Compass Scoring System

* Use the Contents tab to view the table of contents
* Use the Search tab to find information on specific topics
* The Index tab is not used in this Help system

Conventions:

Highlighted text usually refers to a screen button
Italicized Red text usually refers to a top bar menu item

Compass Update Release Notes

V2020.8.2

1. All clubs are now using the Access mdb database, thus all code related to the old database format has been removed.
2. **Compa$$** tweaks.
3. **CompassMail**: Fix to prevent duplicate mails

V2020.6.28

1. **Club Info Set Set**: All settings for ***Subscription*** related items have been removed to **Club Database ... Subs Settings** tab.
2. **Subscription Invoices**:   These invoices can now be emailed to members.
3. **Compa$$** added to Compass.

    The Compass Scoring System now has a module – Compa$$ - that enables clubs to go virtually cashless. Every member has a Compa$$ account which records their ins and outs. The outs are primarily table money payments and the ins are primarily account top-ups by online banking. Clubs subscription payments are also handled   Compa$$ has flexibility to handle table money that varies by member type (eg youth members and the over 100s pay a lesser amount), the payment of playing or non-playing directors, the payment for session winners and/or ladder winners. The daily scoring process automatically records the table money, director and prize money transactions.   The member's account tops up are imported into Compa$$ by way of a CSV file exported from the club's bank.   Members that do not use internet banking use cash for periodic top ups of their account   Visitors to the club are a special category that is also handled. Compa$$ system supplies a comprehensive set of predefined Excel reports and data dumps for users to do their own analysis. This includes a full transactions list which is effectively the club's financial ledger. Two clubs have now gone live 2-3 other clubs intend to go live in the near future.

V2020.5.6

1. **Dropbox Backup**: Fix a bug
2. **CompassMail**:
     - Contacts can be imported from Outlook or Gmail
     - Contacts can be assigned to Groups

V2020.5.1

1. **Movements:** 9 table Interwoven Howell added.
2. **Masterpoints**: Add an option to the Display Results screen to cancel the masterpoints for that session.   This process will also cancel any masterpoints already sent to NZB.
3. **Non Members Database**: This has been revamped for those using the new MS Access club database.
4. **Bridgemate Log Files**: Add all log files to the Dropbox, and automatically archives the BMProLog file when greater than 10,000 KB.
5. **Ship Results**:   The new Ship Results process can be installed from the **SR Stuff** menu item
6. **Swiss Teams Events**: Maximum boards per match increased to 24 boards.
7. **Swiss Teams Events**: Movement for 5 table round robin added.
8. **Hello Club**
   - Postings can now be none from any computer (previously this was restricted to the club's primary computer).
   - Correcting POSTs tab added
   - Transaction Log added
9. **CompassMate Screen**: Add a menu item to display one hand record from the session.
10. **Menu Items**: Many screens have an Edit Options menu item.   In recognition that many "items" are not specifically "edit", the menu title is now changed to simply **Options**.
11. **Club Dropbox Copy**:   This functionality allows files that are corrected on a home PC to be copied to the club's main scoring PC. Details can be found in [CompassHELP](#).
12. **"Other" Strip Menu item**: This now opens a new menu for selection of the required option.
13. **Roles Management**:   This new functionality adjusts the strip menu items depending on the selected user role.
14. **Bulk EMail**: CompassMail has been enhanced. Details can be [found here](#).
15. **Group Management**: Group management has been added, primarily to support the new functionality in **Bulk EMail.**
16. **Redundant Compass functionality** has been removed from Compass:
    - Backup and restore to a USB Stick
    - File Administration
17. **CompassMail**:   Emails can now be sent using the club's xtra.co.nz account.

V2020.1.18

1. **Swiss Teams and Swiss Pairs** events are now included in **XClub calculations**.
2. Other minor items
    - Travelers can be printed from the CompassMate and Scoring Results screens.
    - Bug fixed in Swiss Pairs events where the R1 results might show as 0-0 draws.
    - Manually entered handicaps are now "remembered" for a few weeks, thus the scorer does not need to keep re-entering them.
    - Tweaks to Hello Club parameters

V2019.9.3

1. **XG Handicaps:** XG (XClub Grade) Handicaps can now be applied to all sessions, including Swiss Teams events.
2. **Club Database**: There is now an option to use an MS Access database - this make the database more robust and give better reporting options.   Contact Bob when to want to make the switch.
3. **Club Database**: Member email address can now be exported, ready for importing as contacts in any GMail account.
4. Tweaks to NZB Masterpoints, Hello Club, Swiss Pairs datum.

V2019.06.10

1. **Task Management:** This allows clubs to set up automatic notifications for common bridge club administration tasks.   Example of these tasks are Bar license renewal, Electrical compliance checks, Smoke alarm battery changes, End of year return of trophies etc.   More details can be found in the **CompassHelp** document.
2. **ICE (in case of emergency) aka ECI (emergency contact information) Information**; Add a button to the main strip menu, and a menu item to the CompassMate screen to made this information easily accessible.
3. **Name Display for Visitors**: Denote visitors by appending (**) to their name. The is enabled by the **Display visitors with asterisks (**)** parameter in **Club Info Set Up ...Club Options (1)**.
4. **Movements**: The Appendix Rover for 9 tables has been added.   24 boards are played in this "2 winner" movement.
5. **Swiss Teams**: Expand the maximum number or rounds from 20 to 30.
6. **Session Set Up**: Fix a bug when the "extra boards" process may have been used.
7. **Personal Score Sheets**: Fix a bug when printing single PSS's for duplicate events.
8. **Compass Notifications**: Change the display to HTML format, add Quick Access buttons and put a time limit(number of days) that any new notification will display.
9. **XG Rating system**: Implement this for XClub events.
10. **Email of Tournament Results**: A nicely formatted "HTML" file is now attached to the email.

V2019.1.15 (Refreshed 22 Jan)

1. **Names Entry:** Fix a bug when searcing for names that include an apostrophe.

V2019.1.15

1. **BridgePal Electronic Scoring System**:   Compass fully supports this   BridgePal is a FREE electronic scoring system that uses Android devices as the table top units.   More details on this system can be found [here](#).
2. **Master Points**: Tweak the calculation for teams events that use the McManus triangle.
3. **Distributed Tournaments**: Compass now supports Distributed Tournaments. In these, sections are played in different physical location. More details can be found [here](#).
4. **Create Deals**: The [Create Deals Process](#) now allows saving if the files to a chosen folder

V2018.12.3

1. **Bug fix** - fix a bug that caused Compass to crash on startup.

2. **Tournament Master Points** - fix an glitch when "piggy-back" is being used.
3. **Swiss Pairs C* event** - Compass now supports "C8" events, that is, multigrade events where **4** different grade groups compete. Also added is a "synchronized draw" when the pairs in all groups play the same opposing team.   In this case, the Swiss draw is based on the OVERALL results after each round.
4. **Analyse Playing Members** - Add the players NZB grade to the report, and also add a summary by grade to the Excel report.

V2018.10.4 Refreshed (15 October 2018)

V2018.10.4 has been refreshed with the following items

1. **Master Points** - For 8B tournaments, if the top placed II & JJ pairs are eligible for a bonus B Points an email is automatically sent to NZ Bridge with the required information.
2. The email of session results now includes a link to the X-Club result.
3. **Singles Competitions** - fix the calculations when min/max handicaps are set in ClubInfoSetUp.
4. **Analysis of Attendance Report** - fix to include the "_X" session.

V2018.10.4

Users can preview the changes by installing the BETA files from Dropbox

1. **Stratified Events**- stratified results can now be calculated for **Duplicate Pairs events** and **Swiss Teams events** and **Swiss Pairs events**.   For details, [start here](#).
2. **BOS Events Folders** - Automatically delete folders greater that 270 days old.
3. **C8 Events** - Functionality added for C8s multi grade Swiss Pairs events where **4 grade groups** compete.   This is an extension to the existing C6 events which has three grade groups.
4. **Replay Hands** - The email of results now has a button to replay each hand in [Bridge Scorer Online](#).
5. **Session Number** - Add the ability to change the Session Number of an event. This is done from the ***Change Session Name/Date*** menu item.
6. **Analyze Playing Members** - A new **Attendance** report has been added.   This report the number of times that each members has plyed in each of the weekly sessions. [Details are here](#).
7. **Members Information Email** - This report has been extended to be able to include special body test notes and an attachment to each email. [Details are here](#).
8. **Member Subscriptions**: Fix a few formatting issues.

V2018.9.1

1. **Club Database** - fix a small issue with the **Date Joined** field.
2. **Backup/Copy to Dropbox: -** This now includes hand record files that are saved in the current \Tournament\ sub-folder.
3. **Master Points** - fix a bug that may occasionally prevent the creation of master point file.
4. **NZB Player Name "Correction"** - this functionality was removed in an earlier update. A players *preferred name* (eg *Sandy Beach* vs Alexander Beach) can now be specified in the NZB website. Compass will use the preferred name in results reporting. Brief details are here.

V2018.8.21

1. **Pre Entry Files -** Automatically create an HTML file of the seeded draw (this is in addition to the normal txt file).
2. **Swiss Events** - fix a bug that could switch a Club event to a Tournament event.
3. **Rover Movements** - tweak the cheat sheets
4. **CompassMate screen** - widen screen to show both NS and EW player names.
5. **NZB Database** - switch to use a Microsoft Access type database
6. **Multiple Teams Events** - Add a new scoring method for point-a-board scoring. These options are now
   - Score Difference > 10 = 2 pts,
   - Score Difference > 0 = 2 pts, (this is the new option)
   - Score Difference > 10 = 2 pts, Score Difference between 20 and 190 =3 pts, Score Difference > 200 = 4 pts
7. **NZB Member Numbers** - Reports of NZB member numbers can now be created in Excel.   Details can be found here.
8. **CompassMail -**   Recent emails sent to XTRA.CO.NZ users have failed.   It seems that Spark/Xtra have changed their spam filters and are now rejecting a lot of emails with multiple attachment.   CompassMail is changed so that, if there are multiple HTML attachments, the files are appended into one single file.
9. **CompassMail - Replay Hand** The HTML files that are sent by email now have a Replay Hand button that allows hands to be replayed in **_Bridge Solver Online_**.
10. **Multi Session Details**:   This now records the date that each session is played. Compass will initially populate the dates, but these dates can be changed. This field replaces the old "Session Comment" field.

Session Number	Rounds Per Session	Bds Per	First Board	Total Boards	Session DATE	Hand Record File Name
1	3	9	1	27	30-Jun-18	C:\compassv6\Handrecords\2018\Tournament\100htO.bri
2	3	9	1	27	07-Jul-18	C:\compassv6\Handrecords\2018\Tournament\200htO.bri
3	3	9	1	27	14-Jul-18	C:\compassv6\Handrecords\2018\Tournament\300htO.bri
4	3	9	1	27	14-Jul-18	
5	3	9	1	27	14-Jul-18	
6	3	9	1	27	14-Jul-18	

V2018.4.15

1. **NZB Database Reconciliation -** add an option to Import the most up to date version of the NZB Database. This is useful if you have just made changes on the NZB website and then wish to immediately see those changes within Compass.
2. **Scoring Multi Section Event -** Fix an obscure bug where player names could be corrupted.
3. **BridgeScorer Online (BSOL)** - Add the "Play it Again" option to the Email version of the results. This allows users to play hands in double dummy mode with card by card guidance to discover the lines of play that allow the makeable contracts to be achieved. More detail of BSOL can be found here https://mirgo2.co.uk/bridgesolver/
4. **Bridge-club.org Websites** - Add an XML file for the overall restricted result

V2018.4.8

1. **Tournament Masterpoints -** fix a bug that prevent the creation of master point files for these event.
2. **Swiss Pairs - Multi Grade Events** - fix a bug in the Butler XML
3. **Pre Entry Files**
   - Add an option to create on XML of the entry list
   - Add an option to specify the FORMAT of the event (eg "Play starts 9:30, Lunch provided. 6x14 boards rounds, Swiss Draw.   Prizegiving approx 7pm.")
   - fix the sorting of team names
4. **Best Score Competition** - Add an option to use either the raw score or handicap score, based on the definition in the Club Calendar of Events.
5. **Master Point - Swiss Events**
   - Prevent master point files from being created for events started more that 6 weeks in the past.
   - small tweak of the awards for tied matches
6. **Multiple Teams Events** - When scoring type is IMPs, publish both the IMP result and the VP result.

V2018.3.7

1. **Occasional crash when Compass starts** - fix this issue
2. **Swiss Pairs -** It is now possible to play a different number of boards on any particular session.
3. **Swiss Pairs Pre-Entry File Import** - fix a bug
4. **Add Rover Movement** - these are useful when a late arriving pair needs to be added to the movement.   There is a restriction in that the originally set up movement must have been Mitchell without extra feed-in boards.   [Details can be found here](#).
5. **Tournament Master Points**- For 10A+ events, add a question to ask if the cost of the Master Point award are the responsibility of the Regional Centre.   As this applies to 10A+ events only, other events that are the responsibility of the centre must be handled differently - namely, you must **temporarily** change the CLUB NUMBER in ClubInfoSetUp to the centre number (100, 200, 300, 400, 500, 600, or 700).
6. **Tournament Entries** - An XML of the entry list can now be created. [See examples here](#).

V2018.2.4

1. **XClub Hand Records - Folder Structure**: There are now two options for the hand record folder structure a) **By Day Names** (the existing method) and b) by **Week Number** (new method).   The options are sent in **CISU ... Club Options (3)**.   Most clubs will continue to use the existing day name option.   Where club's processes require frequent manual access to the main hand records folders, the week number structure should make this easier.
2. **XClub Hand Records - File Types**: The downloaded hand record file types can be specified in **CISU ... Club Options (3)**. The options areas follow, and you can select one or more options:
   - PBN files
   - BRI plus TXT files (the txt files contain the makeables information)
   - DLM files

    The actual selections are dependent on the club Electronic Scoring method and dealing machine type. See details in Hand Records Overview.

3. **Club Calendar of Events - Intuitive Dates Mode**: This option is appropriate for social, non affiliated clubs. It also can be used for affiliated clubs that play a day of informal social bridge.   If the *Use Program Intuitive Dates* option is enabled in Club Information Set Up, the **Club Calendar of Event**s does not have to have any entries.   In this mode, **Scoring Assist Mode** will intuitively determine the session details (session title, file name etc) based on the date and session information set up in *Club Information Set Up .. Club Sessions* tab.

4. **Scoring Assist Mode** - When the selected movement is **Mitchell - Even tables numbers**, the option to use the share or skip movement is displayed.   The default option is to SHARE boards.

5. **CompassMail** - HTML type mails can now be send. This means that the email body text can be fully formatted with colours, tables, font types, links and much more. More details are here.
6. **Analysis of Playing Members** - This reports the sessions that club members attend throughout the year. More detail can be found here.
7. **Analysis of Playing Non Members** - This reports the sessions non members (ie visitors) attend throughout the year. More detail can be found here.
8. Tweaks to **Email** lists, **Program** prints, **Scorer Assist Mode** form.

9. **Swiss Pairs Events**
   - The old Names Entry screen has been removed. Now names and substitutions are entered on the "**Substitutions**" screen.
   - The possibility to run multi-grade events - using a single SWP file - has been added. This greatly simplifies the setup and running of this type of event. [More detail can be found here](#).
10. **Best Score Competitions**. The functionality has been improved. This includes Handicap Scores being calculate "on the fly" without the need for having a handicapped result saved in the INP files. [More detail can be found here](#).
11. **Display of Hand Records**
    - Duplicate Events - The traveling score sheets can now display the hand records.
    - Swiss Pairs Events . The traveling score sheets can now display the hand records.   Additionally, all scores for any one particular board can be displayed by clicking the boards number in the Bd# column.
12. **Individual Events** - Scoring Assist Mode has been expanded to handle Individual Events.
13. **Traveling Score Sheets -** for manual scoring of both duplicate and individual events, traveling score sheets can be printed from the Display Results screen. These sheets include the hand records, makeables and player pair numbers for each board.   In addition, the Personal Guide Cards for individual events can also be printed.
14. **Swiss Teams XML Results** - where there is a triangle, the results are post within the main rounds - that is, the R102, R104 rounds.. are no longer used.

V2017.11.12

1. **NZB Database -** fix the bug that caused the visitor's name to not show correctly on the BMs.
2. **Supervised Sessions -** Add the concept of Supervised Sessions. This is usually used in beginner's classes and the final percentage score are modified to eliminate very high and very low score.   For more information search for the [Supervised Scores](#) topic in the CompassHTML Help document.

V2017.10.24

1. **New Master Point Processes**
   - Small correct to Compass calculated "C" point allocations so they match the NZB allocations.
   - When creating MP files for Tournaments, ensure that the Award types are correctly specified.
2. **EMailing of Results** - Add a new setting *Automatically List and Select the 'All Members'* option in Club Info Set Up (Club Options (3)). This option automatically selects the **List All Club Members** option when the **Compass EMail** screen is opened.
3. **Pre-Entry Files, Import from NZB Website Entries** - Pre-entry files can be created from the Tournament Entries on the NZB Website. The process for this is
   - Download the Tournament Entries from the NZB website. Note: the download will usually be saved in the **\Downloads** folder
   - In Compass, Open the Pre-Entry File screen
   - Import the recently downloaded Tournament Entries file.
4. **Compass Administrators** - Improve the response time when Compass start and when the X-Club Admin screen is displayed
5. **Swiss Teams Event**. Expand the options for directors adjustments. The following have been added
   - Where a board is played at one table only, the score at the other table can be set to the room Datum
   - Manual IMPs can be entered for each team on a single board for any match

See more details in the **Swiss Teams - Event Scoring and Draw Calculation** page of the Compass HTMLHelp Document

V2017.9.19

1. **New Master Point Processes** - Fix a few small issues
2. **New Master Point Processes -** Change the **FTP Master Point Processing (2017)** screen so that the UNSENT and SENT files can be viewed together.
3. **Automatic Backup to Dropbox** - Remove the "Do you want ...." question. If the auto backup in enabled in ClubInfoSetUp, the backup will be done when exiting Compass, with no prompts.

V2017.9.5 & V2017.9.7

1. **New Master Point Processes** - Fix an issue where there may be a double up of master point files for sessions played before 4 September.

V2017.8.16

1. **New Master Point Processes** - Fix a problem with emailing the OLD master point files to NZ Bridge.

V2017.8.14

This is major as it includes functionality for the new NZ Bridge Master Point processing which is now expected to go live on 5 September 2017. All clubs must install this update AS SOON AS POSSIBLE after it is available.

V2017.8.2

IMPORTANT NOTE: The new NZ Bridge Master point process is expected to start on 15 August 2017.   This requires a new Compass update which will be available before that date.

1. **Scoring Assist Mode** - Fix the default phantom position and the Directors Guide Notes for the Extended Twist & Bungee movement.
2. **Bridgemate Settings** -
    - When creating a new scoring session,
        - automatically set the special settings to comply with NZB Bridge Regulations re tournaments
        - automatically set the special settings for Swiss Events
        - these automatically set settings are displayed in the **BM Settings** tab
        - automatically default the standard setting from Club Information Set Up
        - these defaulted settings are now not displayed on the CompassMate screen
    - In Club Info Set Up, separate settings for Swiss Events is no longer required.   These will now be automatically set as per the above.
    - Update the HTML Help to explain the automatically set BM parameters

   Important Note for BridgeTab Users: The settings must be set manually at the start of each session. This is a significant change/improvement for your scorers.   Bottom line is that the scorers do not have to manually set the

BM settings for tournaments as it is now done automatically. **Please ensure that you distribute this information to your scorers.**

3. **Names Enter button highlight** - This now highlights when there is errors in club sectional events.
4. **NZB Names** - During the Names Entry processes, the look up list will now include the "Australia" players listed in the NZB database.
5. **XML Output**
    - For multi group events, include the group name in the **Results Summary and Draw** report.
    - For Butler and XImp events, amend the XML so that the rerusults are presented in placings order

V2017.7.2

1. **Swiss Pairs** - Add the ability to increase the number of rounds in an event. Before this change, the maximum number of rounds was set automatically to 12. . Now, when try to create the draw for round 13, you will be asked if you want to increase the number of rounds. The absolute maximum rounds is 16.
2. **Multi Grade Teams** - Butler result, modify the report and XML to identify the group of each pair.
3. **Piggy back events** - Fix a bug where the data in one of the sections could become corrupted. This bug was introduced in V2017.6.20.
4. **Swiss Teams** - Improve the process of adding extra players/ substitutions to each team. (eg do not add an "Unknown" player or do not add a member of another team.

V2017.6.23

1. **Club Database** - Fix bad behaviour when the player's member class is changed.   (This bug was introduced in V2017.6.20).
2. **Swiss Teams** - Fix an issue with the player names in the triangle.
3. **Swiss Teams** - Fix the XML file for the extra set of boards played in the triangle.

V2017.6.20

1. **Name Entry bug** - Fix an error 381 when opeing the **Names** screen.
2. **Player Names - Error Warning -** For Duplicate and Swiss Teams events the **NAMES** buttons will highlight red when there is an error in the player names. The error could be an "Unknown" player, duplicated players or a blank player name.   For Swiss Teams events, the tool tip for the **NAMES** button will report the team numbers that have names errors.
3. **Club Database** Hopefully, once and for all fix the nasty bug where a member could be deleted/duplicated

V2017.6.6

Welcomes the Kaitaia Bridge Club to the Compass family

1. **Swiss Teams -** fix a new introduced bug when uploading the draw for triangles.
2. **New NZB Masterpoint scheme -** more development work in anticipation of a July go-live.
3. **Duplicate Events** run in sections - improve the display of the handicap result.

V2017.4.26

1. **XClub** - Fix the hand record part of the ScorerXML conversion.
2. **XML Files** for Swiss Teams Events - fix the XML file.
3. **Duplicate Scoring** Average Plus scores - fix one of the calculations.
4. **Round Robin Teams** - Fix the upload of the draw to the Bridgemates.

V2017.4.16

Welcomes the Doubtless Bay Bridge Club and the Morrinsville Bridge Club to the Compass family

1. **Tournament Calendar of Events:**   Separate calendars are now available for each year (this is similar to the Club Calendar of Events concept).
2. **Pre-Entry File**:   The import of a pre-entry files can now be from an Excel file or a comma separated text file.
3. **Personal Scores:** Add the **Handicap Weight** factor when updating a players handicap.   Note that the factor must range between 0 and 2 and the calculated handicaps will be multiplied by this factor.
4. **HTML Help** Remove the automatic display of the **Message to Users**.   You can view the Message to Users by clicking the Question Mark icon on the side bar menu.
5. **CompassV6\Textfiles** folder.   Simplify the structure of this folder - now there is one folder only with no sub-folders.   To more easily find a particular file in this folder, sort the folder by date descending.
6. **Directors Notes**.   This button, on the standard set up screen, the SAM screen and the Compass Movements screen, display the set detail details of the selected movement.   In all cases, the **Print** button, will print the Directors Notes.
7. Names Entries: Before the XMLs are created, warn the scorer of errors in the names entry.

Compass Stats

File	File Type	Code Lines	Comment Lines	Total Lines	Procedures ▽
CompassV6	Project	100,746 (85%)	17,707 (14%)	118,453	3,061

Statistics

V2017.3.7

1. **Manual Backup to Dropbox:**   Fix a bug. Again!!!

V2017.3.6

1. **Manual Backup to Dropbox:** Fix a bug.
2. **Swiss Pairs Events:** Add the concept of [Anchor Pairs](). These pairs remain seated at the same table throughout the event.

V2017.3.3

1. **Compass HTML Help**

    - Is now incorporated into most screens.   Also, right click the mouse on any part of the side bar men to display appropriate help topics.
    - the latest help file CompassHTMLHelp.chm is now always automatically copied to your c:\compassv6\ folder. You could now have a Desktop shortcut that points to this file.
    - A "Message to Users" will display the first time that Compass is opened on any one day. If you want to see this message later in day, right click the mouse on the version panel of the side bar menu

2. **Electronic Scoring - When things go wrong**

    - There are now improved processes for handling changes to the set up. These changes mean that BCS (BMPro) or BSC (BOS and Bridgescorer Control) do not have to be stopped before sessions set up is corrected. The process are fully documented in the Electronic Scoring - When things go wronghtml help document for [Bridgemate users](#) and for [BridgeTab users](#).

        - Correcting the Session Set Up
        - Add, Remove or Move the Phantom
        - Change of Movement
        - Scrapping a Session
        - Boards Played out of Sequence
        - Bridgemates - Bridge Control System (BCS) is Inadvertently Closed

3. **Swiss Hand Record**, fix a bug where the hand records may not be displayed correctly on the Bridgemates.
4. **This one was a suggestion from a use**r. Tweak to the results screen when the user can accidentally click the menu *Exit to Main Menu* (now renamed to *Exit to Side-Bar Menu* menu) instead of *Open CompassMate* (now renamed to *Open/Return to CompassMate*)
    - Now, if the Bridge Control is running, the use will be asked if they want to truly *Exit to Side-Bar*.
    - Also, if you do happen to go back to the Side Bar menu (without exiting Compass completely), when using VSR and if the Bridge Control is

running, the current file will automatically open.

5. **Individual Events**
   - When there are "sit out players", those players in round 1 can enter their names on the TTUs
   - Add the calculation of handicapped results

6. **Club Competition Ladders** [Ladders can now be optionally calculated using the XClub results](#).

7. **Club Database**
   - **Hopefully, once and for all fix the nasty bug where a member could be deleted/duplicated**
   - **Introduce the new Club Database form**
     - **To reduce the clutter, the member information is now grouped on separate tabs**
     - **New member flags**
       - **Suppress Emailing of Results Stops the emailing of results**
       - **EMail Results for All Sessions Email ALL results to this player, whether they are playing or not**

V2017.2.1 Welcomes the Diamond Harbour Bridge Club to the Compass family

1. **Club Database**
   - Add a new field Emergency Contact Information.   This is a free format text field of 160 characters
   - The existing Notes field (60 characters) can be used for general notes for each member
2. **Club Database Maintaining Accurate Records** Add an option to send each member an email that has the members information that is recorded in the club database (name, address, phone, email etc).   This option is selected from the menu item EMail Options
   - Members can send any corrections to their details by return mail.
   - There is an option to just print the player details without sending the email.
3. **Dropbox File Transfer** – Add an option to do a FULL backup of all important Compass file to Dropbox. This process copies the files to a specific folder on the "Club XXX" Dropbox folder, where XXX is the name of your club.   This backup is not a substitute for a comprehensive backup regime that should be used for your PC.
4. **Dealer Assist**
   - the DATE column is now sortable.
   - **The hand records from the NZB Lessons can be retrieved.**
5. **Duplicate results print** small change to ensure that the CPts column prints correctly
6. **Swiss Events** – Multi Session Details.   The hand records now specify the full path of the hand record file.
7. **Individual Movements** – add options for 9,10,13,14 players and allow for a phantom when there is one player short of a full table movement.

V2017.1.1

1. **Club Calendar of Events** (COE)
   - Add the ability to specify the file name of the "Next Years" COE in Club Info Set Up
   - In COE screen, you can now switch between This Years and Next Years calendar.
   - Please refer to the relevant pages in CompassHTMLHelp for more additional details
2. **"Individual" Events**
   - Add additional movements.   Movements are now available for 2,3,4,5,6,7,8,9,11,13 tables
   - Create Personal Guide Card for each player in this event
   - Create an HTML report for these events
   - Please refer to the relevant pages in CompassHTMLHelp for more additional details
3. **Backup to Dropbox** – Check that the PC requesting the BU is a valid computer.   A reminder that a club can specify up to 3 PCs to be valid to do BUs.   Bob maintains this list, so just ask if you need a PC to be added.

2016 Changes

1. **Club Master Points**.
   - There is now an option to **<u>suppress</u>** the master points for an entire sessions on a particular day (eg Monday Afternoons).   To enable this, tick the **Suppress Master Points** flag in the Club Sessions page of Club Information Set Up.
   - When starting and new scoring session, the **Suppress Master Points** flag can be over-ridden
   - Master point file can be manually created for ANY session, from the *Master Points* menu item on the approprate display results screens.
2. **Club Database**
   - Add a "notes" field for each member. Each note can be up to 60 characters.
   - Add a new free text "Notes" field. This field can accept notes of up to 200 characters.

Compass Scoring System

The Compass Scoring System is a functionally rich application for the scoring and administration of a contract bridge club.

System Features

- Scoring event types: Duplicate Pairs, Swiss Pairs, Swiss Teams, Individuals, Multiple Teams, Knock out Teams, Round Robin Teams, Barometer Pairs
- Scoring methods: Matchpoint, Butler IMPs, Cross IMPs, Point-A-Board
- Support for all electronic scoring systems BridgeMate, BridgeTab, **BridgePal** and BridgePad
- 100's of inbuilt movements
- Many options available for Individual movements, for both full and partial tables
- Table movement guides and personal guide cards printed at the click of a button
- Club membership management including the creation of annual subscription accounts
- Automatic integration of the NZ Bridge player database
- Automatic evaluation of non members attending club sessions
- Email fully integrated
- Automatic ftp of master point files to NZ Bridge
- Reconciliation comparison of the data in the club and NZB databases.
- Email of results to all participating players at the click of a button
- Dropbox fully integrated meaning updates to system data files are instantly available to users
- Direct integration with your hand dealing hardware
- Support for hand record file in BRI, DLM or PBN formats
- Hand generation service available using the Big Deal algorithm
- Hand records for all week-day club sessions available through the XClub service
- Automatic access to the hand records related to the NZB Lessons

- Pre-entry files can be maintained and draws calculated based on players rating points
- XMLs generated for upload to bridge-club.org
- USEBIO XMLs generated for upload to Pianola and Bridgeweb sites
- McManus triangle available for Swiss Teams
- Pair datums calculated for team events
- Automatic evaluation of substitutions in club pairs competitions
- Club handicapping available
- Automatic calculation of "70% Club" and "Slam Club" ladders
- Integrated with Hello Club, which automates the table money process (among other things)
- Program updates (ie the executable) available via Dropbox at the click of a button
- One off purchase cost with no ongoing support or maintenance charges
- Fully documented using Microsoft® HTML Help.   Help is integrated into all Compass screens.
- System is continuously enhanced based on user feedback
- And lots more ...

Author

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Revised: 22 November 2018

Compass Documentation

In addition to this documentation, PDF files and instructional videos can be found in the the **\CompassMate Documentation** folder in Dropbox. Users cannot access this folder directly. A shortcut to this is [Compass Documentation in Dropbox](#)

The shortcut can also be found in the **\Dropbox\CompassMate** folder

Viewing the Documentation directly within Compass

Compass now has built in HTML *Help* files.   This *Help* can be accessed by

- Right clicking the mouse on any box or button on the Side Bar Menu. This displays the related *Help* topics.
- Clicking the Help icon that shows on most Compass screens.

Notes

- When the *Help* window is displayed, resize and reposition it to your preference.   This new layout is then remembered when the *Help* screen is next accessed.
- It is best to hide the left hand Navigation panel.   Just click the icon to hide the navigation panel, then click the to show the navigation panel.
- If the navigation panel is displayed,
    - the *Contents* tab shows the entire Help contents in a tree diagram.
    - the *Search* tab can be used to find specific help topics

Viewing the Documentation in Windows Systems

Users should create a Desktop shortcut to the help file located at **\Dropbox\CompassMate\CompassMate Download Files\CompassHTMLHelp.chm**

Help Viewer

By default, this Help will open in ***Microsoft HTML Help Executable***.

Viewing this Documentation in Apple Systems

1. Install the Dropbox app on the IPad
2. Open the Dropbox app and navigate to the **\Dropbox\CompassMate\CompassMate Download Files** folder
3. Click on the **CompassHTMLHelp.chm.** You will probably get a "No Preview Available"
4. Click the up arrow icon and select **Open In ..**
5. Select the viewer app eg **CHM Sharp** (you must install the viewer app first!!, see below)

Help Viewer

A viewer app must be installed on your device.   A number of apps are available, of the free ones, I find that ***CHM Sharp*** is better than most.

Compass Navigation - Side Bar Menu

The main Compass menu is the **Side Bar Menu** positioned at the left of the screen. All functions are initiated from this menu.
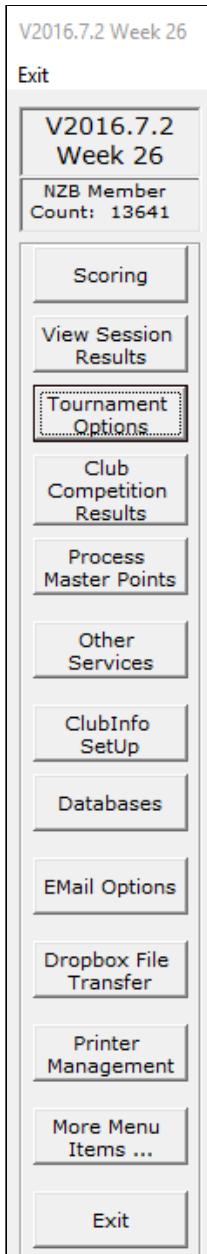
The panels at the top of the menu display

- The current installed version of Compass. The version number is the year, month and day that the versions was released, in this case V2016.7.2 was released 2 July 2016.
- The week number of the today's date.
- The current NZB total members, in this case it is 13641. Double clicking this panel will pop up an analysis of the NZB member count by region.

NZB Affiliated Members				
Region	Current	Year Change	2014	2013
Auckland Northland	3090	-117	3207	3165
Waikato Bays	2115	-50	2165	2182
Central Districts	1955	-100	2055	2204
Wellington	2102	-74	2176	2239
TOTS	780	+17	763	745
Canterbury	1755	-66	1821	1883
Otago Southland	1577	-51	1628	1639
TOTAL	**13409**	**-406**	**13815**	**14057**

2012: 14218
2011: 14129

Exit

Notes

1. When the version number background is coloured magenta, a Compass update is available. This can be installed from the Dropbox folder.
2. Double clicking on the version number will open the current calendar with the ISO week numbers included.
3. The **More Menu Items** item widens to side bar menu to show additional, lesser used, items. Clicking on any large grey space will shrink the width of the side bar menu.

Opening Multiple Compass Sessions (aka Instances)

It is possible to have two (or more) separate instances of Compass running.

- If a scoring session is underway, you may wish to open another Compass do do other non scoring related things
- When scoring multiple events.   This is the [Piggy Back](#) Option

All instances are initiated from the Compass icon on the desktop.   Each of these additional instances starts with the menu showing on the **right side of the Desktop** with a background colour selected by the user.   The choices are light green, light yellow or cyan.

Revised: 11 February 2016

Club Information Set Up

This sets the default parameters for your club, and these set the conditions in which the Compass operates.

Strip Menu Item: Club Info Set Up

This screen has a number of separate tabs.

Club Details Tab
File Locations Tab

Club Gradings Tab
Quick Clicks Tab
General Tab
Handicap Methods Tab
Club Sessions Tab
NZB Handicaps Tab

Bridgemate Options Tabs
Club Options Tabs

Revised: 11 February 2017

Club Details Tab

- The club's NZB ID, name and address info is recorded. If your club is not affiliated to the NZB or is not licensed to use Compass, use the generic club number 999.

- If your club is GST registered, the GST Number is printed Subscription Invoices.
- The Club Logo File is printed on Subscription Invoices.

Other Club Info Set Up tabs

Club Details Tab
File Locations Tab

Club Gradings Tab
Quick Clicks Tab
General Tab
Handicap Methods Tab
Club Sessions Tab
NZB Handicaps Tab

Bridgemate Options Tabs
Club Options Tabs

Revised: 11 February 2017

File Locations Tab
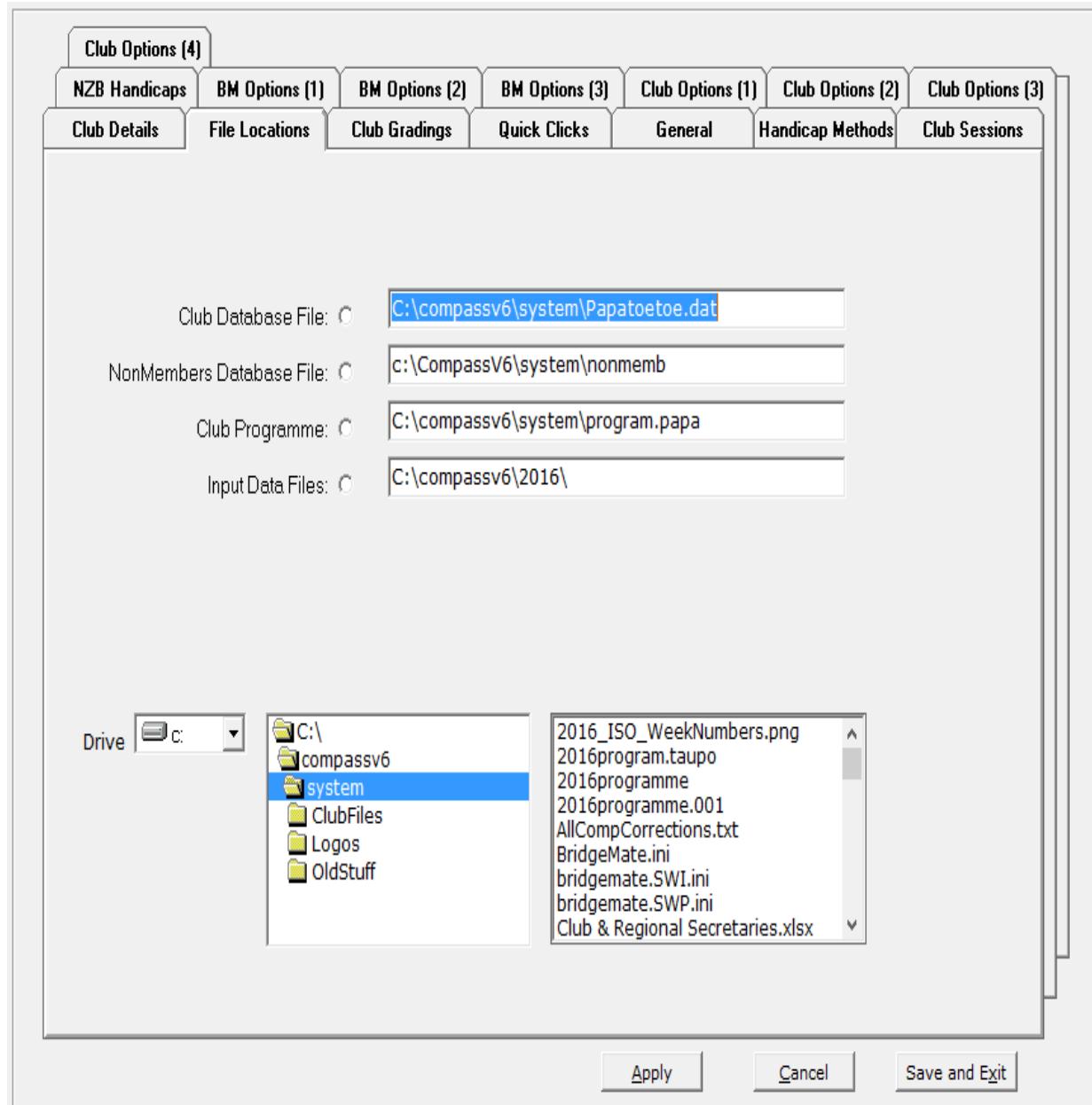
- The file name and location of the Club Database, the Non Members Database and the Club Calendar of Events are recorded
- The Input Data File location is recorded.   This should always be C:\CompassV6\YYYY\ where YYYY is the current year.   This field should be updated at the beginning of each year.

- To change a file (or folder) location, click the radio button next to the appropriate file, then use the lower panel to find and select the appropriate file name.
- The following are the recommended names and locations for the database files

FILE	LOCATION	FILE NAME
Members	C:\compassv6\system	clubname.dat
Non Members	C:\compassv6\system	nonmemb
Club Program	C:\compassv6\system	program.YYYY, where YYYY is the current year

Other Club Info Set Up tabs

Club Details Tab
File Locations Tab

Club Gradings Tab
Quick Clicks Tab
General Tab
Handicap Methods Tab
Club Sessions Tab
NZB Handicaps Tab

Bridgemate Options Tabs
Club Options Tabs

Revised: 11 February 2017

Club Gradings Tab

- If your club is a graded club, enter the **Club Grades** here.
- For clubs with no specific gradings, one entry should be made here, say *All Players*.

- Handicapped pairs and teams competitions can use handicaps based on these grades.   If so, enter the handicap the **Club Grade Handicaps** here.   The handicaps for pairs is a percentage and the handicap for teams events is IMPs.   More information on Handicaps in Compass is available [here](#).

- The criteria for setting handicap based grading can be set.   For each grade, an upper and lower handicap range is entered. Handicap based gradings can be used to calculated **Aggregate Competition** based on a players handicap grade.

If High/Low competitions are played (where a player with a LOW handicap must partner a player with a HIGH handicap) enter the threshold handicap. Player with a handicap less or equal to this threshold handicap are categorized are HIGH handicap players.   The players HIGH/LOW handicap reting can be set on the **Club Database** screen.

Other Club Info Set Up tabs

Club Details Tab
File Locations Tab

Club Gradings Tab
Quick Clicks Tab
General Tab
**Handicap Methods Tab**
Club Sessions Tab
NZB Handicaps Tab

Bridgemate Options Tabs
Club Options Tabs

Revised: 11 February 2017

Quick Clicks Tab
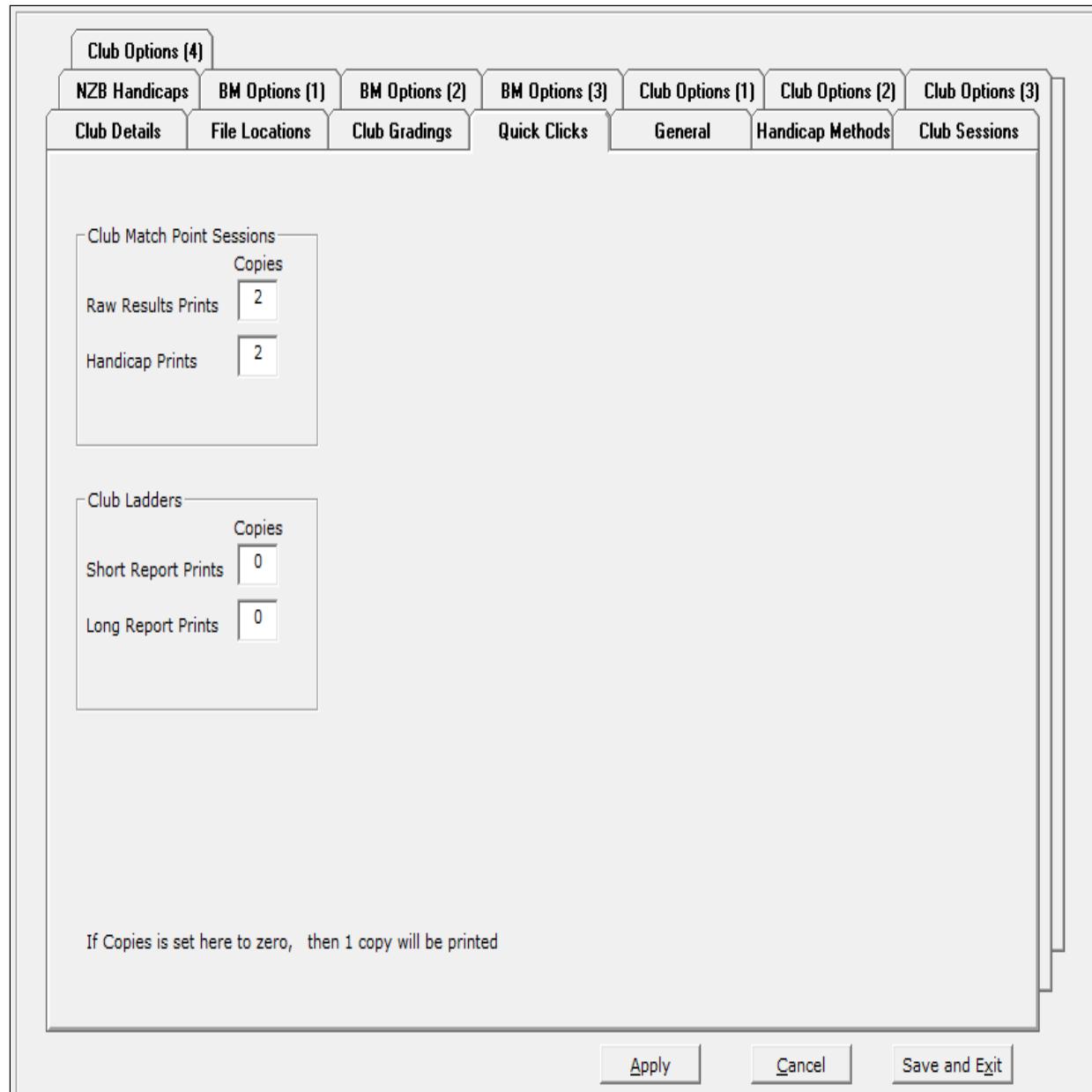
- The Quick Clicks are handy features that appear in the results screen.

- This is an alternative to selecting the print option from the menu. Prins are then generated by one button click.
- You nominate the number of prints when using the **Quick Click** buttons on the results screen.
- If you set copies to zero, then 1 copy will be printed

Other Club Info Set Up tabs

Club Details Tab
File Locations Tab

Club Gradings Tab
Quick Clicks Tab
General Tab
Handicap Methods Tab
Club Sessions Tab
NZB Handicaps Tab

Bridgemate Options Tabs
Club Options Tabs

Revised: 11 February 2017

General Tab

- The **Handicap List Titles** define the names of the handicap lists used for handicapping club sessions.
- The **Section Colours** are the default appropriate colours for the sections in multi-section sessions. They should correspond to the coloured cards available at your club. If you do not use sections, just leave the default options unchanged.

Other Club Info Set Up tabs

Club Details Tab **File Locations Tab**

Club Gradings Tab
Quick Clicks Tab
General Tab
Handicap Methods Tab
Club Sessions Tab
NZB Handicaps Tab

Bridgemate Options Tabs
Club Options Tabs

Revised: 11 February 2017

Handicap Methods Tab

- This record the method your club uses to calculate players handicaps. The standard method is to average a players scores over the nights sessions played (club sessions only) and subtract from a fixed value, usually 50. The result becomes the player's handicap. A club also has the option of applying minimum and maximum handicap limits.

- **A Handicap Weighting** (between 0 and 2) can be applied to the calculated handicap to give the actual **Final Handicap**.

  Final Handicap = Calculated Handicap x Handicap Weighting

- The resultant handicap can be rounded to the nearest whole number (0.0), or rounded to half (0.5) or to the nearest tenth of a point (0.1) or to the nearest hundredth of a point (0.01)

- **Use "Tauranga" Handicap Method**
  - If NOT used, (ie unticked), the handicap calculation is as defined as above
  - If used, (ie ticked), the players best and worst scored are dropped before the average is calculated.   The new handicap is then an average of this average and their existing handicap.
  - Handicap Weighting should not be used with the Tauranga method.

 Applying Handicap to Results

- **Handicap Weightings**
  - **Add** means the players handicap is added together. The weighting in this case is effectively 100%
  - **Average** means the players handicap is added together, then averaged. The weighting in this case is effectively 50%
  - **User Defined Factor** means the players handicap is added togther, then multiplied by this factor. This factor is usually a number between 50 and 100, give or take.
- **Always Calculate Handicap Results of Club Events:** This tctivates the feature to automatically calculate handicaps in all club sessions.   This must be UNTICKED if you are using electronic scoring.   In this case, the handicap result is calculated manually by clicking the *Calculate Handicap* button on the results screen.

- **Minimum Sessions when Updating Handicaps**.   Specifies the minimum sessions a player must attend before the member's database

is updated.

Other Club Info Set Up tabs

Club Details Tab
File Locations Tab

Club Gradings Tab
Quick Clicks Tab
General Tab
Handicap Methods Tab
Club Sessions Tab
NZB Handicaps Tab

Bridgemate Options Tabs
Club Options Tabs

Revised: 5 April 2017

Club Sessions Tab

- This records the input file suffix and session day and time.
- The input file suffix must be a *three or four-letter* code.

- **EVENING** sessions use a suffix that is the 3 letter abbreviation of the day, eg mon or thu
- **DAY** session append a "d" to the 3 letter day abbreviation of the day, eg mond or frid

- Tick the **XClub Club Session** checkbox for sessions that participate in the XClub process.
- The **XClub Session Grade** option is not used at this time.

- Tick the **Suppress Master Points** if master points are <u>**not**</u> to be calculated for an entire session day.   (Note that this is not necessarily a "final" solution as master point can be calculated manually from the results display screen.

- Tick the **Supervised Sessions** option if this session is scored using the **Supervised Sessions** option**s.**

Other Club Info Set Up tabs

Club Details Tab
File Locations Tab

Club Gradings Tab
Quick Clicks Tab
General Tab
Handicap Methods Tab
Club Sessions Tab
NZB Handicaps Tab

Bridgemate Options Tabs
Club Options Tabs

Revised: 11 February 2017

NZB Handicaps Tab

Club Details	File Locations	Club Gradings	Quick Clicks	General	Handicap Methods	Club Sessions

Club Options (4)

NZB Handicaps	BM Options (1)	BM Options (2)	BM Options (3)	Club Options (1)	Club Options (2)	Club Options (3)

NZB Grade Handicaps

NZB Grade	Pairs Events (%)	Teams Events
Junior	12	20
Intermediate	6	10
Open	0	0
Visitor/Not Known	0	0

NZB Rating Handicaps

Rating Range		Pairs Handicap
0	1	10
2	4	8
5	9	6
10	19	4
20	25	2
26	40	
41	60	-2
61	100	-4
101	160	-6
161	240	-8
241	3000	-10

Red highlight indicates the range is not continuous

Apply   Cancel   Save and Exit

NZB Grade Handicaps

- Special handicaps based to a player's NZB grade (Junior, Intermediate, Open), can be applied during the scoring of pairs and teams events.

The NZB grade handicaps for pairs events is a percentage, and for teams events it is IMPs.

NZB Grade Handicaps

- Special handicaps based to a player's NZB rating can be applied during the scoring of pairs events.   Each handicap applies to a range of rating points.

  More information on Compass Handicapping can be found here.

Other Club Info Set Up tabs

Club Details Tab
File Locations Tab

Club Gradings Tab
Quick Clicks Tab
General Tab
Handicap Methods Tab
Club Sessions Tab
NZB Handicaps Tab

Bridgemate Options Tabs
Club Options Tabs

Revised: 11 February 2017

BM Options 1,2,3 Tab

These options control the behaviour of the Bridgemates.

Compass Label	BM Name	Description	Recommended Setting (ticked = true)
Show Results	*ShowResults*	Show previous results of the board just played (true/false)	True
Show Own Results	*ShowOwnResult*	Show your own result in this list of previous results (true/false)	True
Repeat Results	*RepeatResults*	Enable the possibility to repeat the results after all previous results have been shown (true/false)	True
Maximum Results	*MaximumResults*	Maximize the number of shown previous results (0 till 127. 0 means unlimited)	20
Show Percentage	*ShowPercentage*	Show the percentage obtained on the board just played (true/false)	True
Group Sections	*GroupSections*	Group all sections together. If grouped, results of boards played in other sections will also be shown and the percentage will be calculated across all sections (true/false)	True
Show Score Points	*ScorePoints*	Show score points from perspective of North-South or from declarer (north-south = 0; declared=1)	North-South
Enter Contract As	*EnterResultsMethod*	Enter results as number of tricks won/lost compared to the contract (=0) or as	Compass sets this automatically

		total tricks won (=1), or as American style (=2).	to 2. NS/US Style
Show Pair Numbers	*ShowPairNumbers*	Show pair numbers in the round information screen (true/false)	True
Intermediate Results	*IntermediateResults*	Send the contract and lead card directly after entry (true/false)	False
Auto Power Off Time	*AutopoweroffTime*	Set the autopower-off time (5 through 60)	20 seconds
Verification Time	*VerificationTime*	Set the time that the verification message is shown on the screen (1 through 7)	2 seconds
Read Score Interval	*This is a Compass setting only*	The frequency in seconds in which BSC information is transferred from the BMs to Compass	4 seconds
Show Contract	*ShowContract*	Show contract as symbols (=0) or letters (=1)	Your Choice
Lead Card	*LeadCard*	Enter leadcard (true/false)	True
Member Numbers	*MemberNumbers*	Enter member numbers (true/false)	True
Allow Blank Member No	*MemberNumbersNoBlankEntry*	Indicate if blank member number entry is allowed (true/false)	False
Board Order Verification	*BoardOrderVerification*	Verify the board number on correct order of entry (true/false)	True
Hand Record Validation	*HandRecordValidation (recorder use only)*	Validate the recording of played cards against the hand records (true/false)	False
Auto Shut Down	*AutoShutDownBPC*	Automatically shut down BCS after all tables have logged off (true/false)	True

Compass Label	BM Name	Description	Recommended Setting

Pin Code	BM2PINcode	Pin code to access TD-menu (string, always containing 4 digits)	Your Choice
Confirm entry of No Play	BM2ConfirmNP	Confirm entry of No Play by TD pin code (true/false)	True
Show remaining number of boards	BM2RemainingBoards	Show remaining number of boards to go after each entry (true/false)	True
Seating Next Round	BM2NextSeatings	Show seatings for next round at end of round (true/false)	True
Allow players to retrieve the round scores	BM2ScoreRecap	Allow players to retrieve the round scores they have entered (true/false)	True
	BM2AutoShowScoreRecap	Show score recap automatically at end of each round and end of session (true/false)	
Allow players to make corrections	BM2ScoreCorrection	Allow players to make corrections to their round scores (true/false)	True
Auto Entry of Board Number ...	BM2AutoBoardNumber	Automatic input of board number in the entry screen (true/false)	False
Automatic input of boards number ...	BM2FirstBoardManually	Disable the automatic input of board number when no boards are entered yet in current round (true/false; true = override automatic input, false = automatic input). This setting has no use when BM2AutoBoardNumber is set to false.	False
Validate	BM2ValidateLeadCard	Validate the lead card using known hand record	This is disabled

Lead Card		and declarer (true/false)	in Compass, and set automatically to false.
Results Overview	*BM2ResultsOverview*	Type of results overview 0 to 5	Your choice but recommend 4, 6 lines, 2 columns
Show Player Names	*BM2ShowPlayerNames*	Show the names of the players: 0 = don't show player names 1 = show player names at each round 2 = show player names only at first round	Show at Each Round
	BM2Ranking	Show current ranking for the two pairs 0 = don't show ranking 1 = show ranking after each round 2 = show ranking at end of session	2 = show ranking at end of session
	BM2GameSummary	Enable/disable the summary after end of session. (Enabled requires BM2Ranking=1 or 2)	True
	BM2SummaryPoints	Specifies what type of points should be shown in the summary: 0 = matchpoints obtained for each board 1 = percentage achieved for each board	Percentage
Enter Pair Numbers as part of Declarer	*BM2PairNumberEntry*	Setting for entering pair number as part of the declarer 0 = don't enter pair number 1 = entry of pair number is optional	Set to 0

		2 = entry of pair number is compulsory	
Enable the RESET function key	*BM2ResetFunctionKey*	Enable/disable the RESET function key.	False
Not Available in Compass	*BM2RecordBidding*	Enable the recording of the bidding.	Automatically set to False
Not Available in Compass	*BM2RecordPlay*	Enable the recording of the cards.	Automatically set to False
Not Available in Compass	*BM2ValidateRecording*	Activate validation of the recording against the hand records.	Automatically set to False
Not Available in Compass	*BM2ShowHands*	Allow the hand record to be shown during the recording process.	Automatically set to False
Not available in Compass	*BM2NumberValidation*	Use validation for member numbers.	Automatically set to False
Not available in Compass	*BM2NumberEntryEachRound*	Ask for entry of player numbers each round (true/false)	Automatically set to False
Not available in Compass	*BM2NumberEntryPreloadValues*	If player numbers are entered each round, preload known player numbers (true/false)	Automatically set to False

Player name Source	*BM2NameSource*	Setting for where to source for names: 0 = table "PlayerNames" in .bws file with NZB names 2 = names are preset/updated by Compass names	Read Names from NZB File
Not available in Compass	*BM2TextBasedNumber*	Specifies whether name lookups should be performed based on number comparison (false) or text comparison (true).	Automatically set to False
View Hand Record After Play	*BM2ViewHandRecord*	Allow the players to view the hand record of the board they just played.	True
Enter Hand Record	*BM2EnterHandRecord*	Enable manual entry of the hand record of the boards played in a round. Entered hand records are stored in the HandRecord table.	Usually false. Set to true in special circumstances
Not available in Compass	*BM2EnterHandRecordWhen*	Specifies when the hand records are entered: 0 = at end of round 1 = at end of board (requires BM2EnterHandRecord = true)	Automatically set to 0

Other BM Related Options

Compass Label	BM Name	Description	Recommended Setting
Retrieve Data		When starting BCS, start retrieving data from	True

		server and don't show the report after uploading tables and/or hand records	
Mimimize		Minimize BCS after startup.	True
Auto Start Bridgemates			Highly recommended this be set to NO

Other Club Info Set Up tabs

Club Details Tab
File Locations Tab

Club Gradings Tab
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General Tab
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NZB Handicaps Tab

Bridgemate Options Tabs
Club Options Tabs

Revised: 11 February 2017

Club Options (1) Tab
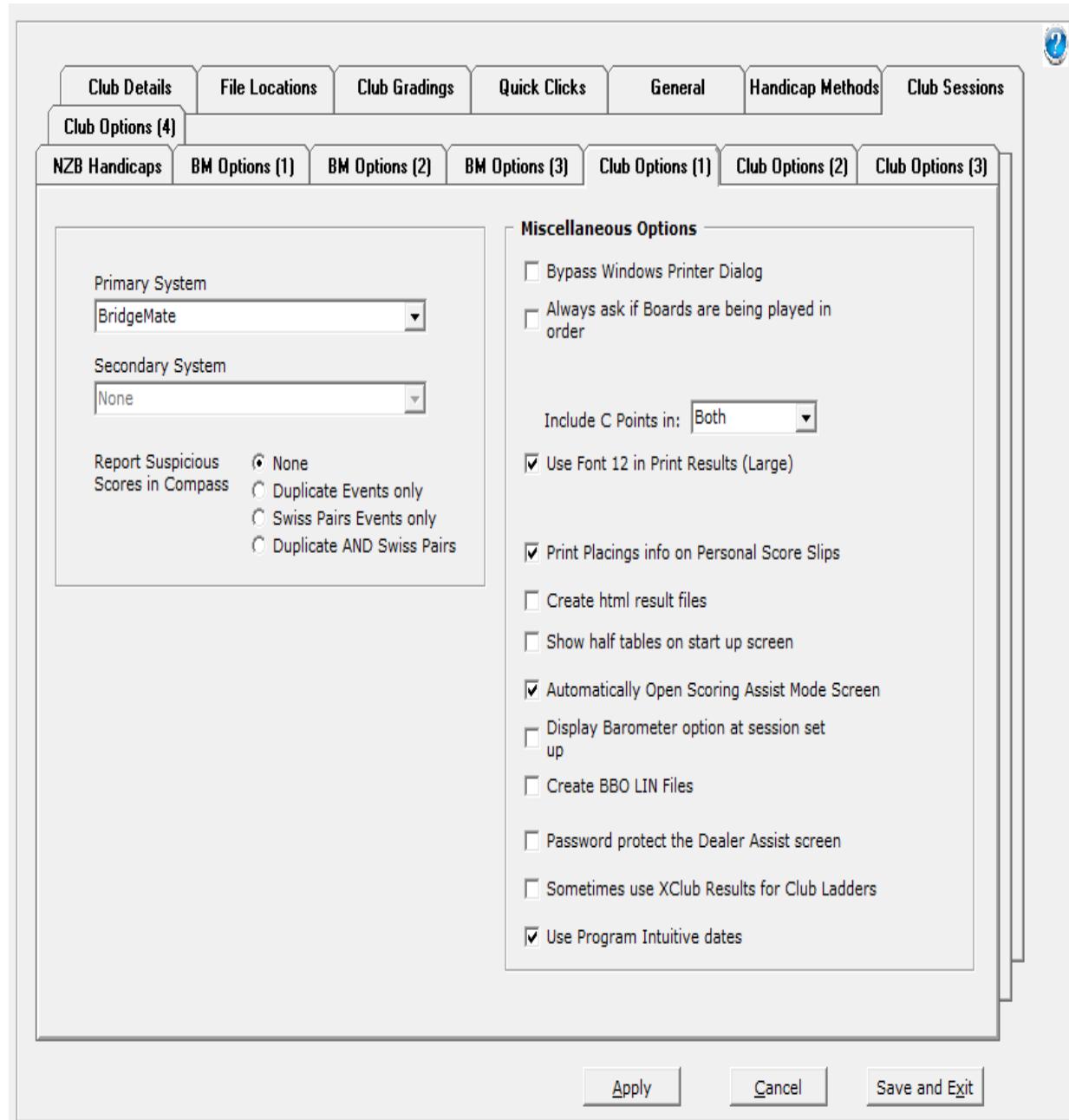
Electronic Scoring Option

BridgeTabs can work in tandem with both BridgeMates or BridgeTabs. The primary system will then be BridgeTabs, and the secondary system will be Mates or Pads.

- Options for your **Primary System** are none, BridgeMates,

    Bridge

    Pals or

    Bridge

    Tabs.

- Options for your **Secondary System** apply if your Primary System is BridgeTabs. The secondary options are then are none, BridgeMates or

    Bridge

    Pals.

- [Report Suspicious Scores in Compass](#). Set this to the desired option:
    - None
    - Duplicate Events only (this includes all Individual and Multiple Teams events)
    - Swiss Pairs events only
    - Both Duplicate and Swiss Pairs events

Miscellaneous Options

- **Bypass Windows Printer Dialog**. Displays simple 'Compass' dialogue box requesting the number of print copies. Recommended setting = Enabled.
- **Always ask if Boards are played in Order**. Displays this question when starting to score any session. Recommended setting = Disabled.
- **Use Subscription Invoice Numbers.** If this option is now not used in Compass.

- **Include C Points in...** Prints C Points in reports, Neither, Printed Results , Text Files or both. Recommended setting = Your choice.
- **Use Font 12 in Print Results** – Uses **Font 12 as apposed to the normal Font 10** Recommended setting = Enabled.
- **Print Placings Info on Personal Score Sheets.** Applicable to Tournaments – enables the printing of the finals placings of the tournament in the PSS. Recommended setting = Disabled.
- **Create html result files:** Recommended setting = Enabled as it is OK for html files to be created in the background
- **Show half tables on startup screen**: Recommended setting = Enabled.
- **Automatically open Scoring Assist Mode Screen**: Recommended setting = Enabled.
- **Display Barometer Options on start up screen**: Recommended setting = Disabled unless you intent to use barometer scoring.
- **Create BBO LIN Files**: Recommended setting = Your choice.
- **Password protect the Dealer Assist screen:** Recommended setting = Your choice. Please refer to the discussion in the [Dealers Assist](#) documentation.
- **Sometimes use XClub Results for Club Ladders**: Recommended setting = Your choice. Enable this if there is a possibility that the may sometimes be use the XClub results when calulating club ladders.
- **Use Program Intuitive Dates:** Recommended setting: for AFFILIATED clubs = Disabled, for SOCIAL clubs = Your choice This option eliminate the need to have entries in the [Club Calendar of Events](#). During the [scoring set up process](#), Compass will intuitively determine the session details (session names, file name etc).

Club Options (2) Tab
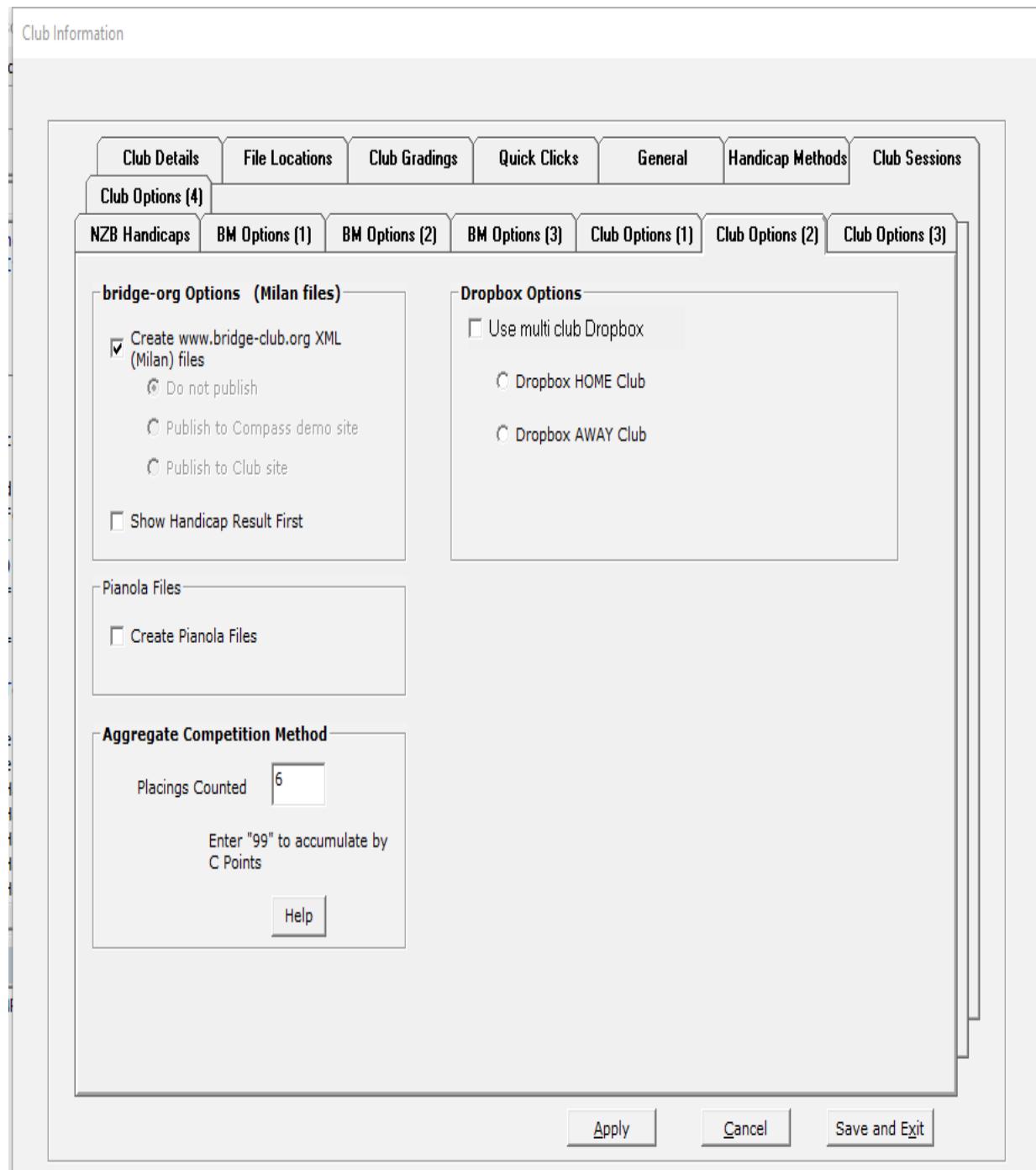
Bridge-Club.org Options

- **Create www.bridge-club.org XML files:** For club using www.bridge-club.org as their web host. Recommended setting = Enabled.
- **Show Handicap Result First**: Determines the order in which the results are displayed on the website: Recommended setting =

Enabled.

Pianola Files

- **Create Pianola Files**: For uploading to the Pianola results site. Recommended setting = Your Choice.

Aggregate Competition Method

- **Placings Counted**: Determines the number of top placings that are awared points in Aggregate Competitions.   "Zero" is the default for all placings.   Recommended setting = Your Choice.

Dropbox Options

- **Use Multi Club Options**:   This is used when running Dropbox based Simultaneous Events. This must not be enabled unless instructed by Compass Administrator.

Club Options (3) Tab

CompassMail Account Details Options

CompassMail can use

- a generic GMail account for sending emails.   Bob manages this account.
    - **Mail Program**: CompassMail
    - **Account ID**: compassmailnz@gmail.com

- ○ **Password**:
- a club managed GMail account.   Enter the account ID and password details
    - ○ **Mail Program**: Club GMail Account
    - ○ **Account ID**: your GMail account ID
    - ○ **Password**: your password
    - ○ Note: To allow gmails to be sent from the Compass application, you may also have to enable the **Access for less secure apps** in the gmail account

Email Addresses

The default addresses are used on the Send Email screen.

NZB Secretary   The default address for master point related emails
Club MP Secretary   The sender address for any email sent.
Club Captain   The default address for emails sent from the Competition Register form to the club captain.
Local Newspaper   The default address for emails sent from the Competition Register form to the local newspaper.

Hand Records Dealer

This sets your hand generation program and your hand dealing hardware.

Competition Register Settings

The configuration items for the Competition Register are:
How many placings ... sets the numbers of placing of each scoring type for the 2 reports.
Always ask if Competition Register ... is an option that is best left unticked.

Club Options (4) Tab
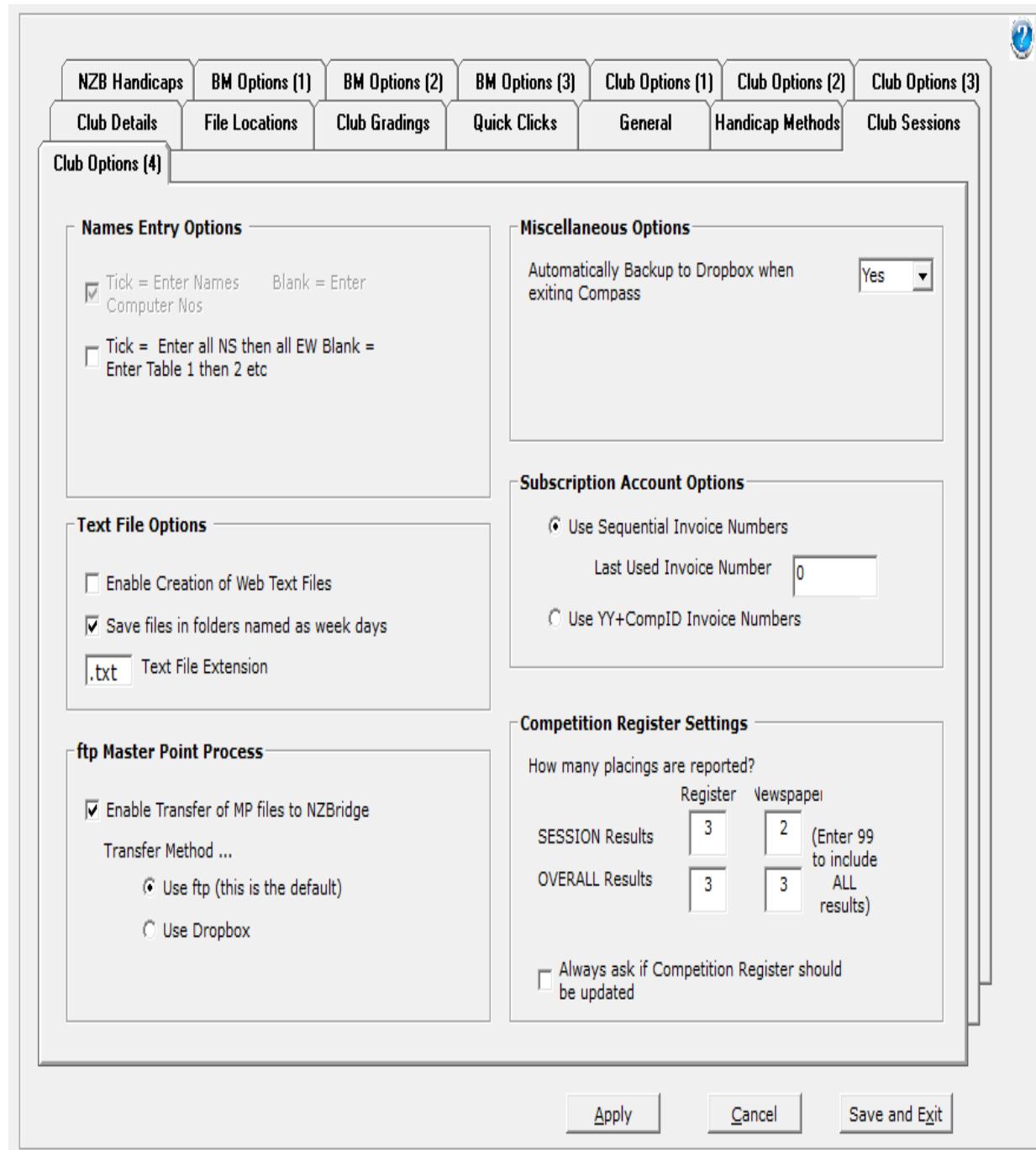
Names Entry Options

- **Tick = Enter ...** Controls the cursor movement on the Names Entry screen. Options are

- Ticked to enter all NS then all EW
- Unticked to enter Table 1 NS, then table 1 EW, then Table 2 NS etc

Text File Options

- **Enable Creation of Web Text Files.** Automatically creates text files during the scoring process. Recommended setting = Enabled.

- **Save files in folders with session names.** This options adds day based subfolders to the \textfiles\ folder. Results are then saved into the appropriate day folder. Recommended setting = Disabled.

- **Text File Suffix.** Adds this suffix (file extension) to the web text files an example is "txt". This enables the web file to be easily viewed using Notepad. Mandatory setting = "TXT".

Miscellaneous Options

- **Automatically Backup to Dropbox ....** Recommended setting = Enabled.

Subscriptions Accounts Options

- **Invoice Number Sequence**
  - **Option 1:** Sequential Numbers (1 up). The **Last Used Number** can be specified
  - **Option 2**: Concatenation of Year (YY) and the players computer ID eg 16006192

ftp Master Point Process

- **Enable Transfer of MP files to NZBridge**. This enable the creation and transferring of ftp files.
- **Transfer Method ... Use ftp**. This option uses FTP protocol to transfer the files to NZBridge.

- **Transfer Method ... Use Dropbox**. In case there is an issue with the FTP process, this option saves the files to a special Dropbox folder. The file are then transferred to NZB on your behalf.

Other Club Info Set Up tabs

Club Details Tab
File Locations Tab

Club Gradings Tab
Quick Clicks Tab
General Tab
Handicap Methods Tab
Club Sessions Tab
NZB Handicaps Tab

Bridgemate Options Tabs
Club Options Tabs

Revised: 11 February 2017

Tournaments Tab
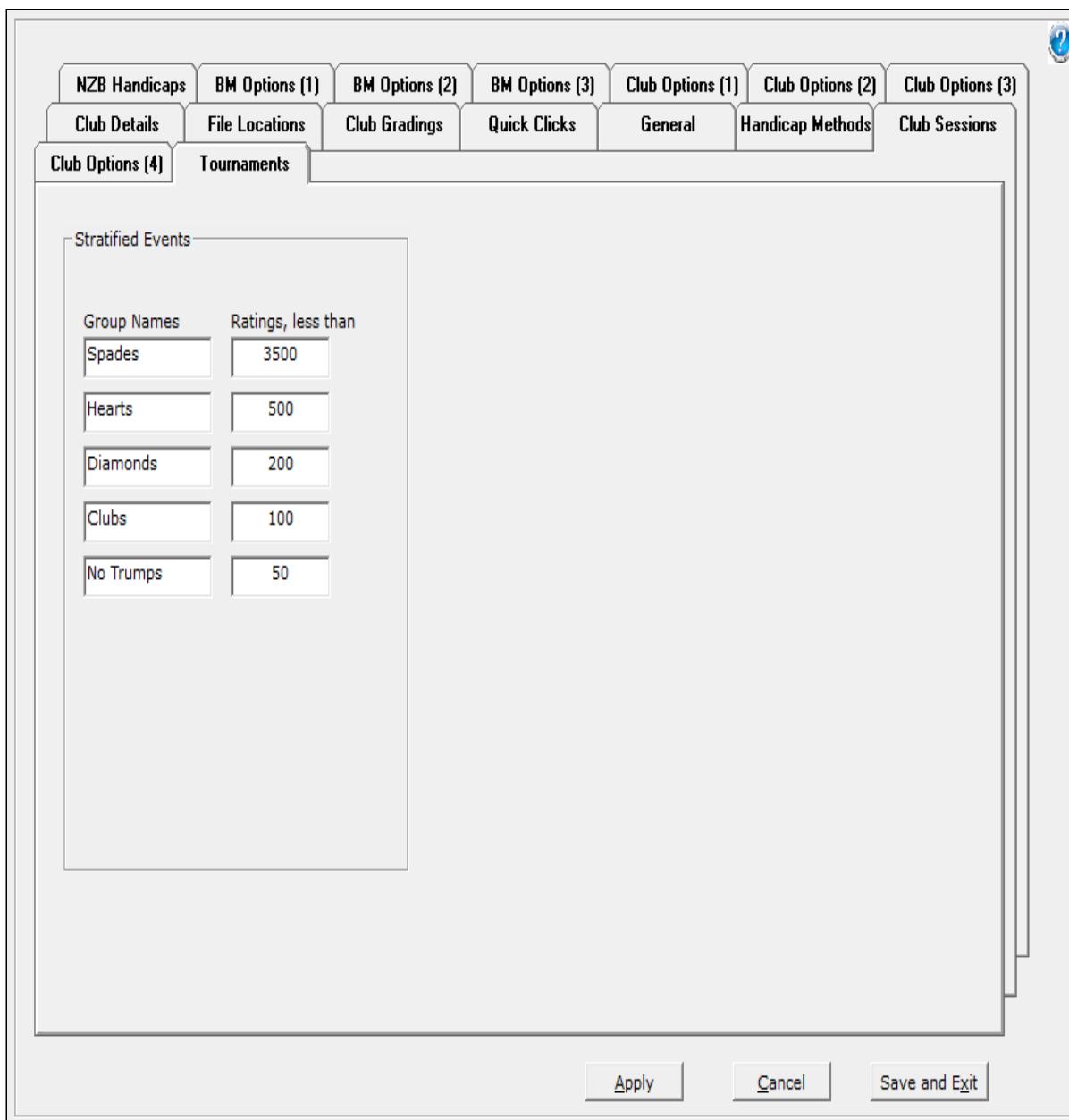
- The Rating Points bands for Stratified Events are set here.

Revised: 3 September 2018

Scoring Overview

Compass does the scoring for all common event types used in a bridge club.

- [Duplicate Pairs](#)
- [Multiple Teams](#)
- [Swiss / Round Robin Teams](#)
- [Swiss Pairs](#)
- [Individual](#)
- [Knock out Teams](#)

Within each event type, there are multiple options for the scoring type.   For example in duplicate pairs, the scoring type can be match pointing, Butler datum or Cross IMPs.   A "scoring process" can be the scoring of a new event or the retrieval of an existing result to continue the scoring or to correct the results.

The details steps in scoring a new session are documented in topics for each event type.

Pre-Requisites for Scoring

Prior to any scoring session, it is normal to has the following in place

- Events entered in one of the calendar or events.
- Pre-dealt hand records.
- For some events a pre-entry file is created. This is more common for Swiss events.
- Electronic scoring equipment in good working order.

Scoring a New Event

Strip Menu Item: Scoring ...

| Pairs Contests |
| Swiss Pairs |
| Multiple Teams (eg P-A-B and Back To Future) |
| Swiss Draw/Round Robin Teams |
| Knock Out Teams |
| Individual |
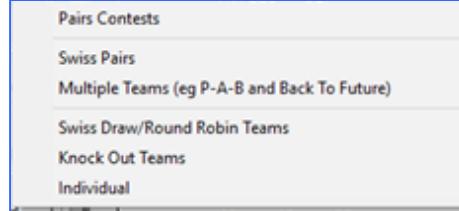
The generalized steps for scoring any new event are as follows

1. Set up the events details: tables numbers, boards played, event title
2. Start the electronic scoring units. Player then start entering data to the table top units
3. When all boards have been played ...
4. Display the results
5. Review and make corrections where required
6. Publish the result

It is as simple as that!   Most sessions can be scored using mouse click only - the keyboard is often not used.

View Session Results (VSR)

VSR is used to open a result that has previously been partially or fully scored.   This is usually done to correct a result or, in the case of Swiss events, to enter the results for new rounds.

Strip Menu Item: View Session Results

Date	File Name	Competition Name	C/T	FileType	BM?	^
2016-05-02	18MON	MARAC CUP Pairs Session 3	C	INP	No	
2016-05-15	25tued	Print House Ind Session 3	C	INP	No	
2016-05-16	20mon	Silver 5NMP-2 Session 2	C	INP	No	
2016-05-16	20mond	Monday Morning May Social Session 3	C	INP	No	
2016-05-18	20WED	Pairs Salver Session 1	C	INP	No	
2016-05-19	20THUD	TARBUTT OPTOMETRISTS Pairs Session 3	C	INP	No	
2016-05-23	19mon	Silver 5NMP-2 Session 3	C	INP	No	
2016-05-23	21mon	Silver 5NMP-2 Session 3	C	INP	No	
2016-05-23	21MOND	Monday Morning May Social Session 4	C	INP	No	
2016-05-25	21WED	Pairs Salver Session 2	C	INP	No	
2016-05-26	21THUD	LAURISTON PARK Pairs Session 1	C	INP	No	
2016-05-30	22MON	Fun Fundraising Evening Session 1	C	INP	No	
2016-05-30	22MOND	Monday Morning May Social Session 5	C	INP	No	
2016-06-01	22WED	Pairs Salver Session 3	C	INP	No	
2016-06-02	22THUD	LAURISTON PARK Pairs Session 2	C	INP	No	
2016-06-06	23mon	Silver 5NMP-2 Session 5	C	INP	No	
2016-06-07	23tued	Print House Ind Session 1	C	INP	No	
2016-06-08	23WED	CAMBRIDGE AUTO ELECTRIC Pairs Session 1	C	INP	No	
2016-06-09	23THUD	LAURISTON PARK Pairs Session 3	C	INP	No	
2016-06-11	100morr	Morrinsville 8B tournament Club Session 1 Total	T	INP	No	
2016-06-11	101morr	Morrinsville 8B tournament Club Session - White...	T	INP	No	
2016-06-11	102morr	Morrinsville 8B tournament Club Session - Yello...	T	INP	No	
2016-06-11	202morr	Morrinsville 8B tournament Club Session - Yello...	T	INP	No	
2016-06-12	02sun	Test Session 1	C	INP	No	
2016-06-12	24sun	Testing the BPs Session 1	C	INP	Yes	
2016-06-13	24mon	Travelcom Intermediate Championship Sing Ses...	C	INP	Yes	
2016-06-14	24tued	Print House Ind Session 2	C	INP	No	
2016-06-20	25mond - Copy	Helen Blake Memorial Trophy Session 1	C	INP	No	
2016-06-20	25mond	Helen Blake Memorial Trophy Session 1	C	INP	Yes	v

Delete the
Selected
File

Select File Type

- ◉ Matchpoints (*.INP)   ○ Swiss Pairs (*.SWP)   ○ Pre-Entry Files (*.ENT)
- ○ Butler (*.DTM)   ○ Swiss Teams (*.SWI)   ○ CarryOver (*.CO)
- ○ Multiple IMPs (*.MLT)   ○ Multiple Teams (*.TM)   ○ Knock Out Teams(*.KO)
- ○ Individual (*.IND)

Selection Filters

- ○ Today   ○ All Dates
- ○ Last 30 Days   ◉ All All

Search Title: [   ]

Day Filter [All   ▼]

[Repeat Last Search]

Steps

1. Select the **Select File Type** Filter: The default is Matchpoints (*.INP)
   but you can select any other file type.
2. (Optional) Select the **Selection Filters:**
   - **Today:** Displays files with today's date only

- **Last 30 Days:** Displays files with a date within the last 30 days
- **All Dates:** Displays all files irrespective of date
- **Day Filter:** Displays files that match the selected day filter
- **Search Title:** Displays files that match the enter text
- **All All:** Displays all files irrespective of date or day filter
- **Repeat Last Search:** Sets the filters to those last used

3. Click any of the column headers to sort the data by that column
4. Double click the mouse on your event to open it.

Delete the Selected File

When using the VSR screen, the scorer can use the **Delete the Selected File** button to delete files that are no longer needed.   This process will delete the results file, BWS files and the master point files.

Revised: 11 February 2017

Duplicate Pairs Events - Overview

Duplicate bridge is the most widely used competition of contract bridge for both club and tournament play.

Scoring Types

The scoring types available are:

- **Matchpoints:** The result for any pair is compared against the scores for any other pair. In **double match-pointing**, 2 match points are awarded for each result they beat and 1 match point is awarded for each result they equal.
- **Butler IMPs**: Each score on any particular board is compared with a datum. The datum is established by discarding some top and bottom scores and averaging the remaining scores. The difference between your score and the datum is converted to IMPs according to the normal scale.
- **Cross IMPs**: In Cross IMPs, instead of calculating IMPs against the room average, each result is IMPed against every other score in the field, and the total is then averaged (i.e. divided by the number of results) to calculate the IMPs earned for the board.

Any session can be re-scored at any time in any one of the 3 scoring types.

Player/Table Numbers and Substitutions

1. Compass does not require substitution to be specially noted on the names entry screen. When calculating the overall results of a club competition, Compass automatically evaluates substitutions according to the playing conditions of that competition.

General Comments

1. The selection of the Scoring Type is done on the setup screen. However, from the Display Results screen, the results can be re-scored using any one of the Scoring Types.
2. Any section can be run in multiple sections.
3. With electronic scoring, concurrent events can be scored using the one PC and either one Bridgemate server or one Bridgetab system or one BridgePal system.

Details of the Duplicate Pairs scoring process is found here

Revised: 8 August 2016

Duplicate Pairs Events - Scoring Overview

These generalized instructions are for a single section event.   Instructions for other types of scoring are documented here [Multiple Sections](#) and [Piggy Back sessions](#).

Prior to Play

1. Enter the event in the [Club Calendar of Events](#) or the [Tournament Calendar of Events](#).
2. Create the required hand record files
3. Deal the hands and print the hand records via [Dealer Assist](#).

On the Day

1. Ensure the electronic scoring equipment is in good working order

2. From the main strip menu, select **Scoring ... Pairs Contests**
3. To set up the event details use either the
   - the [Details Screen](#) and the [Event Selection](#) Screen OR
   - the [Scoring Assist Mode](#) (SAM) screen
4. Select the Electronic Scoring Option that applies
5. Enter the phantom details if they apply
6. The [CompassMate screen](#) will now open
7. Start the Bridge Control System and click the **Click to start reading scores** and **Click to start reading names** options.

   Once all tables have completed their boards

1. Close all Bridge Control Systems
2. Exit the CompassMate Screen

At Completion of Play

1. Review the [Results Screen](#)

2. Correct [scoring errors](), [players names]() and add director's adjustments
3. Publish the Results
   - Print the results
   - Create the XML File
   - Email the result to the players
   - (Optional) Create the Pianola File
   - (If applicable) Upload the text file reports to your website
4. Close Compass

Revised: 8 August 2016

Scoring Duplicate Pairs - Session Set Up

An event/session is set up in either the **Details Screen** or the [Scoring Assist Mode](#) (SAM) screen. The SAM screen is opens in preference to the Details Screen if the ***Automatically open Scoring Assist Mode Screen*** parameter in [Club Information Set Up](#) is enabled.

Details Screen

1. Enter/select the event details
   - **Tables:** Enter full tables number is there is a phantom.
   - **Movement Filter Type:** Select from the dropdown list to filter the available movement to a single movement type.
   - **Movement:** Select the movement from the

dropdown list.

- **Add Extra Boards**: It the movement allows, you can add (or remove) extra sets of feed in boards by clicking the **+/-** buttons.
- **Share/Skip Option**: If the movement requires, select the option to be played. The default is the more common "table 1 shares with the highest number table" option.
- **Scoring Types**: Options are Matchpoint, Butler Datum or Cross IMPs.

[Details are here](#).

2. Optionally print the Movement Guide or view the Directors Guide.
3. Review the **Scoring Summary** for correctness
4. Enter the [Session Details from the right hand panel](#).
5. Click the **All OK?** button to start the scoring.

Notes

1. **Show Movements** Frame. The *Common Only* option hides the less desirable duplicate movement options. The **All** option displays all available movement options.
2. The SAM screen can be opened by clicking the

Scoring Assist Mode (SAM)

Details of the [Scoring Assist Mode process are found here](#).

Notes

1. Half tables are shown is the parameter ***Show half tables on startup screen*** in [Club Information Set Up](#) is enabled.
2. The ***Add Result Manually*** is used when [adding a result manually](#). True.

Revised: 7 August 2016

Scoring Assist Mode

A pairs event set up using the **Details Screen** or the **Scoring Assist Mode (SAM).**   SAM is intended to simplify the set up of duplicate and individual sessions. For a given table count, the 'best' movements only are offered for selection.   The principles of SAM are:

- the events the match today's date are offered for selection
- avoid having to play too few or too many boards
- avoid pairs having to sit out more than once when there is a phantom
- sets the phantom pair in the best position
- advise the stationary pairs for seating rights

For duplicate events, seating rights are usually given to mobility impaired players.   The SAM screen allow the director to choose movements that accommodate those who need to be seated throughout the session.   And .... pseudo stationary pairs can also be added!

SAM mode bypasses the electronic scoring option as it is assumed that the scoring is for a single section club event.

The SAM screen is opened in preference to the Details Screen if the **_Automatically open Scoring Assist Mode Screen_** parameter in Club Information Set Up is enabled.   There are buttons on both the Details and SAM screen allowing the user to switch between the two screens.

The SAM Screen is shown above.   Note that the screen content changes depending on the options that the user selects.

General Steps

1. **What Session are you scoring?** Select the session from those displayed.   If your session is not displayed, the **Details Screen** must be

used.

2. **How may TABLES are playing?**   Click the total table numbers (count any half table as a full table)   If greater than 16 tables, enter the table count in the last box.
3. **Is there a phantom pair today?** Click yes or no.
4. **How many BOARDS will you play?** Select the number of boards you want to play.
5. (Optional) **How many pairs need seating rights?** Select this number. See the discussion on seating rights.
6. Once you selected your chosen movement, optionally
   - Print the Table Guide Cards
   - Print or View the Personal Guide Cards
   - Print or View the Director's Notes
7. Click the **Accept this Movement** button.

Special Case for Individual Events

1. Full tables are selected in the normal manner.   If there is additional players (eg 3 full tables plus say 2 additional players, ie 14 total players) click the appropriate **Extra Players** option

Screen Buttons

- **Cancel and Exit**: Displays the alternate Details Set Up screen
- **Accept this Movement:** Closes this screen and opens the CompassMate screen if electronic scoring is being used.

Notes

1. SAM is available for single section club pairs events only.
2. If a session has multiple sections, the Detail Screen must be used.
3. SAM cannot be used for session set up of tournaments.
4. The selected table numbers displayed in the last box. If more that 16 tables are playing, over-type the table number on that box.
5. If your desired movement does not display, the Detail Screen must be used.   See the note on Best Movements.

No Sessions Displayed

1. If there are no sessions in the club calendar that match today's date, an entry box is displayed.   The input file name and event title can then be entered manually.
2. If you select anther date from the date pickers, sessions for that date will be displayed
3. After this information is entered, the other parts of the SAM screen open up for entry.

Intuitive Mode

Normally, SAM reference the Club Calendar of Events (CCOE) to get the matching session for the entered date.   However, if the **Use Program Intuitive Dates** option is enabled (in Club Information Set Up), the CCOE does not have to have any entries.   In this mode, SAM will intuitively determine the session details (session title, file name etc) based on the date and the session information set up in **Club Information Set Up .. Club Sessions** tab.

This intuitive mode is appropriate for SOCIAL clubs that run daily casual events that are not linked to an overall competition.   If the club does run a few competition series, these events can still be entered in the CCOE. In this case, the overall competition results of these events can then be calculated.

Best Movements

Compass maintains a list a "good" movement for each of the table number, and these only are offered for selection.   For various reasons, a club may opt to play a less than desirable movement.   Compass can be configured to display specific movements for individual clubs.   Send Email to Bob (bobfearn@msn.com) if you want a movement added to the display.

Table Guide Cards

Table guide cards are the standard guide cards. An example of the Table Guide Cards is

```
----------------------     ----------------------     ----------------------
      TABLE   1                  TABLE   2                  TABLE   3
----------------------     ----------------------     ----------------------
Round NS  EW     Bds       Round NS  EW     Bds       Round NS  EW     Bds
----------------------     ----------------------     ----------------------
   1   13   1    1- 2          1    5   7    3- 4          1   11  12    5- 6
   2   13   2    3- 4          2    6   8    5- 6          2   12   1    7- 8
   3   13   3    5- 6          3    7   9    7- 8          3    1   2    9-10
   4   13   4    7- 8          4    8  10    9-10          4    2   3   11-12
   5   13   5    9-10          5    9  11   11-12          5    3   4   13-14
   6   13   6   11-12          6   10  12   13-14          6    4   5   15-16
   7   13   7   13-14          7   11   1   15-16          7    5   6   17-18
   8   13   8   15-16          8   12   2   17-18          8    6   7   19-20
   9   13   9   17-18          9    1   3   19-20          9    7   8   21-22
  10   13  10   19-20         10    2   4   21-22         10    8   9   23-24
  11   13  11   21-22         11    3   5   23-24         11    9  10    1- 2
  12   13  12   23-24         12    4   6    1- 2         12   10  11    3- 4
----------------------     ----------------------     ----------------------
N-S stationary             N-S to Table   6 E-W       N-S to Table   4 E-W
E-W to Table   3 E-W       E-W to Table   5 N-S       E-W to Table   3 N-S
```

Personal Guide Cards

Personal Guide cards are available for each individual.   It lists the table number, the opponents names and the boards to be played in each round.   IMPORTANT: If printed from the SAM screen, the player's names will be blank.   It is preferable to print this report from the CompasssMate screen as it will then include the player's names once the players have entered their IDs on the table top units.

An example of the Personal Guide Cards is

```
   Pair Number:  1      Start Table: EW 1     Rita Allum & Vicki Bayly

                    Please         Play
      Round          Sit          Boards      Opposition
      -----------------------------------------------------------------
-----
      Rd  1         EW  1        1 -   2       13     Robin & Sally
      Rd  2         EW  3        7 -   8       12     Lois & Liz
      Rd  3         NS  3        9 -  10        2     Dawn & Colin
      Rd  4         EW  4       13 -  14        6     Jen & Joan
      Rd  5         EW  5       17 -  18       10     Hamish & Christine
      Rd  6         NS  6       21 -  22        9     Murray & Gillian
      Rd  7         EW  2       15 -  16       11     Maree & Jane
      Rd  8         NS  5       23 -  24        4     Nellie & Graham
      Rd  9         NS  2       19 -  20        3     Jan & Michael
      Rd 10         EW  6        5 -   6        5     Marian & Christina
      Rd 11         NS  4        3 -   4        8     Phantom & Phantom
```

```
        Rd 12     NS  7     11 - 12    14   Barbara & Alan
   -----------------------------------------------------------
-----
```

Director's Notes

The Director's Notes explain how the room is set up and how the movement
is played.   An example of the Personal Guide Cards is

```
                    Session:  Helen & Monty Shearer Pairs  Session
1   19 July 2016
                  File Name:  29TUE
                  Movement:  7 Table
                    Boards:  2 Boards/Set, 12 Sets,  Total 24 Boards
             Shared Boards:  None
                   Phantom:  N-S at Table 6   (Pair Number 8)
  Requested Seating Rights:  0
      Stationary Positions:  (2 positions) T1NS,T7NS,

       Set up for Round 1:    Table   N-S E-W    Boards
                             --------------------------
                               1      13   1      1- 2
                               2       5   7      3- 4
                               3      11  12      5- 6
                               4       3  10      7- 8
                               5       6   9      9-10
                               6       8   4     11-12
                               7      14   2     13-14

                             Set      Boards     Table
                             ------------------------
                               1       1- 2        1
                               2       3- 4        2
                               3       5- 6        3
                               4       7- 8        4
                               5       9-10        5
                               6      11-12        6
                               7      13-14        7
                               8      15-16     Feed-In
                               9      17-18     Feed-In
                              10      19-20     Feed-In
                              11      21-22     Feed-In
                              12      23-24     Feed-In
```

Seating Rights

How many pairs need seating rights?
○ 0   ○ 1   ○ 2   ⊙ 3   ○ 4   ○ 5   ○ 6+
Requested seating rights = 3
This movement has 3 stationary positions

How many BOARDS will you play?
○ 28
⊙ 22   ○ 24   ○ 36   ○ 26   ○ 39

How many pairs need seating rights?
○ 0   ○ 1   ○ 2   ○ 3   ⊙ 4   ○ 5   ○ 6+
Requested seating rights = 4
This movement has 3 stationary positions   Add more Stationary Pairs

How many BOARDS will you play?
○ 28
⊙ 22   ○ 24   ○ 36   ○ 26   ○ 39

1. When the mouse is hovered over the board numbers, the tool tip will display the number of stationary pairs for that movement.
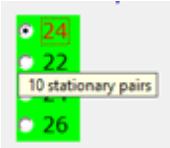
2. After selecting the number of pairs requiring seating rights, the movement/boards that satisfy that number of stationary pairs are highlighted in green.
3. If the selected movement has sufficient stationary pairs, the text box background will be green.
4. If the selected movement does not have sufficient stationary pairs the text box background will be red and the **Add More Stationary Pairs** button will display.
5. The **Add More Stationary Pairs** button adds a number of pseudo stationary pairs.

