DuplicateScoring[©]

From GolfCruncher, LLC

This program is intended to easily manage and score small, medium, and large Duplicate Bridge groups.

The document is broken into three major parts:

- (1) An Introduction; Login, Passwords, Menus and Event Signup.
- (2) Admin Section; Group Setup, Member Information and Movements.
- (3) The Event Section; Event Setup, Team/Player Management, Scoring and Reports.

We will look at both in detail, starting with the Introduction.

Introduction to DuplicateScoring *Login*



The **Login** screen shown above has a Navigation Bar on the left side that allows you to get information about the program without having to enter through the program's security features. Feel free to browse.

The **User Name** should be your Email Address and the **Password** should be at least 6 characters. Initially we will set your Password to the first 2 letters of your First Name and the first 3 letters of your Last Name. The original password of a member is defined as follows:

The password is made of **5** characters

> The 2 first characters correspond to the first 2 letters of the member's fist name > The 3 last characters correspond to the first 3 letters of the member's family name The password must mirror the upper/lower case attributes of the user's name.

The following examples illustrate this composition rule:

If the User name as defined in the "Member Information " Screen is **Mary Poppins**Then the password should be **MaPop**

If the User name as defined in the "Member Information" screen is Mary POPPINS

Then the original password is MaPOP

If the use name defined in the "Member Information" screen is MARY POPPINS

Then the original password is **MAPOP**

Both User Name and Password are case sensitive (watch your capital letters). If you forget your Password, click the "Forgot Password" button and we will email it to you.

Forgot Password?

If you forget your Password, it can be delivered to you automatically.



Enter your User Name (Email Address) and select **Send** to receive your Password by email. To change your Password, go to **My Info** and select **Change Password** from the Menu. Enter your old Password, a new Password and then confirm the new password. Be sure to select Save from the Menu and then select Close. You will be returned to the Login screen to start over and use your new Password.

Menus

Group Administrator Menu



The left column button is for signing up online for a bridge game; the second column shows the buttons used to manage a Group and its Events (Games) and the third column are buttons for background answers to common questions.

Only a **Group Administrator** may send non-game emails to all members of the group.

Enter a Subject and Message, select Player Names (or Select All), and send yourself a **Test Email** and **Send Email** to all addressed members.

Director Menu



The left column button is for signing up online for a bridge game; the second column shows the buttons used to manage an Event and the third column are buttons for background and answers to common questions.

Member Menu



The left column buttons gives access to personal data (My Info); Bridge Reports (for all dates) and Sign Up for registering for Events, if your Group uses this feature, and the other column has buttons for a method to Contact Us and FAQs related to games and answers to common questions.

Event Signup

This screen is only available if in the Group Setup, the "Allow Signup" checkbox is checked.



To sign up for an event, select "*Edit*" from the Menu, then highlight an Event Date in the upper left hand grid. Click "*Sign up to Play*". Select partner, choose to play single, or enter a guest name. If the guest has an ACBL #, enter the number and a handicap if there is one.



The red message shows to indicate that the selected date has passed the latest time to register online or the maximum players has reached. Contact the Group Administrator or the Director.

Admin Section

Group Setup

Group Info

**On any screen, to make any changes to any information, make sure to click the "Edit" button and the "Save" button when you are finished. "Close" will get you back to the previous page.

Men		Duplicate E	Bridge Club	elp
Group Info	Admin	Last Email	Mobile App	ACBL
	Group Name: Rosn	nan Duplicate Bridge Club		
N/S	Team Input Order: 🗸	Sort Input Scores By	Round Number:	
	Group Expense: 1	5 Per Event		
	Entry Fee: 1	2 Per Player		
	Group Title:	105		
In	put Opening Lead: 🔽	Use Event Description:	abla	
	Allow Sign Up: 🗸	Create Standby List:	✓	Renew Date - 5/22/2034
	Sign Up Deadline: 1	2 Hours Before Even	t	Pay for License

The *Group Setup* screen, shown above with the *Group Info* tab active, is accessed from the *Group Administrator Menu* and is the start of defining the group.

The *Group Name* must be displayed in the area next to the Group Name label in order to be displayed in the top banner and on reports.

