Information for bridge clubs

This document describes how to organize a hybrid bridge session using the new platform "Bridgemate Play". Bridgemate Play is a joint product developed by Bridgemate and Pianola and allows bridge clubs to create a true hybrid game with offline sections and an online section which are played and scored in real-time as one event. Clubs wishing to start hybrid games should first sent an email to info@bridgemate.com to have the club registered as a Bridgemate hybrid game club.

One-time only preparations

Creating a Bridgemate club account

The club must have a Bridgemate club account. If the club does not have a Bridgemate club account yet, create it as follows:

- Go to https://www.bridgemate.com/app/club-login/
- Click on "Create an account"
- Complete all details as accurate as possible and press "Submit". An email will be sent with the Bridgemate club account number.

Complete the Bridgemate club account settings

Go to https://www.bridgemate.com/app/club-login/ and log in with the Bridgemate club account number and password.

- Click on "Club information – General info" and fill in all requested information and click on "Save". Make sure you set the correct time zone!
- Click on "App configuration" and enable "Use Bridgemate app" and click on "Save". Go to the bottom of the screen and write down the 'app verification code'.

Mark a player as Tournament Director (TD)

Go to section "Player registrations" and mark a player as "Manager/TD". Players must register first with the club. See the documentation "Bridgemate Play – Information for players" for more information.
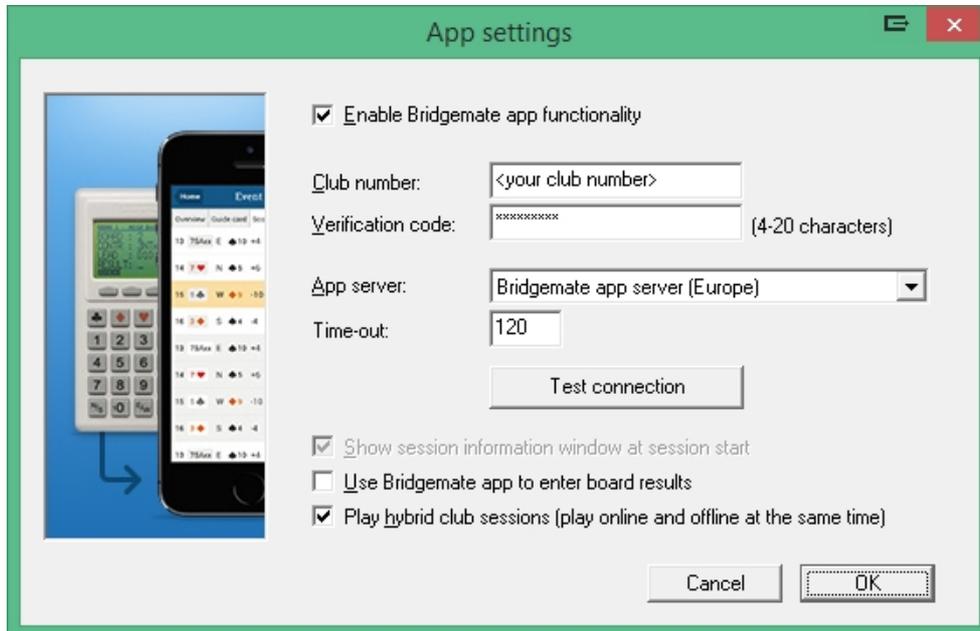
Install Bridgemate Control Software 3.9.5 or later

BCS 3.9.5 or later must be used on the club's scoring computer. This program can be downloaded from:

https://support.bridgemate.com/en/support/solutions/articles/44001826956-download-latest-bridgemate-control-software

Configuration of Bridgemate Control Software (BCS)

Start BCS from the Windows start menu by clicking on the search bar in your Windows and enter "Bridgemate". Bridgemate Control Software will appear. Click on the icon to launch the program.

- Go to Tools à Options à App settings.
- Enable checkbox "Enable Bridgemate app functionality", fill in the Bridgemate club number and Verification code and enable checkbox "Play hybrid sessions (play online and offline at the same time)". Your screen should look like this:

- Press "Test connection". You should see the message "The connection to the Bridgemate app server has been successfully established."
- Press "OK" to close the window and store your Bridgemate club credentials.

Preparations for each hybrid session

Add the hybrid session to the list of online events

Each hybrid session must be created in the club account panel first. This can be done days or weeks before the actual event date. To create a new hybrid session:

- Go to https://www.bridgemate.com/app/club-login/ and log in with the Bridgemate club account number and password.
- Click on "Online events".
- Click on "Create new event".
- Fill in all details of the event:

- "Event type": only "Pairs" is supported for now by the Bridgemate Play platform.
- "Open event": Only "Open events" are supported for now, so you should set this to "Yes".
- "Where": For hybrid events, set this to "Club & online".
- "Pre-register": if players must register for this event upfront, set this to "Yes" and specify from when to when players can register. Only players that have registered can play in this event. Registration is convenient if you want to have an idea how many players will participate in this event.
- "Lobby open": specify how many minutes before game start the lobby will open and players can enter the lobby.
- "TD(s)": You should set only <u>one</u> TD. Multiple TDs will be supported later on.

- Click "Add" to create the online event. It appears in the list of online events:

Date:	30-07-2021 13:00	**Where:**	Club & online	
Name:	Friday afternoon pairs	**Registration start:**	No	
Event type:	Pairs	**Registration end:**	No	
Open event:	Yes	**Lobby open:**	12:30	
TD(s):	Ron Bouwland	**Status:**	Scheduled	

Setting up and starting the hybrid session

Starting the hybrid session requires some activity online at Bridgemate Play as well as offline at the scoring computer. First the online part at Bridgemate Play must be completed, followed by the offline part at the club's scoring computer.

Online at Bridgemate Play

1. Let players come to the online event and create partnerships. See "Bridgemate Play – Information for players" for more information.
2. When all partnerships have been created or it is time to start the event, the TD presses the button "Click here to freeze pairs". Bridgemate Play will report the number of pairs that participate in the online event. Players that have not formed a partnership will not be able to play.

Offline at the club scoring computer

Next, set up the hybrid session in the scoring program:

- Create a new event.
- Add the offline section(s). For example, Section A and B.
- Add the online section, for example section C. Make sure the number of pairs in the online section matches the number of frozen pairs in Bridgemate Play. In case of an odd number of pairs in Bridgemate Play, set the number of pairs in the scoring program one higher to make the number of pairs even, and set one pair to absent (creating a sitout).
- Set both sections to be scored across the field.
- Import hand records for both sections.
- Start Bridgemate from your scoring program.

Bridgemate Control Software is now started. BCS initiates the Bridgemates first and then asks which section is your online section:

Select the online event, set the section that will be played online and specify the duration of the round. When done, press "Close". BCS uploads all data to the Bridgemate Play server and starts your hybrid session. All data will be exchanged and synchronized between the online section and offline sections.

Credits required to process online scores

To process the online scores by BCS on your offline club computer, credits are required. When you start the hybrid session, BCS displays how many credits are required and how many credits you have left. The amount of credits required is based on the number of board results following the movement specified for the online section. Credits are only required for board results coming from the online section. To purchase credits, please contact your Bridgemate distributor. Online purchase of credits will be possible shortly.