What is a Pseudo Stationary Pair???   A pseudo stationary pair sits at a side table that is not in the normal table layout. At each round, the pseudo stationary pairs remains seated and their opponents of these pair move to that table.   The Personal Guide Cards give full instructions for each pair at the pseudo table, including the correct movement of the table top movements.

An example of the Personal Guide Cards in this case is

```
    Pair Number:  4      Start Table: NS 2     Jo Butler & Sandra
Calvert

              Please          Play
    Round       Sit         Boards     Opposition
    ----------------------------------------------------------------
    -----------------------------
    Rd  1      NS  2       3 -  4      6    Graeme & Helen
    Rd  2      EW  4       9 - 10      8    Lindy & Bev
    Rd  3      EW  5      13 - 14     12    Effie & Graham
    Rd  4      EW  1       7 -  8     14    Megan & Kevin
    Rd  5      NS  6      19 - 20     13    Dinnie & Trevor
    Rd  6      EW  3      15 - 16      3    Paul & Jen
                                           This pair has special

seating rights. Please ...
                                           a. Collect the BM and Bds
15-16 from table 3
                                           b. Go and sit with Paul &
Jen at table A
                                           c. Orientate the boards so
you are playing as EW
                                           d. After the match, return
the BM to table 3 and
                                                             move
the boards to their next table
    Rd  7      NS  3      17 - 18      5    Phantom & Phantom
    Rd  8      EW  7       5 -  6      1    Vicki & Bev
    Rd  9      NS  4       1 -  2     11    Glenys & Nancy
    Rd 10      EW  2      21 - 22      2    Anne & Lyra

    Rd 11      NS  7      11 - 12      7    Sarah & Jean
```

Video Links

[Scoring Assist Mode Part 1](#)

[Scoring Assist Mode Part 2](#)

Revised: 29 January 2018

Scoring Duplicate Pairs - Names Entry & Substitutions

The player names entry comes from the table top units units.   Typically, the names entry process is used for corrections only. It is only in the case where electronic scoring is not used that all names will have to be entered.

Player Names Entry

This process follows the generalized steps documented in the [Names Entry Process.](#)

Substitutions

Compass does not require substitutions to be specially noted on the names entry screen.   When calculating the overall results of a club competition, substitutions are automatically evaluated according to the playing conditions of that competition.

Revised: 30 July 2016

Pairs Events - Traveling Score Sheet - Entering Results

NS Pair	EW Pair	Entry Panel	N-S Score	E-W Score	N-S MP	E-W MP
1	22	2NT E -1	100		17.5	28.5
2	24	2S N 3	140		26.3	19.7
3	2	2Hx N -1		200	8.8	37.2
4	4	4H W -1	100		17.5	28.5
5	5	3NT E 5		660	3.4	42.6
6	7	DNP	DNP		0	0
7	9	2NT W 4		180	11	35
8	11	2H W -1	100		17.5	28.5
9	13	3Cx S 4	870		45.9	0.1
10	15	5D E 5		600	6.6	39.4
11	17	PassedIn	Pass	In	13.2	32.8
12	19	2Cx W -3	800		43.7	2.3
13	21	4H N 5	650		39.4	6.6
14	23	3Hx N -3		800	0.1	45.9
15	1	Adjust %	60%	60%	27.6	27.6
16	3	2H W -2	200		30.6	15.4
17	6	3NT E 5		660	3.4	42.6
18	8	3NT S 5	660		41.5	4.5
19	10	2C N 4	130		24.1	21.9
20	12	1NT N 2	120		21.9	24.1
21	14	4H W -2	200		30.6	15.4
22	16	3NT N 3	600		35	11
23	18	3H W -2	200		30.6	15.4
24	20	4S S 4	620		37.2	8.8

The board results are entered into the Traveling Score Sheet (TSS) screen either manually or via electronic scoring.

Topics

Entering Scores Without Electronic Scoring
Entering Scores With Electronic Scoring
Arrow Shift Matchpointing (ASM)
Fouled Board Matchpointing (FBM)
Separate ScoresManual Matchpoints for NS and EW
Manually Entering Pair Numbers

General Procedures

Note that standard special scores are entered as ...

- ○ Average, enter "A" follows by the NS and EW percentages
- ○ Passed in, enter "P"
- ○ Did not play, enter "D"

Entering Scores <u>Without</u> Electronic Scoring

- Contract results only are entered.
- The **Enter Contracts** check box should be unticked. This means that contract results only are entered.
- The **x 10** check box should be unticked.   This means that when scores are entered, the trailing "0" is omitted. That is, a score of 620 is entered as "62".
- **If** the x 10 check box is ticked, the full score are entered.   That is, a score of 620 is entered as "620"
- If there is a foul up in the movement, the NS/EW pair numbers can be manually entered using the **Enter Pair Nos** check box.
- When editing an already entered board, the **Edit Now** button must be clicked.
- The scores are entered in the Entry Panel column

Steps

1. Over-type the board numbers or used the **+/-** buttons to advance to the correct board
2. Press the <enter> key to place the cursor on line 1 ready for data entry
3. The scores are entered by keying in the score, followed by ...
    - ○ the <**enter**> or <**+**> key for a NS score
    - ○ the <**minus**> key for a EW score
4. For repeated scored, just repeat the <**enter**>or <**minus**> key

5. Standard special scores are entered as "**A**"verage or "**P**"assed In or "**D**"id not play
6. **IMPORTANT:** If you are editing an existing board, you must press the <**down arrow**> key to the end of the board to initiate the match-pointing process.   This step is important**.**
7. Use the <up> and <down> arrow keys to move through the tables

Note: After the entry of a board has been completed, pressing the <**spacebar**> will automatically initiate the entry of the next sequential board.

Entering Scores <u>With</u> Electronic Scoring

When using electronic scoring is used, the results of course come from that.   The TSS screen is used to edit existing scores.

- The actual contracts are entered.
- The **Enter Contracts** check box should be ticked
- In some cases special scores can also be entered.

Steps

1. The score are entered in the same way as would be entered on the paper TSS, eg 3S S 4
2. Other hints and tips
    - spaces can be omitted, and lower case letter are OK eg 3ss4 is OK
    - if tricks taken = contract, then the result can be omitted, eg 3ss is OK for 3S S makes 3
    - Doubled contract have a x anywhere in the entry eg 3ss-1x is OK
    - Doubled contract have a xx anywhere in the entry eg 3sxxs-1 is OK
3. The LEAD can be included by typing Lxx where xx is the lead card. eg 3ss4 l4s

Entering Special Scores

Special scores can be entered when the **Enter Contracts** check box is ticked**.**

Arrow Shift Matchpointing (ASM)

This occurs when the board is played after it has been inadvertently rotated 90 degrees.

If the bidding has commenced, just continue on and bid and play the board with the board still rotated. The score is then entered according the directions PRINTED ON THE BOARD.

NS Pair	EW Pair	Entry Panel	N-S Score	E-W Score	N-S MP	E-W MP
1	1	4S N -2		100	0	10
2	3	4S N -1		50	2	8
3	5	4S N 4	420		6	4
4	2	4S N 5	450		0	10
5	4	4S N 4	420		6	4
6	6	4S N 4	420		6	4

To apply arrow shift match pointing

1. Go into edit mode
2. Click the N-S MP box in the line where the arrow switch happened, then press the F1 button
3. This will enable ASM for that table (line)
4. To remove ASM for that line, press the F1 button again, or edit the contract
5. Do this for every table (line) in which an arrow switch matchpointing is needed
6. Complete the matchpointing for all boards by taking your cursor down and out the bottom of the form as usual
7. Now the board will be matchpointed taking account of any ASMs

8. The MPs for the ASM lines will have a red background

Fouled Board Matchpointing (FBM)

This occurs when part way through the session, the hands are pocketed incorrectly   Thus the board is played differently at some of the tables.

To apply FBM, you must first identify the 2 groups of table that played the hand. Eg tables 11-15 have played the play one way, and all other tables have played the board another way.

NS Pair	EW Pair	Entry Panel	N-S Score	E-W Score	N-S MP	E-W MP
1	23	3NT S 3	400		19.2	26.8
2	1	3NT S 3	400		19.2	26.8
3	3	3NT S 3	400		19.2	26.8
4	4	3NT S 3	400		19.2	26.8
5	6	3NT S 3	400		19.2	26.8
6	8	3NT S 3	400		19.2	26.8
7	10	3NT S 5	460		45.7	0.3
8	12	3NT S 4	430		35.6	10.4
9	14	3NT S 4	430		35.6	10.4
10	16	3NT S 4	430		35.6	10.4
11	18	4S E 5		650	8.6	37.4
12	20	4S E 4		620	27.8	18.2
13	22	4S E 4		620	27.8	18.2
14	24	4S E 5		650	8.6	37.4
15	2	4S E -1	100		42.2	3.8
16	5	2NT S 3	150		6.6	39.4
17	7	2NT S 3	150		6.6	39.4
18	9	2NT S 3	150		6.6	39.4
19	11	2NT S 3	150		6.6	39.4
20	13	3NT S 4	430		35.6	10.4
21	15	3NT S 4	430		35.6	10.4
22	17	3NT S 4	430		35.6	10.4
23	19	3NT S 4	430		35.6	10.4
24	21	2S E 4		170	0.3	45.7

In the above, FBM has been entered for tables 11 to 15.

 The FBM process is

1. Go into edit mode on board in the TSS

2. Indicate FBM on the smaller of the two "groups" by clicking in the NS MP box of the first table in the smaller group, then pressing the F2 button.   (table 11 in the above example).   This will enable (or disable) FBM for that table.
3. Continue this process for the other tables in this group (tables 12 to 15 in the above example)
4. Run the cursor down the board to matchpoint the board
5. Now, the board is match pointed taking account of the ASM

Matchpoint Calculations

   The adjusted MPs are calculated based on the number of tables in each group

- 1 table - Awarded score = 50%
- 2 tables - Awarded score = 55% and 45% (or 50/50 for equal scores)
- 3 tables - Awarded score = 60% and 50% and 40% (or 50/50/50 for equal scores)

- 4+ tables - The Neuberg Adjustment is used to calculate the matchpoints
- In the case of 1 or 2 or 3 tables, the director may choose use the **Average Score** process, and award 60% or 50% or 40% as appropriate.

Separate Scores

This occurs when the director requires that different contracts and result are entered for each of the NS and EW pairs. The matchpoints are calculated differently for NS and EW.

NS Pair	EW Pair	Entry Panel	N-S Score	E-W Score	N-S MP	E-W MP
1	1	2NT N 4	180		3	5
2	3	2NT N 4	180		3	5
3	5	3NT N 4	630		9	1
4	2	S4SN4/3H	620	140	6	10
5	4	2H W -2	100		0	8
6	6	3NT N 4	630		9	1

To apply separate scores, the score is entered in the following format

S NSContract / EWContract

Example   S4ss-1/3hw3

	Meaning	Example
S	indicates a separate score result type	S
NSContract	the contract for the NS pair	4S S -1
/	is a separator between the 2 scores	/
EWContract	the contract for the EW pair	3H W 3

Manual Matchpoints for NS and EW

NS Pair	EW Pair	Entry Panel	N-S Score	E-W Score	N-S MP	E-W MP
1	1	5D E -2	200		9.8	0.2
2	3	4D E 4		130	1.4	8.6
3	5	2S N 2	110		6.2	3.8
4	2	M6.5/4	Man	MP	6.5	4
5	4	2S N 2	110		6.2	3.8
6	6	4D E 4		130	1.4	8.6

If the director assigns arbitrary match points for a particular table they can be entered as follows.

1. Enter M(NS matchpoints)/(EW matchpoints) eg M6.5/4, where

- M indicates manual matchpoints for this table
- "6.5" indicates the NS matchpoints
- "4" indicates the EW matchpoints
- / is a separator

2. Note that the Neuberg adjustment is applied for the other tables playing the board.

Manually Entering Pair Numbers

This occurs when there is a foul up in the movement.

Steps

1. Click the **Enter Pair Nos** check box. This enables the NS and EW pair numbers columns for edit.
2. Navigate to a pair numbers and over-type the change, then **IMPORTANT**, press the <**enter**> key to save the change.
3. Repeat step 2 for other pair numbers
4. **IMPORTANT**, to initiate the match pointing process, position the cursor in the **Entry Panel** column, then press the <**down arrow**> key to the end of the board.

Testing Button

When doing Compass testing or training, this button can be used to enter random results for each board for each table

- The random results are entered for boards numbered from 1, to the displayed boards numbers.   Therefore if you wish to get random results for **ALL** boards, first display the highest numbered board, then click the **Testing Button** button.
- If **Enter Contracts** is ticked, random *scores* only will be entered
- If **Enter Contracts** is not ticked, random *contracts* only will be entered

Revised: 8 August 2016

Score Validations

There are two types of score validations that are available in Compass.

Score Validation

This is a simple validation done when manual scoring is used.   It will report

- Incorrect scores based on the vulnerability eg a major game score of 420 will be flagged if the declaring side is vulnerable.
- Unusual scores based on the vulnerability eg 200 (non vul), 400 (vul) ,670, 800 etc.

Suspicious Score Reporting

Suspicious score reporting is done in the **Bridgemate Control System** software. The analysis of suspicious contracts detects contracts that may be incorrectly entered on the Bridgemate based on other contracts and/or makeable contract information. The following is from the Bridgemate II Scoring System user documentation.

Suspicious contracts

Incoming contracts can be automatically analysed and marked as suspicious when the contract is suspected to be incorrect. In order to enable this analysis, go to tab "Suspicious contract" on the bottom of the screen:
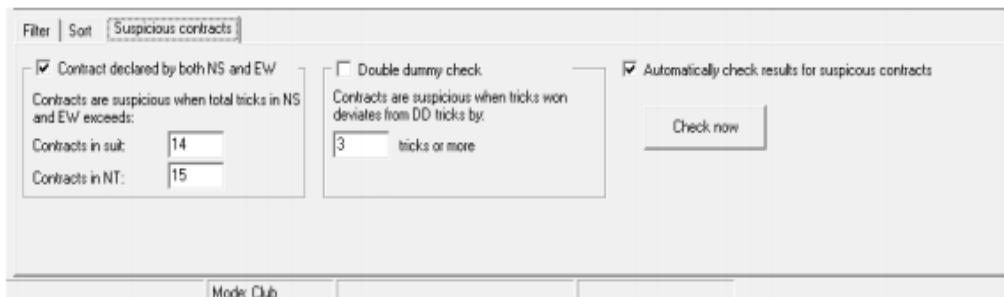

Suspicious contracts can be analysed using two different methods:

1. *Comparing contracts in NS and EW.* Contracts are compared with other contracts on that board. In case a contract appears in the same suit or no trump in both north-south and east-west direction, the contracts are marked suspicious in case the total number of tricks won in north-south and east-west exceeds the specified number.
    Example 1: Total tricks for NT contracts is set to 15. 3NT N = and 1NTx W -2 will not be marked as suspicious as the total number of tricks is 14 and this does not exceed the threshold value.
    Example 2: Total tricks for suit contracts is set to 14. 3H S +1 and 2H E +1 is in total 19 tricks and therefor will be marked as suspicious.
    When only one contract is registered in a direction, this contract is marked as suspicious. When there are two or more contracts in both directions, all contracts are marked as suspicious.

2. *Compare contracts again double dummy (makeable contract information.* This check requires hand records to be available to the Bridgemate system. These hand records must be imported in Bridgemate Control, or uploaded by the scoring program. Each contract is compared with the makeable contract information and when the total number of tricks deviate from the double dummy contract by the specified number of tricks or more, the contract is marked as suspicious.

To enable the analysis, select "Contract declared by both NS and EW" and/or "Double dummy check" and enable "Automatically check results for suspicious contract". Incoming contracts will be automatically scanned for any suspicious contracts. In order to analyse again all current results, click the "Check now" button.

Suspicious contracts are displayed in red colour in the result list and matrix. In case a contract is not suspicious, double-click on the result entry and select "Contract is valid". The contract is now displayed in green colour.

Notes for Use

- The rules that determine suspicious contracts are set in the BCS Screen (see the BCS documentation above)
- A suspicious contract does not necessarily mean a wrong contract. All sorts of very odd contracts occur at the bridge table!
- The very best option that that **all suspicious contracts are dealt with on the BCS screen while the session is in progress**. The reason is that the director can check the details directly with the players involved. Within BCS, the scorer/director can either correct the suspicious contract or mark that the suspicious contract as being OK.

- Compass will report all contracts that remain as suspicious
- The results screen will have the notation

```
Unusual Scores on Boards:  5, 10, 18, 23
Suspicious Scores on Boards: 1 3 5 6 19
```

- The TSS screen will have the notation

```
Suspicious Scores on Bds: 25
To accept and OK a suspicious score, d-click the
mouse on the contract entry
```

- On the TSS screen, all suspicious contracts will be highlighted with a red background colour
- Hover the mouse over any contract to show the lead for that contract

Correcting Suspicious Scores from within Compass

Suspicious scores can either be corrected or marked as being OK.

- To correct the score, simply edit it on the TSS screen. The newly entered score will no longer be marked as suspicious.
- To leave the score as is, but mark a score as being OK …
    - On the TSS screen, go into edit mode
    - Double-click the mouse on the incorrect score. This will mark the result as being OK.

○ Use the down arrow key to then match point the board

Configuration in Compass

The reporting of suspicious Score within Compass in enabled in [Club Information Set Up]().

Report Suspicious Scores in Conpass
○ None
○ Duplicate Events only
○ Swiss Pairs Events only
○ Duplicate AND Swiss Pairs

This can be set to

- None (no reporting in Compass)
- All Duplicate events
- All Swiss Pairs events
- Both Duplicate and Swiss Pairs events

Note that Compass does not report suspicious score for Swiss Teams Events.

Revised: 16 October 2017

Duplicate Pairs Results Screen

This screen displays the results for duplicate pairs, multiple teams and individual events.   If a session has been scored in sections, additional buttons become visible.

Warning Panel

The warning is displayed if there are any unusual scores and if the results include TBA (ie results that are yet to be entered). This signals that the scoring should be reviewed.

Screen Buttons

- **Display**: Switches the displayed report
- **Handicap**: Initiates the handicap calculation. When the button background is red, the handicap result is has not been calculated.
- **Quick Clicks**: Starts instant prints
- **Club Comps**: Open the Club Competitions screen
- **Edit Options**: Edits Scoring or Names

The following three buttons are enabled by parameters in Club Information Set Up

- **Create XML File**: For bridge-club.org websites. These files are saved to the **c:\compassv6\yyyy\xml** folder.
- **Create Pianola File**: For the Pianola website. These files are saved to the **c:\compassv6\yyyy\USEBIO** folder.
- **EMail Results to Players**:

Menu Items

- **Print Options:** Prints the selected option.
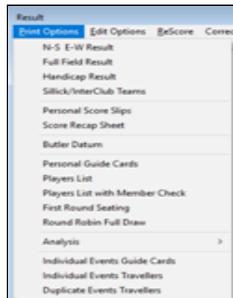
The travellers prints include

- 2 traveelers per A4 sheet
- hand records (if these exist

- **Edit Options**

- - [Apply / View Directors Adjustments](#)
  - **Players Name Check**: Displays a text file report of the players names.
  - [Specify Hand Records](#)
  - [Change Handicap List](#)
  - [Change Session Date/Time](#)
  - **Change Session Type C <--> T**
  - **Create Master Point File**:   Manually create a master point file for an event dated more that 1 month ago
  - **Create X-Club File**: X-Club files are created automatically during the scoring process
  - [Import BM Log File](#)

- **ReScore**   Re-scores the existing result using the methods that are offered.   These method a dependent on the actual scoring type (eg duplicate pairs vs multiple teams etc).

- **Select Another File**   Open another scoring results file.

- **Corrections .. Board Order**   Modifies the board sequence if boards are not laid out in numerical sequence.

- **.. Reposition the Phantom** Allows the [phantom position to be changed](#).
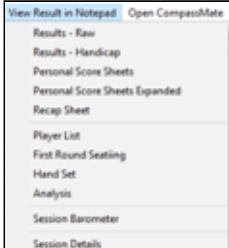
- **View Results in Notepad**:   The **Session Detail** option will

  create a composite text file report.

- **Open CompassMate**: As read.

Specify Hand Records

For reporting purposes, a hand record file should be associated with each session.   This association is automatic is a consistent naming convention is

used, that is if the results file and the hand record file have the same file name.
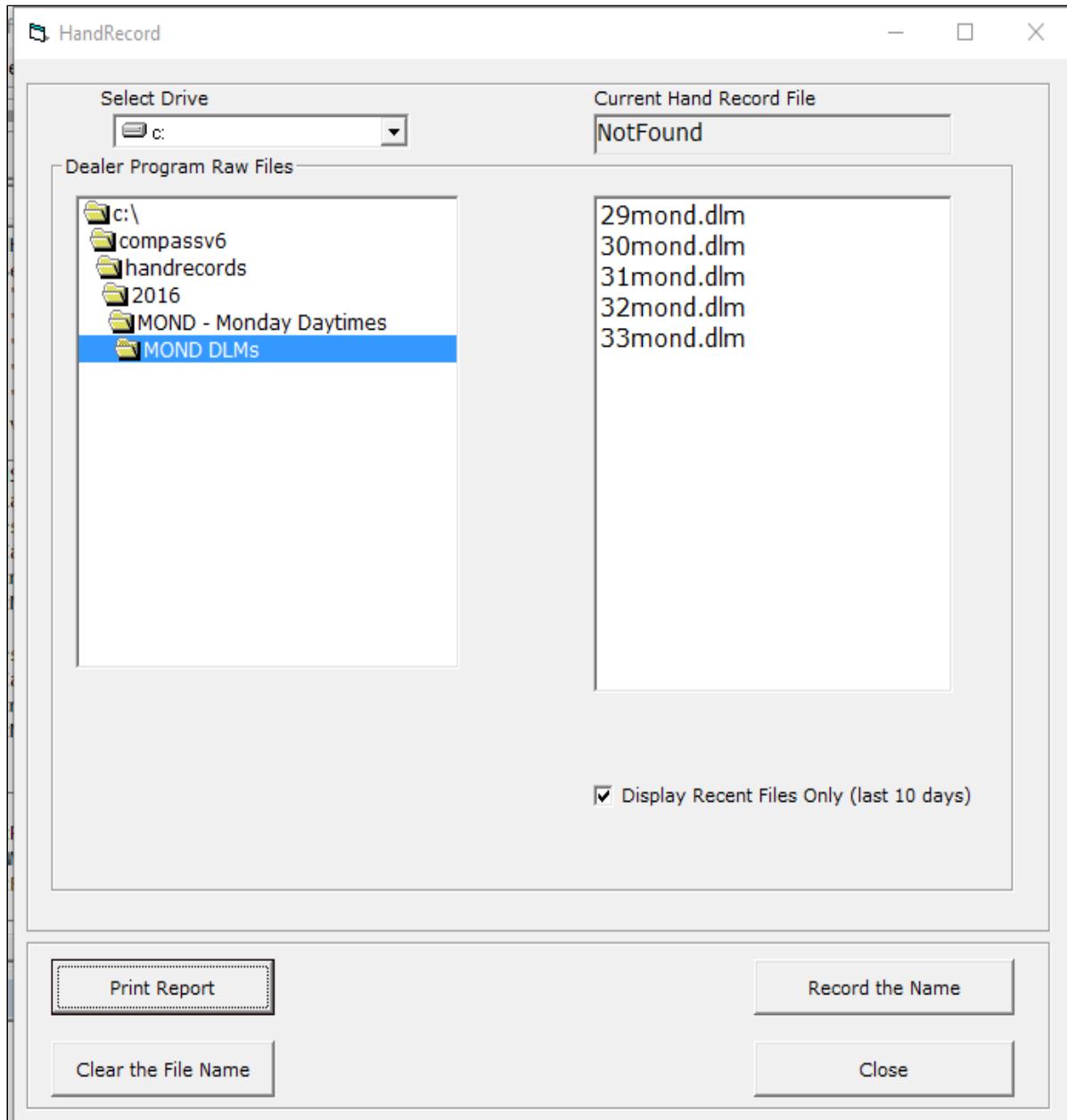
1. Use the folder navigator to change folders
2. A double click a file on the list to select it.

Change Handicap List

Change Session Date/Time

Session Title

Session Main Title

Toms Two Pairs

Session Sub-Title

Session 1

Date

26- Jul -16 ▼

☐ Append Date

Full Title

Toms Two Pairs Session 1

Cancel

Save and Exit

Revised: 8 August 2016

BridgeTabs - Scoring Pairs Events   Quick Reference

Detailed instructions for the scoring of [Pairs Events can be found here](#)

Useful Information

1. Pre-dealt hands are not essential but the player experience is much improved if they are available.
2. The BOS Event should be created in Dealer Assist.   This step generates the makeable contracts and whilst it is not essential, it does save a few minutes during the scoring process.
3. For NEW events, the scoring process is started from the **Scoring**... item on the side bar menu.
4. For a continuation of an existing event, the scoring process is started from the **View Session Results** item on the side bar menu.

Quick Start Instructions

1. Start the NEW **Scoring** session from the Side Bar menu OR use **View Session Results** item to resume the scoring if an existing event (then skip to step 20)
2. Select the table count, movement and event description
3. Select the **BOS Scoring Type**
4. The **CompassMate** screen will open
5. **Start BOS**
6. If the makeables had not been previously created, do this now.
7. Click the **Activate BSC/BT Tablets** button
8. On the Games Settings for **Pairs Events**
   - Enable the **Give Feedback** option
   - Enable the **Show Deals ... Include Makable ... Contract** options
   - Enable the **Show Round Summary** option
   - Enable the **Show Ranking** option
   - Enable the **Recap** option
9. In BSC, start the **Communication with the Tablets**

14. Entry on the tablets by the players can begin
15. Enter the NSEW player names (round 1 only)
16. Enter the Contact result

18. Once all boards have been played   (the BSC matrix should then be all green) …
19. In BSC, STOP the **Communication with the Tablets**
20. Close BSC and close BOS

20. Open the Display Results screen by clicking the **View This Sessions Results** option
21. Optionally print the results and upload the XML

Revised: 3 March 2017

Duplicate Movement Options

In Compass, all movements are inbuilt. That is, there is no requirement for separate movement files to be uploaded. All available movements are listed in Compass [Movement Options.](#)

A brief guide to the movement types for Duplicate Pairs Events is

Movement Type	Winner Type	Set in Play	Description	Duplicated Boards?
Mitchell	Dual	T plus optional feed-ins	Good standard movement. Should be avoided with half tables when there are a large number of boards per set and/or where one or more pairs sit out more than once. With a small number of tables, say 7 or less, Howell is preferred.	-
[Rover](#)	Dual	T (No feed Ins!)	Rover movements are usually when a pair arrives after play has started. For example, the session is set up as a 12 full tables - relay/share Mitchell movement. An extra pairs then arrives late. The movement can be easily switched to 12 table ROVER, and the players and boards do not have to be changed. The late pair becomes a Rover pair, and bumps one	-

			NS pair in each round from round 2. **IMPORTANT NOTE: Rovers can only be added to events that were originally set up as a Mitchell movement with no feed in boards.** If electronic scoring is used, the originally set up movement can be easily changed to a Rover movement.	
Howell	Single	(T - 1) / 2 (fewer in shortened Howell)	Good standard movement as all pairs play each other in full Howell. In shortened Howells all pairs do not meet.	-
Extended Twist and Bungee	Single	T + 3	These movements are good for playing an ideal number of boards given the table numbers.	-
Twist and Bungee	Single	T + 2		-
Hesitation Mitchell	Single	T + 1		-
Pivot	Single	T - 1	This is OK for playing an ideal number of boards but it usually requires 2 sets of boards.	Yes, with full tables
Webb	Dual	Any number less than	Good for table numbers greater than 13.	Yes

		the number of tables		
Bowman Ewing	Dual	T - 2	This is a special case Webb movement.	Yes
Appendix Mitchell	Dual	11 or 13	Not a popular movement as all but a few pairs move.	-
1.5 Table Appendix Mitchell	Yes	T - 2	Movements OK only when there is a half table.	-

T = Number of Tables

Notes

1. Table guide cards, personal guide card and directors notes are available for all movements at the click of a button.

Revised: 26 February 2018

Pairs Events - Scoring Options

Pairs Events can be scored as follows:

- Matchpoints
- Butler (Datum)
- Cross IMPS

During the session setup, it is usual to select one of these option (matchpoints is the default), but it is not so important as you can select to re-score the session using any one of the three options.

Notes

1. A discussion of Butler and Cross IMPs scoring <u>can be found here</u>.
2. A discussion of Datum calculations <u>can be found here</u>.

Revised: 7 August 2016

Import for BM Log File

If Bridgemates are used, a pairs results can be imported from the BM Log file.   This could be used if the Compass results is corrupt and the result cannot be recovered from the BWS file because that too is corrupt or it has been mistakenly over-written.

Process Steps

Preliminaries - BMFileLog.log file

1. Locate the BM Log file. This is usually located in:
    - c:\Bridgemate Log Files\BMProLog.log **OR**
    - c:\Program Files (x86)\Bridgemate Pro\BMProLog.log
2. If you cannot locate the log file, open BMPro.exe and then select the menu item **Tools ... Show Log Files**

3. Copy this **BMProLog.log** file to your **c:\compassv6\yyyy\Bridgemate** folder.   If necessary, you can change the file name to whatever suits.

Compass

1. Start a new scoring session or use **View Session Results** to recall an existing scoring session.
2. Display the Results screen.
3. Select the menu item **Edit Options ... Import BM Log File**
4. If the BMLog file has been saved in accordance with step 3 above, the import will start immediately. Otherwise, select your log file from the Windows Open File dialog.
5. The imported result will now show.

Problems that may occur

1. This process looks in the log file for the records that relate to the session file name.   If that file name in not found in the log, the

process ends.
2. Sometimes at the start of a scoring session, BMPro is started then stopped then started again.   This results in some bogus records in the log file.   Compass will see these bogus records, pout, then give up.   To fix this, open the **BMProLog.log** file in notepad, and delete the bogus records.
3. The **BMProLog.log** file can become very large if it is not attended to. A large log file will mean that the import could be very slow.   See below for tips on how to reduce the size of the log file.

Notes

1. Multiple SECTIONS could be in the BMLog file. If so, Compass will ask which section is to be imported.
2. Name corrections done in Compass will have to be re-entered after the import has been competed.
3. Scoring corrections done in Compass will have to be re-entered after the import has been competed.

BMProLog Log File

The log file should be attended to from time to time (say at the beginning of each year) to prevent it becoming over sized.

1. Use File Explorer to navigate to the folder where the log file is saved.
2. Rename the log file to something appropriate, eg **BMProLog_History01.log or BMProLog_History02.log etc**
3. Now, the new log records will be added to a new empty **BMProLog.log** file

Revised: 10 June 2017

Reposition the Phantom

Reposition means to add or remove or move the phantom to a different table and/or direction.   This is done after the session has been started and does not require the electronic scoring to be restarted.

When does this occur?

- When a pair arrives late and fills in at the phantom table.
- When the movement is entered with full tables. Later it is found there is a ½ table less than entered (eg 23 tables goes down to 22½ tables).
- The phantom is switched from EW to NS.

Steps

1. If you are already in the CompassMate screen, click the **Display Results in Compass** button to return to the Results Screen..   It is OK if BCS continues to run.
2. In Compass, click the menu item **Corrections .. BRIDGEMATE - Reposition the Phantom.**
3. Answer the pop-up questions (ie reposition, add or delete the phantom).
4. Click the menu item **Open Compassmate.**
5. Tick the **Start Reading ... Names and Scores** check boxes.
6. If necessary, click the **Start Bridge Control** button.
7. You will get a message about the change of movement and away you go.
8. The Bridgemate at the table may still display that it is phantom.   Use the Names option on the Bridgemates to enter the player IDs.

Revised: 7 August 2016

Scoring Multiple SECTIONS

In multiple sections events, all boards are scored "across the field".   These differ for [Piggy Back](#) events which are two or more unrelated events that are run at the same time.   These events are **not** scored "across the field".

Sectional events can be scored easily using Compass. The process is slightly different for club and tournament event.

- For tournament events, the sessions should be entered in the Tournament Calendar of Events.   These are then available to reference when setting up a new session.
- For club event, it is not usually known if sections will be played. Sections are therefore set up during the scoring process.

Sections Set Up

Set up for Section 1

1. Open Compass.
2. Click the menu strip item **Scoring ... Pairs Contests**.
3. Exit the SAM screen if it appears (sections cannot be set up in the SAM screen).
4. For a Tournament event
   - Select the session from the tournament competition list (eg 101open)
5. For a Club event
   - Select the session from the club competition list. (eg 45wed)

   Section Data

	Sect #	Section Name
☑ Sections?	1 ▼	Red

   Show Section Setup for this Session
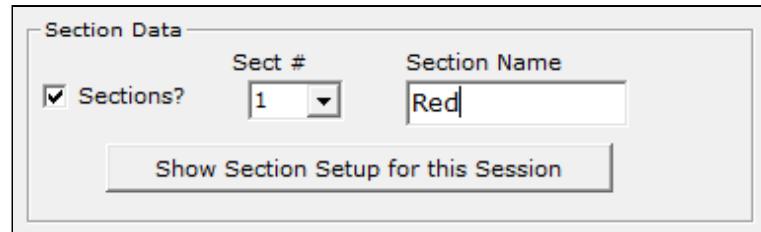
   -
   - Click the **Sections?** option

- Select the **Sect #** (section numbers)
- Enter the **Section Name**

6. Click the **All OK?** button to exit the set up screen.
7. If there is a phantom, enter its position.
8. The CompassMate screen will display but you must immediately <u>EXIT BACK TO THE SIDE BAR MENU</u>, to set up the other sections.   The easiest way to do this is by clicking the *Exit Back to the Side-Bar Menu* menu item.

Set up for Section 2

1. Set up section 2 in exactly the way it was done for section 1.
2. Once this is complete, the CompassMate screen will display.

Electronic Scoring

1. The Bridge Control systems can be started.
2. When both sections have finished all boards, exit Compassmate.

Results

The Thomas Pairs Session 1 (Red) 23 July 2016 (file=110sun)

Print Options Edit Options ReScore Select Another File Corrections View Result in Notepad Open CompassMate Exit to Main Menu

```
           The Thomas Pairs  Session  1 (Red)   23 July 2016

   N-S                                    Gross    BDs     MPs      CPts

    1   Wendy Durdle & Chris Edmonds       63.83    24    337.0/ 528    40
    2   Shirlee Buzzard & Sue Candy        56.82    24    300.0/ 528    20
    3   Dianne Gourlay & Robin Hadley      52.65    24    278.0/ 528
    4   Jack Audrey & Jenny Bailey         49.81    24    263.0/ 528
    5   Laurence Culley & Jeanne Davidson  44.51    24    235.0/ 528
    6   Merle Farmer & Pat Ferguson        43.75    24    231.0/ 528

   E-W                                    Gross    BDs     MPs      CPts

    1   Robert Fyfe & Angus Geursen        53.41    24    282.0/ 528    40
    2   Mary Hall & Jean Hawes             52.08    24    275.0/ 528    20
    3   Mike Chapman-Smith & Valerie Creaghan  51.70  24  273.0/ 528
    4   Frank Doig & Keith Downs           44.70    24    236.0/ 528
    5   Betty Binns & Alan Brown           43.94    24    232.0/ 528
    6   Malcolm Ellis & Hamish Fallwell    42.80    24    226.0/ 528
```

Display: NS EW, Overall, Handicap

Quick Clicks: Print Raw, Print Handicap, Club Comps

Edit Options: Scoring, Names

RED Section:
1 Red 110sun Bds: 24
2 Yellow 210sun Bds: 24

Change Section Refresh Section List

Score Across Sections View Result Across Sections

Screen Buttons

1. **Sections List:**   To switch between sections, double click one of the session titles.
2. **Edit Options Scoring of Names:** Open the screens for the selected option.
3. **Change Section:** An alternate method to switch between sections
4. **Refresh Sections List:**   In case all sections doe not display correctly.
5. **Score Across Sections:**   Normally this result will be calculated automatically, and the button background will be green.   If it has not been calculated, the button background will be red.
6. **View Result Across Sections:** As read.

The menu items are the same as for single sections events.   When selecting the **Print Options**, the report will relate to the section of overall result that is displayed on the screen.

Revised: 29 May 2017

Scoring Multiple Events (Piggy Back Sessions)

Piggy back sessions occur when two or more separate pairs events are run at the same time.   A separate instance of Compass is used for each event and if electronic scoring is used, a single BWS file is used for all events. Hence event 2 piggy backs onto event 1.

This differs from [Multiple Section](#) events where all boards are scored "across the field".

Note that piggy back sections cannot be used if any <u>two or more events</u> have multiple sections than one section.   It is <u>OK for one of the events to have multipl</u>e sections, and all other events to have a single section.   Note that the event with sections must be the first event in the piggy back.

Note: Multiple events with multiple sections can be scored with Bridgemates, but it does require multiple Bridgemate servers.   Please refer to Bob Fearn of Jan Spaans for details.

Steps

Set up Event 1

1. Open Compass.
2. Click **Scoring ... Pairs Contests**.   Exit SAM if it comes up
3. Select the session (file) from the competition list.   (**Note the file name as you will need it when setting up Event B**)
4. Choose the movement, then click **All OK.**
5. The *BM Scoring Type* window opens.   Select the **A section with only one section** option.
6. If a Phantom, enter its position.
7. Click **OK**.
8. The CompassMate screen will display.   <u>DO NOT START THE ELECTRONIC SCORING AT THIS TIME</u>.

Set up Event 2

1. Open a **new instance of Compass from the Desktop**.   The strip menu will appear as a different colour on the right-hand edge of the screen.

2. Click **Scoring ... Pairs Contests**.   Exit SAM if it comes up
3. Select the session (file) from the competition list.
4. Choose the movement, then click **All OK.**
5. The ***BM Scoring Type*** window opens.
   - IMPORTANT: Select the **Two separate events scored with only 1 BM Pro server.   One SECTION in each event.** This is the piggy back option.
   -
     Enter the   Event
     BWS File   No.

     ┌─────────────┐ ┌────┐
     │   │ │   │
     └─────────────┘ └────┘

     (Enter the file name only with no extension)
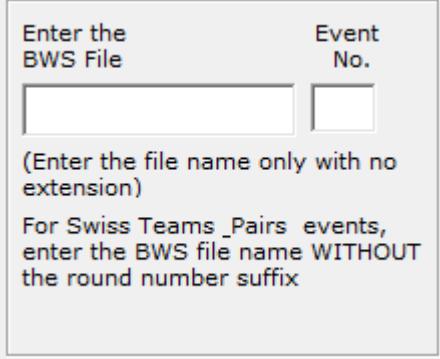
     For Swiss Teams _Pairs events, enter the BWS file name WITHOUT the round number suffix
   - Enter the **BWS file** that was used in Event A. This is usually the file name of the event.
   - Enter the Event No.   If this is the second event, enter "2". If it the third, enter "3"
6. Click **OK**.
7. If there is a phantom, enter its position.
8. The CompassMate screen will display.

9. Now start **Bridge Control** in one of the sessions.   It will automatically show as started in the other session.

At Completion of play

1. Exit the Compassmate screen to view the results

2. Each session can be finished up in the normal way.
3. The extra instance of Compass can be closed and then reopened using VSR of the normal Compass scoring session.

Special Case for Club Sessions

Some clubs run separate graded "sections" during a club session. This may be for part of the year only, for example when the learners graduate from the classes. The significant thing is that same set of hands is played throughout the room.

Example

1. Assume that this is done for a Wednesday session.
2. In Club Information Set Up there will exist a session day "wed". Create another entry there named "wed_x".
3. Create entries in the Club Calendar of Events where the file name uses the "wed_x" suffix.
4. When scoring, use the piggy back process as described above.
5. Now the hand record files for the "wed" session will automatically be associated with the "wed_x" session.

Revised: 8 August 2016

Scoring Pairs - Barometer

A barometer game is a style of duplicate in which all tables play the same board during the same round. After each round, the results are posted. Partnerships can keep a running total of their scores, so they know how well (or how poorly) they are doing. Some people find this kind of game distracting, but many like the immediate feedback. If you are among the leaders, the finish can be exciting, like a close horse race.

The event is set up as a normal Duplicate Pairs event, but there are some small differences:

- Special Barometer movements are used.
- The event can be played in 2 or more sessions.

- The field will often come from the [Finals Field](#) of a qualifying event.
- Carry-overs from the qualifying event can be used.
- The scoring is always in Match Points (not percentages).
- The progress result is calculated after each set.

Barometer Movements

The following Barometer movements are available in Compass.   If required, additional movement can be easily added.

Compass Movement Options

Total Tables
All ▼

EventType
Barometer ▼

Option	Movement Name	Tables	Bds/Set	Total Sets	Total Boards
1	RR Flower Barometer	7	2	13	26
2	RR Barometer (No Arrow Shift)	7	2	13	26
3	RR Barometer (No Arrow Shift)	8	2	15	30
4	RR Barometer (No Arrow Shift)	9	2	17	34
5	RR Flower Barometer Sess 1 of 2	7	4	6	24
6	RR Flower Barometer Sess 2 of 2	7	4	7	28
7	RR Flower Barometer Sess 1 of 2	8	3	8	24
8	RR Flower Barometer Sess 2 of 2	8	3	7	21
9	RR Flower Barometer Sess 1 of 2	9	3	8	24
10	RR Flower Barometer Sess 2 of 2	9	3	9	27
11	RR Flower Barometer Sess 1 of 2	13	2	13	26
12	RR Flower Barometer Sess 2 of 2	13	2	12	24
13	RR Flower Barometer Sess 1 of 2	12	2	12	24
14	RR Flower Barometer Sess 2 of 2	12	2	11	22

Progress Results

The progress results can be published after each set is played.

1. From the Results screen, click the menu item **Barometer Result**.
2. The Tournament screen will open.
3. Select the files you want to include in the calculations, including a carry over file if it exists.
4. Click the **Add Sessions** button.   The results will be calculated.
5. Publish and/or print the results.
6. Click **Exit** and return to the Results screen.
7. Note that, during the current Compass session, the files selected in step 3 will be remembered when next the menu item **Barometer Result** is clicked.

Continue this process until all rounds have been completed.

Sample Website Report

Barometer Result after	16 Boards

Rank	Name	Total	C/O	Final Total	Bd 16 MP	Bd 15 MP	Bd 14 MP	Bd 13 MP	Bd 12 MP	Bd 11 MP	Bd 10 MP	Bd 9 MP	Bd 8 MP	Bd 7 MP	Bd 6 MP	Bd 5 MP	Bd 4 MP	Bd 3 MP	Bd 2 MP	Bd 1 MP
1	Liz Folkard & Wendy Fraser	131.4	9.4	122.0	7	6	12	11	2	4	4	10	9	0	8	11	10	10	10	8
2	Sarah Dilger & Frank Doig	130.3	23.3	107.0	5	6	0	1	6	8	8	12	3	10	8	8	12	8	12	0
3	Judy Anderson & Christine Ashwell	129.5	26.5	103.0	12	10	6	2	12	10	0	6	3	4	0	7	10	11	4	6
4	Wendy Durdle & Gwendoline Dyer	112.9	13.9	99.0	5	0	9	12	10	8	8	2	0	2	6	10	6	0	9	12
5	Patricia Olsthoorn & Julian Omelchenko	112.0	12.0	100.0	7	12	3	0	8	12	6	4	9	5	10	1	12	6	3	2
6	Michelle Houston & Lorraine Hughes	108.5	6.5	102.0	10	10	9	8	8	12	12	0	3	7	2	11	2	2	2	4
7	Garry Matskows & Sheila McAlpine	107.2	11.2	96.0	10	0	10	11	4	0	6	8	3	12	4	1	4	1	12	10
8	Jenny Abrahams & Anne Anderson	103.8	2.8	101.0	12	8	12	6	0	2	10	2	12	0	0	12	0	6	9	10
9	Valerie Creaghan & Laurence Culley	102.2	19.2	83.0	2	12	2	1	4	0	0	12	0	12	12	0	8	8	6	4
10	Lorraine Lui & Melanie Macpherson	97.1	4.1	93.0	4	8	8	8	6	4	4	0	12	10	6	2	8	11	0	2
11	Mavis Kelly & Pat Kent	92.2	0.2	92.0	8	4	4	4	10	6	2	4	9	8	12	5	0	4	0	12
12	D Bale & Janice Bennett	92.0	0.0	92.0	2	2	3	4	12	10	2	10	6	7	10	7	2	1	8	6
13	Pat Ferguson & Valerie Fitzgerald	86.7	2.7	84.0	0	2	6	10	2	6	10	8	9	2	4	4	6	12	3	0
14	Keith Downs & Jennifer Duindam	72.6	2.6	70.0	0	4	0	6	0	2	12	6	6	5	2	5	4	4	6	8

Progressive Placings

Rank	Name	Total	C/O	Final Total	Bd 16 Pl	Bd 15 Pl	Bd 14 Pl	Bd 13 Pl	Bd 12 Pl	Bd 11 Pl	Bd 10 Pl	Bd 9 Pl	Bd 8 Pl	Bd 7 Pl	Bd 6 Pl	Bd 5 Pl	Bd 4 Pl	Bd 3 Pl	Bd 2 Pl	Bd 1 Pl
1	Liz Folkard & Wendy Fraser	131.4	9.4	122.0	1	2	2	2	3	2	2	2	2	4	2	3	3	3	6	6
2	Sarah Dilger & Frank Doig	130.3	23.3	107.0	2	1	1	1	1	1	1	1	1	1	1	2	2	2	2	3
3	Judy Anderson & Christine Ashwell	129.5	26.5	103.0	3	3	4	3	2	3	4	4	3	3	3	1	1	1	1	1
4	Wendy Durdle & Gwendoline Dyer	112.9	13.9	99.0	4	4	3	4	5	6	7	7	6	5	5	4	5	5	3	2
5	Patricia Olsthoorn & Julian Omelchenko	112.0	12.0	100.0	5	5	6	5	4	4	6	6	5	7	6	8	7	8	8	7
6	Michelle Houston & Lorraine Hughes	108.5	6.5	102.0	6	7	7	9	10	11	14	14	14	13	14	11	13	14	11	11
7	Garry Matskows & Sheila McAlpine	107.2	11.2	96.0	7	8	5	6	8	7	5	5	7	6	7	7	6	6	4	5

Revised: 7 August 2016

Swiss Pairs - Overview

Swiss Pairs is a scoring format which has aspects of both duplicate pairs events and teams events.   An event is usually run over 6 to 10 rounds. These rounds can be run within a single day or in the case of a club event, they can be over multiple weeks.

During each round, each pair plays approximately 8-14 boards against one other pair.   After each round is scored, the pairs are ranked in order. The draw for the next round means that pairs play the pair closest to them in the standings, 1st v 2nd, 3rd v 4th, 17th v 18th, with the proviso that pairs do not meet a second time.   This means that pairs that are doing well play other pairs that are doing well while lesser performing pairs meet other lesser performing pairs.

Draw for Round 1

Mathematicians tell us that it does not matter a great deal how the first round is drawn. It could be drawn randomly however perceptions are important for player happiness even if not mathematically supported. Within Compass, the draw is "semi-random", based on the average rating points of each pair.   The field is divided into two groups based on rating points.   The draw then matches any pair from the first group with any pair from the second group. The option of a completely random draw is also available.

How many rounds should be played?

The figures from Bridge Directing Complete indicate that the **minimum** number of rounds should be:

- 9-16 tables, 7 rounds
- 17-32 tables, 8 rounds
- 65-128 contestants 9 rounds

The **maximum** number of rounds is tricky.   If too many rounds are played the draw can become unfair. 1st v 3rd with the first available pair for 2nd being the 11th pair. Such an event might be described as over-swissed. There is no precise point that over-swissing occurs but a rule of thumb is for the number of rounds not to exceed half the number of tables.

Draw Types

The types of draws available are:

- **Swiss:** The standard Swiss based draw.   When this draw type is used, an attempt is made to equalize the number of times that each pair plays as a NS and as an EW pair.   A report of the **Seating Stats** is available from the View Notepad Reports menu item.
- **Single and Double Round Robin:** This can be used for special events such as IP Trials.   Each pair plays every other pair once for single round robin or twice for double round robin.
- **Seeded NS and EW**:   The field is divided into 2 seeded groups, so that each group is roughly the same standard.   One group then sits NS throughout and the other sits EW throughout.   The draw is Swiss in principle, within each group.   The overall result has 2 sets of placings, one for NS and one for EW.
- **Synchronised Swiss:** This can be used in multigrade Swiss events. Each pair from each team plays the other equivalent pairs from their opposing team. The draw is based on the combined result over all grades after each round.

    A discussion on the various scoring options for Swiss Pairs is here.

Scoring Types

The scoring types available are:

- Datum/IMPs: Each score is compared to a datum and "IMPed". The IMPs are converted to Victory Points.

- Match Point: The scores are match-pointed and converted to a percentage. The percentage is then converted to VP according to the following formula, where x is the pair's percentage for the round
  - When x is between 57.5 and 70.0: VP = (x - 20)*2/5
  - When x is between 42.5 and 57.5: VP = (x - 35)*2/3
  - When x is between 30.0 and 42.5: VP = (x - 30)*2/5
- Cross IMPs: Each score is compared with every other score for that boards and "IMPed" are then averaged. The IMPs are converted to Victory Points.

 A discussion on the various scoring options for Swiss Pairs is here.

Player/Table Numbers and Substitutions

1. In any round, pairs can be added and/or removed.   Pairs that were out for one or more rounds can come back in later rounds.   The only requirement is that full tables are maintained.
2. Four substitutions can be used in any one pair.

Stratified Result

A stratified result can be calculated.   Details of a [Stratified Result can be found here](#).

General Comments

1. The number of pairs is usually the same for all rounds.   However, in any round you can add a full table or remove a full table.
2. The number of boards per rounds is usually the same throughout the event, however it is possible to play a different number of boards in each session.   This is set in [Multi Session Details](#).
3. Each session of a Swiss Pairs competition is set up in the Club Calendar.   This is a good thing. When the round one starts, the first entry in the calendar is used for the event details.   Subsequent sessions are started from "View Session Results".   The unused sessions just stay in the calendar, doing no harm.

4. The hand record files for each session are best named the same as the input file name for each session in the calendar. If this is done, Compass will automatically associate the hand record file with the session results file.
5. You can play as many rounds/sessions as you wish.   You can even play the number of rounds that would be equivalent to a full round robin.
6. Up to 4 substitutions can be recorded for each pair. Master point allocation takes account of substitutions.
7. With BridgeMates/Tabs the scoring is done very quickly, therefore a random draw is required for the first round only.

Details of the Swiss Pairs scoring process is found here

Revised: 8 August 2016

Swiss Pairs - Scoring Overview

These generalized instructions are for a Swiss Pairs event. It is highly recommended that a pre-entry file is created so the event can be planned in detail. It will help to ensure full tables and to determine the event format.

Prior to Play

1. Enter the event in the **Club Calendar of Events** or the **Tournament Calendar of Events**.
2. Create the required hand record files
3. Deal the hands and print the hand records via Dealer Assist.

4. Create a Pre-Entry File.

5. Set up the event using the Session Set Up screen. It is useful to do the set up ahead of time. The event format can be finalized and the first round draw published. This will ensure a smooth start to the session for the players and the director. But sometimes things go astray.

Session Set Up

1. From the main strip menu, select **Scoring ... Swiss Pairs**
2. Enter the event details on the Session Set Up screen.
3. Enter the **Electronic Scoring Type** which is almost certainly *A Session with only 1 SECTION*
4. Select the Datum Option.
5. Review and update the **Multi Session** Options, including the hand record files for each session.
6. The Scoring and Calculating Draw screen will now display. The pair names will be blank, as names have not yet been entered.
7. If a pre-entry file DOES **NOT** EXIST ...
   - Go to next step

8. If a pre-entry file DOES EXIST …
    - Click the menu item **Edit Options … Edit Names** to open the [Names Entry](#) screen.
    - Import the pre-entry file
    - Exit **Edit Names** and open the [Scoring and Calculating Draw](#) screen

9. Click the **Calculate Next Draw** button.   If there is no pre-entry file, that draw will be totally random. Otherwise the draw will be in accordance with that the [Pre-Entry file](#)set up.
10. Click the **Show Results / Open CompassMate** button.
11. Use the Print options to print the draw and/or create the **Results Summary and Draw** XML.
12. From this point you can exit and resume the scoring at a later time.

On the Day

1. From the main strip menu, select **Scoring … View Session Results**
2. This open the [Results Screen](#)
3. **Review the setup and make any corrections.**
4. Open the [CompassMate screen](#) for the current round
5. The players now log in and record the results of the boards.

Once all tables have completed their boards

1. Close all Bridge Control programs (ie electronic scoring screens)
2. Exit the CompassMate Screen

At Completion of the Current Swiss Round

1. Review the [Results Screen](#)
2. Review the scoring on the [Scoring and Calculating Draw](#) screen.
3. Review the [Player Substitutions](#).
4. Publish the Results
    - Print the results
    - If applicable, create the bridge-club.org XML Files

Start the Scoring for the Next Swiss Round

1. From the Results Screen, click the **Scoring / Calculate Draw** button
2. Click the **Calculate Next Draw** button to calculate the draw for the next round
3. Click the **Show Results / Open CompassMate** button.
4. Use the Print options to print the draw and/or create the **Results Summary and Draw** XML.
5. From this point you can exit OR open the CompassMate screen.

Sometimes things go astray

Say the event has been set up before hand and the scorer is ready to fire up the scoring for round 1.   What could go wrong?   The most likely thing is that some pairs do not turn up and/or there are extra pairs.   If that all adds up to the same number of tables, all well and good.   The existing set up is OK and the scoring can be started using **VSR**.

If there ends up a different number of tables,   there is no choice but to set up the event from scratch. A new draw will be calculated and published.

It is no problem if different players turn up from those registered in the pre-entry file.   All players enter their IDs on the table top units and at that point, the names in the pre-entry file are irrelevant.

If possible, a standby pair should be available to make up full tables. This will prevent some of the problems that could occur.

Suggested Procedure for Round 1 of a Swiss Event

1. Maintain a pre-entry file, so that you know the number pf pairs and you can avoid a half table

2. Once entries have closed, create the Compass session using the pre-entry file for the player names
3. Calculate the draw, and publish it so pairs know where to sit when they arrive
4. The event now starts. The players arrive and get seated according to the published draw.
5. There may be more pairs or less pairs or even different pairs than from the pre-entry file. No matter, just slot pairs into any vacant seat, including an extra table or so.
6. If the table numbers are the same as the initial setup - just continue as normal.   The players enter their numbers on the table top units (TTUs) and these simply overwrites the names that were initially entered from the pre-entry file.
7. If the table numbers are DIFFERENT from the initial setup the session has to be set up from scratch.   The players remain where they are currently seated.
8. Start a new Compass session from scratch with the new table numbers.   There is no need to import the pre-entry file.   Calculate the draw for round 1, then the electronic scoring.   Advise the players that their pair numbers will be changed because the draw had to be re-done.   Their new pair numbers will display on the table top units.
9. Players enter their ID into the TTUs and play then continues as normal

Revised: 21 February 2017

Scoring Swiss Pairs - Session Set Up

The event/ session is set up as follows:

SWISS PAIRS

Total PAIRS	20	10 tables
Boards Played each Round	8	
Maximum Number of Rounds	12	
Number of Random Draws	1	
Scoring Type	Datum /IMPs	
Draw Type	Swiss	

1. Enter the event details
   - **Total PAIRS**
   - **Boards Played each Round**
   - **Maximum Number of Rounds**: The default is 12. Leave this as 12 unless you intend to run more than 12 rounds.
   - **Number of Random Draws**: When electronic scoring is used, this is best set to "1".
   - **Scoring Type**: Options are Datum/IMPs or MatchPoint or Cross IMPS. [Details are here](#).
   - **Draw Type**: Options are Swiss or Round Robin or Double

Round Robin or Seeded NS and EW. [Details are here.](#)

2. Enter the [Session Details from the right hand panel](#).
3. Click the OK button to start the scoring.

Notes

1. The Total Pairs can be selected from the dropdown list, or you can simply over-type the numbers.   The same applies for other numeric dropdown lists.

Revised: 7 August 2016

Swiss Pairs - Names Entry and Substitutions

For Swiss Pairs, the names and substitutions are entered on the *Names Entry & Substitutions* screen.   It is almost certain that the player names will comes from a pre-entry.   If so, the player list will come from the option. **Recall a Pre-Entry File.**

Names Entry

Generalized Process when using Pre-Entry File

1. Create a pre-entry file from the **Tournament** menu item.
   - For Multi-Grade events, there will usually be 6 players for each "team" entered in the pre-entry file
   - For single grade events, there will be 2 players for each pair entered in the pre-entry file
2. Start a Swiss Pairs scoring session
3. Click the edit **Names Entry & Substitutions** button (or menu item).
4. Select the **Recall a Pre-Entry File** option.
5. From the file list, select your pre-entry file.
6. The pre-entry pair names will now be automatically imported.
   - For multi-grade events, enter the numbers of groups, the group names and the master point awards for each group.
   - For single grade or separate events scored within the same SWP file, the first pair in the pre-entry file will be the pair numbers this is currently displayed on the **Names Entry & Substitutions** screen.

   - For separate events scored within the same SWP file, multiple pre-entry files will need to be imported.

Bridgemate Names Entry - Bypass the Names Entry

There is option to completely bypass the entry of names on the BMs. You may want to use this option if a pre-entry file has been created. If this option is used, the names are read from the Compass names entry screen. The bypass mode is activated if the **Member Numbers** flag is set as unticked in the CompassMate screen.

Substitutions

Compass can record up to 4 substitutions for any Swiss Pairs events. Note that your club playing conditions may not allow this many substitutions. This

situation has to be managed manually by the club.

Changing Player Names

1. Select the **Player Names Source r**adio button (top middle of screen)
2. Position the cursor in one of the **Players** boxes in the pair list (bottom left of screen)
3. To change or add a player,

- type a few letter of the players surname, then use the up down arrow to move to the correct player. Press the <enter> key **OR**
- type the players enter name eg Janice Jones, then press the <enter> key
4. To delete a player, position the cursor in one of the **Players** boxes then pres the <backspace> key to remove the player
5. To add of change a players computer number, just over-type the new computer number in the **Computer** box.
6. [Anchor Pairs can be specified](#) by ticking the **Anchor Pair** tick box. These pairs remain seated at the same table throughout the entire event.

Handling Changing Table Numbers

It is OK for FULL tables to be added or removed for any round

ADD 1 table

1. Click the ***Edit Options .. Add 1 table to the movement*** menu item on the **Results Display** screen.
2. Two extra pairs are then added to the movement.   Add the player names by following the instructions above.
3. Recalculate the draw for the next round.

REMOVE 1 table

1. To "remove" 1 table for any round, untick the appropriate boxes on the Substitutions screen

Entering Substitutions

1. Click the **Substitutions** button on the Swiss Pairs results screen.
2. If necessary, add an additional player to the **Players** list.
3. Use the tick marks to indicate the players in each round.

4. The player that is playing in each round is indicated by a tick mark.   In the above
    o Janine and Jan played rounds 1-3
    o Janine and Joan played rounds 4-6
    o Janine and Jan played rounds 7-9
    o This pairing did not attend rounds 10-12

Screen Buttons

1. **Quick Update**:   This will tick the first 2 players in all pairs in all rounds. Be careful with this as you do not want to mistakenly over-write data.
2. **Show Summary:**   Displays a summary of the rounds that each pair played.

Notes

1. The player list can be sourced from the club database, non member database or the NZB database.
2. Click any of the row or columns check boxes will insert or remove the tick from all rounds.
3. The "qualifying pair" will be the two players who have played the most sessions.   Compass will manage this automatically.
4. A player can be removed from the pairing by clicking in the appropriate box and clicking the backspace key.

Revised: 13 January 2018

Swiss Pairs Handling Anchor Pairs

In Swiss Pairs events, an Anchor Pair remains seated at the same table throughout the event.

Notes

1. Any number of Anchor Pairs can be specified.
2. The first Anchor Pair is always seated at the highest numbered table.
3. A second Anchor Pair is seated at the second highest table.
4. A third and subsequent Anchor Pair is seated at the next highest tables.
5. **IMPORTANT**: **The Swiss draw means that the Anchor Pairs can be assigned as a NS Pairs OR an EW Pair at their designated table**.   The table cards and boards should be oriented to ensure each pair is playing in the correct direction.
6. No matter what, the Anchor Pairs are always seated as NS **in the first round.**

Set Up

The Anchor Pairs are denoted on the Names Entry screen and are highlighted in a magenta colour. To set (or unset) an Anchor Pair:

- Mouse click the pair, then click the **Set as Anchor Pair** button

Notes

- The Anchor Pairs are highlighted in a Magenta colour.
- If a pre-entry file is used, the anchor pairs can be specified and the correct draw can be calculated for round 1. For round 1, the anchor pairs will be seated as NS at the highest numbered tables.
- If a pre-entry file is **not** used, the Anchor Pairs must be seated as NS at the highest numbered tables.   Then, after the names have been recording from the electronic scoring, they can be marked as anchors in the Names Entry screen.

What happens if pairs play a set seated in the wrong direction!

- After the set has been played, open the Results Entry screen and use the *Edit ... Swap NS/EW Pairs at one table* menu item

Revised: 6 March 2017

Swiss Pairs Results Screen


```
Swiss Pairs Session: SPDocumentation

Print Options   Edit Options   Rescore   Master Points   Select Finals Field   Generate Results   View Results in NotePad   Open CompassMate   Exit to Main Menu

                        SPDocumentation

 Place Pair                          VPs      Played                                 Result
 --------------------------------------------------------------------------------------------------
    1   Cecily Munro & Jocelyn McWhannell   32.60   R1  Kathleen Anderson & Owen Knowles   14.39 -  5.61  Win
                                                    R2  Douglas Russell & Lorraine Bell    18.21 -  1.79  Win

    2   John Ling & Sue Mehaffey            30.24   R1  John Wilkinson & Megan Wackrow     13.78 -  6.22  Win
                                                    R2  Patricia Preston & Rod Clendon     16.46 -  3.54  Win

    3   Pat Ritchie & Valerie Russel        28.53   R1  Kaye Lainchbury & Wigs Ararthoon    9.56 - 10.44  Loss
                                                    R2  Julie Harper & Dianne Evans        18.97 -  1.03  Win

    4   Lorraine Lui & Anne Larsen          28.08   R1  Julie Harper & Dianne Evans        13.12 -  6.88  Win
                                                    R2  Kaye Lainchbury & Wigs Ararthoon   14.96 -  5.04  Win

    5   George Lees & Nick Longdell         27.80   R1  Joan Lloyd & Alan Haslett          13.12 -  6.88  Win
                                                    R2  Erin Clatworthy & Susie Greene     14.68 -  5.32  Win

    6   Pat Knight & Peter Tansey           23.78   R1  Mike Cornwall & John De Bono       13.78 -  6.22  Win
                                                    R2  Dave Edwards & Mike Cooper         10.00 - 10.00  Draw

    7   Dave Edwards & Mike Cooper          23.78   R1  Jeanette Chatterton & Caroline Melv 13.78 -  6.22  Win
                                                    R2  Pat Knight & Peter Tansey          10.00 - 10.00  Draw

    8   Julie Rope & Lisa Roach             23.77   R1  Patricia Preston & Rod Clendon      3.77 - 16.23  Loss
                                                    R2  John Wilkinson & Megan Wackrow     20.00 -  0.00  Win

    9   Joan Lloyd & Alan Haslett           20.33   R1  George Lees & Nick Longdell         6.88 - 13.12  Loss
                                                    R2  Gary Robinson & Frances Couch      13.45 -  6.55  Win

   10   Patricia Preston & Rod Clendon      19.77   R1  Julie Rope & Lisa Roach            16.23 -  3.77  Win
                                                    R2  John Ling & Sue Mehaffey            3.54 - 16.46  Loss

   11   Mike Cornwall & John De Bono        18.99   R1  Pat Knight & Peter Tansey           6.22 - 13.78  Loss
                                                    R2  Jeanette Chatterton & Caroline Melv 12.77 -  7.23  Win

   12   Erin Clatworthy & Susie Greene      18.77   R1  Gary Robinson & Frances Couch      13.45 -  6.55  Win
                                                    R2  George Lees & Nick Longdell         5.32 - 14.68  Loss

   13   Kathleen Anderson & Owen Knowles    16.88   R1  Cecily Munro & Jocelyn McWhannell   5.61 - 14.39  Loss
                                                    R2  Janine Drummond & Jan Rosenberg    11.27 -  8.73  Win

  Display Options
    [- Round +]   [Datum]
    [Progress]    [Player List]
    [Progress Summary]   [PSS Sheet 1 2 3]
    [Progress By Round]

  Edit Options
    [Scoring/Calculate Draw]   [Names]
                               [Substitutions]

  Create XML Options
    [Full Results]   [Results Summary and Draw]
    [Email Results to Players]
```

Screen Buttons

- **Display Options**: Switches the displayed report
  - **PSS Sheets**: There are 3 report formats.
    - The Format 3 report is a detailed report for each pair and included the current provisional placings and the draw for the next round. When printing this report, a selection of pairs can be made, and the report can be optionally sorted by the players seating position for the next round.
  - **Stratified Result**: Calculated a Stratified Result.   Details of a [Stratified Result can be found here](#).

- **Edit Options**:
  - Scoring/Calculate Draw
  - Names
  - Substitutions

The following three buttons are enabled by parameters in [Club Information Set Up](#)

- **Full Results**:   For bridge-club.org websites. These files are saved to the **c:\compassv6\yyyy\xml** folder.
- **Results Summary and Draw**:   This XML has 3 parts; results for the last round, the overall result to date and the draw for the next round.   Some clubs use this on their datashow in the playing room.
- **EMail Results to Players**:

Menu Items
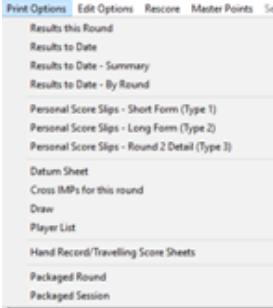
- **Print Options:**   Prints the selected option.

- **Edit Options**
  - **Contracts/Scores**
  - **Names**
  - **Substitutions**
  - **Session Name**
  - **Change Session Type C <--> T**
  - [Add 1 Table to the Movement](#)
  - [Remove 1 table from the Movement](#)
  - [Multi Session Details](#)

- **ReScore**   Re-scores the existing result using Butler Datum or Cross IMPs scoring.
- **Master Points**: Generate the master points for events that award bonus master points eg A points. Master points for club events (ie C points) are

generated automatically.
- **Select Finals Field**   Open another scoring results file.
- **Generate Results**: This is for text file reports only.   Reports can be generated for a single round or the entire event.
- **View Results in Notepad**:
- **Open CompassMate**: As read.

Add 1 Table to the Movement

CompassV6

You are about to increase the table count from 11 to 12
Are you really sure you want to do this?

| Yes | No |
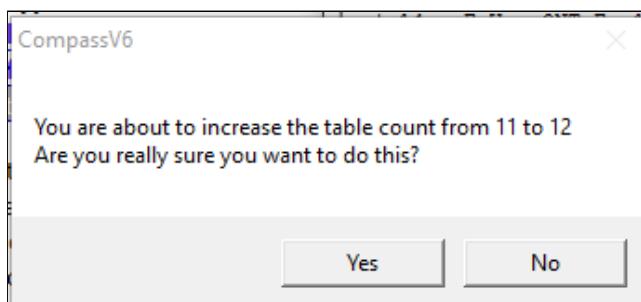
After 1 table has been added, open Substitutions and update the player names for the 2 pairs that have been added.

Multi Session Details

Session Number	Rounds Per Session	Bds Per	First Board	Total Boards	Session DATE	Hand Record File Name
1	3	9	1	27	30-Jun-18	C:\compassv6\Handrecords\2018\Tournament\100htO.bri
2	3	9	1	27	07-Jul-18	C:\compassv6\Handrecords\2018\Tournament\200htO.bri
3	3	9	1	27	14-Jul-18	C:\compassv6\Handrecords\2018\Tournament\300htO.bri
4	3	9	1	27	14-Jul-18	
5	3	9	1	27	14-Jul-18	
6	3	9	1	27	14-Jul-18	

For each session, the Multi Session Details records the rounds played, the hand record files and the text file session headings.

- The **Session DATE** records the actual date that each session is played.   This will initially auto populate with the likely date, but can then be changed.
- The **Hand Record** file name will auto populate if the files exist in the hand records folders and they follow the standard naming conventions for club and tournament files.

Revised: 19 August 2018

Swiss Pairs - Event Scoring and Draw Calculation

This screen is used to display the results for all rounds for all matches.   The VP result is automatically calculated for each match.   Scoring errors can be corrected and the result will be recalculated.   The draw for each round is also calculated from this screen.

Round - | 8 | +

Table - | 1 | +   Edit Scores

NS Pair | 2 | Ian Berrington _Grant Jarvis

EW Pair | 15 | Tony Jiang _Julia Zhu

Matches / Suspicious Score?

Table 1	2 vs 15
Table 2	23 vs 17
Table 3	20 vs 19
Table 4	24 vs 11
Table 5	12 vs 31
Table 6	9 vs 16
Table 7	13 vs 10
Table 8	7 vs 27
Table 9	33 vs 34
Table 10	3 vs 28
Table 11	8 vs 21
Table 12	5 vs 26
Table 13	22 vs 18
Table 14	4 vs 29
Table 15	30 vs 32
Table 16	6 vs 14
Table 17	1 vs 25

Show Results / Open CompassMate   Calculate Next Draw

☐ Enter Contracts

	VP+	VP-	Total
	4.77	15.23	-15

	Bd #	Entry Panel	N-S Score	E-W Score	Par	NS IMPs
E-W	25	2NT S 4	180		60	3
All	26	4S N -1		100	40	-4
Nil	27	3C E 3		110	100	-5
N-S	28	2Dx W -1	100		-110	5
All	29	3S N 4	170		30	4
Nil	30	3H N -2		100	-30	-2
N-S	31	4H S -2		200	10	-5
E-W	32	3NT E 3		600	-100	-11

For an average or par or 'did not play', enter 'A'

Board 30 Dealer: E Vul: Nil

```
NS EW| Contract Ld| N-S E-W| NS EW|
-----------------------------------
 1 25| 3H  S -1 8C|     50| -1  1|
 2 15| 3H  N -2 9C|    100| -2  2|
 3 28| 4S  W -3 5S| 150   |  5 -5|
 4 29| 1S  N  4 7S| 170   |  5 -5|
 5 26| 4D  E -1 QC|  50   |  2 -2|
 6 14| 3S  N  4 2D| 170   |  5 -5|
 7 27| 5C  N  5 QC| 400   | 10-10|
 8 21| 5Cx S  5 4C| 550   | 11-11|
 9 16| 2S  N  3 8H| 140   |  5 -5|
12 31| PassedIn 2D|      0|  1 -1|
13 10| 4D  E -1 QC|  50   |  2 -2|
20 19| 3NT W  4 AH|    430| -9  9|
22 18| 4H  S -1 QH|     50| -1  1|
23 17| 2S  N -1 6S|     50| -1  1|
24 11| 4S  W  5 6H|    450| -9  9|
30 32| 4S  W  4 KD|    420| -9  9|
```

Close

North South VPs   East West VPs

| 0.00 | 0.00 |

Any non-zero VPs entered here will overwrite the calculated VPs. To enter '0' VPs, enter "0.001"

Board 30 Dealer: E Vul: Nil

```
                S QT6432
                H Q74
                D T765
                C
S KJ9               S A8
H AT92              H K53
D A8                D Q43
C J742              C K9853
          S 75
    4     H J86      Makeables
13-12     D KJ92     N:1D 1S
   11     C AQT6     S:1D 1S
                     E:3C 2H 3NT
                     W:3C 2H 3NT
```

Steps to Edit Scores

1. Use the Round buttons and Tables buttons to select a match.   A mouse click on a match from the list will also display the result of that match.
2. To edit a contract, first click the **Edit Score** button, then move to the affected board and make the correction.   Important: Use the <**down arrow**> key to run the cursor off the bottom of the scores list.   This will initiate the recalculation of the overall result.

Manually Entered VP Result

- If the director assigns a manual VP result for a match, enter this in **Manual VPs** boxes.   This entered result will over-ride the automatically calculated VP results (which is shown above the NS and EW Scores columns).   Note: If you want the manually entered VPs to be zero, you will have to enter the VPs as 0.001. Because 0.001 is not zero, the over-ride will take effect. Then, in the results, 0.001 will round to zero so you will not see it.

Steps to Calculate Next Round Draw

1. Click the **Calculate Next Draw** button.
2. The calculated draw can be manually changed through the menu item **Edit Options ... Manually Change Draw**

Screen Buttons

- **Show Results / Open CompassMate**:   Opens the results screen.
- **Calculate Next Draw**: Will initiate the draw calculation for the next round.
- **Manual VPs frame**:   Use this to enter a manual result for the displayed match.

Show Results from all Matches and the Hand Records

- Clicking any board number in the **Bd #** column will display the hand record and all match score for that particular board.

Menu Items

- **Edit Options**
  - **Manually Change Draw:**
  - **Swap NS/EW Pairs at one Table:** This is used when the pairs sit in the wrong direction at one table.
- **View Results in Notepad**
- **Show Results / Open CompassMate**:

Manually Change the Draw

At times, the draw may need to be manually changed.   Once play has started changes to the draw are not allowed, except to swap the NS/EW pairs at one or more tables.

Revised: 22 January 2018

BridgeTabs - Scoring Swiss Events

These instruction cover the scoring of Swiss event using the BridgeTabs.
 They are to be read in conjunction with the main documentation for Swiss Pairs scoring and Swiss Teams scoring.

Setup

1. Set up the events in the Club or Tournament calendar of events
   ○ Club Program Example

279	67	Swiss Pairs	1	24 Apr 2016	16sun		P	0	0	0
280	67	Swiss Pairs	2	01 May 2016	17sun		P			
281	67	Swiss Pairs	3	08 May 2016	18sun		P			
282	68	BOS Swiss Teams	1	08 Feb 2016	06sun		T	0	0	0
283	68	BOS Swiss Teams	2	15 Feb 2016	07sun		T			
284	68	BOS Swiss Teams	3	22 Feb 2016	08sun		T			

   ○ Tournament Program Example

5	2	26 Jul 2016	Swiss Teams		1	0		100swt	T	SA	T
6	2	26 Jul 2016	Swiss Teams		2	0		200swt	T	SA	T
7	2	26 Jul 2016	Swiss Teams		3	0		300swt	T	SA	T
8	0				0	0					

Notes

- Always enter all sessions of an event in the calendar. That is, if the event is 3 sessions, then the calendar should have 3 entries.
- Compass will use the first listed file name to save the data (in a SWI file or SWP file)
- The hand record file names should be the same as those set up in the calendar of events. For example,
   ○ Session 1   16sun.dlm
   ○ Session 2   17sun.dlm
   ○ Session 3   18sun.dlm
-

Pre-Entry File

1. A pre-entry file is useful for keeping track of the entered pairs/teams. It does help to avoid half tables in Swiss Pairs and to prepare for the triangle movement if there are an uneven number of teams in Swiss Teams.

Hand Records

1. The hands must to be pre-dealt. One set of boards is required from every 4-5 tables.
2. For reporting purposes, Compass requires the following hand record files.

    Either

    - DLM files and
    - BRI files and
    - TXT files

    OR

    - DLM files and
    - PBN files

    These files must be saved within the c:\compassv6\handrecords\YYYY folder structure.

3. For club sessions, the above files are available from XClub via the **Dealer Assist** functionality, or you can use your own hand generation process.
4. For tournaments, the above files are available from the hand generation process in **Dealer Assist**, or you can use your own hand generation process.

Names Entry

Important Note: "BridgeTab" allows player numbers to be entered for the first round only, after that it assumes that the same players sit in the same position for the rest of the event.   This of course is not reality.   Table slips should be used to record the players IDs which can then be entered into Compass whilst the round is being played.

BWS File

- Using BridgeMates, a separate BWS file is used for each round. The BWS files names follow the hand record names for each session.
- With BridgeTabs, the one BWS file is used for the entire event.   The BWS files names follow the hand record names for the first session.

Scoring a Swiss Event

[Click here for Quick Start Instructions](#) for events **without** pre-dealt hands and **without** pre-entry file

Notes

- When **scoring the first session** of an event, the set up from the Scoring button on the main strip menu.
- **Subsequent sessions** are started from the View Session Results (VSR) button on the main strip menu.

1	Start the Scoring session from the strip menu	
2	Select the event parameters	
3	Select the Datum Method	
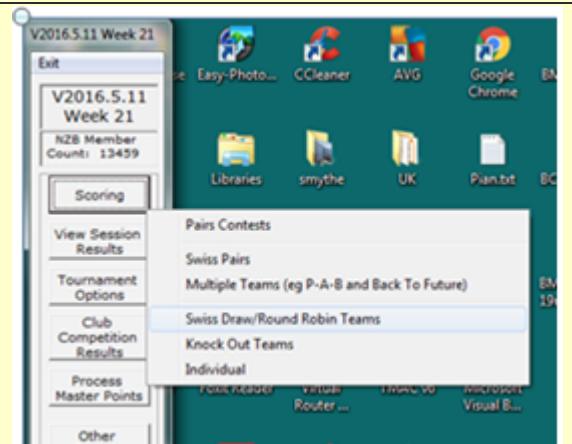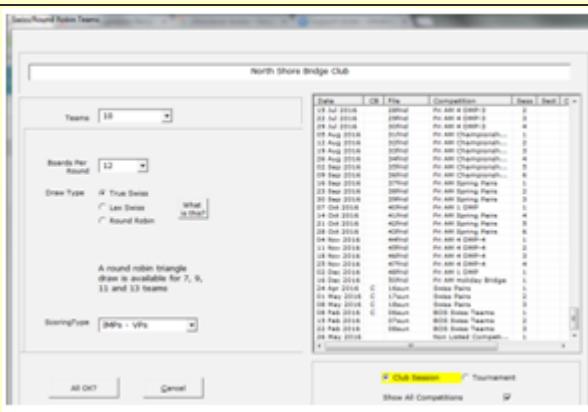
|		
	For **Swiss PAIRS**, Option 1 is the most common option . For **Swiss TEAMS**, the Datum Method is used in the calculation of the pairs Butler result only. Again, Option 1 is the most common option.	Datum Method **Select an Option** Option 1 Tables Competing 10 Percentage of High (and Low) Scores to be excluded 10 Number of High (and Low) Scores to be excluded 1 Option 2 0-6 Tables Drop no scores 7-12 Tables Drop 1 top and 1 bottom score 13-18 Tables Drop 2 top and 2 bottom scores 19-24 Tables Drop 3 top and 3 bottom scores 25+ Tables Drop 4 top and 4 bottom scores Option 3 Discard Rogue Scores only If score difference is greater this, then discard 800 Option 4 Cross-IMPs Exit
4		
5	Multi Session Details Enter the session details (rounds per session, boards per round etc). Compass will predict the **Hand Record file names** based in the input file names. You can edit these names as necessary.	Multi Sessions Session Number / Rounds Per Session / Bds Per Board / First Board / Total Boards / Session Heading / Hand Record File 1 2 12 1 24 06sun.dlm 2 2 12 1 24 07sun.dlm 3 2 12 1 24 08sun.dlm 4 2 12 1 24 09sun.dlm 5 2 12 1 24 6 2 12 1 24 7 2 12 1 24
6	The TSS screen is now shown. If a pre-entry file has	

|		
	been created, used **Edit Options ... Names** ... to import the team names and/or players.	
7	Use the **Scoring / Calculate Draw** button to redo the draw for the next round	
8	Use the **Open Compassmate** menu item to start the scoring process with the tablets.	
9	Click the Start BOS button If all preliminaries have been completed correctly, the **Dupsoft** form will display.	
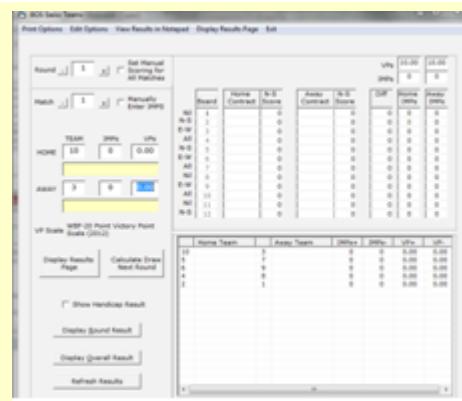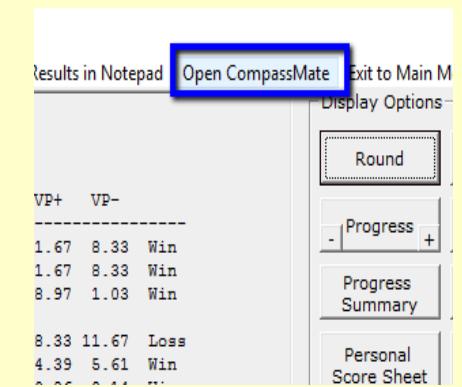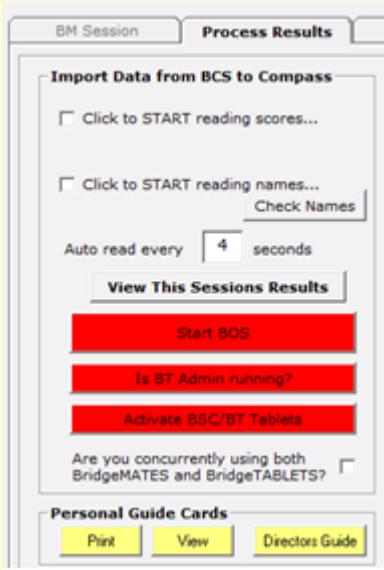
10	If the makeables have not been calculated, click the **Ma** menu item to start the calculation of the makeables	
11	You are now ready to start the communication to the table top Tablets. Click the **Activate BSC/BT Tablets** button.	
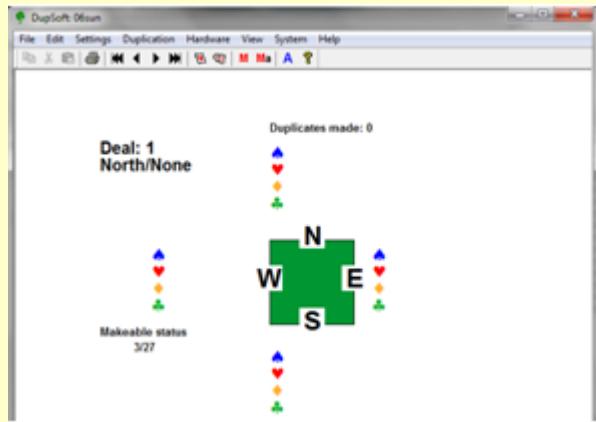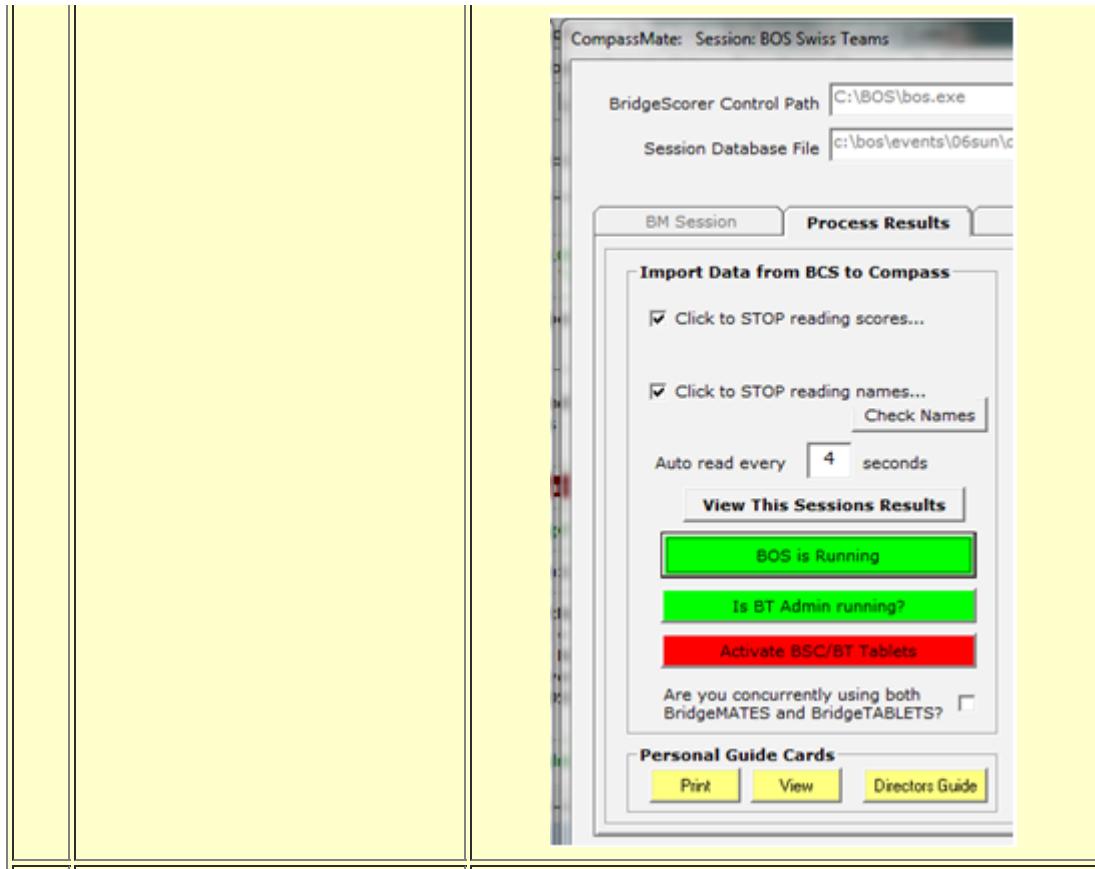
12	The Games Setting form is displayed with the default setting for Swiss Events. Change the setting at your own risk. (The screen shot does show the settings appropriate for Swiss events.)	
13	Click the **Start (F2)** button to start the communication with the tablets	
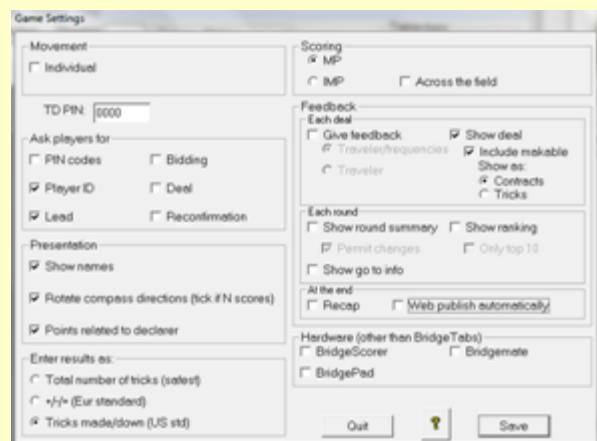
14	The players now enter the results of all boards. When all boards have been played, **the Score Entry Status** should show that all scores have been transferred to Compass.	
15	After all scores have been entered for the current round, STOP the comminication to the tablets If this is the end if the session, also close • BridgeTab (BT) • BOS (BOS) If another round will shortly be played, you should leave BOS and BT running,	
16	Exit the CompassMate Screen and process the results for the round	
17	The next round can now be scored.	
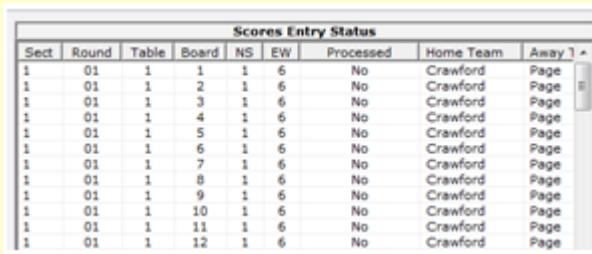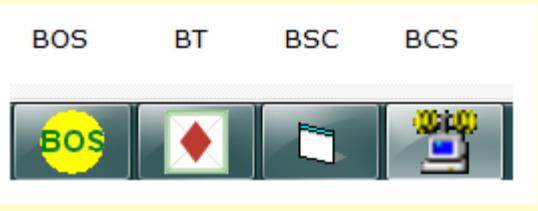
- If necessary, use VSR to re-open the scoring for the event.
- Calculate the draw for the next round Note: If running a Round Robin event, the **Upload RR Draw to Tablets** button must be clicked at the start of each round.
- Open the Compassmate screen to start the scoring
- If necessary, start **BOS** and **BT**
- Start **BSC**
- Click the Start with the new Uploaded Movement button
- If necessary, tick the two **Start Reading ...** options

- Exit the CompassMate Screen and process the results for the round

These steps are repeated for all subsequent rounds.	

Revised: 8 January 2018

BridgeTabs - Scoring Swiss Events   Quick Reference

Detailed instructions for the scoring of [Swiss Events can be found here](#)

Useful Information

1. Pre-dealt **hands** are essential as you need one set of boards for every 4-5 competing tables.
2. A **session** comprises a number of rounds.   These details are recorded on the [Multi Session Details](#) screen.
3. The BOS **Event for session 1** should be created in Dealer Assist.   This step generates the makeable contracts and whilst it is not essential, it does save a few minutes during the scoring process.
4. For technical reason, the BOS event/makeables for sessions 2 and higher must be created during the actual scoring process.   If you do create the BOS event/makeables for sessions 2 and higher, it will be ignored by Compass.
5. A pre-entry file is useful, but not essential. The recommendation is that you do create a pre-entry file - just to have an idea of the numbers of competitors that intend to play.
6. At the start of the first round, the entry of player IDs into the BTs is done
   - **Swiss Teams**: AFTER the EW players are seated at the opposition table
   - **Swiss Pairs**: As the NS/EW Players are seated according to the draw for the first round. Alternatively, you can randomly seat the pairs in round 1.
7. Player IDs are entered at the start of round 1 only.   In the subsequent rounds, Bridgetab issues mean that names cannot be entered on the tablets.   This means that, player substitutions for the later rounds must be noted on paper, then entered into Compass "names" screen..
8. In **Swiss Teams** event, each team has a fixed home table equal to their team number.   The NS pair of the team sit at this table.   The other half of the team sits EW at the oppositions table.

9. The BOS App can (and should) remain open throughout all rounds withing one **session** (a "session" as set up on the multi-session details page).
10. Communication with the tablets is stopped between rounds. **An exception with with Round Robin events - the communication with the tables should be left open after each round.**
11. The BOS App **MUST** be closed at the end of each **session.**
12. Within Compass, the one SWP or SWI results file is used for all rounds of the event
13. For NEW events, the scoring process is started from the **Scoring**... item on the side bar menu.
14. For a continuation of an existing event, the scoring process is started from the **View Session Results** item on the side bar menu.

Quick Start Instructions

Assume the event file name is **09sun**
The hand record files should be named ...
Session 1   09sun
Session 2   10sun
Session 3   11sun
    etc

1. For the first session, start the NEW **Scoring** session from the Side Bar menu
2. Select the event teams count, pairs count, boards per session, scoring type etc and event description
3. Select the **BOS Scoring Type** and **Datum** details
4. Multi Session Details.   Enter the
    1. Rounds for each Session
    2. Boards player for each Round
    3. Hand Record File Names for each session.   In this example, enter **09SUN** for the first session, **10SUN** for the second session etc
5. The **Event Scoring** screen will open
6. Optionally use the *Edit Options .. Names* menu item to
    o Import a pre entry file OR

- If a pre entry file is not available, enter the **Team Names** only (not player names as these will be entered on the BTs)

7. Calculate/recalculate the draw for round 1 and optionally print the draw (For round robin events, the draw can be printed for ALL rounds)
8. For round robin teams events
    - **Upload RR Draw to Tablets** (the button will be coloured green once this has been done.)
    - Note that ALL RR Rounds for the current session will be uploaded to Tablets (BSC), This means that this step does not have to be repeated for the next rounds in the current session
9. Display the Results, then Open CompassMate
10. **Start BOS**
11. The Dupsoft screen will display if the makeables had not been previously created. Create the makeables now.
12. Click the **Activate BSC/BT Tablets** button
13. On the Games Settings screen**,** the appropriate settings for Swiss Events are pre-set. Change these with caution. The following settings should be specified for Swiss events.
    - Disable the **Give Feedback** option
    - Disable the **Show Ranking** option
    - Disable the **Recap** option
14. In BSC, start the **Communication with the Tablets**

15. Entry on the tablets by the players can start
16. Enter the NSEW player names (round 1 only)
17. Enter the Contact result etc

18. Once all boards have been played   (the BSC matrix should then be all green) …
19. In BSC,

    - For Swiss Draw Events, **STOP the Communication with the Tablets**
    - For Round Robin events, **leave the communication running.**

20. Open the Display Results screen by clicking the **View This Sessions Results** option
21. Optionally print the results and upload the XML
22. Open the **Scoring/Calculate Draw** screen
23. Correct any scoring errors for the current round
24. For Swiss Events, calculate the draw for the next round

25. For round robin events upload the RR draw to the tablets (the button will be coloured green once this has been done.)   This uploads the draw for ALL rounds of the current session, meaning that this step has to be done only once.
26. **Display the Results**, then **Open CompassMate** for the next round.
27. In BSC,
    ○ For Swiss Draw Events, <u>**re-start the Communication with the Tablets**</u>.   The start button text should be **START with updated movement**
    ○ For Round Robin events, <u>**you need do nothing**</u> as the communication will already be running.
        ▪ If you had inadvertently stopped the communication with the tablets, just start it now.   You will get a message ***The Scoring Program has changed the movement from round1. Do you want to update the movement in the Tabletop units via the safe 'start with updated' movement procedure***. **ANSWER NO TO THIS QUESTION**

.... then repeat steps 14+ for all rounds in the current session

   Once all rounds of the session have been completed, Close BSC and Close BOS

   For club events, the next session is likely to be held in the following week.

1. Use **View Session Results** item to resume the scoring of an existing event
2. Open the **Scoring/Calculate Draw** screen

3. Calculate the draw for the next round
4. For round robin events upload the RR draw to the tablets (the button will be coloured green once this has been done.)   This uploads the draw for ALL rounds of the current session, meaning that this step has to be done only once.
5. **Display the Results**, then **Open CompassMate** for the next round.
6. Start BOS,   For sessions 2,3 you should calculate the makeables when the Dupsoft app opens.
7. Follow steps 10-27 above
8. Once all rounds of the session have been completed, Close BSC and Close BOS

Revised: 8 January 2018

Change the Swiss Draw

At times, the draw may need to be manually changed.   Once play has started changes to the draw are not allowed, except to swap the NS/EW pairs at one table.