Check the *N/S Team Input Order* to input all N/S and then E/W teams when entering teams for Mitchell games. Not checking the box means that #1 N/S is followed by #1 E/W, followed by #2 N/S, etc.

Check the **Sort Input Scores by Round Number** to have the input scores sorted by the round number instead of by N/S team.

For events that pay winners, use *Group Expense* to reduce the total amount paid to the players. If there is no group expense, type 0.

For *Entry Fee*, type in the amount each player brings to the game.

The *Group Title* is optional and may show on certain reports.

If you select *Input Opening Lead*, you will be asked for the opening lead on each hand when you input scores.

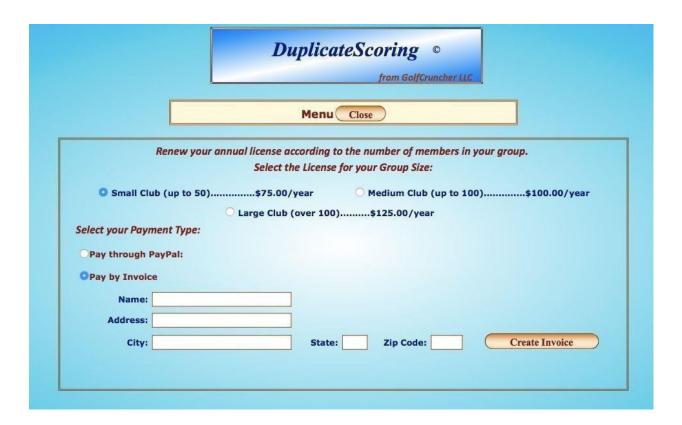
Set the *Signup Deadline* for the number of hours before an event that you wish to cutoff registration. If you have a stable, reliable group, you may choose an early cutoff and have more time to complete several administrative duties. If your group is used to just showing up and playing, all of the administrative duties will have to be completed at the last minute, but in either case, we will help you.

If you wish to use the online *Member Signup*, check the *Allow Sign Up* box. Check the *Create*Standby List if you need to restrict to a certain number of tables and want to accommodate members in an orderly first-come basis based on the online (or inputted) date/time of the registration.

Use the *Pay for License* button to pay or renew your annual subscription fee. PayPal is now available as a payment option, or you may create an invoice.

Duplica	nteScoring © from GolfCruncher LLC
Menu	Close
	to the number of members in your group. e for your Group Size:
O Small Club (up to 50)\$75.00/year	Medium Club (up to 100)\$100.00/year
O Large Club (over 100)\$125.00/year
elect your Payment Type:	
Pay through PayPal:	
PayPal Buy Now	
VISA AMEX DECENT	
Pay by Invoice	

To create an invoice, select your group size, fill in the blanks and then click on the *Create Invoice* button.



Admin



Group Administrators have access to **Group Setup** and therefore may appoint or change other Administrators and Directors and also have all of the permissions of a Director.

Directors may create and manage *Events*, including scoring. Both may add and edit Member Information records.

Last Email



Shown above is a sample of an email that could have been sent to all members.

Mobile App



If your group is using the mobile app for real-time scoring, this tab gives you options.

Use Password for Faults is only used by a director if a hand has been misplayed and the director needs to give specific points to each pair. If you don't want this to be an option, leave this box unchecked.

Allow Player to Enter Pairings/Player should be used if the director wants each table to enter the pairings themselves. If this is unchecked, the director must enter all pairings before the game using either the web app or mobile app. If the box is unchecked, only the director will be able to enter pairings.

Use Timer allows the mobile to display a timer for each table showing the time remaining for the board and the round. A time per board determines the time remaining.

Play Video will show a short demo video of how scoring on the app works.

Read Manual is a detailed manual showing all the functions of the mobile app. **ACBL**



If your group is going to be sanctioned by the ACBL, check the *ACBL Sanctioned* checkbox and fill in the *ACBL Club* # box. If you are not going to be sanctioned, leave this box unchecked and all of the ACBL data will not be shown on various screens, unless overridden on the Event screen.

If the *ACBL Sanctioned* checkbox is not checked, there will be another checkbox for *Use Manual Handicap* that will appear. Checking this box will allow the *Initial Handicap* on the *Additional Options* tab of the *Member Info* screen to be used for Handicap games. Any changes must be recorded here manually.

