score a combined Butler or separate them division by division.

Connect master and slave

Create the team contest that is *master*. Then do the following:

- Select *Contest menu-Properties-Bridgemate*
- Select the *Bridgemate (multiple team events)* tab
- Click *Master*
- Enter total number of tables for *master* and all *slaves*. What is referred to is number of tables in one room, i.e. number of matches.
- Click *Export ID*
- Click *OK*

Now the settings are finalised for your *master*.

Then create the team contest that is *slave*. When you have selected your movement you must do the following before completely closing the preparations:

- Click *Advanced*
- Enter the first table number for your *slave*

Continue with the following:

- Follow the above instructions for *master*
- Click *Slave*
- Click *Import ID*
- Click *OK*

If you have several *slaves* you do exactly as above for the respective *slave*. Remember to use different table number series for each *slave*.

Create common database

Pair windows must be created for both *master* and *slave*.

First select *master*:

- Select *Contest menu-Bridgemate-Create database* to create the common database.
- A database is create with the total number of tables you specified in the *master* settings.
- The pair window for *master* contains the number of tables only relating to that team event.

Then select *slave*:

- Select *Contest menu-Bridgemate-Create database* to create the pair window for *slave*.
- The pair window for *slave* contains the number of tables only relating to that team event.

The method for *slave* may seem illogical, but instead think in terms of *Create pair window* rather than *Create database* and the pieces fall in place.

Continue with scoring and other things

Now you can continue with scoring *master* and *slave*. Everything from now and on takes place in separate windows and nothing special has to be done to make things work. When you report contest you do that separately in all windows.

Combined Butler

If you want a combined Butler there are actually fewer steps than above.

At the point of connecting *master* and *slave* you do the following for *master*:

- Select *Contest menu-Properties-Bridgemate*
- Select the *Bridgemate (multiple team events)* tab
- Check the *Combined Butler* checkbox
- Enter a suitable name for the Butler
- Click *OK*

Then you do not have to do anything more. When you create the database for *master* you will see that the pair window contains all tables for both *master* and *slave*.

You will not create any database (pair window) for *slave* since all tables belonging to *slave* now exists in the *master* pair window.



Official WBF Victory Points scale

		1-5 boards		6-8		9-10		11-12		13-14	
VP		IMP		IMP		IMP		IMP		IMP	
15	15	0	1	0	1	0	1	0	1	0	2
16	14	2	4	2	5	2	6	2	6	3	7
17	13	5	6	6	8	7	9	7	9	8	10
18	12	7	8	9	11	10	12	10	12	11	14
19	11	9	10	12	14	13	15	13	16	15	18
20	10	11	12	15	17	16	18	17	20	19	22
21	9	13	14	18	20	19	21	21	24	23	26
22	8	15	16	21	23	22	25	25	28	27	30
23	7	17	19	24	26	26	29	29	32	31	34
24	6	20	22	27	29	30	33	33	36	35	38
25	5	23	25	30	33	34	37	37	40	39	43
25	4	26	29	34	37	38	41	41	45	44	48
25	3	30	33	38	41	42	45	46	50	49	54
25	2	34	37	42	45	46	50	51	55	55	60
25	1	38	41	46	50	51	55	56	61	61	66
25	0	42		51		56		62		67	

		15-16		17-20		21-24		25-28		29-32	
VP		IMP		IMP		IMP		IMP		IMP	
15	15	0	2	0	2	0	3	0	3	0	3
16	14	3	7	3	8	4	9	4	10	4	10
17	13	8	11	9	12	10	14	11	15	11	16
18	12	12	15	13	16	15	19	16	20	17	22
19	11	16	19	17	21	20	24	21	25	23	28
20	10	20	23	22	26	25	29	26	31	29	34
21	9	24	27	27	31	30	34	32	37	35	40
22	8	28	31	32	36	35	39	38	43	41	46
23	7	32	36	37	41	40	45	44	49	47	52
24	6	37	41	42	47	46	51	50	55	53	58
25	5	42	46	48	53	52	57	56	61	59	65
25	4	47	52	54	59	58	64	62	68	66	73
25	3	53	58	60	65	65	71	69	76	74	82
25	2	59	64	66	72	72	79	77	85	83	91
25	1	65	71	73	79	80	87	86	94	92	100
25	0	72		80		88		95		101	