The most efficient method to record the new draw is as follows:

1. Over-type the *table number* in the text box, then press <enter>
2. Over-type the *NS Pair number* in the text box, then press <enter>
3. Over-type the *EW Pair number* in the text box, then press <enter>
4. Press <enter> or click the **Save Change this single change** button

5. Repeat steps one to 4 for the other tables

6. If the new draw is OK, click the **Save all Changes and Exit** button
7. If the new draw is **not OK**, click the **Save all Changes and Exit** button

Notes

1. As the changes are being make, the new draw is automatically validated
2. The *Validation* box will show the pairs that are in the draw twice, and those pairs not in the draw at all
3. Invalid draws cannot be saved

Swap the NS/EW pairs at one table

This is done when the pairs sit in the wrong direction and one table.   To do this use the *Swap NS/EW pairs at one table* menu item.   This change can be done at any time, but it is preferable to do it once the match has been completed.at one table can be done

Swiss Pairs - Scoring Options

A numbers of combination of draw type and scoring type are available.   A short discussion of each option follows.   First, let us establish some definitions.

Definitions - Scoring Types

Butler IMP Scoring: Each score on any particular board is compared with a datum. The datum is established by discarding some number of top and bottom scores and averaging the remaining scores. The difference between your score and the datum is converted to IMPs according to the normal scale.

The overall result for the events can be the total IMPs for all rounds, or the total IMPs for each round can be converted to victory points based on the WBF 20 Point Continuous VP Scale. A victory point based results is the most common option.

Cross IMP Scoring: In Cross IMPs, instead of IMPing against the room average, your board result is IMPed against every other table in the field, and the total is then averaged (i.e. divided by the number of results) to calculate the imps you earn on each board.

The overall result is calculated the same way as for Butler IMP scoring.

Match Point Scoring: Boards is match-pointed in the normal manner.

The overall result for the events is the ratio of the total matchpoints scored and the maximum matchpoints available converted to a percentage.

Definitions - Draw Types

One Field Swiss Draw: After each round is scored, the pairs in the event are ranked in order.   The draw for the next round matches the pairs closest to each other, ie 1st v 2nd, 3rd v 4th ... 17th v 18th etc, with the proviso that pairs have not played previously. This means that pairs that are doing well play other pairs that are doing well while lesser performing pairs meet other lesser performing pairs.

Seeded NS and EW: The field is divided into 2 seeded groups, so that each group is roughly the same standard.   One group then sits NS throughout and the other sits EW throughout.   The draw is Swiss in principle, within each group.   The overall result has 2 sets of placings, one for NS and one for EW.

Single and Double Round Robin Draw: This draw type is used for special events such as trials, when a small number of pairs is competing.   Each pair plays every other pair once for single round robin or twice for double round robin.

Definitions - Datum Calculations

Three options for Datum calculations are available. A discussion of these can be found here.

Scoring Options

One field with Butler IMP Scoring

All pairs compete in one field and the scoring uses Butler IMP Scoring. Datum scoring is not the fairest method as it is thought that it favours the side that "has the good cards".   Thus in any one set, if NS (say) has the bulk of the good card, they are more likely to rack up a good win. The EW pairs can come out with a loss just for turning up.   In New Zealand this is the most commonly played option.

One field with Cross MP Scoring

All pairs compete in one field and the scoring uses Cross IMP Scoring. The following is a comparison of Butler IMP vs Cross-IMP scoring by Peter Busch of CompScore fame.

The advantages of cross-imping include:

1. Cross-imping is considered fairer and more like teams scoring, as imps are calculated using actual bridge results, not artificial averages. The imp scale was determined using bridge results, so to bring non-bridge scores into the equation in unsound.
2. Butler scoring has a built in bias. The imps available to NS and EW are often not the same, reportedly up to as much as 5 imps on a single board with the smaller numbers very common. It is possible that a pair could end up 20 to 30 imps worse off just because they moved on the wrong side of the bias all day. With cross-imping, the NS and EW scores always balance.
3. Under Butler, you average first then calculate later, which is mathematically unsound. With cross-imping you calculate first then average later.
4. It should be that small differences in scores separate players in an expert field, yet with Butler, making that extra trick can mean nothing. It is by no means rare for different scores to score the same imps. For example 2H making 10 compared with the datum may score the same as 2H making 9.
5. Under Butler, the extremes are discarded before computing the average. This is unsound, as it suggests that the extremes are always irrelevant which is clearly not always true. Under cross-imps, the scores at all tables are used.

One disadvantage of cross-imping is that players cannot compute their own scores.   Compass does have detailed cross imps reports for each pair.

Seeded NS and EW with Datum Scoring

This option eliminates the bias for the side that has the better cards.   It does not eliminate the inherent problem with Butler IMP Scoring discussed

above.

Seeded NS and EW with Cross IMP Scoring Scoring

This option eliminates almost all problems that occur with other scoring options. However the players may feel takes "fairness" one step too far.

What is the "best" Scoring Option

Open to debate, one view is:

1. One field with Cross IMP Scoring
2. Seeded NS and EW with Cross IMP Scoring
3. One field with Butler IMP Scoring
4. Seeded NS and EW with Butler IMP Scoring

One thing for sure is that Cross IMP scoring is better than Butler IMP Scoring.

Revised: 3 March 2017

Swiss Teams - Overview

Swiss Teams events are run over approximately 6 to 10 rounds.   These rounds can be run within a single day or in the case of a club event, they can be over multiple weeks.

During each round, each team plays 8-14 boards against one other team. After each round is scored, the teams are ranked in order.   The draw for the next round means that a team play the team closest to them in the standings, 1st v 2nd, 3rd v 4th, 17th v 18th,   with the proviso that team do not meet a second time.   This means that teams that are doing well play teams that are doing well while lesser performing teams meet other lesser performing teams.

Draw for Round 1

Mathematicians tell us that it does not matter a great deal how the first round is drawn. It could be drawn randomly however perceptions are important for player happiness even if not mathematically supported. Within Compass, the draw can be "semi-random", based on the average rating points of each team.   The field is divided into two groups based on rating points.   The draw then matches any team from the first group with any team from the second group.   The option of a completely random draw is also available.

How many rounds should be played?

The figures from Bridge Directing Complete indicate that the **minimum** number of rounds should be about 8. The **maximum** number of rounds is tricky.   If too many rounds are played the draw can become unfair. 1st v 3rd with the first available team for 2nd being the 11th team. Such an event might be described as over-swissed. There is no precise point that over-swissing occurs but a rule of thumb is for the number of rounds not to

exceed half the number of tables.

Draw Types

The types of draws available are:

- **True Swiss:** The standard Swiss based draw.
- **Lax Swiss**:   A Lax Swiss Draw is used for the Finals and Plate rounds of a Teams event. Account is taken of who played who in the preliminary rounds. In the finals rounds, the first preference is to draw teams that have NOT played in the prelim rounds. Once that option has been exhausted, some matches may draw teams that have already played each other in the preliminary rounds.   The finals draw does, however, ensure that teams will never play each other more than once in the finals.
- **Single and Double Triple Round Robin****: This can be used for special events such as trials.   Each team plays every other team once for single round robin or twice for double round robin.
- **Multi Grade Interclub**:   This is where clubs field Open and Intermediate and Junior grade teams.   The event keeps each grade separate with respect to the draw, but the overall result combines the scores from all 3 grades.

- **Grouped Draws**:   These are modified Swiss Draw.   The teams are divided into 1 or 2 or 3 separate groups.   There are then 3 options:
  - All teams as in Group 1 - A normal Swiss draw then applies, any team can play any other team
  - Teams are assigned to Group 1 or 2.   Teams is group 1 can play any other team.   Teams in group 2 can play teams from group 1 only.   Triangles cannot be used with this option.
  - Teams are assigned to Group 1 or 2 or 3. Teams from each group can then play teams within their own group only. Triangles cannot be used with this option. This option is used in the **Multi Grade Interclub draw.**

Grouped Draws must be set up on the Names Entry Screen before round 1 starts.

** Technically, this draw means the event is not a "Swiss" event. We just have to deal with that.

Scoring Types

The scoring types available are:

- Datum/IMPs: Each score is compared to a datum and "imped". The imps are converted to victory points using the WBF Continuous 20 point scale.
- Point-A-Board (PAB): The differences in the two scores is calculated
  - If difference > 0 then 1 point is awarded to the team that "wins" the board
  - If difference =0 then 0 points are awarded to both teams

Note that their is an option on the results display screen to, at any time, recalculate the result using either the IPMs or PAB scoring.

Player/Table Numbers and Substitutions

1. The number of teams must remain the same throughout the entire event.
2. 5 substitutions can be used in any one team.

Odd Team Numbers

These can be accommodated by using the "triangle" movement.   Two options are available. A discussion can be found here.

Special Case for Round Robin Events

At the club level, round robins can be awkward when 2 rounds are played per session,   This usually leaves the final session with one round only. Compass allows one "finals" round to be played based on the rankings after the last round robin round. The final round matches 1st vs 2nd, 3rd vs 4th etc.   The final placings ensure that the winner of the overall event is one of the top 2 teams from the previous round.   The minor placings are similarly determined.

Stratified Result

A stratified result can be calculated.   Details of a [Stratified Result can be found here](#).

General Points

1. The number of teams must be the same over all sessions.   Thus if you start with 12 teams, each subsequent sessions must have 12 teams, no more, no less.
2. After qualifying sessions, you can split teams off into a Finals and/or a Plate field.   Different files have to be used to score these post qualifying events.
3. The number of boards played per match can vary from round to round.   The setup for this is done from the **Multi Session Details** menu option.
4. Each session of a Swiss Teams competition is set up in the Club Calendar.   This is a good thing. When the round one starts, the first entry in the calendar is used for the event details.   Subsequent sessions are started from "View Session Results".   The unused sessions just stay in the calendar, doing no harm.
5. The maximum number of rounds that can be played is 20
6. The draw for is based on the Swiss principle or by round robin.   If necessary, in rare situations, a draw can be changed manually.
7. A session can be scored using handicaps. These handicaps assigned to each player or teams is a number of IMPs.
8. A teams event can be segregated. This is usually by grade (Open Intermediate or Junior), but any grading can be used.   The Swiss draw

is then arranged so that teams play teams only within their own group.

9. Each team has their own "home" table, and their NS pair sits at that table throughout the event.   The EW players play as the "away" pair at their opponents table.   The home table number is the same as the team number.

10. It is a good to use a "sign up" sheet to records the teams entries in the event.   You then can be pre-warned as to the format, ie number of teams, Swiss or Round Robin, triangle etc. This info can then be entered into a pre-entry file.

Other

1. Players enter their computer numbers on the table top units at the start of each round. This information transfer to the "Names Entry" section within Compass.

2. Each round, the scorer must check the "Names Entry" section in Compass and correct any bad data that may have been transferred from the table top units.

3. IMPORTANT:
   - When using **Bridgemates**, BCS Control must be closed between each round.
   - When using **BridgePals**, the BP Server screen must be closed between each round.
   - When using **BridgeTabs**, BSC should be close between each round.

Details of the Swiss Teams scoring process is found here

Revised: 7 August 2016

Swiss Teams - Scoring

These generalized instructions are for a Swiss Teams event. For Swiss events it is recommended a pre-entry file is used as it is important to know the numbers attending.

Prior to Play

1. Enter the event in the Club Calendar of Events or the Tournament Calendar of Events.
2. Create the required hand record files
3. Deal the hands and print the hand records via Dealer Assist.

4. Create a Pre-Entry File.
5. Decide on the format of the event.   The options are (for example) Swiss of Round Robin Draw, triangle if odd team numbers, how to handle the final round for RR events. The format will be dependent on
    - the number of teams entered
    - the available number of rounds
6. Set up the event using the Session Set Up screen. It is useful to set up the scoring session ahead of time.   The first round draw can be published.   This will ensure a smooth start for the players and the director.
7. Print **Score Sheets and VP Tables** (used for players record the boards results on paper).

On the Day

1. Ensure the electronic scoring equipment is in good working order

2. From the main strip menu,

    - If resuming the scoring of an event already set up, select **Scoring ... View Session Results**

- Skip to step 5
- If scoring a new event, select **Scoring ... Swiss Teams**
  - Set up the event details using the [Session Set Up screen.](#)
  - Select the [Electronic Scoring Option](#) that applies
  - Enter the [Datum Options](#) (normally accept the default here by pressing the <enter> key)
  - Enter the [Multi Session Details](#) (rounds per sessions, boards per round, hand record files etc)

3. The [Scoring Detail](#) screen will open
4. **OPTIONAL** Use the Edit Options ... Names and Substitutions menu item to either
   - Recall the [Pre-Entry File](#) OR
   - Enter the Team Name only (the individual player names will come from the electronic scoring devices)
   - If necessary, recalculate the random draw for round 1 (if a pre-entry file is used, a semi random draw will be based loosely on the players rating points).
   - Use the **Display Results Page** button to go to the results screen
5. Open the CompassMate screen (from the menu item)
6. Start the Bridge Control System and click the **Click to start reading scores** and **Click to start reading names** options.
7. The players can now start entering data into the electronic scoring devices

Once all tables have completed their boards

10. Close all Bridge Control programs (electronic scoring).
11. Exit the CompassMate Screen

At Completion of the Current Round

15. Review the results [Results Screen](#)
16. Correct wrong scores and players names
17. Publish the Results
    - Print the results and personal score sheets

- ○ Create the XML File

Start the Scoring for the Next Swiss Round

20. From the Results Screen, click the **Scoring / Calculate Draw** button
21. Click the **Calculate Next Draw** button to calculate the draw for the next round
22. Click the **Show Results / Open CompassMate** button.
23. If
    - ○ is the end of the current session, exit Compass and come back next week
    - ○ there is another round being played today, continue on
24. Use the Print options to print the draw and/or create the **Results Summary and Draw** XML.
25. Repeat steps 5 to 24 for the next round

End of the Session

30. Exit Compass and come back next week ,using the **Scoring ... View Session Results** option**.**

Revised: 16 December 2016

Swiss Teams - Session Set Up

The event/session is set up as follows:

1. Enter the event details
   - **Total Teams**
   - **Boards Played Per Round**
   - **Draw Type**: Options are Swiss, Lax Swiss or Round Robin [Details are here.](#)
   - **Scoring Type**: Options are Datum/IMPs or Point-A-Board. [Details are here](#).
   -

2. Enter the [Session Details from the right hand panel](#).

3. Click the OK button to start the scoring.

Notes

1. The Total Teams can be selected from the dropdown list, or you can simply overtype the numbers. The same applies for other numeric dropdown lists.

2. When there ia an odd number of teams, the option to use the [McManus Triangle movement](#) is displayed.

Teams	11	▾
	☐ **Use McManus Triangle**	

Swiss Teams - Names Entry and Substitutions

Names Entry

Each team can have up to 9 team members.   The player names for teams events will always come from either a Pre-Entry file or from the entry on the table top units.   Therefore, you will probably be just editing the players in this screen

Generalized Process for Correcting Names

1. Navigate to your team buy over-typing the team numbers or by using the +/- buttons.
2. Click on any player in the **Team Players** list.
3. Click the players names you want to edit. The background will turn yellow.
4. Type a few letters of the players surname.   The player list will filter to show matching players.
5. To accept a player names
   - If the correct player is highlighted, just press the <enter> key
   - Use the up/down arrow keys to move to the correct player, then press the <enter> key
6. Repeat for other players.

Member Lists Options

These determine the contents of the **Players List**. The options are

- **Club Database:** Lists the club databases
- **Non Members Database:** Merges the club and non members databases
- **Recall a Pre-Entry File:**
- **NZB Database:**   When this option is selected, the list can be filtered by geographical regions.   (Reminder, use the **Refresh Members List** button after making a selection)

Screen Buttons and Selections

- **Seed by Rating Points:** Click if the "random" draw for round 1 will be semi random based in team players NZB rating points. (This is a good option to use).
- **Use Carry Over:** Tick if this is the finals phase or plate phase of a tournament.
- **Carry Over**: The carry over for each team in the finals phase or plate phase of a tournament.   This is usually defaulted from a finals field file.
- **Group ID:**   See **_Whats This?_** or Details here.
- **Handicap:** The handicap associated with this Team (only required if the "By Team" handicapping option is used)

- **Average Rating**: This is the calculated average rating points of all the team players
- **Seed:**   This is the seed for the Team
  - If **Seed by Rating Points** is ticked, **Seed** will always equal **Average Rating**
  - If **Seed by Rating Points** is NOT ticked, **Seed** may be different from **Average Rating.**   In this case, box boxes with be highlighted red

- **Clear All Players:** As Read
- **Reread all rating Points and Update Seed:**   Updates rating points from the NZB database for all players in the team
- **Show Substitutions and Handicaps:**   As read
- **Display Results Page:** Closes this screen

Notes

1. To remove any player, click one of the boxes in the Teams Players list and click the <backspace> key.
2. Any new players entered on the table top units will be automatically slotted into the team

Substitutions

The actual members that played in each round are recorded here.   It looks daunting, but is not too bad once you get the hang of it.

The **R1 to R20 boxes** record the actual North and South and East and West player by way of the Player Sequence Number (1 to 9) of the Team members. Clicking the mouse in one of the **Rxx** boxes with turn the background to cyan, and redisplay the players names in the diamond.

1. To update the players in each round, type the relevant Player Sequence Number eg "4321" OR
2. Drag and drop any player from the diamond or the Sitting Out boxes to the correct position.

Screen Buttons

- **Copy Players Forward:** Copies the NSEW player sequence forward from the displayed round to round 20.
- **Hide Substitution and Handicaps & Player Seating:** This button is the only way to get back to the Names Entry screen.

Notes

1. When players enter their details on the table top units, this information with transfer to this **Substitution** screen.
2. It must be part of the scorer's standard routine to check the Names Entry & Substitutions screen at each round.

Revised: 8 August 2016

Swiss Teams Handicap Options

Handicapped results can be calculated for Teams events.   There are a number of handicap values that can be applied, a summary of which is:

- Pro Rate based on rating points
- Manually assigned to each team
- Based on Club Grades
- Based in NZB Grades
- Member Handicap Lists
- Manually assigned to each team player
- [X-Club National Grade handicap](#)

Swiss Teams - Pro Rate based on Rating Points

Handicaps can be calculated based on the average rating points on the players in each team. These IMPs are added to the team's raw score IMP's, giving total handicapped IMP's. This handicap IMP result is then converted to a handicap VP result.

To use this method, in the **Swiss Pairs Names** screen, select the *From Rating/Seeding* option and enter a *Max Handicap when using Average Rating* in the text box.   The handicap for each team is then calculated as follows:

1. The team with the highest average rating points is assigned a handicap of zero.
2. The team with the lowest average rating points is assigned a handicap equal to the *Max Handicap when using Average Rating.*
3. All teams in between are assigned a prorated handicaps between the two limits.   This handicap is rounded to the nearest 5.   An example of these calculated handicaps is:

#	Name	Player6	Seed	H/C
1	Hayes		467	25
2	Norman		484	25
3	Brucker		134	35
4	Gyde		200	35
5	Carryer		659	20
6	Waldvogel		313	30
7	Newell		1155	0
8	Hanna		170	35
9	Simpson		358	30
10	Daly		234	35
11	Ward		73	40
12	Davies		664	20
13	Doddridge		444	25

Notes

1. The players rating points come from information in the most recent NZB database.
2. To ensure that the most accurate rating data is used, ticked the **Select by Rating Points** option, and ensure that ratings are updated by the **Reread all Rating Points and Update Seed** button.

Swiss Teams - Manually assigned to each Team

Handicaps can be assigned to each team. These IMPs are added to the team's raw score IMP's, giving total handicapped IMP's. This handicap IMP result is then converted to a handicap VP result.

To use this method, in the **Swiss Pairs Names** screen, select the *From Team #* option and enter a handicap in the *Handicap* text box.

Swiss Teams - Manually assigned to each Team Players

Handicaps can be assigned to each player in each team. These IMPs are added to the team's raw score IMP's, giving total handicapped IMPs. This handicap IMP result is then converted to a handicap VP result.

To use this method, in the **Swiss Pairs Names** screen, select the *Manually Set Each Player* option and enter a handicap against each player.

Swiss Teams - Club Grades, NZB Grade, Handicap Lists

Club Grade handicaps or NZB grade handicap or Handicap list handicaps for each team player can be used. These IMPs are added to the team's raw score IMP's, giving total handicapped IMP's. This handicap IMP result is then converted to a handicap VP result.

To use this method, in the **Swiss Pairs Names** screen, select the appropriate option.

Swiss Teams - XClub National Grade
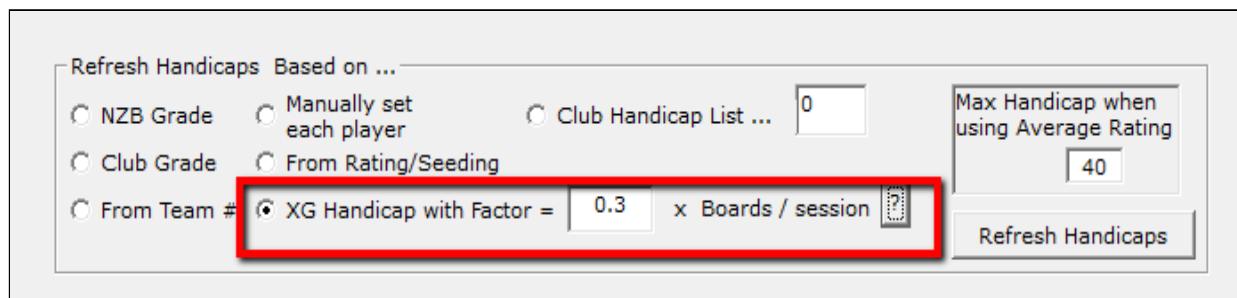
X-Club Handicaps (XG) can be used. As the XG handicap is percentage based, it is recommended that this handicap is converted to an IMP based handicap.

The English Bridge Union recommends that a factor of 0.3086 be used. This factor is then multiplied by the number of boards per session, then by the PCT based handicap to get the equivalent IMP handicap.   Thus, if 12 boards are played IMP Handicap = 0.3086 * 12 * PCT Handicap

Thus for a 12 board set, the conversion would be 0.3086 * 12 = 3.70 for

each percentage point.

A team with an average XG of 55%, their IMP handicap would be   -19 IMPs

A team with an average XG of 50%, their IMP handicap would be   0 IMPs

A team with an average XG of 48%, their IMP handicap would be   +7 IMPs

A 48% team playing a 55% team would have a nett handicap of +26 IMPs

Clubs can experiment with different factors.

- Lower factors will reduce the spread of handicap, perhaps to an unacceptable level.
- Higher factors increase the spread, meaning that the lesser players have greater advantage over the more senior players.   This may not be a bad thing.

Note that the IMP handicap is always rounded to the nearest integer.

Revised: 6 July 2019

Swiss Teams - Handicap Results

A handicap results for Swiss Teams is automatically calculated during the scoring process.   The players handicap options are documented in [Swiss Team Handicap Options](#).

Revised: 7 August 2016

Swiss Teams Results Screen

STDocumentation

Print Options   Edit Options   Master Points   Select Finals Field   Generate Results   View Results in Notepad   Open CompassMate   Exit to Main Menu

```
                    STDocumentation   22 July 2016

                    Results after Round 1
                                                  IMP
                              VP's    Swiss        Diff  VP+   VP-
         --------------------------------------------------------------
          1    8.Hann        19.08    0.92 Hazlett   46  19.08  0.92  Win

          2    2.Buzzard     16.72    3.28 Candy     28  16.72  3.28  Win

          3   14.Purdie      16.03    3.97 Renton    24  16.03  3.97  Win

          4    5.Downs       12.71    7.29 Lui        9  12.71  7.29  Win

          5    3.Parkes      11.28    8.72 Cornell    4  11.28  8.72  Win

          6   10.Lees        10.97    9.03 Ellis      3  10.97  9.03  Win

          6   12.Davis       10.97    9.03 Craw       3  10.97  9.03  Win

          8    4.Craw         9.03   10.97 Davis     -3   9.03 10.97  Loss

          8    6.Ellis        9.03   10.97 Lees      -3   9.03 10.97  Loss

         10   13.Cornell      8.72   11.28 Parkes    -4   8.72 11.28  Loss

         11   11.Lui          7.29   12.71 Downs     -9   7.29 12.71  Loss

         12    9.Renton       3.97   16.03 Purdie   -24   3.97 16.03  Loss

         13    7.Candy        3.28   16.72 Buzzard  -28   3.28 16.72  Loss

         14    1.Hazlett      0.92   19.08 Hann     -46   0.92 19.08  Loss
```

Display Options

| Round | Round Handicap |

| - Progress + | Progress Handicap |

| Progress Summary | Butler Result | Create XML |

| Personal Score Sheet | Player List |

Edit Options

| Scoring / Calculate Draw | Names |

Create XML Options

| Full Raw Result | Full Handicap Result |

| Results Summary and Draw | Create Pianola File |

| Email Results to Players |

Screen Buttons

- **Display Options**:   Switches the displayed report
  - **Butler Results**:   The Butler results for the competing pairs is calculated automatically.   The **Create XML** button creates the XML.

- **Edit Options**:
  - Scoring/Calculate Draw
  - Names

The following buttons are enabled by parameters ***Create www.bridge-club.org XML (Milan) files***, ***Create Pianola Files*** and ***Enable the option to Email results***

from the results screens in Club Information Set Up.

- **Full Raw Results**:   For bridge-club.org websites. These files are saved to the **c:\compassv6\yyyy\xml** folder.
- **Full Handicap Results**:
- **Results Summary and Draw**:   This XML has 3 parts; results for the last round, the overall result to date and the draw for the next round.   Some clubs use this on their datashow in the playing room.
- **Create Pianola File**:
- **EMail Results to Players**:

Menu Items
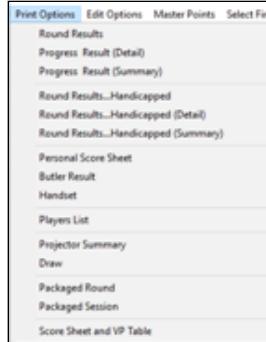
- **Print Options:**   Prints the selected option, most of

which are self explanatory.

  - Projector Summary
  - **Score Sheet and VP Tables**: Prints the sheet for this event with the correct number of boards, IMP table and VP conversion table. This report required MS Excel to be installed on your computer.

- **Edit Options**
  - **Contracts/Scores**
  - **Names**
  - **Substitutions**
  - **Group Names:**   Group Names are used when the field is split into separate groups, eg Open and Intermediate
  - **Session Name/Date**
  - **Change Session Type C <--> T**
  - **Multi Session Details**
  - **Change Datum Calculations**

- **Change Scoring Type**: Scoring Type can be switched between IMP/VPs and Point-A-Board

- **Master Points**:   Generate the master points for events that award bonus master points eg A points. Master points for C point award are generated automatically.
- **Select Finals Field**   Open another scoring results file.
- **Generate Results**: This is for text file reports only.   Reports can be generated for a single round or the entire event.
- **View Results in Notepad**:
- **Open CompassMate**: As read.

Multi Session Details

Session Number	Rounds Per Session	Bds Per	First Board	Total Boards	Session DATE	Hand Record File Name
1	3	9	1	27	30- Jun -18	C:\compassv6\Handrecords\2018\Tournament\100htO.bri
2	3	9	1	27	07- Jul -18	C:\compassv6\Handrecords\2018\Tournament\200htO.bri
3	3	9	1	27	14- Jul -18	C:\compassv6\Handrecords\2018\Tournament\300htO.bri
4	3	9	1	27	14- Jul -18	
5	3	9	1	27	14- Jul -18	
6	3	9	1	27	14- Jul -18	

The Multi Session Details records, for each session, the rounds played, the hand record files and the session heading for the text file reports.

- **Boards Per Round**: Different number of boards can be played in each round.
- **First Board**: The first board played in any session. This usually equals "1", but it could be different when one set of hands is split over different sessions.
- **Session DATE:** Records the actual date that each session is played.   This will initially auto populate with the likely date, but can then be changed.

- **Hand Record**: The file name will auto populate if the files exist in the hand records folders and they follow the standard naming conventions for club and tournament files.

Butler Result

A **Modified Butler** results is automatically calculated   For each playing pair, the modified datum represents you're their total raw datum score adjusted to take into account the average score of the pairs they have played against.   Any pair must play at lease one third of the matches display in the results.

The Modified Datum for each pair is calculated as follows:

Modified Datum = The pair's total raw datum of all matches PLUS
0.5 * Sum (Average raw datum of each of their opponents)

For the mathematically inclined:

CDn = the Modified Datum of Pair n
RDn = the total of all Raw Datums of Pair n
ADn = the average Raw Datum of Pair n
(equal to RDn divided by the number of matches played by Pair n)

CDn = RDn + (ADa/2+ ADb/2+ ... + ADz/2)
 where ADa, ADb, ... are the average Raw Datums of Pair n's opponents

A **Butler** result can be displayed, printed or an XML file can up uploaded to the www.bridge-club.org (Milan) results service.

IMPORTANT: An accurate Butler reports required the players names and positions to be accurately recorded for each round.

Revised: 19 August 2018

Swiss Teams - Event Scoring and Draw Calculation

This screen is used to display the results for all rounds for all matches. The VP result is automatically calculated for each match. Scoring errors can be corrected and the result will be recalculated. The draw for each round is also calculated from this screen.

Print Options   Edit Options   View Results in Notepad   Display Results Page   Exit

Capture

Round [-] [2] [+] ☐ Set Manual Scoring for All Matches

| | | VPs | 15.06 | 4.94 |
| | | IMPs | 65 | 46 |

Match [-] [1] [+] ☐ Manually Enter IMPS

	Board	Home Contract	N-S Score	Away Contract	N-S Score	Diff	Home IMPs	Away IMPs
N-S	15	4H N 5	650	5Dx S -2	-500	1150	15	0
E-W	16	4H W -1	100	2NT W 2	-120	220	6	0
Nil	17	2NT W -2	100	3C N -1	-50	150	4	0
N-S	18	1NT N -1	-100	4H N 5	650	-750	0	13
E-W	19	2S E 3	-140	4H N 4	420	-560	0	11
All	20	1NT E -1	100	2S W 4	-170	270	7	0
N-S	21	2Hx N -1	-200	1NT E 1	-90	-110	0	3
E-W	22	3Cx S 4	570	3D E 3	-110	680	12	0
All	23	2S W -1	100	2S E -1	100	0	0	0
Nil	24	3NT E 5	-460	4S N -2	-100	-360	0	8
E-W	25	4S N 4	420	4S W 4	-620	1040	14	0
All	26	3NT W -4	400	1NT S 1	90	310	7	0
Nil	27	3NT S -2	-100	3NT S 3	400	-500	0	11
N-S	28	4S N -2	-200	2D N -2	-200	0	0	0

	TEAM	IMPs	VPs
HOME	2	65	15.06
	Buzzard		
AWAY	8	46	4.94
	Hann		

VP Scale   WBF-20 Point Victory Point Scale (2012)

Display Results Page   Calculate Draw Next Round

☐ Show Handicap Result

Display Round Result

Display Overall Result

Refresh Results

	Home Team		Away Team	IMPs+	IMPs-	VP+	VP-
2	Buzzard	8	Hann	65	46	15.06	4.94
14	Purdie	5	Downs	41	68	3.45	16.55
10	Lees	3	Parkes	54	34	15.26	4.74
12	Davis	6	Ellis	40	64	3.97	16.03
4	Craw	13	Cornell	26	68	1.35	18.65
11	Lui	9	Renton	27	42	5.81	14.19
1	Hazlett	7	Candy	28	55	3.45	16.55

Steps to Edit Scores

1. Use the Round buttons and Match buttons to select a match.   (A mouse click on any match from the match list will also display the

result of that match.)

2. To edit a contract, make the change directly in the grid, then press the <**enter**> key.   The match result will automatically recalculate.

Steps to Calculate Next Round Draw

1. Click the **Calculate Next Round Draw** button.
2. The calculated draw can be manually changed through the ***Edit Options ... Manually Change Draw*** menu item.

Screen Buttons

- **Manually Enter IMPs**: This over-rides the automatic calculation of the VPs based on the IMPs recorded for the match.   See Manual Entry of IMPs and VPs.
- **Set Manual Scoring for All Matches**: This ticks the **Manually Enter IMPs** check box for all matches in the current round.   This is typically used when manual scoring is being used for this round as a result of a foul up in electronic scoring.

- **Display Results Page**:   Opens the results screen.
- **Calculate Next Draw**: Will initiate the draw calculation for the next round.
- **Show Handicap Results**:
- **Display Round Result**
- **Display Overall Results:**
- **Refresh Results**:

Menu Items

- **Print Options:** Prints are normally done from the Results page
- **Edit Options**
  - **Manually Change Draw:**
  - **Swap NS/EW Scores:** This is used when the pairs sit in the wrong direction.   As you would expect this never to happen, then option should never have to be used. Yeah right.

- **View Results in Notepad**
- **Display Results Page**

Manual Entry of IMPs and/or VPs

The IMP/VP result is entered manually when electronic scoring is not being used, or when there is a director adjustment to the scores.

To manually enter IMPS

- Navigate to the correct match
- Tick the **Manually Enter IMPs** check box
- Enter the Home and Away IMPs.   **Important**: Press the **<enter>** key after entering the IMPs.
- The VPs will automatically calculate, and the IMP and VP boxes at the top right will now be hidden.

To manually enter VPs

- Navigate to the correct match
- Enter the Home and Away VPs.   **Important**: Press the <**enter**> key after entering the VPs.
- The red background indicates that manual VPs have been entered.
- To cancel manually entered VPs, click in the **Home Team** box and press <**enter**> 4 times.

Handling Directors Adjustments/Penalties

Director's Adjustments are handled as follows

IMP Adjustments/Penalties

These adjustment are to the TOTAL match IMPs scored

- Navigate to the correct match. At this point, the IMP boxes with display the match IMPs

- Tick the **Manually Enter IMPs** check box
- Enter the new Home and Away IMPs. **Important**: Press the **<enter>** key after entering the IMPs.
- The VPs will automatically calculate, and the IMP and VP boxes at the top right will now be hidden.

To reset the IMPs back to the match IMPs (without the penalty)

- UNTICK the **Manually Enter IMPs** check box
- Position the cursor in the HOME Team box, then press the **<enter>** key
- The IMPs will now be updated to the match values
- Press <**enter**> twice and the VPs will be updated

VPs Adjustments/Penalties

These adjustment are to the TOTAL match VPs scored. The adjustment may mean that, the sum of the VPs for each team does not add to 20.

- Navigate to the correct match. At this point, the VP boxes with display the match VPs
- Enter the new Home and Away VPs. **Important**: Press the **<enter>** key after entering the VPs.
- The red background indicates that manual VPs have been entered.

To reset the VPs back to the match VPs (without the adjustment)

- Position the cursor in the HOME Team box, then press the <**enter**> key 4 times
- The VPs will now be updated to the match values

Un-played Boards by one of the Teams
This applies when the ruling lets the result of the played board stand, and the room *Datum* score is assigned to the table that did not play the board.

- First give the un-played table an "Average" score of 50 50.   This sets the correct ***Datum*** for the board.
- Press the "D" key , then the <enter> key. This will assign the ***Datum*** score to that table.
- That's it!

Note that is re-scoring if this board at another table alters the calculated, datum.   Compass will automatically adjust any previously enter datum results.

Manually assign IMPs on one board

Any number of IMPs can we assigned to each table of the match.

- Navigate to the appropriate board for the **HOME** team
- Enter the manual IMPs as "I" + [IMPs]. For example 3 IMPS is entered as i3 or I3. 0 IMPs are entered as i0 or I0
- Press the " <enter> key.
- Repeat the process for the appropriate board for the **AWAY** team

Voiding a Boards Result

- If an Average (50/50) is assigned to one table of a match, that match result is considered to be "Par" and both teams are assigned zero IMPs.

Revised: 22 October 2017

Swiss Teams - Handling Odd Team Numbers

Odd team numbers are awkward and are best avoided.   If there is no other choice, a "triangle" movement has to be used, for which there are two options available. Note: triangles can be played with both Swiss draws and Round Robin draws.   A special triangle movement is available when 5 teams are competing.

Traditional Triangle

1. Usually, the three lowest ranking teams (based on the Swiss Draw calculation) form the 3 team triangle

2. The triangle movement takes 2 normal rounds to complete.   Thus, it is important that there is an even number of rounds played in any one session.   If this is not done, it is likely that teams could discuss boards that have not yet been played by both sides of the team.

3. Three sets of boards are required for the two rounds of the triangle. These are the current main room set, the "next" main room set and one additional set.

   For Example

   <u>Main Room</u>   <u>Triangle</u>

   Round 1   Use set 1 (say 1-12)   Rounds 1 & 2   Use Set 1 and Set 2

   (same sets as the

   main room)

   Round 2   Use set 2 (say 13-24)   plus one additional set

4. The triangle set of additional boards is played in the triangle only.   They are best pre-dealt hands as are the main set boards.

5. At the table, it may be best to mark these additional boards in a way that they are not mixed up with the main set of boards.

6. The triangle added set board numbers should be 1, 2, 3 …
    ○ In reports and screen, Compass will number these boards as 1*, 2*, 3* …
    ○ The Bridgemates and BridgeTabs and BridgePals will number these boards as 81, 82, 83 …
    ○ The website will number these boards as 81, 82, 83 …
7. For convenience, the triangle movement should be played at 3 separate tables over to the side. The 3 teams would move to these tables during the triangle rounds, bringing their table top units from the home table to the triangle tables.

Example

Assume 12 board matches and the teams in the triangle are teams 1, 5 and 7.   At round 1, teams initially sit at their home table. The EW pairs then immediately move UP one table.   The boards remain at their original table.

Thus, for round 1 of the triangle

    Table 1   NS 1 plays EW 7   Boards 1-12
    Table 5   NS 5 plays EW 1   Boards 13-24   Table 7   NS 7
plays EW 5   Boards 1*-12* (the added set)

For round 2 of the triangle, EW pairs move UP one table and the boards move down 1 table.

    Table 1   NS 1 plays EW 5   Boards 13-24
    Table 5   NS 5 plays EW 7   Boards 1*-12*   (the added set)
Table 7   NS 7 plays EW 1   Boards 1-12

McManus Triangle

This alternative to the normal triangle movement was devised by the NSW Chief Tournament Director, Matthew McManus, and eliminates the disadvantages associated with the traditional triangle. With the McManus Triangle:

1. The triangle teams play the same set of boards as are played in the main room.
2. No extra set of boards is required.
3. Teams can score up after each round.
4. The tournament can have an odd number of rounds.
5. You can break the sessions at any time with no boards hanging over at, say, the lunch break.

The perceived disadvantage is the teams involved do not play the same team at the other table However the other benefits outweigh this disadvantage and ultimately, the validity of result is not compromised.

Example

Assume the teams in the triangle are teams 1, 5 and 7.   At round 1, teams initially sit at their home table.   The EW pairs then immediately move UP one table.   All three tables play the same set of boards as the main room.

Thus, for round 1 of the triangle

Table 1   NS 1 plays EW 7
Table 5   NS 5 plays EW 1
Table 7   NS 7 plays EW 5

Match 1 is... 'Home' Table   NS 1 plays EW 7
'Away' Table   NS 5 plays EW 1
Note that team 1 plays team 7 at one table and team 5 at the other

Match 2 is... 'Home' Table NS 5 plays EW 1
'Away' Table   NS 7 plays EW 5
Note that team 5 plays team 1 at one table and team 7 at the other

Match 3 is... 'Home' Table NS 7 plays EW 5

'Away' Table   NS 1 plays EW 7
Note that team 7 plays team 5 at one table and team 1 at the other

IMPORTANT: Before the second round of the triangle is played, the EW PAIRS AGAIN MOVE UP ONE TABLE.

Thus, for round 2 of the triangle

Table 1   NS 1 plays EW 5
Table 5   NS 5 plays EW 7
Table 7   NS 7 plays EW 1

Match 1 is... 'Home' Table   NS 1 plays EW 5
'Away' Table   NS 7 plays EW 1
Note that team 1 plays team 5 at one table and team 7 at the other

Match 2 is... 'Home' Table   NS 5 plays EW 7
'Away' Table   NS 1 plays EW 5
Note that team 5 plays team 7 at one table and team 1 at the other

Match 3 is... 'Home' Table   NS 7 plays EW 1
'Away' Table   NS 5 plays EW 7
Note that team 7 plays team 1 at one table and team 5 at the other

Round Robin Draws with Triangle

1. In RR events, one team is in the triangle for the entire event.   Whilst this may be acceptable in club events, it is almost certainly not desirable to use in tournament events.

Special Case for 5 Teams   (thanks to Patrick Carter for this movement)

- This is a round robin movement
- Two matches are played per session, each of 12 boards
- Two rounds are required to complete the round robin
- 3 sets of 12 boards are required 1-12, 13-24 and 25-36.   Duplication of boards is not required.
- Double and triple round robins can be played.   Double RR requires 4 sessions (ie evenings) to complete. Triple RR requires 6 sessions to complete.

First Session

- Team 1 start at table 1
- Team 2 start at table 2
- Team 3 start at table 3
- Team 4 start at table 4
- Team 5 start at table 5

- Lay out the 5 tables in a circle with the teams seated as above.

  - Tables 1 and 2 share boards 1-12
  - Tables 3 and 4 share boards 13-24
  - Table 5 has boards 25-36

- The E/W Pairs of each team immediately move UP two tables. That is …

  - E/W 1 moves to table E/W 3
  - E/W 2 moves to table E/W 4
  - E/W 3 moves to table E/W 5
  - E/W 4 moves to table E/W 1
  - E/W 5 moves to table E/W 2

- All teams plays their first 12 boards but **nobody scores** halfway through the evening

- For the second round, N/S move UP two tables and E/W move DOWN two tables. That is ...
  - N/S at table 1 moves to table N/S 3, E/W at table 1 moves to table E/W 4
  - N/S at table 2 moves to table N/S 4, E/W at table 2 moves to table E/W 5
  - N/S at table 3 moves to table N/S 5, E/W at table 3 moves to table E/W 1
  - N/S at table 4 moves to table N/S 1, E/W at table 4 moves to table E/W 2
  - N/S at table 5 moves to table N/S 2, E/W at table 5 moves to table E/W 3

- The boards stay at their existing tables

- All teams play their second set of boards and then meet their team-mates to score up both matches

- At the end of the evening each team will have two results and the following matches will have been played:

  1 v 4, 2 v 5, 3 v 1, 4 v 2 and 5 v 3

Second Session

The second session runs exactly the same way, but in order to get different teams playing each other you lay out the numbers as follows:

- Team 5 start at table 1
- Team 3 start at table 2
- Team 1 start at table 3
- Team 4 start at table 4
- Team 2 start at table 5

- Lay out the 5 tables in a circle with the teams seated as above.

  - Tables 1 and 2 share boards 1-12
  - Tables 3 and 4 share boards 13-24
  - Table 5 has boards 25-36

- The E/W Pairs of each team immediately move UP two tables. That is …

  - E/W at table 1 moves to table E/W 3
  - E/W at table 2 moves to table E/W 4
  - E/W at table 3 moves to table E/W 5
  - E/W at table 4 moves to table E/W 1
  - E/W at table 5 moves to table E/W 2

- All teams plays their first 12 boards but **nobody scores** halfway through the evening

- For the second round, N/S move UP two tables and E/W move DOWN two tables
  - N/S at table 1 moves to table N/S 3, E/W at table 1 moves to table E/W 4
  - N/S at table 2 moves to table N/S 4, E/W at table 2 moves to table E/W 5
  - N/S at table 3 moves to table N/S 5, E/W at table 3 moves to table E/W 1
  - N/S at table 4 moves to table N/S 1, E/W at table 4 moves to table E/W 2
  - N/S at table 5 moves to table N/S 2, E/W at table 5 moves to table E/W 3

- The boards stay at their existing tables

- All teams play their second set of boards and then meet their team-mates to score up both matches

- At the end of the evening each team will have two results and the following matches will have been played:

  5 v 4, 3 v 2, 1 v 5, 4 v 3 and 2 v 1 and those matches complete the full round robin over two session

Revised: 8 March 2020

Swiss Teams - Finals Field

A finals field is required when a tournament has qualifying sessions and then has a final and possibly a plate phase.   A finalists are determined by the placing in the qualifying event.

The process to generate finals fields is documented in [Tournament - Finals Field.](#)

Revised: 2 August 2016

Change the Swiss Draw

At times, the draw may need to be manually changed.   Obviously, once play has started and info has been entered on the table top unit, care should be taken in changing the draw.
The most efficient method to record the new draw is as follows:

1. Over-type the *match number* in the text box, then press <enter>
2. Over-type the *home team number* in the text box, then press <enter>
3. Over-type the *away team number* in the text box, then press <enter>
4. Press <enter> or click the **Save Change for this Match** button

5. Repeat steps one to 4 for the other tables

6. If appropriate, enter the 3 teams that are playing in the triangle

7. If the new draw is OK, click the **SAVE all Changes and Exit** button
8. If the new draw is **not OK**, click the **DISCARD all Changes and Exit** button

Notes

1. As the changes are being make, the new draw is automatically validated
2. The *Validation* box will show the teams that are in the draw twice, and those teams not in the draw at all
3. Invalid draws cannot be saved
4. The draw for a round robin event cannot be changed manually!

Revised: 17 February 2017

Knockout Teams - Overview

A knock-out event is a teams event where teams are eliminated after each round.   The competing teams come from the qualifying stage of a Swiss Teams event.   The number of teams entered is either 32 or 16 or 8 or 4 or 2.   Each round played is called a "phase". The rounds are automatically named, according to the number of competing teams.

Number of Teams	Phase Title
32	Round of 32
16	Round of 16
8	Quarter Final
4	Semi Final
2	Final

Stanzas

Each Phase has any number of "stanzas".   A stanza is where is group of boards are played in one sitting, typically 12 to 16 boards.   After each stanza, the matches are scored up.   Sometimes one team forfeits a match before all stanzas are played.

Carry Overs

Carry overs can be applied in any stanza.

Details of the Knockout Teams scoring process is found here

Revised: 8 August 2016

Knockout Teams - Scoring

These generalized instructions are for a Knockout Teams event. Almost certainly, the team information will come from a Finals Field file of a qualifying event

Scoring The First Stanza

2. Enter the event in the [Club Calendar of Events](#) or the [Tournament Calendar of Events](#).
3. Create the required hand record files
4. Deal the hands and print the hand records via [Dealer Assist](#)
5. Set up the event using the [Session Set Up screen](#).
6. Enter the Multi Session Details
7. Open Match Details will now open.
8. Set up the draw, the carryover and the team names/players for the first phase
9. Open the Results screen
10. Open the CompassMate Screen
11. Start the Bridge Control System and click the **Click to start reading scores** and **Click to start reading names** options.

   Once all tables have completed their boards

1. Close all Bridge Control programs (electronic scoring)
2. Exit the CompassMate Screen

At Completion of the Current Stanza

1. Review the [Results Screen](#)
2. Correct wrong scores and players names
3. Publish the Results
   - Print the results
   - Create the XML File

4. Start the scoring for the next stanza ans repeat this process until a stanzas are complete

Scoring The Next Phases

1. Use the combo box to advance to the next phase
2. Then repeat the process from step 8 above

Repeat this process until the Final Phase is complete.

Special Draw for the Last Phase

Normal, the last phase is the final match between the last 2 teams standing.   A playoff for 3rd and 4th can be played between the losing teams in the Semi Final Phase.   To do this, when in the Final Phase, click the **Add Playoff Match** button.

Revised: 8 August 2016

Knockout Teams - Session Set Up

The event is set up as follows:

1. Enter the event details
   - **Total TEAMS.** Choices are 16,8,4 or 2.
   - The Phases are now displayed
   - For each phase, enter the number of stanzas and the number of boards played per stanza
2. Enter the [Session Details from the right hand panel](#).

3. Click the OK button to start the scoring.

Knockout Teams - Names Entry and Substitutions

The Names Entry and Substitutions process for Knockout Teams is identical to the Swiss/Round Robin Teams process. One variation is that the intial team information will probably come from the Finals Fields file of the qualifying phase of the event.

Knockout Teams - Results Screen

```
Kayo Open Teams  Quarter-Finals

Print Options   Edit Options   Master Points   View Results in Notepad   Open CompassMate   Exit to Main Menu

                              Kayo Open Teams

                               Quarter-Finals

        MATCH  1
        --------

            Team           CarryOver   S1  S2  S3  Penalty  Adjustment   TOTAL
        -----------------------------------------------------------------------
        1  Newell            10.0       38   0   0    0.0       0.0        48.0
        8  Norman             0.0       39   0   0    0.0       0.0        39.0

        Penalties/Adjustments
        ---------------------
        Team 8 forfeited the match after 77 boards

        MATCH  2
        --------

            Team           CarryOver   S1  S2  S3  Penalty  Adjustment   TOTAL
        -----------------------------------------------------------------------
        5  Simpson            0.0       23   0   0    0.0       0.0        23.0
        4  Ker                2.1       73   0   0    0.0       0.0        75.1

        MATCH  3
        --------

            Team           CarryOver   S1  S2  S3  Penalty  Adjustment   TOTAL
        -----------------------------------------------------------------------
        3  Carryer            9.4       45   0   0    0.0       0.0        54.4
        6  Lenart             0.0       63   0   0    0.0       0.0        63.0

        MATCH  4
        --------

            Team           CarryOver   S1  S2  S3  Penalty  Adjustment   TOTAL
        -----------------------------------------------------------------------
        7  Davies             0.0       12   0   0    0.0       0.0        12.0
        2  Fisher            10.0       46   0   0    0.0       0.0        56.0
```

Display Options

Quarter-Finals Results   -   +

| Personal Score Sheet | Butler Result |
| Draw | Player List |

Edit Options

| Scoring / Calculate Draw | Names |

Create XML Options

| Full Result | Results Summary |

Screen Buttons

- **Display Options**:   Switches the displayed report

- **Edit Options**:
    - Scoring/Calculate Draw
    - Names

The following buttons are enabled by the parameter ***Create www.bridge-club.org XML (Milan) files*** in [Club Information Set Up.](#)

- **Full Raw Results**:   For bridge-club.org websites. These files are saved to the **c:\compassv6\yyyy\xml** folder.
- **Results Summary and Draw**:   This XML has 3 parts; results for the last round, the overall result to date and the draw for the next round. Some clubs use this on their datashow in the playing room.

Menu Items

- **Print Options:**   Prints the selected option, most of which are self explanatory.

- **Edit Options**

- **Master Points**:   Generate the master points for events that award bonus master points eg A points. Master points for C point award are generated automatically.

- **View Results in Notepad**

- **Open CompassMate**:

Revised: 5 August 2016

Knockout Teams - Scoring and Draw Calculation

This screen is used to display the results for all stanzas for all matches for all phases. The IMP results is automatically calculated for each match. Scoring errors can be corrected and the result will be recalculated. The draw for all phases is also calculated from this screen.

The results are always expressed in IMPs only. There is never a conversion to VPs.

Knock Out Teams

Edit Names   Multi Session Details   Change Draw   Carry Over Options   Exit / Display Results

Phase - Quarter-Finals +

Match Number - 1 + Total Matches = 4

Home Team 1 Newell

Away Team 8 Norman

TEAM	C/O	Stanza 1	2	3	4	5	6	Penalty	Adj	TOTAL IMPs
1	10	21	0	0				0	0	49
8	0	39	0	0				0	0	39

Draw Options

Set Up Draw For This Phase

Add Play Off Match

Change Draw

CarryOver Options

Define CarryOver Calculations

Apply CarryOver to This Phase

Edit Options

Edit Names

Edit Penalty/Adj Text

Stanza Number - 1 +

Quarter-Finals Phase

	N-S	Martin Reid / Peter Newell	Patrick D'arcy / Graeme Norman		
	E-W	Lynda Rigler / Peter Delahunty	Michael Ware / Geo Tislevoll	Total IMPs	39	39

	Board	Home Contract	N-S Score	Away Contract	N-S Score	Diff	Home IMPs	Away IMPs
Nil	1	1NT N 3	150	2H E 3	-140	290	7	0
N-S	2	2NT E 3	-150	4S N -4	-400	250	6	0
E-W	3	2H N -1	-50	4H N 6	480	-530	0	11
All	4	3C N 3	110	4H N 6	680	-570	0	11
N-S	5	2S W -1	50	2NT N -1	-100	150	4	0
E-W	6	2NT W 4	-180	3H E -1	100	-280	0	7
All	7	3NT S 3	600	2S N 2	110	490	10	0
Nil	8	5Hx N -1	-100	1NT N 1	90	-190	0	5
E-W	9	4Sx E 4	-790	4S W 4	-620	-170	0	5
All	10	1NT N 2	120	1NT N 1	90	30	1	0
Nil	11	2NT S 4	180	3S S 4	170	10	0	0
N-S	12	2S E -3	150	4H E 4	-420	570	11	0

Display Results

Screen Buttons - Draw Options

Set Up the Draw for the Phase: The calculated draw is fixed based on the standard elimination bracket.

- Final Phase: 1 v 2
- Semi Final Phase: 1 v 4, 2 v 3
- Quarter Final Phase: 1 v 8, 3 v 6, 5 v 4, 7 v 2
- Round of 16: 1 v 16, 3 v 14, 5 v 12, 7 v 10, 9 v 8 , 11 v 6, 13 v 4, 15 v 2
- Round of 32: You get the picture

Example: The Round of 16 Bracket is as follows

16 Team Single Elimination

Winner

PrintYourBrackets.com
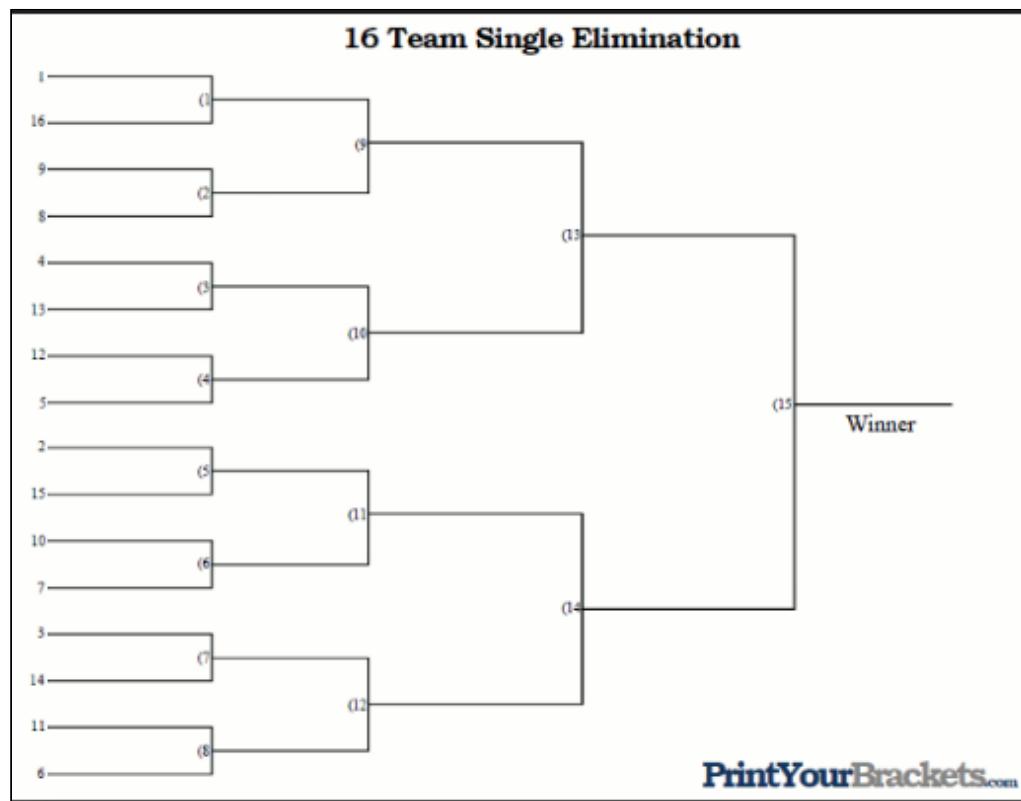
Add Playoff Match

This is applicable to the finals phase only. It sets up a 3rd vs 4th match against the losing teams from the semi finals phase.

Change Draw

Allows the calculated draw to be manually changed.

Screen Buttons - CarryOver (C/O) Options

Define CarryOver Calculations
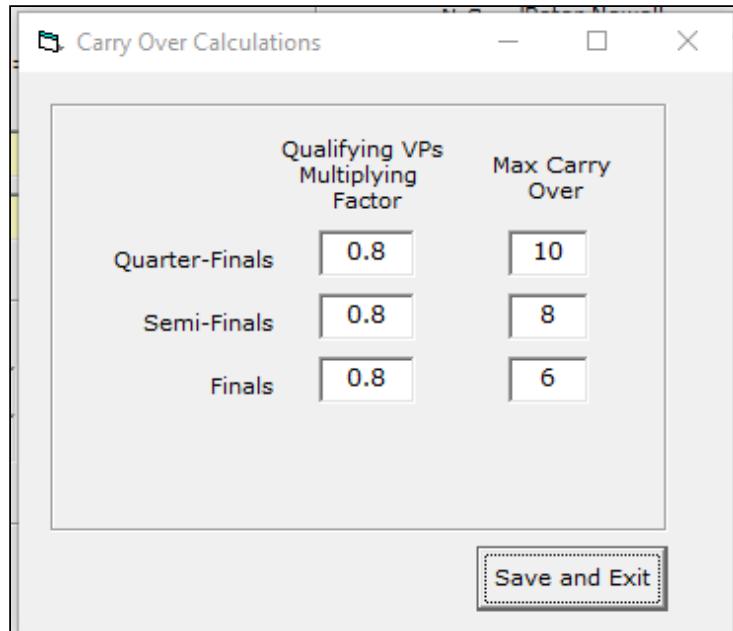
The carry over calculation can be defined.   The original carry over of VPs comes from the [Finals Field](#) process from the qualifying rounds.   For each phase, these VPs are then multiplied by a Multiplying Factor as defined in the playing conditions for the event.   A maximum carry over value can also be set. This calculated carry over becomes the value that is applied to each team in each phase.

Apply Carryover to this Phase

The calculated carryover is applied to this phase. This is normalized, so that the lower team is reduced to zero, and the higher team carryover is reduced accordingly.

If the Director has a Whim   Simply manually enter the carryover for all teams in the **C/O** text box.

Screen Buttons - Edit Options

Edit Names: Opens the [Edit Names Screen](#).

Edit Penalty/Adjustment Text: See [Penalty/Adjustment Note](#)

Steps to Edit Scores

1. Use the Match Number button to select a match.
2. To edit a contract, make the change directly in the grid, then press the **<enter>** key.   The match result will immediately recalculate.

Penalties/Adjustments

TEAM	C/O	Stanza 1	2	3	4	5	6	Penalty	Adj	TOTAL IMPs
1	10	39	0	0				0	0	49
8	0	39	0	0				0	0	39

Penalties and Adjustments can be added for any team in any phase.   These are entered directly in the **Penalty** and **Adj** boxes.

Additionally, Penalty/Adjustment notes can be entered by clicking the **Edit Penalty/Adjustment Text** button. These notes are then included in the printed and website result

Menu Items

The menu items are self explanatory.

Revised: 8 August 2016

Multiple Teams Events - Overview

This event is a 'teams of four' event that uses a Mitchell type movement. Each team plays a mini-match of 2 or 3 boards against every other team.

Scoring Types

The scoring types available are:

- **IMPs:** Each compared score are IMPed using the standard scale. This is the most common scoring type for Multiple Teams.
- **Point-A-Board with a 0-1-2 result**: Each score is compared.   A difference of 10 or less awards 1 point to both pairs. A difference greater than 10 awards 2 points to the winning pair and 0 to the losing pair.
- **Point-A-Board with a 0-1-2 result**: Each score is compared.   A difference of **zero** awards 1 point to both pairs. A difference greater than zero awards 2 points to the winning pair and 0 to the losing pair.
- **Point-A-Board with a 0-2-4 result**: Each score is compared.   A difference of 10 or less are awarded 2 points to both pairs. A difference greater than 10 and less than 200 awards 3 points to the winning pair and 1 to the losing pair.   A difference of 200 or more awards 4 points to the winning pair and 0 to the losing pair
- **Match Point (Back to the Future):** Each board is match pointed and the final result is reported as percentages.

Player/Table Numbers and Substitutions

1. Substitutions can be used as in other pairs competitions.

Movement Types

1. Set movements must be used depending if there is a an odd number of tables or even numbers of tables.   The details of the [movement](#)

[type are here](#).

General Comments

1. The selection of the Scoring Type is done on the setup screen. However, from the Display Results screen, the results can be re-scored using any one of the Scoring Types.
2. A Multiple Teams event can be run over multiple sessions. The overall result is calculated from the Club Competitions screen or the Tournament Results screen.
3. Sometimes, the event conditions require that the players mix up so they play with a different partner in each round.

[Details of the Multiple Teams scoring process is found here](#)

Revised: 7 August 2016

Multiple Teams - Scoring

The scoring of Multiple Teams events is almost identical to scoring for duplicate pairs.   The only difference is that the results are reported as a team as opposed to a pair.

Multiple Teams - Movements

Two movements are available - one for even numbers of table, and one for odd number of tables.   The odd table movement is much easier, so try to arrange for an odd number of tables.

The number of boards **in play** equals the [Number of Tables] * {Boards Per Set].   However the boards played are one set less   A possible layout of boards is:

Tables	Boards Per Set	Boards in Play	Bds Played by Each Team
5	6	30	24
6	5	30	25
7	4	28	24
8	4	32	28
9	3	27	24
10	3	30	27
11	3	33	30
etc	-	-	-

New England Relay

1. Even number of teams
2. Tables arranged in two rows numbered as shown below
3. Boards are shared between the two rows as shown below
4. After each pair of sharing tables there is a relay table
5. The number of sets of boards equals the number of teams which equals the number of stations
6. Each team plays every other team
7. Each team does not play the first set of boards

8. At each move, EW Pairs move and the boards move in the same direction , DOWN towards table 1. EW move **DOWN one** table and boards move **DOWN one** station
9. All team members start at their home table but do not play any boards at that table. After entering the name IDs on the table top units, the first movement for the EW pairs and the boards is called.

Example for 6 Teams

American Whist

1. Odd number of teams
2. Tables arranged in order as for a Mitchell Movement
3. Each team plays every other team
4. Number of sets of boards equals the number of teams
5. Each team plays every other team
6. Each team does not play one set of boards
7. At each move, EW Pairs move **up two** tables and boards are moved **up one** table
8. All team members start at their home table but do not play any boards at that table. After entering the name IDs on the table top units, the first movement for the EW pairs and the boards is called.

Example for 5 Teams

Revised: 7 August 2016

Individual Events - Overview

These event mix the players so they play with a different partner at each table, and often a different partner for each board.

Scoring Types

Normal matchpointing scoring is used.

Notes

1. Set movements must be always be used which are dependent on the number of competing tables.   The details of [the movement options is here](#).
2. the use of Personal Guide Cards (PGCs) are required to ensure a smooth movement of all players. These can be printed from the Session Set-Up screen but, if using electronic scoring, they are best printed after the players have entered their names on the table top units (TTUs) as this version incluse the player first names.   This print can be initiated from the CompassMate screen.

Display of Results

The results can the displayed in text file format or HTML format.   At this time, results cannot be displayed of the www.brdge-club.org (Milan) format.

- HTML files are saved on the **c:\compassv6\yyyy\html** folder
- Text files are saved in the **c:\compassv6\textfiles** folder

Special Case for Manual Scoring

It is essential that personal score sheets are made available to the player, and that travelers .   The following process is recommended.

1. Get players seated at tables 1,2,3 ... etc. Seat any additional players at another table.
2. Get a list of the player - their table, NSEW position and names are required
3. Ask the players to start play. Advise them that the traveling score sheets and personal guide cards will be distributed shortly.
4. Start Compass and set up the session in the normal matter
5. Enter the players names
6. From the Print menu on the Display Results screen
   ○ print the Traveling Score Sheets
   ○ print the personal guide cards
7. Guillotine the printed documents
8. Distribute the printed documents to the players

Details of the Individuals scoring process is found here

Revised: 29 January 2018

Individual Events - Scoring

These generalized instructions are for an Individual event.

Prior to Play

1. Enter the event in the [Club Calendar of Events](#) or the [Tournament Calendar of Events](#).
2. Create the required hand record files
3. Deal the hands and print the hand records via [Dealer Assist.](#)

On the Day

1. Ensure the electronic scoring equipment is in good working order

2. From the main strip menu, select **Scoring ... Individual Contests**
3. To set up the event details use the [Details Screen](#) and the [Event Selection](#) Screen
4. Select the Electronic Scoring Option **A session with only 1 Section**
5. The [CompassMate screen](#) will now open
6. Start the Bridge Control System and click the **Click to start reading scores** and **Click to start reading names** options.

Once all tables have completed their boards

1. Close all Bridge Control Systems
2. Exit the CompassMate Screen

At Completion of Play

1. Review the [Results Screen](#)
2. Correct [scoring errors](#), [players names](#) and add director's adjustments
3. Publish the Results
   - Print the results

- Create the XML File
- Email the result to the players
- (If applicable) Upload the text file reports to your website

4. Close Compass

Revised: 8 August 2016

Individual Events - Session Set Up

The set up screen is identical to the <u>Details Screen that is used in pairs</u> <u>scoring</u>, except that the movement choices are limited to those for individual event

When setting up a **new** scoring session, select the Individual option
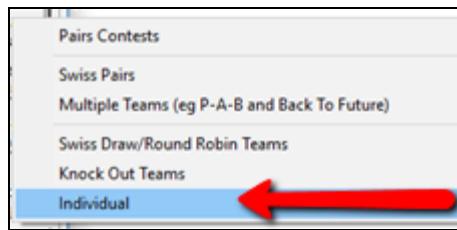
Movement Selection - Table Numbers
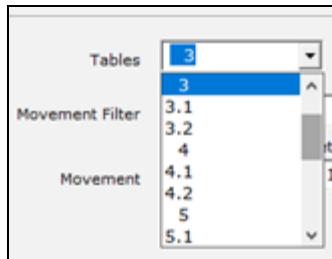
When setting up the session, if the number of competing players is ....

- Full tables, select the appropriate whole number of tables eg for 4 full tables, select "4"
- Full tables, but with one missing (phantom) player, select the whole number of tables eg for 4 full tables LESS one player, select "4". Later you will be asked to enter the player number for the phantom player.
- Full tables PLUS one additional players, select the entry that has ".1" in the table numbers, eg for 4 full tables PLUS one players, select "4.1".
- Full tables PLUS two additional players, select the entry that have ".2" in the table numbers, eg for 4 full tables PLUS two players, select

"4.2".

When using **View Session Results**, select the Individual option.
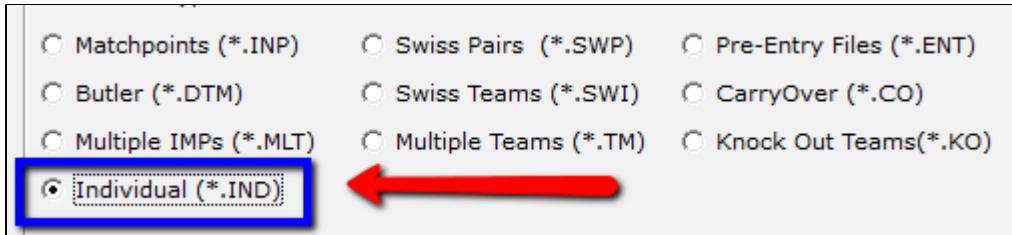
Also, the option **Rotate Players for every Board** can be enabled if players are required to play with a different partner on every board.

Revised: 23 January 2017

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Individual Events - Names Entry and Substitutions

Player Names Entry

The names entry process for Individuals is identical to that for ordinary pairs events. Details can be found here.

Practically speaking, electronic scoring must be used when running an Individual event. At the first table, players sit in any position and enter their player details on the table top units. The actual individual players number must be taken from the table guide cards.

The players are recoding according to their **seating position in the first round**. An example for 6 tables is as follows:

	Individual	
1	Carolyn Andrew & Ron Andrews	
2	Annie Anglim & Rosemary Ashford	NS Player for tables 1 to 6 are listed in the first half of the list
3	Alison Ballantyne & Helen Band	
4	Noeline Barrow & Sean Bateman	
5	Jessie Bilski & Sheila Birdling-Duncan	
6	Ralph Bishop & Tony Bland	
7	Harry Blind & Don Blunt	
8	Margaret Bodinetz & Joan Bond	EW Players for tables 1 to 6 are listed in the second half of the list
9	Simon Bourke & Cherryl Bowden	
10	Ann Braby & Harrison Bradshaw	
11	Denise Brownlie & Kathy Buckland	
12	Dawn Bull & David Burford	

The players are listed above according to their starting table number, The list above is an example for 6 tables.

"Sit Out" Movements

When a "sit-out" movement is used, the player names for those who sit out for the first round are entered on the TTUs that is at the last table.

When entering of changing players names, the "sit-out" players are enter and follows.   Assume there are 3 tables, plus 1 to 3 additional players, the players names are entered according to their seating at round 1

- The NS pairs seated at tables 1-3 are entered in the 1-3 slots in the names entry screen. The NORTH player is entered first, then the South player.
- The EW pairs seated at tables 1-3 are entered in the 5-7 slots in the names entry screen. The EAST player is entered first, then the West player.
- The additional players are entered
  - The first additional player is the NORTH player, and their name is entered on line 4 in the names entry screen
  - The second additional player is the EAST player, and their name is entered on line 8 in the names entry screen
  - The third additional player is the SOUTH player, and their name is entered on line 4 in the names entry screen
  - any vacant additional player can be entered as Phantom

Substitutions

Players substitutions are not relevant in Individual events.

Revised: 22 January 2018

Individual Results Screen

The same screen displays the results for [duplicate pairs, multiple teams and individual events](#).

Revised: 8 August 2016

Individual Events - Movements

There is a fixed set of movements for Individual Events.   The movements with less than 20 boards are party movements suitable for informal sessions.

An option **Rotate Players for every Board** can be set in the Detail Set Up screen for the players to rotate after each board. This means that each board is played with a different partner. Notes, this is available for 4 or more tables only.   If more than 1 board per set is played, it is highly recommended that the rotate option is used.   This ensures that players of differing standards are mixed up as much as possible.

Guide cards must be used for all Individual movement which can be printed from the Detail Set Up screen screen.

Tables	Movement Type	Rounds	Boards Per Set	Boards	Players Rotate?
2	Progressive	7	1 or 2 or 3 or 4	7 or 14 or 21 or 28	No
3	Progressive	11	1 or 2 or 3	11 or 22 or 33	No
5	Rainbow	5	2 or 3 or 4 or 5 or 6	10 or 15 or 20 or 25 or 30	Optional
6	Rainbow	7	2 or 3	14 or 21	Optional
7	Rainbow	7	1 or 2 or 3 or 4 or 5	7 or 14 or 21 or 28 or 35	Optional
10	Individual	13	1 or 2	13 or 26	Optional
11	Rainbow	11	1 or 2 or 3	11 or 22 or 33	Optional
13	Rainbow	13	1 or 2 or 3	13 or 26 or 39	Optional
17	Rainbow	17	1 or 2	17 or 34	Optional
4	Irregular	12	1 or 2	12 or 24	Optional
6	Irregular	7	2 or 3	14 or 21	Optional
8	Irregular	8	2 or 3	16 or 24	Optional
9	Irregular	12	1 or 2	12 or 24	Optional
9 Players	Individual	9	1 or 2 or 3	9 or 18 or 27	No
10 Players	Individual	10	1 or 2	10 or 20	No
13 Players	Individual	13	1 or 2	13 or 26	No
14 Players	Individual	14	1 or 2	14 or 28	No
17 Players	Individual	17	1	17	No
18 Players	Individual	15	1 or 2	15 or 30	No

21 Players	Individual	21	1	21	No
22 Players	Individual	21	1	21	No
25 Players	Individual	13	1 or 2	12 or 24	No
26 Players	Individual	13	1 or 2	12 or 24	No
37 Players	Individual	13	1 or 2	12 or 24	No
38 Players	Individual	13	1 or 2	12 or 24	No
41 Players	Individual	13	1 or 2	13 or 26	No
42 Players	Individual	13	1 or 2	13 or 26	No

Summary of Player for the Available Movements

TABLES -->	2	3	4	5	6	7	8	9	10	11	13	17
Phantom OK		11	15	19	23	27	31	35	39	43	51	67
Full Tables	8	12	16	20	24	28	32	36	40	44	52	68
Plus 1 Players	9	13	17	21	25			37	41			
Plus 2 Players	10	14	19	22	26			38	42			

- The **Rainbow** movements are fairly orderly , in that the boards move as normal and the ESW players move up or down in an orderly manner.
- The **Progressive** movements are disorderly, in that players move seemingly randomly and the boards are shared among all tables.
- The **Irregular movements** are disorderly, in that players move seemingly randomly.   The boards may move in an order manner OR each set of boards remains on the same table throughout the session.

Handling Non-Full Tables

Sit Out Players

Movements exist for 9,10,13,14,17,18,21,22,25,26,37,41,42 players. If this case, at least 1 players sits out for one round.   Refer to your Personal Guide cards for the movement details.

Phantom Players

When the player numbers are one short of full tables, a phantom player can be used.   These movements are not ideal and each player sits out a different number of times, but it does

accommodate every player that attends.

It is best to assign the phantom player as the highest player number.

Shortening the Session

Is is OK to end the session before the full number of rounds have been played.   When sessions are shortened, use the ***End this session before all rounds are played*** button that is on the **CompassMate** screen.

Player Rotation

For table numbers of 4 or more, the **Rotate Players for every Board** option is enabled when the session is set up.   The rotation is as follows:

Boards per Set	Rotate
1	No rotation
2	South and East swap positions after the first board is played
3+	North remains stationary, and the W, S, E players rotate clockwise around N after each board is played

After rotating, all players should return to their original directional position before the movement for the next round is called.

Movement Guide Cards

All Individual movements require guide cards to be used.   These can be printed from the session set-up screen.

PERSONAL GUIDE CARDS can also be printed.   If using electronic scoring, these should be printed AFTER players have entered their names into the Bridge Mates, Tabs or Pals.   These can be printed from the Print Menu of the Results screen or from the CompassMate screen.

A sample is:

```
Starting at Table  1  NORTH          Starting at Table  1  SOUTH
-----------------------------        -----------------------------
PLAYER  1 Allan Anderson             PLAYER 17 Kathleen Anderson
-----------------------------        -----------------------------
RD TABLE DIR    BDs    Partner       RD TABLE DIR    BDs    Partner
-----------------------------        -----------------------------
1   1    N    1- 3   Kathleen        1   1    S    1- 3   Allan
2   4    N   10-12   Donald          2   6    S   16-18   Heather
3   5    N   13-15   Christine       3   2    S    4- 6   Jenny
4   2    N    4- 6   Ron             4   4    S   10-12   Joan
5   7    N   19-21   Mavis           5   8    S   22-24   Alison
6   8    W   22-24   Carla           6   5    N   13-15   Brian
7   6    W   16-18   Ray             7   3    N    7- 9   Maureen
8   3    W    7- 9   Colleen         8   7    N   19-21   Lila


Starting at Table  1  EAST           Starting at Table  1  WEST
-----------------------------        -----------------------------
PLAYER  9 Joan Bale                  PLAYER 25 Marie Barnett
-----------------------------        -----------------------------
RD TABLE DIR    BDs    Partner       RD TABLE DIR    BDs    Partner
-----------------------------        -----------------------------
1   1    E    1- 3   Marie           1   1    W    1- 3   Joan
2   8    E   22-24   Colleen         2   3    W    7- 9   Antony
3   3    E    7- 9   Faye            3   4    W   10-12   Brian
4   7    E   19-21   Ray             4   6    W   16-18   Jenny
5   4    E   10-12   Lesley          5   5    W   13-15   Lila
6   6    S   16-18   Mavis           6   2    E    4- 6   Heather
7   5    S   13-15   Donald          7   7    E   19-21   Kay
8   2    S    4- 6   Jan             8   8    E   22-24   Jenny
```

Notes

1. The overall winners of an event over more that one session can be calculated from [Club Competitions](#).
2. After the new Master Point process in implemented by NZB in early 2017, master points will be automatically calculated for all *Individual* events.

Revised: 19 December 2018

Electronic Scoring Overview

Compass support the four main electronic scoring systems

- **BridgeMATE**:   A well established reliable scoring system

- BridgePAL: This is a FREE system that uses Android devices as the table top units.

- **BridgeTAB**:   This uses standard Android devices as the table top units.   This requires "per table" licenses - prices vary, but typical prices are $10-$15 per table per year.

- **BridgePal**: This is FREEWARE that uses standard Android devices as the table top units.   There are **NO LICENSING FEES**.

Revised: 24 November 2018

Electronic Scoring - Bridgemates

The Bridgemate system has been in use in bridge clubs since the late 1990s and today, about 4,500 bridge clubs in 65 countries use the system.

- **Supplier**:   Ron Bouwland (The Netherlands)
- **Software**:   BMPro
- **Table Top Units:**   Custom Bridgemate units

Useful Resources

- www.bridgemate.com   This is the official BridgeMate site.
- Compassmate Documentation in Dropbox

Installation

Please refer to Jan Spaans for instructions

Club Information Set Up Configuration
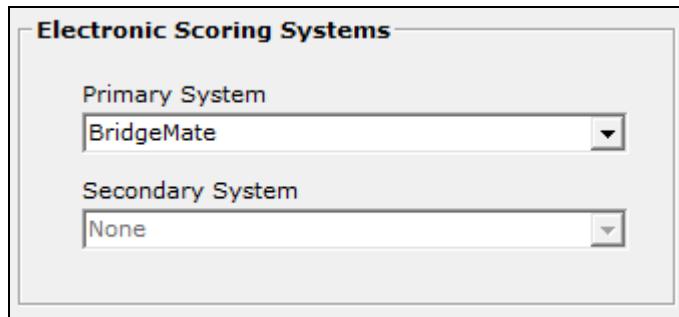
- **Primary System**

- The **Secondary System** cannot be set

Revised: 6 August 2016

Electronic Scoring - When Things Go Wrong (Bridgemates)

Instructions for BridgeTab users: Electronic Scoring - When things go wrong (BridgeTabs)

Wrong movement set up, late pairs arrive, wrong tables numbers, boards played out of order, phantom changes are things that do happen.

The best way to avoid errors is to delay the setting up of a session within Compass until all players are well and truly seated. The director then knows the exact table numbers and thus can determine the appropriate movement.   But yes, sometimes things do not always go according to plan.

Contents

Correcting the Session Set Up

These instructions cover the case when a section has been set up incorrectly. It could that the session has incorrect table numbers or boards per table or movement.   This can happen with single events and with one or more sections of multi section and piggy back events.

This page does not discuss problems directly related to the Bridgemate Bridge Control System (BCS) itself.   For these issues, please refer to the Bridgemate documentation that is available in the *\CompassMate\Bridgemate Documentation* folder in Dropbox.

Duplicate Pairs Events

These change processes apply to duplicate events.

Add, Remove or Move the Phantom

Use this procedure for a change to the phantom, where the phantom is either added or removed of shifted within the existing tables in the movement.   Refer to the [Reposition the Phantom](#) documentation.

Change of Movement

Notes

1. This occurs when the movement changes in one or more of the existing sections.
2. During this process, the results for all boards in round 1 are erased.   It will be necessary to re-enter the results of boards already played.

BCS and Bridgemates

It does not matter if BCS has been started or not, if tables have logged in or not, or if data entry on the BM units has been started or not.

1. if BCS is not running, do not start it just yet
2. If BCS is running
   - Leave it running
   - Ask the players sitting in the INCORRECT sections to stop what they are doing, and await further instructions.
   - The players in the CORRECT section can carry on uninterrupted.

Compass

- Exit the INCORRECT section back to the side-bar menu. Use the ***Exit Back to the Side-Bar Menu*** menu item to do this.
- Use the **Scoring** button to redo the set up for the INCORRECT section
- If this question is displayed, always answer YES

Duplicate File	×
⚠ CAREFUL: You are about to over-write the existing data file: 01MON_X.INP Are you sure you want to do this?	
Yes	No

- Enter the <u>Bridgemate Scoring Type</u> details, in the same way they were entered originally.

Bridgemate Scoring Type

Use Electronic Scoring for this session?   ⦿ Yes   ○ No

⦿ A session with only 1 SECTION
(Use this option for the PRIMARY session of a piggy back event)

○ A session with 2 or more SECTIONS

○ Two separate events scored with only 1 BM Pro server.   One SECTION in each event. This is the piggy back option.

○ Re-score a session using the scoring data from the existing BWS database

Cancel   OK
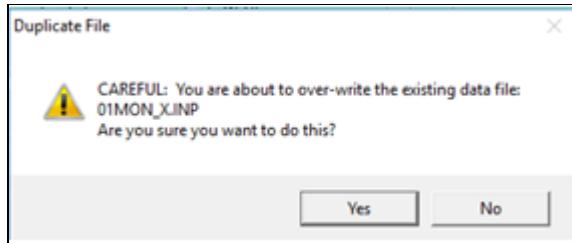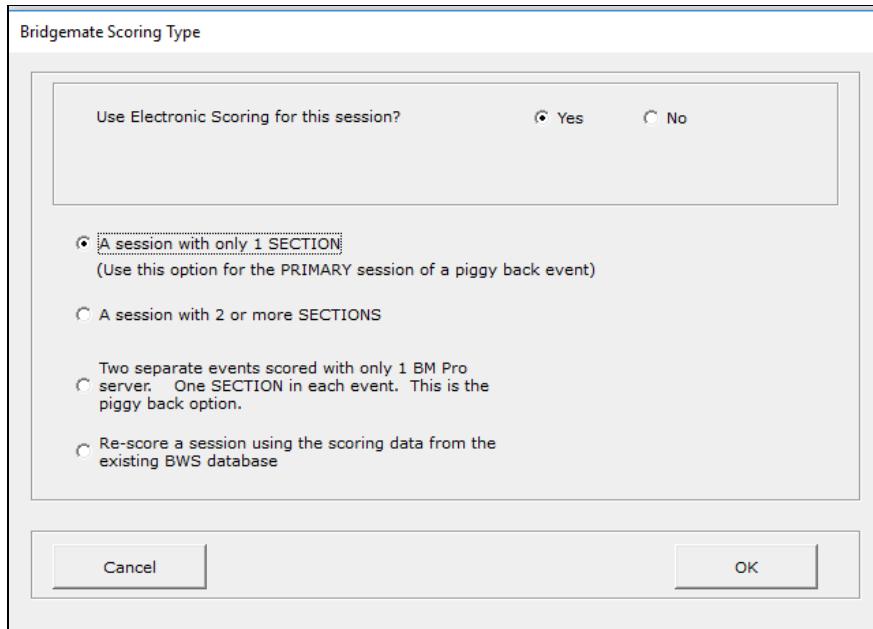
- If this question is displayed, the usual answer is YES
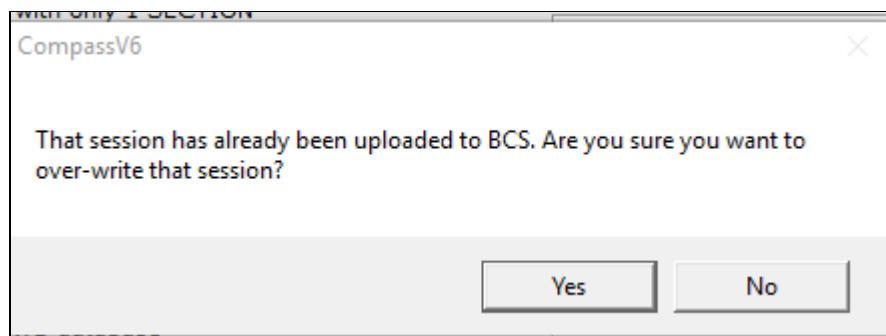
- Enter the "phantom" details

- The CompassMate Screen will now open

BCS and Bridgemates

- If BCS has never been started previously, start it now.   The section(s) now continue as normal.
- If BCS was previously started, and then stopped, start it again now.
- If BCS is running, the new movement for the incorrect section is now uploaded to BCS. That section(s) now continues as normal.

- To this question,
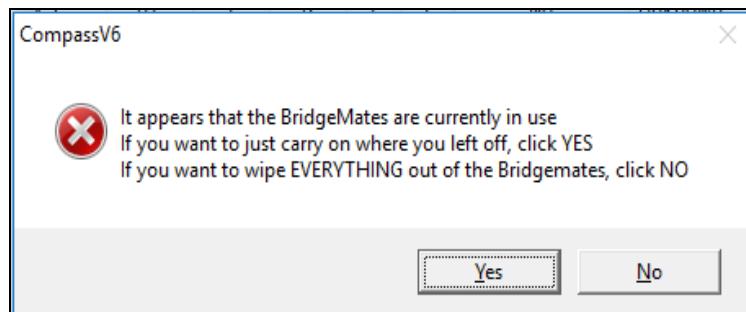
- Answer YES, for single section events
- Answer NO, for multi section/session events

- The tables in the (now) corrected section/session can now be told to resume play and use the BM units

- The sessions now continue as normal

Notes for the (now) corrected section

1. some movement changes may mean that the last set of boards has to be inserted into the movement out of sequence.   Use the [Boards out of Sequence process](#) to do this.
2. Any previously entered board results must be re-entered
3. if the movement change results in boards being redistributed, it may be necessary to award arbitral scores for boards that cannot be played fairly.
4. Any incorrectly recorded names should be corrected on the BM units or directly within Compass.

Scrapping a Session

In dire circumstances it may be necessary to abandon the current session and start again.

Compass

1. From the *Adjustments* tab click the **End this session before all rounds are played** button and follow the instructions
2. Close Compass completely

BCS and Bridgemates

1. Select **Close** from the **File** menu item
2. Select **End** from the **File** menu item

Compass

1. Start the setup of the session again

Boards Played out of sequence

In the rare event where boards are not laid out in numerical sequence

Compass

1. On the CompassMate screen …
2. From the ***Adjustments*** tab click the **Boards played out of order** button
3. Enter the actual sequence of the boards.
   - The usual sequence would be been something like: 1,2,3,4,5,6,7,8,9 10,11,12,13,14,15,16,17,18,19,20,21,22,23,24
   - The new sequence could be: 1,2,3,4,5,6,7,8,9 10,11,12,,**22,23,24**,13,14,15,16,17,18,19,20,21
4. Click the **Exit** button
5. Confirm that the new sequence is correct
6. The new sequence will now be sent to BCS

Kill an Invisible BCS Session

At times an invisible instance of Bridgemate Control left somehow running in the background. This is apparent when the **Start Bridge Control** button background is green, but the BCS icon is not showing in the task bar.   Use the **Kill an Invisible BSC Session** menu item to invisible instance.

Bridgemates - Bridge Control System (BCS) is Inadvertently Closed

BCS can unexpectedly close due to human error or computer failure. Use these steps for recover the session.

1. Do not panic
2. If Compass has shut down, use the **View Session Results** button to display the session, and then navigate to the CompassMate screen.
3. Click the **Start Bridge Control** button
4. To the displayed question, click YES
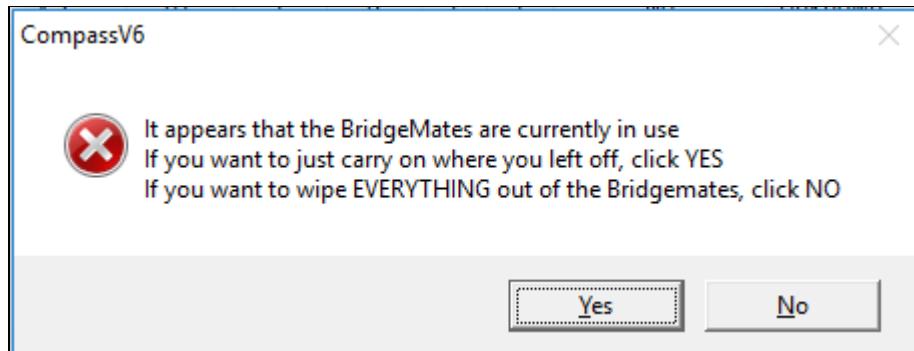
5. BCS and the Bridgemates should now continue as normal.
6. If NO is entered in response to the above question, you will be asked to confirm that you indeed want to wipe EVERYTHING out of the Bridgemates.

Revised: 7 February 2017

Electronic Scoring - BridgePal

BridgePal is a FREEWARE wireless scoring system for bridge sessions based on the use of smartphones or tablets, rather than dedicated scoring units, and providing a comprehensive set of features. The devices are networked via a WIFI router to a Windows PC which runs the scoring software, but no mobile network or Internet connection is required and therefore the system can be used in any location.

The above is extracted from the BridgePal website at
https://mirgo2.co.uk/bridgepal

Hand Records

BridgePal requires PBN files only.   If this files exists, that hand records can be displayed on the tablets, along with the makeables if this info is in the PBN file.

Installation

The BridgePal system can be downloaded from
https://mirgo2.co.uk/bridgepal

Club Information Set Up Configuration

- Primary System
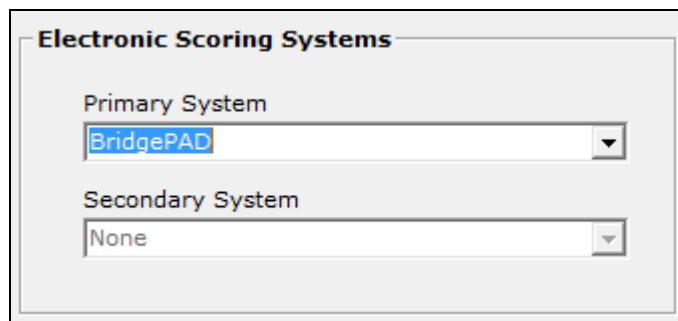
BridgePal Installation

To install the BridgePal electronic scoring system

PC or Laptop

1. From the website https://mirgo2.co.uk/bridgepal/index.php?section=6
   - Install BridgePal Services
   - Install BridgePal Server
2. Within Compass... Club Info Set Up, specify **BridgePal** at the electronic scoring system.

Android Devices

1. From the Google Play Store,
   - install the **BridgePal App** on each device
   - optionally install **Bridge Solver Online** on each device (this allow each hand to be replayed on the table top units).

BridgePal Settings

 BridgePal share many of the BridgeMate settings - and these are set in the BridgeMate Tab of the CompassMate screen.

Revised: 24 November 2018

Electronic Scoring - When Things Go Wrong (BridgePALS)

Instructions for BridgeTab users: [Electronic Scoring - When things go wrong (BridgeTabs)](#)
Instructions for BridgeMate users: [Electronic Scoring - When things go wrong (BridgeMates)](#)

Wrong movement set up, late pairs arrive, wrong tables numbers, boards played out of order, phantom changes are things that do happen.

The best way to avoid errors is to delay the setting up of a session within Compass until all players are well and truly seated. The director then knows the exact table numbers and thus can determine the appropriate movement.   But yes, sometimes things do not always go according to plan.

The recommended way to correct errors is to just stop the BridgePal server, then set up the session up in Compass

This page does not discuss problems directly related to the BridgePal Server itself.   For these issues, please refer to the [BridgePal App User Guide](#)

Contents

How to Reset the Tablets

- Touch the 3 horizontal dots
- Select **Director Function**
- Select **Reset Table**, then OK
- Enter the **Director PIN**, then OK
- The Tablet will now be at the **Start** screen
- Proceed as normal
  - Note that the original player numbers/names will be retained
  - The results for all previously played boards must be re-entered

These instructions cover the case when a section has been set up incorrectly. It could that the session has incorrect table numbers or boards per table or movement.   This can happen with single events and with one or more sections of multi section and piggy back events.

IMPORTANT: In all cases the generalized procedure is

1. The BridgePal Server must be be stopped before any changes are made.   This will temporarily disable the communication with the tablets.
2. The set-up changes are now done in Compass
3. Restart the BridgePal Server
4. All tablets in the affected section should now be reset (see above)

Add, Remove or Move the Phantom

Use this procedure for a change to the phantom, where the phantom is either added or removed of shifted within the existing tables in the movement.   Refer to the [Reposition the Phantom](#) documentation.

1. The BridgePal Server must be be stopped before any changes are made.   This will temporarily disable the communication with the tablets.
2. Exit the CompassMate sceeen and use the Corrections menu item to change the phantom position
3. Re-open the Compassmate screen
4. Restart the BridgePal Server
5. All tablets in the affected section should now be reset (see above)
6. Normal operation is now resumed

Change of Movement

This occurs when the movement changes in one or more of the existing sections.

1. The BridgePal Server must be be stopped before any changes are made.   This will temporarily disable the communication with the tablets.
2. Exit the CompassMate sceeen and redo the setup for the affected section
   - If this question is displayed, always answer YES
   - Enter the <u>Electronic Scoring Type</u> details, in the same way they were entered originally.
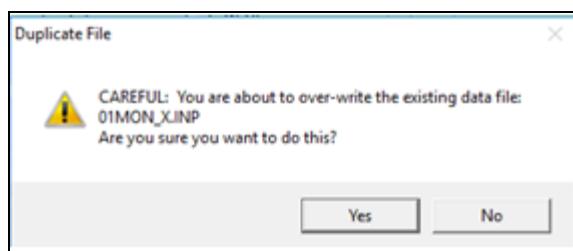
- Enter the <u>Electronic Scoring Type</u> details, in the same way they were entered originally.\
- If this question is displayed, the usual answer is YES

CompassV6 ×

That session has already been uploaded to BCS. Are you sure you want to over-write that session?

| Yes | No |
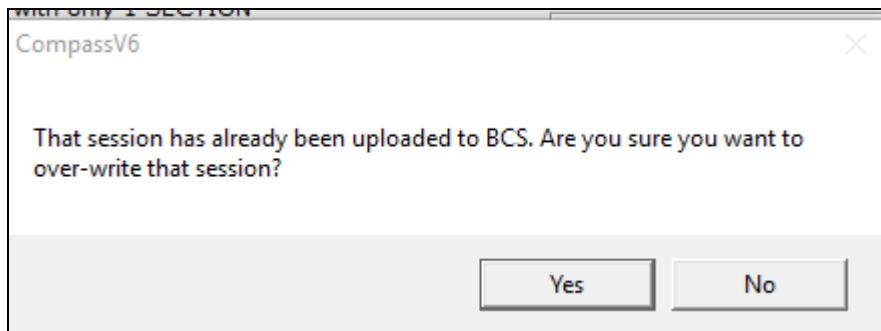
- Enter the "phantom" details

- The CompassMate Screen will now open

3. Restart the BridgePal Server
4. All tablets in the affected section should now be reset (see above)
5. Normal operation is now resumed

BridgePal

- Restart the Bridgepal Server.
- Each TABLET in the affected section must be reset. (The tables in the unaffected section now continue on as normal.)
  - Touch the 3 horizontal dots
  - Select **Director Function**
  - Select **Reset Table**, then OK
  - Enter the **Director PIN**, then OK
  - The Tablet will now be at the **Start** screen
  - Proceed as normal
    - Note that the original player numbers.names will be retained
    - The results for all played boards must be re-enter

1. some movement changes may mean that the last set of boards has to be inserted into the movement out of sequence.   Use the [Boards out of Sequence process](#) to do this.
2. Any previously entered board results must be re-entered
3. if the movement change results in boards being redistributed, it may be necessary to award arbitral scores for boards that cannot be played fairly.
4. Any incorrectly recorded names should be corrected on the table top units or directly within Compass.

Scrapping a Session

When movement changes are necessary, it is usually best to scrap the current session and start again.

BridgePal

1. Stop the BridgePal Server

Compass

1. Exit Compass back to the side-bar menu.   The ***Exit Back to the Side-Bar Menu*** menu item can be used for this.
2. Start the scoring session from scratch.

Boards Played out of sequence

In the rare event where boards are not laid out in numerical sequence

Compass

1. On the CompassMate screen …

2. From the *Adjustments* tab click the **Boards played out of order** button
3. Enter the actual sequence of the boards.
   - The usual sequence would be been something like: 1,2,3,4,5,6,7,8,9 10,11,12,13,14,15,16,17,18,19,20,21,22,23,24
   - The new sequence could be: 1,2,3,4,5,6,7,8,9 10,11,12,,**22,23,24**,13,14,15,16,17,18,19,20,21
4. Click the **Exit** button
5. Confirm that the new sequence is correct
6. The new sequence will now be sent to the BridgePal Server.
7. After a few keystroke on the tablets, the new board numbers will be available at the tables.