Sections are for large groups that have multiple games played on the same day. Click **Use**

Sections if you're planning on playing multiple events on the same day.

Click **Can Combine Sections** if you wish to have all groups played on the same day's sections scored all together as one event. This is not used often.

Click *Rank Combined by Sections* to show overall rankings of players when using combined sections.

Administrators and Directors

Group Administrators have access to Group Setup and therefore may appoint or change other Administrators and Directors and also have all of the permissions of a Director. Directors may create and manage Events, including Scoring. Both may add and edit Member Information records.

Last Email



Shown above is a sample of an email that could have been sent to all members.

Member Information

Menu New Cancel Save Change Password Print Directory Close Help Video Member Information				
	Hemi	Tom Abbo		
Member Name	Member Informa	tion	Additional	Options
Abbott, Tom	THE PARTY OF THE P			
Boyd, Jack	First Name:	lom		
Burch, Susan	Last Name:	Abbott		
Burns, Jim	Regular Partner:	Burch, Susan	*	
Coles, Greg	Home Phone: (828) 774-4557		Cell Phone: ()
Curry, Billie	EMail: t	om@aol.com		Always Receive Email
Davia, Jim	Address 1:			
Elliott, Jerry	Address2:			
Evans, Jan	City:			
Friedamn-Smith, Happy	State:	North Carolina	*	Postal Code: 28136
Members in Group: 33 Show Inactive:	Country:	United States	•	Inactive Date: Select date

The *Member Information* section allows you to add, edit and delete records for members. The grid on the left contains all active members and can show inactive members by checking the *Show Inactive* checkbox under the grid.

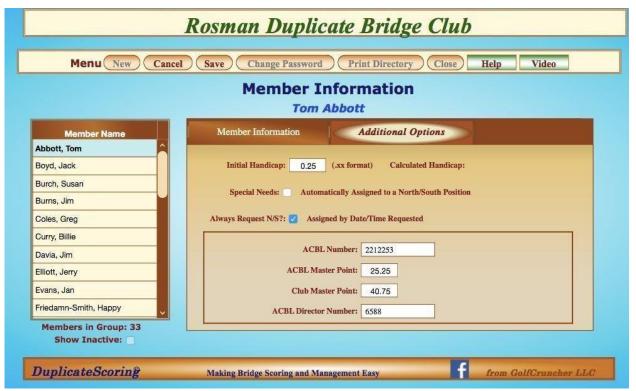
The only fields that are required are *First Name*, *Last Name*, and *Email*. The email address is also the member's *User Name* which is used for *Login*. This way each member has a unique *User Name* ID and, when used with a *Password*, gives a unique combination allowing for security in the system. If a member of this group is also a member of another group (which requires another license) the same User Name (email) may be used, but it will require a different password. This will be discussed in detail in the Signup section.

The rest of the fields in this form are standard with the exception of the *Regular Partner* field which designates another member to be auto-completed when signed up for an event. If the Regular Partner is not the partner for a particular event, simply choose another member in the dropdown or go to *Team Builder* and add a *Guest*.

Use the "*Always Receive Email*" box if the member wishes to receive emails for the group even when not playing. Many people like to see the results of every game.

Members are never actually deleted from a group. This ensures that you can reactivate them if you want to and that old games still have the member information. If you wish a member to not show up in the drop-down menus, simply add any past date into the *Inactive Date* field. To reactivate a member, blank out the inactive date.

Additional Options



An *Initial Handicap* may be entered if a player has an established handicap. A regular handicap will be generated by the system after three (3) recorded games using the guidelines provided by the ACBL in its handicap pamphlet. The handicap will be updated after each game for the next game and is based on the percentages of possible points earned over the most current three (3) games. The format is a decimal and two (2) places.

The *Handicap* may be viewed here, the *Handicap Report* and the *Member Directory*. *Special Needs* designation for N/S seating may be entered only by a Group Administrator. Other requests are filled by Directors, normally using Date/Time data.

If the group is ACBL sanctioned, the large box at the bottom will be visible and you may enter the *ACBL Numbers* for Members and Directors.

Game Movements

The Movements in this program are divide into 3 sections; *Individual, Howell,* and *Mitchell* (3 types of Mitchell). These Movements are basic and are not meant to include the many exotic movements available, but are sufficient to manage small to medium clubs. Make sure that the *Table Signs* that you use are *Identical* to the ones provided with this program. You may compare them at the *Email/Printouts* page later.

