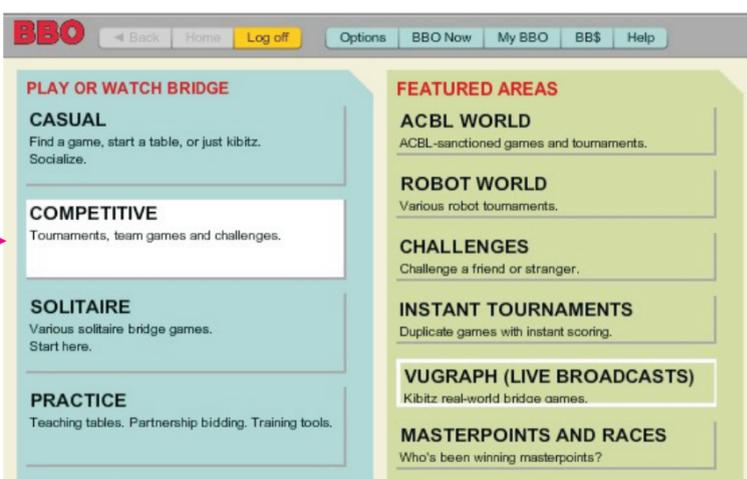


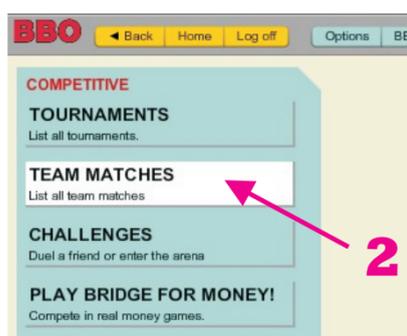
Team Captains are responsible for getting their teams into IAC at a team table 10 minutes before the start. If both teams are ready to go, they can start early. The reason for the teams to be in the club early is so if a team is having a problem finding a sub we have time to help and still start on time. Subs are the team captain's responsibility, but we will help if needed (see below how to add a co-TD).

How to create Team Match using the Web Client (any browser)

When you are logged in <http://www.bridgebase.com/client/> and on its home page, you should select "Competitive" from the buttons on left side of your screen. {1}



Clicking on it, this will put up another small menu one of the options:



In here click on **TEAM MATCHES** {2}

That opens yet another screen, as shown here.

It does not matter if "Pending" or "Running" horizontal tab is selected, nor if you see it empty or with some teams listed.

You need to click at the bottom of the box where it says "Create Team Match". {3}



The following window is displayed:

Please do following

- A) In **Identification** section:
A1) in Title box type *IAC Teams*
A2) in boxes for Team 1 and Team 2 type names of both teams
- B) In **Format Scoring** section
B1) Choose IMPs
B2) set Number of Boards to 12
- C) In **Options** Section
Unselect **ALL** check-boxes except **Allow Kibitzers**
- D) In **Deal source**
"Use random deals" should be selected
- E) And finally in **Reserve Seats** section
Type in (correctly spelled!!) names of all players of both teams.

It should look as:

Now just hit **Create Team Match**. {4}

And **Yes** when you get confirmation box.

It is extremely important that all Team Directors add a co-TD, which name you'll be given prior to start. That will allow IAC to solve eventual problems at the tables, add subs or make substitutions if some player gets stuck. It will also allow the captain setting the match to play with same concentration as all other players, without being bothered by TD calls, as they will be taken care of by a co-TD.

This is how you add a TD:

When a Team Match is created, at the very **right** of your screen a new **vertical tab** will appear, labeled **Director**. Click on it {5} and you will see following:



Next click on **Action** drop box {6}

6



and select **Edit Team Match** {7}

That opens yet another box as shown here:

In box left of **ADD** button, type in name of co-TD you were given (*bbo_iac* for example) - {8} and then click on **ADD** {9}

bbo_iac is now added to the list of TDs. Click on **Modify** {10} and enjoy your game !!!

Please remember that although we hope that all members will play to the best of their ability, these are to be as friendly as they are competitive. No discussing of hands or teaching during the matches please, reviews in the club afterwards are encouraged.