BridgePal Server is Inadvertently Closed

The BridgePal server can unexpectedly close due to human error or computer failure. Do not panic, just restart the server.   The scoring should now continue on as normal.

Revised: 31 October 2019

Handling a Phantom

Some pairs like to see the hands that they are not playing at the phantom table.   This is possible on the tablets if a few tricks are employed.

1. When setting up the session, reply NO to the phantom question.
2. At round 1, the pair at the phantom table enters their own pair numbers as normal, and then enters the phantom IDs as 99998 and 99999. (Note Tabs does not accept duplicate numbers so the phantom numbers have to be different.   Pal are more forgiving.)
3. For each board, the SKIP or NoPlay option is used.   The tablet screen then allow the players to view the hand record.
4. At the end of the session, the results will include the phantom pair, with a score of 0.   Use the menu option **Corrections ....Reposition the Phantom**, to fix this

Revised: 19 December 2018

Electronic Scoring - BridgeTab

BridgeTab is a new approach to electronic scoring that uses Android tablets or phones as the table top units.   These connect to the scoring computer by a standard Wi-Fi connection.

- **Supplier**:   Jannersten Forlag (Sweden)
- **Software**:   BOS suite of programs
- **Table Top Units:**   Standard Android tablets.   These connect to a standard WIFI router.
- **WIFI Router**:   Any wireless router hardware OR a (free) [virtual router](#) installed on the PC can be used.

Documentation on the [BridgeTab/Compass integration can be found here](#).

Useful Resources

- [www.bridgetab.com](#)   This is the official BridgeTab site.
- [www.bridgetab.co.uk](#)   Lots of useful information here.
- [BridgeTabs - YouTube video](#)
- [Compassmate Documentation in Dropbox](#)

License Costs

The 2016 pricing is: Annual fee = NZ$15 per table.
                                     Lifetime fee = NZ$115   per table.

                         Example: for 10 table, license is $150 per year or $1150   for a lifetime.

Individual temporary licenses can be purchased cheaply. This is useful if you run a tournament with more tables than your current license allows.

A free TEST license is available for 30 days.

Service Packs

There are 3 service packs that give different levels of support

- Basic, free   No email support.
- Standard, US$100, NZ$?   Email support from the help desk
- Valet,   NZ$?   Personal support by email, Tablets ready to use out of the box, Unlimited personal support by phone

Installation

The BridgeTab system [installation instructions can be found here](#).

Club Information Set Up Configuration

Set the Electronic Scoring Systems from the **Club Options (1)** tab

- **Primary System**
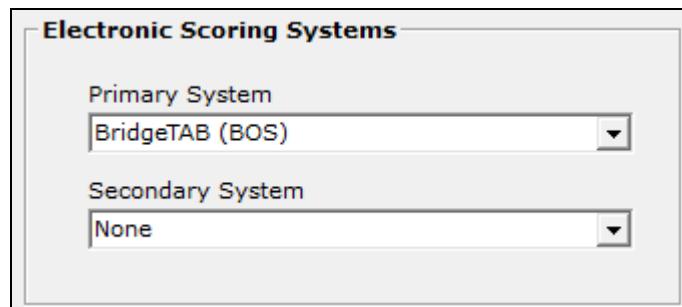
- The **Secondary System** can be set if Bridgemates are used concurrently.   (Note: BridgePads are not capable of running concurrently with BridgeTabs)

Revised: 8 August 2016

Installing BridgeTab

BridgeTab uses the BOS suite of programs.

PC Installation

1. Download and install the **BOS (Software Package)** from the Bridgetab website link   http://www.bridgetab.com/html/downloads.html (paste this link directly into your browser)
2. Click **Start Download** now
3. The download will take 5-10 minutes.
4. Navigate to the downloads folder and extract the BOS.zip file to a newly created folder named (eg) BOSInstall
5. You will then have files extracted to your newly created folder like this:

	Name	Type	Modified
	setup.exe	Install Application	03-Feb-17 10:22 A...
	vcredist_x86_12.exe	Application	12-Dec-14 10:22 ...
	BOS_package_manual.pdf	Foxit Reader PDF Document	14-Aug-14 1:34 PM
	CDM20828_Setup.exe	Application	19-Feb-13 4:28 PM
	ASE9_N1_104e.exe	Application	23-Oct-12 3:27 PM
	PL2303_Prolific_DriverInstall...	Application	01-Aug-12 10:12 ...
	FoxitReader530.0423_enu.msi	Windows Installer Package	07-Jun-12 4:34 PM
	vcredist_x86.exe	Application	20-Feb-11 10:14 P...
	bbo_setup.exe	Application	06-Jul-09 6:58 PM
	autorun.inf	Setup Information	08-Aug-08 4:13 PM

6. Double-click on setup.exe and follow the instructions

Step	Instructions	Screen Shot
1	The Setup wizard	

	should start.	
2	Click NEXT until you reach this screen. Select the options as shown here, then click NEXT.	
3	Click NEXT until you reach this screen. DO NOT select anything here, just click NEXT.	
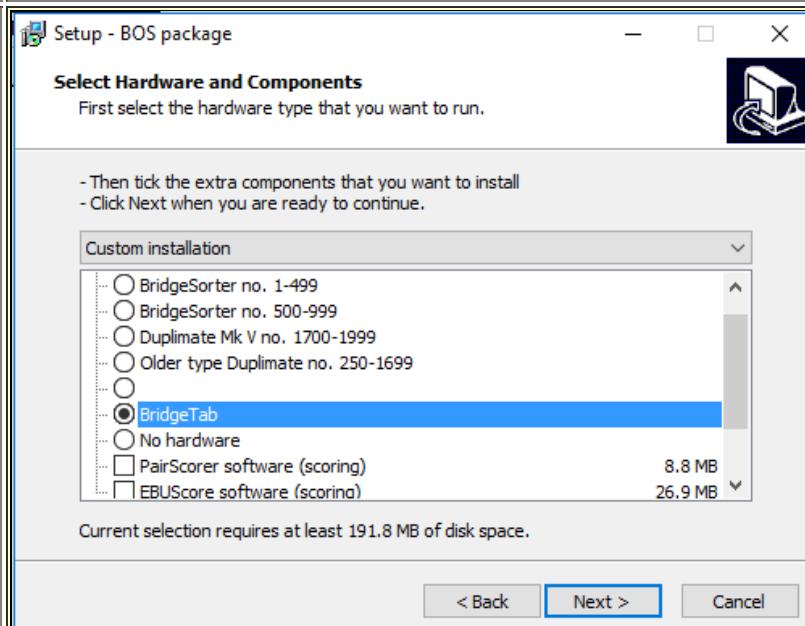
4	Click INSTALL.	
5	Click EXTRACT, then NEXT, then FINISH.	

6	Restart your computer now or later.	
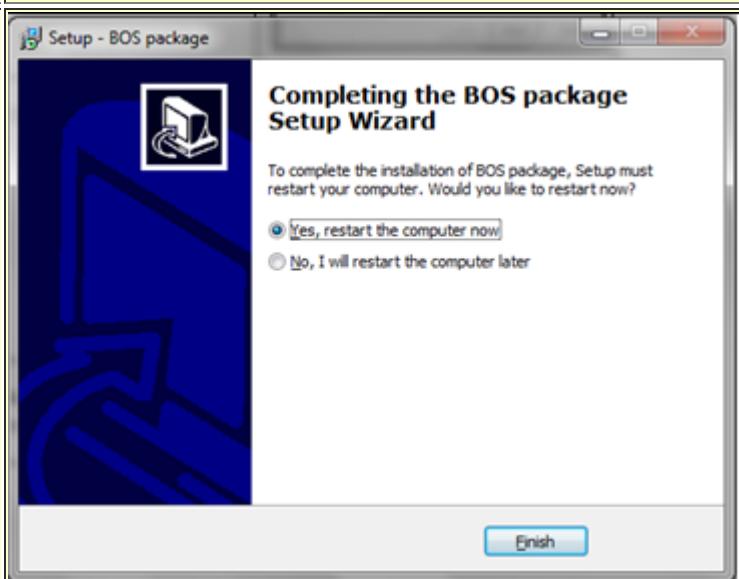
Note:

For the BOS package to execute correctly, ***Allow programs to communicate through Windows Firewall*** has to be set for BridgeTab Admin.   This is done through the Control Panel.   There are a number of ways to do this, here is one way:

- o Open Control Panel
- o Click View network status and tasks

- Click Windows Firewall
- Click Allow a program or feature through Windows Firewall
- Click Change settings for BridgeTab Admin
- Click OK

Android Tablets Installation

1. On every tablet that will be used for scoring, install the BridgeTab app from the Google Play Store
   - Go to Google Play Store on any Android phone or tablet
   - Search for "BridgeTab"
   - Download and install BridgeTab and each tablet
2. Connect to the correct WIFI network (or the PC virtual router) that is available in the playing room.
3. The tablets should automatically detect the IP address on the PC. If it does not, you can manually enter the IP into the table.   This is how it is done:
   - On the PC, open BOS for any event (e.g. demo)
   - Click BridgeTab Admin
   - Click View, then BT Admin's IP
   - Write down the IP address
   - Close all BOS screens
   - On the tablet, open BridgeTab
   - Click Settings , the TD Mode
   - Enter TD PIN (initially set to "0000")
   - Click BT Admin's IP
   - Manually enter the BT Admin's IP (from the PC)
   - Follow the instruction to exit back to the main screen

Revised: 18 February 2017

BridgeTab - Compass Integration

Compass Scoring: Quick Start Instructions

Club Information Set Up Configuration
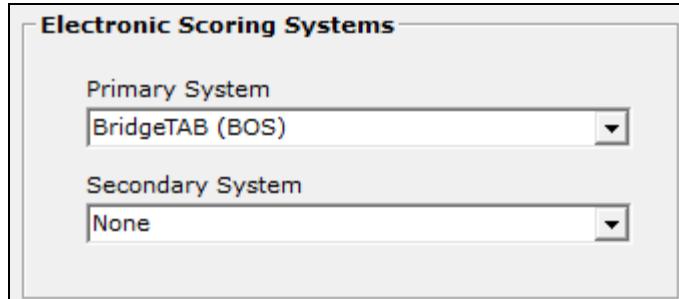
- **Primary System**

- The **Secondary System** can be set if Bridgemates are used concurrently.   (Note: BridgePads are not capable of running concurrently with BridgeTabs)

Session Scoring

Hand records

1. The hands should be pre-dealt.
2. The hand record BRI and DLM files must be saved in the **c:\compassv6\handrecords\[DAY Session Name]** folder
3. For club sessions, the file names of the BRI and DLM files, and the Compass INP file should follow the Compass convention of NNxxx where NN is the week number of the session and xxx is the session day prefix.   (It is best to simply get the pre-dealt hand from the XClub hand record service).

Router Set up

1. If using a wireless router hardware

- Plug the router into the mains and switch on. The computer will automatically pick up the wireless network. If not, connect by right-click on the wireless connection options on the laptop.
2. If using a virtual router
   - Start the VR software from the Desktop icon
   - Click Start Virtual Router

Scoring - Compass

1. Start a Compass session set up in the usual way
2. If using the SAM screen, select the table movement, then click ACCEPT this movement.   The CompassMate screen now opens.
3. If using the standard set up screen select the table movement, and then click OK. The **BOS Scoring Type** form will display.   For normal single section scoring, you can accept the default values.
4. Answer the phantom question
5. The CompassMate screen now opens
6. To activate the tablets, Click the Start BOS button, to launch
   - the BOS screen
   - the BridgeTab Admin screen
   - the communication with the tablets
7. Note: the tablets are launched using the DEFAULT settings.   (If you wish to change the default settings, OR the setting specific to this session only, see this documentation)
8. If all applications have been correctly started, the activate buttons will all be highlighted green.
9. When all activate buttons are green, AND you are confident that the entire setup is correct, click Start (F2) to start the communication with the tablets
10. If you are concurrently using both Bridgemates and Tablets, tick the **Are you concurrently using both BridgeMates and BridgeTablets?** check box.

Scoring - Tablets

1. Before distributing the Tablets, ensure that each one has a connection to the wireless network. This should be displayed on the screen, but may depend on the version of the BridgeTab app that is running. (If they have not connected they will hit a snag when you attempt to use them).
2. Distribute the Tablets and instruct the users to log in.
3. Each table enters the player names and then the contract and results for all boards.
4. At the end of the session, ie after all scores have been entered on all the tablets, you can close the three BOS related screens
5. Exit from CompassMate screen to show the results.

Using both Tablets and BridgeMates

Whilst it is possible to concurrently use Bridgemates and some tables and tablets at other tables, this is not really recommended. The scoring can be done, but some of the features of electronic scoring such as the display of the results from other tables will be missing.

BMPro handles the tables using the Bridgemates and BSC handles the tables using the tablets.   This does require a little setup

1. In Club Information Set Up
   - set the Electronic Scoring System PRIMARY option to BridgeTAB (BOS).
   - If you could potentially use both Tabs with Mates in any scoring session, select the SECONDARY system.
2. When scoring a session, on the CompassMate screen, click the option to concurrently use both MATEs and TABLETs.

Note: In the BSC Settings, there is a **Use BridgeMate** check box.   It is not necessary to tick this option is you are using Bridgemates and tablets.

Revised: 8 August 2016

Electronic Scoring - When Things Go Wrong (BridgeTabs)

Instructions for Bridgemate users: Electronic Scoring - When things go wrong (Bridgemates)

Wrong movement set up, late pairs arrive, wrong tables numbers, boards played out of order, phantom changes are things that do happen.

The best way to avoid errors is to delay the setting up of a session within Compass until all players are well and truly seated. The director then knows the exact table numbers and thus can determine the appropriate movement.   But yes, sometimes things do not always go according to plan.

Contents

Correcting the Session Set Up

These instructions cover the case when a section has been set up incorrectly. It could that the session has incorrect table numbers or boards per table or movement.   This can happen with single events and with one or more sections of multi section and piggy back events.

When correcting the session setup in any way, the following is most important

1. If BOS is running, leave it running.   If it is not running, leave it stopped

2. If BSC communication to the tablets has started ,

    STOP it before any changes are made
3. All tables **in the affected section** should immediately reset their tablets using the **Settings ... New Game** process, then await instructions to log in again.

If the above 3 steps are not followed it is not fatal, but the change process goes much more smoothly is the above is followed.

Duplicate Pairs Events

These change processes apply to duplicate events.

Add, Remove or Move the Phantom

Note: With BridgeTab, it is common to not specify a phantom table so that the sit out pair can view the hand records that they are not playing.   If you do want to specify the phantom in the traditional way, proceed as follows:

1. If BOS is running, leave it running.   If not, leave it stopped
2. If BSC communication to the tablets has started, **STOP it now**!
3. The tables affected by the phantom change should reset their tablets using the **Settings ... New Game** process.

3. Go through the Reposition the Phantom process in Compass.

4. Start BOS (if it has not been started)

5. Start the BSC communication with the tablets .

6. The tablets can now log in.   Note the the player IDs and some results may have to be re-entered.

- If it appears that the movement has not been updated correctly, try the BSC *System .. Forced Start* menu item.   This should fix the situation.
- In the unlikely event that the movement is still not correct, scrap the session completely and start again.

Change of Movement

Notes

1. This occurs when the movement changes in one or more of the existing sections.
2. During this process, the results for all boards in round 1 are erased.   It will be necessary to re-enter the results of boards already played.

BOS and BSC

1. If BOS is running, leave it running.   If not, leave it stopped
2. If BSC communication to the tablets has started, **STOP it now**!
3. All tables in the affected section should reset their tablets using the **Settings ... New Game** process.

Compass

- ○ Exit the INCORRECT section back to the side-bar menu.   Use the ***Exit Back to the Side-Bar Menu*** menu item to do this.
- ○ Use the **Scoring** button to redo the set up for the INCORRECT section
- ○ If this question is displayed, always answer YES

Duplicate File   ✕

⚠ CAREFUL: You are about to over-write the existing data file:
01MON_X.INP
Are you sure you want to do this?

Yes   No
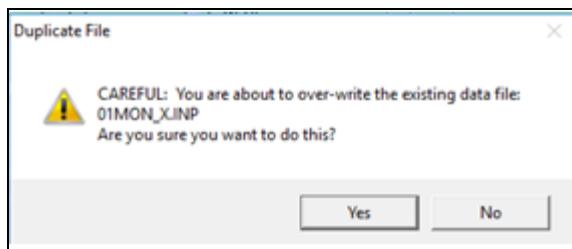
- ○ If this question is displayed, always answer **NO NO NO NO NO.**

CompassV6

Do you also want to delete the BWS file?
(Unless you know better, the recommended response is YES)

Yes   No

- Enter the <u>Bridgemate Scoring Type</u> details, in the same way they were entered originally.

Bridgemate Scoring Type

Use Electronic Scoring for this session?   ⦿ Yes   ◯ No

⦿ A session with only 1 SECTION
(Use this option for the PRIMARY session of a piggy back event)

◯ A session with 2 or more SECTIONS

◯ Two separate events scored with only 1 BM Pro
server.   One SECTION in each event. This is the
piggy back option.

◯ Re-score a session using the scoring data from the
existing BWS database

Cancel   OK

- If this question is displayed, the usual answer is YES

CompassV6

That session has already been uploaded to BCS. Are you sure you want to
over-write that session?

Yes   No

- Enter the "phantom" details

- The CompassMate Screen will now open

BOS and BSC

Restart the BT Applications

1. Start BOS (if it has not been started)

2. Start the BSC communication with the tablets | Table-tops — Click to [Stop (F4)] communication | .

- If it appears that the movement has not been updated correctly, try the BSC *System .. Forced Start* menu item.   This should fix the situation.
- In the unlikely event that the movement is still not correct, scrap the session completely and start again.

Notes for the (now) corrected section

1. Some movement changes may mean that the last set of boards has to be inserted into the movement out of sequence.   Use the Boards out of Sequence process to do this.
2. Any previously entered board results must be re-entered
3. if the movement change results in boards being redistributed, it may be necessary to award arbitral scores for boards that cannot be played fairly.
4. Any incorrectly recorded names should be corrected in BSC or directly within Compass.

Scrapping a Session

In dire circumstances it may be necessary to abandon the current session and start again.

Compass

1. From the *Adjustments* tab click the **End this session before all rounds are played** button and follow the instructions

2. Close Compass completely
3. Close BSC
4. Close BOS
5. Now start the Compass setup of the session from the beginning

Boards Played out of sequence

In the rare event where boards are not laid out in numerical sequence

1. If BOS is running, leave it running.   If not, leave it stopped
2. If BSC communication to the tablets has started, **STOP it now**!
3. The tables affected by the phantom change should reset their tablets using the **Settings ... New Game** process.

On the CompassMate screen

1. From the ***Adjustments*** tab click the **Boards played out of order** button
2. Enter the actual sequence of the boards.
3. The usual sequence would be been something like: 1,2,3,4,5,6,7,8,9 10,11,12,13,14,15,16,17,18,19,20,21,22,23,24
4. The new sequence could be: 1,2,3,4,5,6,7,8,9 10,11,12,,**22,23,24**,13,14,15,16,17,18,19,20,21
5. Click the **Exit** button

Restart the BT Applications

1. Start BOS (if it has not been started)

2. Start the BSC communication with the tablets .

- If it appears that the movement has not been updated correctly, try the BSC *System .. Forced Start* menu item.   This should fix the situation.
- In the unlikely event that the movement is still not correct, scrap the session completely and start again.

Revised: 18 February 2017

BridgeTab - Bridge Scorer Control Settings

The Bridge Scorer Control (BSC) Setting change the way the tablets behave.   You can set the DEFAULT settings, which will then be used when a new scoring session is started. These setting should be OK for almost all scoring sessions, but if required you can modify the SESSION settings for individual sessions.

The DEFAULT settings or the SESSION settings can be changed as follows:

DEFAULT Settings

The easiest way to change the default settings is during a normal scoring process or by using View Session Results (VSR)

1. During a normal scoring process or View Session Results (VSR), Activate BT Tablets to display the **BSC screen**

2.
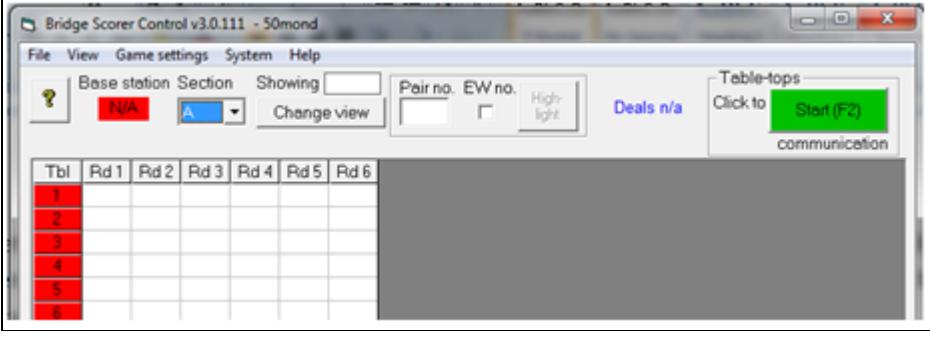
3. Click the menu item **System … Default Settings** to display this screen

4.
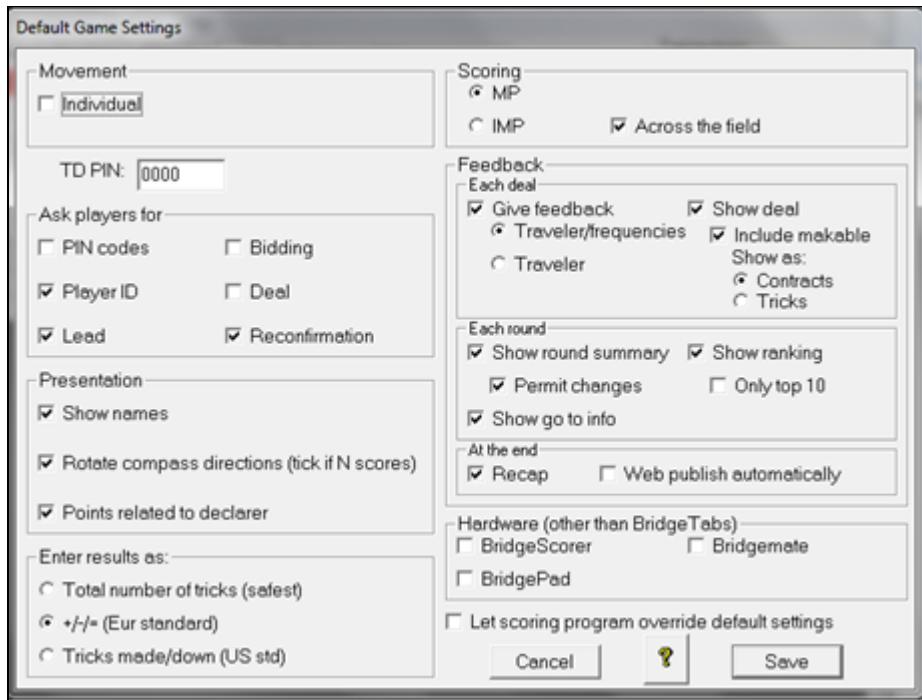
5. Change the individual settings, then click Save

SESSION Settings

Important Note: The settings for the specific session that is being scored can be set. The changes must be saved BEFORE the **Start** command (F2) is sent to the table top tablets.

1. During a normal scoring process Activate BT Tablets to display the **BSC screen**
2. Click **Game Settings … Settings** to display the Game Settings screen
3. Change the individual settings, then click Save

BSC Settings Options

Frame	Setting	Description	Recommended

			NZ Setting
Movement	Individual	The tabletop units will display four players instead of two pairs	Compass does not support this setting
TD PIN	TD PIN	The code required to reach the tabletop units hidden menu.	Your choice
Ask Players for	PIN Codes	The players are prompted to enter a PIN code at the start that is later on required when the results are re-confirmed.	No
	Player ID	Enter NZ computer numbers	Yes
	Lead	Enter lead card	Yes
	Bidding	The bidding is entered bid by bid. Note that this option requires an additional license.	Your choice
	Deal	The players are prompted to enter the deals.	Yes, only if hands are not pre dealt
	Reconfirmation	EWs reconfirmation (on a separate screen. This can be disabled if the other setting **Permit Players** is set to Yes.	No
Presentation	Show names	The player names will show if the ID is found in the NZB database	Yes
	Rotate Compass Directions	North is shown at the lower part of the screen instead of the top.	Useful if North scores
	Points related to declarer	An alternative to NS plus and minus points respectively.	No
Enter Results As	Total number of tricks	4 hearts with an overtrick = 11 tricks Down 2 = 8 tricks Just made = 10 tricks	No
	+ - = (Eur Standard)	4 hearts with an overtrick is reported as +1 down two is -2 just made is =	No
	Tricks made/minus tricks (NZ standard	4 hearts with an overtrick = 5 tricks. down two = 2 undertricks just made = 4 tricks.	Yes
Scoring	MP or IMP	Feedback given at the table will be based on matchpoints or, if IMPs, feedback will be a percentage	MPs

		based on IMPs. (IMPs is a bad choice)	
	Across the Field	Frequencies and ranking given at the table will be based on the results from all sections.	Yes
Feedback (Each Deal)	Give Feedback Traveler frequencies OR Traveler	The results are presented in traveler form so long as there are few results on the board. OR The results from the own section are displayed as a list in traveler form.	Yes for club events. NZB decrees this must be NO for tournaments
Feedback (Each Round)	Show Round Summary	The players will see a summary of their own results at the end of the round.	Yes
	Permit Changes	The players are permitted to change their own results that show in the round summary.	Yes
	Show Go To Info	The tabletop units tell the players where to play in the next round.	Yes
	Show Deal	Displays the deal	Yes
	Include Makeables as Contracts or Tricks	Displays the makable contracts and the optimum contract	Contracts (this then matches the **Enter Contract As** setting)
At the End	Recap	The players can view their personal recap at the end.	Yes
	Web Results	The deals and (if available), the scores and rankings are displayed on automatically generated web pages.	No
Hardware (Other than BridgeTabs)	BridgeScorer or BridgeMate or BridgePad	If BridgeMates are being used, never tick this option	Yes but only if BridgeScorers are being used concurrently

Revised: 8 August 2016

BridgeTabs - Scoring Pairs Events without Pre Dealt Hands

The general process for an event without pre-dealt hands is

- A DLM file for the event does not exist in the **\CompassV6\HandRecords** folder structure
- The hands are dealt at the table
- After each hand **is played for the first time**, the hand details are entered into the tablets
- After all hands have been played (usually at the end of round 1), the makeables are calculated

Instructions

1. The scoring process is started in the normal way
2. When the **BSC/BT Tablets** are activated, in **Games Settings** enable the **Deal** option.   This means that the hands can be entered on the tablets.
3. Play at the table begins and the players enter the hand details as each board is played.
4. When all hands have been entered (usually at the end of round 1)
    - In BSC, select the ***File ... Export Deals*** File menu item
    - If the **... Overwrite ...** message appears, click **YES**
    - The Dupsoft app will open
    - IMPORTANT: Close Dupsoft **immediately** by using the **X** button
5. In **Compassmate ... Adjustments** Tab, click the **Calculate Makeables** button
6. Dupsoft will open
7. Click the **Ma** button to calculate the makeables
8. When the makeables calculates have finished, close the Dupsoft app
9. Now each hand will be visible after they have been played

Notes

1. From BSC, the ***File … Export Deals*** option can be done repeatedly
2. After each ***Export***, the **Calculate Makeables** step in ***Compassmate --- Adjustments Tab*** should be done. This step can be done repeatedly.

Revised: 3 March 2017

Troubleshooting the Tablets

Tournament Director Mode (TD Mode)

- To get into TD Mode, **press and hold** the large green question mark (help) symbol at the top right of the screen.

Tablet beep volume not suitable

- Press the lower of the two buttons on the side/bottom of the screen – at the bottom for lower volumes and at the top for higher volume.

Incorrect Player ID entered but detected BEFORE the player accepts the names

- Go to the relevant screen by pressing the back arrow as often as necessary
- Press the incorrect name on the Tablet
- Press OK
- Input correct player ID

Incorrect Player ID entered but detected AFTER the player accepts the names

- Enter TD mode
- Press NEW GAME
- Ensure PC is communicating with the Tablet
- Enter the correct names

Incorrect table number entered

- Enter TD mode on Tablet that has the incorrect table number
- Press NEW GAME
- Both tables can now input as normal

Scoring error detected before EW agree the result

- Go to the relevant screen by pressing the back arrow as often as necessary
- Input the correct result

Incorrect result entered or adjusted score to be made by the Director.

This can be corrected either on the PC or on the relevant tablet.

On the Tablet

- Go into TD mode
- Press ADMIN
- Press RESULTS
- Scroll up and down till you find the one to change
- press the incorrect one
- Enter the correct score as normal
- Confirm the score as normal
- Press back arrow
- Press CURRENT GAME

On the PC

- Exit from CompassMate screen (it is perfectly safe to do this)
- Use the Edit Scores button to enter/change score
- Re-open the CompassMate screen
- Tick the 2 "Read..." buttons

Replacing a Tablet on one table

- Enter TD mode on the new Tablet
- Press REPLACE
- Enter the section and table number

- Press table no. to be replaced
- Press OK
- Press CONTINUE GAME

A Tablet fails to connect when a new game is started

If a Tablet says it can't connect

- Check that the router is switched on
- If using a virtual router, disable your normal WIFI connection on the PC
- Check that the **BridgeTab Admin** program is running and that you have clicked the **Activate BT Tablets** button in Compass.

If it still can't connect

- Make sure it's using the correct IP address for the BridgeTab program.
- Go into TD mode, select "BT Admin's IP" and the press the "search" button.
- Come out of TD mode and try again.

If that does not work

- Replace the Tablet

If that does not work

- Close all BOS screens
- Exit from CompassMate
- Then go back into CompassMate and start BOS etc

If that does not work

- Switch the router off and on again, but do not do this if other Tables have connected successfully.

If that does not work

- Tear that last hair out
- Score manually

Revised: 8 August 2016

BridgeTab - Virtual Router   (Wi-Fi Hotspot)

What is Virtual Router?

If a router is not available in the scoring room, you can use a Virtual Router to connect the tablets to the base computer.

Initial Set Up

1. Download the Virtual Router program from **https://virtualrouter.codeplex.com/** (paste this address into your browser)
2. Install the program by double clicking VirtualRouterInstaller.msi
3. The Virtual Router icon is added to the Desktop
4. Start Virtual Router by double clicking Start Virtual Router
5. Update the **Settings** panel
   - **Network Name**: say "BridgeTab"
   - **Password**: say "bridgetab"
   - **Shared Connection**: set to None

Scoring a Session

1. (If you are trying this at home, first disable your normal Wi-Fi)
2. Before starting a scoring session, open Virtual Router from the desktop icon
3. Click Start Virtual Router
4. Connect each of the Tablets to your "BridgeTab" Wi-Fi hotspot.

Revised: 12 March 2017

BridgeTab Licence Renewal

BridgeTab licences can be purchased from BridgeNZ (Martin Oyston), as an agent for Jannersetn-Forlag or through Bob Fearn.   Comparative pricing depends on the current USD-NZD exchange rate, but typical January 2018 numbers are

- Through BridgeNZ   NZ$15 per table per year
- Through Bob   US$6   per table per year approx   NZ $8-$9

Opening BOS BridgeTab Admin

Most of the licence processes are done on the **BOS BridgeTab Admin** screen. To open **BridgeTab Admin**, follow these instructions ...

| 1 | Open **BOS** from the Desktop icon

Click the **Resume** button to open the most recent event (it does not matter what the last opened event) | |

Click the **BridgeTab Admin** button	
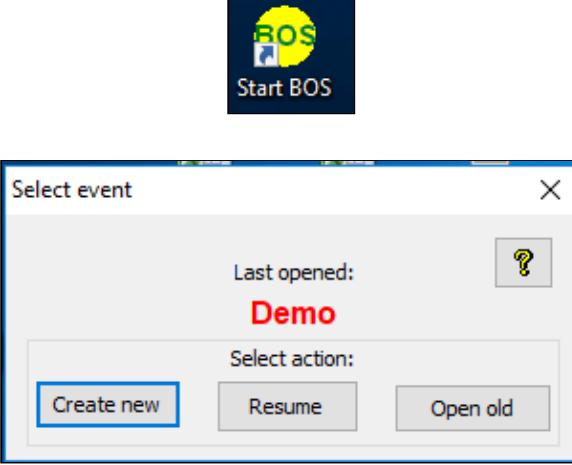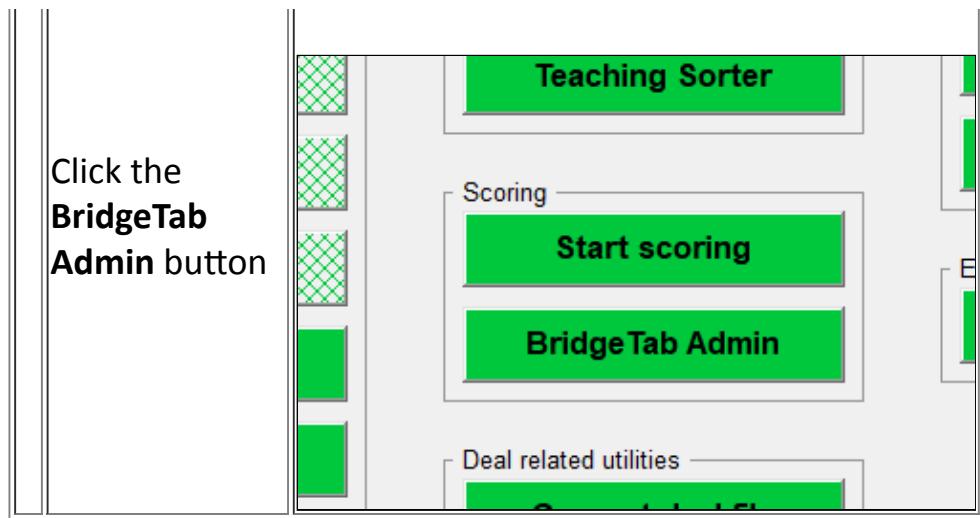
Purchasing Licences through BridgeNZ
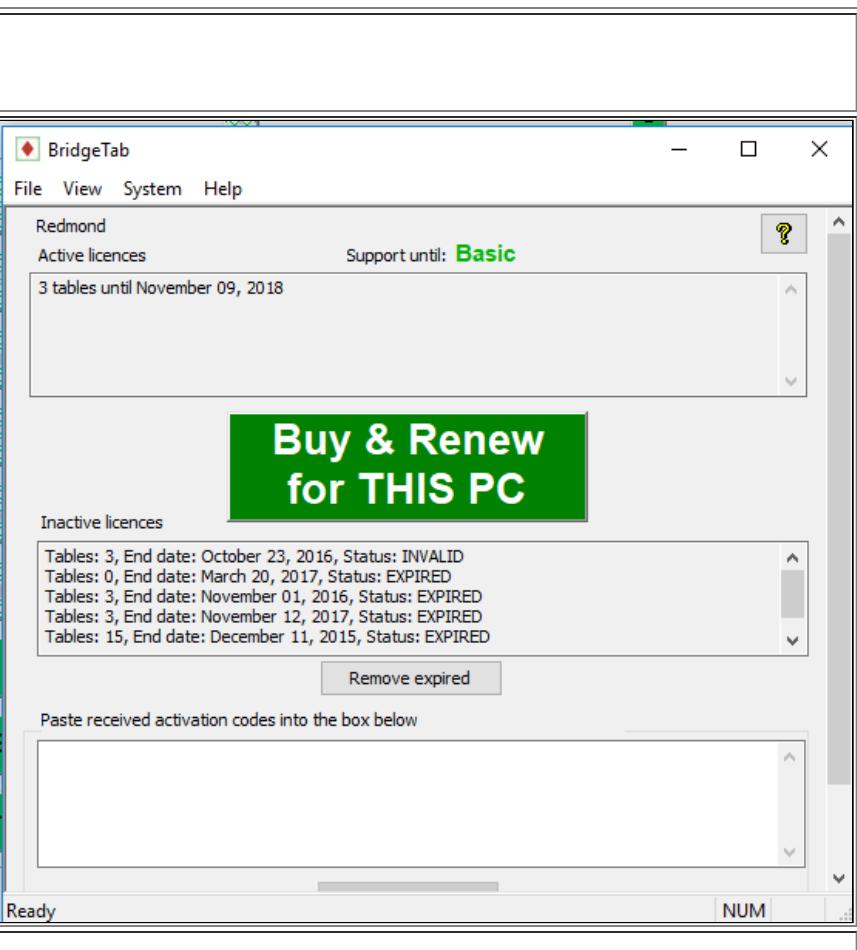
1	Open BOS BridgeTab Admin	
4	Click the **Buy & Renew THIS PC** button.	
5	A	
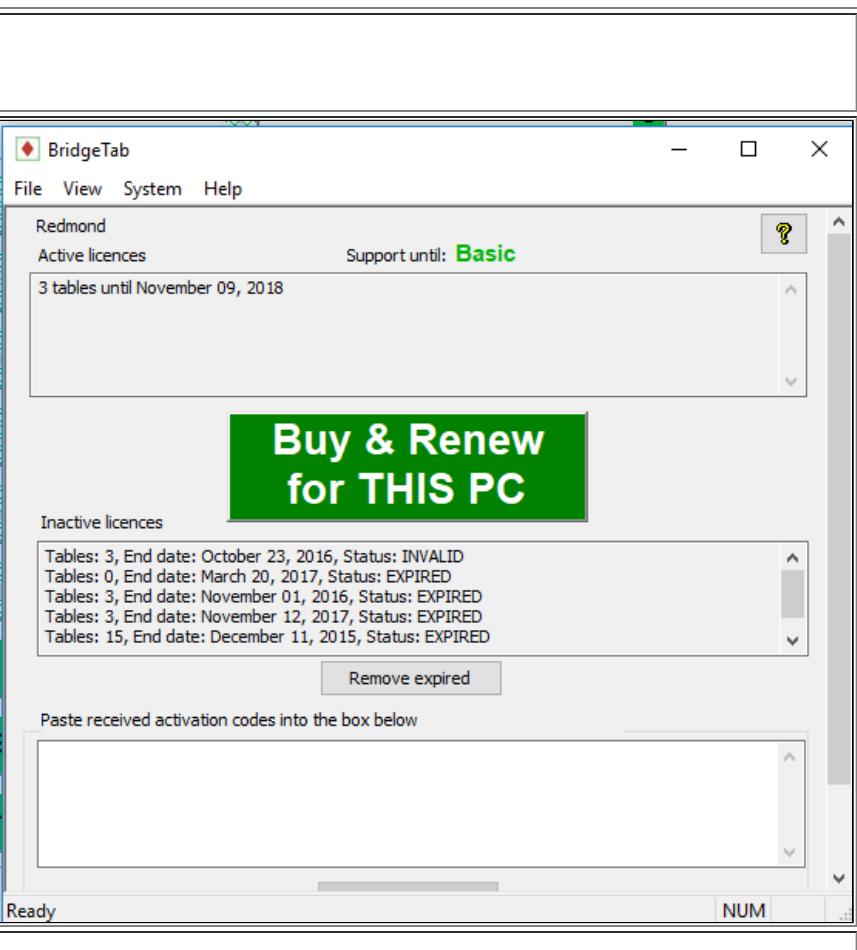
BridgeNZ/BridgeTab order form will display. After the order has been submitted, BridgeTab will email a licence **Activation Code**.	
6	Activate licence **Activation Code**.. [Refer below for details]().	

Purchasing Licences through Bob

1	The information required by Bob is • the **BridgeTab User ID**. See step 2 below • the **number of licences** required • the **duration of the licence** • requirement for **addition components** (eg bidding module, service agreement)	
2	**BridgeTab User ID**	

	[Open BOS BridgeTab Admin](#) Click the **System ... Licence Details** menu item The appropriate **User ID** is in the **This PC User ID** box.	**Licence details** ✕ The information below will be used for your licence purchases ❓ **User ID** This application is for: **This PC** ⦿ User id: `twtBypPewNpQGIVdjf43Xw==Zhoq5218` **Another PC** ◯ User id: `0gDOMIkTT/O8tBDRqANtJQ==H1ER4316` **Licensee** User name*: `Redmond` Make sure that you enter your user name correctly. The name will appear on the tabletops and cannot be changed later on. Contact person: `Bob Fearn` Email*: `bobfearn@gmail.com` [Cancel] [Save settings]
3	Email all information to bobfearn@msn.com. A return email will include the licence **Activation Code**. Activate the licence **Activation Code**.. [Refer below for details.](#)	

Activate BridgeTab Licences

1	[Open BOS BridgeTab](#)	

	[Admin](#)	
2	Click the **System … Activate Paid Licence** menu item	
3	Paste the Activation code on the box, then click the **Activate** button.	
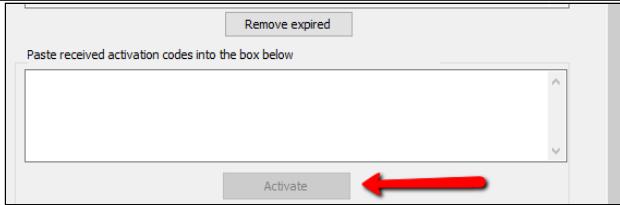
Revised: 2 February 2018

Electronic Scoring - BridgePad

The BridgePad™ wireless scoring system consists of

- A compact battery-powered wireless BridgePad Terminal at each playing table. Players enter their contract and board results into the terminal after each round.
- A BridgePad Base Station connected to a computer that receives scores from the BridgePad™ terminals via wireless transmission and instantly transfers them to Compass.
- BridgePad Software that connects the BridgePad™ base station to Compass.
- Movement information from the scoring program is used to determine which pairs and which boards are at a specific table at each round of the game.
- The BridgePad terminals can receive and display a comparison of results for the board just played against results obtained by previous teams playing the same board, and they receive and display the final results of the game.

(The above is extracted from http://www.bridgepadrf.com/index.php)

Installation

The BridgePad system can be downloaded from http://www.bridgepadrf.com/page4.php.

Club Information Set Up Configuration

- Primary System

Revised: 6 August 2016

Electronic Scoring - Scoring Type

The electronic scoring type is specified during the scoring set up of each event type.
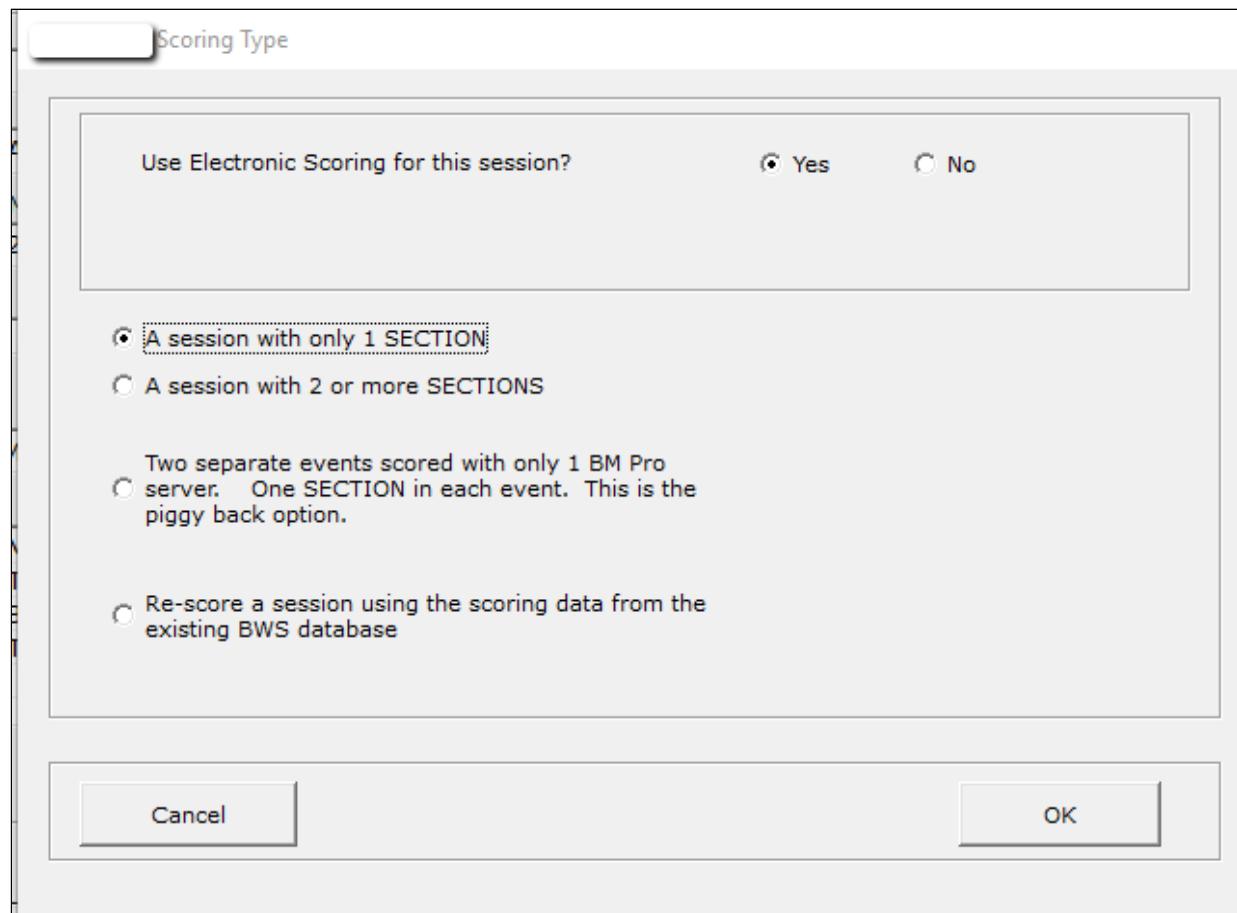
Screen Options

- **Use Electronic Scoring for this Session**: It is hard to imagine when this would not be YES.

- **A session with only one SECTION**: This is the most common option and used for most club sessions
- **A session with 2 or more SECTIONS**: This is the less common option more commonly used in tournaments.   However, it can also be used for club sessions. See here for details.

- **Two separate events scored with only 1 BM Pro server.   One SECTION in each event. This is the piggy back option**.   This is used when two unrelated events are run concurrently. [See here for details](#).

    When this option is used a second frame is enabled.   The user enters the name of the BWS file that will be used for other sessions to piggy back on to.   The Event No is the number of the piggy back session (ie 2 or 3 or higher)

- **Re-score a session using the scoring data from the existing BWS database**: This is used when you start a new scoring session from scratch, but the existing BWS file will be used.   This option is used when somehow, the Compass input files has been corrupted, but you suspect that the BWS file is still OK.

Revised: 8 August 2016

CompassMate Screen

CompassMate is the interface between Compass and the electronic scoring units.   All electronic scoring systems use a **BWS** database to save the data that is entered on the table top units.   Then in turn, Compass reads that data in that database and transfers it to Compass.
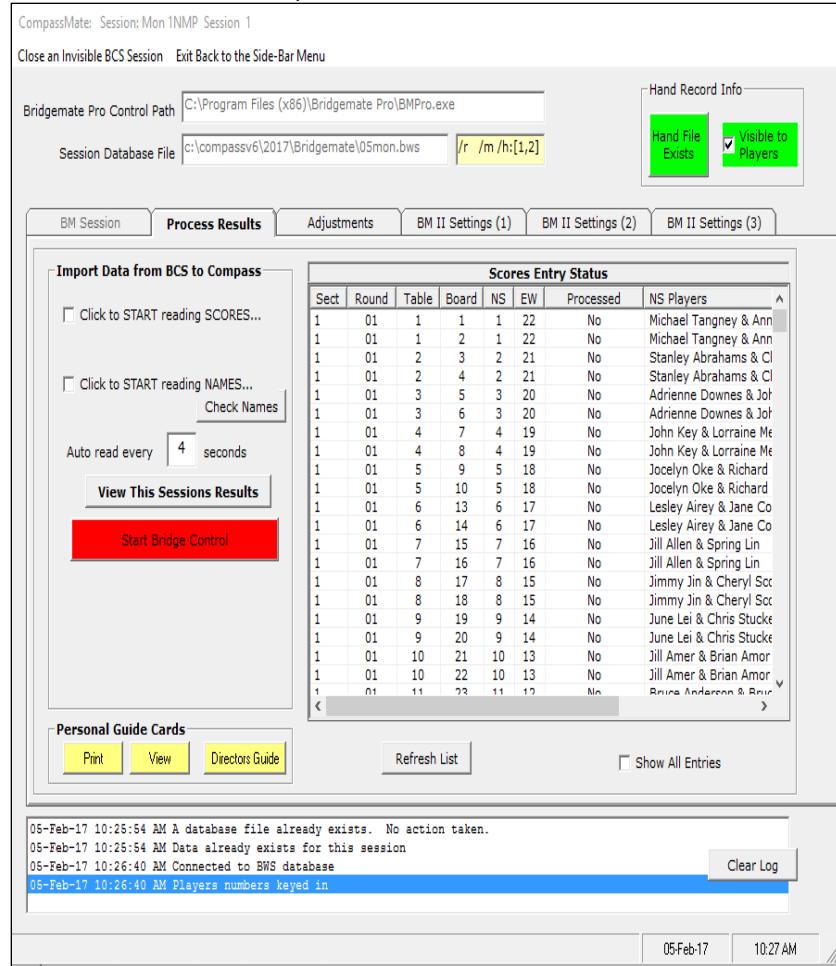
Screen Components - Process Results Screen

- **Control Path:** This shows the location of the electronic scoring software.   This is automatically determined by Compass.
- **Session Database File:**   The current active BWS file.
- **Hand Record Info:**   If a hand record files exists for this session, the items are highlighted in green.   If **Visible to Players** is ticked, the hands will show on the table top units after the board has been played.
  - Special Note: The hand records cannot be displayed on the BridgePADS
  - Special Note: The hand records are shown on the BridgeTABs if the parameter in Settings is enabled.   (See that topic)
- **Click to Start Readings ... SCORES or NAMES**:   These options transfer data from the BWS file to Compass.   During a live session, these items must be enabled.
- **Check Names**:   Reports the player names and highlights errors.
- **Auto Read Every ??? Seconds.**   Determines the number of seconds between each read of the scores and names.   The value defaults from the **Club Information Set Up** screen, but it can be over-typed here.
- **View This Sessions Results:**   Closes the CompassMate screen and displays the result in Compass.

- **Personal Guide Cards**: Print these.   Note: it is best to print the Personal Guide Card AFTER the players have entered their ID on the units at the start of the session.   Then, player names will appear on this report. That is a good thing.
- **Scores Entry Status**: Shows the progress of the session. By default, the list shows those results yet to be played and entered.   All entries can be displayed when the **Show All Entries** is enabled. The **Refresh List** button updated the list

Screen Components - Adjustments Screen
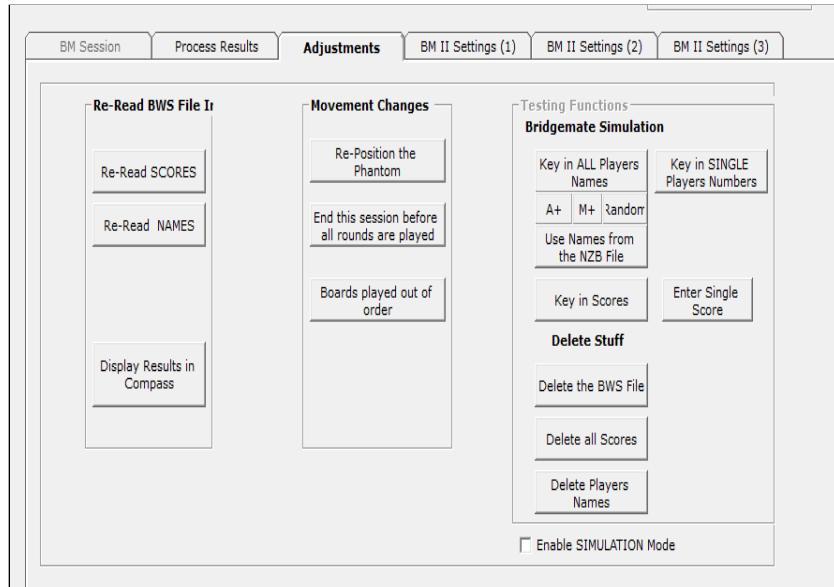
- **Re-Read BWS file:** The **Re-Read** buttons just read the entire BWS database and transfer the data to Compass.   This option is usually used AFTER a live scoring session and data is missing in Compass.
- **Movement Changes**
    - **Reposition the phantom:** This option will direct you exit CompassMate is do this on the results screen
    - **End this session before all rounds are played**
    - **Boards Played out of order**
- **Testing Functions Simulation:** This is used during practice sessions and user training.   Player names and contract results can be entered into the database without have to use the table top units.
- **Enable SIMULATION mode**:   Enables the **Testing Functions**.

Screen Components - Bridgemate and BridgePal Settings

Note that Bridgemate and BridgePal share the same setting - but BridgePal not not support all Bridgemate settings.
There are two categories of Settings:

- **Standard settings** - these are inherited from **Club Information Set Up**.   These are "set it and forget it" settings, and cannot be set on the Compassmate screen.
- **Special settings** - these are automatically set based on the event type (eg Swiss or Pairs) or by NZB Regulations.   These special settings can be changed on this screen, but only if you know exactly what you are doing.

The **Special Settings** values initially come from **Club Information Set Up,** however automatic overrides are then be applied.   These are shown as a Red Highlight in the following table.

Special Settings	BM ScreenShot	Automatic Special Settings Overrid...
Show percentage on the board just played	ROUND 1 NS:1 EW:12 21-24 ENTRY COMPLETE NS: 25% EW: 75% BOARDS TO GO: 2 VIEW RESULTS?	**Swiss Teams = NO** Swiss Pairs, Duplicate Pairs, All Tournament **Pairs** Events - From CISU, usually YES
Show results from other tables	1× 3H N +2 200 1× 2S S +2 170 1× 2H S +2 170 2× →3H N +1 170 2× 3NT N −1 50 4× 3NT N −2 100	**Swiss Teams = NO** **Swiss Pairs = NO** Duplicate Pairs= From CISU, usually YE: **All Tournament Pairs Events = NO**
Allow the players to review their own scores during the round		Swiss Teams = From CISU, usually YES Swiss Pairs, Duplicate Pairs, All Tournament **Pairs** Events - From CISU, usually YES
Show this review automatically	SCORE RECAP - BOARDS 21-24 21: N 4H+2 +680 22: W 3NTx= −550 23: S 2C−1 −50 BACK CORREC	Swiss Teams = From CISU, usually YES Swiss Pairs, Duplicate Pairs, All Tournament **Pairs** Events - From CISU, usually YES
Allow players to make corrections after reviewing their scores		Swiss Teams = From CISU, usually YES Swiss Pairs = From CISU, usually YES Duplicate Pairs= From CISU, usually YE: **All Tournament Pairs Events = NO**
Show current ranking for the two pairs	RANKING AFTER ROUND 8 PROVISIONAL RANKING: 1 NS: 12. 43% 7 EW: 4. 58% BACK GAME SUMMARY	**Swiss Teams = Never** Swiss Pairs, Duplicate Pairs, All Tournament **Pairs** Events - From CISU, usually End of session only
At end of session, show the results of all boards	BRD CONTRACT SCORE PERC 21 3NT N +3 +690 45 22 4Cx W −2 +500 100 23 3NT S = +600 82 24 3S N −1 −50 0 25 3H E −3 +300 65 BACK ▲ ▼	**Swiss Teams = Never** Swiss Pairs, Duplicate Pairs, All Tournament **Pairs** Events - From CISU, usually End of session only
Enter Player Numbers	ENTER PLAYERS: N: 123 S: − E: W: ▲ ▼	Swiss Teams = From CISU, usually YES Swiss Pairs = Round 1 only Duplicate Pairs = From CISU, usually YE All Tournament **Pairs** Events = From CI! usually YES

Menu Items

Close an Invisible BCS Session: (Bridgemate only) At times a phantom instance of Bridgemate Control is running in the background. This become obvious when you try to start BCS and you get a message that BCS is already running.   Use this menu item to kill that phantom instance.

Exit Back to a Side-Bar Menu: Use this to immediately close all screen except the Side-Bar menu.

FAQ

Is it safe to exit CompassMate screen during a scoring session?

Certainly yes, but you have to be a little careful.   Normally you exit the CompassMate screen to check/edit player names and scores.   While you are away, the electronic scoring continues uninterrupted. It simply resumes once the CompassMate is re-opened and the *Click to Start Reading...* options are enabled**.**
One thing that you must be VERY CAREFUL with is the use the VSR option when electronic scoring is running.   Just be very careful that you are opening the session that corresponds with the session that is active in the electronic scoring session.

Reposition the Phantom

This is actually done from a menu item on the results screen menu.   To repostion the phantom, exit CompassMate screen and use the Corrections menu item on the results screen.

End this session before all rounds are played
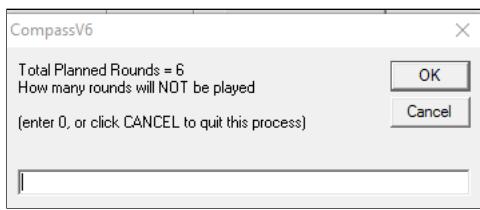
This should be done a little ahead of the last played round.   You enter the number of rounds that will NOT be played.

Revised: 19 December 2018

Hand Record Overview

Compass supports hand record files in multiple formats.

Deals Generator Software and Dealer Software and Electronic Scoring Options

Compass is aware of, and supports the following software

Electronic Scoring   Bridgemate
BridgePal
Bridegtabs

Deals Generator   DealmasterPro
Dealer4
Dupsoft
Other miscellaneous apps

Dealer Software   Dealer 4
Able AutoDealer
Duplimate 4
Easy Dealer

What Hand Record Files are Required?

It is complicated as there are a numbers of conflicting requirements and capabilities of the different software

- Dealer 4 requires BRI or PBN files
- Duplimate 4 requires DLM or PBN files
- Able AutoDealer requires BRI (and txt) files
- AutoDealer3 requires BRI or PBN files

- Compass reporting requires BRI and TXT files OR PBN files OR EDR files
- Bridgemate requires BRI or PBN files files
- BridgePal requires a PBN files file only
- Bridgetab requires DLM file and PBN files (PBN can be created from DLM files)

Note: The above is not a full list for each of the software.   Most applications support other file types, but these types are not relevant to Compass.

In general terms these are the requirements

- Clubs using **Dealer4** need PBN files only
- Clubs using **Able Card Dealer V2.25L** require BRI + TXT files
- Clubs using **AutoDealer3** require PBN files only
- Clubs using **BridgeTabs**, DLM files are mandatory.   Additional files are also required related to the dealing machine.

 It is best to discuss this with Bob to determine the requirements for your specific system.

XClub Hand Record Service

The XClub hand record service is a FREE service that provides hand record files for every week day of each year. Separate files are provided for the day sessions and the evening sessions. Additional PDF files for the hand records and the traveling score sheets can also be printed.   Clubs can optionally choose to be part of the [CompassMate XClub Simultaneous Pairs](#) competition.

XClub Hand Record File Types

When importing the hand record, the file type options can be set in [CISU ... Club Option (3](#)). The options are

- PBN file
- BRI (and txt) files
- DLM files
- PDF files

The exact files type requirement for for club are notes above.

Where are Hand Record Files Saved?

There are   two options for the hand record folder structure

- **By Day Names** (the default method)
- By **Week Number**

The options are sent in **CISU … Club Options (3)**.   Most clubs will to use existing day name option.   Where clubs processes require frequent manual access to the main hand records folders, the week number structure should make this easier.

By Day Names

By Week Number

All hand record files are must be saved in the **c:\CompassV6\Handrecords\yyyy** folder..sub folder structure.   The above looks daunting, but if you subscribe to the X-Club hands service, the folder structure is created automatically and all imported files will be save to the correct folder.   If you are using your own hand generation, the folder structure for the following year will be created automatically during the month of December.

Old files are automatically archived into an \Archive\ folder.

Bottom line is Compass will find the hand record files no matter what folder they are in - as long as they are in the \yyyy\ folder or any of its sub-folders.   That means the above structures are not mandatory,   but it is highly highly recommended.

Notes for Day Name Folders

1. BRI files and txt files should be in the day folder eg **MON - Monday Evenings**
2. DLM and PBN files should also be in the day folder eg **MON - Monday Evenings**
3. PDFs must be be in a PDF sub folder of the day folder eg **MON - Monday Evenings\MON PDFs**
4. All BRI, TXT, DLM, PBN files are archived into the **\yyyy \Archive** folder.

Notes for Week Number Folders

1. All hand record files are saved in the appropriate **Week XX** folder.
2. PDF files are saved in a **PDFs** sub folder of the day folder eg **Week XX\PDFs**

Associating a Hand Record File to an Event

If the standard naming convention is used for event files and for the hand record files, Compass will automatically attach the hand record file to the

event file.   The hand record files can be namually associated;

- Duplicate Events: from the ***Edit Options ... Specify Hand Record Files*** menu item
- Swiss Events: from the ***Edit Options ... Multi Session Details*** menu item

Revised: 19 December 2018

Dealer Assist (DA)

Dealer Assist is integrated with your hand dealing software. The actual hand dealing can be initiated from DA and the hand record PDF can be printed.   Additionally, for those who subscribe to the XClub Hands Record service, DA is used to copy the hand records from their Dropbox location to the club computer.

As of Jan 2017, the NZB hand records that pertain to the NZB Lessons can be printed.

Configuration
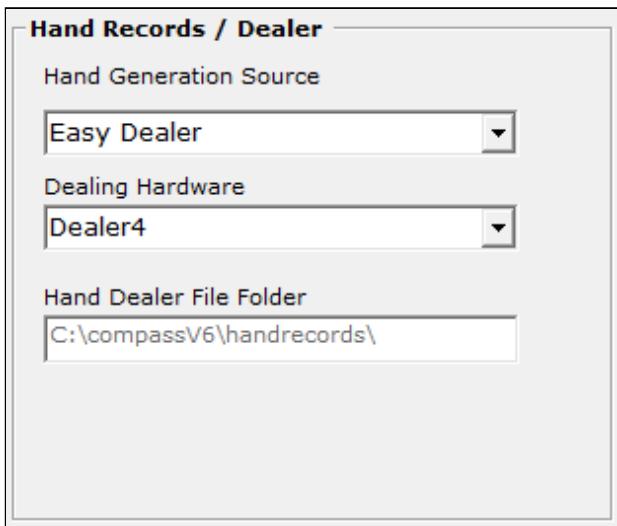
1. The configuration items in <u>Club Information Set Up </u>are

- **Hand Generation Program:** Options are EasyDealer, Dealmaster Pro, Dealer4
- **Dealing Hardware:** Options are Dealer 4, Able Autodealer, Duplimate 4, Dealer 3

2. The option to add headings to the hand record PDF requires **Foxit PDF Viewer** to be your default PDF viewer.

Strip Menu Item: More Menu Items ... Dealer Assist

The screen displays a list of available BRI hand files.   The filter in the upper right corner can change the list to DLM or PBN files. The list files are from

the Compass hand record folder *c:\compassv6\handrecords\yyyy* and sub-folders.   Files in the *\Archive* folders are not shown.

The source of the hand records is either from the club own hand generation process, or from the [XClub hand record service](#).

Get New Hand Files

If using the XClub service, hands should always automatically appear in the list. If they do not show, the **Get New Hand Files** button will retrieve the files manually.   The hand records related to the [NZB Lessons](#) can also be retrieved.

Steps to Deal Hands

1. Click on a hand record file from the list.
2. Click the **Deal Hands Now** button.   Your dealing software will open.
3. Deal the cards in the normal manner.
4. (Optional) Click the **Add Heading to Hand Record PDF** to add a header to the PDF.
5. (Optional) Click the **Print PDFs** to print the PDFs.

Notes

- The default boards per page in the PDF is 24.   Click the **Use 28 board per page PDFs if they exist** check box to use the 28 board per page option.

Screen Menu

- **Create Deals for Tournaments** Open the [Create Deals](#) screen
- **Create Hand Record Folder Structure** Creates the year specific hand record folders and sub folder

File Maintenance Buttons

- **Show Folder Column:** Displays the folder of the hand record file
- **Refresh List:** As read
- **Delete Selected File(s):** As read
- **Archive Selected File(s):** As read

  Use the ctrl key to select multiple files with each mouse click.

Hand Manipulation Options

- **Reduce hand count:** Reduces the number of deals within a file
- **Split Hands**: Splits the current file into 2 separate files. For example, if the file contains 36 deals, this can be split to (say) 24 boards and 12 boards. In this case, the 24 boards will be saved under the original file name, and the 12 deals will be saved in a file named with a **"_T"** suffix.
- **Opens Windows Explorer:** As read

PDFs Options

- The **Add Heading to Hand Record PDF** allows you to add a header to the PDF that opens in **Foxit PDF Viewer**. This is usually the Competition Title.
    - Note that the ***Competition Title*** text is automatically saved to the clipboard. Use ctrl-v to paste this to the PDF header.
    - **Foxit PDF Viewer** menu tools can be used to add additions text.
        - Use **Comment ... Textbox** then "draw" a textbox on the PDF page
            - Double-click in the textbox, then type your text
            - Use the menu item **Comment Format** to format the text within the textbox
        - Use **Comment - Typewriter**, then click on the PDF to insert a textbox
            - Type your text
            - Use the A+ and A- buttons to change the size of the text

- The **Print PDFs** button prints the PDFs.   Note that the **Hand Records** and/or **Traveling Score Sheets** can be printed based on the selected radio button options.

Hand Records Security

Each club must consider that the hand record files could be inadvertently viewed before they are played.   By necessity, the hand files exist on the club computer so their security can never be guaranteed absolutely.   Most clubs, rightly, place trust in the integrity of their administrators, dealers, scorers and others with access to the scoring computer.

Steps can be taken to make it more difficult to casually access the hand records.

1. Use Windows functionality to"hide" the CompassV6 *handrecords* folder.   This means that, while using file related processes such as File Explorer, hidden folders are invisible to the user.   Trusted users can "unhide" the folder when legitimate access to the folders is required.
2. The **Dealer Assist** screen can be password protected.   By necessity, the hand record files are accessible from the DA screen. The password protection limits the access to trusted members with knowledge of the password.

Hide/Unhide Folders

Full instructions can be found from a Google search of **"Win7 Win10 hide unhide folder"**.   Brief instructions are as follows.

1. Windows 7 Systems

   HIDE folders

- Open any folder in **Windows Explorer** and go to **> Tools > Folder** options...
- Within Folder Options switch to the **View** tab.
- Under > Files and Folders find the option > **Hidden files and folders** and select > **Don't show hidden files, folders, or drives**.
- Click > OK and proceed to hiding a folder.

Hide the \handrecords\ Folder

- Right-click the **c:\compassv6\handrecords** and select > Properties.
- In the **General** tab check the option > **Hidden**.
- IMPORTANT: In the **Confirm Attribute Changes** dialog, select **Apply Changes to this folder only**.
- Go to > Advanced change archive and index attributes.
- Click > OK to save your changes.

UnHide the \handrecords\ Folder

- If you wish to access the **\handrecords** folder, follow the above **"HIDE** folders" steps and undo the hide.

2. Windows 10 Systems

HIDE folders

- Use *File Explorer* and navigate to the **c:\compassv6** folder
- Point to the **Handrecords** folder, right click the mouse and select *Properties*
- From the *General* tab, tick the *Hidden* attribute option
- IMPORTANT: In the **Confirm Attribute Changes** dialog, select **Apply Changes to this folder only**.

UNHIDE Folders

- Use *File Explorer* to navigate to the **c:\compassv6** folder
- From the *View* tab, tick the *View Hidden* option

- When you want to again Hide the folder, untick the *View Hidden* option

- If you wish to go back to the status quo (ie make the \handrecords\ folder always visible), disable the *Hidden* attribute option.

Password protect the DA Screen

1. To enable the password protection, tick the **Password protect the Dealer Assist screen** option In Club Information Set Up ...Clun Option (1) tab.
2. Now, when opening the Dealer Assist screen, a password will be requested.
3. Compass administrator can email Bob for information related to the password.

Special Note for BRIDGETAB users

To enable the display of the makeables,

the makeables information must first be calculated by the Dupsoft program.   (Note: Dealmaster Pro also calculated the makeables, but this version cannot be used by BOS/BridgeTab.)   The best way to calculate the makeables is through the Dealer Assist (DA) process as allows them to be calculated ahead of time.   The other option is to do it at the beginning of each session.   This method is OK, but it does hold up the starting of the session, as the makeables do take a few minutes to calculate.

Steps to Create Makeables Files for BRIDGETAB users

If the makeables have already been calculated, hand record files in the list will be coloured red,

1. Ensure the list is showing DLM hand files
2. Select a files from the list

3. Click the **BOS Create BOS Event and DupSoft** button

4. The Dupsoft application will open
5. Click **"Ma"** to start the makeables calculations. (The **Makeable status** will count up at the calculations are done.)
6. Close Dupsoft when the calculation is complete.

Further information on this process can be found in the [BridgeTab Show Makeables](#) section.

Video Links

Dealer Assist

Dealer Assist for AutoDealer

Revised: 21 December 2018

Creating Hand Record Files

Overview

This random deals process can be used to create any miscellaneous hand record files.   It uses the BOS Dupsoft app, which in turn uses the Big Deal algorithm to generate the deals. Big Deal is one of the best generators available and is approved by the WBF - more information can be found at http://sater.home.xs4all.nl/doc.html This process creates deal files in both PBN and DLM formats which are fully compatible with the Compass Scoring System and with the most software for dealing machines.

Pre-Requisite

This process requires that the BOS suite of programs is installed on your PC. These are available from **http://www.bridgetab.com/** for a small license fee - ask Bob for more details.   Please refer to the instructions for Installing BOS Software.

Strip Menu Item: More Menu Items ... Dealer Assist ... Create Deals for Tournaments

Steps

| 1 | The screen opens with entries in the Tournament Calendar are listed.   The sessions that have deals already generated are shown in blue (bri files) or red (dlm/pbn files). | See screen shot above

Tip for Swiss Events
If you enter ALL sessions in the Tournament calendar (eg 100Swi, 200Swiss, 300Swiss), then you can easily create the hand record each session. |
|---|---|---|
| 2 | Select a session from the list, and then click | |

	Create Deals for xxx where xxx is your selected session file name. If your event is not listed, click **Create Deals for a non Listed Session.**	
3	The Dupsoft Settings screen will display. Enter the "To Boards" number (eg 28). The other parameters should as shown in the screen shot as these are the recommended default settings. Click **Save**. (See Dupsoft Default Settings)	
4	The Dupsoft screen will show and the "Makeable" process should start automatically. (If not, click the **Ma** menu item.) When the Makeable status shows that this has been completed, close the Dupsoft screen by using the [X] button or **File ... Exit** from the menu.	
5	Click the **Create PDF** button. The Print screen will appear with the default format options. Usually, the one thing that needs to be done is to fill in the report headers. The headers can be typed in manually, or the information in the yellow frame can be used as headers. To transfer the information from the yellow from to the print headers : - Click the mouse in one of the boxes in the yellow frame. The background will turn green - Click the mouse in one of the boxes in the **Print** window - Paste the text by either typing ctrl-v or right click the mouse and select paste	
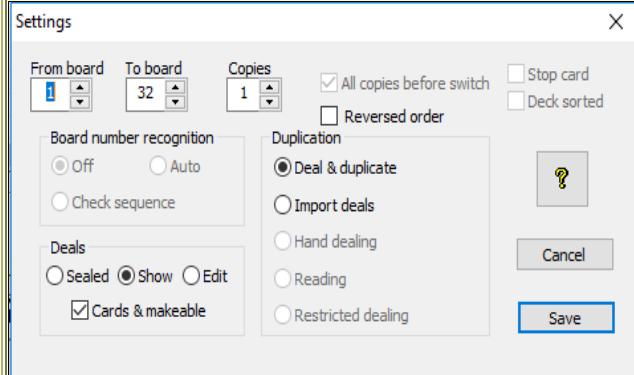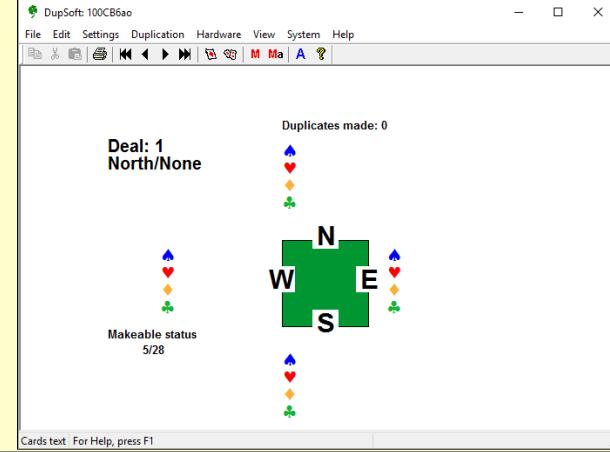
	Click **Start** to create the PDF.	
6	You can now click **Open PDF** to view the report. You can regenerate the PDF with different print formats by again clicking **Create PDF**. Normally, the default format will be OK, but you can you change the default or add new print formats. (See Setting Print Formats)	
7	Click **Save Files to CompassV6 Hands Records** This step will copy all relevant files to the Compass hand records folder	The handrecord files can be saved in any file in the \handrecords structure

Select a Folder

C:\
compassv6
Handrecords
2019
2018 - Monday
Archive
DealtAtTable
FRI - Friday Nights
FRID - Friday Daytimes
gb
MON - Monday Nights
MOND - Monday Daytimes
THU - Thursday Nights
THUD - Thursday Daytimes
Tournament
TUE - Tuesday Nights
TUED - Tuesday Daytimes
WED - Wednesday Nights
WEDD - Wednesday Daytimes

File List

Double-click to select a folder

Selected Folder: 2019

Delete Selected Sub-Folder

Create New Folder

Save & Exit

Cancel

- Double click on the folder in which you want to save the file click the **Save and Exit** button.
- A new folder can be created by clicking the **Create New Fol** button.
- Existing folders can be deleted by first double-clicking that f the clicking the **Delete Selected Sub-Folder** button. BE VE WITH THIS AS ALL HANDRECORD FILES WITHIN THAT FOLDE BE DELETED.

Dupsoft Default Settings

1	Open the **Dupsoft** screen and select the menu item *System ... Default Document Settings*	
2	Set the defaults as you wish. It is highly recommended that you choose the following as the default **Show** **Suppress Cards from screen** **Start makeable automatically** **Deal and Duplicate**	The [?] button opens a very good Help page.
3	Click **Save**	
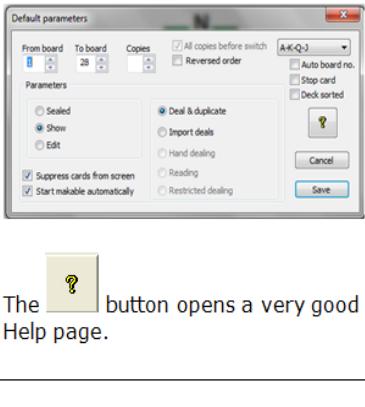
Setting the Print Formats

1	From the **Create Tournament Deals** screen, click **Create PDF** to open the Print dialog. The displayed layout can be edited and new layouts can be created. Multiple formats can be saved and then any one of these can be any used for future prints. To EDIT the displayed format, click the **Edit** button To ADD a new format, click the **Add** button.	 The [?] button opens a very good Help page.
2	Most of the settings will not need to be changed. Some that could be changed are **Logo Information**: Note, the logo image must be in jpg format. **Header Detail**: It is best to leave these blank and then enter them each time you generate a new set of hands. **Deals per Page**. 24 or 28 deals per page are good options **Use as Default**: Select this to set this layout as the default layout. Click **Save**	 The [?] button opens a very good Help page.
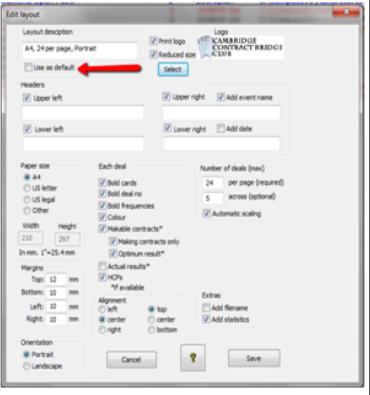
Revised: 14 January 2019

Specify Hand Records

The hand record file for the current session is set on this screen.   To select a hand record

- Use the folder navigator to locate the folder where the had record file is located
- Click the appropriate hand record file from the file list
- The full path of the selected files is then displayed in the yellow text box

Notes

1. Compass accepts hand record files in either BRI or PBN formats.
2. IMPORTANT: All hand record files must be saved in the \handrecord\YYYY\ folder or any of its sub-folders.
3. It is highly recommended (actually it is a forceful plea) that the standard Compass folder structure is used.   Compass will always automatically create this structure for "next year" during the month of December of the previous year.
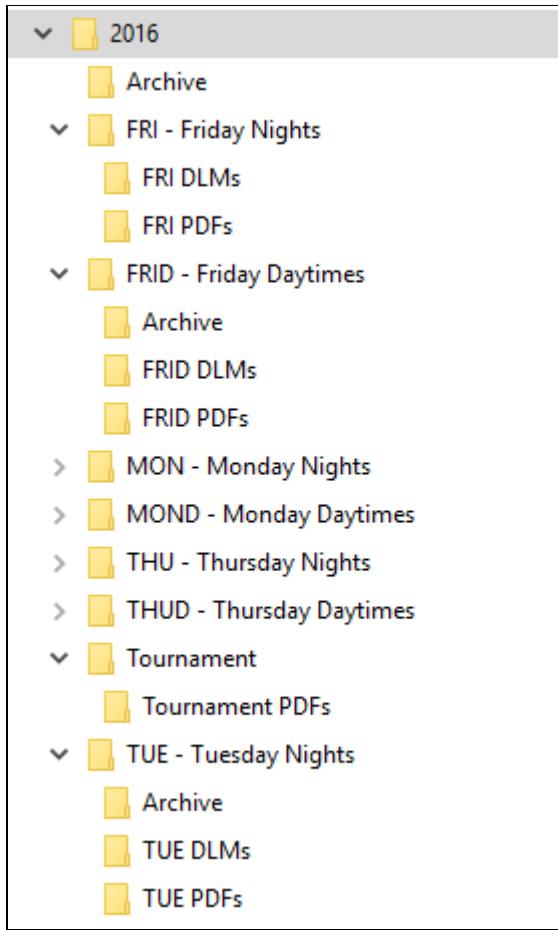
3. A reminder: all hand record files are automatically moved to the \yyyy\Archive\ folder once their used-by date has passed.   This means that, at times, you will find your required in in the \yyyy \Archive\ folder.

4. All tournament hand record files should be saved in the \yyyy\Tournament\ folder.

Revised: 16 February 2017

Multi Session Details

These seioin/rouns/boards information is entered on this screen, along with the hand record files for each session.

To select a hand record

- Double cluck the mouse the appropriate Hand Record File text box
- This will open The Specify Hand Record File screen
- Use the folder navigator to locate the folder where the had record file is located
- Click the appropriate hand record file from the file list
- The full path of the selected files is then displayed in the yellow text box

- The hand record files for the set of boards used in the triangle of a Swiss Teams event are also specified on this screen

Notes

1. Important: If using BridgeTabs, the hand record files must be specfiied in this screen, even it they do not exist.   In this case, just enter any hand record name eg hand1, hand2 etc
2. Compass accepts hand record files in either BRI or PBN formats.
3. IMPORTANT: All hand record files must be saved in the \handrecord\YYYY\ folder or any of its sub-folders.
4. It is highly recommended (actually it is a forceful plea) that the standard Compass folder structure is used.   Compass will always automatically create this structure for "next year" during the month of December of the previous year.
5. A reminder: all hand record files are automatically moved to the \yyyy\Archive\ folder once their used-by date has passed.   This

means that, at times, you will find your required in in the \yyyy \Archive\ folder.

6. All tournament hand record files should be saved in the \yyyy\Tournament\ folder

Revised: 16 February 2017

Member Databases Overview

Compass has three member database files to record player information.

The main database is the Club Database which records the information for members of your club.   The information includes names, address, phone numbers, email, player handicaps and subscription information.

The Non Members Database records the information for visitors to your club who are not actual club members.   It can also be used to records players from the beginners lessons, before thay become full members.

The NZ Bridge (NZB) Database records the information for all players affiliated to the NZ Bridge. The information includes names NZB grading and rating points, and club information.

At various times, Compass automatically accesses each and all of these databases to retrieve information.

Revised: 7 August 2016

Club Database   -   Importing Handicaps from a File

Club handicaps can be imported from a comma separated (CSV) file.   A useful starting point is to use the ***Export to Excel … Handicap Data*** menu item as this create a list of all member with their current handicap.

CSV File Requirements

1. The Import Files would normally be created in a spreadsheet (eg MS Excel)
2. The file can be saved on any location on your PC.
3. The **file must be saved in CSV format**.
4. The members NZB Computer number must be in column A of the file.
5. The spreadsheet can contain one or more columns of handicap data.
6. The file can contain any number of header lines.

Sample CSV File

	A	B	C	D	E
1			REDMOND CONTRACT BRIDGE CLUB		
2		Membership Details			Handicap Data
3					
4	Comp ID	Last Name	First Name	Display Name	List 3
5	12539	Allen	Jan	Jan Allen	1
6	12333	Allen	Bev	Bev Allen	8
7	2390	An	Colin	Colin An	6.2
8	3301	Anderson	Amy	Amy Anderson	10
9	1928	Andrews	Ron	Ron Andrews	-0.9
10	15391	Ardern	Bobbie	Bobbie Ardern	-1.3
11	31332	Ardern	Les	Les Ardern	
12	9030	Baker	Ray	Ray Baker	
13	23993	Barr	Phyl	Phyl Barr	3

Notes on the Sample File

1. The players NZB computer number **must be in column A**. This is an absolute requirement.
2. The Handicap Data can be in any other column. There is 1 column of handicap data in this example - in column E. The spreadsheet can have multiple columns ofHandicap Data.
3. The handicap lists have headings that help identify the handicap list that needs to be updated.
4. This sheet has 3 header rows - which are ignored.
5. Columns B & C & D are simply ignored.

Import Process

From the **Club Database** form, select the *Maintain Handicap Lists ... Import Lists from a CSV File* menu item.

- Step 1: Click the **Select a CSV File** button, and then navigate to your CSV file. For convenience, the CSV file will open in the default application.
- Step 2: Enter the **Column of the CSV file** that the handicap data is in.

- Step 3: Select the **Handicap List you want to Update** from the drop-down selection.
- Step 4: **Optional**: Click the **Do an Import Test Run** button to do a test run. It is highly recommended to do this step.
- Step 5: Click the **Import the Handicap List** button.

Repeat the step for other handicap lists that are in the spreadsheet.

Notes

1. The update is done only for the members that are included in the spreadsheet.
2. If a member is not in the spreadsheets, their handicap will not change.
3. Optional you can use the ***Clear out Handicaps in one List*** menu item to reset all handicap to blank.
4. Handicap = Blank means that the member does not have a handicap for this list.   When calculating a handicap result, the user will be asked to enter a handicap OR the default handicap (usually -10) will be used.

Revised: 11 May 2019

Club Database - Basic Information Tab

This records the basic data for each member eg name, address, phone numbers etc.

Significant Fields

- **Member Type**: This determines the Subscription amount due.
- **Second Club (Affiliation Exempt)**: This determines if the payment of this member's *NZB Affiliation Fee* is the responsibility of your club (as opposed to this player's home club).

- **Active** Flag: This is set for players who are no loner members, but you which to retain them in the database for the time being.
- **Emergency Contact Info**:   This information is easily accessible when scoring a session.

   Whilst these two field are related, they are not automatically tied together.   Each field has to set independently.

Revised: 8 May 2019

Club Database - Handicaps Tab

This records the member's handicap for each of the defined handicap lists.

- The handicap list names are defined in Club Information Set Up.
- Any list with a blank handicap **List Name** are consider to be **Inactive**, and will not be displayed here.
- Lists 16,17,18 are fixed lists that are calculated from the parameters set in Club Info Set Up ... NZB Handicaps and Club Info Set Up ... Club

[Gradings](#) tabs.
- All handicaps in one Handicap List can be copied to another Handicap List. [Details are here](#).
- Handicap can be imported from an Excel spreadsheet. Details are here [Import Handicap Lists from a CSV File](#)

Revised: 8 May 2019

Copy Handicap Lists

From this screen one handicap list can be copy to another handicap list.
 For example List 3 can be copied into List 8.

- Select the ***Maintain Handicap Lists ... Copy one List into Another*** menu item.
- Select the list to copy FROM, from the left hand list.
- Select the list to copy TO, from the right hand list.
- Click the **Do the Copy** button.

Revised: 11 May 2019

Club Database - Subscriptions Tab

The process for handling club subscriptions is typically as follows:

1. Edit the data fields in the Subscription Info tab.
2. Create the Subs Invoice documents
3. Record the receipt of the subs as they are received.   Summary reports can be printed from the Subscription Accounts screen.

Edit the Data Fields

The subscription info is displayed for each financial year. Note that the yellow highlighted field containing data that comes from elsewhere.   The unhighlighted field can be edited here.

- **Invoice Data for Year**:   Display the subs invoice data for this selected year.

- **Member Type**: Displays the **Member Type** that is defined in the Basic Data tab. (the Member Type determines the subs value that each member).

- **Affiliation Exempt**:   A True/False Field displaying the **Second Club** information that is defined in the Basic Data tab.

- **Member Type Based Sub**:   This value comes from the **Membership Types ... Subs** value set up in **Club Information Set Up**.

- **NZB Affiliation Fee**: If the NZB Affiliation Fee is defined in Club Information Set Up, it is inserted here IF Affiliation Exempt = True (that is, if this club is a SECOND CLUB for this member).   (Note that there are two different ways to handle the NZB Affiliation Fee - see the discussion in [Club Information Set Up](#).)

- **Credits**: This is a manually entered value.   An example could be that a member overpaid a previous year's subscription, and they are being recompensed here. The Credit can be a negative number.

- **Joining Fee**: A **Joining Fee** can be due if the Year part of the member's **Date Joined** is the same as the current **Invoice Data for Year.** If true, then **Joining Fee** = the Joining Fee as defined in Club Information Set Up.

- **Calculated Sub:** This calculated value is **Member Type Based Sub - NZB Affiliation Fee - Credits**: **+ Joining Fee**

- **Override Sub:** If a value is here, this overrides the Calculated Sub amount.

- **Invoiced Sub:** This will equal the **Calculated Sub** OR the **Override Sub** if that value is greater than 0

Create the Subs Invoice documents

The Subscription Invoices are printed for all members from the [Subscription Accounts](#) screen.   These invoices will be based on the data recorded in the Subscription Info tab.

Record the receipt of the subs as they are received

- **Amount Paid:** This is the amount paid by the member. Typically, this equals the **Invoiced Sub** value**.** If it is not equal, **the Still Owing** amount will be non zero.

- **Invoice Number:** This is the invoice number for the current year, created during the **Create the Subs Invoice Documents** process.

- **Date Paid:** Date on which the subs payment was recorded.

- **Receipt Number:** This is the receipt number

- **Discounts/Penalties:** This is usually a balancing number to ensure that **Still Owing** amount is zero.

- **Still Owing:** This equals **Invoiced Sub** less **Amount Paid** less **Discounts/Penalties.**

- **Notes:** Notes can be entered.

Screen Button

- **Recalculate Invoice Data for ALL members** button: In the unlikely event that the subs amounts have gone awry, this will recalculate the subs for all members.

Membership Types and Joining Fee

Data related to subscription invoices is entered in **Club Database** (Subs Settings tab)

	Year	ID	Name	Amount	Active	Disc. Date	Disc. Amount	Penalty Date	Penalty Amount	NZB Exempt
▶	2020	3	Social	20.00	Yes					No
	2020	4	Youth	40.00	Yes		5.00			No
	2020	5	Affiliate	64.00	Yes	29-Feb-2020	10.00			Yes
	2020	6	Full	80.00	Yes	29-Feb-2020	10.00			No
	2020	8	2nd Full	20.00	Yes					No
*										

	Name	Amount
▶	NZB Fee	0.00
	Joining Fee	0.00

Fiscal Year starts in the month of … **Apr**

Edit Fees

End Edit

Delete Selected Record

Create Fees List for this Year

Screen Buttons

- **Annual Fees Year**:   This displays the data that the selected year.
- **Edit Fees**: This enables the list for editing.
    - Any field can be edited
    - For the Yes/No fields, enter -1 for YES and 0 for NO.
    - A **new member type** can be added in the last line (the line with a *)
- **End Edi**t: disables the list for editing
- **Delete Selected Record**: does just that.   Note the database is not checked to see in a deleted member type is being used.   The user must check this manually (see Club Database list).

- The **NZB Affiliation Fee** can be entered here, but is not recommended. Please see the discussion in Club Information Set Up.

- The **Affiliation Exempt** check box can be set but it is for information only. Compass ignores this.
- Under the following conditions, a joining fee can be optionally applied to each invoice
    - The **Joining Fee** is non zero AND
    - The member's **Date Joined** in the Club Database is within the current year
- **Fiscal Year starts in the month of ..** : Set the first moth of the fiscal year. Typically this is set to January.
- **Create Fees List for this Year**: This copies the fees from the previous year to the currently displayed year.

Membership Types

The primary reason for **Membership Types** is to record the subscription fee for each type.   This is then used in [Subscription Accounts](#).

The **NZB Affiliation Fee** is used when calculating the subscription fee for secondary members ie members who belong to another club and designate that as their "home" club.   The NZB Affiliation fee for these members is paid once only and that is by the home club.

For example, if the sub for a **Full** membership is $45 and the **NZB Affiliation Fee** is $21.   Thus

- a "full" member with this club as their home club, the sub is $45
- a "full" member with this club as their second club, the sub is $24

An optional (and probably preferred) way to handle this is to use a WYSIWYG approach.   That is, introduce an additional membership type for second club members, with its own sub fee.   The **NZB Affiliation Fee** is then set to $0.   The actual sub fee for every membership type is then WYSIWYG in the table.

Revised: 23 May 2020

Club Grade Handicaps Tab

This records the member's Club Grade and Grade Handicap

Club Grades

Club Grades can be used to sort the results of both Ladder Competitions and Aggregate Competitions.   Each member can be assigned one of the six **Club Grades** that are defined in Club Information Set Up. Examples of Clubs Grades are Open, Intermediate, Junior etc.

A handicap can be assigned based on the players **Club Grade**, and this can be done for both pairs and teams events.   This handicap is saved in *Handicap List 18* and this list can be used when setting up events in the Club

Calendar of Events.

If your club does not use **Club Grades**, it is recommended the define one nominal **Club Grade**, with a name of say None or All Grades.

Start of Year Handicap Grades

Two concepts are used here

- **Start of Year Handicap Grades**: (SOY Handicap Grade) can be used to sort the results of both [Ladder Competitions](#) and [Aggregate Competitions](#).   Each member's SOY Handicap Grade is <u>calculated</u> based on their assigned handicap value from a user chosen **Handicap List.**

- **High Low Handicaps**:   The High Low handicaps are used in "High/Low" competitions where a **low** handicap player must play with a **high** handicap player. Each member's High/Low is based on the threshold handicap setting in **Club Information Set Up** ... Club Gradings tab.

The list of **Start of Year Handicap Grade** is identical to the list of Club Grades. For each Club Grade, as range of Player Handicaps is assigned in [Club Information Set Up](#).

Screen Button: Update Handicap Grade and High/Low Handicap

This will update the **Start of Year Handicap Grades** and **High Low Handicaps.**   During this process, you must specify that Handicap List that is to be referenced in the calculations.

Club Information Set Up

The parameter for **Club Grades** and **Start of Year Handicap Grades** are set up in Club Information Set Up

- **Club Grades**: In the example below, the **Club Grades** are SNR, INT and JUN.

- **Club Grade Handicaps**: For each **Club Grade**, a **Club Grade Handicap** can be set for Pairs events (% based handicap) and for Teams Events (IMPs based handicap). This handicap is saved in *Handicap List 18* and this list can be used when setting up events in the Club Calendar of Events. In the example below, the **Club Grade Handicaps** have not yet been set.

	Club Grade Handicaps		Grade Handicap Range		High/Low Handicaps
	Pairs Events (%)	Teams Events			HIGH Handicap is LESS or EQUAL to the value below
SNR	0	0	-5	2	
INT	0	0	3	7	
JNR	0	0	8	15	5
	0	0	0	0	
	0	0	0	0	LOW Handicap is GREATER than the value above
	0	0	0	0	

Use these fields to determine the Handicap based Grades (as Orewa do)

- **Grade Handicap Range**: The handicap Range for each Club Grade is entered. In the example above:

- Members with a handicap between -5 and 2, will be assigned a **Start of Year Handicap Grade** of SNR
- Members with a handicap between 3 and 7 will be assigned a **Start of Year Handicap Grade** of INT
- Members with a handicap between 8 and 15, will be assigned a **Start of Year Handicap Grade** of JNR

- **High Low Handicap** The High/Low threshold handicap is entered here. All players with a handicap less that 5, will be assigned a High/Low Handicap of HIGH. All players with a handicap greater that 5, will be assigned a High/Low Handicap of LOW.

Revised: 9 May 2019

Club Database - Flags Tab

These are miscellaneous settings that apply to each member.

- **Privacy Requested**:   If enabled, the member's address and phone numbers will not appear on any printed list.
- **Suppress Emailing of Results**:   If enabled, this stops the sending of session results emails.
- **EMail Results for All Sessions**: If enabled, Emails for ALL results will be sent to this member, whether they are playing or not.These are miscellaneous settings that apply to each member.

Club Database - Settings Tab

Various parameters can be set here.

Annual Fees

The various membership fees for each year are set here.   Existing records can be edited.

Notes

- **Add/Refresh Records for the Selected Year**: Use thus button to copy the *Member Types* from Club Info Set Up, along with any default fees if they are recorded there.   After they have been add, use the **Edit Fees** button to do updates.
- The **NZB (Affiliation) Fee** and **Joining Fee** types are automatically added to the list.   The Fees associated with these can be set to zero if you club does not use these.
- Any record can be deleted by clicking the **Delete Selected Record** button.   Caution: a valid entry should NOT be delete, if necessary just set the amount to zero.
- If records are accidentally deleted, they can be resurrected by clicking the **Add/Refresh Records for the Selected Year** button.
- If Compass cannot find a Fee record for a particular Member Type and Year, it will assume the fee is $0.

Revised: 27 May 2019

Club Subscriptions Accounts

Member's yearly subscription information can be managed within Compass. The process starts when subscriptions accounts for the new year are printed and/or to members. Then as payments are received, this information is entered against each member and status reports can be generated. At the end of the year, the begins again for the new year.

Note that for the creation of subscription invoices, Microsoft® Excel must be installed.