Individual Movements

The available *Individual Movements* are shown below:

Tables	Rounds	ds Boards	
2	7	14	
2	7	21	
2	7	28	
3	11	22	
3	11	33	
4	15	30	



Shown above is a typical *Individual Movement* (this one is 2 Tables, 7 Rounds, and 21 Boards). These Movement data tables are used to print Travelers, a Traveler Report and also used to create the *ScoreBoard* (2) screen for inputting scores.

You may print a copy of each Movement using the **Print Movement** button in the Menu.

Many Individual Movements involve sharing Boards with other Tables during each or several Rounds. To assist the Director, go to *Game Descriptions* and use the *Print Report* button to print instructions for the Director explaining the initial setup of Boards and the shuffle pattern.

All Movements may be sorted by Table, Round or Board Number and may be found helpful if problems arose using manual Travelers.

Howell Movements

The Howell Movement produces one winner. The available *Howell Movements* are shown below:

Tables	Rounds	Boards	Signs
2	6	18	ACBL
2	6	24	ACBL
3	3	15	ACBL
3	5	20	ACBL
3	5	25	ACBL
4	6	18	ACBL
4	6	24	ACBL
4	7	14	DupScor
4	7	21	ACBL
4	7	28	ACBL
5	9	18	ACBL
5	9	27	ACBL
6	11	22	DupScor
6	9	18	ACBL
6	9	27	ACBL
7	11	22	ACBL
7	13	26	DupScor

Note that 3 Movements require DuplicateScoring Table Signs. Durable, colorful ACBL Table Signs are available from BaronBarclay Bridge Supply on their website: baronbarclay.com.



Shown above is a typical *Howell Movement* (this one is 2 Tables, 6 Rounds, and 18 Boards). These Movement data tables are used to print Travelers, a Traveler Report and also used to create the *ScoreBoard* screen for inputting scores.

You may print a copy of each Movement using the *Print Movement* button in the Menu. To assist the Director, go to *Game Descriptions* and use the *Print Report* button to print instructions for the Director explaining the initial setup of Boards and the shuffle pattern or Sit- out, if any.

Mitchell Movements

The Mitchell movement produces a N/S winner and an E/W winner. In the Mitchell Movement, North/South (N/S) sit permanently and East/West (E/W) move down to the lower number Table after each Round (and from Table 1 to the highest Table). This pattern works well for an odd arrangement of Tables but with an even number of Tables, causes E/W teams to encounter Boards that they have already played.

Odd Number of Tables

Tables	Rounds	Boards	
5	5	15	
5	5	20	
5	5	25	
5	5	30	
7	7	14	
7	7 21	21	
7	7	28	
9	9	18	
9	9	27	
11	11	22	

Even Number of Tables

Tables	Rounds	Boards
6	6	18
6	6	24
6	6	30
8	8	16
8	8	24
8	8	32
10	10	20
10	10	30
12	12	24

The "Even" Movements are available under with either the "Skip" or "Bye Stand" methods for solving the problem of E/W meeting with previously played Boards.



The *Skip Method* requires E/W teams to skip a Table after the half point of the Rounds (such as Skip after Round 4 if 8 Tables are used, after 5 if 10 Tables). The *Bye Stand Method* uses a chair or table between the mid-point Tables (such as between 4 & 5 if 8 Tables are used, between 5 & 6 if 10 Tables) and Boards are placed there from the lower table and retrieved from there by the higher Table after staying there for one Round.

Go to *Game Descriptions* and use the *Print Report* button to print instructions for the Director.

Game Descriptions



Use the dropdowns to select a *Movement Type* and *Movement Name*.

The **Game Name** will match the Movement Name.

The *Description* box shows a short explanation for the movement and the *Director Instructions* gives extra information on facilitating movements.

You may print all of the Game Descriptions by selecting a Game Type and clicking on the Print Report button.