Updating Members Subs Information

Strip Menu Item: Databases .. Club Database .. Subscriptions Info tab

The player's payment information is entered into the Club Database. [Full Details can be found here.](#)

Member Subscriptions

Strip Menu Item: Databases .. Club Database ... Subscription Accounts

Comp ID	First Name	Last Name	Display Name	Member Type	Year	Member Type Sub	NZB Fee	Credits	Join Fee	Calc Sub	Invoiced Sub	Rec'd	Discount Penalty
44243	Brenda	Allen	Brenda Allen	Affiliate	2020	64.00				64.00	10.00	40.00	
42611	Jimmy	Allen	Jimmy Allen		2020								10.00
2190	Jimmy	Allen	Jimmy Allen		2020			20.00		(20.00)	(20.00)		
3604	Jimmy	An	Jimmy An	Full	2020	80.00				80.00	80.00		
4928	Jimmy	Anderson	Jimmy Anderson	Full	2020	80.00				80.00	80.00		
45194	Jimmy	Andrews	Jimmy Andrews	Full	2020	80.00				80.00	80.00		
7273	Athlene	Anslow	Athlene Anslow	Full	2020	80.00				80.00	80.00		
34762	Jimmy	Ardern	Jimmy Ardern	Full	2020	80.00				80.00	80.00		
9030	Jimmy	Ardern	Jimmy Ardern	Full	2020	80.00				80.00	80.00		
7403	Gay	Bainbridge	Gay Bainbridge	Full	2020	80.00				80.00	80.00		
21991	Jimmy	Baker	Jimmy Baker	Full	2020	80.00				80.00	80.00		
38015	Jimmy	Barr	Jimmy Barr	Full	2020	80.00				80.00	80.00		
77781	Jim	Barry	Jim Barry	Full	2020	80.00				80.00	80.00		
42837	Steve	Baxter	Steve Baxter	Affiliate	2020	64.00				64.00	64.00		
42599	Jimmy	Bayley	Jimmy Bayley	Full	2020	80.00				80.00	80.00		
42600	Jimmy	Bayley	Jimmy Bayley	Full	2020	80.00				80.00	80.00		
20897	Merle	Beck	Merle Beck	2nd Full	2020	20.00				20.00	20.00		
30812	David	Bell	David Bell	Full	2020	80.00				80.00	80.00		
77780	Mary	Berry	Mary Berry	Full	2020	80.00				80.00	80.00		
7413	Sue	Blake	Sue Blake	Full	2020	80.00				80.00	80.00		
22122	Jimmy	Blewden	Jimmy Blewden	Full	2020	80.00				80.00	80.00		
30524	Jimmy	Bond	Jimmy Bond	Affiliate	2020	64.00				64.00	64.00		
2187	Jimmy	Boswell	Jimmy Boswell	Full	2020	80.00				80.00	80.00		
7241	Jan	Bowden	Jan Bowden	Full	2020	80.00				80.00	80.00		
46650	Jimmy	Boyack	Jimmy Boyack	Affiliate	2020	64.00				64.00	64.00		
22087	Jimmy	Bradley	Jimmy Bradley	Full	2020	80.00				80.00	80.00		
6132	Jimmy	Brasell	Jimmy Brasell	Affiliate	2020	64.00				64.00	64.00		
46750	Jimmy	Brown	Jimmy Brown	Full	2020	80.00				80.00	80.00		
22006	Jimmy	Brunton	Jimmy Brunton	Full	2020	80.00				80.00	80.00		

67 Members Displayed

Filters — Subs for Fiscal Year: 2020

Invoice Parameters — Invoice Date: 23/05/2020

Edit Annotations (to add notes to the invoices)

Fees and Discounts
Discount Apply? YES
Penalties Apply? NO
Joining Fees? NO

Create Subscriptions Invoices
All Members / Selected Member Only

View Email List

List Members ...: All | In Credit | Still Owing | Fully Paid | Uninvoiced

Exit

Screen Buttons

- **All**: Lists all members.
- **In Credit**: Lists members that are in credit (that is, their balance is negative).
- **Still Owing**:   Lists members that have an outstanding balance.
- **Fully Paid**: Lists members that paid in full.
- **Uninvoiced**: Lists members where the **Invoice Number** is blank.

Menu Items

- **Print Options**
  - Print Summary (sorted by Member Type)
  - Print Filtered Invoice Payments: Reports is filtered by date range or month range
- **Export Data to Excel**: Exports the displayed data to Excel. The created Excel sheet is named as Book1.xls, which you can SaveAs to another name.
- **Email Parameters**: Set the Body and Footer HTML files for the emailed subscriptions. Details for creating the HTML Files are here
- **Edit Annotations:** Details are here

Printing and Emailing of Invoices

The process for creating the printed invoices for the current year is:

1. Update the member's subscription info the Club Database ... Subscriptions Info tab.
2. Update the Invoice Date (on this screen)
3. Update the Annotations text file.
4. Update the Discount and Late Fee Information.
5. Use the **Create Subscription Invoices ... All Members or Selected Member Only** buttons to create the invoices in PDF. Note that one PDF files is created for each member.
   - **Printing**. The PDF can be printed from File Explorer. Just highlight one or more files, right mouse click, select the **Print** option.
   - **Emailing**.
     - Use the View Email List button to display a list of PDF files
     - Select the files you wish to send. Note: click a column header to sort the list by that column
     - Click the **Send Email** button.

   ### Notes

   - Invoices will **NOT** be created for **Inactive** members, or where the **Invoiced Amount = 0** (eg Life Member) of if the invoice has already been paid.
   - Invoices can be created multiple times. The new invoices simply overwrite the old invoices.

- The emails for members WITHOUT an email address, will be sent to the club's email account.
- The [Email Body and Footer HTML files](#) are set in the **Email Parameters** menu item.
- The member's **Invoice Number** are a concatenation of the current year (yy) and the players NZB computer number.
- PDF files are named **SubInvoices_yyyy_12345_Name** and are saved in the **c:\CompassV6\Textfiles** sub-folder.

Redmond Contract Bridge Club

Susan Maitland
124 Auckland St
Redmond 98052

Kirkland Ave
Redmond
WA 98052

INVOICE

Invoice No. 19042569
Date: 17 May 2019

2019 Subscription Accounts

Description	Amount
Membership Type: Full	$45.00
LESS NZB Affiliation Fee	($20.00)
LESS Credits	($10.00)
PLUS Joining Fee	$15.00

Your prompt payment is appreciated
Please refer to the About Us page on our website for fee structure

Payment Options:	Balance Due	$30.00

1) Direct Credit (with name as reference) to A/C 12-1234679-123
2) Send Cheque to P.O Box 999, Anytown 12345
3) Cash or cheque to a committee member

A discount of $10.00 applies if payment if made by 05-Jan-19

A penalty of $15.00 applies if payment is made after 08-Mar-19

If paying by cash or cheque, please attach this payment slip with your remittance

2019 Subscription Accounts   Remittance Advice

Susan Maitland 124 Auckland St Redmond 98052	**Invoice No:** 19042569 Balance Due: $30.00 Please find enclosed payment of $

Edit Annotations

Annotations are notes that are printed on each invoice.   These are saved in a file named *SubInvoice_Annotations.txt* and saved in the **C:\CompassV6\System** folder.   A sample annotation file is here

There are two types of annotation:

Annotation for the Body of the Invoice

Up to 6 lines are in the body of the invoice only

Example
[INVOICE BODY] 6 lines maximum
X Your prompt payment is appreciated
X NB - Late fee of $10 applies if payment is later that 10 January 2016
Please refer to the About Us page on our website for fee structure
Another line
Note: If the first character of any note is "X ", then this line will NOT BE PRINTED if the members balance is zero or in credit

Annotation for the Payment Options

Up to 5 lines are in the payment box

Example
[PAYMENT BOX] 5 Lines maximum
Payment Options:
1) Direct Credit (with name as reference) to
Bank account 12-1234679-123
2) Cheque to P.O Box 999, Anytown 12345"
3) Cash or cheque to a committee member

Discount and Late Fee and Joining Fee Information

Fees and Discounts
Discount Apply? YES
Penalties Apply? NO
Joining Fees? NO

These fees are set in Club Database .... Subs Settings tab.   If the Discount and/or Late Fee are greater than zero, this information is printed on the invoice, but they are not included in the bottom line invoice **Balance Due**.   It is left to each

member to pay the correct amount, given the date on which the invoice is paid.

Revised: 23 May 2020

Managing the Club Database

Compass has the flexibility that allows the program to be run at the club or from remote PCs.   The remote PC option allows **Database work** to be done from a home PC.

The options for the location of the Club Database are as follows:

1. **The club database is located in the CompassV6 folder on the club Scoring PC.   All database work is done on this PC.**

    This is the simplest but most restrictive option as all **Database work** is done directly on the club's PC.   This option is appropriate when the club PC is a laptop which can be in any location.

    Special Setup Requirements

- In *Club Info Set Up ... File Locations*, the database location is set to **c:\compassV6\System\Clubname.mdb**

2. **The club database is located in the CompassV6 folder on the club's PC.   Selected users have remote access to this PC.**

    This option is relatively simple as it is equivalent to using the club PC directly.   **Database work** can be done by accessing the club PC via *Ultraviewer* (or *Teamviewer)*.

    Special Setup Requirements

- In *Club Info Set Up ... File Locations*, the database location is set to **c:\compassV6\System\Clubname.mdb**
- The club PC should be running 24/7

- Ultraviewer must be set for *Unattended Access* and have a *Custom Password* assigned.
- Home users must have Compass installed on their home PC

Caution

- **Database work** should only be done when the club PC is not being used for scoring.

3. **The club database is located in the CompassV6 folder on the club's PC.   Selected home users use "Dropbox Restore" to access the database.**

   This option copies the club database from the club PC and **Database work** done on that copy.   When done, the home user copies the updated database back to the club PC via a [Dropbox File Copy] .
    The process is as follows:

- the home user uses the Compass **Dropbox Transfer > Restore from Dropbox** option to copy the club database to their own c:\drive

- the home user the does any **Database Work**
- the home user then does a **[Database File Copy]** to copy their work to Dropbox
- When the club PC is next started, the user has the option to copy the database to the club's c:\CompassV6 location.

Special Setup Requirements

- In *Club Info Set Up ... File Locations*, the database location is set to **c:\compassV6\System\Clubname.mdb**
- Home users must have Compass installed on their home PC

Caution

- **Database work** should only be done when the club PC is not being used for scoring.

4. **The club database is located in the Dropbox.   All database work can be on the club PC OR any home PC with access to the club's Dropbox folder.**

    This is the most flexible option as **Database work** can be done from any authorized PC, but there must be caution as all users have contemporaneous access to the database.   This presents a risk that one user's changes might step on another user's changes. To mitigate this, a clear set of guidelines must be available to all users.

    Special Setup Requirements

- the **Club Database** is saved in the **Dropbox\Club [clubname]** folder.
- In *Club Info Set Up ... File Locations*, the database location is set to **Dropbox\Club xxxx\xxxx.mdb** where xxxx is the club name.
- Home users must have Compass installed on their home PC

    Special Menu Highlighting

    To avoid the possibility that multiple are contemporaneously accessing the Club Database, CompassLock is used. Note this lock is a visual indicator only and does not actually prevent contemporaneously access.   User disciple is essential here.

- When another user has a LOCK on Compass, the affected menu

    buttons are highlighted When this occurs, you must
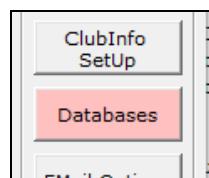
    wait until that user has finished before doing any **Database work.**

- Hovering over the menu item will display the user that is currently accessing the database and the time of that access.
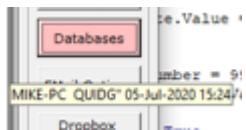
- The menu button highlighting is automatically removed when the other Compass user ends their session. (Compass checks every 10 seconds for a lock change.) This is an indication you can start to do the **Database work**.
- If no other user is using Compass, menu highlighting will not show. In this case, you are then free to do any **Database work.** (Note that if OTHER users start Compass at this time, they will get the CompassLock button highlighting.

  Special Considerations when using Dropbox To avoid Dropbox "conflicted file" issues, all users should follow these guidelines

  - Keep a close watch on the Dropbox icon in the system tray.

  - Hover over the icon to see the *Dropbox Status*
  - DO NOT START COMPASS until the status is *Up to Date*.
  - After ending your Compass session, DO NOT SHUP DOWN YOUR PC until the status is *Up to Date.*

Practice/Testing Mode

If home users wish to uses Compass WITHOUT affecting the live Club Database, an option is given when Compass starts

```
CompassV6                                    ×

To use the LIVE database in Dropbox, click YES
To use your own local copy, click NO


                    Yes              No
```
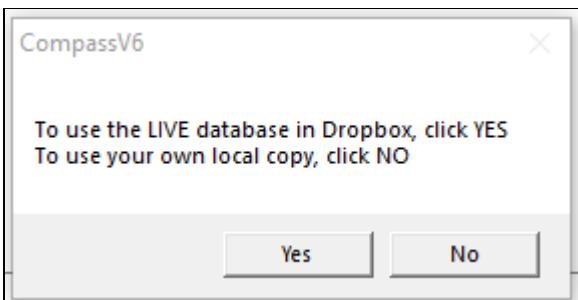
This option is also available when users are in Multi Club Mode.

The Main Strip Menu will indicate which Club Database is being used.

or
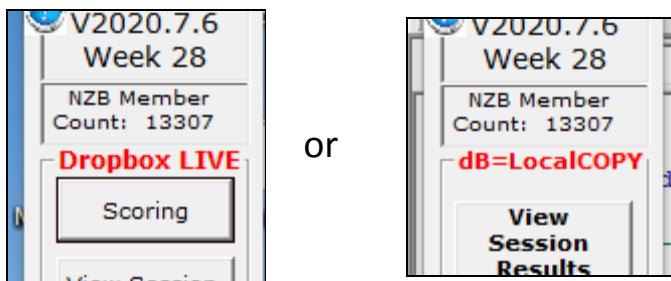
Definitions

- **Database work**: Edits to Compa$$, Club Database, Calendar of Events, Subscription Invoices, Group and Roles Set Up.
- **Club Database:** The Access mdb database used in Compass. It is named [Clubname}.mdb and is often referred to as "the mdb"
- **Club PC**: the master club scoring PC.

Revised: 6 July 2020

Visitors Database

The visitors database is available to record those who play at your club,but are not club members.   Typically this can be used to record:

- Visitors from an overseas club
- Graduates from the beginners lessons.   These players could be assigned an NZB computer number**, but you do not want to add them to the Club Database until it is clear that they will continue playing on a more permanent basis.

** players can be given a temporary fake number less than 1000, or greater than 99000. When they do become a full member, a valid NZB number can be assigned.

Note: It is not necessary to add affiliated members of NZB who are members of other clubs.   The details of these players is already available from the [NZB Database](#) which Compass does access during the scoring processes.

Strip Menu Item: Databases .. Visitors Database

Visitors Database

Comp ID	First Name	Last Name	Notes
99969	John	Anders	
99971	Peggy	Bay	
99975	Ben	Bay	
99972	Jane	Bollard	
99973	John	Camp	
99966	Jack	Drewer	
99967	Bill	Duffy	
99977	Bob	Langford	
99951	Barb	Lowe	Visitor from Hawkes Bay
99970	Meg	Wilson	
99976	Bart	Wilson	

Add New Visitor

Edit Selected Visitor

Delete Selected Visitor

Search (Last Name or Comp ID)

Repeat Search

Transfer Selected Visitor to the Club Database

Exit

Notes

1. With the exception of the Computer ID column, the screen is always in "edit mode", that is all changes are automatically saved.
2. When **Transfer Selected Visitor to the Club Database**, the player remain in the Visitors Database but this player can be deleted if you wish.

3. The **Add... and Edit ...** buttons bring up a dialog, where the player details can be entered.
4. When **Adding a new Visitor**, the next highest Computer ID is automatically assigned.   This number can be changed to any other unused number.
5. Click the column headers to sort in ascending or descending order.

Revised: 7 February 2020

NZB Database

The NZB database records all players who are affiliated to NZB.   The database details includes master point status, grade, rank, rating points and club information.   This information is accessed by Compass during the scoring processes.

The database is updated approximately monthly and is available immediately to clubs through a Dropbox link.

Strip Menu Item: Databases .... NZB Database

The database can viewed from the the strip menu.   From there you can

- Use the **Search Filters** to display the desired records
- Use the **Sort Filters** to sort the records by the selected option.

Players "Preferred Name"

The NZB database now can record any players **First Name** as well as a **Preferred Name**. The preferred name will be used in all Compass results. Examples of it's use are:

First Name	Preferred Name
Dorothy	Dolly
Millicent	Milly
Robert	Bob

Any player can change their own details on the NZB website.   A club administrator can change the details of any player

Revised: 29 August 2018

NZ Rankings & Rating Points

Rating Points are allocated by NZB and are based the number of A and B points that player's have been awarded in recent years.   These **_Rating Points_** are a good indication of the playing standard of all active members. **_Rating Points_** are used by clubs for seeding players in tournaments event and for the award of [prizes in stratified tournaments](#).   Some clubs also use **_Rating Points_** to assign player handicaps.

The rating system does have faults when a players does not play competitive bridge in New Zealand in recent years. Rating Points are decreased by 20% in each of the years not played and thus do not truly reflect a players playing standard. An example of this is that, in 2018, a world class player who has represented NZ many times now has a lowly rating of 100 points as this player has not played competitively in New Zealand for the last few years.   It would be unfair to use this rating for seeding and for stratified results.

Compass has two processes to artificially modify the NZB **_Rating Points_** for any player.

Method 1 - Allocation of Rating Points based on a Players Ranking

Strip Menu Item: **NZB Database ... Rating & XG Defaults** Tab

Minimum Rating and XG Defaults

ID	Name	Minimum Rating	XG Default
1	Novice	0	8
2	Certificate of Proficiency	0	4
3	Club Master	0	2
4	Local Master	0	-1
5	Provincial Master	0	-5
6	Master	0	-6
7	National Master	100	-7
8	Life Master	150	-8
9	Grand Master	200	-9
10	Silver Grand Master	400	-10
11	Gold Grand Master	500	-11
12	Emerald Gold Master	1000	-13
13	Platinum Gold Master	2000	-15
99	Unknown	0	-5

Edit Settings   **Discard Changes**   **Save Changes**   ☑ Apply Adjusted Ratings

Players rating are modified based on a player's current **NZB Ranking**.   Players who have reached a certain rank are allocated minimum *Rating Points* based on that rank.   For example

- A player who has attained the rank of **Silver Grand Master** will be automatically allocated Rating Points of 500, if their current NZB rating is less than 500.

- A player who has attained the rank of **Grand Master** will be automatically allocated Rating Points of 200 if their current NZB rating is less than 200.
- The Rating Points for players in the bands between Novice and Master will not be modified. That is, their current NZB Rating will be used.

The **Minimum Rating Points** in the above table reflect the average rating points for all NZ players that are in that ranking band.

Note: The above table can be edited by XClub administrators only.   Please contact Bob if you have questions related to this.

Method 2 - Allocation of Rating Points for Individual Players

Strip Menu Item: **NZB Database ... Player Adjustments** Tab
Individual players are allocated a fixed number of Rating Points.

Set Ranking for Players

Computer	Name	NZB Rating	Adjusted Rating	Notes
▶ ███████████████		108	500	Played overseas in
███████████████		107	1000	Former NZ rep
███████████████		396	750	Been playing is Aus

Delete Selected Record	Edit Selected Record	Add New Record

In this example, three players have been allocated an arbitrary number of Rating Points. The allocated Rating Points more realistic ally reflect the player's playing ability.

Note: The above table can be edited by XClub administrators only.   Please contact Bob if you have questions related to this.

Automatic Adjustment of Rating Points

The automatic adjustment of Rating Points is enabled/disabled by setting the *Use Adjusted Ratings* check box on the **Rating & XG Defaults** Tab.   It is recommended that automatic adjustment is always enabled.

Where Rating Points are used in Pre-Entry files, the adjustments are shown on the text files reports as follows (102 --> 1000).

```
20002  Tom Jacob (1019)              11261  Jimmy Jones (102->1000)      1009
```

Revised: 30 December 2019

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Club Calendar of Events   (NEW VERSION)

The Club Calendar of Events (CCOE) records the club and tournament sessions that are played throughout the year.   This information is used when setting up the scoring of new sessions and in the calculation of the overall results of club competitions.

Special Note: The new and improved version of the Compass Club Calendar of Events screen was introduced in April 2019 and replaces the original CCOE screen.   The new screen differs from the original as follows:

- the club and tournament CCOEs are combined
- when adding new events, all sessions of the same competition are added simultaneously
- the **Competition Number** is assigned automatically by Compass
- the **SECTIONS** of any club or tournament session **do not have to be set up in the CCOE**.   (The section setup is now done when setting up the session scoring.)
- the CCOE can be viewed in different ways
    - by year, and each month of the year
    - by specific session day (or blank session day)
- for clubs using **Hello Club**, set up the Hello Club related fields

Strip Menu Item: Other Services ... Club Calendar of Events

ID	Year	Session Day	Comp ID	Title	Date	HCap List	Sess Number	Results File	Event Type	MP Awards	Min Sessions	Subs Count
3329	2019		170	Director Training	07-Jan-19		1	02dir	Pairs	40C	1	0
3162	2019	mon	31	MITRE 10 MEGA Individuals	14-Jan-19	Monday	1	03mon	Pairs	40C	3	0
3163	2019	mon	31	MITRE 10 MEGA Individuals	21-Jan-19	Monday	2	04mon	Pairs	40C		
3359	2019	mon	31	MITRE 10 MEGA Individuals	28-Jan-19	Monday	3	05mon	Pairs	40C		
3372	2019	mon	213	CASC Pairs	04-Feb-19	Thursday	1	06mon	Pairs	40C	3	1
3373	2019	mon	213	CASC Pairs	11-Feb-19	Thursday	2	07mon	Pairs	40C		
3374	2019	mon	213	CASC Pairs	18-Feb-19	Thursday	3	08mon	Pairs	40C		
3168	2019	mon	33	DAVIDS EMPORIUM Teams	25-Feb-19	Monday	1	09mon	Swiss Teams	40C	4	2
3169	2019	mon	33	DAVIDS EMPORIUM Teams	04-Mar-19	Monday	2	09mon	Swiss Teams	40C	4	2
3170	2019	mon	33	DAVIDS EMPORIUM Teams	11-Mar-19	Monday	3	09mon	Swiss Teams	40C	4	2
3171	2019	mon	33	DAVIDS EMPORIUM Teams	18-Mar-19	Monday	4	09mon	Swiss Teams	40C	4	2
3172	2019	mon	34	CHAMPIONSHIP Individuals	25-Mar-19	Monday	1	13mon	Pairs	40C	4	0
3173	2019	mon	34	CHAMPIONSHIP Individuals	01-Apr-19	Monday	2	14mon	Pairs	40C		
3174	2019	mon	34	CHAMPIONSHIP Individuals	08-Apr-19	Monday	3	15mon	Pairs	40C		
3175	2019	mon	34	CHAMPIONSHIP Individuals	15-Apr-19	Monday	4	16mon	Pairs	40C		
3176	2019	mon	34	CHAMPIONSHIP Individuals	29-Apr-19	Monday	5	18mon	Pairs	40C		
3177	2019	mon	35	Intermediate Champs Or CB Invitation	06-May-19	Monday	1	19mon	Pairs	40C	4	1
3178	2019	mon	35	Intermediate Champs Or CB Invitation	13-May-19	Monday	2	20mon	Pairs	40C		
3179	2019	mon	35	Intermediate Champs Or CB Invitation	20-May-19	Monday	3	21mon	Pairs	40C		
3180	2019	mon	35	Intermediate Champs Or CB Invitation	27-May-19	Monday	4	22mon	Pairs	40C		

Field Names

The fields of the club calendar are as follows:

Fields	Description
ID	A sequential number for reference only
Comp ID	A unique number for each different competition
Title	Title of each competition

Sess Number	Round number of the particular competition
Date	Session date in the format "dd mmm yyyy"
Results File	The file name under which this session will be saved. See below for [Results File naming convention]().
Handicap List	The handicap list applied to this competition
Event Type	Pairs, Multiple Teams, Swiss Pairs etc
MPs	Master point awards
Minimum Sessions	The minimum number of sessions required to be eligible for this competition
Substitutes	The number of subs allowed for this competition
Dropped Score	The number of dropped scores allowed for this competition

Results File Naming Convention

Standard Weekly Club Events Compass has a strict format for the naming of Results Files. The format ties together the results file names, the electronic scoring database and the hand record files. Results File format is **wwDDD** where

ww   is the [ISO week number]() corresponding to the session date

DDD   is a session prefix as follows ...

mon   =   Monday EVENING Session
tue   =   Tuesday EVENING Session
wed   =   Wednesday EVENING Session
thu   =   Thursday EVENING Session
fri   =   Friday EVENING Session

mond   =   Monday DAY Session
tued   =   Tuesday DAY Session
wedd   =   Wednesday DAY Session
thud   =   Thursday DAY Session
frid   =   Friday DAY Session

Other Club Events

Other club events can have a name of your choice, but it is best to follow a similar convention, for example nnTTTTTT, where nn is a numeric prefix, and TTTTTT is any text

Tournament Events

For all tournament events, the **Results File** format must be nnnxxxxx where nnn = 100, 200, 300 etc and xxxxx is any text.

    100xxxxx   Where 100 means Session 1
    200xxxxx   Where 200 means Session 2

If a session is run in sections, Compass will automatically create the required files.   For example

    101xxxxx   Where 101 means Session 1, Section 1
    102xxxxx   Where 102 means Session 1, Section 2

Entering Data in the Calendar of Events

1. Select the correct **YEAR** and the correct **SESSION DAY** from the right-hand panel.
2. Click the **Add New Competition Series** button
3. This opens the ***Add New Competition*** frame.   Use the TAB key to cycle through and update each of the data fields.

4. **Session Day**. This automatically defaults from the selected *Session Day Filter* and is used to construct the *Filename* in the wwDDDD format.   If the selected *Session Day Filter = "Other",* an appropriate Session Day should be entered here.
5. **Event Type**. Make a selection from the combo box.
6. **Ladder Type**. For club *Pairs* events, select the type of competition - Pairs or Singles. This information is used when the competition ladders are calculated. This frame shows for specific club **Event Types** only.
7. **Ladder Parameters**:   For club duplicate events, enter the ladder parameters.   This information is used when the competition ladders are calculated. This frame shows for specific club **Event Types** only.
8. **Competition Title:**   Enter the competition title
9. **Number of Sessions in this Competition**:   Enter the appropriate value.   This open the number of sessions in the Event Dates frame.
10. **MP Awards**:   Enter the appropriate value.
11. **Event Dates**.   Usually , data for Session 1 (S1) only need be entered. The data for the other sessions can be automatically enter by using the *OWL* button
    - *Session Date*: Select from the combo box
    - *Filename*: Enter the filename manually OR click the **OWL** button
    - *Handicap List*:   Select from the combo box OR click the **OWL** button

    Notes:

    - The *OWL* (One Week Later) button will automatically insert the Session date (one week later) , Filename and Handicap List for the selected session.   If the session dates are not consecutive, the Session Date must be select manually from the date picker.
    - When there are more than 8 events in this competition, click the **Show S9 to S16** button to show or hide the extra sessions.

12. **Hello Club Parameters**:
    - HC Chargeable
    - Payable Director
    - Prize Awards
    - Special Table Money ID

Screen Buttons

- **Edit Options** Frame
    - **Delete the Selected Event:** Deletes the selected event.   Note that **Hello Club** events cannot be deleted if the posting has already been done.
    - **ADD New Competition Series:** Initiates the **Add** process
    - **Edit the Selected Competition:** Initiates the **Edit** process

- **Check for Duplicate Filenames:** The check for Duplicate Filenames is done when the screen is first opened, and again when any competition event is edited.   Clicking this button will manually start the check. If duplicate filenames exist, the button will be red highlighted.

- **Select Event Toggles** - The HC Chargeable, Prize Event, Director Payable YES/NO flags for the selected event can be toggled.   Normally these flags are set for all sessions of an event from the **Edit the Selected Competition** button.   Note that these toggle buttons show only if **Hello Club** is enabled for your club.

- **Show Unchargeable Sessions**: Displays sessions that are not chargeable in **Hello Club**. Note that this option show only if **Hello Club** is enabled for your club.

- **Search for Title**: Filter the Event by by the entered text.   After entering some text, press the <enter> key to initiate the search.   Use the **X** button to clear the search text.

Menu Items

- **Excel Reports**
  - **Displayed Calendar.**   Print the calendar as it is currently displayed.
  - **Create Excel Templates**
    - **Calendar of Events:** Creates an Excel file that contains the essential data for all events for the displayed year.   This template can be used to upload a new CCOE.
    - **Director ID:** Creates an Excel file with information for all events for the displayed year.   This template can be used to update the Director ID for each event.
  - **Import From Excel File**
    - **Calendar of Events:** [Refer here for further detail.](#)
    - **Director ID:** [Refer here for further detail.](#)
- **Edit Options**
  - **Delete ALL SESSIONS of the Selected Event:**   Note that **Hello Club** events cannot be deleted if the posting has already been done.
  - **Delete ALL EVENTS for the selected Session Day**
  - **Create Printers Version:** [Refer here for further detail](#).
- **Import From Excel**
  - **Calendar of Events:** [Refer here for further detail](#).
  - **Director ID:** [Refer here for further detail.](#)
- **Year Rollover Functions**
  - **Copy YYYY Events to the YYYY+1 Year.** During this copy, the Event Dates for the new events will be "one year" later that the existing calendar dates.

Importing Data from Excel

An Excel spreadsheet can be used to import the full CCOE and/or the Directors ID for each session. In both cases, the general procedure is to

1. Use the **Create Template** menu item to create a MS Excel template.   SaveAs the Excel file to your favourite location.
2. Modify the data within the MS Excel application.
3. Use the **Import from Excel** menu item to update the CCOE.

Creating the Calendar for a New Year

There are several different methods to creating the calendar for a new year

1. Create a new calendar for scratch, using a blank slate.   This method is suitable if the calendars are quite different from year to year.
   - Enter the calendar using the methods above.
2. Create a new calendar, using the previous year's calendar as a template. The Event Dates for the new events will be "one year" later that the existing calendar dates.
3.
   - Use the **Year Rollover Functions Copy YYYY Events to the YYYY+1 Year** menu item
   - After the copy has been done, use the **Edit Options** functions to correct the CCOE where necessary.
   - Note that the copy is done one **Session Day** at a time
4. Use Excel to create a new calendar, using this year's calendar as a template. This method is suitable if the calendars are much the same from year to year. Details can be found in the next topic.

Creating the Calendar using the Excel Template

- First, create a CCOE for next year, using this year's CCOE as a guide

  1. Display this year's CCOE
  2. Select one single **Session Day**
  3. Use the **Year Rollover Functions ... Copy Previous Years Events to the Displayed Year** menu item
  4. Change the Year filter to next year to check your work
  5. Repeat steps 1 to 4 for the other Session Days of the CCOE

- Create the Excel Template file

1. Display **next year's** CCOE
2. Use the ***Excel Reports .. Create Templates .. Calendar of Events*** menu item to create the Excel template
3. SaveAs the Excel file to your favourite location.
4. Modify the data within the MS Excel application.   Refer here for additional information.
5. Use the ***Import from Excel .. Calendar of Events*** menu item to update the CCOE.

- Import the Calendar from the Excel File

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Year	SessionDay	Title	EventDate	CompNumber	HandicapList	SessionNumber	EventType	MasterPoints	MinimumSessions	SubsCount	DropCount	TournamentType	
2	2019		Director Training	07-Jan-2019	170	0	1	Pairs	40C	1	0	0	C	
3	2019	mon	MITRE 10 MEGA Individuals	14-Jan-2019	31	3	1	Pairs	40C	3	0	0	C	
4	2019	mon	MITRE 10 MEGA Individuals	21-Jan-2019	31	3	2	Pairs	40C				C	
5	2019	mon	MITRE 10 MEGA Individuals	28-Jan-2019	31	3	3	Pairs	40C				C	
6	2019	mon	CASC Pairs	04-Feb-2019	213	2	1	Pairs	40C	3	1	0	C	
7	2019	mon	CASC Pairs	11-Feb-2019	213	2	2	Pairs	40C				C	
8	2019	mon	CASC Pairs	18-Feb-2019	213	2	3	Pairs	40C				C	
9	2019	mon	DAVIDS EMPORIUM Teams	25-Feb-2019	33	3	1	Swiss Teams	40C	4	2	0	C	
10	2019	mon	DAVIDS EMPORIUM Teams	04-Mar-2019	33	3	2	Swiss Teams	40C				C	
11	2019	mon	DAVIDS EMPORIUM Teams	11-Mar-2019	33	3	3	Swiss Teams	40C				C	
12	2019	mon	DAVIDS EMPORIUM Teams	18-Mar-2019	33	3	4	Swiss Teams	40C				C	
13	2019	mon	CHAMPIONSHIP Individuals	25-Mar-2019	34	3	1	Pairs	40C	4	0	1	C	
14	2019	mon	CHAMPIONSHIP Individuals	01-Apr-2019	34	3	2	Pairs	40C				C	
15	2019	mon	CHAMPIONSHIP Individuals	08-Apr-2019	34	3	3	Pairs	40C				C	
16	2019	mon	CHAMPIONSHIP Individuals	15-Apr-2019	34	3	4	Pairs	40C				C	
17	2019	mon	CHAMPIONSHIP Individuals	29-Apr-2019	34	3	5	Pairs	40C				C	

Notes on the CCOE Template Files and Import process

- The Excel columns generated by the Create Template process must be exactly as shown here.   Existing columns **must not** be deleted and additional columns **must not** be added.
- The column headings must be in row 1.
- The import will stop when a blank field in found in the ***Year column*** (column A)
- Blank rows can be added, BUT ***Year column*** must still not be blank.
- Any row will be ignored if the ***EventDate column*** does not contain a valid date.
- The import Excel file can be split out into separate files containing one or more **Session Days** in each of the files.
- A reality check prevents more that 1000 rows to be uploaded.
- Whilst an Excel import of the Tournament calendar can be done, it does not make much sense to do so.   The Tournament calendar can easily be enter from scratch, of by using the **Year Rollover Functions** .. **Copy YYYY Events to the YYYY+1 Year** menu item.

- **IMPORTANT NOTE**: The Import File process will delete all existing events that pertain to each of the the Session Day events that appear in the file.

Importing the Director's ID

1. Use the *Create Template .. Directors ID* menu item to create a MS Excel template. SaveAs the Excel file to your favourite location.
2. Modify the data within the MS Excel application.
3. Use the *Import from Excel .. Directors ID* menu item to update the CCOE.

	A	B	C	D	E	F	G
1	SessionDay	Title	EventDate	SessionNumber	EventType	DirectorsID	DirectorsName
2	mon	MITRE 10 MEGA Individuals	14-Jan-2019	1	Pairs	12345	Michael Knowles
3	mon	MITRE 10 MEGA Individuals	21-Jan-2019	2	Pairs	23456	Kevin Wright
4	mon	MITRE 10 MEGA Individuals	28-Jan-2019	3	Pairs		
5	mon	CASC Pairs	04-Feb-2019	1	Pairs	12345	Michael Knowles
6	mon	CASC Pairs	11-Feb-2019	2	Pairs	12345	Michael Knowles
7	mon	CASC Pairs	18-Feb-2019	3	Pairs	12345	Michael Knowles
8	mon	DAVIDS EMPORIUM Teams	25-Feb-2019	1	Swiss Teams	54321	Carol Thulsen
9	mon	DAVIDS EMPORIUM Teams	04-Mar-2019	2	Swiss Teams	34567	Anna Kilmer
10	mon	DAVIDS EMPORIUM Teams	11-Mar-2019	3	Swiss Teams	23456	Kevin Wright
11	mon	DAVIDS EMPORIUM Teams	18-Mar-2019	4	Swiss Teams	23456	Kevin Wright
12	mon	CHAMPIONSHIP Individuals	25-Mar-2019	1	Pairs		
13	mon	CHAMPIONSHIP Individuals	01-Apr-2019	2	Pairs		
14	mon	CHAMPIONSHIP Individuals	08-Apr-2019	3	Pairs		
15	mon	CHAMPIONSHIP Individuals	15-Apr-2019	4	Pairs		
16	mon	CHAMPIONSHIP Individuals	29-Apr-2019	5	Pairs		
17	mon	Intermediate Champs Or CB Invitation	06-May-2019	1	Pairs		

- The Excel Template (example above) has a number of columns, but only the highlighted columns are mandatory.
- The Row 1 Headings of the **mandatory** columns must but be exactly as they appear above.
- The Headings must be in Row 1.
- Additional columns can be added for reference.   These columns will be ignored during the upload.
- The *DirectorsID* is the person's NZBridge computer ID. That person must be in the **Club Database**.
- IMPORTANT NOTE: The upload will ignore any event that is in the past, that is, earlier than the day that the upload is being done.
- A blank *DirectorsID* will remove the current DirectorsID, if it exists.
- A reality check prevents more that 1000 rows to be uploaded.

Printer's Version

- A [Printer Version of the Calendar](#) can be created

ISO Week Numbers

The ISO weeks are numbered 1 to 52 (or 53). Each week runs from Monday through to Sunday.   Week 1 of any year is the week that includes 4 January.   Compass guides the users to the correct week number. Double clicking the mouse on the version number on the main strip menu will display the current calendar with week numbers.

ISO week numbers are well documented in this [Wiki article](#).

Revised: 30 April 2019

Club Calendar of Events - Updating via Excel

The calendar of events (COE) for a new year can be imported from an Excel file. This process is effective when the new calendar is roughly the same as the calendar for the current year.   The general procedure would be to first export the current program to Excel, manipulate that in Excel, then import the new calendar back into Compass.   A number of iterations of this can be done until the new calendar is finalized.

Strip Menu Item: **Other Services ... Club Calendar of Events**

Export to Excel

1. Display the current year's calendar
2. To get the correct dates for each session for next year, use the menu item **Maintenance ... Add 1 Year to all Dates.**
3. This step will create a new COE file for next year, and will be named according to the *Next Years Calendar of Events* setting in **Club Information Set Up .. File Locations**.
4. Use the radio buttons to change the display to show the newly created COE for next year.
5. Use menu item **Maintenance ... Export Program to Excel**
6. An Excel file will be created named COE_Year yyyy.xls will be saved in the ***C:\CompassV6\System*** folder.
7.

Excel can now be used to edit the new calendar of events.

Editing the File in Excel

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Rec	Session Day	Comp Num	Title	Round	Date	File Name	Hcap List	Comp Type	Min	Subs	Drop	
39	38	MON	2	MITRE 10 MEGA Individuals	1	15-Jan-18	03MON	3	S	3	0	0	
40	39	MON	2	MITRE 10 MEGA Individuals	2	22-Jan-18	04MON	3	S	3	0	0	
41	40	MON	2	MITRE 10 MEGA Individuals	3	12-Feb-18	07MON	3	S	3	1	0	
42	41	MON	3	CAMBRIDGE ADVANCED SKIN CARE Pairs	1	19-Feb-18	08MON	3	P	3	1	0	
43	42	MON	3	CAMBRIDGE ADVANCED SKIN CARE Pairs	2	26-Feb-18	09MON	3	P	3	1	0	
44	43	MON	3	CAMBRIDGE ADVANCED SKIN CARE Pairs	3	05-Mar-18	10MON	3	P	3	1	0	
45	44	MON	4	NICKLIN SURVEYING Pairs	1	12-Mar-18	11MON	3	P	3	1	0	
46	45	MON	4	NICKLIN SURVEYING Pairs	2	19-Mar-18	12MON	3	P	3	1	0	
47	46	MON	4	NICKLIN SURVEYING Pairs	3	02-Apr-18	14MON	3	P	3	1	0	
48	47	MON	5	MARAC CUP Pairs	1	09-Apr-18	15MON	3	P	3	1	0	
49	48	MON	5	MARAC CUP Pairs	2	16-Apr-18	16MON	3	P	3	1	0	
50	49	MON	5	MARAC CUP Pairs	3	30-Apr-18	18MON	3	P	3	1	0	
51	50	MON	6	DAVID'S EMPORIUM Teams	1	07-May-18	19MON	3	T	3	2	0	
52	51	MON	1	Fun Fundraising Evening	1	28-May-18	22MON	3	S	1	0	0	
53	52	MON	7	LILIES BY BLEWDEN Pairs	1	11-Jun-18	24MON	3	P	3	1	0	
54	53	MON	7	LILIES BY BLEWDEN Pairs	2	18-Jun-18	25MON	3	P	4	1	0	
55	54	MON	7	LILIES BY BLEWDEN Pairs	3	25-Jun-18	26MON	3	P	4	1	0	
56	55	MON	9	CHAMPIONSHIP Individuals	1	02-Jul-18	27MON	3	S	5	0	1	
57	56	MON	9	CHAMPIONSHIP Individuals	2	09-Jul-18	28MON	3	S	5	0	1	
58	57	MON	9	CHAMPIONSHIP Individuals	3	16-Jul-18	29MON	3	S	5	0	1	
59	58	MON	9	CHAMPIONSHIP Individuals	4	23-Jul-18	30MON	3	S	5	0	1	
60	59	MON	9	CHAMPIONSHIP Individuals	5	30-Jul-18	31MON	3	S	5	0	1	
61	60	MON	10	HENRY DAVYS Championship Pairs	1	06-Aug-18	32MON	3	P	5	1	0	
62	61	MON	10	HENRY DAVYS Championship Pairs	2	13-Aug-18	33MON	3	P	3	1	0	

Note: The File Name column can be blanked out.   When importing the file back into Compass, this column will automatically generate based on the **Session Day** and the **Session Date**.

Import From Excel

1. Use menu item **Maintenance … Import Program From Excel**
2. Click the **Open File** menu item and navigate to the Excel File
3. The program calendar will now be display in the grid.
4. Click the **Save Import** button**.**   You will be prompted to over-write the "Next Years" programme.

Revised: 26 December 2016

Club Calendar of Events - Printers Version

This creates a text file version of the entire calendar that could be suitable for printing in a booklet. This includes header and footer notes for each session and notes against individual events if they are needed.   As the Club Calendar does not have a place to save these special notes, a separate file is used to record this information.

Create a Printers Version

1. Create the Calendar of Events for the full year.
2. Use the menu item **Textfiles … Open Header/Footer Files** to edit the header and footer information in the ***Program_HeaderFooter.txt***
3. Save and close the HeaderFooter file
4. Use the menu item **Textfiles … Create Printers Version** to create this.
5. Loop around until you get it right.

Notes

- To determine which sessions will be included in the Printers Version, Compass looks at the set up in Club Information Set Up … Club Sessions tab.   The sessions entered there will be reported in the Printers Version.

Header Footer File

This file is saved in a file named ***Program_HeaderFooter.txt*** which is saved in the c:\compassV6\System folder.
Header/Footer Notes

Each playing session (eg mon, mond, tued, wed etc) can have its own header and footer text which is printed at the head and foot of each sessions list of events.

The format for the header is [HEADER]xxx where xxx is the session short name followed by any number of text lines.
The format for the footer is the same except for the word HEADER changes to FOOTER.

A special entry of [HEADER]all or [FOOTER]all will print the associated text at the head or tail of ALL sessions list of events.

Example

[HEADER]mon
PLAYING PROGRAMME 2017
Monday Evening
Please be seated by 7:20pm. Play begins at 7:30
CLUB OPENING NIGHT 14th January (Wednesday)
Drawn or BYO Partner

[HEADER]tued
PLAYING PROGRAMME 2017
Tuesay Morning
Please be seated by 10:20pm. Play begins at 10:30
CLUB OPENING NIGHT 14th January (Wednesday)
Drawn or BYO Partner

[FOOTER]all
Annual General Meeting & Prizegiving
Monday 30th November 6:00pm

Session Notes

Special instructions for any individual competition can be entered, and these will print under the competition title. The format for the competition notes is [COMPNOTES]xxx where xxx is the EXACT session title from the program followed by any number of text lines   (it is best to copy and paste the competition title from the program).

Example

[COMPNOTES]MITRE 10 MEGA Individuals
Must play with different partners
Best 3 of 4 scores count

Other Notes

You can include blank lines in the header/footers by entering a line with "*" at the beginning. All blank lines in the header/footer are ignored. Any notes added before the first [HEADER}xxx line will also be ignored.

Example of a Header/Footer File

[HEADER]mon
PLAYING PROGRAMME 2017
Monday Evening
Please be seated by 7:20pm. Play begins at 7:30
CLUB OPENING NIGHT 14th January (Wednesday)
Drawn or BYO Partner

[HEADER]tue
PLAYING PROGRAMME 2017
Tuesday Evening
Please be seated by 7:20pm. Play begins at 7:30
CLUB OPENING NIGHT 14th January (Wednesday)
Drawn or BYO Partner

[HEADER]all
*
Have a happy day.

[FOOTER]all
Annual General Meeting & Prizegiving
Monday 30th November 6:00pm

[COMPNOTES]MITRE 10 MEGA Individuals
Must play with different partners
Best 3 of 4 scores count

Example Printer Version using the Header/Footer

```
************************************************
              PLAYING PROGRAMME 2016
                  Monday Evening
    Please be seated by 7:20pm. Play begins at 7:30
      CLUB OPENING NIGHT 14th January (Wednesday)
                 Drawn or BYO Partner
```

Have a happy day.

****

Wk	MITRE 10 MEGA Individuals	Rd
	Must Play With Different Partners	
	Best 3 Of 4 Scores Count	
3	18-Jan _____	1
4	25-Jan _____	2
7	15-Feb _____	3

Wk	CAMBRIDGE ADVANCED SKIN CARE Pairs	Rd
8	22-Feb _____	1
9	29-Feb _____	2
10	07-Mar _____	3

Wk	NICKLIN SURVEYING Pairs	Rd
11	14-Mar _____	1
12	21-Mar _____	2
14	04-Apr _____	3

Wk	MARAC CUP Pairs	Rd
15	11-Apr _____	1
16	18-Apr _____	2
18	02-May _____	3

Wk	DAVID'S EMPORIUM Teams	Rd
19	09-May _____	1

Wk	Fun Fundraising Evening	Rd
22	30-May _____	1

Wk	LILIES BY BLEWDEN Pairs	Rd
24	13-Jun _____	1
25	20-Jun _____	2
26	27-Jun _____	3

Wk	CHAMPIONSHIP Individuals	Rd
27	04-Jul _____	1
28	11-Jul _____	2
29	18-Jul _____	3
30	25-Jul _____	4
31	01-Aug _____	5

Wk	HENRY DAVYS Championship Pairs	Rd
32	08-Aug _____	1
33	15-Aug _____	2
34	22-Aug _____	3
35	29-Aug _____	4
36	05-Sep _____	5

Wk	WINDSOR NISSAN PAIRS	Rd
37	12-Sep _____	1
38	19-Sep _____	2
39	26-Sep _____	3

Wk	PHILIP COLES COMMUNITY BOARD Pairs	Rd
40	03-Oct _____	1
41	10-Oct _____	2
42	17-Oct _____	3
44	31-Oct _____	4

Wk	CAMBRIAN LODGE MOTEL Swiss Pairs	Rd
45	07-Nov _____	1
46	14-Nov _____	2
47	21-Nov _____	3

Annual General Meeting & Prizegiving
Monday 30th November 6:00pm

****
PLAYING PROGRAMME 2016
Wednesday Evening

```
       Please be seated by 7:20pm. Play begins at 7:30
         CLUB OPENING NIGHT 14th January (Wednesday)
                   Drawn or BYO Partner

                   Have a happy day.

    ***********************************************

   Wk   Opening Night - Drawn Partners          Rd
    2   13-Jan  _____      1

   Wk   GRUMPY'S SIGN SHOP Pairs                 Rd
    3   20-Jan  _____      1
    4   27-Jan  _____      2
    5   03-Feb  _____      3

   Wk   CAMBRIDGE PANEL WORKS Wednesday Individu Rd
    6   10-Feb  _____      1
    7   17-Feb  _____      2
    8   24-Feb  _____      3

   Wk   LYNDA LEE HARCOURTS HAMILTON Butler Pair Rd
    9   02-Mar  _____      1
   10   09-Mar  _____      2
   11   16-Mar  _____      3

   Wk   DAVIDS EMPORIUM B2F Teams                Rd
   12   23-Mar  _____      1

   Wk   CHAMPIONSHIP Junior Individuals          Rd
   15   13-Apr  _____      1

   Wk   CHAMPIONSHIP Junior Individuals          Rd
   16   20-Apr  _____      2

   Wk   CHAMPIONSHIP Junior Individuals          Rd
   17   27-Apr  _____      3

   Wk   CHAMPIONSHIP Junior Individuals          Rd
   18   04-May  _____      4

   Wk   CHAMPIONSHIP Junior Individuals          Rd
   19   11-May  _____      5

   Wk   Pairs Salver                             Rd
   20   18-May  _____      1
   21   25-May  _____      2
   22   01-Jun  _____      3

   Wk   CAMBRIDGE AUTO ELECTRIC Pairs            Rd
   23   08-Jun  _____      1
   24   15-Jun  _____      2
   25   22-Jun  _____      3

   Wk   CREATIVE JEWELLERY Pairs                 Rd
   26   29-Jun  _____      1
   27   06-Jul  _____      2
   28   13-Jul  _____      3

   Wk   Social Evening - Meet The Newbies        Rd
   29   20-Jul  _____      1

   Wk   SUPA CLEAN WINDOWS Pairs A               Rd
   30   27-Jul  _____      1

   Wk   SUPA CLEAN WINDOWS Pairs A               Rd
   31   03-Aug  _____      2

   Wk   SUPA CLEAN WINDOWS Pairs A               Rd
   32   10-Aug  _____      3

   Wk   CAMBRIDGE UNITED TRAVEL Individuals      Rd
   33   17-Aug  _____      1
   34   24-Aug  _____      2
   35   31-Aug  _____      3

   Wk   TOP GEAR MOTORS Pairs                    Rd
   36   07-Sep  _____      1
```

```
37  14-Sep  _____  2
38  21-Sep  _____  3

Wk  CAMBRIDGE DRYCLEANERS Pairs            Rd
39  28-Sep  _____  1
40  05-Oct  _____  2
41  12-Oct  _____  3

Wk  WEBB & WOOD ACCOUNTANTS LTD PAIRS      Rd
42  19-Oct  _____  1
43  26-Oct  _____  2
44  02-Nov  _____  3

Wk  ALISON BOONE CAMBRIDGE REAL ESTATE P   Rd
45  09-Nov  _____  1
46  16-Nov  _____  2
47  23-Nov  _____  3

Wk  Christmas Pairs Drawn Partners         Rd
48  30-Nov  _____  1
49  07-Dec  _____  2
50  14-Dec  _____  3

        Annual General Meeting & Prizegiving
           Monday 30th November 6:00pm
```

Revised: 1 August 2016

Club Competition Ladders

The overall placing of club pairs and multiple teams events are calculated here. If a competition allows substitutions, Compass will automatically evaluate these based on the pairings in each session. In handicapped results, Compass will look at the player's handicap that exists in the databases at the time of this calculation.

When the results are calculated, they will be automatically saved in the Competition Register.

Note that Club Ladders can optionally be calculated using the XClub Results. Refer to the documentation here for details.

Strip Menu Item: Club Competition Results ... Calculate Results

This main list shows a list of events from the Club Calendar of Events (CCOE).

Steps

1. Use the **Competition List Filter** to list events from you selected day session.
2. Select an event from the list.   A list of all sessions in that event will display in the upper left box.
3. Select the **Competition Parameters**.   (The default values come from the CCOE).

4. Select the **Competition Type.**
5. To start the calculations, click the **Calculate Now** button

The result will now display.

Screen Buttons

- **Create XML:** Uploads the result to the bridge-club.org website. Both raw and handicap results will be uploaded if they exist.
- **Display RAW:** Result in short or long form.
- **Display HANDICAP:** Result in short or long form.
- **Quick Clicks:** Prints the displayed report

Menu Items

- **Print**: Prints the various reports
- **Edit Competition Name:** As read
- **Eliminate Ineligible Players:** Allows you to manually remove players from the overall result
- **View Results in Notepad:** As read

Notes

1. Parameters can be set
   - **Handicap Competition?:** Use this option to calculate the raw result or the handicap result or both results
   - **Sort Results - Normal:** As read
   - **Sort Results - Club Grade:** As read
   - **Sort Results - NZB Grade:** As read
2. Movement Types can be set:
   - **Matchpoints:** the most common option
   - **IMPs Add VPs:** for Butler Events
   - **IMPs Add IMPs:** for Butler Events
   - **Cross IMPS:** for Cross IMP Events
   - **Individual Rainbow:** for Individual Events

Revised: 17 February 2017

Club Competition Ladders Based on XClub Results

Please refer to [Club Competition Ladders](#) for general information related to club ladders.

Ladder results for Pairs and Singles competitions can be optionally calculated using the XClub Result.

Configuration

If there is a possibility that XClub Results could be used in club ladders enable the Club Information Set Up option.

Club Option (1) ... Sometimes use XClub Results for Club Ladders

When this parameter is enabled, all XClub Results will be automatically copied to the club folder in Dropbox **\Dropbox\Club XXX\XClub Results\YYYY** where xxx is your club name and YYYY is the current year.

Steps

#	File	H/C	Date
1	203_03WED_Camb.S...	1	18 Jan
2	203_04WED_Camb.S...	1	25 Jan
3	203_05WED_Camb.S...	1	01 Feb

At least one XClub file is missing or incomplete
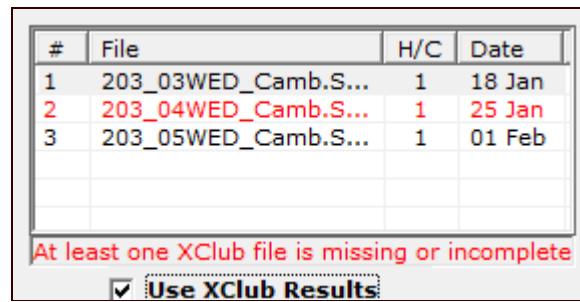
☑ **Use XClub Results**

If XClub Results are to be used

1. Click the **Use XClub Results** checkbox
2. The file list changes to the XClub Results files

3. Any missing files, or files that do NOT have a XClub result calculated, will be highlighted in red
4. To calculate a ladder, click the **Calculate Results** button

Notes

1. Ladders based on XClub results can be uploaded to **bridge-club.org** (Milans'site).   These results will be be notated with the test *(Based on XClub Results)*.
2. A ladder can still be calculated when there are missing or incomplete results.   Just be aware of this and act accordingly.

Revised: 26 February 2017

70% & Slam Club Ladders

These report all players that have scored greater than 70%* in duplicate events or have bid and made slam contracts. The Slam Club calculations assign 2 points for grand slams and 1 point for slam and the report then ranks the players by points scored.   The Slam Club list can also simply report the pairs who have bid and made slam contracts.

* any threshold percentage can be specified

Strip Menu Item: Other Services ... Personal Scores/Recalculate Handicaps/70% Club/Slam Club

70% Ladder

Process Steps

1. From the left hand list, select the **SESSIONS** you want included in the calculations.
2. From the right hand list, select the **YEARS** you want included in the calculations.
3. A list of qualifying events is now displayed
4. Click **OK** to continue
5. From the list of qualifying sessions, select/de-select the sessions you want to include in the calculations.
6. Click the **70% Club** button.
7. Enter the percentage threshold value (70 is the default).
8. Two different Notepad reports are now displayed. These can be printed or pasted into other applications.

Slam Club

Process Steps

1. From the left hand list, select the **SESSIONS** you want included in the calculations.
2. From the right hand list, select the **YEARS** you want included in the calculations.
3. From the right panel, select to include **Swiss Pairs** and **Swiss Teams** events and if you want to include both **small** and **grand** slams.
4. A list of qualifying events is now displayed.
5. Click **OK** to continue.
6. From the list of qualifying sessions, select/de-select the sessions you want to include in the calculations.
7. Click the **Slam Club** button.
8. Three different Notepad reports are now displayed.   These can be printed or pasted into other applications.

Revised: 7 August 2016

Aggregate Ladders

An Aggregate competition allocates points according to the placing of each player in selected duplicate pairs events. All participating players can be awarded points, or they can be awarded to some configurable number of top placings

- If all placing are awarded points, with a 12 table Mitchell Movement, the players finishing first each way are allocated 12 points. Second place receives 11 points and so on down to last place who receive 1 point.
- If say the top 6 placings are awarded points, the players finishing first are allocated 6 points. Second place receives 5 points and so on down to 6th place who receive 1 point.   All other players receive no points.

Another option is to accumulate by the numbers of C Points awarded for each session.

The points are accumulated over of a series of sessions to calculate an overall winner.

External Points from a CSV file can be included in the player results.   This may be necessary if there are missing results files because Compass was installed part way through a year.

Strip Menu Item: Club Competition Results … Aggregate Competition
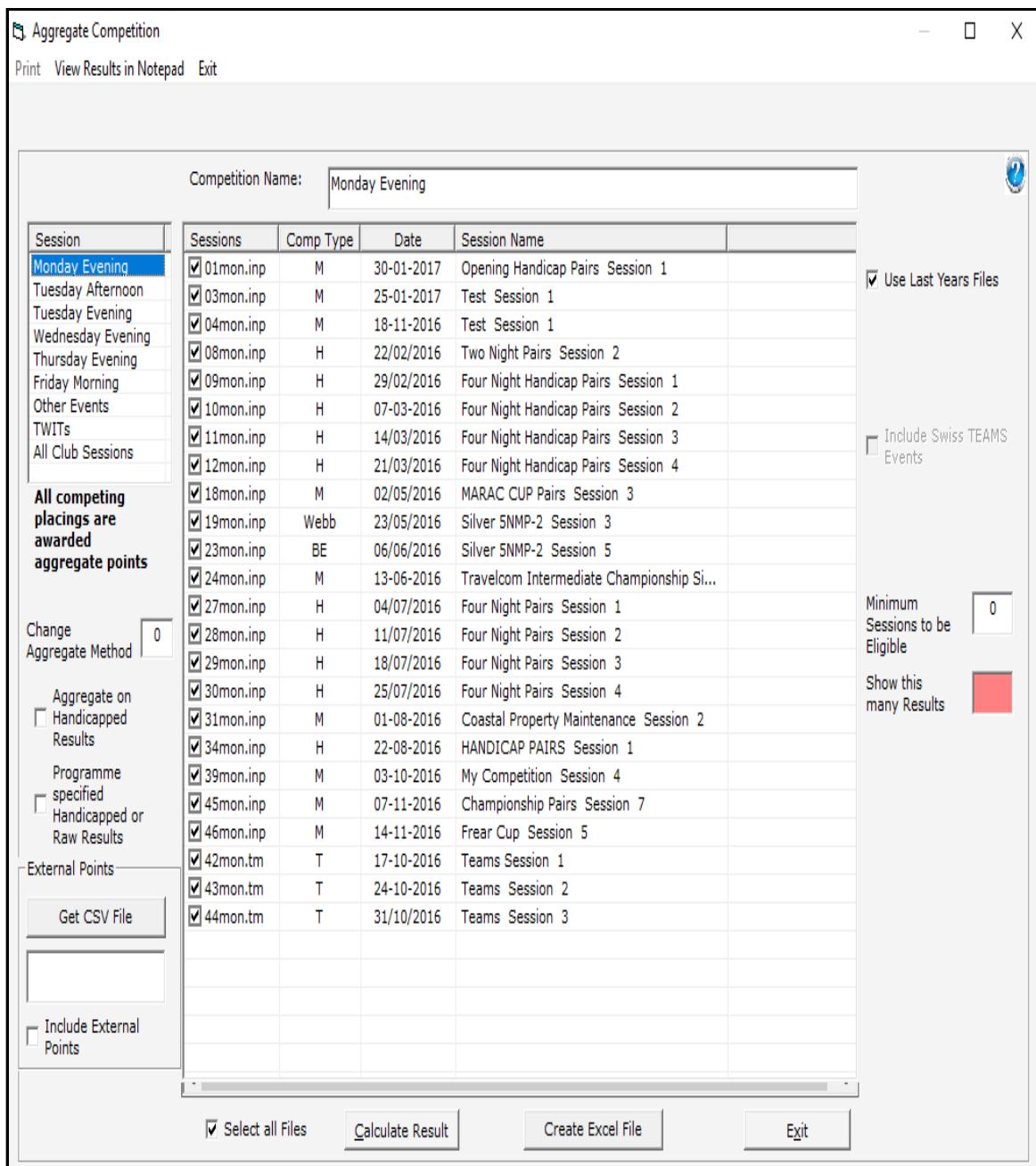
Steps

1. From the upper left list, select the SESSION or SESSIONS you wish to accumulate. Multiple sessions can be selected/deselected by holding the [CTRL] button while clicking the mouse. The **All Club Sessions** option with select all sessions played.
2. Click check box **Aggregate on Handicapped Results** if you wish to aggregate by handicapped results.

3. Click check box **Programme specified Handicapped or Raw Results** if you wish to aggregate by handicapped results or raw results as specified in the club calendar of events.
4. The **Minimum Number of Session to be Eligible** can be specified.
5. From the list of qualifying sessions, select/de-select the sessions you want to include in the calculations.
6. Indicate if [External Points](#) will be included.
7. Click **Calculate Results** to display the results.
8. You can restrict the number of displayed competitors to the number entered in the **Show this Many Results** text box.
9. Click on any player to display their detailed results.
10. View the results in Notepad, or Print the results as you wish.
11. **Create Excel File** outputs the results to a MS Excel File.

Notes

1. The calculations ignore players not in the Club Database.
2. If players are tied for a certain place, the total points are shared.   With 12 tables, if players NS finish first equal, each player is allocated 11.5 points.
3. For Howell Movements, the whole field is considered to be playing in one direction. With 7 table Howell, first place will be allocated 7 points; second place will get 6.5 points and so on.   Last placing will receive 0.5 points
4. The result can be accumulated on all raw scores or all handicap scores.   The check box should be blank for raw scores, or ticked for handicap scores.
5. Alternatively, scores can be accumulated on mixtures of raw scores or handicap scores. If this option is selected, Compass will look at the Club Calendar of Events.   If the Handicap List value is zero, the result will accumulate the raw score for that session.   If the Handicap List value is greater than zero, Compass will read and use the saved handicap result for that session.
6. The user initially selects the playing sessions for which the result is to be accumulated.   All sessions in that playing session are then displayed in the right panel, with all sessions ticked. All ticked sessions will be included in the calculation.
7. Sessions from the upper left list can be selected by clicking the mouse. Multiple sessions can be selected and de-selected by holding the [CTRL] button while clicking.

8. The user will be warned if the saved result has not already been handicapped.   The overall calculation will continue, but the final result will not be correct.   You should go to the SCORING options to re-run the results and calculate a handicap score.   You can then return to the **Aggregate Competition** to recalculate a result.
9. The text in the **Competition Name** text box will be the report heading.

Listed Sessions

Sessions are listed according to the following criteria:

- The session must match the "day" of the selected sessions in the upper left list.   If **All Club Sessions** is selected, the day filter is ignored.
- The session must be a **Club** sessions (that is, tournament files are ignored)
- The session file names must start with a number, ranging from 1 to 99.

Configuration Item

There is one configuration item in Club Information Set Up

- **Club Options (2), Aggregate Competition Method ...**.. **Placing Counted**: The number of top placings that are awarded points.   If "0" is entered, the entire field is awarded points.   If the points awarded are C Points, enter "99" here.
- Click the **Notes** button for more details.

Screen Buttons

- **Change Aggregate Method:**   The Aggregate method can be temporarily changed here.   This overrides (but dies not change) the configuration item in Club Information Set Up.
- **Create Excel File**: Presents the results in Excel format.
- **Show this many Results:**   Enter the number of results you want to display. The default is 100.

External Points

External Points from a CSV file can be included in the player results.   These points would cover the period where Compass has not been used as the scoring

program.

CSV File Example
This show an example file in Notepad and in Excel formats.   Your CSV files should follow this format.

CSV Format

- The CSV file must have at least 2 columns
- **Column A** = the player's NZB computer numbers.
- **Column B**= the player's external points.
- **All other columns** will be ignored by Compass.
- The file must have 1 header row.
- The best location to save the CSV files is in the **c:\compassV6\yyyy** folder.

- The points for different session should be in separate CSV files.

Steps
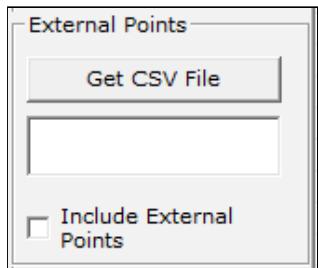
1. Click the **Get CSV File** button.
2. In the pop up file dialog, navigate to your CSV File.
3. The file name will now show in the text box.

Now, if the **Include External Points** option is ticked, the external points will be included in the calculations.

4. To clear the reference to the CSV file, blank the file name from the text box.

Revised: 7 September 2016

Best Score Ladder

The Best Score Ladder accumulates players highest scores over a specified number of sessions.   For example, the best 20 scores for each player can be accumulated. Scores can be aggregated based on the raw score or handicapped scores.

Strip Menu Item: **Club Competition Results … Best Score Competitions**

Steps

1. From the upper left list, select the SESSION or SESSIONS that are to be included in the calculations. A list of the associated individual session will automatically display.
2. From the list of qualifying files, select/de-select the files you want to include in the calculations. Click **Select All Files** to select/de-select all files.
3. Enter the
   - **Minimum Sessions that have to be played to be eligible**. This can be a percentage of the number of selected files OR a user entered number.   Players playing less than this number of sessions will be eliminated from this competition.
   - **Number of Best Scores to be Counted**. This can be a percentage of the number of selected files OR a user entered number.   The final results will include this number of sessions.

Selected Files Count: 41	Set % of Sessions	Total	
Minimum Sessions that have to be played to be eligible	75	31	(76%)
Number of Best Scores to be Counted	50	20	(49%)

- The *Set % of Sessions* percentages are automatically inserted, but you can change these number as you wish.
- When the *Set % of Sessions* percentages are changed, the *Total* boxes will automatically update.
- The percentages in the shaded ed right hand boxes calculate the actual calculated percentage [Total / Selected File Count * 100] rounded to the nearest 5.
- To restore the *Total* boxes to their calculated *% of Sessions* values, click the mouse in the *Set % of Sessions* boxes*.*

4. Click the **Accumulate Scores Based on** option
   - **Raw Scores** accumulates the player's raw percentage scores
   - **Handicap Scores** accumulate the players handicapped scores.
   - **Raw or Handicap** accumulate the players raw or handicapped score - determined by the Handicap List setting in the Club Calender. If the Handicap List is greater then zero, the players handicap score is used.

     - The handicap scores for all players are re-calculated "on the fly" within the Best Score process.   This calculation uses the Handicap List specified for each session and the players handicaps in the member database.
     - If the *Handicap List* is unknown, a pop up dialog will ask for the appropriate *Handicap List* to be used.
     - If a player does not have a handicap in the member database, the **Default Handicap** in the Default Handicap box.   A value of -).5 is automatically inserted, but this can be change to any value.

5. You can enter the number of competitors to display in the **Maximum Number of Competitors to Display or Print** text box.
6. Click **Calculate Results** to display the results.
7. View the results in Notepad, or Print the results as you wish.

Notes

1. A competition name can be entered in the **Competition Name for the Reports** text box. This will be heading on the reports.

Revised: 19 March 2018

Competition Register

Compass automatically records a summary of the results of all club sessions and all club competitions. We call this the **Competition Register**. Compass uses this register to:

- create a report of recent results that can be emailed to the club captain
- create a report of recent results that can be emailed to the local newspaper
- create a report of all competition winners for the current year

As the register is created in MS Excel, create custom reports can be created by individual users.

The reports are generated for the individual session results and/or for overall competition results.   Where appropriate, both raw and handicap results are reported. Results for all types of events (duplicate and Swiss Teams and Pairs) are included in the report.
Three reports types can be generated:

- a session results report alone
- a overall results report alone
- a report that concatenates both of the above reports

Strip Menu Item: Club Competition Results … Competition Register

Procedures

The basic step to generate reports is:

1. Select the filters on the right hand side to list the sessions to be reported
2. Optionally, untick any sessions you want excluded from the report

3. Select the report format type, [club captain or newspaper](#)
4. Click the Get Report button to generate the first report (say the session report)
5. Optionally, change the filters and generate the second report (say the session report)
6. Email the report(s) to the appropriate recipients

The screen open with a list of sessions that satisfy the criteria specified in the right hand panel.   The lists can be changes by changing the filters:

- **Result Types**: either normal club sessions or overall results
- **Date Filter:** either a specific week or the last 14 days or the last 31 days or the entire current year
- **Day Filter**: by specific daily sessions

The panels in the lower part of the screen allow parameters to be set or the reports

- **Report Formatted For**: determines the type of report to be generated - either the newspaper report or the club captain report.   When selecting the newspaper report, the option for the report to include or exclude scores is available.
- **How many Places:** This is a strange option that gives the option to reduce the total words in the report.   **A tad less** reduces the report length "somewhat". **A bit less** reduces the report a bit more that "somewhat". ([See note](#))
- **Get Report**: generates the report for the items listed..   Note, any un-ticked item in the list will be excluded from the report.
- **Show Report**: this section indicated if a particular report ((session report or overall report) or has been generated by highlight the button in a green colour.   The "word" boxes indicate the numbers of words in each report.
- **EMail Reports**: opens the email screen. The reports can then be emailed to interested parties.

Notes

1. The entries in the Competition Register csv file file are updated when the user exist either the session results display screen (for duplicate and Swiss events) or the Calculate Club Competitions screen.
2. Bad records in the register can be deleted from the *Delete Bad Records in Register* menu item

Configuration Items

The email address of the Club Captain and the Local Newspaper should be specified if they are intended to be recipients of the reports.   These addresses are automatically inserted when emails are sent.

Club NZB Secretary address and the Club Captain address should always be specified for other important functionality in Compass.

These fields set the number of placings that are reported in each report type. An entered value of 99 indicates that ALL placings are to be reported.

Sample Reports

Club Captain Report

```
        CAMBRIDGE CONTRACT BRIDGE CLUB

           Session Results

---------------------------------------------------------
Thursday Day                          09-Jun-2016
LAURISTON PARK Pairs  Session  3
Raw Result                            20 Tables
---------------------------------------------------------
NS
1   Calum MacLean & Michael Neels              65.06
2   Saty Satyanand & Dayelle Cole              61.20
3   Shirley Stroobant & Iris Thomas            56.51



        CAMBRIDGE CONTRACT BRIDGE CLUB

            Overall Results

---------------------------------------------------------
Thursday Day                          09-Jun-2016
LAURISTON PARK Pairs
Raw Result
---------------------------------------------------------
1   Kevin Whyte & Martin Steiner               61.81
2   Michael Neels & Calum MacLean              57.57
3   Jeff Holdsworth & Ngaire Fisher            55.43
```

Newspaper Report (this report is created without line feeds)

CAMBRIDGE CONTRACT BRIDGE CLUB - Recent Results

Thursday, June 9: LAURISTON PARK Pairs   NS   1. Calum MacLean and Michael Neels 2.
Saty Satyanand and Dayelle Cole
Overall Results: Thursday, June 9: LAURISTON PARK Pairs   1. Kevin Whyte and Martin
Steiner 2. Michael Neels and Calum MacLean 3. Jeff Holdsworth and Ngaire Fisher

Files and Folders

The reports are saved as text files in the \textfiles\ folder
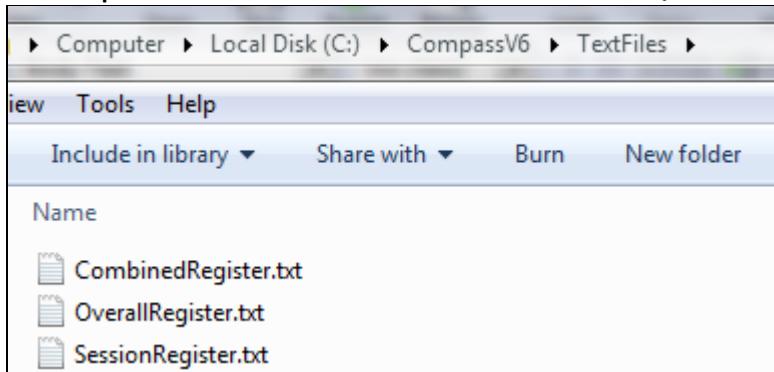
The CompetitionRegister.csv file is saved in the CompassV6\YYYY\ year
folder.
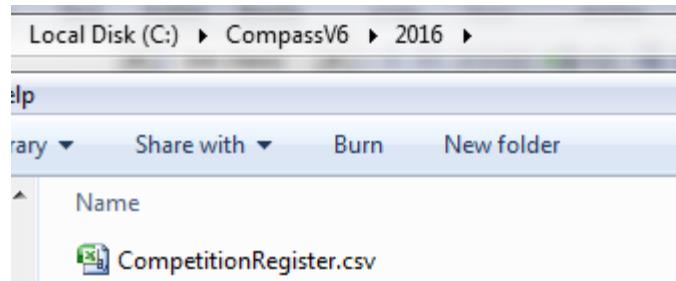
Report "Words"

Some newspapers have a restriction on the numbers of "words" in the newspaper report.   By default Compass creates the report with the number of placings reported defined in the Club Information Set Up.   The **Include Scores** option can exclude the scores from the report, thus reducing the word count somewhat.   The **How many Places** option reduces the word count **a tad** by reducing the numbers of placing reported. The **bit less** option reduces the word count by more than the **tad**.   Follow?

Video Links

Competition Register Part 1

Competition Register Part 2

Revised: 14 March 2017

Handicaps Overview

Handicapped results can be calculated for duplicate pairs, multiple teams and Swiss Teams events.   There are a number of handicap values that can be applied. A summary of these is

- Member Handicap Lists
- Based on Club Grades
- Based in NZB Grades
- Swiss Teams
    - Pro Rate based on rating points
    - Manually assigned to each team
    - Manually assigned to each team player
    - Plus any of the methods above
- Based on NZB Rating Bands
- Based on the X-Club National Handicap (XG)

Members Lists

Handicaps			
1. Thursday Evening	14.0	☐	+ -
2. Friday Afternoon	14.0	☐	+ -
3.	14.0	☐	+ -
4.	14.0	☐	+ -
5.	0.0	☐	+ -
6.	0.0	☐	+ -
7.	0.0	☐	+ -
8.	0.0	☐	+ -
9.	0.0	☐	+ -
10.	0.0	☐	+ -

These list handicaps are usually calculated based on each club member's actual results.   Each members can be allocated up to 10 different handicaps in Handicap Lists. Each list can be used to record different handicaps. For example, List 1 could record the year 2015 handicaps and

List 2 the year 2016 handicaps and so on. Another option, if your club updates the handicaps mid year, is to use List 1 for the Jan-Jun handicaps and List 2 could record the Jul-Dec handicaps. Another option is to use List 1 as Monday handicaps and List 2 for Tuesday handicaps. Then again you could somehow use a combination of these three options.

Individual club events can then use any one of these lists in calculating a handicapped result. The method for updating based on each club member's actual results is documented here.

Club Grades

A player's assigned handicap can be based on their Club Grade as defined the the Club Database.   The handicap for both pairs events and teams events are set up in Club Information Set Up. These handicaps are implied in Handicap List 18.

NZB Grades

A player's assigned handicap can be based on their NZB Grade as defined in the Club Database.   The handicap for both pairs events and teams events are set up in Club Information Set Up. These handicaps are implied in Handicap List 17.

NZB Rating Bands

Rating Range		Pairs Handicap
0	1	10
2	4	8
5	9	6
10	16	4
17	25	2
26	40	0
41	60	-2
61	100	-4
101	160	-6
161	240	-8
241	2000	-10
2001-		0

Red highlight indicates the range is not continuous

A player's assigned handicap can be based on their NZB Rating as defined the the [Club Database](#).   The handicap is available for pairs events only and is up in [Club Information Set Up](#).   The handicaps are set by a range of rating points. These handicaps are implied in Handicap List 16. This method relies on the NZB rating points reflect a player's true playing ability.   These automatically calculated handicaps can be over-ridden if you feel that any individual handicap is not appropriate..

1. Go to **Club Database ... Delete/Copy Handicap Lists**
2. Select the option to   **Create NZB Rating Handicap (List 10)**
3. The calculated rating based handicaps are now saved to list 10.   You can now edit any of the handicaps in list 10.
4. Any session can then use the manually adjusted List 10 handicaps.

X-Club National Grade

All participants in X-Club session have their X-Club Handicaps (XG) are recalculated after each session.   These XGs are calculated in accordance with the methods used by the English Bridge Union.   [Details of this can be found here](#).   X-Club based handicaps can be used in any club event, including Swiss Teams events.   This is done by selecting **Handicap List 19** where handicaps lists are selected.   [Details of XClub handicaps can be found here](#).

Swiss Teams Handicap Options [are documented here](#)

Revised: 16 September 2019

Updating Club Handicaps

Each player's actual results are used to calculate a players handicap. The handicap is based on the formula set up in the <u>Club Information Set Up</u> screen.   Any handicap list in the <u>Club Database</u> can be updated from this screen.

Strip Menu Item: Other Services ... Personal Scores/Recalculate Handicaps ....

Any handicap list in the Club Database can be updated from this screen. Normally handicaps are calculated based on the players recent results, from this year and from previous years. A maximum number of results to use can be chosen.   For example, some clubs considers a player's last 40 results (over the last two years).   If a player has played 80 times in total, only the last 40 results will be used in the recalculation.   If another player has played 30 times, all 30 results will be considered.

The details of the way that the handicaps are calculated are documented in the <u>Handicap Methods</u> section.

Updating a List Handicap

1. Go to menu item **Other Services...Personal Score/Recalculate Handicaps**
2. Select the session or sessions you want to include in the recalculation (left hand box)
3. Select the years you want to include in the recalculation (right hand box)
4. A list of files from the selected folders is now displayed.   Select the actual files you want included in the recalculation.   Normally, you will select all files.
5. In the **Only consider this number of most recent result**s box, enter the number of results you can to consider for each player.   If you do not

want to use this feature, just leave the box blank.
6. Click the **Calculate** button to recalculate the handicaps for each player.

7. To update the club database, you go through the ***Update handicaps in the Database*** menu items.
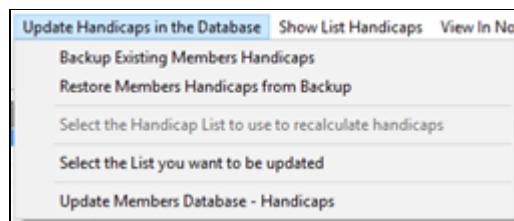
- o **Backup Existing Members Handicaps:** In case it all turns to custard
- o **Restore Members Handicaps from backup**: In case it has already turned to custard
- o **Select the Handicap List to use to calculate handicaps:** This option is used then the Tauranga method of recalculation is used.

- o **Select the List you want to be updated**:
- o **Update Members database... Handicaps:**
8. The Club database will now have been updated

Handicap Methods

This records the method used to calculate players handicaps. The standard method is to average a players scores over the (club) sessions played and subtract from a fixed **Datum**, usually 50%. The result becomes the player's handicap. There is the option to apply minimum and maximum handicap limits.

The resultant calculated handicap can be rounded to the nearest whole number (0.0), or rounded to half (0.5) or to the nearest tenth of a point (0.1) or to the nearest hundredth of a point (0.01)

- **Use "Tauranga" Handicap Method.** Determines the method for re-calculating handicaps. The player's best and worst score are excluded when the players average is calculated.

New Handicap = Average of the player's average and the player existing handicap from the pre-selected list

Configuration Items

- From Club Information Setup: **Minimum Sessions when Updating database.**   If any player plays less than this number of sessions, the database handicap will not be updated.

Revised: 7 August 2016

Calculating Handicap Results

Club Pairs, Individuals and Multiple Teams Events

	Comp Num	Competition Name	Rnd	Date	Input File	Handicap List
64	10	HENRY DAVYS Championship Pairs	5	05 Sep 2016	36MON	3
65	11	WINDSOR NISSAN PAIRS	1	12 Sep 2016	37MON	3
66	11	WINDSOR NISSAN PAIRS	2	19 Sep 2016	38MON	3
67	11	WINDSOR NISSAN PAIRS	3	26 Sep 2016	39MON	3
68	13	PHILIP COLES COMMUNITY BOARD	1	03 Oct 2016	40MON	3
69	13	PHILIP COLES COMMUNITY BOARD	2	10 Oct 2016	41MON	3
70	13	PHILIP COLES COMMUNITY BOARD	3	17 Oct 2016	42MON	3
71	13	PHILIP COLES COMMUNITY BOARD	4	31 Oct 2016	44MON	3
72	12	CAMBRIAN LODGE MOTEL Swiss Pa	1	07 Nov 2016	45MON	3
73	12	CAMBRIAN LODGE MOTEL Swiss Pa	2	14 Nov 2016	46MON	3
74	12	CAMBRIAN LODGE MOTEL Swiss Pa	3	21 Nov 2016	47MON	3
75	41	Opening Night - Drawn Partners	1	13 Jan 2016	02WED	1
76	14	GRUMPY'S SIGN SHOP Pairs	1	20 Jan 2016	03WED	1
77	14	GRUMPY'S SIGN SHOP Pairs	2	27 Jan 2016	04WED	1
78	14	GRUMPY'S SIGN SHOP Pairs	3	03 Feb 2016	05WED	1
79	15	CAMBRIDGE PANEL WORKS Wedne:	1	10 Feb 2016	06WED	1

1. The handicap list are set in the **Club Calendar of Events**.   This list will be used when a handicap result is calculated.
2. On the results screen, the chosen handicap list can be changed from the menu options **Edit Options ... Change Handicap List.**
3. Enter List "0" when an event is not handicapped.

Notes

1. In the results screen, if a handicap result has not been calculated, the **Handicap** button background colour will be red.
2. To calculate a handicap result, click the **Handicap** button. The background colour of the button will then be green.
3. When calculating a handicap results, if any participating player does not have a handicap, a popup box appears asking for a handicap.

Configuration Items

- From Club Information Setup: **Always Calculate Handicap Result for Club Events.**

Swiss Teams Events

Handicap results are calculated automatically during the scoring process requiring no action by the scorer.

Club Competition Overall Results

When calculating a handicapped overall results, Compass always goes back to the handicap list to calculate each players handicap results for each session.   That means that the handicap result could be different to that calculated during the scoring of that session. .

Revised: 18 September 2019

Tournament Calendar of Events

The tournament calendar of events records the details of the tournament that the club runs throughout the year. One entry is made for every session/section of each tournament. A separate calendar exists for each individual year and it is possible to view this for **last year** or **this year** or **next year**.

Strip Menu Item: Tournament Options … Program Set Up

An example of a calendar of events that has been entered correctly is:

Rec	Tourn No	Date	Tournament Name	Sess	Section Data #	Colour	Input File	Type	MP	C or T
1	1	09 Apr 2016	Cambridge Junior Tournament	1	1	Yellow	101CBJUN	P	3B	T
2	1	09 Apr 2016	Cambridge Junior Tournament	1	2	Green	102CBJUN	P	3B	T
3	1	09 Apr 2016	Cambridge Junior Tournament	2	1	Yellow	201CBJUN	P	3B	T
4	1	09 Apr 2016	Cambridge Junior Tournament	2	2	Green	202CBJUN	P	3B	T
5	2	09 Apr 2016	Cambridge Junior Tournament	1	0		100CBJUN	P	3B	T
6	2	09 Apr 2016	Cambridge Junior Tournament	2	0		200CBJUN	P	3B	T
7	5	17 Jul 2016	WAP 3 At Cambridge	1	1	Yellow	101WAP3	P	5A	T
8	5	17 Jul 2016	WAP 3 At Cambridge	1	2	Green	102WAP3	P	5A	T
9	5	17 Apr 2016	WAP 3 At Cambridge	2	1	Yellow	201WAP3	P	5A	T
10	5	17 Apr 2016	WAP 3 At Cambridge	2	2	Green	202WAP3	P	5A	T
11	6	17 Apr 2016	WAP 3 At Cambridge	1	0		100WAP3	P	5A	T
12	6	17 Apr 2016	WAP 3 At Cambridge	2	0		200WAP3	P	5A	T
13	7	30 Oct 2016	Cambridge Intermediate Tourname	1	1	Yellow	101CBINT	P	8B	T
14	7	30 Oct 2016	Cambridge Intermediate Tourname	1	2	Green	102CBINT	P	8B	T
15	7	30 Oct 2016	Cambridge Intermediate Tourname	2	1	Yellow	201CBINT	P	8B	T
16	7	30 Oct 2016	Cambridge Intermediate Tourname	2	2	Green	202CBINT	P	8B	T
17	8	30 Oct 2016	Cambridge Intermediate Tourname	1	0		100INTCB	P	8B	T
18	8	30 Oct 2016	Cambridge Intermediate Tourname	2	0		200INTCB	P	8B	T

Field Names

Field	Description
Record	A sequential number for reference only
Tourn Number	A unique number for each competition
Date	Tournament date in format dd mmm yyyy
Tournament Name	Title of each tournament
Session	The tournament session number (1,2,3 etc)
Session Number	If this session is run in sections, enter the section number (1,2,3 etc). If there are no separate sections, enter "zero"
Section Colour	The colour recorded in the **Club Information Set Up** screen is defaulted in here. The entry can be over-typed.
Input File	This is the name of the file under which this result will be saved. This name should be structured as described below.

Type	Competition type P=Pairs, T=Teams
MP	The master point allocation
C ot T	An indication if this it to be called a **Club** or **Tournament** event. See Notes.

Entering a New Tournament

IMPORTANT: Always press the <enter> key after any data entry. This will move to cursor to the next logical field and auto fill other data fields.

1. In the first available blank line or in the Entry Box text box, enter the new tournament number.
2. Enter the date in the form dd mmm. After pressing the <enter> key, the year will auto fill.
3. Enter the tournament name.
4. Enter the session number.
5. If it applies, enter the section number.   If this tournament is not being played in sections, just tab over the section and section colour fields.
6. If a section number was entered, the section colour will be inserted. The entry can be over-typed.
7. At this point, Compass will insert the file name under which the results will be saved. If session 1 of a tournament is being entered, this will read "100". You must enter the 5 character suffix description.
8. Enter the Tournament Type, "P" for pairs or "T" for Teams. This is for information only.
9. Enter the MP allocation.
10. Enter the C or T indicator.

11. To enter the second session (or section), enter the same tournament number in the Tournament Number column (or in the Entry Box).
12. Compass will autofill the details. Repeat the above step for all subsequent sessions/sections.
13. Sometimes the autofill may not be as you wish. Just tab over to the relevant field and over-type the correct information.

Changing the Competition Number

If the **Competition Number** only needs to be changed, and all other data is to remain the same

- Place the cursor in the appropriate COMP NUM field
- enter the new comp number
- hit the F1 key, while still in the COMP NUM field

Will the Event have Multiple Sections?

As it is usually not known if multiple sessions will run on the day, it is advisable to set up the tournament both with and without sections. Examples of this are in the screen shot above.

Entering a new Calendar for Next Year

Optionally, you can

- Select the relevant calendar year
- Clear the Calendar
- Enter all events from scratch

  OR

- Select **this years** or **last years** calendar
- Use the ***Copy the displayed Calendar to the Next Year*** menu item
- Use the ***Add 1 Year to All Dates*** menu item. You may still have to manually change the updated dates if an event is played at different time compared to last year

Menu Items

- **Print List:**
- **Edit:** Same as the button items plus
    - Copy the displayed Calendar to the Next Year
    - Add 1 Year to All Date
    - Subtract 1 Year to All Date
- **View File in Notepad**:

Button Items

- **Insert a Record:** First click a record number from the listed events (it will then turn red). This button will then insert a blank record AFTER your selected record.
- **Insert a Record:** First click a record number from the listed events (it will then turn red). This button will then delete your selected record.
- **Delete all Sessions of a range of Tournaments**: Enter the range od competition in the pop up dialogue box eg 10 or 10-10 or 10-12
- **Delete all Tournaments**: As read.

Input File Format

For **SINGLE SECTION** sessions, the format is

100xxxxx   Where 100 means Session 1
200xxxxx   Where 200 means Session 2

For **MULTIPLE SECTION** sessions, the format is

101xxxxx   Where 101 means Session 1 Section 1
102xxxxx   Where 102 means Session 1 Section 2
103xxxxx   Where 103 means Session 1 Section 3

201xxxxx   Where 201 means Session 2 Section 1
202xxxxx   Where 202 means Session 2 Section 2
203xxxxx   Where 203 means Session 2 Section 3

where xxxxx is an identifier, up to 5 characters

The overall results will be saved in files that are automatically created by Compass.

100xxxxx   Where 100 means Session 1 **combined** result
200xxxxx   Where 200 means Session 2 **combined** result

Notes

1. **C or T**: Sometimes, for technical reasons it is necessary to enter a Club event on the Tournament Calendar and vice versa. When necessary, it is documented in the relevant section of this help file.
2. The calendar file names are fixed with a format
   - TournamentProgram.Club XXXXX.YYYY   where X is your club name (eg Te Awamutu) and YYYY is the relevant year.

Pre Entry Files

Pre Entry files are used to record the player entries for upcoming club and tournament events. This is most commonly used for Swiss Teams and Swiss Pairs where, for planning purposes, it is important to know the numbers attending.   This are also commonly used for duplicate pairs tournaments. Data can be entered manually or it can be imported from a website file. Each player's current NZB rating points and grade are retrieved automatically from the current NZB Database and these can be used create draws for duplicate pairs events and Swiss events. The grade information can be used to check the entries for a restricted tournament.

Strip Menu Item: Tournament Options … Pre-Entries and Seeded Draws
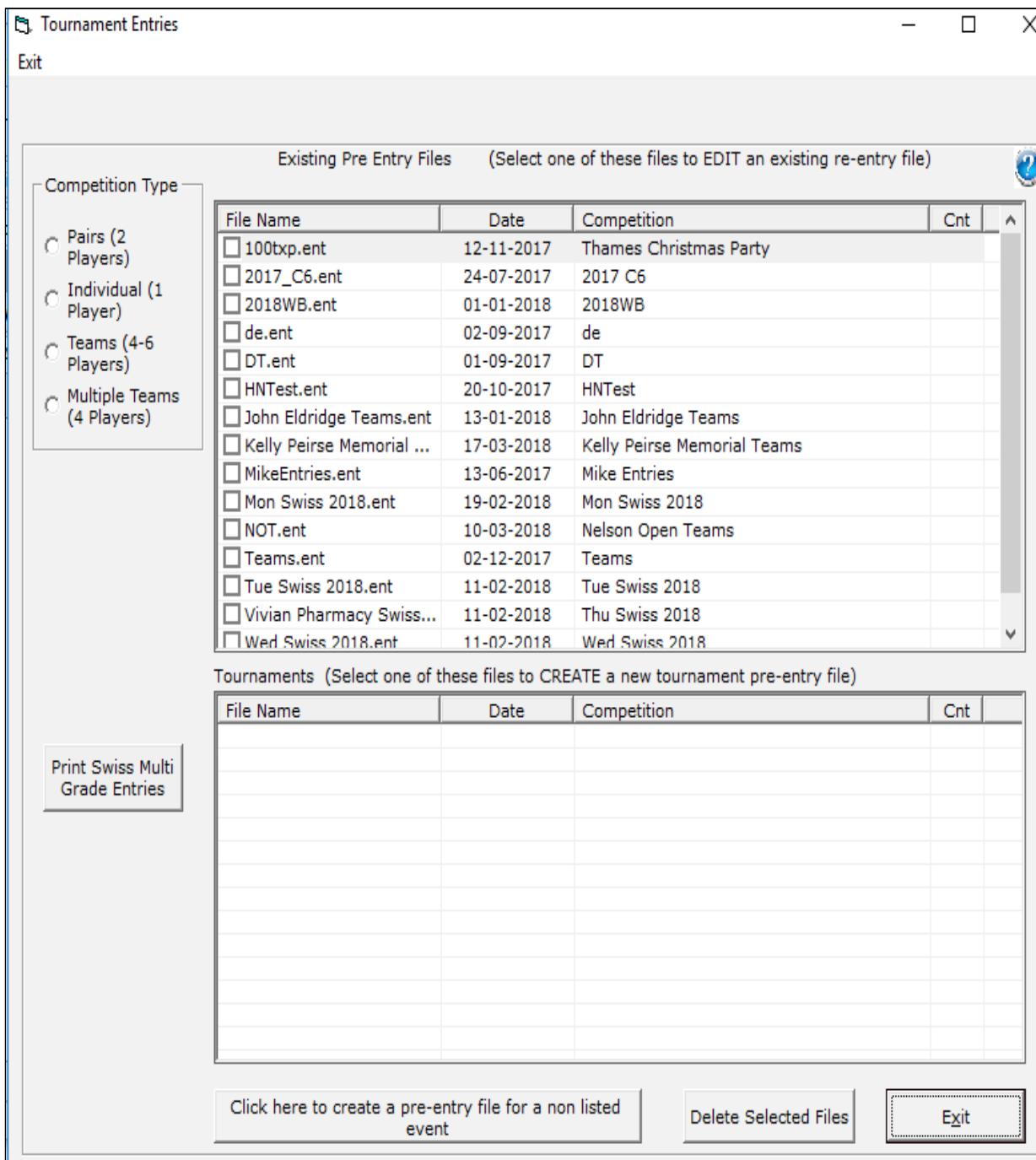
The screen opens with existing pre-entry files in the upper window and a list of tournaments from the Tournament Calendar of Events in the lower window.

Steps

1. To continue editing an existing file, double-click an entry from the upper list. The data entry screen will then open.
2. To create a new pre-entry file, select a **Competition Type** (ie to allow for 1 or 2 or 4 or 4-6 players in any record). Then ...
   - Double-click one of the listed tournaments OR
   - Click the **Click here to create a pre-entry file for a non list event** button.
3. The data entry screen will then open.

The names entry process is much the same as it is for duplicate pairs events.

One significant difference is that the number of player boxes in the bottom rights varies for 1 to 6 depending on which competition type has been selected.

Notes

1. For entry for Swiss Teams event, if the **Show Team Name** check box is ticked, team names can be entered.
2. For Swiss Teams entry, up to 6 players can be entered for each team.
3. Players rating points and grade are retrieved from the current NZB Database.
4. The **Seed Rating** box displays the calculated average rating points of all players in the one record.
5. However, it is the **Seed Override** rating points are used by Compass. The **Seed Override** rating points can be manually entered if you feel that the NZB rating points are not accurate.
6. To make the **Seed Override** rating points equal to the calculated rating points, double click in the **Seed Override** box.
7. If the **Seed Override** rating points are not equal to the calculated average, the boxes will highlight in red. The rating in the player list will after be in a red font.
8. If the ***Use Adjusted Ratings*** option is set in NZB Database, Compass with use the adjusted rating points process.

Stratified Groupings

1. Use the ***Stratified Groups ... Stratified Groupings*** menu item to display the groups. Details of Stratified Groups can be found here.
2. Use the ***Stratified Groups ... Create XML Upload*** menu item to upload the Stratified Groups to bridge-club.org websites.

Screen Buttons

1. **Find a Name (F3 to repeat)**: Searches the list for an entry that matches the entered Surname. F3 repeats the last search.
2. **Update Rating/Grades from the NZB dB**: As read.
3. **Sort By: Name, Rating, Group ID Or Random:** As read.
4. **Swiss Pairs Randomize:** See Swiss Pairs Draw for Round 1
5. **Toggle Seating Rights:** This applies to pairs events only. When a draw is calculated, consideration is given to the pairs that have requested seating rights. These pairs will, if possible, be put into the group that sits N-S for all sessions.

Menu Items

1. **Print**: Various Print Options
2. **Import From Excel**. Refer to the [Import for Website](#) article
3. **Calculate Groups and Draw**s: Refer to the [Calculate Groups and Draws](#) topic.
4. **View Notepad**: Various Notepad options
5. **Add Event Format** - free format text eg "Play starts 9:30, Lunch provided. 6x14 boards rounds, Swiss Draw.   Prizegiving approx 7pm.")
6. **Create XML File of Entries** - this can be uploaded to bridge-club.org sites.

Calculate Groups and Draws

Please contact Bob for details

Swiss Pairs Draw for Round 1

For Swiss Pairs events, a totally random draw or a semi random draw can be used for round 1.   The first round draw is calculated as follows.   Assume there are 20 pairs ..

1. For a **totally random draw**, sort the players list by the **Random** options. This totally randomizes the list.
2. For a **semi random draw**, sort the players list by the **Rating Points** options. This ranks the players by playing ability.   Then click the **Swiss Pairs Randomize** button.

3. The first round draw then divides the randomized list into

   - Pair 1 is matched against pair 11
   - Pair 2 is matched against pair 12
   - ...
   - Pair 10 is matched against pair 20

Note: If a pre-entry file is NOT used for a Swiss Pairs event, the draw for round 1 will always be totally random.

Video Links

Pre Entry Files

Seeded Draws

Revised: 18 December 2016

Pre Entry Files - Import via Website

Pre-Entry files can be created using data from outside sources, usually a website where online entries are taken. The information is first transfered to an Excel file and that file is used for the data entry to Compass. Data files can be also created from scratch directly in Excel.

Note: The import file can also be saved in comma spparated format (CSV). This option can be used if the full version of MS Excel is not installed on your system.

Excel Format

	A	B	C	D	E	F	G	H
1	Stephen Searle	15246	Jane Searle	35082	Bob Fearn	6185	Bill Brown	1252
2	Ray Mccully	31617	Rosemary Mccully	31618				
3	Tony de Jong	19327	Mervyn MacKay	39103				
4	Sarah State	42580	Shirley Knight	31613				
5	Neil Young	5614	Mary Dravitzki	6185				
6	M Carpenter	39128	J Neame	39171				
7	Sue Spouth	38507	Marion Kelly	33369				
8	P Beller	2301	L Smyth	15909				
9								

1. The Excel lists one pair or one team per row.
2. The player name and player computer ID are entered in column pairs.
3. For pairs events, there will be up to 4 columns of data (added column are ignored).
4. For teams events, there will up to 12 columns of data.
5. Missing data is OK (eg a missing computer number of one player in a pair is OK).
6. Note there is no column header row and no row headings.

Entries recorded on Bridge-Club-org (Milan) websites

1. Login to the bridge-club.org site as admin and extract the entries into an Excel file
2. If necessary, save the file in CSV format.

3. Use the strip menu item: **Tournament Options ... [Pre-Entries and Seeded Draws.](#)**
4. Edit and existing, or create a new pre-entry file.
5. Click the menu item **Import from Excel ... Import Excel File ... WB Entry File.**
6. In the Windows Open File Dialog, navigate to your Excel File.
7. The data will now be imported and the imported players will be displayed.

7. Errors in the names will be highlighted in a red font
8. Click the menu item **Import from Excel ... Open the Excel file.** Correction to the file can now be made.
9. Click the menu item **Import from Excel ... Re-do the Import** to re-import the data.
10. Repeat steps 7 to 9 as often as required.

Note: For teams entry, the surname of the first team member will be used at the **team name**.

Entries Imported from the NZB website

From September 2017 Tournament Entries can be entered on the NZB website which can then be downloaded and imported into the Compass Pre -Entry Files screen.

1. Login to the http://www.nzbridge.co.nz/nzbadmin/ site
2. Go to the (Tournament) **Entries** tab
3. Select your tournament, then click the **Export Entries** button.   This will download the entries files as a CSV file to your **\Downloads** folder
4. Use the strip menu item: **Tournament Options ... [Pre-Entries and Seeded Draws.](#)**
5. Edit an existing, or create a new pre-entry file.
6. Click the menu item **Import from Excel ... Import File ... From NZB Download.**
7. In the Windows Open File Dialog, navigate to your CSV File.
8. The data will now be imported and the imported players will be displayed.

9. Errors in the names will be highlighted in a red font
10. Click the menu item **Import from Excel ... Open the Excel file.** Correction to the file can now be made.

11. Click the menu item **Import from Excel ... Re-do the Import** to re-import the data.
12. Repeat steps 9 to 11 as often as required.

Note: For teams entry, the surname of the first team member will be used at the **team name**.

Fun Stuff

It is possible to import the RESULTS for a pairs tournament and run it through the pre-entry file process to get a **rating rank**. The rating rank compares a pairs rating points with their final placing to evaluate if the pairs punched above or below their weight.

The data comes from the ladder results from a BridgeNZ (ie Scorer) website or from a bridge-club.org (ie Compass) website.

1. Open a BridgeNZ wesbite and display a ladder result
2. Use the mouse to select all rows and the 4 columns of data.   Do not include the header row.
3. Use the <ctrl-c> key to copy the data to the clipboard, then paste it into an Excel file. Save that Excel file.

4.

5. Click the menu item **Import from Excel ... Import Excel File ...Scorer or Compass Ladder file.**
6. The import now starts

7. Compass uses the NZB Database to match player's names to their computer number. At times a match cannot be found. A pop-up window invites the user to select a player from a list of matching names.

8.
```
ating | Players                        Final Place | Rating

  ┌Matching Name for  ......
  │
  │ Pam Buchanan
  │
  │   ID  Comp    Name              Club          ▲
  │   ----------------------------------------
  │    1  71135   Colin Buchanan    Oamaru
  │    2  63218   Pamela Buchanan   Thames
  │    3  59133   Bindy Buchanan    Christchur(
  │    4  46114   Kay Buchanan      Marlborougl
  │    5  44565   Alister Buchanan  Taradale
  │    6  44565   Alister Buchanan  Napier
  │    7  44565   Alister Buchanan  Hastings
  │    8  42486   Nancy Buchanan    Queenstown
  │    9  36242   Pene Buchanan     Mt Albert
  │   10  35541   Mavis Buchanan    Matamata
  │   11  33572   Lizzy Buchanan    Taupo
  │   12  29546   Trevor Buchanan   Thames        ▼
```

CompassV6   ✕

Enter the ID of the player that looks like a match for   ┌────────┐
                                                              │   OK   │
PAM BUCHANAN   └────────┘
                                                              ┌────────┐
                                                              │ Cancel │
                                                              └────────┘

┌──┐
│ 1   │
└──┘

9. Enter the ID of the name that matches to players name in the file.   If there is no match, enter ID = 0
10. The data will now be imported and the rating ranks will show
11. Errors in the names will be highlighted in a red font
12. Use the normal **Names Entry** process to correct the name errors.
13. If necessary, click the **Update Players Ratings/Grades** ... button to correct the rating points

Notes

1. The additional sort buttons are available to sort the list by **Final Place** or by **Difference** (ie Rating less Place).
2. Pairs with a high **Difference** performed above expectations, and those with a low **Difference** had bad luck all day.
3. Click the menu item **View Notepad ... Rating Rank** to view that report.   The report must be printed from the Notepad menu.

Sample Rating Rank Report

```
                        Rating Rank List              Rating Final   Rating  Rank
Place  Diff   Players   ------------------------------------------------------------
```

63   26   1   25   Graham Stern & Alan Parkes   30   32   7   25   Pieter Verhoek & Kathy Verhoek   89   29   10   19   Nan Wehipeihana & Tani Blackburn   63   27   9   18   Pam Burry & Barbara Horner   116   21   6   15   Chris Stack & Lynne Bowcock   161   18   5   13   Jennifer Cleaver & Judy Holdom   23   34   22   12   Margaret Sullivan & Kay Shearer   80   24   13   11   Ruth Spittle & Chris Hagen

Revised: 14 October 2017

Tournament Ladders

The overall results of tournaments are calculated from the Tournament menu item.   The scoring types calculated are

- Duplicate pairs events scored in matchpoints, Butler IMPs and Cross IMPs
- Multiple Teams Events
- Special Events such as
    - Regional Club Teams Events
    - C6 Swiss Pairs events
    - Regional Junior and Intermediate Leagues (Waikato Bays and Canterbury)

Strip Menu Item: Tournament Options ... Calculate Results

Details of the calculation for each scoring type in documented separately.

Duplicate Pairs Events

Regional Club Teams Events

C6 Swiss Pairs

Waikato Bays Leagues

Canterbury Leagues

–

Revised: 7 August 2016

Tournament Ladders - Pairs Events

The overall results of duplicate pairs events scored in matchpoints, Butler IMPs and Cross IMPs tournaments are calculated from the Tournament menu item.

Strip Menu Item: Tournament Options … Calculate Results

Steps for Duplicate Events

1. Select the strip menu item Tournament ... Calculate Results
2. Select the Scoring Type, then click the **OK** button.
3. A list of files is now displayed.   Use the filters on the left side to change the listed files.
4. Tick each of the sessions you want included in the result.   If there is a carry-over, that must be selected here as well.
5. Click the **Add SESSIONS Together** button.

6. The calculated result is now displayed.

```
Tournament Results                                                    —   □   X

Display Options   Print Options   Edit Session Title/Sponser   Select Files   Master Points   Select Finals Fields   Restricted Pairs Results   View Christmas Prize List
View Results in Notepad   Exit

┌──────────────────────────────────────────────────────────────────┐ ∧  ┌─Display Options─────────────┐
│        EvaRose Pairs after Session  2    02 August 2016            │    │                             │
│                                                                    │    │                             │
│                                    MPs   Sess1  Sess2   Total      │    │  ┌──────────┐  ┌──────────┐ │
│                                                                    │    │  │Raw Result│  │Restricted│ │
│   1   Judy Anderson & Christine Ashwell    1310.0  59.06  59.60  118.66 │    │  └──────────┘  └──────────┘ │
│   2   Valerie Creaghan & Laurence Culley   1287.0  60.60* 55.98  116.58 │    │                             │
│   3   Sarah Dilger & Frank Doig            1270.0  48.37  66.67* 115.04 │    │  ┌──────────┐  ┌──────────┐ │
│   4   Michelle Houston & Lorraine Hughes   1237.0  53.35  58.70* 112.05 │    │  │Barometer │  │Christmas │ │
│   5   Patricia Olsthoorn & Julian Omelchenko1228.0  60.69  50.54  111.23 │    │  └──────────┘  └──────────┘ │
│   6   Wendy Durdle & Gwendoline Dyer        1223.0  53.53  57.25  110.78 │    │                             │
│   7   Mary Hall & Muriel Hann               1205.0  51.36  57.79  109.15 │    │                             │
│   8   Liz Folkard & Wendy Fraser            1196.0  54.53  53.80  108.33 │    └─────────────────────────────┘
│   9   Garry Matskows & Sheila McAlpine      1194.0  54.71  53.44  108.15 │    ┌─────────────────────────────┐
│  10   Pat Kilpatrick & Anne Larsen          1183.0  59.33  47.83  107.16 │    │                             │
│  11   Jenny Abrahams & Anne Anderson         1177.0  59.78  46.83  106.61 │    │                             │
│  12   Pat Ferguson & Valerie Fitzgerald      1176.0  53.89  52.63  106.52 │    │                             │
│  13   D Bale & Janice Bennett                1170.0  41.76  64.22  105.98 │    │                             │
│  14   Lorraine Lui & Melanie Macpherson      1168.0  48.01  57.79  105.80 │    │                             │
│  15   Merle Farmer & Susan Fenwick           1163.0  53.62  51.72  105.34 │    │  ┌──────────┐               │
│  16   Tessa Logan & Nick Longdell            1159.0  53.80  51.18  104.98 │    │  │EMail Results│             │
│  17   Gill Mills & Margaret Monk             1155.0  51.18  53.44  104.62 │    │  └──────────┘               │
│  18   Mavis Kelly & Pat Kent                 1152.0  48.46  55.89  104.35 │    │                             │
│  19   Jane Gunn & Robin Hadley               1143.0  62.32* 41.21  103.53 │    │                             │
│  20   Betty Binns & Kathy Bown               1136.0  55.80  47.10  102.90 │    │                             │
│  21   Keith Downs & Jennifer Duindam         1127.0  55.80  46.29  102.09 │    │                             │
│  22   Dianne Gourlay & Lis Gray              1125.0  50.54  51.36  101.90 │    │                             │
│  23   Deane McConnell & Vanshita McMahon     1122.0  48.37  53.26  101.63 │    │                             │
│  24   Marilyn Eustace & Hamish Fallwell      1110.0  53.26  47.28  100.54 │    │                             │
│  25   Chris Edmonds & Chris Elisak           1097.0  48.55  50.82   99.37 │    │                             │
│  26   Jeanne Davidson & Nina Davis           1093.0  44.11  54.89   99.00 │    │  ┌──────────┐               │
│  27   Ruth Murphy & Pat Murray               1080.0  49.82  48.01   97.83 │    │  │Create Final│             │
│  28   Vanessa Harlow & Jean Hawes            1069.0  50.63  46.20   96.83 │    │  │Result XML │              │
│  29   Jack Audrey & Jenny Bailey             1068.0  51.81  44.93   96.74 │    │  └──────────┘               │
│  30   Rita Gibson & Annette Gotlieb          1065.0  50.36  46.11   96.47 │    │                             │
│  31   Sue Candy & Mae Carter                 1064.0  47.64  48.73   96.37 │    │                             │
│  32   Shirlee Buzzard & Patty Calder         1060.0  43.93  52.08   96.01 │ ∨  └─────────────────────────────┘
└──────────────────────────────────────────────────────────────────┘
```

1. The menu items are available to

- **Display** the percentage result or the matchpoint result
- **Print** various reports
- **Edit** the Tournament Title and/or Sponser
- **Select File** to start the calculations again
- Create the **Master Point** files for the session results and the overall result
- Select a **Finals Field**.   See here for details.
- Calculate a **Restricted Tournamen**t result

- View **Christmas Prize Lis**t.
- **View Results in Notepad.**

2. The buttons are available to

- Display Options
  - Raw, Barometer, Restricted, Stratified and Christmas
- Email the results to the secretaries of the clubs of the competing players
- Create the XML for upload to the bridge-club.org website

Multi Section Session Results

The overall result of a multi section **session** must be calculated during the scoring of the session.

Restricted Results

A Restricted result separates the participating players by their NZB Grade (Open, Intermediate and Junior) and the results for each grade combination are then reported separately.   The current grade for each player is automatically retrieved from the most recent data in the NZB Database.

Calculating a Restricted Result

1. Calculate the overall result in the normal manner.
2. Click the **Restricted Tournament Result** menu item.
3. If a player is not recorded in the NZB Database, a grade must be entered in the pop-up message.

Stratified Results

Refer here for details of stratified results.

Calculating a Stratified Result

1. Calculate the overall result in the normal manner.
2. Click the ***Stratified Result*** button.
3. Enter the number of stratified group (2 to 5)
4. Enter if you want to have **EQUAL groups or BANDED groups**
5. The calculated result can be printed and/or posted on the website.

Revised: 29 August 2018

Tournament Ladders - Finals Fields

A **Finals Field** is used when a tournament has qualifying sessions and then has a final and possibly a plate phase.   Finalists are determined by the placing in the qualifying event.   A "carry over" percentage or matchpoints that can be used in the final phase also be calculated. Finals fields can be calculated for both pairs and teams events.

Strip Menu Item: Tournament Options ... Calculate Result ....

Place	Comp 1	Player 1	Comp 2	Player 2	Carry Over %	Carry Over MP
1	35564	Judy Anderson	37945	Christine Ashwell	118.66	1310.0
2	42631	Valerie Creaghan	4516	Laurence Culley	116.58	1287.0
3	40800	Sarah Dilger	17543	Frank Doig	115.04	1270.0
4	26844	Michelle Houston	10513	Lorraine Hughes	112.05	1237.0
5	30920	Patricia Olsthoorn	13653	Julian Omelchenko	111.23	1228.0
6	32773	Wendy Durdle	10351	Gwendoline Dyer	110.78	1223.0
7	71962	Mary Hall	7860	Muriel Hann	109.15	1205.0
8	47029	Liz Folkard	21078	Wendy Fraser	108.33	1196.0
9	15182	Garry Matskows	60883	Sheila McAlpine	108.15	1194.0
10	48587	Pat Kilpatrick	52788	Anne Larsen	107.16	1183.0
11	41226	Jenny Abrahams	28941	Anne Anderson	106.61	1177.0
12	45525	Pat Ferguson	22692	Valerie Fitzgerald	106.52	1176.0
13	50491	D Bale	14479	Janice Bennett	105.98	1170.0
14	52671	Lorraine Lui	40192	Melanie Macpher...	105.80	1168.0
15	28852	Merle Farmer	28154	Susan Fenwick	105.34	1163.0
16	35616	Tessa Logan	44494	Nick Longdell	104.98	1159.0
17	44109	Gill Mills	2578	Margaret Monk	104.62	1155.0
18	45696	Mavis Kelly	88445	Pat Kent	104.35	1152.0
19	88201	Jane Gunn	3197	Robin Hadley	103.53	1143.0
20	14922	Betty Binns	14127	Kathy Bown	102.90	1136.0
21	33762	Keith Downs	66524	Jennifer Duindam	102.09	1127.0
22	23538	Dianne Gourlay	34162	Lis Gray	101.90	1125.0
23	38851	Deane McConnell	18222	Vanshita McMahon	101.63	1122.0
24	47009	Marilyn Eustace	15492	Hamish Fallwell	100.54	1110.0
25	13923	Chris Edmonds	35326	Chris Elisak	99.37	1097.0
26	41707	Jeanne Davidson	46024	Nina Davis	99.00	1093.0
27	45577	Ruth Murphy	26154	Pat Murray	97.83	1080.0
28	34331	Vanessa Harlow	43741	Jean Hawes	96.83	1069.0

48 Qualifiers Displayed

Select Placings   **Carryover Factor**

1 to 48   1

Normalize the carry over ☐

Carryover Factor Guide Lines

A = Max MP Finals   46

B = Max MP Qualifying   46

C = Director's Multiplier   0.6

CALCULATED Factor = A / B * C   0.600

(Re)move a Pair   Refresh Players List

Add Another Qualifier

Save Details   Exit

Steps

1. The overall result of the qualifying sessions must first be calculated from **Tournament Options ...**
2. From the menu, click ***Select Finals Field.*** The full field from the qualifying phase is now displayed.
3. In the **Select Placings** boxes, enter the highest and lowest placing you want to include in the finals field.
4. Enter the **Carry Over Factor**. This is a number between 0 and 1. Each pairs qualifying percentage and matchpoints is multiplied by this carry over factor to get the actual carry over number
5. Tick **Normalize the carry over** to "normalize" the carryover. This means that the percentage/mps of the lowest qualifier is subtracted from each other the other qualifiers percentage/matchpoints.
6. **Click the Save Details** button.
7. If required, repeat the process for the plate event.

Carry Over Guide Lines

The recommended carry $\qquad$ Max MPs in Finals $\qquad$ X
 Director's Factor $\qquad$ Max MPs in Qualifying

Director's Factor is usually about 0.6

The calculated factor based on the above calculation is displayed. To automatically transfer this number to the **Carry Over Factor** box**,** double click the mouse on the calculated number.

Screen Buttons

- **Remove a Pair**: At time a pair chooses not to play in the finals phase. To remove them from the list, click that pair, then click the **Remove a Pair** button.
- **Add Another Qualifier**: This allows you to add a pair to the list that did not participate in the qualifying sessions.

Stratified Results

For a stratified result, the participating players are grouped based on their **NZB Rating Points** and the results within each stratified group are reported separately. Typically, tournament prizes are awarded to the overall winners of the event and also the winners within each of the stratified groups.

Result Groups

The players can be divided into 2 to 5 stratified groups.   The stratified group names are defined in [Club Information Set Up](#) and the default names are Spades, Hearts, Diamonds, Clubs and No Trumps.

The composition of each group can be determined in two different ways

- **EQUAL** Groups: Each group has an equal number of pairs. For example, if there are 40 pairs and 4 groups, each group will have 10 pairs. Where the pairs and groups are not evenly divisible, the number of pairs in each group may be slightly unequal.
- **BANDED** Groups: Each group is defined by a particular rating point range. This method is probably a little fairer as it ensures that the players within a group are <u>roughly</u> the same standard.   This method results in a different number of pairs within each group.   An example of banded groups is:

  - No Trumps Group   0 to 50 rating points
  - Clubs Group   51 to 100 rating points
  - Diamonds Group   101 to 200 rating points
  - Hearts Group   201 to 500 rating points
  - Spades Group   501+ rating points

  The rating point ranges are defined in [Club Information Set Up](#).

Modified Rating Points

Important Note: The NZB rating points for some players are not reflective of their playing standard, therefore their rating points must be modified to a more appropriate value.   See [NZB Rating Points](#) for details of this.

Pre-Entry Files

When using a stratified event, is highly recommended (essential really) that a pre-entry file is used. It is then possible to determine the best way to set up number of and the composition of the stratified groups.

A report of the stratified groups and be created and published before the events starts.   A little care is needed as it is possible that the players turning up on the day may be a little different from the pre-entries.   In this case, the composition of the groups could change.

General Decision Points for Stratified Results

- **How Many Groups should be used**?   The number of groups is set during the calculation of the stratified groups/results so the effects of changing this are very visible. The number of groups will be dependent on the number of entries received, the standard of the players and the number of prizes that a club wants to award.
- **Should the Groups be EQUAL or BANDED**? The grouping composition is set during the calculation of the stratified groups/results so the effects of changing this are very visible. It is probably best to first assume there are EQUAL groups. Then, when the groups are viewed in **Pre-Entry** files, it can be seen if it is appropriate to use BANDED group, and if it is appropriate to perhaps change the number of groups.
- **If using BANDED Groups what should be the range of ratings in each group**? The rating group bands are set in [Club Information Set Up](#). When the groups are viewed in Pre-Entry files, is can be seen if it is appropriate to change the rating points range of each group.   This can be done from the **Open Club Info Set Up** button on the Pre-Entry screen.
- **Should Modified Rating Points be used**?   As the NZB Rating Points are not always in line with a players ranking, it is strongly recommended that Modified Rating Points be used.   The use of Modified Rating Points can be disabled in **NZB Database ... Ratings Adjustments Tab** strip menu item

Example of Determining the Groups

In this example

- 20 pairs entered
- Initially 4 equal groups were used, 5 pairs per groups
- Looking at the spread or rating points, it seems appropriate to use BANDED groups, each group being the those on the red boxes
- To achieve this, the BANDED groups on Club Info Set Up would be chenged
    - **Spades** group would be less that 10000 points
    - **Hearts** group would be less that 550 points
    - **Diamonds** group would be less that 300 points
    - **Clubs** group would be less that 130 points
    - **No Trumps** group would not be used

Calculated Stratified Result

- For **Duplicate Pairs events**, the stratified result is calculated and printed from the **Tournament Options** menu item on the side-bar.
- For **Swiss Pairs events**, the stratified result is calculated and printed from the **Stratified Results** button on the Swiss Pairs Results screen.
  - Note that substitutes are ignored. The competing pairs is assumed to be the first 2 players in the players list.
- For **Swiss Teams events**, the stratified result is calculated and printed from the **Stratified Results** button on the Swiss Pairs Results screen.
  - Note that substitutes are ignored. The competing teams players are assumed to be the first 4 players in the players list.

Revised: 1 September 2018

Interclub Pairs Events

Sillick Shuffle

Interclub events are usually social get-togethers of neighbouring clubs.   A very good movement to use is the Sillick Shuffle, named after Marion Sillick of Paraparaumu who first brought it to our attention. The basics of the movement are:

1. Each club fields the same number of pairs.   For example, for 11 tables each club fields 11 pairs.
2. The movement is available for 6-24 tables
3. The **pairs from the first club** are seated alternating NS and EW.   That is, these pairs sit NS at odd numbered tables and EW at even numbered tables. These pairs are stationary throughout the event.
4. The **pairs from the second club** fill in the gaps.   These pairs move throughout the event.
5. The first club pairs are numbers 1 to T if there are T tables.   The second club pairs are numbered T+1 to 2T if there are T tables.
6. Usually 1 or 2 boards per set are played.   An even number of feed-in boards (F) can also be added to the movement.
7. At each movement, the second club players MOVE UP one table, the boards move DOWN one table.
8. The Director must print the Movement Guide to ensure the movement proceeds well.
9. With even numbered tables, the moving pairs skip one table after T/2 rounds.
10. If feed-ins are added, the moving pairs do that subtraction thing after T + F/2 rounds are played.

The results are tabulated and tallied by club to produce the stronger club on the day.

Steps for Running the Event

Prior to Play

1. Enter the event in the **Club Calendar of Events** (COE).
2. Create a new deal file, or copy an existing file (and its associated txt file) that will not have been played at either club and rename them to the appropriate filename from the COE.
3. Save to the ***c:\CompassV6\handrecords\yyyy\tournaments*** folder.
4. Deal the hands and print the hand records via **Dealer Assist**.

On the Day

1. The club that sits could be the visiting club or the club with the most movement-impaired players.
2. Click the strip menu item **Scoring ... Pairs Contests**.
3. In **Movement Options**, select **All** to display the Sillick Shuffle movement.
4. Using the Detail Set Up screen, select the table numbers, movement and event details.
5. (Optional) add extra feed-in boards.
6. Print the Directors Guide.
7. Start the electronic scoring and proceed as usual.

At Completion of Play

1. Under **Print Options** choose to print results for:
   - Sillick/Interclub Teams
   - Full Field Result
2. Create the XML File
3. (Optional) Create the Pianola File

Revised: 8 August 2016

Interclub Teams Events

Multi Grade Teams

These events are competitions to find the "Top Club" in the region.   Each competing club usually fields an Open, Intermediate and Junior team. Each team plays within their own grading and at the end of the day, the results are tallied by club to produce the top club on the day.

1. The event is valid for an even number of clubs only (that is, triangles are not allowed)
2. The movement is single round robin.
3. The event can also be play with two grades per club, eg an Open and (say) a combined Intermediate/Junior.

Steps for Running the Event

Prior to Play

1. Enter the event in the [Tournament Calendar of Events](#).
2. Create hand record files for each session of the event and save these in the *c:\CompassV6\handrecords\yyyy\tournaments* folder.
3. Use [Dealer Assist](#) to deal the hands and print the hand records. Use the facility to *Add Heading to Hand Record PDF*.
4. Set up the scoring using the strip menu item **Scoring --- Swiss Draw/Round Robin Teams.** [See an example here](#)

On the Day

1. VSR the event.
2. Assuming all the details for the event are still correct …
3. Open CompassMate for Round 1.
4. After all players have entered their player IDs, exit the CompassMate screen and check/correct all player names.
5. Return to the CompassMate screen

6. Complete the scoring for round 1 in the normal manner
7. Publish the Results for round 1
8. Upload the **Result Summary and Draw** XMLs to the website after round 1
9. Repeats steps 4 to 8 for all remaining rounds

At Completion of Play

1. Under **Print Options** print the results
2. Create the XML File
3. (Optional) Create the Pianola File

Example Set up for a 6 Club Event

Assumptions

1. Each club fields 3 graded teams, an Open, Intermediate and Junior team.
2. A single round robin will be played, that is a total of 5 rounds.
3. Let's say the competing clubs are Thames, Waikato, Hamilton, Cambridge, Rotorua and Tauranga
4. The team names and team numbers should be as follows.   Note that the clubs follow the same order for each of the grades.
    1. O. Thames
    2. O. Waikato
    3. O. Hamilton
    4. O. Cambridge
    5. O. Rotorua
    6. O. Tauranga
    7. I. Thames
    8. I. Waikato
    9. I. Hamilton
    10. I. Cambridge
    11. I. Rotorua

12. I. Tauranga
13. J. Thames
14. J. Waikato
15. J. Hamilton
16. J. Cambridge
17. J. Rotorua
18. J. Tauranga

Steps

1. Set up the scoring using the strip menu item **Scoring --- Swiss Draw/Round Robin Teams**
2. Enter 18 teams, and the boards per round
3. Select *Draw Type* of **Round Robin**
4. Select *Round Robin Type* of **Multi Grade InterClub**
5. Select **Scoring Type** IMPs - VPs
6. Enter the **Datum Type** and **Multi Session Details**
7. Go to the **Names Entry** and set up the team numbers and team names as above.   At this time, it is not necesarry to enter the individual team players.
8. **IMPORTANT: Each of the 18 teams must be assigned a Group ID.**
   - All Open teams have Group ID = 1
   - All Intermediate teams have Group ID = 2
   - All Junior teams have Group ID = 3
9. Check your set up
10. From the results, select the menu item **Edit Options ... Grade Names** and enter the names of the three grades.
11. Print the draw from the print menu. It is probably best to publish the round robin draw for the entire event.
12. Upload the **Result Summary and Draw** XML to the website.

Revised: 7 August 2016

Tournaments - Waikato Bays Area Pairs

This process accumulates the overall results for the Waikato or Bay of Plenty Area Pairs.   In these events about 6 tournaments are held throughout the year at different clubs.   In a recent year, the Waikato events were:

15 Feb   Waikato Area Pairs (1) Matamata

22 Mar   Waikato Area Pairs (2) Cambridge

19 Apr   Waikato Area Pairs (3) Waikato

07 Jun   Waikato Area Pairs (4) Te Aroha

28 Jun   Waikato Area Pairs (5) Morrinsville

09 Aug   Waikato Area Pairs (6) Hamilton

The overall results are calculated using the Compass **Club Competition Results** processes so that consideration can be given to player substitutions and the dropping of lowest scores.

One or more WB conveners gather the files and then calculate and publish the progress results for the event throughout the year.

The challenge is that the original scoring is done using different scoring programs. Currently the different formats are

- Compass results available as INP files eg Matamata, Cambridge

- Scorer results available as notepad files eg Morrinsville

- Scorer results available as XML files eg Taupo (in Bay Area Pairs)

- CompScore results available as XML eg Waikato

To accumulate the results, Compass requires "WAP" files for these tournaments to be saved in the current "year" folder eg \2018\.

1. **Compass Scoring:**   The WAP file is generated automatically when the overall tournament results is calculated.   During this process, answer YES to the prompt: "Is this a Waikato Bays Champions League OR Area Pairs event?"   The scorer for these events should forward a copy of the WAP file to the convener.
2. **NZ Scorer and CompScore Scoring:** The NZW Events conversion process converts their scoring files to the Compass format.   The WAP files can then be generated using Tournament menu option.   The scorer for these event should forward a copy of the native results file to the convener.   The process for converting [NZ Scorer files and CompScore files is documented here](#).

Calculating the Result

Pre-Requisite

This event must exist in the Club Calendar of Events with an entry for each individual tournament in the series.

22	10	2015 WAP Overall Result	1	15 Feb 2015	01wap		P	5	1	1
23	10	2015 WAP Overall Result	2	22 Mar 2015	02wap		P			
24	10	2015 WAP Overall Result	3	19 Apr 2015	03wap		P			
25	10	2015 WAP Overall Result	4	07 Jun 2015	04wap		P			
26	10	2015 WAP Overall Result	5	28 Jun 2015	05wap		P			
27	10	2015 WAP Overall Result	6	09 Aug 2015	06wap		P			

- The competition name should probably be the same throughout (eg WAP Overall Result)

- The file names numbers should be sequential such as 01, 02, 03... .

Steps

1. Gather all WAP files into the \yyyy\ folder.   These will come from the Tournament organizers from the various club or from the conversion process for Scorer and CompScore files.   The best way to transfer files is via Dropbox or by email.
2. If necessary, rename the WAP files so they match the file names set up in the Club Calendar of Events.
3. Calculate the result using Club Competition Results.
4. Publish the results.

Playing Conditions for these Events.

The current playing conditions can be found on the [Waikato-Bays Region website](#).

Video Links

Waikato Bays Area Pairs

Revised: 7 August 2016

Tournament Ladders - Waikato Bays Leagues

This process accumulates the overall results for the Waikato Bays Intermediate and Junior League events.   In these events a number of tournaments within each grade are played at different clubs throughout the year.   Each player earns points based on their overall placing. Bonus points are awarded to session winners and for scores greater than 50%. Points are accumulated to get the overall winners of each league.

The overall results are calculated using the Compass **Tournament** processes.

   One or more WB conveners gather the files and then calculate and publish the progress results for the event throughout the year.

Like the Waikato Bays Area Pairs events, the challenge is that the original scoring is done using different scoring programs. Currently the different formats are

- Compass results available as INP files eg Matamata, Cambridge

- Scorer results available as notepad files eg Morrinsville

- Scorer results available as XML files eg Taupo (in Bay Area Pairs)

- CompScore results available as XML eg Waikato

To accumulate the results, Compass requires "WBL" files for these tournaments to be saved in the current "year" folder eg \2017\.

1. **Compass Scoring:** The WBL file is generated automatically when the overall tournament results is calculated. During this process, answer YES to the prompt: "Is this a Waikato Bays Champions League OR Area Pairs event?" The scorer for these events should forward a copy of the WB file to the convener.
2. **NZ Scorer and CompScore Scoring:** The NZW Events conversion process converts their scoring files to the Compass format. The WBL files can then be generated using Tournament menu option. The scorer for these events should forward a copy of the native results file to the convener. The process for converting [NZ Scorer files and CompScore files is documented here](#).

Calculating the Result

Steps

1. Gather all WBL files into the \yyyy\ folder. These will come from the Tournament organizers from the various clubs or from the conversion process for Scorer and CompScore files. The best way to transfer files is via Dropbox or by email.
2. From the strip menu, click **Tournament Options ... Calculate Results**
3. Select the **Waikato Bays Junior and Intermediate Leagues** option.
4. Use the filter to display the WBL file. You should use the File Name search Text to separate out intermediate files from junior files.

Date	File Name	Competition
☑ 12-Mar-2016	20160312taupo_int.WBL	Intermediate League - Taupo
☑ 22-May-2016	20160522katikati_int.WBL	Intermediate League - Katikati
☑ 28-May-2016	20160528tepuke_int.WBL	Intermediate League - Te Puke
☑ 18-Jun-2016	20160618tga_int.WBL	Intermediate League - Tauranga

5. Select all tournaments, then click **Add Sessions together.**

6. The result will now be calculated.
7. Publish the results.

Playing Conditions for these Events.

The current playing conditions can be found on the [Waikato-Bays Region website](#).

Revised: 7 August 2016

Tournament Ladders - Waikato-Bays Judith Howard League (JHL)

This accumulates the overall results for Judith Howard League, and event that is held in the Waikato-Bays region.   The eligible players in this event must have a **NZB Ranking** less than or equal to **Provincial Master**.   For the 2020 year, the JHL related events are

- Waihi All Grades 8B
- Mount Maunganui Multi Grade
- Morrinsville Open 8B
- Rotorua Open 5A
- Matamata Open 5A
- Te Puke Open 3A
- Taupo Open 8B

Each player earns points as follows:

- for their overall placing (based on the number of eligible pairs).
- session winners get one bonus point
- a bonus point is awarded if the pair tournament average is greater that 50%
- all eligible player get one bonus point just for competing.

Details can be found here Waikato-Bays Region website

In these events, many of the competing pairs will be ineligible because their NZ Ranking (ie it is greater than Provincial Master).   When calculating the results, the ineligible players are ignored. Thus the overall placings and the session placings are based on the eligible players only.

The overall results are calculated using the Compass **Tournament** processes.

The WB convener gathers the files and calculates and publishes the progress results for the events throughout the year.   Like the Waikato Bays Area Pairs events, the challenge is that the original scoring is done using different scoring programs. Currently the different formats are

- Compass results available as INP files eg Matamata, Rotorua

- Scorer results available as XML files eg Taupo

- CompScore2 results available as an USEBIO XML file eg Waikato

To accumulate the results, Compass requires **"JHL"** files to be saved in the current "year" folder eg \2020\.

1. **Compass Scoring:**   The JHL file is generated automatically when the overall tournament results is calculated.   During this process, answer YES to the prompt: "Is this a Waikato Bays Champions League OR Area Pairs event OR Judith Howard League event?"   The scorer for these events should forward a copy of the JHL file to the convener (via Dropbox).
2. **NZ Scorer and CompScore2 Scoring:** The NZW Events conversion process converts their scoring files to the Compass format.   The JBL files can then be generated using the **Tournament** menu option.   The scorer for these events should forward a copy of the native XML files to the convener.   The process for converting NZ Scorer files and CompScore2 files is documented here.

Calculating the Result

Steps

1. Gather all JHL files into the \yyyy\ folder. These will come from the Tournament organizers from the various clubs or from the conversion process for Scorer and CompScore files. (The best way to transfer files is via Dropbox or by email.)
2. From the strip menu, click **Tournament Options ... Calculate Results**
3. Select the **Waikato Bays Judith Howard Leagues** option.
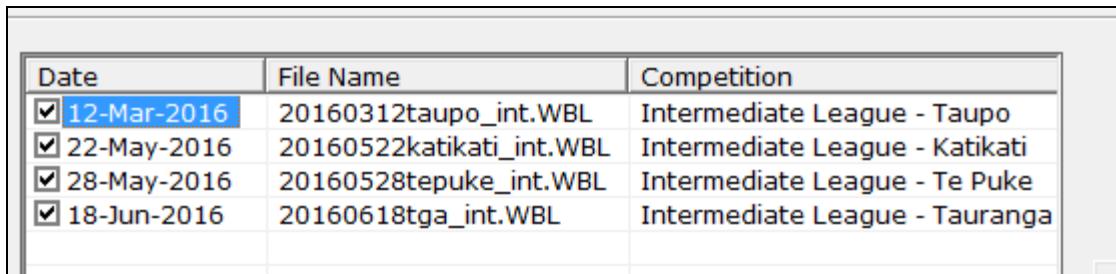
Date	File Name	Competition
☑ 12-Mar-2016	20160312taupo_int.WBL	Intermediate League - Taupo
☑ 22-May-2016	20160522katikati_int.WBL	Intermediate League - Katikati
☑ 28-May-2016	20160528tepuke_int.WBL	Intermediate League - Te Puke
☑ 18-Jun-2016	20160618tga_int.WBL	Intermediate League - Tauranga

.

4. Select all tournaments, then click **Add Sessions together.**
5. The result will now be calculated.
6. Publish the results.

JHL League Reports

- For all JHL tournaments, the JHL results that that particular tournament are calculated automatically.
- Click the **Show Session Results** button to view the JHL session result
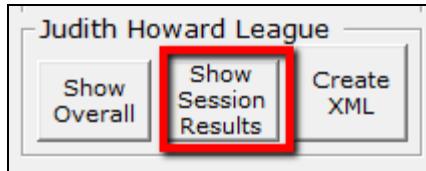
-
- The report can be printed from the *Print* menu item.

- The overall JHL result must be calculation using the *Tournaments* menu item.

Playing Conditions for these Events.

The current playing conditions can be found on the [Waikato-Bays Region website](#).

Revised: 11 December 2019

Canterbury Leagues

Please check out the Canterbury League video in the [CompassMate Documentation](#) folder in Dropbox.

Multi Grade Swiss Pairs

Multi-Grade Swiss Pairs can be used to score a number of different event formats

- **C6 and C8 Events**: The C6 is a highly popular event conceived by the Cambridge Contract Bridge Club. A C6 team is entered with a pair from each of the NZB Open, Intermediate and Junior grades.   Each grade group plays a Swiss Pairs events within their own grade and the overall results are then an aggregation of all grades.   The C8 variation is where there are four grade groups competing.
- **Multi-Grade Inter-club Events**:   These events can be run as either a C6 or C8 event. Depending on the number of entries, the draw can be round robin, or traditional swiss or Synchronised Swiss. Two or three grade groups can be used - for example,Open, Open Reserved, Intermediate and Junior grades or Open and a combined Intermediate/Junior grade.
- **Separate Events**: Two (or more) separate Swiss events are played at the same time.   The Swiss draws and results are separate between the events.

Synchronised Swiss Draw

The option applies to Multi-Grade events only.   The draw, for each round, is based on the overall combined results over all teams.   Therefore Each pair in one teams, plays there equivalent pair from another team.

Scoring Methods

Multi-grade Swiss Pairs events can be scored using two different methods

- Each grade is scored separately using the Compass *piggy-back method*. The overall result that accumulates all grades is calculated in **Tournament Results**.

- All grades are scored within a single instance of Compass. **<u>Clubs should use this method as it is easier that the piggy-back method</u>**.

Pre-Entry Files

Pre-entry files are essential for all Swiss Pairs events. These allow you to keep track of the entries and tables numbers. For multi-grade events the grading of every players can be checked.

Pre-Entry File - Multi Grade Events

1. A pre-entry file is **essential**. Use the 6 or 8 player option for this.
2. The first 2 players are the Open pair, the second 2 players are the Intermediate Pair and the third 2 players are the Junior Pair. C8 events will have two additional players.
3. A fun team name should be entered for each team.
4. If players are not known, enter these as TBA. They can be updated later.
5. The **Players List** will report the player's current NZB Grade.

Pre-Entry File - Separate Events

1. Create a pre-entry file for each of the events.
2. A fun team name should be entered for each team.
3. If players are not known, enter these as TBA. They can be updated later.
4. The **Players List** will report the player's current NZB Grade.

On the Day - Using Piggy Back Scoring Method

1. The 3 events are scored separately using the <u>Piggy Back</u> option.
2. The 3 SWP files must be named so they are alphabetical by the Open, Intermediate and Junior grades. For example
   - 100_C1_Open
   - 100_C2_Intermediate

- 100_C3_Junior
3. The Swiss draw is calculated independently based on the results within each grade.

4. The overall results (after each round) is calculated from the strip menu item **Tournament ... Calculate Results** option.

On the Day - Using Single Instance Method

1. Each grade is scored within the single SWP file.
2. Set up the Swiss Pairs event in the normal way for these events.   The *Total number of Pairs* is the sum of all pairs in all grades.   Therefore, If there are 20 teams, each with 3 grades, the *Total number of Pairs* is entered as 60.
3. Open the **Swiss Pairs & Substitutions** screen to enter the pair names

For Multi Grade Events

- **Import a Pre-Entry File** in the normal way
- Answer **YES** the warning question: **Do you really want to import a C6 (or C8) Pre-Entry Files?**
- Enter the N**umber of Grade Groups** that are competing (usually 3)
- Enter the Group Names and the master point awards for each grade

For Separate Events

- **Import a Pre-Entry File** in the normal way
- The player names with be automatically imported. The first pair in the pre-entry file will be the pair numbers this is currently displayed on the **Swiss Pairs & Substitutions** screen.
- Import another pre-entry file if there are multiple events being scored.

4. IMPORTANT: After the names setup, ensure that the draw for round 1 is re-calculated.   This is essential to make sure the draw correclt

account for the grades and or different events being scored.

Revised: 4 November 2018

Distributed Tournaments

In distributed events, a duplicate tournament is played in multiple section where those sections are in different physical areas. Thus there could be sections in, say, Thames, Taumarunui and Waitomo.   The match points are simultaneous style and calculated "across the board".   This functionality uses the XClub framework thus any scoring program can be used to score the sections but the **overall result** must be calculated using any **Compass Scoring System.** The results can be published on any bridge-club.org website.

Process Outline

Tournament Organizer

1. Organizes the central processing of the overall results (call this **Compass Central**).
2. Sends the hand record files (BRI and PBN) for each session to the participating clubs and to Compass Central.
3. Organize a video hook up so that all competing sections can be connected.
4. Ensures that each participating club is well organized.
5. Ensures that the same number of boards is played in each section.

Section Scorer

1. The scoring is done for each section in the normal way.
2. After each section is played, the XML file is emailed to Compass Central.
   - Scorer clubs sent the Scorer XML file.
   - CompScore2 club send the USEBIO file.
3. That is it.

Compass Central

Pre-Tournament

1. Save the hand record files in the **Dropbox\X-Club Hands\yyyy Deals\yyyyNZW** folder.
2. Setup up the event in NZW Events.
3. **Update the Participating Clubs List**.   This creates the file folder in which the XML files are saved.

Day of Tournament

1. As the section results are received, import these into the XClub system.
2. Calculate the overall result.
3. Publish the results to a website.
4. At the end of the tournament, process the master point files.

Compass Central Process Details

- Set up Process Event (XClub).

  The setup is done the the XClub Administration screen. One entry is made for each of the sessions of this event.

Seq	Active Event	Date	Session Name	BRI File Name	SIM File Name	Milan Site Title
1		2 Novemb...	2018 Babich NZ Wide...	2018nzw.PBN	2018NZW	2018 Babich
2	Yes	6 Decemb...	2018 TOTS 8B Distrib...	100TOTSDist...	NZW_TOTS_S1	2018 TOTS 8B Distributed
3		6 Decemb...	2018 TOTS 8B Distrib...	200TOTSDist...	NZW_TOTS_S2	2018 TOTS 8B Distributed
4		6 Decemb...	2018 TOTS 8B Distrib...	300TOTSDist...	NZW_TOTS_S3	2018 TOTS 8B Distributed

Session Name: 2018 TOTS 8B Distributed

Date: 6 December 2018

PBN File Name: 100TOTSDist.bri

SIM File Name: NZW_TOTS_S1

Milan Site Name: 2018 TOTS 8B Distribu

Active Event: ☑

Session: 1

Master Points

Owning Club Number 700

Allocation 8B

Save Changes

Add New Event   Delete Event

Update the Participating Clubs List

The PDN file must exist in the \NZW Events\ folder in Dropbox

Close

- **Session Name:** Session Name
- **Date:** Date
- **PBN File:** The PDN files name of the hand records for this session
- **Sim File Name**: Internal to the XClub process. Must be unique for each session.
- **Milan Site Name**: Prefix used on the bridge-club.org website. Should be short and sweet, and must be unique for each session.
- **Active Event:** Check this when scoring this particular session.
- **Session:** Session Number

- **Master Points:**
  - **Owning Club Number:** This is the club ID or region ID responsible for paying the master point fees.
  - **Allocation:** Master point award scale.

Update the Participating Clubs List

This creates the file folder in which the XML files for each session are saved.

Calculate the Results

1. Set the session to be scored to be the **Active Event.**
2. Save each of the XML results files (emailed from the participating club) into their club folder **\Dropbox\NZW Events\ScorerXML\XXX** where XXXX is the club name.
3. Do the conversion.
4. Score across sections.
5. Publish the website results.

1. Repeat this process for the next session

1. At the end of the event, use the **Tournaments** menu item to calculate the overall result, using the **Show TSIM files** option to display the correct files
2. Publish the website results.
3. Submit the Master Point awards.

Revised: 23 December 2018

Bill Hughes Simultaneous Pairs

This event is organized by the ECatsBridge bridge organization, [details can be found here](#).

The event is scored much like any other club event, the exception is that a special XML file must be created after the scoring has been done. The details of the Compass Scoring process are as follows:

Prior to the Event

1. Set up the event in the **Club Calendar of Events**, specifying a results file of say, 01hughes
2. Enable the creation of the XML file
   - Open *Club Information Set Up ... Club Options (2)*
   - Enable the *Create Pianola Files* option
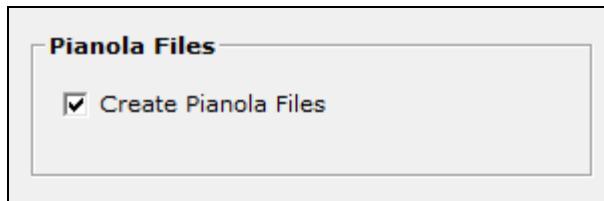
After the Event Scoring

1. From the results screen, click the **Create Pianola File** button

2. Email the XML file to ECatsBridge.   The file is saved in the **C:\CompassV6\yyyy\USEBIO** folder where yyyy is the current year.
3. Disable the *Create Pianola Files* option in *Club Information Set Up*.

Revised: 12 April 2019

Master Points - Overview

Compass creates master point files for all events which then can be emailed to the NZB secretary at the click of a button.   Functionality also exists to ensure the players data in the NZB database is synchronized with the data in the club database.

Revised: 7 August 2016

NZ Bridge Master Points Process

From 5 September 2017, all Master Point files (aka MP Files) will be sent to NZ Bridge by ftp (file protocol transfer).   This process is almost always automatic which means that the Master Points process is all but a "hands off" process for the master point secretary.

Strip Menu Item: Master Points .... FTP Master Point Processing

Configurations

Some configuration items must be set in [Club Information Set Up](#).
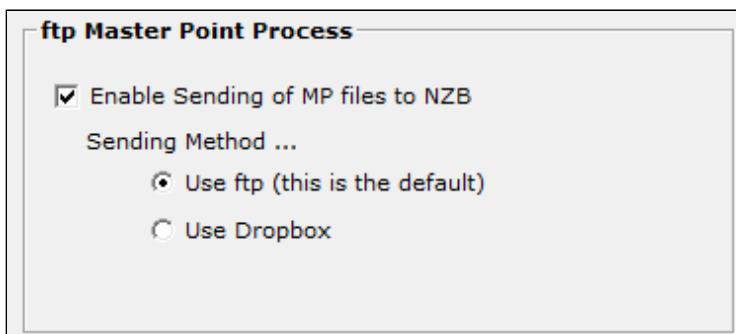
- **Enable Transfer of MP files to NZBridge**. This enables the creation and transferring of ftp files.
- **Transfer Method**

    - **Use ftp**. This option uses FTP protocol to transfer the files to NZBridge.   All clubs are expected to use this option.
    - **Use Dropbox**.   This option is used when there ia an issue with the FTP process. The files are then saved to a Dropbox folder and the files are then uploaded to NZBridge on your behalf.   Please discuss with Bob before enabling this option.

Summary of Task for the Master Point Secretary

All C Point Events - Club Duplicate Events, Swiss Pairs and Swiss Teams Events

As MP Files are automatically created and sent to NZ Bridge, the MP Secretary task are limited to:

- Use the **FTP Master Point Processing** screen to manually send and correct MP files.
- Use the [Reconciliation Screen](#) to reconcile the MP files created and sent to NZBridge with the files processed by NZBridge.

All A & B Points Events - Tournaments

- At the end of each event, manually create the master point files for all session results and for the overall result
- Then, optionally, manually ftp these files to NZ Bridge **OR** simply wait for them to be automatically sent to NZ Bridge

Master Point Process

- MP files for all club events are automatically created during the scoring and re-scoring processes.

- MP files for Tournaments must be generated manually from the *Master Points* menu item on each of the appropriate screens.   This is because the MPs are best generated <u>after</u> these events have been completed.

- Created MP files are saved into the **\YYYY\Master Points\ftp** folder "awaiting further action".   This means that any subsequent corrections to the scoring simply replace any previously created MP files.

- When Compass is exited, the MP files are then automatically sent to NZ Bridge.

- At any time MP Files can be manually sent to NZ Bridge from the Compass [FTP Master Points](#) screen.

Notes

- Note that the master point files are NOT automatically created if the date of the event is greater than 7 days. The creation MP Files for duplicate events can be FORCED from the *Edit Options* menu item of the [Display Results](#) screen.
- Any "re-send" of a MP File to NZ Bridge simply overwrites the previously transferred data. This means that scoring corrections automatically correct the master point allocations previously sent to NZ Bridge.
- Any incorrect master point allocations can be completely deleted by re-sending the same MP File, but filled with blank data. The Compass FTP Master Point process assists you to do this.

FTP Master Point Processing Screen

The screen lists all master point files for the current year in two list - the **Unsent** list and the **Sent** list.   Various filters can change the displayed list of files.

Screen Features

- **FTP Details**: These are fixed and cannot be changed by the user.
- **Date Filters**: Filters the list of files by the selected date option.
- **Search Event Names**: Filters the list of files by the entered text. The **X** button clears the text

Screen Buttons

Unsent Files List

- **Send Selected Files**
  - FTPs the selected files to NZ Bridge.
  - After the files have been transferred, the file extension changes to *SENT.*
  - This button is activated only when the **Show Unsent files** option is selected.
- **Delete Selected Files**
  - Deletes the select files from your system.   Use this option to delete files that are not required.
  - This button is activated only when the Show Unsent files option is selected.

Sent Files List

- **Negate Already Sent Files**
  - Creates a new file that will delete the information previously sent in this file.
  - This new file will have a *TXT* extension name and will be listed when the **Show Unsent files** option is selected.
  - This button is activated only when the **Show Sent files** option is selected.
- **Re-Send Existing Files**
  - Changes the files extension to TXT, so that file can be re-sent to NZB.   Use this option if the "sent" files are not showing up on the NZB master point website.
  - This button is activated only when the Show Unsent files option is selected.

Other Buttons

- **Import Players File**
  - This create a CSV file of all affiliated NZB members.The button is disabled for all except Compass administrators

- **Create NZB Data File**
  - This function creates the NZB player list that is accessed during the scoring processes. The button is disabled for all except Compass administrators

Using Dropbox

In the unusual case where the FTP process does not work on your PC, the Dropbox alternative can be used. From a user point of view, the Dropbox process is no different to the standard FTP process.   Behind the scenes, this process is as follows:

- Master point files are created during the scoring process (exactly the same as if using FTP).
- When the files are subsequently processed, the files are not actually sent. Instead, they are copied to the **\Dropbox\CompassMate\ClubMPFiles** folder. Important Note: Rights to share the special folder must be enabled.   Please talk to Bob about this.
- Periodically, a Compass Administrator will use the ftp process from their own PC to transfer the files to NZBridge on your behalf.

Reconcile Compass and NZB Data

Compass helps the master point secretary reconcile the files created and sent from Compass, with the files received and processed by NZ Bridge. This is accessed from the *Reconcile Compass and NZB Data* menu item.

After the date range is selected, a list of events is created.

- All club and tournament events from the calendars are listed
- The most recent master point file that has been created for each of those event is listed
- Events without master point files are highlighted
  - if the **MP file is missing** - for duplicate events, use the **Create Master Point File for the Selected file** button. For Swiss events, create the file from the appropriate Swiss screen.
  - if the **MP is a TXT file** - this means that the latest MP files is waiting to be sent to NZBridge.
  - If a **INP, TM, SWI, SWP results file does not exis**t for this event. Some events may legitimately not exist.   The user must make a judgment call on this.
  - if **multiple session Swiss events** - sessions that precede the selected start date

This information is then matched with the master point files that have been processed by NZ Bridge.   To retrieve the NZBridge data

  - log into the NZBridge master point site http://nzbridge..co.nz/nzbadmin/
  - navigate to the MP results page
  - filter the results by your club number
  - sort the list by date descending
  - use the mouse to select all displayed lines
  - use the CTRL+C keys to copy all lines into the clipboard

To paste this data into the Reconciliation Screen,

  - click the **Import NZB Info from the Clipboard** button

Various text and highlights indicate the reconciliation status of each item

- **MPFile Exists** Column
  - **Green** highlight indicates the MP files has been processed by NZBridge
  - **Blue** highlight indicates either
    - A results file does not exist

- The MP file has a TXT extension. This means that he MP files has been created but not sent to NZBridge
  - **BLANK** These master point files have not yet been created for this event.   These can be created from the **Create Master Point file for the Selected File** button.   (This **Create** process will create MP files for duplicate type events only.   For Swiss events, go through the **View Session Results** process to create the MP files.
- **NZB Receipt** Column
  - **BLANK** These master point files have not yet been processed by NZ Bridge. You can either wait for these to be processed or, better still, just re-send these files.
- **Entries** Column
  - Green highlight indicates the the MP files has been processed by NZBridge
  - **If Value = 0.**   The latest master point sent to NZB is a blank file thus, in effect, NZB has no valid record of the master points for this event. These can be created from the **Create Master Point file for the Selected File** button.
  - **Entries > 0 and Status = Successful.** These master point files have been processed fully and completely.
- **Status** Column
  - Green highlight indicates the the MP files have been processed fully and completely.

- Events with a **Type = Unknown.**   Master points files exist for an event that is not in the Calendar of Events for the given date range.

Notes

- If the entries in all of the 4 right most columns are green, the MP files have been correctly processed. These entries are now of little interest and can be hidden by clicking the ***Hide Successful Files*** checkbox.

Master Point Files Reconciliation

Type	COE Date	File Name	Session Title	MPFile Exists?	NZB Receipt	Entries	Status
Club	2017-09-04	36mond	Monday Mornings In September	203_2017_36mond.sent	203_2017_36mond.txt	10	Successful
Club	2017-09-04	36mon	HENRY DAVYS Championship Pairs	203_2017_36mon.sent	203_2017_36mon.txt	22	Successful
Club	2017-09-06	36wed	TOP GEAR MOTORS Pairs	203_2017_36wed.sent	203_2017_36wed.txt	38	Successful
Club	2017-09-07	36thud	MITRE 10 MEGA Pairs	203_2017_36thud.sent	203_2017_36thud.txt	17	Successful
Club	2017-09-11	37mond	Monday Mornings In September	203_2017_37mond.sent	203_2017_37mond.txt	12	Successful
Club	2017-09-11	37mon	HENRY DAVYS Championship Pairs	203_2017_37mon.sent	203_2017_37mon.txt	21	Successful
Club	2017-09-13	37wed	TOP GEAR MOTORS Pairs	203_2017_37wed.sent	203_2017_37wed.txt	36	Successful
Club	2017-09-14	37thud	MITRE 10 MEGA Pairs	203_2017_37thud.sent	203_2017_37thud.txt	12	Successful
Club	2017-09-18	38mond	Monday Mornings In September	203_2017_38mond.sent	203_2017_38mond.txt	14	Successful
Club	2017-09-18	38mon	TRITON HEARING Pairs	203_2017_38mon.sent	203_2017_38mon.txt	20	Successful
Club	2017-09-20	38wed	TOP GEAR MOTORS Pairs	203_2017_38wed.sent	203_2017_38wed.txt	35	Successful
Club	2017-09-21	38thud	CAMBRIDGE COMPUTER SERVICE Pairs	203_2017_38thud.sent	203_2017_38thud.txt	14	Successful
Club	2017-09-22	38fri	TWITs Round 7	TM file does not exist			
Club	2017-09-25	39mond	Monday Mornings In September	203_2017_39mond.sent	203_2017_39mond.txt	12	Successful
Club	2017-09-25	39mon	TRITON HEARING Pairs	203_2017_39mon.sent	203_2017_39mon.txt	21	Successful
Club	2017-09-27	39wed	CAMBRIDGE DRYCLEANERS Pairs	203_2017_39wed.sent	203_2017_39wed.txt	27	Successful
Club	2017-09-28	39thud	CAMBRIDGE COMPUTER SERVICE Pairs	203_2017_39thud.sent	203_2017_39thud.txt	12	Successful
Unknown				203_2017_20mon_r11.sent			

Compass Calendar Data

From Date
04-Sep-17

To Date
30-Sep-17

Refresh Compass List

NZB Data

Import NZB Info from the Clipboard

Copy the list of Masterpoint Files from the NZB website http://nzbridge..co.nz/nzbadmin/

☐ Hide 'Successful' Files

Create Master Point file for the Selected File

Exit

Revised: 30 September 2017

Tournament Master Points

This screen is accessed from the **Master Points** menu item on the Tournament, Swiss Pairs or Swiss Teams Results screens.   From here, the tournament master point files (MPs) are created for Pairs, or Swiss Teams or Swiss Pairs tournaments.   The created files are saved in the \YYYY\MasterPoints\ftp\ folder, ready for processing at a later time.
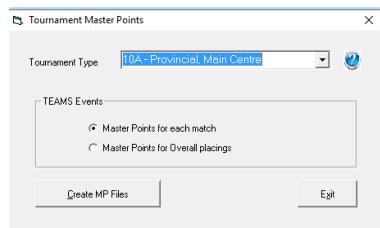
To create the master point files for Pairs, or Swiss Teams or Swiss Pairs tournaments ...

Duplicate PAIRS Events

1. {Enter this screen from the Master Point menu item of the tournament Results display screen}
2. Select the *Tournament Type* from the drop down menu
3. Click the **Create MP Files** button
4. The master point files for all sessions/sections and the overall results are now created

    ### Special for 8B Tournaments
    For 8B tournaments, if the top placed II & JJ pairs are eligible for a bonus B Point an email is automatically sent to NZ Bridge with the required information.

    When creating the master points, the user will be prompted to send this special email.   Note that this email should be sent ONCE after the

final tournament result has been calculated.   (Multiple emails just confuse Alister.)

Swiss PAIRS Events

The master points files are created in two steps, first the MPs for individual match results, then MPs for the final overall placings.

1. {Enter this screen from the Master Point menu item of the Swiss Pairs display screen}
2. Select the **Tournament Type** from the drop down menu
3. Click the **Master Points for each match** radio button
4. Click the **Create MP Files** button
5. If this is an A point or B point event, click the **Master Points for overall placings** radio button
6. Click the **Create MP Files** button
7. The master point files for all rounds and the overall results are now created

Swiss Teams Events

The MP files are created in two steps, first for individual match results, then for the final overall placings.   If the event has separate qualifying and finals and/or plate phases, the individual match results MPs must be created separately for each of the phase.

The MPs for the overal final results are initiated from the menu item of the QUALiFYING phase of the event

1. {Enter this screen from the Master Point menu item of the Swiss Teams display screen for a PHASE of the event }
2. Select the **Tournament Type** from the drop down menu

3. Click the *Master Points for each match* radio button
4. Click the **Create MP Files** button
5. Repeat the 1 to 4 for the PLATE and FINAL phases of the event
6. If this is an A point or B point event
   - {Enter this screen from the Master Point menu item of the Swiss Teams display screen for the QUALIFYING phase of the event}
   - Click the *Master Points for overall placings* radio button
   - Click the **Create MP Files** button
   - Answer this question as the case may be
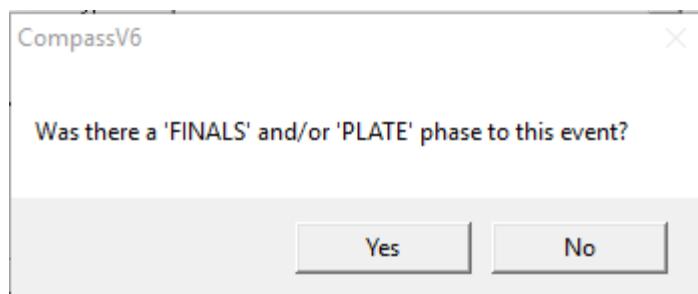
   - Enter the total number of teams that were in the FINALS plus PLATE phases
   - Entering the final placing for the teams what were in the FINALS plus PLATE phases on the Teams Placings screen

Processing Master Points Files

Once the MP files have been created successfully, you can either

- Open the FTP Processing form, and then manually "ftp" the files to NZ Bridge
- Just wait for the files will be automatically "ftp'd" to NZ Bridge, 2 days after the date of the event

Revised: 10 October 2018

Tournament Master Points   Teams Placings

This screen is accessed when processing the MPs for a Swiss Teams event that has a FINALS and/or PLATE phase.   Here, final overall placing for each of the teams that played in the finals phase are entered.

The placing are "entered" by using the mouse

- first click the team that finished 1st
- then click the team that finished 2nd
- Continue for the 3rd, 4th, 5th etc placing for each of the teams that played in this phase
- Re-clicking the last entered placing will delete that placing

- To enter equal placings first enter it placings as above.   Then **right click** the mouse on the line where the placing is an equal. For example, if there was a 3rd equal, first enter the placings as 1,2,3,4,5. Then **right click** in the "4", to change this to a "3".   The placings will then read as 1,2,3,3,5

- If you mess up (and you will), use the **Reset the Final Placings** button to remove the placings for all teams

- When complete, click the **Save and Exit** button
- This will return you to the Tournament Master Points screen

Revised: 24 October 2017

Compass Hello Club Integration

What is Hello Club?

Hello Club is a new way to manage your club by keeping track of the members, bookings and finances with a solution that is easy to use and fun to work with. Hello Club is packed with useful features and integrations, making your day to day management tasks a breeze. Start managing all aspects of your club in one place and say goodbye to paper forms and spreadsheets! Includes member management, membership renewal, online payments, access control, Xero/Mailchimp integration & more.

Compass now integrates with Hello Club for the primary intent of handling the table money process, all but eliminating the need for the physical collection of this. After each session, the table money is automatically deducted from the attendees Hello Club account.   Periodically the members will top up their accounts to maintain good credit.   In addition to the table money management the Hello Club Compass integration can also manage the

- Payment of the playing or non-playing director
- Payment of prizes for session winners

Other financial transaction such as membership fees, can be done directly from the Hello Club Application.

Session Attendees and Table Money

Whilst it is anticipated that all club members will have a Hello Club account, this may not always be the case. There are four types of session attendees:

- Club members who manage their own Hello Club account using online banking. These attendees will have table money automatically deducted from their Hello Club account.
- Club members who have a Hello Club account but do not actively manage it themselves. Their account will be topped up using cash or cheques passed to the treasurer, who will then update Hello Club on their behalf. These attendees will also have table money automatically deducted from their Hello Club account.
- Club members that do not have a Hello Club Account. These attendees pay table money at the table.
- Visitors to the club. These attendees pay table money at the table.

- For special club events (eg Babich Pairs), the table money amount can be set differently for the normal club session table money.

Generalized Procedure

After the session is played, information for all attendees can be **Posted** to Hello Club.

- The postings can be done from the duplicate or swiss results screens or from the **Hello Club Management** screen.
- The IDs of the session attendees are checked prior to posting. Missing or duplicate names must be corrected before the posting of a session is permitted.
- If the director is payable for the session, their ID/name should be recorded prior to posting. If this info is missing, it can be added later, and the post can be updated.
- If prizes are awarded for the session, these will also be posted.

Links

[Hello Club Configuration and Set Up](#)

[Hello Club Postings](#)

Revised: 30 March 2019

Compa$$ and Hello Club Configuration

Hello Club Configuration

Your bridge club must have a registered Hello Club Account. In the first instance, refer to the [Hello Club Website](#).   For Compa$$, this is not required.

Configuration and Set Up

- The Compa$$ and Hello Club integration is enabled by the ***Enable Hello Club*** parameter in Club Info Setup .. Club Options (4)
- The [Club Calendar of Events](#) has additional yes/no fields that can be set
  - **Hello Club Chargeable Event**: Almost all club events will be Hello Club chargeable.
  - **Are prizes awarded**: Club policies determine which events qualify for prize awards.   Typically, these prizes are equivalent to one session of table money.
  - **Is Director Payable**: Club policies determine if the playing director in club events is payable. Typically, this payment is equivalent to one session of table money.
    - **Director ID**: Director's NZB computer ID
    - **Director Name**: Director's name
- **Compa$$ and Hello Club Settings**:   These include the actual value of the table money due for each of the attendee types.   The value of the prize awards, and the director's payment are also maintained here.   Details are here [Compa$$ and Hello Club Settings](#)

Revised: 20 June 2019

Compa$$ and Hello Club Settings

The Compass Hello Club settings control the way that the postings are made.

Strip Menu Items:

More Menu Items ... Hello Club ... Settings(1) tab

More Menu Items ... Hello Club ... Settings (2) tab

Playground | Club Events Status | **Settings (1)** | Settings (2) | Transaction Log | Compa$$

Category Price List

Price Category Items

ID	Category	Is Credit?	Can Use?
100	Member Table Money	No	Yes
120	Visitor Table Money	No	Yes
130	Youth Table Money	No	Yes
500	Playing Director Fee	Yes	Yes
505	Non Playing Director Fee	Yes	Yes
520	Prize Credits	Yes	Yes

Price List Items   Year Filter 2020 ▼

Year	Category	Amount
2020	Member Table Money	5.20
2020	Visitor Table Money	6.00
2020	Youth Table Money	2.00
2020	Playing Director Fee	5.20
2020	Non Playing Director Fee	45.00
2020	Prize Credits	6.50

Edit Selected Category

Add New Category   Enable Edits

Delete Selected Category

Edit Selected Price List Item

Add New Price List Item

Delete Selected Price List Item

Before adding a new Price List item, click the appropriate category name to which the new item refers.

Miscellaneous Price Items

Account Top Up

Bonus Percentage [ ]

Expiry Date 20/06/2020 ▼

Example: Say the bonus is 10%. If a member adds credit of $50, the club will add $55 to the member's account.

This bonus applies to credits added on or before the displayed 'Expiry Date'

Save Changes

Miscellaneous Items

Enable Compa$$ for sessions on or after this date ▼

API Access Key

****

Save Key

Defaults for the Club Calendar of Events

☐ Use Compass/HC to handle payment of directors in club sessions

☑ Use Compass/HC to handle prize awards for club sessions

☐ Automatically set prize award basis to HANDICAP if event is listed as handicap in Club Calendar

Save Cancel

Prize Award Parameters

Number of Prize Awards in each Direction for Dual Winner Movements (eg Mitchell) [1] (1 is normal)

Number of Prize Awards in Single Winner Movements (eg Howell) [2] (2 is normal)

☑ For multi section events, award prizes for each section

☐ When awards are for both Scratch and Handicap results, players can win 2 prizes

Save Cancel

Suspense Account Parameters

Non HC Members [8080808]   These Account Numbers must match the Suspense Account numbers set up in Hello Club.

Visitors [9090909]   If Account Number = 0, no postings will occur.

Payment Method [accountCredit ▼]

Process as $0.00 ☐

Save Cancel

Posting Parameters

☐ avoidNegativeAccountCredit

☐ sendNotificationEmail (for CREDIT postings)

☐ Aggregate NonHC Postings

☐ Aggregate Visitor Postings

Save Cancel

Hello Club Access API Key

This is the password to the club's Hello Club application and will be supplied by Hello Club management.   The access key is of the type hc_SY4M8u2YBhupRu54nDHKRtPv6itXWg and is hidden in the text box. Further, the key is encrypted when saved.

For Compa$$, the API access key is left blank.

Suspense Account Number Parameters

- Two accounts can be set up in Hello Club to record the postings of attendees that are members without a HC account or are visitors. Refer to the Hello Club documentation for details. The Hello Club MEMBER NUMBER is entered in the appropriate box.

- If the club policy is to not record postings for these types of attendees, leave these boxes blank.

For Compa$$

- Use account 8080808 for Non HC members. (this has no real meaning in Compa$$, but must be set just for completeness)
- Use account 9090909 for visitors

Posting Parameters

- **avoidNegativeAccountCredit**: Sets if the members Hello Club balance can go below zero which occurs then there in insufficient funds to cover the transaction. The normal setting is YES.
- **sendNotificationEmail (for CREDIT postings)**: Sets if emails are automatically sent when credit postings (or prize money and director's fee) are made. The normal setting is NO.
- **Aggregate NonHC Postings**: This determines if the postings for all non HC member attendees are aggregated into one transaction in the suspense account.
- **Aggregate Visitor Postings**: This determines if the postings for all visitor attendees are aggregated into one transaction in the suspense account.

For Compa$$, these parameters are irrelevant.

Club Defaults

- **Use Compa$$ or Hello Club to handle payment of playing director in club sessions**: If true, all new events are created with the **Director Payable** flag set to true.

- **Use Compa$$ or Hello Club to handle prize awards for club sessions**: If true, all new events are created with the Prize Awards flag set to true.
- **Automatically set prize award basis to HANDICAP if event is listed as handicap in Club Calendar**: If true, all new HANDICAPPED events are created with the the prize basis set to *Handicap Score*.

Prize Award Parameters

- **Number of Prize Awards** … The number of top placings that qualify the prizes is set for each of the one and two winner movement types.
- **For multi section events …** For events run in sections, this determines is prizes are awarded separately for both sections or just for the overall 'across the field' result.
- **When awards are for both Scratch and Handicap results, players can win 2 prizes** … Determines if players can be awarded TWO prizes if they win on both raw and handicapped scores.

    Additional information related to Prize Awards is here.

Category Price List

Price Category Items

Price Category Items

	ID	Category	Is Credit?	Can Use?
▶	100	Member Table Money	No	Yes
	120	Visitor Table Money	No	Yes
	130	Youth Table Money	No	Yes
	500	Playing Director Fee	Yes	Yes
	505	Non Playing Director Fee	Yes	Yes
	520	Prize Credits	Yes	Yes

- The Price Category item are predefined in the system.   The available options are
    - **Option 100: Standard Table Money**   (table money for the attendees paying at the table)

- **Option 120: Visitor Table Money** (table money for paid at the table by visitor attendees
- **Option 130: Youth Table Money** (table money for paid at the table by YOUTH attendees. YOUTH is a member type, set in the Club Database)
- **Option 500: Club Director Fee** (Fee paid to the **playing** director for club sessions)
- **Option 505: Non Playing Director Fee** (Fee paid to the **non-playing** director for club sessions)
- **Option 520: Prize Credit** (the credit pay to session winners based on scratch and/or handicapped scores)
- The item names can be edited but this is password protected. Items cannot be deleted.
- New items can be added if Bob has added the programming code to handle these new items.
- The **Enable Edits** button initiates the **Edit** or **Add** process.

Price List Items

This sets the prices for each of the **Price Category Items,** for the selected **Year.**   Each item can be edited or deleted, and new items can be added.

Miscellaneous Price Items

This item is relevant to Compa$$ users only.

This is an incentive to encourage members to use Internet banking to top up their Compa$$ accounts.   The bonus is set as a percentage.   Example: Say the bonus is 10%. If a member uses Internet banking to add credit of $50, the club will add $55 to the member's account.   The Bonus lapses once the Expiry Date is passed.

Miscellaneous Items

- **Enable Compa$$ for sessions on or after this date**: This is useful when Hello Club or Compa$$ is implement part way through a year.

Revised: 23 June 2020

Compa$$ and Hello Club Management - Menu Items

Strip Menu Item: More Menu Items ... Hello Club   or More Menu Items ... Compa$$

Menu Items

Excel Reports

- **Database Queries**
- **Member Upload File**: Create the Member file for uploading to the Hello Club Database (this is usually done by Bob)
- **Transaction Log** - As Displayed
- **Transaction Log** - Summary

**Open Posting Log**: Opens the most recent Posting Log text file.

Correction of Posts

- **Update Compass POST Data**: When postings are done from different locations (eg club computer and a home PC), the posting status can go out of synch.   This menu item will update the status without affecting the postings.
- **Change Session Status to FULLY Posted**: At times, the status may need to be manually set to Fully Posted.
- **Change Session Status to PARTIALLY Posted**:   Events that are **Fully Posted** cannot be corrected on the original **Club Status Events** tab.   It the status is set to PARTIALLY Posted, re-posting is enabled.

Refresh Reconciliation: Refreshes the reconciliation of the Club and Hello Club databases.   This item is not available is Compa$$.

Revised: 26 May 2020

Hello Club Overrides

Typically, the default Hello Club parameters are specified in the **Hello Club Management ... Settings** screen.   However, it is possible to override these default parameters for individual competitions.

- **Prizes Count:** The entered values specify the number of prizes that are awarded for each of the sessions of this competition.   The entries are flexible, to allow for different options for prize awards

     Prizes Per Session Entry Type: The entry in the Prizes Per Session text box is interpreted as follows

     Prizes Per Session = Blank

  - The default prizes per session from Hello Club Settings will be used

     Prizes Per Session = Single Digit   eg "2"

  - In the example
    - for each of the NS and EW directions for Mitchell Type Movements, 2 prizes will be awarded
    - for the entire field in Howell Type Movements, 2 prizes will be awarded
    - for Swiss Teams, 2 prizes will be awarded
    - for Swiss Pairs, 2 prizes will be awarded

- for each of the sides is a separated NS/EW fields are used
- for the entire field for combined NS/EW fields

Prizes Per Session = Two Digits separated by a comma,   eg 1,2

- In the example
    - for each of the NS and EW directions for Mitchell Type Movements, 1 prizes will be awarded
    - for the entire field in Howell Type Movements, 2 prizes will be awarded
    - for Swiss Teams, this example does not apply
    - for Swiss Pairs, 2 prizes will be awarded
        - if separated NS/EW fields are used, 1 prizes will be awarded for each side
        - if combined NS/EW fields are used, 2 prizes will be awarded for the entire field

Prizes Per Session = Single Digit with a Percentage sign   eg 12%

   In this case, the number of prizes awarded is a percentage of the competing pairs **or teams**. Note: Normal rounding occurs, and there is always a minimum of 1 prize)

- In the example, say there are 12 tables
    - for each of the NS and EW directions for Mitchell Type Movements, 1 prizes will be awarded   (12% of 12 = 1.44 rounded to 1)
    - for the entire field in Howell Type Movements, 3 prizes will be awarded   (12% of 24 = 2.88 rounded to 3)
    - for Swiss Teams, 1 prizes will be awarded   (12% or 12 = 1.44 rounded to 1)
    - for Swiss Pairs, 2 prizes will be awarded
        - if separated NS/EW fields are used, 1 prizes will be awarded for each side (12% of 12 = 1.44 rounded to 1)

- if combined NS/EW fields are used, 3 prizes will be awarded for the entire field (12% of 24 = 2.88 rounded to 3)

- **Table Money Amount:** The entered amount will be used for the table money for **all** participants (ie members & non members & visitors) for each of the sessions in this competition.   Example of where this functionality can be be used are:
    - for special club events, eg the Babich Simultaneous Pairs

- **Prize Amount ($):** The entered amount will be used the session prize awards.

Revised: 6 January 2020

Compa$$ and Hello Club Director Payments

Both playing directors and non-playing directors can be "paid" via Compa$$ and Hello Club.   This payment is a credit to the directors **Compa$$** account.   There are different situations for playing directors (PD) and non-playing directors (NPD).   The fees paid for a PD and a NPD are set on the **Compa$$ Settings** screen.

1. NPD - The director **does not play**.   This is the North Shore case .... maybe??
2. NPD - The director **generally does not play**, but **occasionally** does to fill a table.   This is the East Coast Bays case.
3. NPD - The director usually has an organized partner and **usually does play**.   This is the Hamilton case.
4. PD - The director **always plays**. This is the Cambridge case.
5. The club **does not pay the director**. This is the Morrinsville, Te Awamutu and Akaroa case.

Every event in the club calendar of events (CCOE) can be marked as **Director Payable =Yes** or No.   If Director Payable =Yes, the directors ID must eventually be entered for that event.

Settings - Price List Items

The Price List items should be set similar to the above. This means that

- A Playing Director will be debited the table money and be credited the PD fee.
- A Non Playing Director will be credited $0 in Compa$$.

Recommendations

The recommended way to handle these cases is as follows:

1. NPD - The director **does not play**. This case is handled outside of Compa$$.
   - Every club event in the CCOE is marked **Director Payable =No**
   - That is the end of that!
2. NPD - The director **generally does not play**, but **occasionally** does to fill a table. In this case the director does not pay table money and their NPD fee is handled outside of Compa$$.
   - Every club event in the CCOE is marked **Director Payable =No**
   - In events when the NPD does actually play, the director's ID is entered on the results screen or the Compa$$ screen. As a player, the director then "pays" the standard table money, but is also be credited the PD

fee. Typically, these amounts cancel out, thus they have a "free" session.
- The session is then posted with the correct director details.

3. NPD - The director usually has an organized partner and **usually does play**. In this case the director does not pay table money and their NPD fee is handled outside of Compa$$.
- Every club event in the CCOE is marked **Director Payable =Yes**
- In events when the NPD does play, the director's ID is entered on the results screen IF it has not been pre-entered elsewhere.
- The session is then posted with the correct director details.'
- If the NPD does not play, this detail can be fixed by a Compa$$ administrator.

4. PD - The director **always plays**.   Compa$$ handles the payment.
- Every club event in the CCOE is marked **Director Payable =Yes**
- The director's ID is recorded against the event, IF it has not been pre-entered elsewhere.
- The session is then posted with the correct director details.

5. The club **does not pay the director**.
- Every club event in the CCOE is marked **Director Payable =Yes**
- That is the end of that!

Setting the Defaults that flow to the Club Calendar of Events

If this setting is ticked, all newly created events in the calendar will automatically set **Director Payment = Yes.**

Changing the settings in Club Calendar of Events

Any parameter can be changed in the Club Calendar at any time.

Importing a Director List from Excel

A list of the director for the whole, or part, of the year can be imported from an Excel file.   Details can be found here.

Fixing Director Posting Errors

1. The event was marked as **Director Payable = No** but that was wrong.
   - On the **Club Events Status** tab ...
   - toggle the **Director Payable to Yes**
   - Enter the Director ID

- POST the event
2. The event was marked as **Director Payable = Yes** but that was wrong.
    - On the **Club Events Status** tab ...
    - toggle the **Director Payable to No**
    - POST the event, to remove the director POSTing.
3. The event was marked as **Director Payable = Yes** but the director was not specified when the event was posted.
    - On the **Club Events Status** tab, the event should show as Partially Posted.
    - enter the director ID
    - POST the event.

  -

Revised: 26 June 2020

Compa$$ and Hello Club Postings

Strip Menu Item: **More Menu Items ... HC ... Club Events Status tab**

The posting for each session is typically done from the Compass results screens, immediately after the session has ended. If the postings are are not done there, they can be done from this screen. Additionally, this screen allows the user to:

- View the posting status of every event.
- Change the **HC Chargeable**, **Prize Event** and **Director Payable** flags for each event.
- Add or remove the **Director ID and name**.
- View the **Posting Log.**

Excel Reports   Options   Open Posting Log   Compa$$ Settings   Corrections of POSTs   Exit

	Playground	Club Events Status	Settings (1)	Settings (2)	Transaction Log	Compa$$

EventID	Event Day	Title	Event Date	File Name	Session Number	File Comment	$$ Charge?	Prize Event?	Prize Basis	Director Payable?	Director ID	Director Name	Director Posted?
3856	thu	Thursday Pairs	20/02/2020	08thu	1	Fully Posted	Yes	No	Raw	Yes	6192	Bob Fearn	Yes
3857	thu	Thursday Pairs	27/02/2020	09thu	2	Results Missing	Yes	Yes	Raw	Yes			No
3858	thu	Thursday Pairs	5/03/2020	10thu	3	Fully Posted	Yes	Yes	Raw	No			No
3863	thu	Swiss Pairs 1	12/03/2020	11thu	1	Results Missing	Yes	No		Yes			No
3860	thu	Swiss Pairs 1	19/03/2020	11thu	2	Results Missing	Yes	No		Yes			No
3861	thu	Swiss Pairs 1	26/03/2020	11thu	3	Results Missing	Yes	No		Yes			No
3862	thu	Swiss Pairs 1	2/04/2020	11thu	4	Results Missing	Yes	No		Yes			No
3864	thu	Swiss Pairs 1	9/04/2020	11thu	5	Results Missing	Yes	No		Yes			No
3865	thu	TTT Pairs	16/04/2020	16thu	1	Results Missing	Yes	Yes	Raw	Yes			No
3866	thu	TTT Pairs	23/04/2020	17thu	2	Results Missing	Yes	Yes	Raw	Yes			No
3867	thu	TTT Pairs	30/04/2020	18thu	3	Results Missing	Yes	Yes	Raw	Yes			No
3901	thu	Redmond Pairs	7/05/2020	19thu	1	Fully Posted	Yes	Yes	Raw	Yes	6192	Bob Fearn	Yes
3902	thu	Redmond Pairs	14/05/2020	20thu	2	Partial, Director Not Posted	Yes	Yes	Raw	No			No
3903	thu	Redmond Pairs	21/05/2020	21thu	3	HC Not Chargeable	No	No	Raw	Yes	6192	Bob Fearn	No
3904	thu	Redmond Pairs	28/05/2020	22thu	4	Results Missing	Yes	No	Both	Yes			No

Date Filters
2020 ▼   Feb ▼
To Month Jul ▼

Day Filters
- ○ All
- ○ Wednesday Evening
- ○ Thursday Evening
- ○ Tuesday Evening
- ● Thursday Pairs
- ○ Monday Evening
- ○ Monday Morning
- ○ Blank

Show Events ...
- ○ All
- ○ Fully Posted
- ○ Partially Posted
- ○ Log Exists, Not Posted
- ○ Results Exist
  - ○ Bad Names
- ○ Results Missing
- ○ $$ Not Chargeable

Names Check ONE Session	Create Player Log for ONE Session	POST Selected Session	Show POST Detail for the Selected Session

Updates ...
Update Director
Clear Director

Selected Events Toggles ...
$$ Chargeable
Prize Event   Prize Basis
Director Payable

Names Check ALL Sessions	Create Player Log for ALL (Valid) Sessions		Update Session Status

This list all events from the Club Calendar of Event along with the events data and the posting status.

Hello Postings

- Posted transactions cannot be canceled or reversed from within Compass meaning that it is imperative that is input data must be as accurate as possible before it is posted.   Authorized administration personnel correct posting errors directly from within the Hello Club application
- If an attendee has a HC account, the postings will be directly against their account. For attendees that do not have a Hello Club account, and for visitors can be optionally posted to one or two Suspense Accounts. Details of this are in [Hello Club and Compass Settings](#)
- A prerequisite for event posting is that the event must exist in the Club Calendar of Events.

Compa$$ Postings

- Posted transactions can canceled or reversed from the *Correction of POSTs* menu item
- Postings will be posted against each members account balance. Visitors wil be posted to a Suspense Account.
- A prerequisite for event posting is that the event must exist in the Club Calendar of Events.

Generalized Process

 The generalized process is as follows.   Note the the **File Comment** associated with each event is automatically updated as the process proceeds.

- When the session is completed, a **Results File** (ie INP or SWI or SWP file) is automatically created as part of the Compass Scoring process. The File Comment will then be *Results Exist*.
- The attendees ID and name are then checked. The File Comment will then be *Good Names* or *Bad Names*.
- A Player Log is then created.   This adds the attendee data to the club database.   The File Comment will then be *Log Exists, not Posted.*
- The event can now be posted. The File Comment then depends on the success of the posting status. The options are
  - *Fully Posted*

- *Partial* (the posting failed partway through the process. The [Posting Log](#) will indicated where the posting failed).
- *Partial, Director not Posted* (all data is ok, except that the Director ID is missing)
- *Partial, Prizes not Posted* (all data is ok, except that the handicap result does not exist)
- *Partial, Director Prizes not Posted*

- If the posting fails, it can be re-posted once the errors have been corrected.

Re-Postings

Assuming that the [Configurations and Set up](#) is correct, most posting will be successful.   Some reasons for posting failures are:

- no Internet connection   (Hello Club only)
- missing API key   (Hello Club only)
- missing table money, director fees or prize price lists
- missing director ID

The [Posting Log](#) will indicate the reasons for any posting failures.   Once the error has been correctly, the event can be re-posted.

Special Case for Director Payable flag

- If the Director Fee has not already been posted, the **Director Payable** flag can be changed from Yes to No.
- For any **fully posted** event, the **Director Payable** flag can be changed from No to Yes .

Screen Filters

The **Date**, **Session Day** and **Show Events** filters control the items that are listed.

Screen Buttons

Names Checks

Names Check ONE Session

Names Check ALL Sessions

This starts the **Names Check** process for the one selected event, or for all listed events where a results file exists. Were appropriate, the **File Comment** column is updated with the name status (ie **...Good Names** or **...Bad Names**). When selecting one event, the notepad report is automatically displayed.

Player Logs

Create Player Log for ONE Session

Create Player Log for ALL (Valid) Sessions

This starts the **Player Log** creation process for the one selected event, or for all listed events where a results file exists. Were appropriate, the **File Comment** column is updated with the player log status (ie **Log Exists ...**).

Show Player Detail ..

Show Player Detail for the Selected Session

This displayed the posting details for each of the session attendees.

Update Session Status

Update Session Status

This updates the **File Comment** column of the table.

Note that this process does nor re-check the player names, thus the **Good Names** or **...Bad Names** notation is lost during this update.

Menu Items

Excel Reports

The *MS Excel* reports show the data that is currently listed in the tables.
 That is, the Filters have been applied. The available reports include:

- Session Attendees: Reports the type session attendees (eg members, visitors etc).
- Database Queries: Reports the Club and Hello Club status of the club members.   Not enabled for Compa$$.
- Member Upload File: Creates a report that can be used to upload the member details to Hello Club. Not enabled for Compa$$.
- Transaction Log - As displayed
- Transaction Log - Summary

Options

Open Posting Logs

A typical log for one event is:

```
22-Mar 10:22:32  Post started for 3268 03thud THE SAMPLE ROOM
Individuals
22-Mar 10:22:36      Post ended: Members
22-Mar 10:22:36      Post ended: Non HCMembers
22-Mar 10:22:36      No visitors this session OR they are already
posted
22-Mar 10:22:36      Post Prize bypassed for Diane Emms Place = 1
Player not HC eligible
22-Mar 10:22:36      Post Prize OK     for Kevin Whyte Place = 1
22-Mar 10:22:36      Post Prize bypassed for Melanie Trevethick
Place = 1 Player not HC eligible
22-Mar 10:22:36      Post Prize bypassed for Julie Rope Place = 1
Player not HC eligible
22-Mar 10:22:36      Post ended: Director  - Michael Neels
22-Mar 10:22:37  Post ended for 3268 03thud THE SAMPLE ROOM
Individuals
```

Compa$$ Settings (These settings apply to Compa$$ users only)

Email Body and Footer files determine the format of the email sent to users.
 Details on how this is done are here.

- **Set Email Body File**:
- **Set Email Footer File**:

Excel Correction of POSTs

- **Delete a Posting**:   The selected posting is removed from the system. This is usually done when the results has been corrected after the initial posting. (This item applies to Compa$$ users only)
- **Update Compass POST Data**: This alliggns the Compass data with the Hello Club data.   (This item applies to Hello Club users only)
- **Change Session Status to FULLY Posted**: Sometimes the Events status may not have been correctly reported.   This item manually sets the event the **Fully Posted.**   Fully Posted events can never b**e rePOSTED**..
- **Change Session Status to PARTIALLY Posted**: Sometimes the Events status may not have been corrected reported.   This item manually sets the event the **Partially Posted.** Partially posted events can be **rePOSTED** to add the Director Posting and/or the Prizes Posting.

Important Note

To select any one event, mouse click in the small gray box in the leftmost column of the list - the entire row will then have a black background. Clicking any data cell within the table does not correctly select the item.

| ▶ | 3124 | mond | Monday Mornings in February |

This is a correctly selected row.

| ▶ | 3124 | mond | Monday Mornings in February |
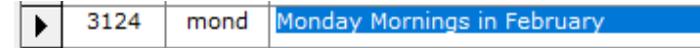
This is an incorrectly selected row.

Revised: 23 June 2020

Compass Hello Club Database Queries

The tab lists all club member along with their Hello Club information.   The table can be exported to MS Excel.

Strip Menu Item: More Menu Items ... Hello Club ... Database Queries tab

Text Filters

Displays the members that match the selected values. For example

- **Last Name** that **Starts with f**
- **First Name** that **Equals Bob**
- **HC Flag** that **is Yes or No**

- **Acct Credit** Where **Account Credit <= 0**
- **Acct Credit** Where **Amount Owing >45**

Show Members that ..

This displays the members that match the selected status. For example:

- Have good credit
- Need to top up
- Do not have a Hello Club Account

Database Actions

- **Do Database Check**: Checks the club and Hello Club databases for anomalies, which are then reported in the **Message Log**. The reported anomalies include:
  - Members that are in Hello Club, but not in the club database
  - Members in the Hello Club database with a blank **MEMBER NUMBER**.

Message Log Actions

The message log contains the results of the **Do Database Check.** The displayed log can be **Cleared** or **Printed**.

Notes

Clicking a column heading will sort the table contents by the selected column.

Revised: 30 March 2019

Compass Hello Club Reconciliation

This reports the data differences between the Compass member database and the Hello Club member database., and in some cases the Compass and/or Hello Club values can be updated or synchronized.

In Hello Club but not in Compass

- The **Add Selected Member to Compass** button adds the selected member to the Compass database.

In Compass, but not in Hello Club

- The **Add Selected Member to Hello Club** button adds the selected member to Hello Club. The **Select All** check box toggles the selected members.

In Hello Club, without a Computer Number

- The Hello Club number is the member's NZB computer ID and this is a mandatory field in Hello Club.
- The **Update the Hello Club Number** button update the Hello Club database.

Archived or Suspended in Hello Club

- This list is for information only. These statuses must be changed directly in Hello Club.

Data Differences

- This lists the data differences within the following fields
  - **name** (first and last name)
  - **email address**
  - **phone number**
  - **mobile number**
  - **address**
  - **membership type**
  - **NZB grade**

- All fields (except the **name** field) in the Compass or Hello Club databases can be synchronized using data from the other database.
- The **Update COMPASS with the HC Data** button updates the Compass database.
- The **Update HC with the Compass Data** button update the Hello Club database.

  Special Case if both databases have a blank value

- Use the **Update COMPASS with the HC Data** button
- Enter the field data in the pop up box
- The Compass data is now updated
- Use the **Update HC with the Compass Data** button to synchronize the Hello Club database data.

Revised: 1 April 2019

Correcting Hello Club Postings

Corrections to postings should never be needed but, hey.   For example

- The wrong person has been recorded as playing a session
- The director payment has gone to the wrong person.
- Prizes have not been correctly allocated.
- The Compass data is out of synch with the Hello Club data.

Original Posting and Fixing Posting Errors

- Errors can be fixed from the original **Club Status Events** posting tab or from the **Correcting POSTs** tab or a combination of both.
- Compass has a **sanity check** to prevent duplication of postings, so never fear (until you must).   This checks directly with Hello Club if a transaction has been previously posted.
- Original postings or correction postings can be done from any PC. The only requirement is the user must have login access to the Compass Hello Club screen.

Before any corrections are make, the posting status from a Compass point of view and a Hello Club point of view can and should be viewed

Checking the Compass Event Status

The Compass status of any event within can be checked as follows:

- The **Event Status** column indicates the current status
  - Fully Posted events cannot be re-processed.
  - Partially Posted events can be re-processed.

- Show **Player Detail for the Selected Session** button shows:

○

Computer	Player	Table Posted?	Prize Posted?	Director Posted?	Post Date
999	Chris O'Dowd	Yes	No	No	22/01/2020 4:06:36 PM
6192	Bob Fearn	Yes	Yes	No	22/01/2020 4:06:36 PM
22036	Jane Stearns	Yes	No	No	22/01/2020 4:06:36 PM
26507	Jimmy Cottle	Yes	Yes	No	22/01/2020 4:06:36 PM
30524	Jimmy Bond	Yes	No	Yes	22/01/2020
33778	Jimmy Costa	Yes	No	No	22/01/2020 4:06:36 PM
41712	Jimmy Crow	Yes	Yes	No	22/01/2020 4:06:36 PM
42569	Eva Huntington	Yes	No	No	22/01/2020 4:06:36 PM
42812	Kevin Whyte	Yes	No	No	22/01/2020 4:06:36 PM
44765	Jimmy Coles	Yes	No	No	22/01/2020 4:06:36 PM
64504	Mike Neels	Yes	No	No	22/01/2020 4:06:36 PM
77778	Jane Dough	Yes	Yes	No	22/01/2020 4:06:36 PM
77779	Sam Stein	Yes	No	No	22/01/2020 4:06:36 PM

POST Detail — X

○ The Yes/No fields indicate the Compass posting status.

Checking the Hello Club Status

The Hello Club status of any event within can be checked as follows:

- The HC Status is shown in the **Correcting POSTs** tab.

	Post Type	UID	First Name	Last Name	Comp ID	Amount	is Credit	Details	Reversed?
☐	prizemoney	6405010	Eva	Huntington	42569	-6.50	True	07mon 10-Feb:Monday Pairs Prize Place=1	
☐	prizemoney	6405010	Jane	Dough	77778	-6.50	True	07mon 10-Feb:Monday Pairs Prize Place=1	
☐	prizemoney	6405010	James	Bayer	999	-6.50	True	07mon 10-Feb:Monday Pairs Prize Place=1	
☐	prizemoney	6405010	Clare	Langford	11111	-6.50	True	07mon 10-Feb:Monday Pairs Prize Place=1	
☐	tablemoney	6405010	Suspense...	NON HC Me...	0	5.20	False	07mon 10-Feb:Monday Pairs:Alf Lowe	
☐	tablemoney	6405010	Suspense...	Visitors	0	6.00	False	07mon 10-Feb:Monday Pairs:Bernie Sanders	
☐	tablemoney	6405010	Eva	Huntington	42569	5.00	False	07mon 10-Feb:Monday Pairs	
☐	tablemoney	6405010	Jimmy	Bayley	42599	5.00	False	07mon 10-Feb:Monday Pairs	
☐	tablemoney	6405010	Jimmy	Cottle	26507	5.00	False	07mon 10-Feb:Monday Pairs	
☐	tablemoney	6405010	Jimmy	Crow	41712	5.00	False	07mon 10-Feb:Monday Pairs	
☐	tablemoney	6405010	Jane	Stearns	22036	5.00	False	07mon 10-Feb:Monday Pairs	
☐	tablemoney	6405010	Jane	Dough	77778	5.00	False	07mon 10-Feb:Monday Pairs	
☐	tablemoney	6405010	Sam	Stein	77779	5.00	False	07mon 10-Feb:Monday Pairs	
☐	tablemoney	6405010	James	Bayer	999	5.00	False	07mon 10-Feb:Monday Pairs	
☐	tablemoney	6405010	Kevin	Whyte	42812	5.00	False	07mon 10-Feb:Monday Pairs	
☐	tablemoney	6405010	Clare	Langford	11111	5.00	False	07mon 10-Feb:Monday Pairs	

Correction of Posts (Menu Item)

- **Update Compass POST Data**: When postings are done from different locations (eg club computer and a home PC), the posting status can go out of synch.   This menu item will update the status without affecting the postings.
- **Change Session Status to FULLY Posted**: At times, the status may need to be manually set to Fully Posted.
- **Change Session Status to PARTIALLY Posted**:   Events that are **Fully Posted** cannot be corrected on the original **Club Status Events** tab.   It the status is set to PARTIALLY Posted, re-posting is enabled.