Event Section

Events

Set Event

Menu New (Game Descriptions Reset Movement Close Help Video 7/28/2019
Navigation Bar		
	Event Date	Event Options ACBL
Set Event	9/29/2019	Event Date: 7/28/2019
Team Builder	7/31/2019 A	
	7/31/2019 B	Sign Up Deadline: 0 Hours before Event Sanctioned Game
Email/Printouts	7/31/2019 C	Movement Type: Howell
Input Scores	7/30/2019	Movement: Howell - 3 Tables, 5 Rounds, 25 Boards
C P	7/28/2019	Event Director:
Game Reports	6/11/2019	Game Detail: Restrict Mobile App
,	5/28/2019	Section: Change Movement
	4/18/2019 A	Input Score Manual Mode? Combine Events
	4/1/2019 B	Input Score Manual Mode? (Normally not checked. See Help button above before using.)

This is the heart of managing an Event. Note the Navigation Bar and the highlighted button for "Set Event". This screen shows a column for Dates and this shows all of the scheduled Events plus those that have been played in the past few months. To create a new Event, select New from the Menu and then select a Date, Time, Deadline, Movement Type and Movement. Optional additions are to add an Event Director in charge of this event. You can also type something into Game Detail if you want it to show up as headings on the printed reports. Section will be used if you want to differentiate between multiple events on the same day. When completed, select "Save". To change any item after that point, select Edit, make your changes and select Save

A complete Event consists of the data on this screen plus the Team information from Team Builder. If the Event changes (Movement Type or number of tables) after Teams have been assigned, Teams will be automatically renumbered. You must review and agree with these changes to ensure that your requirements are still intact.

If you are scoring the boards after the game, do NOT use Input Score Manual Mode.

This will let you take advantage of the automatic features that allow for "advance to the next line" and show the "Next Board" button. Only use **Input Score Manual Mode** when you want to disable these features.

If you have several people with devices (Ipad, Kindle, laptop etc.) and want to score after each time a board is played, you may use the **Input Score Manual Mode**. By disabling the auto advance and Next Board button, you require the user to select each line of a board and each board desired. This decreases the chance of "accidentally" opening a completed line prior to playing the board. This mode is seldom used now that the mobile app is available.

Change Movement

This option allows the director to swap E/W and N/S positions. This is almost never used.



When selecting the **Change Movement** button from the menu, the above pop-up will appear and warn you that using this function will delete previously input scores and set the movement to include the changes made when moving "Sitout" positions. All scores may now be input. **Combine Events**

If in Group Setup, you selected "Combine Sections", then you will use this tab to combine multiple events into one game.



Restrict Mobile App

If this box is checked, it will prevent any non-administrator from using the mobile appuntil the administrator unchecks the box and allows input. This checkbox option is also available on the mobile app.

Options Tab



The box for **Group Expense** is to record any charges to be paid from the proceeds of the game and this amount is deducted from the 'pot' before calculating the amount to be paid out.

The box for **Fee to Play** is used to enter the amount that players must pay in order to play.

Places to Pay, Percentages and Handicap % all pertain to defining the method for payouts.

Checking the **Input Opening Lead** box allows (or forces) you to enter the opening lead on each hand as recorded. New reports and travelers are available to handle the new requirements.

When **Mobile App Enter Position** is checked, then players can enter the pairings for each table. Otherwise, the administrators are the only ones who can do this.

ACBL



If you checked the **ACBL Sanctioned** box on the **Group Setup** tab **ACBL**, the ACBL Tab is now visible.

Even though the Group may be sanctioned by the ACBL, you have the option to play non-sanctioned games by not checking the Sanctioned Game box. If the game is sanctioned, select a Director for the game and the appropriate Master Point Chart to award the correct points based on the composition of the players.

Choose **Create ACBL File** to generate an official file for the ACBL <u>after the game has</u> <u>been played.</u> This file is used to record master points and to send financial information to the ACBL organization.