Table Money

1. Wrong player recorded in the Results File.   For example, player A has been debited, when it should have been player Z

- On **Correcting POSTs** tab
    - Use ***Reverse the Selected Postings*** to credit Player A
    - Use ***Create Miscellaneous POST*** to charge Player Z

2. Players is granted a FREE session

- On **Correcting POSTs** tab

  - Use ***Reverse the Selected Postings*** to credit the player

Director Fees

1. Director credited for a session where the director is NOT payable.

  - On **Correcting POSTs** tab
    - Use ***Reverse the Selected Postings*** to reverse the director payment
  - On **Club Events Status** tab
    - ***Clear Director***
    - Toggle ***Director Payable*** to NO

2. Director NOT credited for a session where the director IS payable.
  - On **Club Events Status** tab
    - Toggle ***Director Payable*** to YES
    - ***Update Director***
    - Change **Session Status** to PARTIALLY Posted
    - Use ***Post Selected Session*** to complete the posting

3. Wrong director paid.   For example, person A has been credited, when it should have been person Z
  - **Correcting POSTs** tab
    - Use ***Reverse the Selected Postings*** to reverse the payment for person A
    - Use ***Create Miscellaneous POST*** to credit Player Z

Prize Money

1. Session Prizes awarded in error
  - On **Correcting POSTs** tab
    - Use ***Reverse the Selected Postings*** to reverse the prize payment

2. Session Prizes not awarded when they should be
  - On **Correcting POSTs** tab
    - Use ***Create Miscellaneous POST*** to credit the players
3. Series Prizes are to be awarded
  - On **Correcting POSTs** tab
    - Display the last event in the series

- Select the prize winner
- Use ***Create Miscellaneous POST*** to credit the player
- Repeat for all other players

Revised: 19 March 2020

Hello Club & Compass Transactions   - RECOMMENDATIONS

It is apparent that the lack of quality Hello Club reporting is jeopardizing the entire implementation. This is a discussion of the current situation and suggestions for improvements.

Note: I make these recommendations as an interested observer.   Some recommendations may not be possible, and additional suggestions from users are welcomed.   The aim is to make the Compass/Hello Club integration to be as perfect as possible and this is a collaborative effort.

That said, why is it my responsibility to effectively bail out Hello Club?

Main Recommendations

1. Compass to be used for Hello Club financial reporting.

2. To support this, the transaction processes must be documented to ensure consistent data.

Comment on HC Transaction Types

There are two types of HC transactions - *Create Transaction* and *Add Account Credit.*   *Create Transaction* does allow flexibility transaction classifications (see below) but these do not fit bridge club language.
    This document recommends that a select few of these classifications be used, and the *Detail* field of the transaction uses a specific bridge related keyword for readability and to get the transactions into a reporting bucket appropriate for a bridge club.

Classification	Use ?	When
Account Credit	Yes	Where the transactions involve the adjustment of a members account credit
Activity Fee	Yes	For all session related transactions, ie table money, director fee and prize awards
Booking Fee	No	
Coupon Purchase	No	
Deposit	No	
Event Entry Fee	No	

Interclub Fee	No	
Membership Fee	Maybe	
Purchase	No	
Other	Yes	For everything else

Recommendation

For **Create Transaction** transactions, the classification of **Account Credit, Activity Fee or Other** are the only ones that are used.   When required, a bridge related keywords must be added so that transactions go in the correct bucket.

For **Add Account Credit** transactions, a bridge related keywords should be used where required

- Table

- Director

- Prize

- Host

- Free

Addition keywords can be added as required.   Note that keywords are case <u>insensitive</u>.

Direct HELLO CLUB Transactions

Handling Money received from members via by cash/cheque, eftpos, direct credit etc

Members funds (e.g. cash cheques) are periodically handed to a club official and Hello Club must be updated. Additionally, eftpos and direct credit transactions require a Hello Club update. To ensure consistent reporting, HC should be updated in one way only, and this is by "adding Account Credit"

Members who do not manage their own accounts.

Member funds handed to a club official and Hello Club must be updated.

Visitors

Handling of visitors does seem to be a challenge for clubs. Currently the process is that

- Visitors table money is charged against the **Visitor Suspense Account** when an event is posted. These debit the account credit of the suspense by the value of the table money.

- Clubs optionally can record each individual visitor or accumulate the amount of all visitors into one total. All clubs are using the former method.

- Visitors table money is collected by a club official during each session. (The Compass "names check" identifies the visitors.)

- Hello club is then updated to record the collection of the table money.

In theory, the funds collected will equal the suspense account amount charged and balance will net to zero. Any imbalance must be periodically

written off

The most efficient way to record the collection of visitor table money is to use the HC **Add Account Credit** process against the visitor suspense account.   The aggregation of the total visitor table money is the only transaction required.   Creating a separate transaction for each of the participating visitors add no value.   Do NOT use the HC **Create Transaction** process for the visitors as it will lead to inconsistent reporting.

From time to time, the visitor suspense account must be balanced to account for money that has not, and never will be, received.   Thus, the table money debt must be written off.

Recommendation

1. Clubs should use **Add Account Credit** to record payment of visitor table money and to write off non-payments.

2. Clubs should consider accumulating the visitor table money into one – there is no value gained by creating a transaction for each visitor.

Club Subscriptions

Subscriptions can be and should handled by Hello Club.   Subs for a new year can be created automatically by Hello Club. Subsequently, payment of subs must be managed as follows.

Payment by POLi, Stripe, and by Account Credit

Members manage their own payments by these methods.

Payment by "Cash "

Members funds (e.g. cash cheques) are handed to a club official and Hello Club must be updated.

- From the member's account, select the **Membership Fee** item

- Select the **Mark as Paid** option

- Set **Paid By** to the most appropriate option

- That's it.

Miscellaneous Transactions

There are two types of miscellaneous transactions:

Transactions related directly to a session (ie table money, director fees, prize money)

Errors in standard posting for table money, director payment and prize awards should never happen, but it does. Types of error that can occur are:

- The wrong players are recorded in Compass thus corrections are required

- A director payment needs to be added, or corrected

- The prize awards need to be added, or corrected

Recommendation

1. These transactions should be processed through the Compass procedures. Only in exceptional circumstances should these transactions be posted directly in Hello Club.

2. Clear documentation on manual postings must be available to users.

The reason for this is that Compass initiated transactions have consistent data, which leads to valuable financial reports.   Direct manual HC postings do allow postings can be inconsistent leading to inconsistent reporting.

Non session related miscellaneous transactions, and the recommended HC transactions

- A member resigns and their HC Account Credit is refunded (by cash or cheque)

- A member gifts some of their HC credit to another member (contra deal) (Two transactions are required 1) the giver's account is debited and 2) the receiver's account is credited_

- Payment for HOST duties

- Members or Visitors are granted a "free" session

- Miscellaneous Purchase by member via Account Credit e.g. name badge or tournament entry SUMMARY OF HELLO CLUB POSTINGS

ADD ACCOUNT CREDIT Transactions

Transaction	Detail Text (eg)	Paid by	
Money received from members	"Account top up"	Cash or cheque etc	
Members who do not manage their own accounts.	"Account top up"	Cash or cheque etc	
Recording Visitor table money	"10mon 11 March"	Cash (always use cash) *	

Write of Visitor money	"Write off"	Other **	
Host duties	"11fri 14 Mar: Host"	Other **	
Director Fee	"11fri 14 Mar: Director"	Other **	These transactions should be processed in this way, not by *CREATE TRANSACTION* ***
Prize Money	"11fri 14 Mar: Prize"	Other **	
Host duties	"11fri 14 Mar: Host"	Other **	
Free sessions	"11fri 14 Mar: Free session"	Other **	

* $ amount is accumulated over all visitors.

**   Paid by Other means that the payment comes from the club.

***   *CREATE TRANSACTION* is convenient when multiple members need to be updated by identical transactions.

CREATE TRANSACTION Transactions – REFUND MONEY

Transaction	Option	Refund Money For	Detail (eg)	Pay Member Using	
Member	Refund	Account	"Player	Cash or	

resigns	Money	Credit	Resignation"	cheque etc	
Gifting (Part 1: givers account)	Refund Money	Account Credit	"Contra, Helen Jones"	Other	
Director Fee	Refund Money	Activity Fee	11fri 14 Mar: Director Fee	"director"	These transactions are better processed by *ADD ACCOUNT CREDIT*
Prize	Refund Money	Activity Fee	11fri 14 Mar: Prize money	"prize"	

CREATE TRANSACTION Transactions – COLLECT MONEY

Transaction	Option	Collect Money For	Detail (eg)	Payment	Paid By
Miscellaneous Purchase by member	Collect Money	Other	"Badge purchase"	Deduct from account balance	
Gifting (Part 2: receivers account)	Collect Money	Account Credit	"Contra, Helen Jones"	Already Paid	Other
Table Money	Collect Money	Activity Fee	11fri 14 Mar: Table money	Deduct from account balance	

Note that the essential keywords are coloured red.

Hello Club Dates

For transactions, Hello Club essentially has two dates, "Date" and "Payment Date".   HC allows flexibility with these dates which can lead to inconsistent financial reporting. In very general terms

Date: This is the date of the HC transaction.   For HC initiated transactions, this is "now", that is the time the OK button is clicked.   For session related Compass transactions, this is the date of the session.

Payment Date: This is the date that the transaction is "paid". For Hello Club initiated transaction, this defaults to "now", but can be overwritten by the user and could be a date in the past.   For Compass initiated transactions, this again is the date of the date the session.

- Accurate reporting is entirely dependent on consistent date handling of the transactions. The current flexibility allowed by Compass and Hello Club can lead to confusing reporting.

- For consistent month to month reporting, only one of the two available dates should be used for date range criteria.   This will ensure that consistent financial reporting is achieved.

- Consistent dating reporting will also ensure that re-runs of old reports will return the same data.

Recommendation

For Compass reporting, it is recommended that **Payment Date** be used for date range criteria.   The reason is that **Payment Date** can consistently be set to "now" thus avoiding postings being made against a date in the past.

If the approach is adopted

- Compass transactions should be created with [**Payment Date]** **= "today".**   This is easily achieved programmatically.

- HC transactions should always be created with [**Payment Date] = "today".**   This is achieved by user discipline.

Additional Notes

1. Hello Club allows transactions to be **Removed**.   To ensure accurate Compass reporting transactions care should be taken when removing transactions.

Recommendation

- HC transactions for the current reporting month can be removed without a problem.

- HC transactions for closed months **must not be removed**.   Any incorrect posting must be fixed by creating an equal and opposite transaction.

2. If is recommended that the default Payment Date (ie today) is always accepted but if you know what you are doing, and accepted the consequences, backdating to an earlier date within the current month is acceptable.

Compass Functionality

Please refer to the CompassHELP document for details on the

- Correcting POSTs process

- Transaction Log

Revised: 19 March 2020

Compa$$ Accounts Overview

Compa$$** (pronounced Compass dollars) is a system that all-but eliminates the handing of cash at a bridge club. Each member has a **Compa$$ accounts and their debits and credits are recorded. A running total of each member's balance is maintained and periodically forwarded to members.

- **Debits** come from
  - Table money.   Compa$$ is updated after each session has been played.
- **Credits** come from
  - Director Payment and Prize Awards.   Compa$$ is updated after each session has been played.
  - Account top-ups that occur by Internet banking, or by cash/cheque handed which is then banked.   The treasurer will periodically export the bank transactions as a CSV file.   This file is then analyzed via Compa$$ and funds are posted to the correct accounts.
- **Member Subscriptions** are also handled by Compa$$, but these transactions generally do not affect Compa$$ account balances.

Compa$$ can manage:

- the table money process. A standard table money is set but variations are possible. For example the Babich pairs of where table money for youth members is different.

- the payment of a playing or non-playing director (credit is automatically added to their Compa$$ account)

- the payment of prizes for session winners (credit is automatically added to their Compa$$ account)

- the payment of prizes for session winners (credit is added to their Compa$$ account when a series has been completed)
- the processing of annual subscriptions
- miscellaneous transactions (eg transferring funds between members, credit adjustments)

Session Attendees and Table Money

The types of attendees at any club session are:

- Club members who monitor and manage their own Compa$$ account. These attendees have table money automatically deducted from their Compa$$ account and will periodically top-their accounts to cover this expense.

- Club members who do not actively manage their Compa$$ account (eg those without email and/or do not do Internet banking). These attendees will periodically forward cash (or cheque) to the treasurer who will enter this information into their Compa$$ account on their behalf.

- Visitors to the club.   These attendees pay table money at the table. The treasurer will bank these funds record these payments against the Compa$$ **Visitors account**

Generalized Procedure for Table Money

After the session is played, information for all attendees is **Posted** to Compa$$.

- The postings can be done by the scorer from the duplicate or swiss results screens or by an administrator from the **Compa$$ Management** screen.

- The IDs of the session attendees are checked prior to posting. Missing or duplicate names must be corrected before the posting is permitted.

- If the director is payable for the session, their ID/name will be identified.

- If prizes are awarded for the session, these will also be posted.

Generalized Procedure for Subscription Accounts

- At the beginning of a new year, the [Member Subscription Accounts](#) are generated. This creates a transaction in each member's Compa$$ account.

- The payment of subscriptions is subsequently made by

    - Internet banking.   The information is imported into the member's Compa$$.

    - Cash (or cheque). The treasurer manually updates the member's Compa$$ account,

- Each member's Compa$$ account records these transactions.

Miscellaneous Transactions

From time to time, miscellaneous transactions will occur (eg voucher reimbursements, transferring of credit between members, refunding of credits for resigning members).   All these transactions can be entered into the Compa$$ accounts.

Reporting

Comprehensive sets of reports of each member's transactions are visible on the screen and can be exported in full detail to MS Excel.   Individual reports can also be emailed to members as required.   Additionally, summary reports are available for the club treasurer and other officials.

Links

[HC and Compa$$ Configuration and Set Up](#)
[HC and Compa$$ Postings](#)

[HC and Compa$$ Settings](#)

[HC and Compa$$ Postings for Prize Awards](#)

[HC and Compa$$ Management Screen - Menu Items](#)

[HC and Compa$$ Transaction Log](#)

[Compa$$ Member Accounts](#)

[Compa$$ Banking Download](#)

Revised: 23 June 2020

Compa$$ and Hello Club Postings for Prize Awards

Prize Awards for the winners of club sessions can be automatically posted to Hello Club and Compa$$.   The default settings from Compa$$ and Hello Club Settings are used for to set the parameters for all events in the Club Calendar Events (CCOE).   For example:

- The Awards can be disabled for all events, but this can be overridden in the CCOE for any individual Competition.
- For the top X placings for each direction in dual winner movements (eg Mitchell). ("X" is defined in Compa$$ and Hello Club Settings and if necessary, overridden in the Club Calendar of Events.)
- For the top Y placings in single winner movements (eg Howell).   ("Y" is defined in Compa$$ and Hello Club Settings and if necessary, overridden in the Club Calendar of Events.)
- For Swiss Pairs and Swiss Teams Events, sessions prizes are awarded to the top placings based on the Victory Points *for each of the sessions within the even*t.
- Awards can be given for the raw score winners or the handicap score winners or both.

Swiss Events

Awards for the top placings based on the Victory Points *for each of the sessions within the even*t. For example, if an event has 3 sessions, with 3 rounds in each session, prizes are awarded for the "winners" of rounds 1-3 only , the "winners" of rounds 4-6 only and the "winners" of rounds 7-9 only.

Prize Award Parameters

The parameters for each session are set up in the Club Calendar of Events. The relevant settings are:

- **Prize Event**: Specifies if the prizes are awarded for the session
- **Prize Basis**: Specifies if the prize awards are based on:
    - **Scratch** Score - prizes awarded to winners based on their scratch (raw) score
    - **Handicap** Score - prizes awarded to winners based on their handicap score
    - **Both** - prizes award to both the scratch score winners and the handicap score winners.   **SPECIAL NOTE**: The ***When awards are for both Scratch and Handicap results, players can win 2 prizes*** setting determines if players can be awarded TWO prizes, win on both raw and handicapped scores.

Hello Club and Compa$$ Setup and Configuration

The settings for Hello Club and Compa$$ are documented here.   In summary:

- **Number of Prize Awards** ... The number of top placings that qualify for prizes is set for each of the one and two winner movement types.   Note these default settings can be overridden for individual competitions as set up in the Club Calendar of Events.
- **For multi section events ...** For events run in sections, this determines if prizes are awarded separately for both sections or just for the overall 'across the field' result.

One and two winner movement types

The number of prizes awarded depends on the movement type:

- Two winner Mitchell Type movements: Prizes are awarded to each side.
- One winner Howell Type movements: Prizes are awarded to the overall field.
- Multiple Teams: Prizes are awarded to each side.

- Individual Events: Prizes are awarded to the overall field.
- Swiss Teams: Prizes are awarded to the overall field.
- Swiss Pairs:
    - Combined field: Prizes are awarded to the overall field.
    - Separate NS/EW field: Prizes are awarded to the overall field.

Overrides

Overrides to the default settings can be made.

- [Table Money Override](#)
- [Prizes Per Session Override](#)
- [Prize Money Amount Overrides](#)

Revised: 26 June 2020

Compa$$ and Hello Club Transaction Log

This is effectively a financial ledger as it details every transaction that has occurred.

- For Hello Club users, these transactions come from their website.
- For Compa$$ users, the transactions come from the club database.

First Name	Last Name	Payment Date	Details	Transaction Type	From Direct Credits	From Bank Deposits	From Club's Bank	Subs	Table Money	Director Fee	Prize Award	Credit Card Fees	Other	Club Liability
Jimmy	Allen	01-Jan-2020	Account top up	Deposit		33.00								33.00
Brenda	Allen	01-Jan-2020	Account top up	Deposit		29.00								29.00
Jimmy	An	01-Jan-2020	01wedd TM+Director	D						45.00				45.00
Jimmy	An	01-Jan-2020	Account top up	Deposit		58.00								58.00
Jimmy	Anderson	01-Jan-2020	Account top up	Deposit		24.00								24.00
Jimmy	Anderson	01-Jan-2020	01wedd TM	H					5.20					(5.20)
Jimmy	Andrews	01-Jan-2020	Account top up	Deposit		47.00								47.00
Athlene	Anslow	01-Jan-2020	Account top up	Deposit		59.00								59.00
Jimmy	Ardern	01-Jan-2020	Account top up	Deposit		44.00								44.00
Gay	Bainbridge	01-Jan-2020	Account top up	Deposit		36.00								36.00
Jimmy	Baker	01-Jan-2020	Account top up	Deposit		29.00								29.00
Jimmy	Baksh	01-Jan-2020	Account top up	Deposit		48.00								48.00
Jimmy	Barnes	01-Jan-2020	Account top up	Deposit		45.00								45.00
Jimmy	Barr	01-Jan-2020	Account top up	Deposit		37.00								37.00
Steve	Baxter	01-Jan-2020	Account top up	Deposit		42.00								42.00
Jimmy	Bayley	01-Jan-2020	Account top up	Deposit		34.00								34.00
Merle	Beck	01-Jan-2020	Account top up	Deposit		12.00								12.00
David	Bell	01-Jan-2020	Account top up	Deposit		28.00								28.00
Mary	Berry	01-Jan-2020	Account top up	Deposit		27.00								27.00
Sue	Blake	01-Jan-2020	Account top up	Deposit		59.00								59.00
Jimmy	Blewden	01-Jan-2020	Account top up	Deposit		30.00								30.00
Jimmy	Bobbett	01-Jan-2020	Account top up	Deposit		12.00								12.00
Jimmy	Bond	01-Jan-2020	Account top up	Deposit		23.00								23.00

281 records displayed — Compress Columns

TOTALS: 470.00 | 2440.00 | 120.00 | 230.00 | 1033.00 | 202.10 | 273.00 | | | 2242.10

Open Bal / Current / Close
Liability 0.00 2242.10 2242.10

Club Liability

This is the clubs liability with respected to the members fund.   If the club collapsed at this moment, this is the amount that would be refunded to the members. The liability changes with every transaction. For example

- table money **decreases** the club liability
- director payments **increase** the club liability
- prize awards **increase** the club liability
- member account top-ups **increase** the club liability

Liability Reconciliation

The Club Liability is calculated and displayed both on the Compa$$ tab and on the Transaction Log tab and the two numbers should match.   Non-matching numbers will be highlighted red.   If the numbers do not match

- Ensure that the **To Date** is the same on both tabs (if the To Dates are different the numbers will definitely not match.)
- Ensure that the **Refresh Often** button on the **Transaction Log** has been clicked
- Check the **Excel Report** of the the **Member Balances** (on the **Compa$$ tab**).   This will identify the discrepancies, allowing further investigation.
- Talk to Bob.

Explanation of Column Headers

The **non cash** columns are self explanatory.   The **cash** columns are essentially incoming and outgoing of the Hello Club or **Compa$$** account.

	Column Header	Description	Effect on Club Liability
Income Items	From Direct Credits	Funds deposited directly my members through Internet banking	Increased
	From Cash Deposits	Members funds deposited into a club bank account via Bank Transfer, eftpos or cask /cheque	Increased
	From Club's Bank	This is where the club funds to change a member's balance. For example, when resigning from the club, their balance is refunded.	Increase or decrease, depending on the transaction
Outgoing Items	Subs	Subscriptions amounts	Decrease
	Table Money	Table Money amounts	Decrease
	Director Fee	Director Fee amounts	Increased
	Prize Awards	Prize Award amounts	Increased
	Credit Card Fees	Credit Card Fee amount	No effect as this is not a Compass relevant item
	Other	Other, miscellaneous, sundry, etc amounts	Increase or decrease, depending on the transaction
Balancing Items	Club Liability	The change in the club's liability as a result of the transaction	Increase or decrease, depending on the transaction
	Balance	This balances the incoming and outgoing items and should be zero. If not, there is an error on the logic. Refer this to Bob.	

Filter Panel

Downloads from Hello Club   OR "Downloads" from Compa$$

- Downloads are manually initiated by clicking the **Refresh Often** button.
- The date range of the downloaded transactions is between the **From Date** and **To Date** date pickers.
- The Date is the **Payment Date**.
- The button text reports the date/time of the latest download.
- Any new download deletes the existing transaction log items within the date range.
- The download can be repeated multiple times.
- A download can take a little time.   It is best to limit any one download to a one month time span. A full month can around 2 minutes.

Date Pickers

- These have dual functionality 1) the date range of the download and 2) the date range of the displayed transactions.
- The "Date" is the **Payment Date**.
- The + - buttons quickly change the date to the first or last day of the month.

Filters

- **Name Lookup**: Displays transactions for the selected member. The **X** clears the name filter.
- **Visitor Account:** Displays Visitor transactions only.
- **Hide Table Money**: Does just that!
- **Week Number** and **Session Day:** Displays by **Compass Session** day, eg 10 and mond

- **Clear All Filters**: Does just that!

Session Total

This activates a pop up that reports session information. This report can be exported to MS Excel.

Session Detail

Week Number	Session Date	File Name	TOTAL Players	Visitors	HC Table Money	Director Fees	Prize Awards
6	05-Feb-2020	06wed	12	1	77.20		
7	10-Feb-2020	07mon	12	2	61.20		26.00
7	11-Feb-2020	07tue	12	3	57.25		26.00
7	12-Feb-2020	07wed	12	2	70.40	30.50	39.00
8	18-Feb-2020	08tue	12	2	25.00		19.50
8	19-Feb-2020	08wed	12	2	50.00	5.10	26.00
9	25-Feb-2020	09tue	12	3	46.00		19.50
9	26-Feb-2020	09wed	12	2	50.00		29.50
10	02-Mar-2020	10mon	12	2	62.00		26.00
10	05-Mar-2020	10thu	12	3	50.20		26.00
11	09-Mar-2020	11mon	12	3	61.40		32.50

Show Column Filter

This filters the display by the specific column headers.

Subs Analysis

This displays a summary of the subscriptions pad and not paid.   The can then be exported to Excel.

Other Screen Features

- The **Compress Columns** checkbox toggles the display of non important data columns
- The **TOTALS** box displays the column totals.   Note the position of this is fixed, so it can become misaligned with the transactions columns.   Click on either dd or mm or yyyy of the date fields to correct the alignment.
- Clicking any column headers sorts that column in ascending or descending order.
- The width of the screen can be changed by dragging the right hand border or the bottom border with the mouse.

Excel Reports

Reports are printed from the screen menu.

Summary Report

TRANSACTION LOG - SUMMARY

| Date From | 01 Jan 2020 |
| Date To | 22 Jun 2020 |

| Other Criteria | AND TX_PaymentDate >= #01-Jan-2020# AND TX_PaymentDate < #01-Jul-2020# |

Incoming		Outgoing	
Direct Credit		Subs	663.33
Cheque, cash, eftpos etc	1207.55	Table Money	1714.85
Club Account Credit	816.20	Director Fees	222.20
		Prize Awards	582.00
		CC Fees	
		Other	212.30
		Club Liability	(1324.93)
Total	**2023.75**	**Total**	**2069.75**

Club Liability	
Opening Balance	1700.00
Transactions this Period	(1324.93)
Closing Balance	375.07

Report as Displayed

Transaction Log as at 21-Jun-2020 11:09

| Criteria | 1/01/2020 to 31/01/2020 |

First Name	Last Name	Payment Date	Details	Deposit From Direct Credit	Deposit From Cash	Deposit From Club Funds	Subs	Table Money	Director Fees	Prize Awards	Credit Card Fee	Other	Clu Liabi
Jimmy	An	01-Jan-2020	01wedd 01-Jan:Spring Pairs Directo			(15.50)			(15.50)				
Bob	Fearn	01-Jan-2020	01wedd 01-Jan:Spring Pairs:REVER!					(5.00)					5.0
Eva	Huntington	01-Jan-2020	01wedd 01-Jan:Spring Pairs Prize P			(6.50)				(6.50)			
Bill	Brunton	01-Jan-2020	top up		50.00								50.
Ben	Brasell	01-Jan-2020	top up		50.00								50.
Bobby	Brown	01-Jan-2020	top up		60.00								60.
Bessie	Butler	01-Jan-2020	Secondary Club membership				27.00						(27.
Bill	Brunton	01-Jan-2020	Secondary Club membership				27.00						(27.
Bobby	Brown	01-Jan-2020	top up		20.00								20.
Bobby	Brown	01-Jan-2020	Home Club membership				45.00						(45.
Jimmy	Allen	01-Jan-2020	Home Club membership				45.00						(45.
Jimmy	An	02-Jan-2020	01wedd 01-Jan:Spring Pairs Directo			15.50			15.50				
Jimmy	An	02-Jan-2020	01wedd 01-Jan:Spring Pairs Directo			5.10			5.10				
Jimmy	Anderson	02-Jan-2020	01wedd 01-Jan:Spring Pairs					5.00					(5.0

Revised: 21 July 2020

Compa$$ Member Accounts

The Compa$$ tab displays account balances for all members.   Reports can be emailed to individual members at any time, for example, at the end of each month.

Screen Features

- **Date Filters**: Displays the account balances from the selected monthly date range.
    - Use the **+** and **-** buttons to quickly cycle the months up and down.
- **Name Lookup**: Displays the account of the selected member.
    - X cancels the name lookup
- **Show**: Member Details or Visitor Details
- **Credit Adjustments**:
    - **Add Credit or Debit**: This opens the [Compa$$ Download](#) screen, where member debits and credits can be added.
    - **Open CSV File for the Selected Credit**:   This opens the [Compa$$ Download](#) screen. Debits/Credits that have been created from the [Compa$$ Download](#) screen can then be deleted.   Obviously, care must be taken when doing this.

Account Balances

This displays the final Compa$$ balance for the listed members.   Individual emails can be sent to the selected recipients.

CompID	Last Name	Display Name	Balance	Email
42611	Allen	Jimmy Allen	2.80	
44243	Allen	Brenda Allen	(22.60)	
03604	An	Jimmy An	129.30	
04928	Anderson	Jimmy Ande...	(16.40)	
45194	Andrews	Jimmy Andr...	18.30	
07273	Anslow	Athlene Ans...	33.80	
34762	Ardern	Jimmy Ardern	20.30	
07403	Bainbridge	Gay Bainbri...	22.30	bobfearn@msn
21991	Baker	Jimmy Baker	23.30	
04208	Baksh	Jimmy Baksh	30.80	
02190	Barnes	Jimmy Barnes	14.80	
38015	Barr	Jimmy Barr	23.30	
42837	Baxter	Steve Baxter	26.80	
42599	Bayley	Jimmy Bayley	25.10	
20897	Beck	Merle Beck	(8.20)	
30812	Bell	David Bell	2.20	
77780	Berry	Mary Berry	11.80	
07413	Blake	Sue Blake	50.30	
22122	Blewden	Jimmy Blew...	21.30	
04199	Bobbett	Jimmy Bobb...	121.60	
30524	Bond	Jimmy Bond	42.60	
02187	Boswell	Jimmy Boswell	43.00	
07241	Bowden	Jan Bowden	16.00	
46650	Boyack	Jimmy Boyack	15.00	
22087	Bradley	Jimmy Bradley	43.30	
06132	Brasell	Jimmy Brasell	46.00	

Account Balances 0 members selected

☐ Select All

Hide UnSelected | Show All

Show/Hide Balances

☐ Select < $ 10

Export to Excel

Email Balances

The emails will be sent to the SELECTED recipients. There are a number of ways to view and select the recipients

- Click any of the column headings to **sort that column** by ascending or descending order.
- To **select multiple separate members**, press the <ctrl> key, then click the mouse.
- To **select a group of continuous members**, mouse click the first member, press the <shift> key, mouse click the last member.

- **Select All**: Selects or unselects all items.
- **Select < $**: Selects or unselects all items where the member balance is less than the entered amount. (The entered amount can be a negative number.)

- **Hide Unticked:** Shows the selected items only.
- **Show All /Hide Balance** Displays all items
- **Show/Hide Balance** Does just that.
- **Export to Excel**: There are 2 option
    - Export only those members WITHOUT an email address that fit then selected criteria.
    - Export all members that fit then selected criteria.
- **Email Balances**: Sends emails to the selected members.   Important Note: For members without an email address OR where email = "none", email are sent the the clubs email.   These can then be printed and given to the members affected.

Email Sample

Member Account Balance

AccountBalance_BobFearn.html
5 KB

Hi Bob

Please find attached your **Table Money Analysis Report**.   If your balance is less than $20, please deposit funds as soon as possible.   Please reply to this email if you have any questions.

Deposit Information

- Please pay by Internet Banking to the club account 09-1234-01236547, referencing your NZ Bridge number.
- Alternatively, pay at the club using cash or by cheque.

Regards

Bob Fearn
Secretary
Compass Bridge Club

home address: 8845 166th Ave NE, Apt B301, Redmond, WA, USA 98052
phone: (1) 425-558-3877
mobile: (1) 425-985-2103
email: bobfearn@msn.com

Compa$$ Account Balance			Date Printed	20-Jul-2020		
Bob Fearn			Date Range	01-Jul-2020	to	31-Jul-2020
Date	Details	SessID	Add Funds	Deduct Funds	Balance	Reference
01-Jul-2020	OPENING BALANCE				184.80	
09-Jul-2020	Reimbursement		4.00		188.80	Voucher Credit
15-Jul-2020	Ladder Prize		10.00		198.80	Prize awards

The Email body text file and footer text file are created and saved in the
Bulk Email screen.   Details on how this is done are here.

Menu Item ... Compa$$ Settings

These body text and footer text files attached to this email process are set from the **Compa$$ Settings ... Set Email Body File** and **Set Email Footer File** menu items.

Email - GMail - Delay Sends

The GMail client has limitation when a 3rd part app such as Compass use it to send emails.

1. Number of sends in a short period of time (this seems to be about 80/minute ish)
   - When more that 70 emails are bring sent, a delay can be inserted to slow down the the sending of the emails.   As each PC is different the delay sweet spot is not known.   Initially try 10 seconds then modify this up or down accordingly.
   - If Gmail does have a problem during the sends, a pop-up will appear allowing Gmail to catch up.
2. Total sends in a rolling 24-hour period (500 mails)
   - These bulk emails do not happen very often and if the total membership is < 500, any send on one particular day should not violate the limitation.
   - If it does, a a pop-up will appear indicating the email address of where it failed.   Later, you can resume the email sends from this point

Revised: 19 July 2020

Compa$$ Banking Upload

This screen is used to import the Compa$$ related transactions from a CSV file exported from the club's bank account. This CSV file is imported into Compa$$ line by line and each transaction is allocated to the correct member ID and the appropriate bucket, eg table money or subs etc.

Bank CSV File

All account holders can export the bank transaction as CSV files. Note that the format of the CSV is slightly different for all each bank, so you must select the correct bank name at the top of the screen.

- This is a typical CSV file, this one from the ANZ.

- Each line item is then read into Compa$$, and actioned once the **Payment For** and **Payment Via** details are specified. If sufficient information exists, it should be quite easy to do this allocation. To help this, members should be ask to include their name, NZB number and reason in the available fields during the Internet banking process.
- Once the line item has been actioned, th Compas$$ information is added to the CSV file east from column K. See the image below.

- A full audit trail of the action taken, when it was done and by whom is therefore available. The GUID is a unique ID for each transaction.

Action	Split	Import Date	Imported By	Member ID	Member Name	Amount	Pay For	Pay By	Comment	GUID	
Credit added	#FALSE#	25/06/2020 7:36	Bob Fearn	3604	Jimmy An		Account top u	DirectCredit		F3E12DF0-08EA-4802-81C143D7B575773C	
Credit added	#FALSE#	25/06/2020 7:36	Bob Fearn	4199	Jimmy Bobbett		Subs	DirectCredit		EDF688A7-9740-4A54-85A45962BA2085CC	
Credit added	#TRUE#	25/06/2020 7:36	Bob Fearn		Jimmy Baker*Jimmy E	$80.00*$80.0(	Account top u	Deposit*Deposit*Deposit*		2ACBE04D-C2D4-41FF-8D32A778588439D4	
Credit added	#TRUE#	25/06/2020 7:36	Bob Fearn	3604	Jimmy An*Jimmy An*	$50.00*$80.0(	Account top u	DirectCredit*Dire(	$5.00 bonus applied	D31E2381-900A-4DB4-A32D4D2154AF04CC	
	#FALSE#	25/06/2020 7:36	Bob Fearn	0							
	#FALSE#	25/06/2020 7:36	Bob Fearn	0							
	#FALSE#	25/06/2020 7:36	Bob Fearn	0							
	#FALSE#	25/06/2020 7:36	Bob Fearn	0							
	#FALSE#	25/06/2020 7:36	Bob Fearn	0							
	#FALSE#	25/06/2020 7:36	Bob Fearn	0							
	#FALSE#	25/06/2020 7:36	Bob Fearn	0							
	#FALSE#	25/06/2020 7:36	Bob Fearn	0							
	#FALSE#	25/06/2020 7:36	Bob Fearn	0							
	#FALSE#	25/06/2020 7:36	Bob Fearn	0							
	#FALSE#	25/06/2020 7:36	Bob Fearn	0							
	#FALSE#	25/06/2020 7:36	Bob Fearn	0							
Credit added	#FALSE#	25/06/2020 7:36	Bob Fearn	6192	Bob Fearn		Other	AccountCredit	Prize Awards	FE8312B0-FBD6-429B-9226BAF209CCC6FA	

Processing the CSV File

Bank Transaction Import
Troubleshooting

CSV Format ● Other ○ ANZ ○ Kiwibank ○ Westpac ○ SBS ○ BNZ

Invoice Year

Load Bank CSV File C:\Users\bobfe\Downloads\CompaSS_2020_Q1.csv 2020

Bank Details: 3 of 18

Description BILL PAYMENT

Date 27-Feb-2020 Amount 30.00

Other Party JIMMY AN

Details Table Money 3604

Import Status

Jump to Record #

|< < > >|

12 unprocessed records

Find Record

Compass Details

$ Amount

27/02/2020 30.00

3604 Jimmy An Lookup

2020 Subs: Youth $40 paid 18-Jul

Payment For
● Account Top Up
○ Subs
○ Visitors Account
○ Other

Payment Via
○ Cash Deposit
● Direct Credit
○ Account Credit

Accept
Already Processed
Not Compa$$

Comment

Special Functions
Split Transaction   Remove Credits   Adjust Account Credit

Exit

- The CSV line items **Bank Details** display in the left panel and the **Compa$$ Details** display in the right hand panel.
- Each line item must specify the **member NZB ID** and the **Payment For** and **Payment Via** parameters
- Most line items will have enough information to easily determine this but some will require extra thought and/or research.
- Some lines will have multiple transaction within and these must be split into separate Compa$$ parts. Details are here.
- The **Payment For** and **Payment Via** parameters:
  - **Payment For:** 99.9% will be for account top up or subs.
    - **Account Credit** is used for Non Cash transactions.
    - **Visitors Account**: This is used for the visitor table money banked by the treasurer.
  - **Payment Via:** 99.9% will either be Direct Credit (ie Internet banking) or Deposit (cash banked by the treasurer). This information should always be able to be interpreted from the bank details.

- Each line item is then actioned as:
  - **Accept**: The line item is accepted as a Compa$$ transaction.
  - **Already Processed**: This may occur when CSV files has items from overlapping dates and the same transaction appears in two CSV files.
  - **Not Compa$$**: This cover items not related to Compa$$.

Screen Highlighting

- Compa$$ detects if a transaction has already been entered (based on date, member ID, amount, subs or account top up)   The details are shown in the green box.
- The *Tooltip* displays the CSV file used to created the existing credit.
- A member's subscription information is always shown for information. This can help to categorize a transaction.
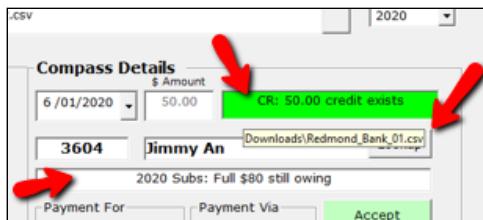
Screen Functions

- **Import Status**:
- **|< < > >|** Moves through the records
- **Jump to Record #**:   Displays the enter bank transaction number
- **12 Unprocessed Records**:   Click here to display the next unprocessed record. Automatically goes back to record 1 if no further records are found.
- **Find Record Text Box**:   Enter a few letters of a member's last name, the press <enter> or click the **Find Record** button.

Special Functions

Split Transactions

 CSV line items can be for multiple members and/or categories which must be split into separate items. These occur when one bank transaction is used to, say, pay subs and

account top up.

- Transactions can be split in multiple ways, for example:
  - one member splits $X for table money and $Y for account top up.
  - one line item is split into a top up for 2 or more members.
  - one line item is split into subs payment for 2 or more members. There could even be different subs amount for some members.
- There are 3 colour coded "slots" for the **Payment For** category and any or all slots can be used.   For each slot, members IDs are added to the colour coded **Member List.**
- For example
  - If 10 members are playing $80 sub,
    - set slot 1 **Payment For**= Subs, **Unit Amount** = 80 then add the 10 members to the blue list
  - If 5 members are playing $80 sub, and 4 are playing a $50 sub
    - set slot 1 **Payment For**= Subs, **Unit Amount** = 80 then add the 5 members to the blue list
    - set slot 2 **Payment For**= Subs, **Unit Amount** = 50 then add the 4 members to the orange list
  - If 1 members are playing $80 sub, and topping up account by $50
    - set slot 1 **Payment For**= Subs, **Unit Amount** = 80 then add the 1 members to the blue list
    - set slot 2 **Payment For**= Account top up, **Unit Amount** = 50 then add the 1 members to the orange list
  - You get the picture
- **Special Case 1**: If a) the **Subs** have not been paid and b) the **Bank Amount** is greater that the subs amount, the two slots will be automatically populated.
- **Special Case 2**: If **Payment For= Non Compa$$**, the Member List should be left blank.
- A different **Date** and or **Comment** can be entered for each slot.
- The **Delete Selected Members** and **Clear the List** buttons can be used at ant time.

- The **Accept** button is disabled until **Grand Total = Bank Amount**

Remove Credits

This simply deletes the transaction from Compa$$, usually just to correct processing errors.

Adjust Account Credit

These **NON CASH** transactions adjust an account balance. Example of this are

- subs payment using existing account credit
- transfer of funds between members
- voucher/ticket reimbursement.
- prizes fr ladder events (overall prizes for a series)
- payment of balance when a member resigns from the club. This is not strictly non-cash and whilst the members balance is set to zero and the equivalent amount is paid from the club to the (ex) member by cash.

Important Note: **The non cash transactions are automatically added to the currently open CSV file.   Club may consider creating a special CSV file for these transactions only, if they wish.**

Notes

- For members funds transfer, first click the **TRANSFER between members** option
- pre-defined Reference can be selected (use the up-down arrow keys to cycle through these) or a different **Reference** can be typed in the box.
- Enter and appropriate **Comment**.   This will appear on the member account balance.
- Double click the ***To Member Computer ID*** box to open the lookup.

- This process can be used when a member request that their current **Account Credit** be used to pay their subscription.

Notes

- The default **Club Bank** name is set in Club Info Set Up ... Club Options (4)
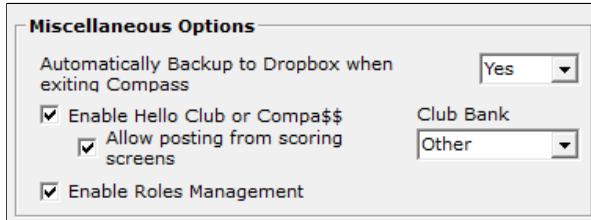
- The active CSV file can be open (in Excel) by clicking the blank box to the right of the CSV file name.
- Double click in the CSV filename box to reload the CSV file.
- The CSV must be closed before any line item is actioned.

- After the current line item has been actioned, the next line item will automatically display.
- The indicator on the bottom left displays the number of unprocessed line items.   Clicking this will display the next unprocessed line item.   If at the end if the file, it will display the first line item.

- Kiwibank users must export the Basic CSV, not the Full CSV.

CompassMail - Overview

CompassMail sends emails directly from the Compass application without the need for an email client (eg MS Outlook) to be installed. The GMail account can be a generic account that is managed by Bob, or a club specific GMail account.   The club's XTRA account can also be used as the email client.

Compass has functionality to semi-automatically send emails with the following data.

1. Session results and competition overall results to all participating players
2. Tournament results to the secretaries of the clubs of all participating players
3. A summary of recent results to the local newspaper or the club captain are any other recipient (this is using the Competition Register functionality).
4. Any Bulk EMail to some or all club members and to NZ bridge club secretaries or to any third party

Notes

1. To receive email, a member's email address must be entered in the **Club Database** or in the Compass **Contact List**.
2. The email addresses of NZ club secretaries are automatically available for use in any email.
3. Compass has a simple Contact List. Emails can be sent to recipients in this list.
4. Attachments can be added to any email.

Bulk EMail

Bulk EMail allows fancy mails to be sent to specific recipient lists. Details [can be found here.](#)

Revised: 7 August 2016
Revised: 14 April 2020 (about day 30 in the COVID-19 era)

CompassMail - Configuration

The configuration is done on the <u>Club Information Set Up</u> screen.

CompassMail Account Details

CompassMail can use

- a generic GMail account for sending emails.   Bob manages this account.
    - **Mail Program**: CompassMail
    - **Account ID**: compassmailnz@gmail.com
    - **Password**:
- a club managed GMail account.   Enter the account ID and password details
    - **Mail Program**: Club GMail Account
    - **Account ID**: your GMail account ID
    - **Password**: your password

○ Note: To allow gmails to be sent from the Compass application, you may also have to enable the **Access for less secure apps** in the gmail account

EMail Addresses

The default addresses are used on the [Send Email](#) screen.

NZB Secretary   The default address for master point related emails
Club MP Secretary   The sender address for any email sent.
Club Captain   The default address for emails sent from the
[Competition Register](#) form to the club captain.
Local Newspaper   The default address for emails sent from the
[Competition Register](#) form to the local newspaper.

Emailing Results to all Participants

Tick to enable the **Enable the option to Email results from the results screens** if you want to emails the session results to the participating players and/or others.

Revised: 7 August 2016

Sending Bulk EMails

These emails are initiated from the **Email Options ... Send EMail** button on main strip menu.

Strip Menu Item: EMail Options ... Send EMail

The Bulk EMail functionality provides great flexibility in the sending of emails, This includes

- format can be fancy HTML or plain text
- various recipient groups can be used
    - by groups of members
    - by NZB grade
    - by those who participate in various playing sessions
    - by any member(s) from the club database
    - from the Compass contact list
    - by club secretaries
- emails can be included separate body text and footer text
- emails text can be save for future use
- different salutations can be used
- attachments can be included
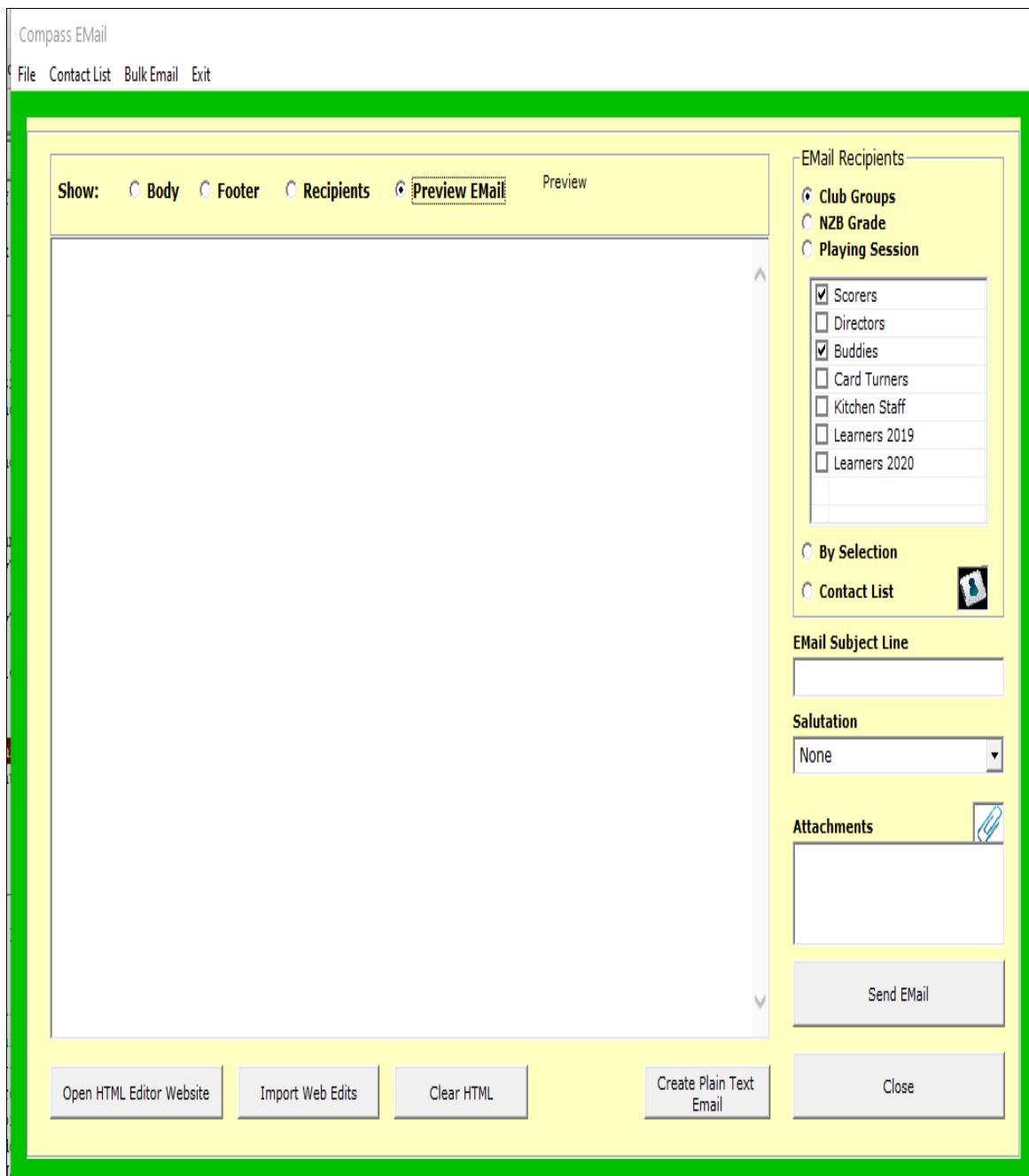
Body Text

- ## HTML format

    HTML allows fancy formatting such as bold and italic fonts, colour highlighting, hyperlinks and tables, however fancy means more complexity.

As visual Basic does not have an inbuilt HTML editor, a web based editor has to be used. More details are here. Then generalized process is

- Select the *Body* radio option
- EITHER Use the *File ...Open Body* menu option to open a previously saved body text
- OR do nothing to start with a blank slate
- Click the **Open HTML Editor Website** button to open the web based HTML editor
    - Use Ctrl-V to paste the HTML into the editor
    - Do edits are required
    - Use Ctrl-C to copy the HTML from the editor
- Reactivate the CompassMail page in Compass
- Click the **Import Web Edits** button to transfer the HTML edits to Compass
- From here you can use the *File ... Save Displayed Text As .. Body* menu option to save and/or **SEND** the emails

Plain Text Format

This option is usually used to whip off a quick email to a group of people. The email text is unfancy plain text. The generalized procedure is:

- Click the **Create Plain Text Email** button.
- Type your message this the box. When the Email text is complete ..-
- Enter the **Email Subject Line**
- Select the **Recipients**
- Enter the **Salutations**
- Using the radio buttons, **Preview EMail** and check the **Recipients** list
- Use the **Send EMail** button to send the email.
- If required, use the *File ... Save Displayed Text As .. Body* menu option to save the current edits

Notes

1. Use the *File ...Open Body* menu option to open a previously saved body text.
2. Use the *File ...Save Displayed Text As .. Body* menu option to save the current text.

Footer Text

- The edits of the FOOTER are similar to the edits of the **Body Text**.

Recipients

In most cases, ONE email is sent with all recipients that are in the BCC list.
CAUTION CAUTION The exception is when the **Salutation** option of *Hi {member}*
is used.   In this case one individual email is sent to each of the recipients and
this can be a **huge** overhead as each email takes between 2 and 5 seconds to
process.   When using the simple **None** or **Hi All** salutation, only one email is sent
taking just 5 seconds to process.   If the *Hi {member}* option is used to, say, 100
recipients, the process time will be approx 5 minutes!!!

- ## Club Groups

  - The Club Groups are defined in [Group Management](#).

- ## NZB Grade

  - Each members NZB Grade (Open, Intermediate, Junior) is used.

- ## Playing Sessions

  - First, the analysis of playing sessions is done in the [Analysis of Playing Members](#) screen. This calculates the percentage of each events played in each of the club sessions in a given period.   Then when this option is slect, there is an option to specify the threshold percentage for those to receive the email.   For example, if threshold = 60, the recipient list will be limited to those members who have play greater that 60% of the events in the selected club session(s).

- ## By Selection

  - The selection is done on the old email screen (accessed by clicking the **Close** button). This selection can be club members or club secretaries

in your region or those throughout New Zealand.

- **Contact List**

    - Click the icon to display the Compass Contact List.   Recipient can be selected from this list.
    - Use the *Contact List* menu item to edit the Compass Contact List.

- **Notes**

    - All duplicates in the recipient list are eliminated.
    - Where an email address is shared among multiple members, only one email is set to the address.

EMail Subject Line

Any email subject line can be entered here.

Salutations

The salutation is a short greeting at the start of the mail. The option are:

- **None**: No salutation is used
- **Hi Al**l: this generic text is used
- **Hi {member}**: one email is sent to each of the member in the recipient list. [Please see the cautionary note here.](#)

Attachments

- Double click on the attachments icons to specify the file name of the attachment.
- In the attachment list, clicking an attachment file, then right clicking the mouse, will display the selected attachment.
- Attachments can be excluded from the email if they are unticked.

Senders (ie your) Email Address

- This is a mandatory field that is required by the email process. It is defaulted from the Club Secretary email address in Club Information Set Up,

but you can overtype any email address here.
- This field is visible when the **Close** button is clicked.

Screen Menu Items and Buttons

- ### Clear HTML

  This clears (ie blanks out) the currently displayed HTML text.   CAUTION You may wish to SAVE the current HTML text BEFORE you clear/blank the text.

Web Based HTML Editors

A number of editors are available and each has a list of pros and cons.   Some of those available are

- https://bestonlinehtmleditor.com/
- https://html5-editor.net/
- https://htmleditor.tools/
- https://online-toolz.com/tools/html-editor-wysiwyg.php/

The default editor used by Compass is https://bestonlinehtmleditor.com/ but the other editors can selected from the ***Set Web Based HTML Editor*** menu item.

Revised: 17 April 2020

Sending EMail - Session Results

These emails are initiated from the **Email Results to Players** button on the results screens of Pairs Events and Swiss Pairs Events and Swiss Teams events.

Send EMail Screen Defaults

Email Subject and (Body Text) Message

- Text is appropriate for this type of email

Attachments

- The session result
- The overall result for the competition series ([See Notes](#))

Address List (CC List)

- Blank

BCC Address List (BCC List)

- All participating players

Notes

If the overall result for the competition series exists, it will be automatically attached to the emails. These are the steps to achieve this:

1. Calculate the session result for a pairs event in the normal manner.
2. Click the **Competition Results** button and calculate the raw and/or handicap results for the competition.

3. Exit back to the session result
4. Now, when you click the **Email Results to Players** button, both the session result and the overall result will be added as attachments to the sent email.
5. Some email hosts (eg xtra.co.nz) reject maisl if they have multiple attachment, To counter this, multiple HTML attachments are automatically appended into a single file.
6. If you wish the send email with both HTML attachments and other types of attachment, two separate emails need to be sent.

Revised: 19 August 2018

Sending EMail - Tournament Results

These emails are initiated from the **Email Results to Players** button on the tournament results screen.

Send EMail Screen Defaults

Email Subject and (Body Text) Message

- Subject = Tournament title
- Body Text Message = "Some of your members may have played in this recent tournament. Please print the attachments and post on your notice board."

You can over-type this text as you wish.

Attachments

- The session result of the tournament.

Address List (CC List)

- Blank

BCC Address List (BCC List)

- The club secretary of all participating players in the tournament.

Revised: 7 August 2016

Sending Email - Contact List

The Compass Contact List records the email address of miscellaneous entities. Contacts can be added, edited, deleted or added to pre-defined groups.   Contacts can also be imported from Outlook and Gmail email clients.   The contacts can then be selected when sending CompassMail.

Strip Menu Item: EMail Options ... Contact List

The Contact List is also accessed from the menu of the **Send Email** screen.   Note that this screen operates in two modes - **read** and **write**.

- **Read** Mode: Contacts (or groups of contacts) are selected for inclusion in an email recipient list.
- **Write** Mode: Contacts are added, edited, deleted or added to pre-defined groups.

Read Mode
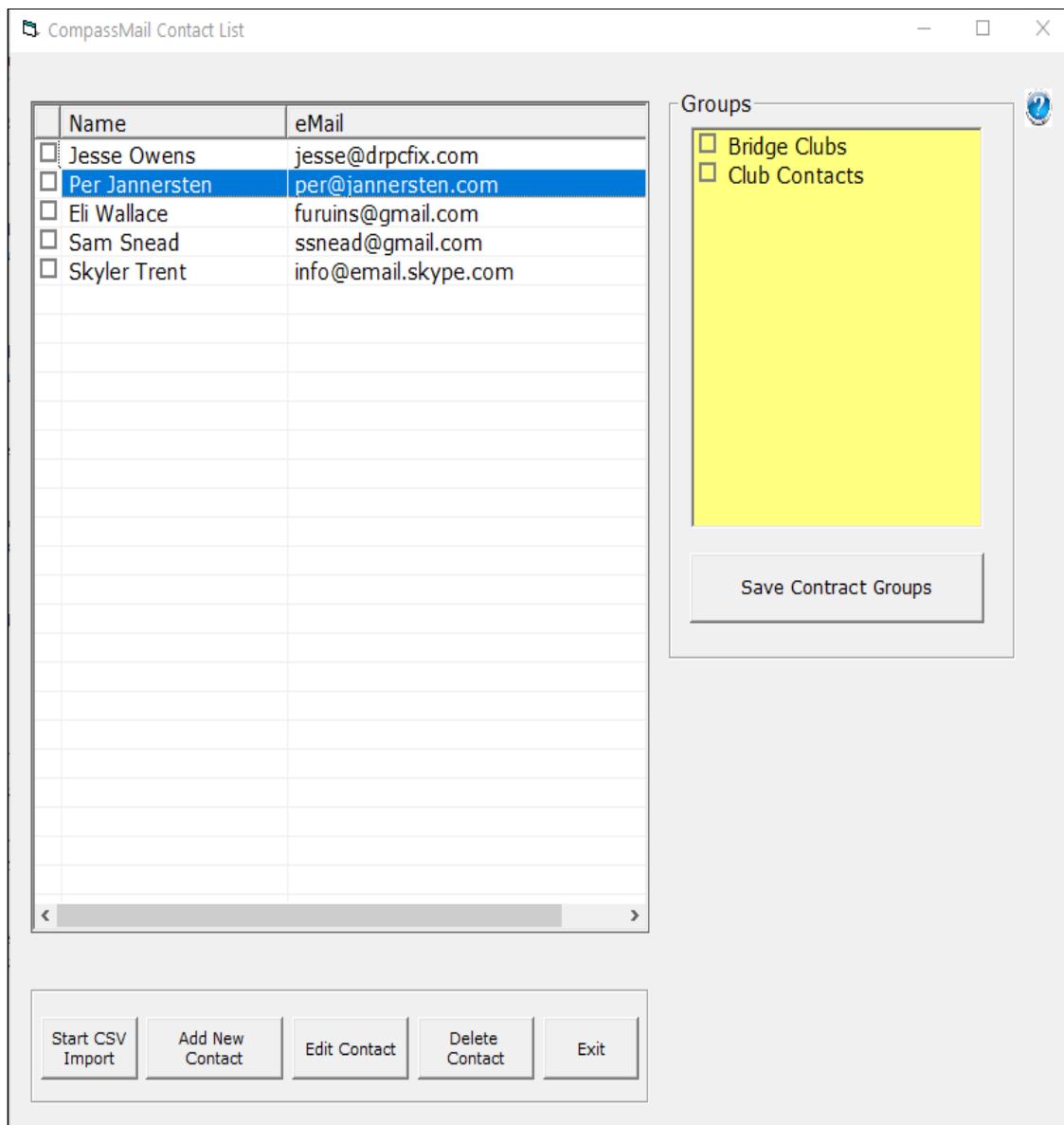
Simply tick the individual contacts, or tick one or more **Groups**.   These contacts will be added to the email recipient list.

Write Mode

- The **Add**, **Edit** and **Delete** functions are self-explanatory.

CSV Import

Contacts can be imported from Outlook and Gmail account (please contact Bob if you wish to import from other accounts).

- From your Outlook and Gmail account, export the contacts to a CSV file.
- Click the **Start CSV Import** button.
- All contact from the CSV file is appear in the list.
- Tick the contacts you wish to import.
- Click the **Add Ticked Contacts** button.
- Note that duplicates will be automatically removed.

Groups

Any number of groups can be defined in [Group and Roles Management](). To assign contact to groups:

- Tick ONE group from the right hand list
- The contact list will tick those who are assigned to the ticked group.
- Tick and untick contacts as required.
- Click the **Save Contact Groups** button.

Revised: 5 May 2020 (about da6 60 on the COVID-19 era) Total US deaths 67,444)

Group and Roles Management

Groups are used in the [Compass Bulk EMail](#) functionality.

- **Where Active = Yes**: Club members are assigned to one or more of these groups. Then during the emailing process, the email recipient list can be from one or more of the selected groups.
- **Where Active = No**   In [Compass Email Contacts](#), contacts can be assigned to these groups.   Then during the emailing process, the email recipient list can be from one or more of the selected contact groups.

Roles allow the menu options to be specific for each defined role.

Strip Menu Item: Other Options … Group Management

Group Set Up

Club Groups

	ID	Name	Active
▶	1	Scorers	Yes
	2	Directors	Yes
	5	Buddies	Yes
	6	Card Turners	Yes
	7	Kitchen Staff	Yes
	8	Learners 2019	Yes
	9	Learners 2020	Yes
	10	New	No
	12	New	No
*			

Edit Groups   **End Edit**

Notes

- The IDs must be unique.   Duplicated IDs will generate an error.
- If Active = No, the group will not be available for selection on any related screen.
- **SPECIAL NOTE:** Groups are used in the set up of Contact Lists.   For a Group to show in the Contact List, the *Active* flag must be set to NO.
- Use the **Edit Groups** button to edit, delete or add a new group.
    - When editing the Active field, No = 0 and Yes = -1
    - New Groups are added on the bottom line (the line with an * in the list column)
    - Groups can be deleted, but this will completely remove this group from all members

Group Members

Adding a new Member to Groups

1. Use the **Add Member** button to add a member to the list.
2. From the middle list, tick or untick the Groups that apply to the selected member.
3. Click the **Save Updates (**or the **Discard Updates)** button.

Editing the Groups of an Existing Member

1. Click on any existing member (the ***Filter By Last Name*** process can be used to find an existing member).

2. From the middle list, tick or untick the Groups that apply to the selected member.
3. Click the **Save Updates (**or the **Discard Updates)** button.

Removing an Existing Member

1. Click the **Remove Selected Member** button to do just that!

Notes

- ***Filter By Last Name:***
  - Enter a few letters to filter the list by member's last name.
  - Use the ***<escape>*** key or the **X** button to clear the filter.
- The names in the list are sorted by the members ***First Name***.
- The right hand list summarizes the groups
  - The **By Members** and **By Group Name** radio buttons change the view.
  - Click the **Export to Excel** button to do just that!
- The ***Dropbox Club File Copy*** menu item will copy the clubs database file (xxx.mdb) to Dropbox, which can then be picked up on the clubs scoring computer.

Roles Management

Roles Management allow the Compass menu item to be tailored for each role.

Roles Type

Select a Role

- ⦿ Scorer
- ○ Dealer
- ○ Hello Club
- ○ Emailer
- ○ Home User
- ○ XClub Admin
- ○ Adminstrator
- ○ Super User
- ○ Compass Lite User
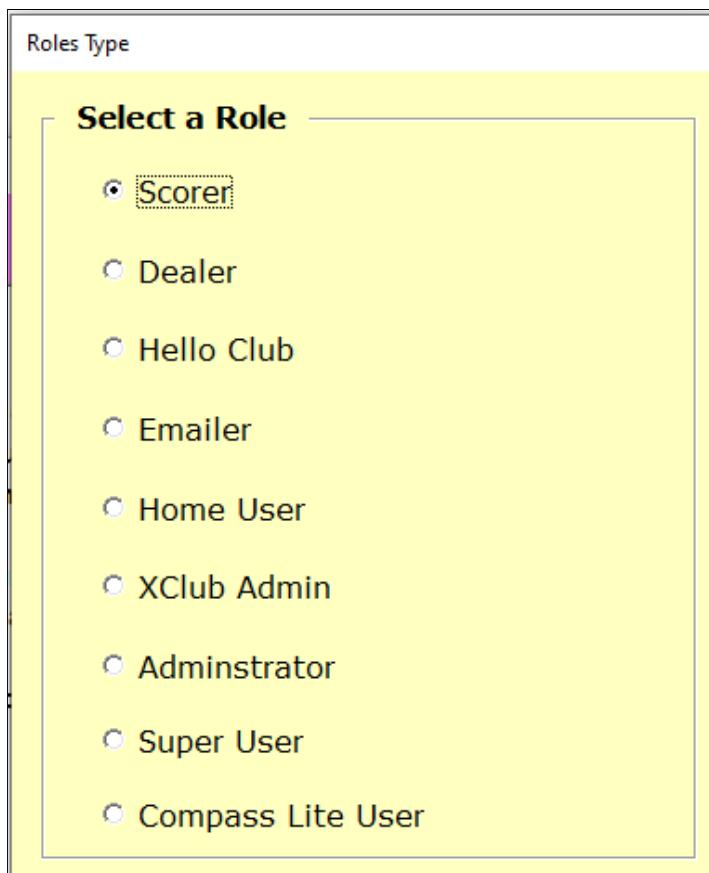
Notes

- Roles management is enabled by selecting the *Enable Roles Management* checkbox in **Club Info Set Up**
- A password can be applied to any or all of the roles.

Roles Set Up
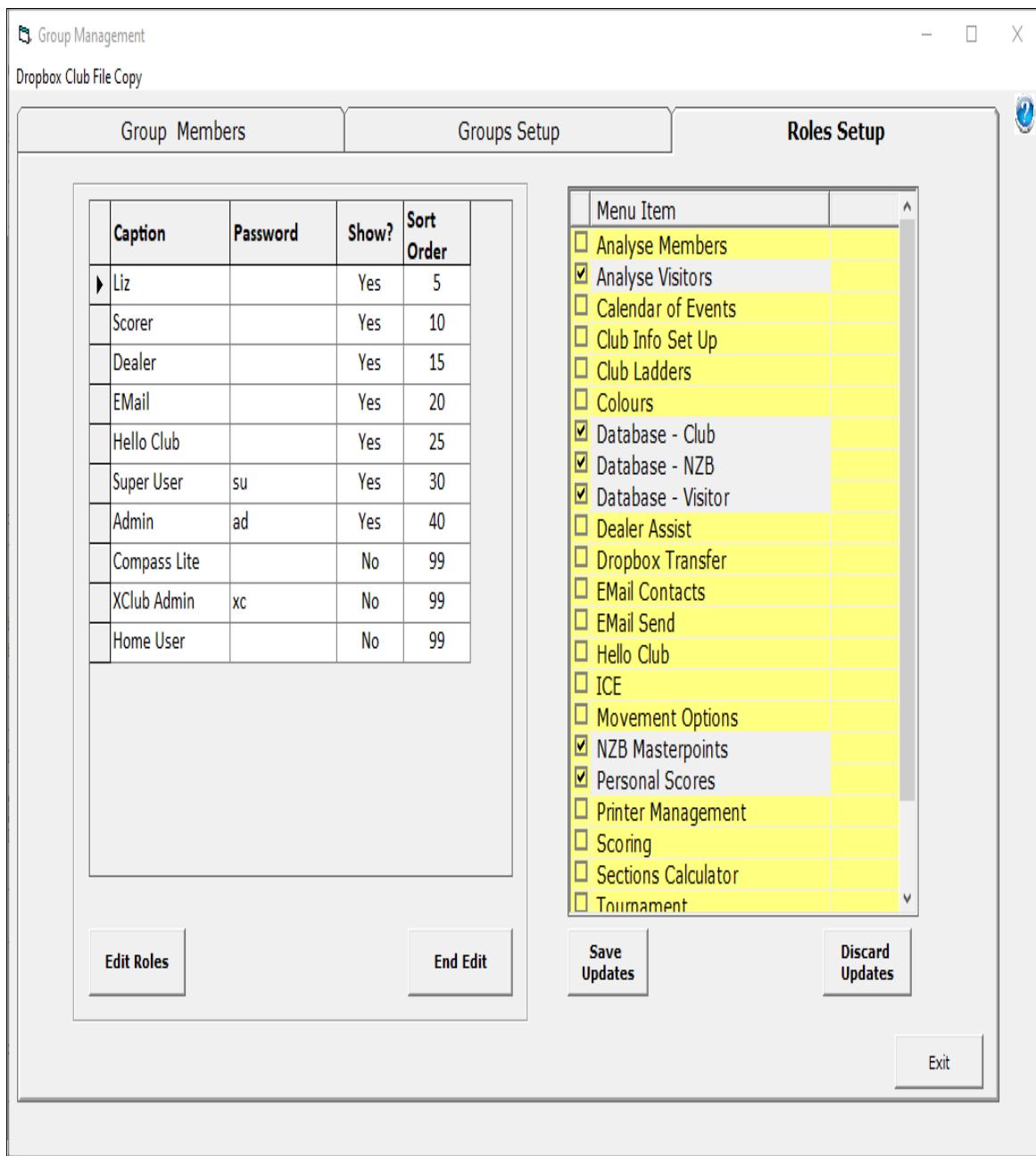
Screen Features

- The **Roles** definitions can be edited, and new roles can be added. Roles cannot be deleted.   If you do not wish to use a role, simply set the *Show?* column to NO.

- Some **Roles** can be password protected, simply by specifying a **Password**.
- **Sort Order** determine the order in which the roles are displayed in the Roles Type screen.

  - **Edit Roles:** this enables the grid for edit. Existing records can be edited and new records can be added.
    - When editing the Active field, No = 0 and Yes = -1
    - New Roles are added on the bottom line (the line with an * in the list column)
  - **End Roles:** this end the edit and saved the edits.

Menu Items

- Menu item can be added to most roles. The exception is the Super User and Admin Roles. For these roles, the menu items for these roles are pre-defined.
- To assign menu items to roles.
    1. Select a **Role** from the Roles list.
    2. Tick or untick the menu items to be assigned to the selected role.
    3. Click **Save Update** to save, or **Discard Updates** to cancel the edits.

Revised: 28 May 2020 (about day 90 in the COVID-19 era)

Importing Results from Other Systems

Compass can import results from other systems. This is useful to get results for sessions that have been scored outside Compass.

The level of detail depends on the source of the data.   If full data is available from text files or XML files, a detailed result can be imported.   If a ladder only result is available, a brief summary result can be imported.

Summary Results

Summary Results can be imported from

- NZB Masterpoint Files

Details are here.

Detail Results

Detailed Results can be imported from

- NZ Scorer text files (3 files)
- NZ Scorer XML files
- Compscore2 USEBIO XML files
- Scorebridge text files

Details are here.

Revised: 21 April 2018

Importing Summary Results

Summary Results

Summary Results can be imported from

- NZ Scorer text file sites
- NZ Scorer XML sites

Strip Menu Item: Scoring ... Pairs Contest

Process Steps

1. Use cntr-c to copy the website result to the clipboard (this can be done anytime before step 9)
2. Start the scoring for a pairs contest in the normal manner.
3. Close the SAM screen if it appears
4. Enter the session details in the Detail Set Up screen. . It is important to get the table number correct, but the movement details are not important. Just choose the movement that matches you movement type - Mitchell or some Howell variation.
5. **IMPORTANT**, click the **Add Manual Result** check box.
6. Click the **All OK?** button. The Add Result Manually screen will open.

7. Click the appropriate data source from the **Import From ...** frame. Example of each type of data is below.
8. Click the **Open Paste Box** button.
9. Use cntr-v to paste the clipboard onto the box.
10. Click the **Import Now** button.
11. The result will now be imported.   If a player name cannot be matched to anyone in the NZB Database, a pop-up will give the option to select a names from a list of similar names from your NZB Region.
12. Click the **Exit and Display Result** button to show the result in the normal results screen.

Example - Scorer Text Results

```
NORTH/SOUTH

Pair                                              MPs         %    Place  C's

(4)  Caroline Goodall      Joan Gordon         457.0/728   62.77    1     40
(5)  Peter Gray            Paul Grimmer        450.0/728   61.81    2     32
(6)  Carrol Harnish        Nina Medland        442.0/728   60.71    3     24
(7)  Jacqui Driscoll       Judith Tremain      424.0/728   58.24    4     16
(14) John Gamble           Bill Garnett        398.0/728   54.67    5      8
(1)  Rae Garnett           Faye Pearson        390.0/728   53.57    6      0
(13) Shirley McKnight      Gay Multrus         366.0/728   50.27    7      0
(8)  Kathleen Anderson     Eileen Sanger       360.0/728   49.45    8      0
(10) Barbara Chapman       Alan Stephenson     343.0/728   47.12    9      0
(11) Kevin Day             Daphne Turton       336.0/728   46.15   10      0
(2)  Val Dorling           Denise Williams     312.0/728   42.86   11      0
(12) Dianne Lear           Jennie Mackenzie    295.0/728   40.52   12      0
(9)  Zuly Lyth             Niels Olsen         264.0/728   36.26   13      0
(3)  Pat Parker            Colin Regan         259.0/728   35.58   14      0


EAST/WEST

Pair                                              MPs         %    Place  C's

(13) Joan Bale             Faye Bermingham     433.0/728   59.48    1     40
(5)  Dennis Hopkins        Gil Jury            421.0/728   57.83    2     32
(7)  Sandra Cooper         Ron Cooper          405.0/728   55.63    3     24
(1)  Carol Harpur          Sandy Regan         398.0/728   54.67    4     16
(10) Elizabeth Field       Carolyn Johnston    393.0/728   53.98    5      8
(2)  Martyn Gillam         Janice Jones        371.0/728   50.96    6      0
(12) Joan Morrison         Mary Walkinshaw     369.0/728   50.69    7      0
(6)  Greg Campbell         Marilyn Glen        354.0/728   48.63    8      0
(4)  Colleen Brine         Harry Kynman        345.0/728   47.39    9      0
(11) Kay Blair             Moya Gillespie      338.0/728   46.43   10      0
(14) Mavis Bell-Syer       Richard Knight      334.0/728   45.88   11      0
(8)  Joan Berrington       Ron Berrington      332.0/728   45.60   12      0
(3)  Heather Moore         Pat Moore           317.0/728   43.54   13      0
(9)  Jennifer Booth        Graham Booth        286.0/728   39.29   14      0
```

- **Source**:   Any NZ Scorer club that publishes text results.
- **Highlight**: All NS and EW including the heading - as shown above.

Example - Scorer XML Session Result

North/South

Pair	Place	Names	Match Points	Result	C Pts
1	1	Warwick Tyler/Patricia Tyler	236/428	55.14%	40
2	2	Peggy Nisbet/Rosemary Ritchie	232/428	54.21%	27
5	3	Jeannie Lilburn/Sue Treadwell	226/428	52.8%	13
10	4=	Sue Gallien/Sue Swanney	216/428	50.47%	0
4	4=	Wene McMillin/Ev Gardiner	216/428	50.47%	0
9	6	Phyl Ruscoe/Betty Watts	196/396	49.49%	0
7	7	Jean McKenzie/Lyn MacLeod	208/428	48.6%	0
3	8	Caroline Martin/Anne Velvin	207/428	48.36%	0
8	9	Jacques Richard/Audrey Swann	202/428	47.2%	0
6	10	Helen Pringle/Lizzie Buchanan	185/428	43.22%	0

East/West

Pair	Place	Names	Match Points	Result	C Pts
4	1	Tineke Baldwin/Jan Cook	285/428	66.59%	40
3	2=	Michael Fisher/Philip Martin	263/428	61.45%	20
8	2=	Pam Burry/Hazel Milliken	263/428	61.45%	20
2	4	CAROL TEDCASTLE/Ivy McKinlay	230/396	58.08%	0
6	5	Barbara Horner/Kim Chung	207/428	48.36%	0
5	6	Helen Heatley/Mary Grant	199/428	46.5%	0
9	7	Jann William/Judy Duffy	187/428	43.69%	0
1	8	Mike Corkin/Lou Polon	182/428	42.52%	0
7	9	Mary Griffin/Huia Hunter	162/428	37.85%	0
10	10	Jeanette Maxwell/Peter Gaston	146/428	34.11%	0

- **Source**: Any NZ Scorer XML Site http://pairs.bridgenz.co.nz/
- **Highlight**: All NS and EW pairs including the heading - as shown above.

Example - Scorer Overall Result

Example - Scorer XML Ladder

Place	Players	Sessions Played	Score
1	Patricia Tyler / Louise Skiba	3	60.91 %
2	Frank Weeks / Warwick Tyler	3	52.74 %
3	Rosemary Ritchie / Helen Younger	3	52.15 %
4	Christine Knowles / Bernie McLean	3	46.46 %
5	Jude Merwood / Elle Heappey	3	44.78 %
6	Sharon Barton / Christine Judd	2	42.81 %
7	Lauren Lehndorf / Ann Robertson	2	41.07 %

- **Source**: Any NZ Scorer XML Site LADDER FILE http://pairs.bridgenz.co.nz/
- **Highlight**: All NS and EW pairs **<u>EXCLUDING</u>** the heading - as shown above.

Revised: 5 August 2016

Importing Detailed Results

Detail Results

Detailed Results can be imported from

- NZ Scorer text files (3 files)
- NZ Scorer XML files
- Compscore2 USEBIO XML files
- Scorebridge text files

The import uses the conversion process from **X-Clubs ... NZ Wide Events**. As you must have access the \Dropbox\NZW Events\folder, it preferable that Bob or Mike or Jan to do this for you on your behalf.

Preliminaries

The data files from the other scoring programs should be renamed to follow the Compass file name convention.   For example, a recent conversion done for a 2 section, 2 section tournament named the files:

- 101wap_waik.xml
- 102wap_waik.xml
- 101wap_waik.xml
- 202wap_waik.xml

Process Steps

1. Save your data files into a club sub-folder off the appropriate parent folder
    - \Dropbox\NZW Events\ScorerTEXT
    - \Dropbox\NZW Events\ScorerXML
    - \Dropbox\NZW Events\CompScore2
    - \Dropbox\NZW Events\Score

2. Start **X-Club Administration.**
3. Click the **Convert Data Files** button in the *NZW Events* frame.
4. Navigate to the files that were saved in step 1.
5. **IMPORTANT**: Click the **Is this a Miscellaneous Conversion** check box.
6. Click the **Convert Now** button.
7. Answer the series of pop-up questions.
8. The INP file is now saved the c:\compassv6\yyyy folder.

Revised: 5 August 2016

LIN Files for BBO

The LIN file is a text based file used to store the details of a set of bridge hands. LIN files can be uploaded to BBO (**Bridge Base Online**) from where they can be viewed and replayed.

Compass will create LIN file are all duplicate events during the scoring process, if the following conditions are met:

- The Club Information Set Up parameter, **Create BBO LIN Files** is enabled.
- The user shares the ***\Dropbox\CompassMate\XClubFiles*** folder and the ***\Dropbox\LIN for BBO*** folder.
- The hand record file is in BRI or PBN or EDR format.   Currently, LIN files cannot be created from DLM files. (Talk to Bob if you can LINs from DLMs)

Notes

1. LIN Files are saved to the ***\Dropbox\LIN for BBO*** folder in Dropbox.
2. Any Compass administrator (Bob, Mike, Jan) can give share rights to the required folders.

Manually Create LIN File

LIN files are created automatically during the scoring process.   They can also be created manually from the main strip menu item
Other Services ... Create BBO LIN Files

Steps

1. Click **Other Services ... Create BBO LIN Files** from the main strip menu.
2. Navigate to the BRI (or pbn or edr) file that you wish the LIN to be created for.

3. D-Click the mouse on the file.
4. The LIN will now be created.

Playing Hands on BBO

More information on the BBO process can be found here.   This has been very kindly provided by the Tauranga Bridge Club.

Video Links

BBO LIN Files

Revised: 10 September 2016

Calculating a Datum

When Datum Scoring is used , there are a number of methods available to calculate the datum.

Option 1

- A fixed percentage or a fixed number of the competing score are eliminated. The datum is then the rounded average of the remaining scores.

Option 2

- Score are eliminated according to the number of competing tables. The datum is then the rounded average of the remaining scores.

Option 3

- Discard rogue score only. That is, all score are counted except those scores that are different from the next closest score by a value of X (where X is the entered value).   The datum is then the rounded average of the remaining scores.

Option 4

- `Use Cross IMP Scoring

Notes

The datum score is always rounded to the nearest 10.

Revised: 7 August 2016

Club Websites

Compass creates three types of output that can up uploaded to websites

- XML files in bridge-club.org format that can be uploaded to www.bridge-club.org sites
- XML files in USEBIO format that can be uploaded to www.pianola.net and www.bridgewebs.com sites
- text files that can be uploaded to any site

The most common website for Compass users is www.bridge-club.org sites

Bridge-club.org sites http://www.bridge-club.org/

The Compass System and www.bridge-club.org sites are fully integrated and all results can be uploaded with one button click.   The results are then visible instantaneously on the website.   The cost of this site is approximately $30 per month.

Two types of websites are available

1. A full site hosted by www.bridge-club.org.   Example of this type:
    - Cambridge Bridge Club
    - New Plymouth Bridge Club
    - Waikanae Bridge Club
2. Clubs with their own club site, with a link to the www.bridge-club.org results
    - Howick Bridge Club
    - Tauranga Bridge Club

Pianola sites

Pianola is an exciting new bridge results hosting service.   It has impressive analysis tools for each player's individual performance.   Hands can be replayed.   The X-Clubs results are using Pianola.   Click to read the Pianola

[has Landed](#) article.

Bridgewebs sites

Bridewebs sites have many nice features.   Currently, no New Zealand clubs are using this site.

Text File sites

The use of text files in not a common option.   The Rotorua club was the largest club to use text files, but they have now switched to bridge-club.org. Ther eold website can be viewed [here.](#)

Revised: 1 August 2016

Compass Movement Options

This displays the available movement options for the various event types of duplicate pairs, multiple teams, individuals, barometer and round robin butler.

Strip Menu Item: Other Services ... Movement Options

Steps

1. Select a specific **Total Tables** or "All" to display options for all tables.
2. Select the **Event Type.**
3. Select the **Dual or Single Winner** types.
4. Click the **Select Movements** button to select specific movement type.
5. Tick **Hide Poor Movement**s to do just that!
6. Click the **Print Movement Guides** button to print the selected movement.

Notes

1. Compass has approximately 450 movements built in.   Those thought to be unsuitable for a normal playing session are designated "poor" or "bad" and are hidden from the user.   Buttons and check boxes on various screens make these movements visible.
2. Compass does not allow users to add their own movements, but Bob can usually add new movements very quickly.
3. Note on the [Rover Movement can be seen here](#).

Revised: 7 August 2016

N-S Rover Movements

A half table may be accommodated by adding a roving NS Pair to a full table movement. The full table movement can only be Mitchell without feed-ins, and the director needs to be familiar with the way a NS Rover is added to Mitchells, Skip Mitchells and Share & Relay Mitchells.

Rovers are primarily used when a late pair arrives and they need to be accommodated into the movement. If **and only if** the originally set up movement was a Mitchell without extra feed in boards. For example 12 table, 24 board relay share or skip Michell.   For some movements, the Rover movement may be used in the original set up.   For example, with 9,5 tables, 9 tables plus Rover is a better movement that 10 tables with a phantom.

- Set up the basic movement for the full tables.
- Assign the next higher table number to the NS Rover.
- Give the NS Rover an ordered list of the tables to be visited This is part of the printed guide cards, and directors notes.
- Explain the process to the roving pair if necessary.
- The NS Rover sits out for the first round and then moves to the first table on the list.
- The displaced NS Pair moves away and returns to its place after the round.
- If travelers are being used, scores are enter on the line of the table number where the boards was played.

Two problems may occur with a NS Rover movement:

- The wrong boards are moved from the table the Rover has left. Consider asking the Rover Pair to move the boards before they leave each table.
- If the Rover Pair is slow to move, play may have already started at the next table when the pair arrives. Consider an advance warning to the next pair to be displaced

Example to the movement of the Rover Pair

Mitchell - Prime Number												
T	R2	R3	R4	R5	R6	R7	R8	R9	R10	R11	R12	R13
5	2	4	1	3								
7	2	4	6	1	3	5						
11	2	4	6	8	10	1	3	5	7	9		
13	2	4	6	8	10	12	1	3	5	7	9	11

Special case for 9 Table Rover

In addition to the Rover pair movement, EW pairs 6 & 9 swap positions for rounds 3, 6 and 9.

9 Table Mitchell								
T	R2	R3	R4	R5	R6	R7	R8	R9
9	2	4*	6	9	3*	5	7	8*

* EW 6 and EW 9 exchange places for Rounds 3, 6 and 9. Consider giving these pairs their own movement card.

Note on Mitchell Skip Movement

The Mitchell Skip movement is bad as each EW miss playing 1 NS pair, and they play their starting NS pair twice.   Add a Rover pair to this movement makes it even worse.   Clubs are urged to always use the Mitchell relay/share movement in preference to the skip movement.

Printed Guide Cards

For all Rover movements, guide cards and director notes should be printed. These guide cards give the movement of the Rover Pairs.   If electronic scoring is used, all players should carefully note the Next Table for both the NS and EW pairs.

Practical Examples

Note

- with 9.5 table, the Rover movement it the best movement to start the session. 27 boards can be played the NS pairs sit out only once.
- with 6.5 table, the Rover movement it the best movement to start the session. 24 boards can be played the NS pairs sit out only once.

Tables	Best Original Original Set Up Movement			Add a Rover Pair	
	Movement	Comment	Boards	Rover OK?	Comment
6	Mitchell Relay/Share	Good	24 boards	Yes	Most NS pairs and Rover play 20 boards All EW pairs play 24 boards
	Mitchell Skip	Bad NEVER play this movement	24 boards	Yes	Most NS pairs and Rover play 20 boards All EW pairs play 24 boards
6.5	6 Table Rover	Good	24 boards	No	Cannot be done
7	Howell	Good	26 boards	No	Cannot be done
	Mitchell	OK	21 or 28 boards	Yes	Most NS pairs and Rover play 18 ot 24 boards All EW pairs play 21 or 28 boards
8	Mitchell Relay/Share	Good	24 boards	Yes	Most NS pairs and Rover play 20 boards All EW pairs play 24 boards
	Mitchell Skip	Bad NEVER play this movement	24 boards	Yes	Most NS pairs and Rover play 20 boards All EW pairs play 24 boards
9	Mitchell	OK	27 boards	Yes	Most NS pairs and Rover play 24 boards All EW pairs play 27 boards
9.5	9 Table Rover	Good	27 boards	No	Cannot be done
10	Twist and Bungee	Good	24 boards	No	Cannot be done
11	Mitchell	Fair	22 boards	Yes	Most NS pairs and Rover play 20 boards All EW pairs play 22 boards
	Hesitation Mitchell	Good	24 boards	No	Cannot be done
12	Mitchell Relay/Share	Good	24 boards	Yes	Most NS pairs and Rover play 22 boards All EW pairs play 24 boards
	Mitchell Relay/Share	Bad NEVER play this movement	24 boards	Yes	Most NS pairs and Rover play 22 boards All EW pairs play 24 boards
13	Mitchell	Good	26 boards	Yes	Most NS pairs and Rover play 24 boards All EW pairs play 26 boards
14	Mitchell Relay/Share	Good	28boards	Yes	Most NS pairs and Rover play 26 boards All EW pairs play 28 boards

Revised: 25 February 2018

Neuberg Adjustment

In duplicate bridge pairs events, the Neuberg formula is a method of fairly adjusting match point scores when a boards has not been played by all pairs.   The objective is to give equal weight to each board by calculating the expected number of match points that would have been earned if the board had been played the full number of times.

A board might not have been played the full number of times because:

- the movement was not completed
- an average score was awarded because of an irregularity of some sort
- a board was played in a different configuration at a numb of tables (eg cards in the wrong pockets)

The practice in New Zealand is that Neuberg is not applied when boards are not played because of a phantom.

Calculation

The Neuberg formula is:

$$F = \frac{(M \times E) + (E - A)}{A}$$

   Where

   F   =   Matchpoints (double) to be awarded to the PAIR
   M   =   Matchpoints (double) when ranked in their GROUP

   E   =   Total number of scores in the FIELD
   A   =   Number of scores in the GROUP

   Fractions are rounded to 1 decimal point

Note that the formula can be expressed as

$$F = E/A * (M + 1) - 1$$

Example

Table	NS Score	Group	M MP in Group	A Scores in Group	F Final MPs
1	140	B	8	7	11.86
2	620	A	2	3	9
3	650	A	4	3	15.67
4	-100	A	0	3	2.33
5	170	B	11	7	16.14
6	170	B	11	7	16.14
7	90	B	0	7	0.43
8	120	B	4	7	6.14
9	120	B	4	7	6.14
10	120	B	4	7	6.14
					89.99

$$F \quad [\,(M \times E) + (E - A)\,] \ / \ A$$

F		
E	total number of scores in the field	10
A	number of scores in the group	3 and 7
M	matchpoints within each group	

Further Reading

Neuberg - Wiki

Neuberg - QBA

Password Administration

Some Compass functionality is **password protected** - that is, the user must enter a password to use some screens.   Currently the protected screens are

- the [Hello Club](#) administration screen

Generalized Process

- Each club is assigned a club password - Bob will advise you of this password.
- A club administrator uses this password to access the **Password Administration** screen.
- The administrator then sets up the club members that can access any of the password protected screens.

- When first accessing a protected screen, the member will be prompted to enter their own password.
- The user can change their password at any time.

Administration Screen

Strip Menu Item: **More Menu Items ... Password Administration**

The club password must be used to access this screen. Club members can be added or removed using this screen. When a new member is added, a temporary password is assigned. When the member first accesses any of the protected screens, they are required to enter a new password.

User Password Screen

- When first accessing a protected screen, the member must enter their own password.
- From this screen, the member can change their password at any time.

User Password Reset

When a user forgets their password, the club administrator can use *Remove* then *Add* that user on the **Password Administration** screen. This will reassign a temporary password for that user.

Notes

During any one Compass session, once a user has successfully entered their password, they will not be prompted again. Thus it is essential for the current \user logs out of Compass when they have completed their work.

Revised: 9 April 2019

Players Personal Scores

The Personal Scores screen can be used to calculate a summary of all results for all players in club duplicate events.   This information can be used to calculate a new handicap for each player.

This screen can also be used to calculate the [70% and Slam Club](#)ladders.

Strip Menu Item: Other Services ... Personal Scores/Recalculate Handicaps/70% Club/Slam Club

Process Steps

1. From the left hand list, select the **SESSIONS** you want included in the calculations.
2. From the right hand list, select the **YEARS** you want included in the calculations.
3. A list of qualifying events is now displayed
4. Click **OK** to continue
5. From the list of qualifying sessions, select/de-select the sessions you want to include in the calculations.
6. Click the **Calculate** button.
7. Enter the percentage threshold value (70 is the default).
8. Two different Notepad reports are now displayed. These can be printed or pasted into other applications.

These calculations can then be used to [Update the Players Handicaps](#) that are saved in the club database.

Revised:11 February 2017

Printer Management

All Compass print requests are directed to the default Windows printer. A **Club Info Set Up ... Club Options** parameter *Bypass Windows Printer Dialog* determines whether the Windows Print Dialog is displayed on a print event.

At any time, the user can temporarily change the default printer within Compass. Some users use this to switch printing between physical and virtual PDF printers. This switch is effective during the current session of Compass only and pertains only to Compass transactions. That is, the "real" Windows default printer remains changed.

Bypass the Window Dialog

It is recommended that your Compass installation be configured to bypass the standard Windows Printer dialog.   This is done in Club Information Set Up (CISU).   Print requests will then be sent immediately to the default printer.

Changing the Default Printer
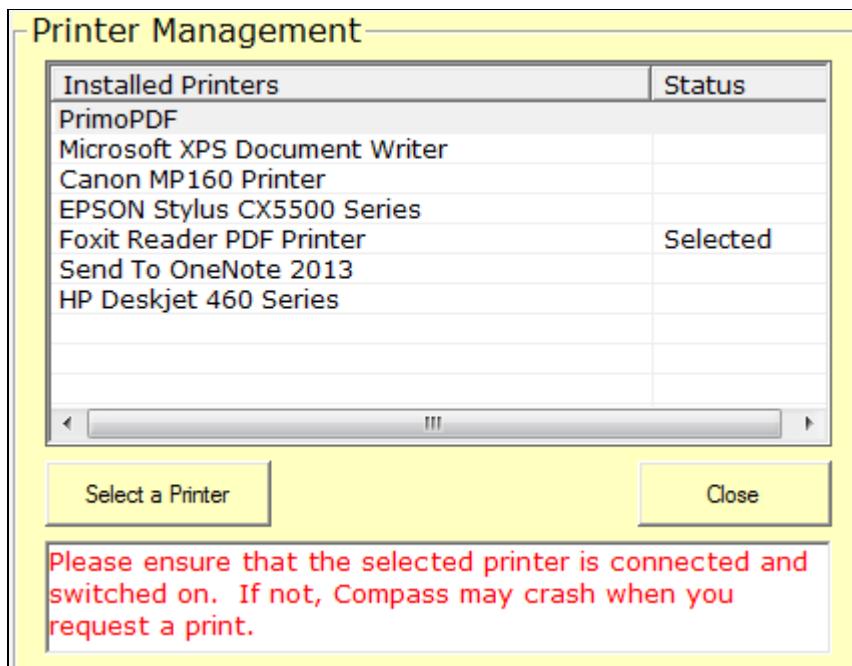
Steps

1. Click the **Printer Management** button from the strip menu. The current default printed is indicated by a Status of **Selected**
2. To change the default printer, select the appropriate printer and click the **Select a Printer** button

Notes

1. When you point the mouse at the **Printer Management** button on the strip menu, the tool tip will display the current default Compass printer
2. Any temporary change to the default printer is cancelled when the current Compass session is ended

Using a PDF Printer

PDF printers are very effective and convenient. When a print is requested, the output is directed to a PDF file as opposed to a physical printer. There are many free PDF printers available and the preferred PDF viewer for Compass users is **Foxit** which can be downloaded from here.

Revised: 7 August 2016

Set Colours

The default background screen colour is a shade of steel blue grey ish. This background colour can be changed.

Strip Menu Item: Other Services ... Set Colours ...

Options

- **Set Background Colour**: Temporarily sets the colour to your choice. This setting is canceled when Compass is closed.
- **Save Current Colour as Default**: Saves the current colour as the default.
- **Restore Factory Default Colour**: Restores the background colour to the default steely bluish grey colour.

Note

1. When a second (or more) instance of Compass is started from the Desktop, the background colour can be selected by the user. The options are light green, light yellow or cyan.

Revised: 7 August 2016

Scoring - Selecting the Event

The event selection is the same for every event type.   A selection of events is displayed in the right hand part of the setup screens.
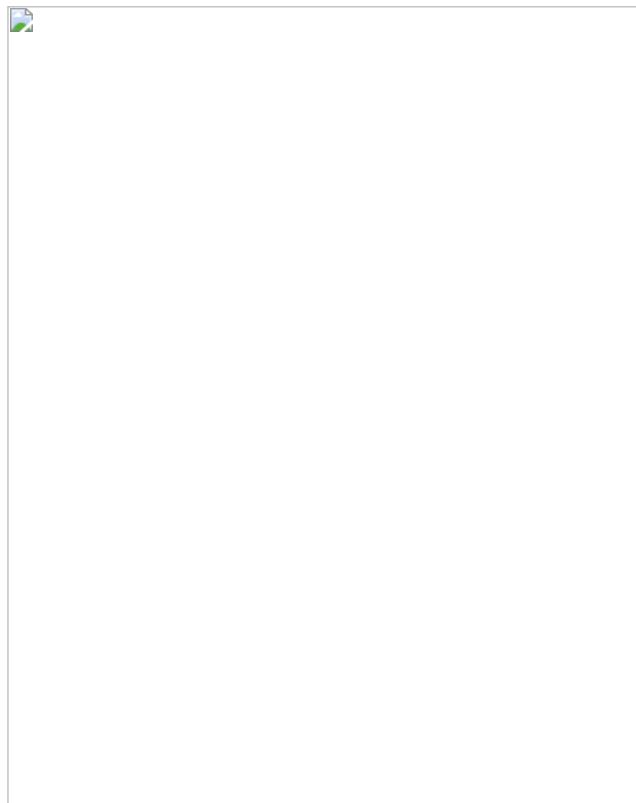
1. The default list displays:
   - Events from the **<u>Club</u>** Calendar of Events
   - Events with dates that range from a week ago to 2 weeks hence
   - Events that match today's session day ID (eg mon or tued etc) or All events if no match is found for the day.
2. Alternate between the *Club Calendar* and the *Tournament Calendar* by using the radio buttons.
3. The *Show All Competitions* checkbox expands the date range of the listed events from 160 days ago to 2 week hence.
4. The Competition Filters limit the list to a specific session day ID.

- Double-click the mouse on the event to select it.

- If you with to score an event that is not in any calendar of events, Double-click the mouse on the *Non Listed Competition* item which is the last entry in the list.

- The double-click opens a second frame.

- The details of the event from the calendar are displayed.   You can change any information that you wish.

- Click the **Show Competitions List** button to redisplay the list of events

- Tick the **Suppress Masterpoints** checkbox if master points are **<u>NOT</u>** to be calculated for this session

- If a tournament event has been set up with sections, those details are displayed. You can

change any information that you wish.

- For club events that are run in sections, enter the details manually here:
  - Tick the **Sections?** checkbox
  - Select the **Section Number** (Sect #)
  - Enter the **Section Name** (usually a colour)

Sections Calculator

The Section Calculator is useful to show the movement option for duplicate sessions with 2 sections.

Strip Menu Item: Other Services … Section Calculator

Steps

1. Enter the total number of tables and the number of sections.
2. Click the **Update Now** button. The options are now displayed.
3. Use the **Display Filters** options to …
   - filter by the boards played
   - filter by specific movements types
   - **Show Bad** movements
   - **Show Bds/Sets** displays movements that have the same Boards per Set for every section
4. The print the movements, mouse click any option from the list then click **Print Movement Guide**.