Team Builder

	Rosman Duplicate Bridge Club					
	Menu Edit Cancel Swap Teams Team List Standby Member Info Close Help					
	7/28/2019					
			Team - 1			
Team	Player Names	Penalty				
1	Alan Johnson / Susan Burch	0	Player 1 Player 2			
2	Happy Friedamn-Smith / Sam Green	0	Johnson, Alan 💠 Burch, Susan 💠			
3	Randy Fuller / Ozzie Nelson	0	or Guest 1 or Guest 2			
4	Jim Burns / Katie Proctor	0	First Name: First Name:			
5	John Smith / Joan Smith	0	Last Name: Last Name:			
6	Sit Out / Sit Out	0	Handicap: 0.00 Handicap: 0.00			
			ACBL #: ACBL #:			
			Penalty Points: 0.00			
Dupi	licateScoring Makir	ng Bridge Scoring a	nd Management Easy from GolfCruncher LLC			

The *Team Builder* screen is used for Mitchell and Howell Movements as they both use twoplayer teams. Individual games will use a different screen called *Manage Player* discussed later

The grid on the left shows the team member and a Penalty Column. If the Director should issue a penalty, for any reason, enter the amount of the penalty in the *Penalty Points* input box on the right side by selecting *Edit*, enter the Penalty Points and select *Save*. To build a team, select *New* from the Menu, select Player 1 and Player 2 (Player 2 will be automatically entered if a *Default Partner* was set up for a player and may be over-ridden by simply typing in the box). Add *Guests* by entering the Names, *Handicap* and *ACBL#. Save* when done.

In addition, if the only change is a swap in team numbers, use the **Swap Teams** screen. If the *Group Administrator* has checked the *Allow Sign Up* and *Create Standby List* boxes on the Group Setup screen, a *Standby* button will appear on the Menu at the top, which you may use to take you to the screen shown below.



It looks and feels like the Builder Team screen.

You may use the **Swap Teams** button to take you to the screen shown below.



Select *Edit*, swap teams and select "*Save*" when finished.

Individual Builder



The grid on the left shows the team member and a Penalty Column. If the Director should issue a penalty, for any reason, enter the amount of the penalty in the *Penalty Points* input box on the right side by selecting *Edit*, enter the Penalty Points and select *Save*. To build a list, select *New* from the Menu, select Number 1, and select a Player Name from the dropdown. Add <u>Guests</u> by entering the Names and ACBL#. Repeat until all players are entered. *Save* when done.

Email/Printouts



New Travelers and Table Signs may be printed from the Menu.

The editor in the center can be used to compose any type of email message that you wish to have added to the basic text which will have the date, time and teams by table.

Send yourself a **Test Email** to ensure that your message displays properly. When satisfied, select **Send Email to Players in Event.**

Input Scores



Or



At last...finally on the screen that actually records the scores for the game. In the top left corner, you will find the Event Date and the current Board Number. Directly below that is a grid that shows all of the Boards; simply select a number to bring up that Board. The check box means that the Board is complete. The small counter below the grid shows

the number of Boards that are not completed. The Navigation Bar lets you move back to the **Set Event** screen, go to **Game Reports** or bring up this **Help** screen in a .pdf form.

The two screens only differ by the format; Columns versus Rows. The screen you use is a personal choice. Switch formats by clicking on the **Format** button.

The large grid at the top is the image of the Traveler for a Board. Using the buttons below the grid, input the data for Bid, Suit, By, Tricks Taken, and, if, whether Doubled or Redoubled. Note that the Tricks Taken number reflects the total tricks taken (the number in parenthesis is the number Bid). You must select a value for at least the first four items to record the line. If the board is not bid, enter "Pass Out" on the line to show that it was attempted.

Corrections are made by highlighting the line and entering the correct information. Click on **Next Line** to see the effect of the change.

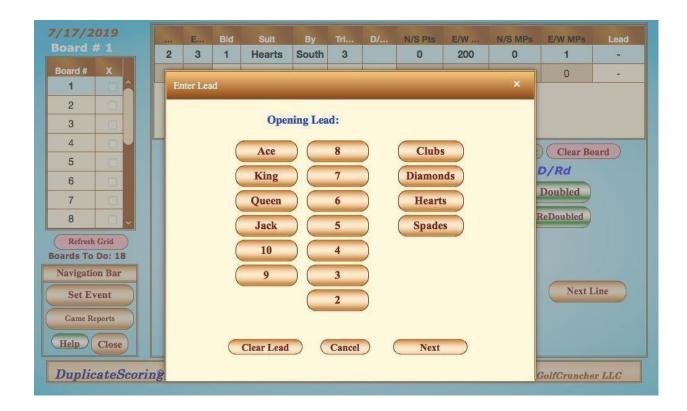
Boards are not considered complete until all lines have been entered. If a line was not played, highlight the line and click on "Skip". When all lines are completed, a check mark will show next to the Board Number in the left-side grid and the Match Points will be calculated.

Use the Next Line button to move to the next line of the Traveler and use the **Next Board** button to save the Board and advance to the next Board.

There is a warning message when you go to Game Reports and have any Boards that have not earned their check marks. This will not prevent you from running reports or emails, but it tells you that the game results may be incorrect. You should review any Boards without check marks and correct (complete) the problem before printing or emailing.

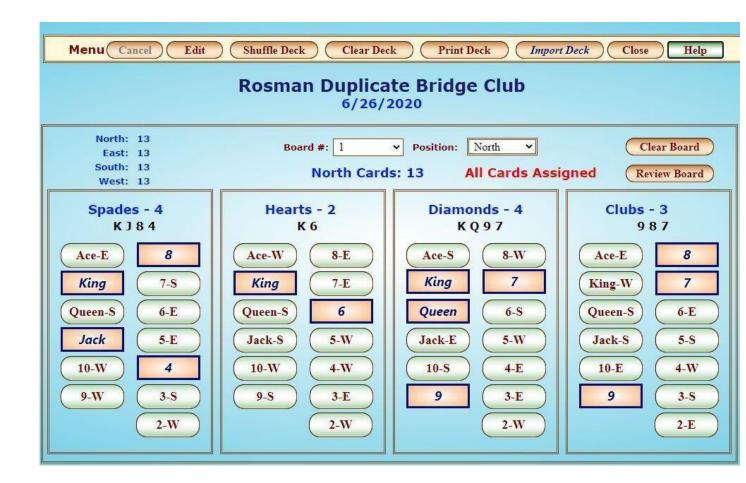
When all boards are completed, you may use the **Game Reports** button to move to **Game Reports** and view the results.

Input Lead Option



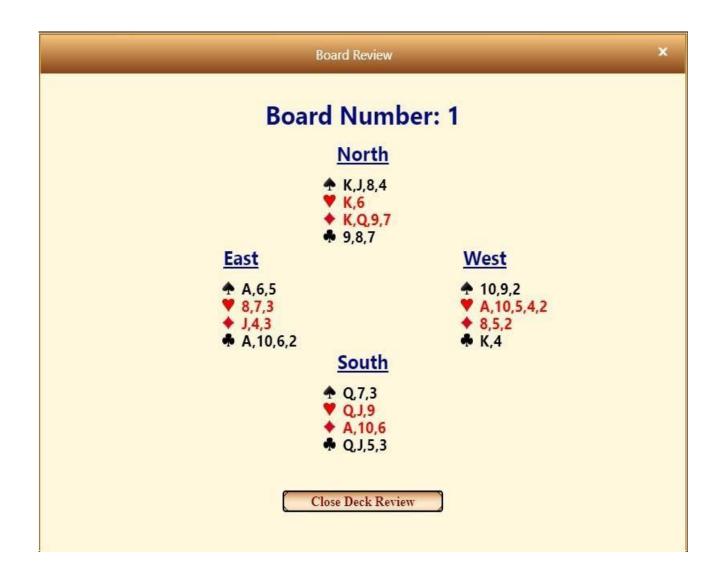
This popup starts each line of input for recording scores IF the checkbox for Input Opening Lead on the original Event Setup menu under Options. Clicking the **Next** button releases the screen to the appropriate line for completing the score as usual.

Input Cards



The *Input Cards* screen is used to enter the hand for each board, if desired. Although this can be a tedious process, some groups really like to analyze each bid and hand for future reference. The process is as easy as we could make. With this screen, you simply select the Board # and the Position and click the cards buttons. You only need to input North, East, and South, West will automatically be inserted with the remaining 13 cards. When all 52 cards have been selected, you simply press "Save" and move on to the next board. You can also "Clear the Board" or the entire Deck if you wish to.

The "Review Board" will display all the cards for the board.



If you wish to populate the deck in a random sequence, you can also select "Shuffle Deck" and it will populate the boards with cards. Then you would have to sort each hand accordingly

In addition, if you have an automatic card sorter by a third a party, they usually will create a .pbn file (Portable Bridge Notation). You can simply select "Import Deck", select the file and it will populate the event's hand.