Notes

1. Some movements are not ideal for normal duplicate sessions and are usually hidden from the users view.   Buttons and tick boxes on various screens allow these "bad" movements to be visible.

Revised: 8 August 2016

Compass Preparing for a New Year

The following tasks should be made in preparation for a new year

Club Calendar of Events (COE)

Towards the end of the current year, the Club COE for the following year should be created. A number of methods are available to do this

- Enter the entire calendar from scratch
- Use the current year as a template; add 1 year to all dates. This will create a calendar for **"Next Year"**. You can then make corrections as necessary.
- Export the current tear's COE to MS Excel; Update the COE within Excel; Import the Excel sheet back into Compass

Further information is available in the [Club Calendar of Events](#)

Tournament Calendar of Events

Towards the end of the current year, the Tournament COE for the following year should be created. A number of methods are available to do this

- "Clear" the current COE; Enter the new calendar from scratch
- Use the current year's calendar as a template; modify the date for each event; make other changes as necessary
- Just add the new year's tournaments to the calendar

Further information is available in the [Tournament Calendar of Events](#)

Club Database

As the Club Database is usually updated in real time throughout the year, nothing should need to be done here.

Club Database - Subscription Accounts

Towards the end of the current year, subscriptions

Club Information Set Up

The file locations the the calendars and the "input" files need to be updated to the current year.   Note that it is best to do that after all the above has been completed.
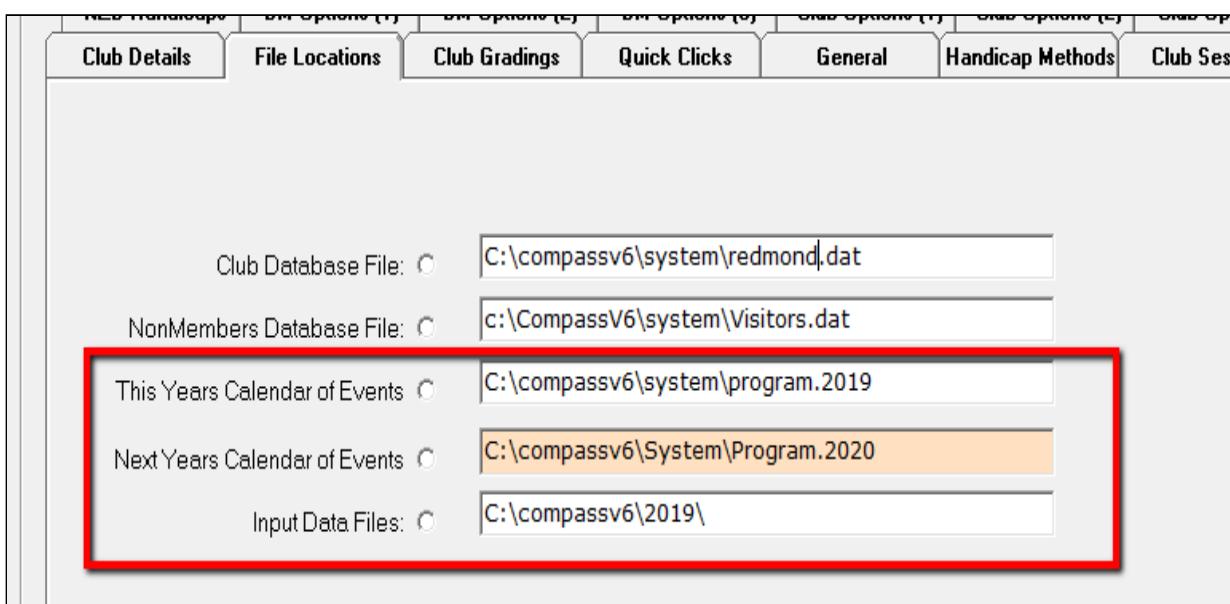
Revised: 4 January 2019

Ship Results (SR) Management

ShipResults is the service that uploads XML files from Compass to the [www.bridge-club.org websites](www.bridge-club.org). The ShipResults Management screen enables the user to install the ShipResults service and to manage the individual XML files. Additionally club websites and the Ship Results administration screen can be accessed from this screen.

This screen will primarily be used by those who provide Compass support (eg Bob, Mike and Jan) and by XClub administrators.

The Ship Results Process

The generalized process is as follows

- Clubs must first subscribe to the Ship Results service. The approximate cost is $20-30 per month
- Install the Ship Results app using instructions on this page
- Add the necessary Club Profiles

- During the scoring processes, use the **Create** buttons to create the XML files
- Open the Ship Results Management screen to upload the XML file

What is the "NEW" Ship Results?

From August 2017, "New" Ship Results (NewSR) became available. The following are the changes with NewSR:

- The uploading folder structure is simplified. XML files are created to and uploaded from a \SRXML\ folder. (The old folder structure was \yyyy\XML\ where yyyy was the current year)
- The Ship Results application can be installed directly from within Compass

- Club Profiles can be added directly from within Compass
- Existing clubs can continue to use the old Ship Results for as long as they wish. All NEW clubs must use New Ship Results.

Ship Results Management Screen - XML File Queue Tab

This tab displays the XML files that are in

- your club's XML queue
- The CompassMate (XClub) queue
- The Waikato Bays website queue
- The queue for Club that you run in Multi Club mode

The user can then

- Manage the XML files that are in any of the above queues
- Delete files from any queue
- Copy/move any file from one queue to another
- Upload all XML files that are in any of the queues

Screen Buttons

- **Include Backup Folders Checkbox**: The list of files will include files that are in the \XML\Backup\ folder. (Files in these folder has usually already been uploaded to a website.)
- **De-Select All Folders**: Resets the selected folders.

- **DELETE Ticked Files**: Deletes all selected files.
- **COPY Ticked Files to the Selected Folder**: Files can be copied from any XML folder to another.   Also, files in any \XML\Backup\ folder\ can be copied to any other XML folder
    1. tick the file(s) that you want to copy
    2. select the destination folder for the copy
    3. Click this **Copy ...** button
- **Open Selected XML Folde**r: Open the selected XML folder in MS File Explorer.

- **UPLOAD All Displayed XMLs**:   This immediately uploads all displayed XML files from each folder.

Notes

- Use the **COPY Ticked Files to the Selected Folder** button to copy existing XML files for one folder to another.   Once files are in a different folder, they can then be uploaded to a different website.
- XML files can be copied from the \backup\folders and saved to any other XML folder.

Ship Results Management Screen - Ship Results Functions Tab

This tab enables the user to

- For existing users, upgrade to New Ship Results or for new users, install New Ship Results

- Add **Profiles** for

  - Your Club site
  - CompassMate (XClub) site
  - Waikato Bays Bridge Centre site
  - Bob's Test Site
  - Any club operating in Multi Club mode

For New Users, Install New Ship Results

  - Click the **Enable New Ship Results Process** button.   This will do some basic set up work
  - Now add the Club "Profiles" that you want.   The possible profiles are:
    - **Your default club**:   The related XML folder is **C:\CompassV6\SRXML**.
    - **CompassMate XClub**: Installs ShipResults for uploads to CompassMate (XClub). The XML folder is **C:\CompassV6\Compassmate\SRXML\.**
    - **Waikato Bays Centre**: Installs ShipResults for uploads to the Waikato Bays Centre website. The XML folder is **C:\CompassV6\Club WaiBOP\SRXML**
    - **Any Club set up for Multi Club mode**: After the club is selected from the drop-down menu, the installation starts. The XML folder is **C:\CompassV6\Club XXX\SRXML** where XXX is the club name.

○ Restart Compass

Note: When adding the FIRST profile, a number of pop up dialogs will appear. You should accept the defaults as they are presented (by clicking the default -Next or OK.)

For Existing Users, Upgrade to New Ship Results

- ○ Run Compass **As Administrator** (IMPORTANT)
- ○ In *SR Stuff ... Ship Results Function*
  - ■ Click **Stop SR Processes**
  - ■ Click **Enable New Ship Results Process**
    - ■ If prompted, enter the **Club Activation Code**
    - ■ Follow the prompts
    - ■ Ignore any error message
- ○ Restart Compass

Other Screen Functions

- **Delete Selected Profile:** Deletes the selected profile
- **Refresh List:** Refreshed the Profile List

- **Remove Ship Results**: Remove the Ship Results app from you computer

- **Restart Ship Results Services**: Use this is Ship Results does not seem to be running correctly
- **Open Ship Results Folder**: Starts the installer. Using this method, you must have the Activation Code at the ready.

Ship Results Management Screen - Website Functions Tab

This tab enables the user to

- Open the results pages for any club. Just cluck any club from the displayed list.   The results can be formatted to show the results:
    - a monthly calendar
    - a weekly calendar
    - a dated list
    - an undated list

- **Open SR Admin for the selected club**:   This functions requires a password - contact Bob for this information.

NOTE:

Revised: 09 February 2020

Tip of the Day

The **Tip of the Day** is a series of useful tips related to the Compass system. These display when Compass starts. You can configure the system to either **always** or **never** show the Tip of the Day screen. The screen can also be accessed from the strip menu item.

Strip Menu Item: More Menu Items ... Show Tip of the Day

Notes

1. Click the **Previous Tip** and **Next Tip** buttons to cycle through the tips
2. Click the drop down filter to view the tips to a specific topic.
3. Click the **Request more info about this tip** button to send an email to Bob.
4. Click the right arrow button to expand the screen to show more options.
5. Use the **At Startup** options to determine if this screen is **always** or **never** shown on start up.
6. To view the tips, you must have access to the CompassMate folder in Dropbox (send email to Bob to get this access).

Revised: 7 August 2016

Task Notifications

Task Notifications allows clubs to set up automatic notification of common bridge club administration tasks.   Examples are:

- Bar license renewal
- Electrical compliance checks
- Evacuation exercise
- Daylight saving changes
- Filter cleans
- Smoke alarm battery changes
- End of year return of trophies

Strip Menu Item: Other Services ... Task Notifications

Task Notifications allows task to be defined, each with an **Action Date**, **Lead Days** and **Day of Notification**. Automatic notifications will start on the number of **Lead Days** before the **Action Date**.   Further, a specific day of the week can be defined on which the automatic notification will be generated.

For Example: Action Date = 31 August
                   Lead Days = 30
                   Day = "Mon"

Notifications for this task will be triggered from 1 August (30 days before 31 August). Then, on every Monday between 1 and 31 August, a notification will be automatically generated.

Other features are

- The task contact will normally from the club members database, but any non-member contacts can also be specified.
- An email list of CC recipients can be created - these recipients will receive a copy of <u>all</u> automatically generated task emails.

Task Management

Each task is set up with the following information:

- **Description**: The task description
- **Action Date**: This is usually the drop-dead date by which the task must be actioned. Notiications will stop once this date has passed.
- **Lead Days**: This is the number of days before the **Action Date**, that the notifications will start.   For example, if Lead Days = 31, the notifications will start 31 days before the **Action Date**.
- **Day**:   The day of week that the auto notification will be generated. For example, if **Day = "Mon"**, the notifications will be generated on every Monday prior to the **Action Date**.

The **Contact** is the primary recipient of the notification email.

- **Contact ID**: The NZB computer ID of the contact.   This is an optional field.
- **Contact Name**: The name of the contact.
- **Contact EMail**: The email address of the contact.

- **Status**: the status of the task. The options are
  - **Active**: indicates that notifications will be automatically generated when the **Lead Days** are reached.
  - **Inactive**:   indicates that no automatic notifications will be generated.
  - **Lapsed:**   indicates that the **Action Date** is in the past, and notifications will not be automatically generated.

    Once the **Action Date** has passed, the task status of a task will automatically be set to **Lapsed**.

- **Notes**: This records any pertinent information related to the task.

Editing an Existing Task

1. Select a task by mouse click.
2. Click the **Edit Selected Task** button.
3. A new window will appear.
4. Edit each field as appropriate.

5. Click the **Save & Exit** button to save the changes, or the **Cancel Edit** button to discard all changes.

Note on Contact Name field

- The Contact Name field behaves like other **Names Entry** processes in Compass.   Type a few letters of a member's name then use the up down arrow keys to select a name. Then press the <enter> key to record the name.
- If the contact is not a member, just type the player's name (eg "Jim Jones"), then press the <enter key>. In this case, the contact's email address must be entered manually.

Add a New Task

1. Click the **Add New Task** button.
2. This will create a new task with **Description="New Task"** and **ActionDate=today**.
3. Edit the task as above,

Delete an Existing Task

1. Select a task by mouse click
2. Click the **Delete Selected Task** button

Editing Task History

As Task History is created automatically, it should not be necessary to edit this.   If you do, you can edit, delete or add a new history

1. Select a task by mouse click
2. Click the **Edit History** button
    1. To **EDIT** history, just over type the new values
    2. To **DELETE** one history record, mouse click in the first column, then click the <delete> key
    3. To **ADD** a history record, enter data into the line that is preceded by an asterisk (*).   Notes:

- take care to type the correct TaskID in the first column.
- Enter the date in the format dd-mmm-yyyy

3. Click the **Save & Exit** button

Manually Create Notification

1. Select a task by mouse click.
2. Select a Notification option - **EMail** or **Print** or **Both.**
3. Click the **Create Notification** button. The notifications emails and prints will then be generated.

Format of Email Notification

The text of the email is a pre-formatted html file. When notifications are sent, the specific task data is inserted into this file in "mail merge" fashion. Clubs can modify the pre- formatted html file so that the email includes a club specific text.

- The original template file is **TaskTemplate.html** which exists in the **\Dropbox\CompassMate\CompassSystemFolder\ folder.** This file should not be touched by individual users.
- The notification process uses a copy of this file that is saved in the **c:\compassv6\system** folder.
- The user can edit the **c:\compassv6\system\TaskTemplate.html** file using any html editor (KompoZer is an excellent html editor)
- IMPORTANT: The mail merge text fields must always exist in the template, these text fields are
    - MyDescription
    - MyTaskDate
    - MyContact
    - MyNotes

   Note: the format for the notification prints are pre-set.   If a club specific format is required, please discuss with Bob.

Dropbox Backup and Restore

The task notification database
(c:\CompassV6\System\TaskNotifications.mdb) is automatically saved in the
Dropbox backup process.

Settings

Several settings related to task notifications are available.

- **Return Address for Task Emails**: If the user replies to the email the reply will be sent to this address.
- **Automatically Print Notifications when Auto Emails are sen**t: When an automatically generated email is sent, a printed copy can also be generated. This is auto printed to the default printer.
- **Sent a Copy of each Automatic Notification to this address**: One or more Email address can be entered here.   The correct format for this is
    - Jim Jones <jimjones@msn.com>   OR
    - jimjones@msn.com   OR
    - Jim Jones <jimjones@msn.com> , Jane Jones <janejones@msn.com> OR
    - jimjones@msn.com, janejones@msn.com

Notes

1. Automatically generated notifications will be sent from the club scoring computer only.
2. Auto notifications are generated when the Compass application is opened.
3. Only one notification per day will be generated.
4. Manually generated notifications can be sent from any computer, from the sidebar menu item.

Revised: 5 February2019

WBF 20 Victory Point Continuous Scale

Compass uses this scale for all events that are scored with IMPs that are converted to Victory Points. This process is automatic requiring no action by the scorers.

Overview

In 2013 the WBF adopted the VP continuous scale. The following text published in 2012 is been extracted from the WBF website. The 20-point victory point scale has following features:

1. The scales are continuous and given to two decimal places
2. Subject to a cap, each IMP margin translates to a specific VP award
3. Each additional IMP in the winner's margin is worth no more than the previous one
4. Relative to the previous WBF VP scales, the "blitz" margins in the new scale is approximately equivalent to the 25-2 in the old scales. There is no reduction of VPs for the loser when the margin exceeds the blitz margin.
5. The new scales correct perceived weaknesses and anomalies in the old scales

Printing VP Scales

Any scale can be printed.

Steps

1. Select strip menu item: **Other Services ... 20pt Continuous VP Scale**
2. The 10 board scale is first displayed.   Change the **Boards per Round** to display the scale for other board counts.
3. **Print (Long Format)** creates a report akin to portrait format
4. **Print (Wide Format)** creates a report akin to landscape format

Printing Score up Sheets for Teams Events

A score up sheet for teams events can be printed.   The single page has a section to enter the contract and results along with the IMP difference table and the appropriate VP scale.

Steps

1. This is printed from the menu of the results screen of Swiss Teams/Round Robin events.
2. Select menu item **Print Options ... Score Sheet and VP Scale.**
3. The report is now printed automatically.
4. IMPORTANT NOTE: This report requires MS Excel to be installed on your computer.

The sheet for an event that plays 2 rounds of 12 board is as follows:

MATCH 1

Bd	Bid	By	Made	Lead	Score (+ or -)			IMPs Plus	IMPs Minus
					This Table	Other Table	Diff		
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
							Total IMPs		
							VPs		

IMP Table

Diff	IMPs
0 – 10	0
20 – 40	1
50 – 80	2
90 – 120	3
130 – 160	4
170 – 210	5
220 – 260	6
270 – 310	7
320 – 360	8
370 – 420	9
430 – 490	10
500 – 590	11
600 – 740	12
750 – 890	13
900 – 1090	14
1100 – 1290	15
1300 – 1490	16
1500 – 1740	17
1750 – 1990	18
2000 – 2240	19
2250 – 2490	20
2500 – 2990	21
3000 – 3490	22
3500 – 3990	23
4000 plus	24

MATCH 2

Bd	Bid	By	Made	Lead	Score (+ or -)			IMPs Plus	IMPs Minus
					This Table	Other Table	Diff		
13									
14									
15									
16									
17									
18									
19									
20									
21									
22									
23									
24									
							Total IMPs		
							VPs		

12 Board VP Scale

Diff	Win	Lose	Diff	Win	Lose
0	10.00	10.00	27	16.91	3.09
1	10.36	9.64	28	17.08	2.92
2	10.71	9.29	29	17.24	2.76
3	11.05	8.95	30	17.40	2.60
4	11.38	8.62	31	17.56	2.44
5	11.70	8.30	32	17.71	2.29
6	12.01	7.99	33	17.86	2.14
7	12.31	7.69	34	18.00	2.00
8	12.61	7.39	35	18.14	1.86
9	12.90	7.10	36	18.28	1.72
10	13.18	6.82	37	18.41	1.59
11	13.45	6.55	38	18.54	1.46
12	13.71	6.29	39	18.66	1.34
13	13.97	6.03	40	18.78	1.22
14	14.22	5.78	41	18.90	1.10
15	14.46	5.54	42	19.02	0.98
16	14.70	5.30	43	19.13	0.87
17	14.93	5.07	44	19.24	0.76
18	15.15	4.85	45	19.34	0.66
19	15.37	4.63	46	19.44	0.56
20	15.58	4.42	47	19.54	0.46
21	15.79	4.21	48	19.64	0.36
22	15.99	4.01	49	19.74	0.26
23	16.18	3.82	50	19.83	0.17
24	16.37	3.63	51	19.92	0.08
25	16.55	3.45	52	20.00	0.00
26	16.73	3.27			

Backup/Restore

The Backup and Restore of important Compass data files can be done [using a USB stick](#) or [using Dropbox](#).

These Compass processes are not true backups! Moreover, they are simple file copy processes typically of what can be done in *Windows Explorer*. They are **not** a substitute for a comprehensive backup regime for your computer.

The backup of Compass files must just be part of the scheduled backup task associated with your computer. Today, there are many convenient online backup services available for less that $100 per year.   Some of the better known services are [Carbonite](#) and [CrashPlan](#). Personally, I use CrashPlan and find it extremely good.   You are compelled to have a good backup process on your computer. **One day you will need it!**

Revised: 8 August 2016

Dropbox File Copy

This process is a quick and easy method to transfer important Compass data files from one computer to another. A pre-requisite is that the source and destination computers must have the Dropbox application installed and the user has sharing rights to the related folders. This process is very useful to synch up files on a home computer with those on the club scoring computer.

Compass can be configured to do the Dropbox file copy when Compass is exited.

Backup Process

This process copies files from the CLUB computer to Dropbox.

Strip Menu Item: Dropbox File Transfer ... Backup to Dropbox

1. From the strip menu, select **Dropbox File Transfer... Backup to Dropbox**
2. Select (tick) the System Files you want to include in the back up. Note, the **All files in System Folder** option does just that.   This is a good option when doing the initial set up of Compass on the home computer of a club member.
3. Select (radio buttons) the date range if the Input files you want to include in the back up
4. Select (tick) to include BWS files (ie Bridgemate or Bridgepad files), master point files, hand records and BOS folders.
5. Click **Start Backup Now**

This process can be automated by enabling the **Automatically Backup to Dropbox when exiting Compass** parameter Club information Set Up item

Restriction

1. The backup to Dropbox can only be done from an authorized PC.   This prevents backup being done willy nilly from home computers.   Contact Bob if your PC needs to be authorized.

Notes

1. The selected files will be copied to the ***\Compassmate\Club xxx\BU*** folder in Dropbox, where xxx is your club name as set up in Club Information Set Up.
2. When a backup is started, all existing content of the \BU\ sub-folder is deleted.

3. The backup files are saved to their equivalent CompassV6 folders, \System\, \yyyy\, \yyyy\MasterPoints\, \yyyy\Bridgemate\ folders where yyyy is the current year eg 2020
4. A **Backup/Restore Log** records the details of each completed backup.

Configuration

- The Club information Set Up item **Automatically Backup to Dropbox when exiting Compass** can be set to yes or no.

Restore Process

Dropbox file transfers can be restored to another computer. Care must be taken when restoring file to prevent inadvertent loss of data on the destination computer. Restores to the clubs scoring computer are password protected and must be done by an authorized person.

Strip Menu Item: Dropbox File Transfer ... Restore From Dropbox

1. From the strip menu, select **Dropbox File Transfer... Restore from Dropbox**
2. An information box shows the date, user and computer that created the most recent backup.
3. A list of files available to restore is displayed. A date comparison is made of the listed files and those files in the \CompassV6\ folder.
4. Files that you wish to restore must be selected in the tick box.
5. All files on the destination computer that are the same age or newer than files in the backup are NOT TICKED automatically as it is unlikely that you want to copy these.
6. All files on the destination computer that are older than files on the \CompassV6\ folders are automatically TICKED as you probably do what to copy these files.   Likewise files that are in the backup, but <u>not</u> in the \CompassV6\ folders are also automatically TICKED.
7. Click the **Hide 'Same' Files (ie identical files in both places)** check box to hide or show files that are dated the same in both the backup location and in the \CompassV6\ folders
8. Click the **Select all Files** button to select/deselect all files
9. Click the **Start the Restore** button to begin the restore process
10. A list of all selected file is now redisplayed. From here, you can review your selected files and again tick or untick them as appropriate.
11. Click the **Complete the Restore** button. If you are restoring to a club scoring computer, you must then enter the correct password.

Notes

1. A **Backup/Restore Log** records the details of each completed restore.
2. You cannot do a restore to the same computer that created the backup.

Backup/Restore Logs

The backup/restore logs can be reviewed from the menu of both the Backup and Restore screens. Periodically, this log is automatically edited to remove transactions that are more than 3 weeks old.

Full Backup

This create a copy of ALL important Compass files into a separate dated BU folder.   Note that this is not a substitute for a comprehensive backup regimen for your PV.

Periodically, older backup (folders) should be deleted manually using Windows Explorer.   There is really no need to keep all but the last full backup.

Copy Files from a Home PC to the club computer

At times, files edited on a home PC need to be copied back to the club. Obviously, care must be taken when doing this.

The generalized process is

1. Some change/edit/update is done on a home PC
2. Use the menu item ***Options ... Dropbox Club File Transfer***. This copies the appropriate files to the Dropbox **Dropbox\Club Waihi\FileTransfer** folder .
3. When Compass is started on the club computer, a check is make for any transfer files. The user can then optionally transfer one or all of the files.

Files that can be transferred

- All results files (INP, SWI, SWP etc)
- Club Database, this includes the member info and calendar of events)
- Pre-Entry files

Note on Hand Record Files
Hand record files unfortunately do no fit into this process, but there is a work around. Any BRI, PBN or DLM file manually copied to the **Dropbox\Club Waihi\FileTransfer** folder will be part this transfer process.

Revised: 25 March 2020 (in the COVID-19 era)

Backup/Restore to a USB Stick

Important data files can be backed up periodically to a USB stick and then restored to any computer at a later date. Some clubs use this to copy files from the club scoring computer to a home computer. This process is a simplified Compass version of structured backup/restore process and is perhaps better described as a simple file copy from one computer to another.

The [Copy to Dropbox](#) process is the preferred method to copy files from the club computer to a home computer.

Backup Process

1. Insert a USB stick
2. From the strip menu, select **Backup and Restore ... Backup Data Files to USB Stick**
   - Select the USB Drive from the combo box
   - Select (tick) the files you want to back up
   - Select the date range of the files you want to back up. You can select to backup files that have been created or edited
     - irrespective of the date that they changed
     - since the last backup was done
     - within a specified number of days
3. Click **Start Backup Now**

Restore Process

The restore process simply copies the files from the USB stick and saves them to the main Compass folder.   During this process, a date check is done so that any file in the Compass folder that are **<u>newer</u>** than the file on the USB stick, will not be copied across.

1. Insert the USB stick that has your most recent backup
2. From the strip menu, select **Backup and Restore ... Restore Data Files to Computer**
3. Click **Start Restore Now**

Revised: 8 August 2016

Remote Support

Compass has functionality to allow a technical support person to run Compass on their local PC using the data files from a club PC.   The functionality uses Dropbox to access the remote data files.

Steps for the club requiring support

1. The person/club requiring remote support must first do a **Dropbox File Transfer ... Backup to Dropbox** from the main strip menu.

Steps for the technical support person

1. From the main strip menu, select **More Menu Items ... Remote Support.**
2. Navigate to and select the *\Club xxx\BU* folder where xxx is the name of the club.
3. Click **Use Selected Folder & Exit.**
4. Compass must now be closed and restarted.
5. When Compass restarts, the remote support image will flash on the strip menu.
6. Compass can now be used to do almost anything you can do in a local session of Compass.
7. When the support is complete, select **More Menu Items ... Remote Support** from the strip menu.
8. Click the **Cancel Remote Support** button.
9. Compass must now be closed and restarted.   Compass will next open in normal mode.

Other Functions

1. **Create a COPY of the Selected Folder**:   If you want to leave the original \BU\ folder untouched, you can create a copy and then use the copied files during remote support.
2. **Delete Selected Folder**:   This allows tidy up of any folder that you may have created through the copy process.

Revised: 8 August 2016

XClub Administration

"XClub Events" are events where the same set of hands are played are different club around New Zealand. The scores from participating clubs are then collated to get an "across the field" result.   The XClub process covers the daily club events and the NZ wide events conducted by NZ Bridge. such as the NZW Babich Pairs.

Please refer to the [CompassMate site](#) for an introduction to XClub Events.

Participation in XClub

All New Zealand clubs can participate in XClub events, irrespective of the scoring program software that is used.   All participating clubs create an input file which is save in a Dropbox folder.   The XClub process uses these input files for the calculations.

- **Compass clubs**: A SIM file is automatically created during the scoring process.
- **Compscor2 clubs**:   The standard USEBIO xml file is created and saved in the ***/Dropbox/ScorerXML/*** folder.
- **Scorer clubs**: The proprietary xml file is created and saved in the ***/Dropbox/ScorerXML/*** folder.

    (Note that a BATCH file can be supplied to semi-automate the transfer of the XML file to the Dropbox folder.   Please contact Mike or Bob for more information.)

SIM Files

SIM Files are the input file for the XClub calculations.   Compass clubs create the SIM files automatically.   For Compscor2 and Scorer club, the SIM files

are created using the data in the xml file.

Event Types

All event types, eg Duplicate, Multiple Teams, Swiss Teams, Swiss Pairs, using any scoring method, can participate in the XClub process.

Screen Functions

Oops, the second Area 6 should read Area 7

Area 1

- This list all SIM files separated by the hand record PBN file name.
- The number of listed files can by using the options in the **SIM File Selection Filters** frame.
- Clicking and file, then right click the mouse will open that SIM file in MS Notepad.
- The **Use File** column indicates if the SIM files will be included (Yes/No) in the **Across the Field (ATF)** result. Files can be switched from Yes to No by selecting a specific row, then clicking the **Change "Use" for Selected File** button (Area 6)
- The **Across the Field** result is calculated by
  - Mouse click the FIRST file for a particular day session
  - Click the **Score Across Sections** button (Area 6)

Area 2

- A percentage of the numbers of pairs reported in the ATF result can be changed.   (Almost always, this is left as 0%, that is NO pairs are omitted.)
- The **Minimum Boards per session** can be set.   Clubs playing less that this number of boards should be excluded by using the **Change "Use" for Selected File** button (Area 6).
- The **Maximum Boards counted** can be set.   Typically, this is done only for the annual NZB Babich Pairs.

Area 3

- The number of listed files can be changed by selecting different options.
- The **You Choose** options allows the user to select any number of days.
- The **Show Single Sessions** option will display PBN file that have only one club session.
- The **Show ..** buttons show ALL files or all Archived files.   It is unlikely that these buttons will ever be used.

Area 4

- This Area relates to NZ Wide events (eg the Babich Pairs). Refer **here** for further details.

Area 5

- This Area is used AFTER the ATF result has been calculated.
- The Session Result button will display the results for one club only. After the ATF results has been calculated:
    - Click the **Close Display** button to return to the file list
    - Select one file from the last calculated ATF result
    - Click the **Session Result** button
- The **Board Results** button displays the board by board result for all pairs for all clubs.
- The **Notables Only** checkbox filters the Board Results by displaying hands were the "Makeable Contracts" are at the 5 or 6 or 7 levels.
- The **Slam Analysis** prints nothing useful
- The **Quick Print** button prints the currently displayed report.
- The **Open in Excel** button opens the currently displayed report in MS Excel.

Area 6

- The **Delete Sel(ected) TSIM** button deletes the selected TSIM file.   It would be highly unusual to use this button.
- The **Delete Sel(ected) SIM** button deletes the selected SIM file. This should be done if the SIM is known to be a bad file. (Maybe, look at the file by clicking the file, then right click the mouse to open that SIM file in MS Notepad.)
- The **Change "Use" for Selected File** button will change the **Use File** flag from yes to no to yes.
- The **Assign DNP, x% Scores** button will assign
    - DNP or
    - 50% or
    - 60%

  scores for one board of the selected club.

- The **Assign ASM, FBM** button will assign
  - Arrow Shift Matchpointing
  - Fouled Board Matchpointing

  scores for one board of the selected club.

- The **Log** button will display the adjusted scores that have been assigned for the selected event.

Area 7

- The **Score Across Section** button calculates the ATF result for the selected day session
- The **Create XML** and **Pianola XML** buttons create Milan site and Pianola xml files.
- The **Convert Scorer XML Files** will concert the select XML file to the XClub format.   Note that this conversion is always automatically done when the XClub Admin screen is opened.
  - XML files that have not yet been converted exist in the \Dropbox\ScorerXML\ folder
  - XML files that have already been converted exist in the \Dropbox\ScorerXML\ConvertedFiles\ folder
- The **League Results** button opens the League Results screen.   Details of this screen can be found here.

Revised: 9 December 2019

Compass and Dropbox

Dropbox is a file hosting service that offers cloud storage and file synchronization.   Compass uses Dropbox extensively to:

1. Enable clubs and users to install Compass updates
2. Access important data files so they are immediately available to all clubs (eg the NZB Database)
3. Transfer files from the club computer to home computers
4. Enable Remote Support by a Compass technical support person
5. Store documentation
6. Distribute X-Club hand records
7. Score special events such as the NZ Wide Pairs

Dropbox can be very useful for clubs as it can share their own Dropbox folder(s) with other involved members.   You then have a shared resource that is accessible by all from any location. Some suggestions for use are:

- your secretary to store the minutes of your meetings
- newsletter editor as a central repository for your newsletters
- tutor to store the lesson materials such as notes and hand record files
- treasurer for use as a crash-proof backup of your valuable data files
- website administrator to use as a data repository for files used on the website
- committee members who collaborate in various projects

Configuration

Dropbox must be installed to enable share rights to the relevant folders.

1. Download and install the Dropbox application from www.dropbox.com.

2. Create an account with Dropbox. The ID is an email address so you can use your normal email address or create a gmail account just for Dropbox stuff.
3. Accept the sharing invitations which are forwarded by Email.
4. The shared folders are created on your computer under the root directory of **c:\Users\[YourUserName]**.
5. The initial "synching" of files takes a little time - maybe up to 30 minutes. After that, the synching will happen in real time.

Dropbox 101
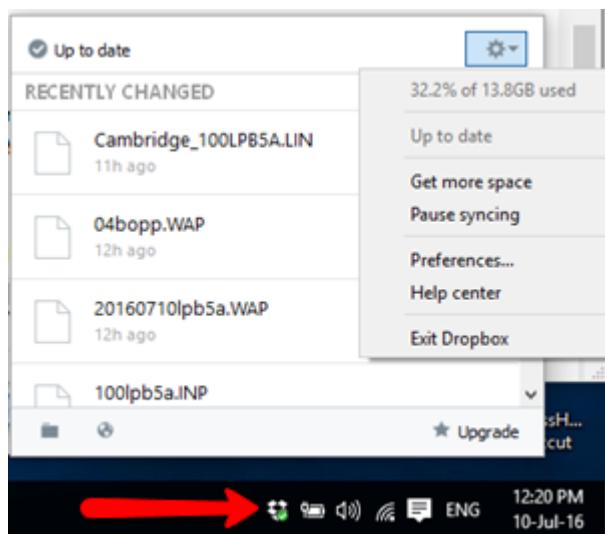
1. The Dropbox icon is in the taskbar. Click this to open the Dropbox pop-up.
2. The folder icon opens the Dropbox folder in Windows Explorer.
3. The globe icon open Dropbox in Dropbox.com
4. The synching status is shown in the top left
5. The **Gearbox icon ... Preferences** allows you to stop notifications, and to choose specific folder to synch. (Be very careful when making changes here).

Dropbox Rules for Compass Users

1. The shared Compass related folders are **\Dropbox\CompassMate** and **\Dropbox\Club xxx** where xxx is your club name.
2. As these folders are shared with others, you must be aware that everything you do with the files will update for all other sharers. This is, of course, the whole point of Dropbox.
3. You can freely **add** files to the Dropbox folders.
4. You can **edit** files <u>**only if you are entitled to do so**</u>**.**
5. You can only **delete** a <u>**file only if you have added that file yourself**</u>. **THIS IS VERY IMPORTANT.   When you delete a file, you delete it for every other club/user that shares the folders.**
6. If you think you want to delete a lot of files, first talk to a Compass Administrator (Bob, Jan and Mike)

7. If you are a CLUB, you own the **\[Club XXX]\ folder** and sub-folders
   - you are free to create additional folders off this folder
   - you are free to invite others (eg club members) to share this folder
8. If you are a USER,
   - you are free to create personal new folders off the **\Dropbox** folder
   - you are free to invite others (eg friends and family) to share this folder

Revised: 8 August 2016

Installing Compass

Compass can be installed on the club scoring and dealing computers and on the home computer of a club members.   The basic steps to install are as follows

New Zealand Installations

1. Install peripheral applications
2. Set up Dropbox
3. For clubs switching from other scoring programs, extract the club membership and club program, that can be imported into Compass
4. Install the Compass executable from Dropbox
5. Install your electronic scoring option eg BridgeMate or BridgeTab or BridgePal

International Installations

For installations outside New Zealand, please refer to [Compass International.](https://www.dropbox.com/install)

Install Peripheral Applications

The following peripheral apps should be installed

1. **Dropbox**   **https://www.dropbox.com/install**
   - Dropbox is used extensively in Compass for upgrade installations, documentation, backups and the X-Club hand generation service.
   - If installing on the club computer, the Dropbox user ID is the club email address, or a special email address created from Dropbox use

- If installing on a home computer, the Dropbox user ID is your normal email address, or a special email address created from Dropbox use
- Store the user name and password in a safe place!!

2. **Foxit PDF Viewer**

   https://www.foxitsoftware.com/downloads
   - Foxit PDF Viewer is the viewer of choice for the Compass System. Please use this in preference to Adobe Acrobat PDF viewer
   - You should make Foxit your default PDF viewer.

3. **UltraViewer**   http://ultraviewer.net/en/download.html
   - For Compass support, Ultraviewer is the preferred option (over Teamviewer) for remote access and support.

4. **TeamViewer (optional)**

   http://www.teamviewer.com/en/download/windows/
   - Within Dropbox, an Instant Team \Viewer 2016 Version option is available. The full TeamViewer app does not have to be installed.

5. **MS Word and Excel**
   - These are not compulsory but are highly desirable as these apps are used in Masterpoint Maintenance, Subscription Accounts and some other areas.

Share Dropbox Folders

You will receive an email invitation to share the following Dropbox folders

- CompassMate
- Club [Clubname], where [Clubname] is the name of your club
- X-Club Hands, (optional, if you want to subscribe to the X-Club hand generation service)

Extract Data from Existing Program

NZ Scorer has the facility to extract the club database and the club program to an Excel file. CompScore2 has the facilities to extract the club database to an Excel file. Once extracted, copy the files to the Club Clubname folder in Dropbox, or email the files to Bob who will do the conversions. Note that this step can be done at a later date.

Installing Compass

Two options are used here. For new club installations, the install is done from a Dropbox file. For home installations, the install is done by copying the club files.

New Club Installations
A file named Clubname.exe will be in the \Club [Clubname]\ folder in Dropbox.

1. Double click on Clubname.exe
2. Click Unzip

   .

   Then "Unzip to Folder" must be left as C:\ DO NOT change this.
3. Then click OK, then Close, Approx 50-60 files will be extracted.
4. Install the required system files
   - Open the **\Dropbox\CompassMate\CompassMate Download Files\Install System Files** folder
   - Execute the setup.exe program
   - Follow the instructions. If you get a popup message advising that a file already exists, then click option to KEEP the existing file.
5. Create a desktop shortcut to c:\compassv6\CompassV6.exe
6. Bob will Install the data extracts from your existing scoring system, it this has not already been done.
7. Start Compass and update the parameters in ClubInfoSetUp

Home Computer Installations

1. Use a USB stick, or Dropbox, to copy the entire contents of the c:\CompassV6 folder from the club computer. Paste this folder (and its contents) to the c:\ folder on the home computer
2. Install the required system files
    - Open the **\Dropbox\CompassMate\CompassMate Download Files\Install System Files** folder
    - Execute the setup.exe program
    - Follow the instructions. If you get a popup message advising that a file already exists, then click option to KEEP the existing file.
3. To synchronize the club data files to your home computer, use the [Dropbox File Copy …Restore from Dropbox](#) menu options.

   When

   doing the Dropbox File Copy,
    - For System Files, select the **Holus Bolus** option
    - For Input Files, select the **All files for this year** option
    - For Other files, none of the files need be selected
4. Create a desktop shortcut to c:\compassv6\CompassV6.exe
5. Start Compass from the desktop icon

Install your Electronic Scoring Option

BridgeMate

Please refer to Jan Spaans for full instructions.

BridgeTab

Please refer to the separate [document for the installation instructions](#).

BridgePal
Install software from https://mirgo2.co.uk/bridgepal/

Revised: 19 December 2018

Installing Version Updates

Regular updates of the Compass program are available from Dropbox.   To install updates you must have sharing rights to the **\Dropbox\CompassMate** folder.   These rights can be given by any Compass administrator (Bob, Jan, Mike).

The installation file is a self extracting zip file and named in the style of **CompassWinZIP_Vyyyy.mm.dd.exe** where yyyy.mm.dd is the release date. When a new update is available, the background colour of the version number in the strip menu will be magenta in colour.
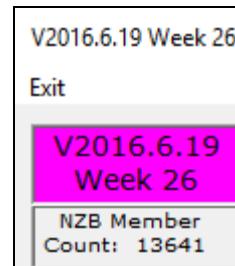
Steps to Install a new Version Update

1. **Important: Close all Compass sessions before starting the update**
2. Navigate to the **\Dropbox\CompassMate\CompassMate Download Files** folder
3. Double click the mouse on the latest update file **CompassWinZIP_Vyyyy.mm.dd.exe**
4. The update process will begin.   The ***Unzip to Folder*** must be left as c\:   DO NOT change this.
5. Click **Unzip,** then **OK** then **Close.**
6. Thats it!

Notes

1. Release notes are available in the ***Release Notes CompassMate YYYY.htm*** file in the same Downloads folder. You are encouraged to

read these.

2. An **Update Video** is often available for updates with significant changes. Older update videos are available from the **\Old Release Videos** folder.

3. Previous versions of the update files are available from the **\Old Exe Files** folder.

4. It is very helpful to use Windows Explorer tools to add the **\CompassMate Download Files** folder to *Favourites* or *Quick Access* (Win10).

Revised: 6 August 2016

Compass International Use

Whilst Compass is developed for use in New Zealand, it can be used in other countries.   Some features may not be available - please discuss this directly with Bob.

Password Protection

All non New Zealand systems are password protected and this password is fixed and specific to one PC.   Bob will advise the password

System Installation

The basic steps to get Compass running are

1. Install peripheral applications
2. Share Dropbox folders
3. Install the Compass executable from Dropbox
4. Install your electronic scoring option eg BridgeMate or BridgeTab or BridgePal

Install Peripheral Applications

The following peripheral apps should be installed

1. **Dropbox**   [**https://www.dropbox.com/install**](https://www.dropbox.com/install)
   - Dropbox is used extensively in Compass for upgrade installations, documentation, backups and the X-Club hand generation service.
   - Store the user name and password in a safe place!!
2. **Foxit PDF Viewer**
   https://www.foxitsoftware.com/downloads
   - Foxit PDF Viewer is the viewer of choice for the Compass System. Please use this in preference to Adobe Acrobat PDF viewer
   - You should make Foxit your default PDF viewer.

3. **UltraViewer** http://ultraviewer.net/
   - For Compass support, Ultraviewer is the preferred option (over Teamviewer) for remote access and support.
4. **TeamViewer (optional)** http://www.teamviewer.com/en/download/windows/
   - This is an alternative to Ultraviewer.
5. **MS Word and Excel**
   - These are not compulsory but are highly desirable as these apps are used in Masterpoint Maintenance, Subscription Accounts and some other areas.

Share Dropbox Folders

You will receive an email invitations to share the following Dropbox folders

- **Club [Clubname]**, where [Clubname] is the short name of your club
- **Compass [Country]**, where [Country] is your country name

Important: Do NOT delete edit any files that are in these Dropbox folder - else Compass may not run correctly.

Install Compass from Dropbox

A file named Clubname.exe will be in the \Club [Clubname]\ folder in Dropbox.

1. Double click on [Clubname].exe
2. Click Unzip

   .

   Then "Unzip to Folder" must be left as C:\   DO NOT change this.

3. Then click OK, then Close,   Approx 50-60 files will be extracted.
4. Install the required system files
    - Open the **c:\compassv6\Install System Files** folder
    - Execute the setup.exe program
    - Follow the instructions.   If you get a popup message advising that a file already exists, then click option to KEEP the existing file.
5. Create a desktop shortcut to c:\compassv6\CompassV6.exe
6. Start Compass.

Compass Documentation

The CompassHTMLHelp documentation is in the **Compass [CountryName]\System** folder in Dropbox.   This HELP can be accessed from the ? icon that is on most Compass screens.

Data Setup in Compass

Before Compass can be used, some basic data should be entered

Club Information Set Up

Update the information as necessary.   The most important tabs are

- Sessions
- File Locations

Club Database

Enter you player details here.   The Computer ID is usually the National Bridge Organization ID, but any number system (eg 1 up) is OK.   Each player should have a unique ID.   If the player information is on a spreadsheet, contact Bob to get this imported automatically.

Calendar of Events

If your club hold regular daily or weekly session, the event details should be entered here.   If the calendar information is on a spreadsheet, contact Bob to get this imported   automatically.

Revised: 27 December 2018

Compass System Folder Structure

Compass Files

The main folder for the Compass Scoring System is c:\CompassV6

Main Folder	Sub Folders	Content	Automatic File Delete Days
CompassV6	YYYY	"Results Files" for the scored sessions. A separate folder exists for each year.	Never
	YYYY/BridgeMate/	When electronic scoring is used, this contains the BWS files for each session.	Never
	YYYY/HTML/	Contains a HTML version of the session results.	10 Days
	YYYY/MasterPoints/	Contains the master point files of the scored sessions. Once the files have been processed and sent to NZB, the files are moved to the /YYYY/MasterPoints/NZB folder.	Never
	YYYY/MasterPoints/NZB	Contains the master point files that have been sent to NZB.	Never
	YYYY/Temp/	Temporary files created internally by Compass.	10 Days
	YYYY/XML/	Files created for those clubs using www.bridge-club.org for the publishing of results. Files in this folder are transferred to the web site using the ShipResults service. Once transferred, the files are moved to the YYYY/XML/Backup folder.	Never

	YYYY/XML/Backup	YYYY/XML/Backup	Periodically
	Entries	Files created through the Pre-Entry files functionality	Never
	Handrecords	YYYY/ [day SubFolders] The hand record files for the current year.	Never
	Recycle	The files copies that have been created during the scoring process.	30 Days
	System	All user created and system created data files including the club database, calendar of events, NZB member list and movement options. And many other files.	Never
	TextFiles	All text files created during the Scoring process, and list file created from various places including the Club Database and Club Competition processes	10 Days
	InstallNewFiles	The installation files for the required Compass system files	Never

Dropbox Files

Compass makes use of the Dropbox File share application.   The main folder for the Compass Scoring System is \Dropbox\CompassMate\

Main Folder	Sub Folders	Content
CompassMate	Bridgemate Documentation	Miscellaneous documentation for Bridgemates
	Club Bob	A folder that can be used to copy files to and from Bob
	CompassMate Download Files	The folder from which Version Upgrades are installed.
	Movements	PDFs of the Directors Guide and

		Guide Cards of many of the movements available in Compass.
	Shared Documentation	Miscellaneous documentation created by individual clubs.
	XClub Files	A temporary folder for X-Club "SIM" files.

Compass Data Files

System Folder

File	Purpose
AllCompCorrections.txt	Records the correction to names in the NZB database
bridgemate.ini bridgemate.SWI.ini bridgemate.SWP.ini	Bridgemate initialization files.
clubinfo.ini	The data parameters for the Compass system.
CompassMovement.csv	Compass movement options.
ContractData.csv	Random contract and results used in Bridgemate simulations.
howellnew.ini	This file is no longer needed in Compass.
tourn.prg	The Tournament Calendar of Events for the current year.

NZBSecretaries.csv	NZB club secretaries list.
ScorerInfo.csv	The NZB players database file.
program.dat ***	The Tournament Calendar of Events for the current year. *** This may be named differently in your system. Refer to Club Information Set Up for the correct name.
Redmond.dat ***	The club database file. *** This may be named differently in your system. Refer to Club Information Set Up for the correct name.
SubInvoice_Annotations.txt	Records the textual information used when printing subscription invoices.

validscores.ini	Record the common duplicate scores. This is used to highlight unusual score in the traveling score sheet.

Revised: 8 August 2016

Data Limits

The data limits are as follows.   Note the a "~" indicates an unlimited number.

Event Type	Condition	Value	Comment
Duplicate	Max Tables per session	36	-
Duplicate	Max Boards per Session	48	-
Swiss Pairs	Max number of pairs	~	-
Swiss Pairs	Max rounds per event	20	-
Swiss Teams	Max number of pairs	~	-
Swiss Teams	Min number of teams (Swiss)	4	-
Swiss Teams	Min number of teams (Round Robin)	7	-
Club Competitions	Max number of qualifiers	500	-
Club Competitions	Maximum sessions per event	20	-
			-
			-

Revised: 8 August 2016

Analysis of Playing Members

This reports the members attendance at normal club sessions. The reports can printed or exported as an Excel or CSV file.

Strip Menu Item: **Other Services ... Analysis of Playing Members**

Report Types

Two different reports are available.

1. **By Week Number**: Reports the weeks that each member has played in the selected sessions.
2. **By Session**: Reports the total number of times that each players has played in the selected sessions.

To generate the reports

- Click the check box of one or more sessions from the session list
- Optionally, enter the **Week Number** range to be reported
- Click the **Calculate** button
- Use the buttons in the **Reports** frame to view the different reports
- The report can then be filtered to **Show members who played between** a range of session numbers

Sample Report - By Week Number

```
        Playing Members Report for 2017    Wednesday Evening


                          ............... Week Number ....................
                       ROUNDS     1          2          3          4          5
CompID  Name           Played  1234567890123456789012345678901234567890123456789012
--------------------------------------------------------------------------------
14260   Lindsay Reid       31  _____ _____ _____ AA____ _____
24643   Richard Hooper     31  _____ _____ _____ AA____ _____
26137   Barry Jones        30  _____ _____ _____A AA____ _____
30265   Yuzhong Chen       30  _____ _____ _____A__ AA____ _____
34562   Brett Glass        30  _A_____ _____ _____ AA____ _____
37471   Mark Thomson       29  __A_____ _____ _____ AA____ A_____
30382   Gary Foidl         28  _____ _____ AAA_____A AA____ _____
30450   Ella Gray          25  _____ _____ A___AA_A AA___A _A_____
34521   Mereana Cullen     25  _____AAAA _____A_A AA____ _____
19728   Jenny Millington   24  AA_____ AAA_____AA AA___A _____
49013   Lucie Armstrong    23  __A_____ _____ AA_A_ AAAA___
41258   Jeffrey Chang      22  A_____ _____AAA AA__AA ____AAA
25424   Tipa Goodwin       22  A_____ AAA_____ AA_A_A AAAA___
07878   Rodney Harris      22  AA_____ _____AA___ AAAAAA _A_____
33745   Malcolm Smith      21  AA_____ _____ AA_A_ AAAAAAA
24651   Joan Egger         20  ___A_____ _____ AAAAAA AAA_AAA
04161   Ian Clayton        18  A_AAA_____ AAAAA_A____ AAAAAA _____
16788   Elizabeth Fisher   15  A___A_____ AAAAAAAAAAAAAA AAAA_A _____
26439   Janice Bell        15  ___AAA_____ _____AA___ AAAAAA AAAAAAA
13263   Cynthia Clayton    14  ____A_____ AAAAAAA__AAA AAAAAA A_AA___
17000   Pam Burns          14  AA_____ _____A___AAA AAAAAA AAAAAAA
22036   Jane Stearns       13  AAAAA_____ AAA____AA___ AA__AA AAAAAAA
18138   Nick Whitten       13  AAAAA_____ ____AAAAAA__ AAAAA_ AAAA___
05723   Ross Stewart       13  ___AAAAAAA _____AAAA_ AA___A _AAAAAA
64504   Michael Neels      12  ___AAAAAAA AAAAAAAAA___ AA____ AAAA___
22015   Diane Emms         12  AAAAA_____ AAA__A_AA__ AA__AA AAAAAAA
32445   Gwyn Lobb          11  _AAAAAAAA _____A____AAAA AAA_AA AAAA___
34178   Elaine Rayner      11  _AAAAAAAA _____AAAAA AA_AA_ _AAAAAA
39172   Cherie Barton      11  _A__AAAAA AAA_AAAAAAAA AAAAAA _____
49481   Dallas Dagg        10  _A___AAAA AAA_AAAAAAAA AAA_AA A_AA___
16817   Phil Thompson      10  _AA__AAAA _____A_AAAA AAAAAA AAAA___
34162   Nigel Gresson      10  ____A_____ ___AAAAAAAAA AAAAAA AAAAAAA
```

The report lists each week number of the year. The attendance at the
session in that weeks is reported as follows:

- An underscore _ indicates that the player attended that session
- An **A** indicates that the player was **Absent** from that session
- An **blank** means there is no information for that session (that is, the
  master point file does not exist)

Sample Report - By Sessions

```
                    Members Attendance Report for 2013


                        TOTAL    MOND     MON     TUE     WED    THUD   MON_X   WED_X
-------------------------------------------------------------------------------------
77151  Bruce Beer           0       0       0       0       0       0       0       0
77123  Adrianne Beer        0       0       0       0       0       0       0       0
32171  Maryanne Burkett     0       0       0       0       0       0       0       0
 7999  Peter Charman        0       0       0       0       0       0       0       0
71020  Lesley Chubb         0       0       0       0       0       0       0       0
 2131  Rolf Boswell         7       0       0       3       1       0       0       0
 2213  Peter Daffurn        7       0       7       0       0       0       0       0
 2230  Liam Payne           7       0       0       7       0       0       0       0
 2191  Raewyn Price         7       0       0       7       0       0       0       0
72220  Pauline Sam          7       0       0       0       7       0       0       0
32395  Cushla Clare         5       0       1       0       3       1       0       0
72231  Diane McNair         5       5       0       0       0       0       0       0
22002  Lorraine Brunton     2       0       0       3       3       0       0       0
 2133  Nancy Greenwood      1       3       0       7       0       0       0       0
72151  Dawn Hancock         1       7       0       3       0       0       0       0
 1221  Ros Stephens         1       7       1       0       2       0       0       0
 3950  Marlene Morey       53       0      30       0      23       0       0       0
27507  Michael Neels       53       0      30       0       2      22       0       0
31755  Jenny Oxley         53       0      32       0       3      23       0       0
27217  Gloria Gillmore     59      29       0       0       0      30       0       0
22122  Anne Blewden        20       0      21       0       3      30       0       0
39312  David Sargeant      22      22       1       0      39       0       0       0
37122  Lorane Ardern       23       2      19       0      32       2       0       0
71111  Beth Kingsley      122      21      32       0      33      25       0       0
71101  Julie Rope         122      23      22       0      32      32       0       0
23933  Eunice Eccles      127      23      32       0      31      37       0       0
```

Menu Items

- The reports can be printed or exported to a CSV file or and Excel file.
- All report are saved into the **c:\compassv6\textfiles** folder,

Notes

1. The reports use the information in the "ftp" Master Point forms that were implemented in September 2017.
2. The reports includes all Swiss Teams or Swiss Pairs events.
3. When Exporting to Excel, the (3) Excel worksheets are created on the fly as you watch.
4. These Excel spreadsheets are create as Book1, Book2 etc.   You can "SaveAs" these as you wish.

Analysis of Playing Non Members

This reports the attendance of **non members** at normal club sessions.

Strip Menu Item: **Other Services ... Analysis of Playing Non Members**

 The report is automatically generated when the screen is opened.   The user can then manually request a report for the current or the previous year.

Sample Report

```
--------------------------------------------------------------
15999   Nita  Marshall              │New Plymouth      Played:  3
--------------------------------------------------------------
  2016-11-10  145_2016_45thu
  2016-11-18  147_2016_04mon
  2016-11-14  209_2016_46mon


--------------------------------------------------------------
19999   June August                  Tauranga        Played:  3
--------------------------------------------------------------
  2016-11-25  242_2016_47frid
  2016-11-28  242_2016_48mon
  2016-11-29  242_2016_48tued


--------------------------------------------------------------
16999  Marie Dantoinet                Tauranga        Played:  3
--------------------------------------------------------------
  2016-11-25  242_2016_47frid
  2016-11-28  242_2016_48mon
  2016-11-29  242_2016_48tued
```

Notes

1. The report uses the information in the "ftp" Master Point forms that were implemented in September 2017.
2. The report Ignores all Swiss Teams or Swiss Pairs events.

3. A text file report is saved under the name
   C:\CompassV6\TextFiles\PlayingNonMembersReport.txt.

Revised: 29 December 2016

Contact Details

Bob

email   bobfearn@msn.com
phone   +1 425 558 3877
cell   +1 425 985 2103
SkypeID   bob__fearn

Current Time Zone Difference

The time difference changes and NZ and USA go in and out of daylight saving.

- During the NZ summer, the time difference is 3 hours
- During the NZ spring and autumn, the time difference is 4 hours
- During the NZ summer, the time difference is 5 hours

TODAY, the difference is 3 hours

For Seattle time, add 3 hours to NZ time (and subtract one day) eg Saturday noon NZ = Friday 3 pm Seattle

In emergencies, call **+1 425 558 3877** any time night or day. If no reply, follow up with an email.

Revised: 11 Novenber 2017

Backup of Results Files

During the session set up, the following message can be displayed.
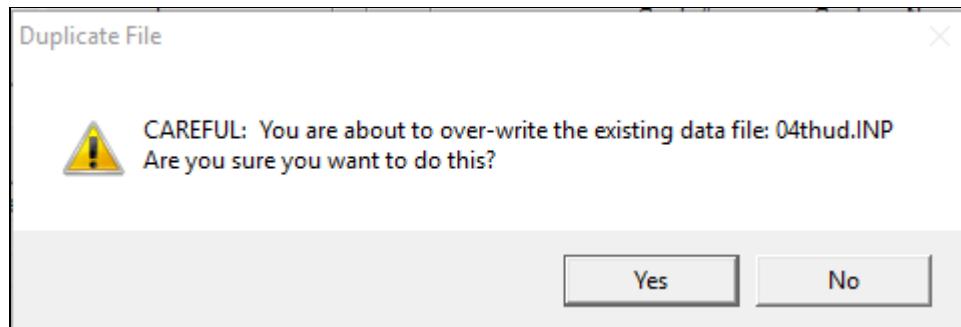

- Respond **YES** if the scorer is knowingly restarting the scoring of the existing session.
- Respond **NO** if you want to restart the scoring process.   When restarting the scoring, you may want to change the results file name to something like 04thudxxx if you are unsure of the cause of the message.   An administrator can sort it out later,

Overwrite and Existing File

If the overwrite option is selected, the existing file is saved to the **\CompassV6\Recycle** folder.   A number of backup of the same file can exist, the latest version having the highest BUxx number.

When required, a BU file can be manually copied to the current \YYYY\ folder location.

> CompassV6 > Recycle

Name

08tue.BU04.INP
09sun.BU05.SWI
09sun.BU04.SWI
09sun.BU03.SWI
09sun.BU02.SWI
09sun.BU01.SWI
08MOND_x.BU01.INP
08thu.BU12.INP
08thu.BU11.INP

Notes

1. Compass automatically purges **\Recycle** files older than 30 days.

Revised: 1 January 2017

Club Database - Member List

This display the [Club Database](#) in list form.   When the Basis Data option is selected, [Full Screen Edit](#) option can be enabled.

- The list can be sorted by clicking the mouse on any column header.
- The the **Show Information** option shows different categories of data that are in the database.
  - **Basic Data** (address, phone etc)
  - **Handicap Data**
  - **Subscriptions Data**
- The **Filters** option filters the list by the selected option.
- The **Delete Selected Member** button deletes the selected member.

Full Screen Edit Mode

- Use the **Enable Full Screen Data Edit** button to open the list up for spreadsheet type editing.
- Take special care, as edits are automatically saved as the changes are made.
- While in Edit mode, all **Yes/No** fields display as Yes = -1 and No = 0. Enter -1 or 0 to change these fields

Notes

- **Full Screen Edit** is available only when the **Show Information ... Basic Data** option is selected.
- When Exiting this screen, the [Club Database](#) screen will open at the selected member.

Revised: 4 May 2019

Eliminate Ineligible Players

This screen allows you to remove any pair/player from the final results.
To eliminate ineligible players, click the check box off, then click "Process"

Revised: 17 February 2017

Competition Register - Delete Records

From time to time, some bad records may get into the register.   This screen can be used to delete those bad records

- Use the mouse to highlight the rows (records) that are to be deleted
- Click the **Delete Selected Rows** button

Notes

1. To select multiple rows, hold down the <crtl> key while clicking the mouse
2. To select a range of rows
    - mouse select the first row
    - hold down the <shift> key
    - mouse select the last row
3. Use the **Open Register in Notepad** button to view and edit the register in Notepad

Revised: 16 February 2017

Dropbox File Copy

This process copies data files from a home PC to Dropbox and later restores the files to the main Club PC.

Copy from a home PC

- the **Club Database** (Clubname.mdb file) Note: This option is not available when the Club Database is located in the club's Dropbox folder.
- Any **Results File** (INP, SWI, SWP files).   Note: This is useful when scoring corrections are done on a home PC.
- **Tournament Pre-Entry files** (*.ent files)   Note: This is useful when tournament preparations are done on a home PC.
- **Club Info Set Up** file (clubinfo.ini file)

- To initiate this process, select the ***Options .. Dropbox File Copy*** menu item on the appropriate screens

- To UNDO the copy, select the ***Options .. Dropbox File Copy DELETE*** menu item on the appropriate screens

- The files are saved in the ***Dropbox\Club [clubname]\FileTransfer*** folder.

Restore on the Club PC

When Compass is next started on the Club PC, the files in Dropbox are restored to the master Club PC.   This restore can be either automatic or manual, the recommended setting to automatic.

- Automatic or manual copy is set in **Club Info Set Up** parameter ***Copy' files from Dropbox to the club's main PC..***   The default setting is True.

- The process for manual copy is as follows:

    - When Compass is start on the main PC, this pop up is displayed
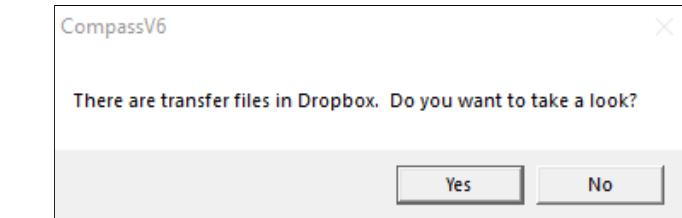
-
- If **Yes** is selected, a file list is displayed
-
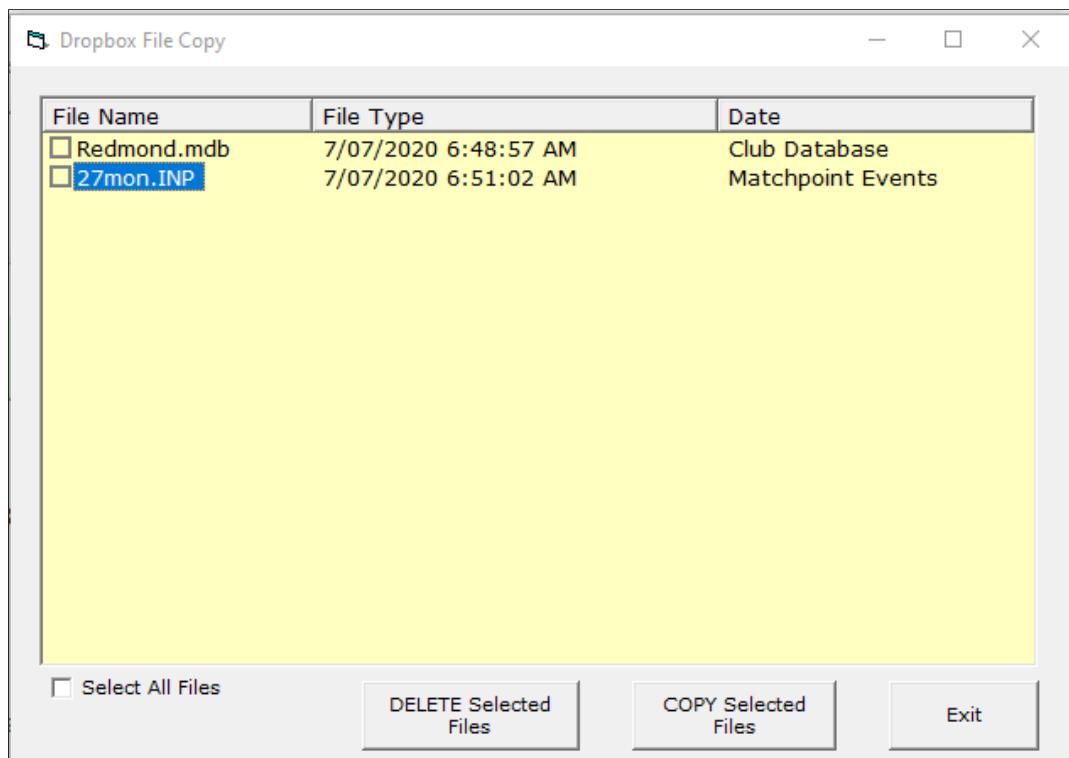
- To copy the files , select the files then click the **Copy Selected Files** button.
- Other things that can be done are:
  - click the **DELETE Selected Files** button. The files will NOT be copied, and they will be deleted from the ***Dropbox\Club [clubname]\FileTransfer*** folder.
  - click the **Exit** button.   The files will be left in Dropbox until another day.

Revised: 6 July 2020

Opening Multiple Compass Sessions (aka Instances)

It is possible to have two (or more) separate instances of Compass running.

- If a scoring session is underway, you may wish to open another Compass do do other non scoring related things
- When scoring multiple events.   This is the [Piggy Back](#) Option

All instances are initiated from the Compass icon on the desktop.   Each of these additional instances starts with the menu showing on the **right side of the Desktop** with a background colour selected by the user.   The choices are light green, light yellow or cyan.

Revised: 11 February 2017

Print Personal Score Sheets (PSS)

From this screen, the personal score sheets (PSS) for duplicate pairs and Swiss Pairs events can be printed.

There are two formats:

- Expanded Version (1 pair per page)
- Short Version (4 or 8 pairs per page)

There are option to print the the PSSs for:

- All pairs - both NS and EW directions
- All pairs in the NS direction
- All pairs in the EW direction
- Selected pairs (the PSS report is the simple version of this report)

When printing the Short Version, there is an option to print these in **scissor sort** order.   This means that if the printed sheets are cut, then suitably stacked, the individual slips will then be in numerical order.

Duplicate Events - Director's Adjustments

Directors adjustments can be made in pairs events for infractions such as slow play , messing up the hands on a particular board.

Most adjusted scores are [dealt with within the scoring](#), eg average boards, arrow shifts, fouled board match pointing, manually applied match points etc and therefore do not required directors adjustments.

To apply directors adjustments use the *Edit Options ... Apply Directors Adjustments* menu item

1. Click the **Show N-S/E-W** button to display the affected pair
2. Select the affected pair with the mouse
3. Enter the match point adjustment in the *Adjustment MPs* text box. A penalty of match points (ie a reduction) is entered as a negative number
4. Repeat step 1-3 for other affected pairs
5. Click the **Exit** button to exit this screen

Notes

1. The applied adjustments are displayed in the lower list.
2. To remove any adjustment, select that adjustment text with the mouse, the click the **Delete Selected Rows** button.
3. When a result is re-calculated, the director's adjustments are automatically recalculated.
4. Director's adjustments are reported in the printed copy of the results.

Revised: 16 February 2017

Boards Played out of Sequence

In the rare event that the boards are not laid out in numerical sequence ….

1. On the CompassMate screen …
2. From the *Adjustments* tab click the **Boards played out of order** button
3. Enter the actual sequence of the boards.
   - The usual sequence would be been something like: 1,2,3,4,5,6,7,8,9 10,11,12,13,14,15,16,17,18,19,20,21,22,23,24
   - The new sequence could be: 1,2,3,4,5,6,7,8,9 10,11,12,,**22,23,24**,13,14,15,16,17,18,19,20,21
4. Click the **Exit** button
5. Confirm that the new sequence is correct
6. The new sequence will now be sent to BCS

Notes

- The change can be done at any time before, or during the play of round 1
- These instruction are applicable to DUPLICATE PAIRS events only.

Revised: 7 February 2017

Export Contacts to GMail/Google Contacts

Members names and Email addresses can be exported from Compass and imported into GMail contacts.

Process Summary

- **From Compass Club Database**
  - Export the data to a CSV file.
  - Tidy up names the CSV file.
- **From Google Contacts**
  - Import the Contacts from the CSV file.
  - Move the imported contact to you regular Contact List.

Process Details

- **From Compass Club Database**
  1. Select the ***Club Database ... Export to Excel ... Contacts to GMail*** menu item
  2. This create a CSV as follows
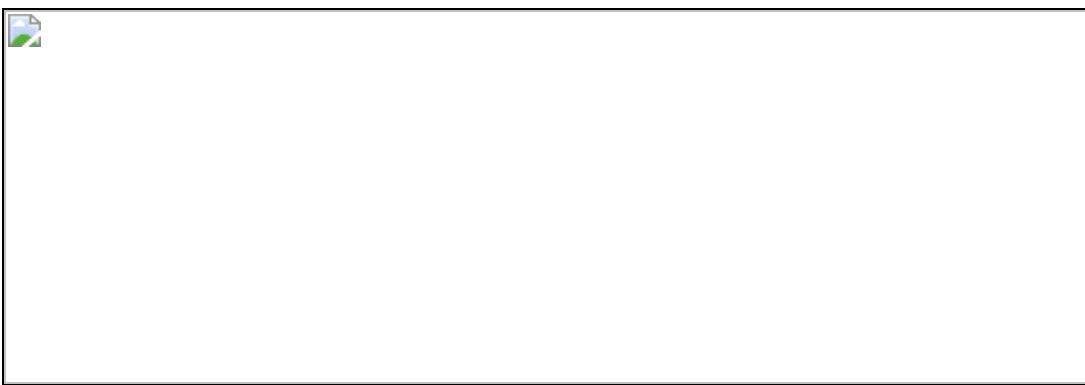
  3. Using Excel tools, edit this file, eg edit, delete, add new records.
  4. Save this CSV file to you favourite location

- **From Google Contacts**

1. Navigate to your Google Contacts.
2. Use the Google **Import** process
3. This will save the contacts into a "**label**" like *Imported on 12/23*
4. Use Google tools to move all or some of the imported contacts to the regular "**Contacts**" label.

Revised: 23 December 2019

Import Database From Spreadsheet

The basic data of the Club Database can be imported from an Excel spreadsheet.   This process can also be used to selectively update/edit existing member records in the database.

Process Summary

- Create a template Excel file by exporting the existing database to Excel.
- Edit the Excel file.
- Import the Excel file back into the database.

Process Details

1. Select the ***Club Database ... Export to Excel ... Basic Data*** menu item.
2. Answer **YES** to the "***Do you intend to use the Excel file as a template ...***" question.
3. This will create an Excel file of the current Club Database, like this ...

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	ComputerID	GivenName	LastName	DisplayName	Address1	Address2	Address3	Address4	AreaCode	Gender	Moniker	ClubGrade	MemberType	Phone	Mobile	DateJoined	Email	ActiveFla
2	42569	Jimmy	Aitken	Jimmy Aitken	1 State St			Redmond				All Grades	Full					Yes
3	42611	Jimmy	Allen	Jimmy Allen	1 State St			Redmond	3374			All Grades	Full	07 987 6543		09-2011		Yes
4	2190	Jimmy	Allen	Jimmy Allen	1 State St			Redmond	3434			All Grades	Full	07 987 6543			bobfearn@msn.com	Yes
5	3604	Jimmy	An	Jimmy An	1 State St			Redmond	3434			N/A	Full	07 987 6543			bobby@msn.com	Yes
6	4928	Jimmy	Anderson	Jimmy Anderson	1 State St			Redmond	3434		Mr	N/A	Full	07 987 6543			bobby@msn.com	Yes
7	45194	Jimmy	Andrews	Jimmy Andrews	1 State St			Redmond	3881			N/A	Full	07 987 6543			bobby@msn.com	Yes
8	34762	Jimmy	Ardern	Jimmy Ardern	1 State St			Redmond	3300	f	Ms	N/A	Full	07 987 6543			bobby@msn.com	Yes
9	9030	Jimmy	Ardern	Jimmy Ardern	1 State St			Redmond	3300	M	Mr	N/A	Full	07 987 6543			bobby@msn.com	Yes

4. Edit the spreadsheet as necessary.   Rows can be added, deleted or edited according to the following rules:

Editing Rules

- The heading row (row 1) must not be changed. These headings are the actual database field names.
- The **ComputerID** column must alway exist in the spreadsheet.
- All or any of the other **column(s)** can be deleted.   Do this if you do not want to update a particular field from the Club Database.
- If a particular **ComputerID** does **NOT** exist in the Club Database, it will be **added** with the data in the spreadsheet.
- If a particular **ComputerID ALREADY** exists in the Club Database, the data in the Club Database will be updated with the data in the spreadsheet.
- To REMOVE any text data (eg remove a phone number), put a "-" (no quotes) in the field.   This is interpreted as **delete the existing data in this field**.
- All BLANK cells in the spreadsheet will be ignored.   That is, the original data in the database will remain unchanged.
- The update will stop when at any row with a blank **ComputerID**.

5. Save the Excel into your favourite location.
6. Select the *Club Database ... Database Update ... Import Database from Excel file* menu item
   - Navigate to your saved spreadsheet
   - Answer the question "*Do you wish to DELETE the existing database?*". Almost for certain, the correct answer is NO NO NO.
7. That's it

Revised: 23 December 2019

Notepad Session Results Files

This screen concatenates any numbers of individual text files into one **Session Results** file, which can then be pasted into a web site or email to interested parties via [CompassMail](#).

- The files listed in the right hand box will be *included* in the **Session Results** file
- The files listed in the left hand box will be *excluded* in the **Session Results** file
- Use the left and right arrow buttons to move files from one list to another
- Use the up and down arrow buttons to reorder the list

- Click the **Create Session Files** button to create the files
- The file is saved in the *C:\CompassV6\TextFiles* folder with a name of **xxx - Session.txt** where xxx is the event ID.

Revised: 17 February 2017

Player IDs (aka Computer Numbers)

NZB Affiliated Players

All NZB affiliated players will have an NZ Bridge player number/ID. This ID is assigned by NZ Bridge and the numbers range from 1000 to 89999.

Non Affiliated Clubs

Non affiliated clubs allocate their own player IDs.   To avoid a clash with the NZB IDs, the number range for non affiliated players should be from 100 to 999.   Some affiliated players may also belong to a non affiliated clubs.   In this case, those players can use their NZB ID or the non affiliated club ID.

Visitor to the Club

From time to time, visitors will play at the club.   If they are an affiliated NZB player, their name will show up on the table top units so there is no issue.   If they are not an affiliated player, their name will have to be entered into Compass manually.   In this case, and ID must be assigned - the appropriate ID to assign is between 1 and 99.   Numbers in this range will not clash with the club's non affiliatted player IDs or the NZB player IDs.

Note: When manually entering palyer numbers, there is an option to add these players to the non-members database.   It is a good idea to do this is these players are expected to play again at the

In summary, the player IDs for all players will be as follows:

- 1000-89999   NZB affiliated players
- 100-999   Club non affilayiated players
- 1-99   All other players (eg casual players or overseas players)

Revised: 14 November 2017

Supervised Sessions

Supervised Sessions are usually part of a club's beginners or learners lessons.   The results of these sessions can be modified so that the bottom and top percentage are adjusted to be within a specified range.   Another option is to scale all the results between a specified range.

Supervised Session Setup

In Club Information Set Up, mark the sessions as **Supervised Sessions**

Input File Suffix	Session Day & Time (eg Tuesday Evening)	X-Club Session	X-Club Session Grade	Master Points	Supervised Session
mon	Monday Afternoon	☐	▼	☑	☑
tued	Tuesday Morning	☐	▼	☑	☑
tue	Tuesday Afternoon	☐	▼	☑	☐
wedd	Wednesday Morning	☐	▼	☑	☑
thud	Thursday Morning	☐	▼	☑	☐
thu	Thursday Afternoon	☐	▼	☑	☑
frid	Friday Morning	☐	▼	☑	☑
fri	Friday Afternoon	☐	▼	☑	☐
		☐	▼	☐	☐

Supervised Session - Percentage Limits

In Club Information Set Up, specify the low and high percentage limits.
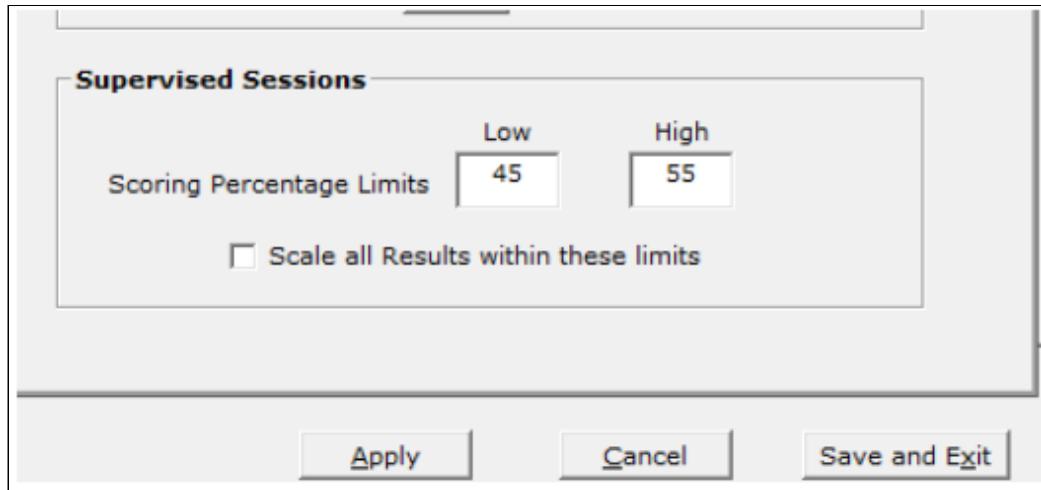
- In this example,
    - any score less that 45% will be adjusted to 45% and and score greater than 55% will be adjusted to 55%.
    - any score between 45% and 55% will not be adjusted
- If no percentage limits apply, set the low percentage to 0 (zero), and the high percentage to 99.

- The **Scale all Results within these limit**s option, will **scale** all results between the percentage limits
    - all scores will be scaled to be between 45% and 55%
    - if all raw scores happen to be between 45% and 55%, no scaling will take place

Results Display

The results screen will display Supervised Results with all score adjusted to be between the low and high percentage limits.

```
        November Mon PM Pairs   Session  1    06 November 2017

                        Supervised Session

    N-S                                    Percent      MPs

     1    Diann Mitchell & Jan Clark         55.00      246.0
     2    Lillian McFarlane & Sue Allard     55.00      242.0
     3    John Weller & Pater Wakeman        53.94      233.0
     4    Kay Gilray & Liz Gould             52.31      226.0
     5    Claire Service & Kevin McMenamin   50.93      220.0
     6    Lesley Weston & Gerard Burgers     50.00      216.0
     7    Neil McGillivray & Ian Leggat      47.92      207.0
     8    Sandy Smith & Marie Brown          45.00      188.0
     9    Sally Barker & Gill Archbold       45.00      166.0

    E-W                                    Percent      MPs

     1    Liz Scott & Margie Morris          55.00      266.0
     2    Fiona Steel & Janine Tyler         55.00      243.0
     3    Jennifer Neutze & Mary McGrath     53.94      233.0
     4    Margaret Pickering & Liz Armstrong 48.84      211.0
```

The **Show Raw Result** button will open a Notepad file of the raw result.

Enabling and Disabling Supervised Scores

The supervised calculation for any individual session can be enabled/disabled from the *Edit Options ... Supervised Result* menu item.

November Mon PM Pairs Session 1 06 November 2017 (file=45mon)

Print Options   Edit Options   ReScore   Corrections   View Result in Notepad   Exit to the Side Bar Menu

	Apply/View Directors Adjustments			06 November 2017	
	Players Name Check				
	Specify Hand Record File		sion		
N-S	Change Handicap List			Percent	MPs
1 D	Change Session Name/Date			55.00	246.0
2 L	Change Session Type C <-> T			55.00	242.0
3 J				53.94	233.0
4 K	Create MasterPoint File			52.31	226.0
5 C	Create XClub File			50.93	220.0
6 L				50.00	216.0
7 N	Import BMLog File			47.92	207.0
8 S	Supervised Result	>	Enable	188.0
9 S			Disable	166.0
E-W				Percent	MPs

Revised: 14 November 2017

Print Personal Score Sheets (PSS)

From this screen, the personal score sheets (PSS) for Swiss Pairs events can be printed.

There are three print formats:

Short Form (Type 1)

```
Pair 1 Nicki Lauder & Jean Shaheen
Round 5 Played Don Trump & Micky Flynn at Table 6
BD Score Par IMP BD Score Par IMP BD Score Par IMP BD Score Par
IMP
-------------------------------------------------------------
------------------------
1 50 -50 3 2 140 -30 5 3 100 -30 4 4 120 80 1
5 -430 30 -10 6 -50 90 -4 7 200 80 3 8 -420 0 -9
9 -630 40 -12 10 100 0 3 11 170 50 3 12 -510 -220 -7
-------------------------------------------------------------
------------------------
Current Place 18 IMPs -20 VPs 4 - 16 Loss Adj 0.0 Total VPs
44.6
```

Long Form (Type 2)

```
    +-----------------------------+
    | Thu Swiss Pairs             |
    |                             |
    | 25-08-2016                  |
    | Pair    1                   |
    |-----------------------------|
    | Nicki Lauder & Jean Shaheen |
    |                             |
    |-----------------------------|
    | Round  5 Played as N-S vs   |
    | Don Trump & Micky Flynn     |
    |-----------------------------|
    | BD Contract Score MyPar IMP |
    |-----------------------------|
    |  1 5D  E -1   50  -50   3.0 |
```

```
| 2  2S  N  3  140  -30   5.0 |
| 3  4S  W -1  100  -30   4.0 |
| 4  1NT N  2  120   80   1.0 |
| 5  3NT E  4 -430   30 -10.0 |
| 6  4S  N -1  -50   90  -4.0 |
| 7  1NT E -2  200   80   3.0 |
| 8  4S  E  4 -420    0  -9.0 |
| 9  3NT E  4 -630   40 -12.0 |
| 10 4D  E -1  100    0   3.0 |
| 11 3S  N  4  170   50   3.0 |
| 12 4S  W  7 -510 -220  -7.0 |
|----------------------------|
| Match Net IMPs          -20 |
| Match VPs              4.42 |
| To Date Place          18th |
+----------------------------+
```

When printing this version, there is an option to print these in **scissor sort** order.   This means that if the printed sheets are cut, then suitably stacked, the individual slips will then be in numerical order.

Round Detail (Type 3)

```
   +-----------------------------------------------
-----------+
   | Thu Swiss Pairs
25-08-2016 |
   | Round
5
|
   |-----------------------------------------------
-----------|
   | Pair   1    Nicki Lauder & Jean Shaheen
            |
   |-----------------------------------------------
-----------|
   | N-S Pair   1    Nicki Lauder & Jean Shaheen
                |
   | E-W Pair  11    Don Trump & Micky Flynn
```

```
|
  |-----------------------------------------------------------|
  | BD   Dir   Contract   NS_Score   NS_Par   IMPs            |
  |-----------------------------------------------------------|
  |  1    N-S    5D  E -1      50       -50      3.0          |
  |  2    N-S    2S  N  3     140       -30      5.0          |
  |  3    N-S    4S  W -1     100       -30      4.0          |
  |  4    N-S    1NT N  2     120        80      1.0          |
  |  5    N-S    3NT E  4    -430        30    -10.0          |
  |  6    N-S    4S  N -1     -50        90     -4.0          |
  |  7    N-S    1NT E -2     200        80      3.0          |
  |  8    N-S    4S  E  4    -420         0     -9.0          |
  |  9    N-S    3NT E  4    -630        40    -12.0          |
  | 10    N-S    4D  E -1     100         0      3.0          |
  | 11    N-S    3S  N  4     170        50      3.0          |
  | 12    N-S    4S  W  7    -510      -220     -7.0          |
  |-----------------------------------------------------------|
  | Match Net IMPs                        -20.0               |
  | Match VPs                         4.42 - 15.58            |
  +-----------------------------------------------------------+
```

   Provisional Progress Results

   Round Table Dir Played   IMPs
VPS

------
    1   8 N-S Jim Green & James Denton   18
15.15
    2   2 E-W Nicholas Johns & Matt Tan   -34
2.00
    3   9 N-S Pat Smith & Neil Ricketts   2
10.71
    4   7 E-W Leo Mills & Anne Jones   7
12.31
    5   6 N-S   Don Trump & Micky Flynn   -20
4.42

------
        Current Placing   18th   -27
44.59

   Seating for round 6

   Table 9 N-S   8 Bill Jones & Jocelyn Southon
             E-W   1 Nicki Lauder & Jean Shaheen
   This match is provisional until the official next round draw is
published.

```
Provisional Leaderboard                                      VPS
-------------------------------------------------------------
   1    Gina Kay & Jeffrey Mills                         68.69
   2    Lindsay Adams & Bill Jones                       66.59
   3    Tracey Edwards & Gill Nelson                     63.71
```

When printing this version, you can select to print ALL pairs or a selection of pairs.

The **Sort by Next Round Seating** buttons option sorts printout based on the seating for the next round (if the draw for that round has been done).

Revised: 11 February 2016

View Session Results (VSR)

VSR is used to open a result that has previously been partially or fully scored.   This is usually done to correct a result or, in the case of Swiss events, to enter the results for new rounds.

Note: If the electronic scoring *Bridge Control Software* is running, the current session will usually automatically open.

Steps

1. Select the **Select File Type** Filter: The default is Matchpoints (*.INP) but you can select any other file type.
2. (Optional) Select the **Selection Filters:**
   - **Today:** Displays files with today's date only
   - **Last 30 Days:** Displays files with a date within the last 30 days
   - **All Dates:** Displays all files irrespective of date
   - **Day Filter:**   Displays files that match the selected day filter
   - **Search Title:**   Displays files that match the enter text
   - **All All:**   Displays all files irrespective of date or day filter
   - **Repeat Last Search:** Sets the filters to those last used
3. Click any of the column headers to sort the data by that column
4. Double click the mouse on your event to open it.

Delete the Selected File

When using the VSR screen, the scorer can use the **Delete the Selected File** button to delete files that are no longer needed.   This process will delete the results file, BWS files and the master point files.

Revised: 11 February 2016

X-Club Handicaps (XG Handicaps)

All participants in X-Club session have their X-Club Handicaps (XG Handicaps) are recalculated after each session.   These XGs are calculated in accordance with the methods used by the English Bridge Union - [details of this can be found here](#).   X-Club based handicaps can be used in any club event, including Swiss Teams events.   This is done by selecting **Handicap List 19** where handicaps lists are selected.

Note that X-Club based Handicaps are date based, that is they are re-calculated after every session.

- For Duplicate Events the XG used is the one may immediately precedes the session date.
- For Ladders, the XG used is the one may immediately precedes each of the session date within the ladder.
- For Swiss Teams Events the XG used is the one may immediately precedes the <u>first session of the event</u>.

ES Handicaps

When using XG handicapping, actual applied handicap is referred to as the **Expected Score Handicap (ES Handicap** for short).   These handicaps are <u>based on</u> the players X-Club National Grade.

- **Expected Score Handicaps** take into account
  - your own XG grade
  - your partner's XG grade
  - the XG grade of all your opponents (that is othe average XG of all other pairs sitting in the same direction as you)

  Calculation Example

  Your XG   54%
  Your Partners XG   60%
  Opponents XG   55%
  Your Expected Score   = 50 + (54 + 60) /2 - 55   = 52%
  Thus your ES Handicap = -2%

- In straight Mitchell movements, the strength of each direction could be significantly different. ES Handicaps take this into account.
- The ES handicap of a bad pair in a good field would be higher than a straight XG based handicap.
- The ES handicap of a good pair in a good field would be lower than their straight XG based handicap.
- The ES effect in single winner competitions is less, as all pairs have the same opponents (except themselves).

A player's assigned handicap can be **based on** their X-Club National Grade handicap. These handicaps are implied in Handicap List 19.   The actual applied handicap is the **ES Handicap**.

- Please note the a players X_Club handicap is used if the players has played at least 300 deals (approx 12 sessions).
- If less that 300 deals have been played, a default handicap is applied based on the players current NZB ranking.   The default handicaps are defined on the [NZB Database](#) screen.   This table should be updated by XClub administrators only - contact Bob is you would like to do any updates.

Minimum Rating and XG Defaults

ID	Name	Minimum Rating	XG Default
1	Novice	0	8
2	Certificate of Proficiency	0	4
3	Club Master	0	2
4	Local Master	0	-1
5	Provincial Master	0	-5
6	Master	0	-6
7	National Master	100	-7
8	Life Master	150	-8
9	Grand Master	200	-9
10	Silver Grand Master	400	-10
11	Gold Grand Master	500	-11
12	Emerald Gold Master	1000	-13
13	Platinum Gold Master	2000	-15
99	Unknown	0	-5

Edit Settings   Discard Changes   Save Changes   ☑ Apply Ad

Using XG Handicaps

For duplicate events, XG Handicaps are applied by using **Handicap List 19.**
Simulation/testing can be done with XG handicap by using the V**iew Result in Notepad ... Result - Handicap (XG)** menu option.   This will calculate the XG result without actually changing the Handicap List for the session.   This XG handicap result can also be printed.

If you choose to use **Handicap List 19,** the Handicap List for the session muct be changed to List 19.   (Hovering the mouse over the **Handicap** button will display the "official" handicap list for that session.)

Special Case for Swiss Teams

As the XG is percentage based, the XGs need to be converted to reflect the IMPs/VPs scoring in Swiss Teams events.   A discussion of this can be found here.

Revised: 18 September 2019

XG Ratings Calculation

The XG Ratings are calculated at the end of each week.   To do this, the XClub **across the boards** results are recalculated for all sessions, then the actual XG Ratings are calculated. Note that the normal XClub calculation rules are a little different when doing these for XG Rating calculations.

- Single sessions when one club only plays the set of hands, qualify for the XG calculations.   This usually occurs when a club plays the wrong set of XClub hands.
- Results where the less than normal number of boards are usually included

Detailed Process

Compass XClub Admin

- Ensure that the **Show Single Session** checkbox is ticked.
- For each of the sessions ....
    - If the **Use File flag = No**, toggle this to **Yes**.   (This is to double check that session is indeed "bad")
    - **Score Across Sessions**
    - Check the detailed results - usually with the **Notables Only** checkbox ticked)
    - Ensure that the results are consistent,
    - If it is apparent that a club played the wrong hands, separate off this SIMP file
        - Right click the SIM file in the SIM file list.   This will open the SIM file in Notepad
        -
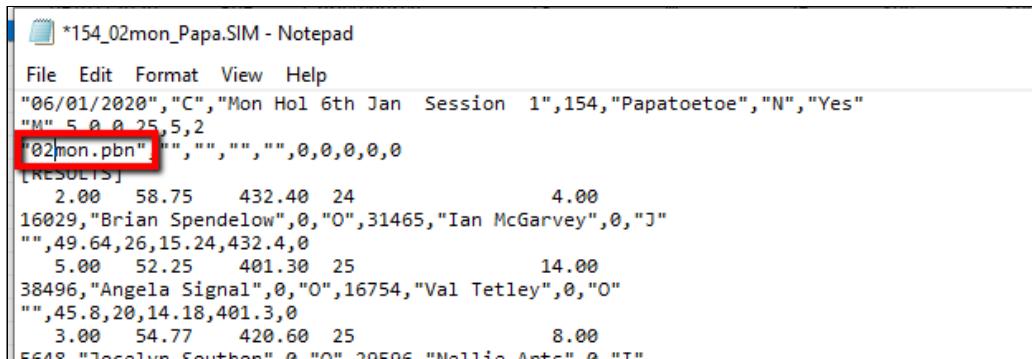
        - **CAREFULLY** edit the hand record file name by changing the existing week number to 99.   Thus in the above **02mon** would be changed to **99mon. Note** if more than one club played the incorrect hands, rename these other files (eg) 98mon or 97mon etc
        - Exit and save to Notepad file.   This will create a new entry in the SIM file list - which can be scored across on its own.

- - **Score Across Sessions** both the original current session AND the new single session
  - If a club played less than 20 boards, there are 2 options
    1. if almost the right number were played (say 18 or 19), just change the **Minimum Boards per session** to 18, and then **Score Across Sessions**
    2. create a new single session by using the process described above

  - if a club result is total rubbish, nuke the SIM file by clicking the **Delete Sel Sim** button, OR set **Use File flag = No**

- That's it for the Compass side of things

XG Ratings Calculations

- The executable for this is **\Dropbox\X-Club Admin\XClub NGS\NZGradingSystem.exe**. Best to create a desktop shortcut to this file.
- Start the executable
- Refresh the NZB Database by click the **Update NZB Member Data** button (this needs to be done once per week)
- Click the **Create Players Log** button
- Enter the appropriate **Week Number** then click the **Update File List** button
  - The listed SIM files should be coloured red, indicating there is no existing Player Log. (Green text indicates that a Player Log exists.)
- Tick the **Select all** checkbox then click the **Create Players Log for the Selected SIMs** button
  - After this step, the listed SIM files will now be coloured green

    During this step, there is a reality check for unusual scores re <25 or > 55.   The SIM file will be displayed, along with a message box (probably hidden behind Notepad).

- Click the **Go to Calculations** button.
- Click the **Start Calculations** button. The Session ID of the start SIM and the last SIM should be populated.   If not, populate this manually.
- Click the **Finish Calculations** button.
  - The calculation will take approximately 20-30 seconds per session
- When complete, **Export Player Summary to Excel** to create the text file of XG Ratings for non Compass clubs.

Revised: 15 January 2020

EMail Member Information

This process emails the member data that is in the club database. In addition, a pre-prepared body text message and one file attachment can be included in the email.
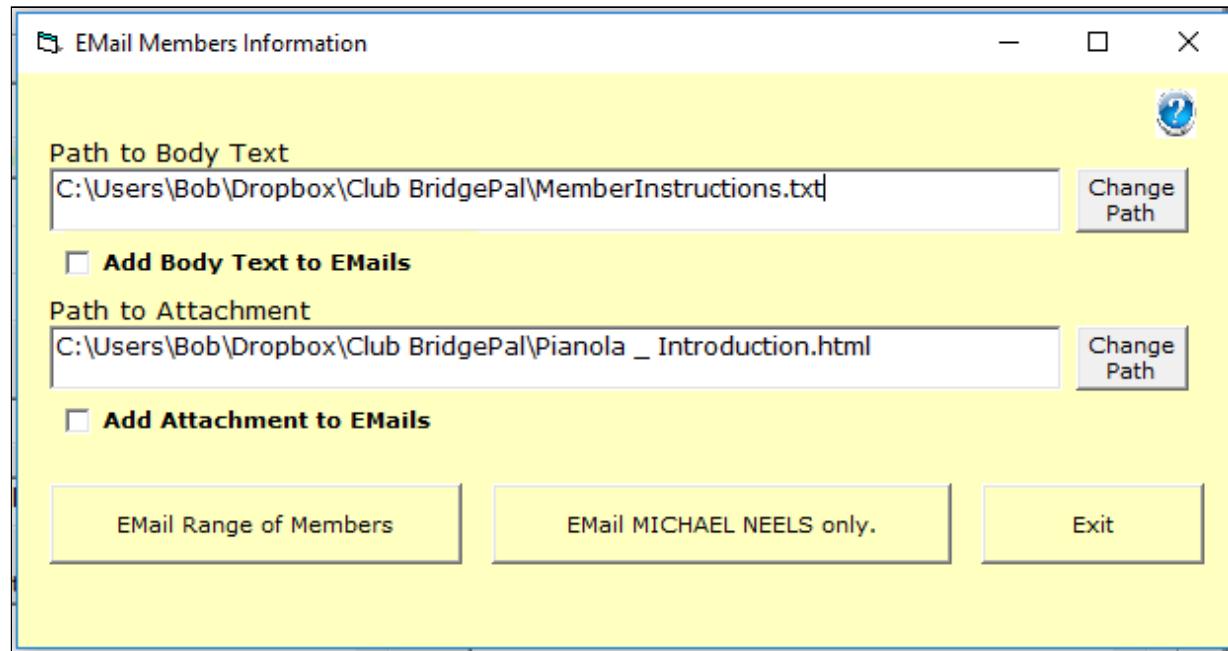
Screen

- The **Path to Body Text** is the path to the textfile file that has the body text.   Click the **Change Path** button to change the body text path.
- The **Path to Attachment** is the path to the attachment file.   Click the **Change Path** button to change the attachment path.
- Click the **Add Body Text to EMails** checkbox to actually add the body text to the emails.
- Click the **Add Attachment to EMails** checkbox to actually add the attachment to the emails.

- The **EMail Range of Members** button starts the process of sending emails to a range of members.   You can then specify the FIRST record

number and the LAST record number of the members that will be sent emails.

- The **EMail [Person] only** button starts the process of sending an email to the member that was being displayed when this screen was entered.

Notes

- The body text file MUST BE a notepad txt file.
- When sending emails to ALL members, the process will be broken into batches of 50 emails.   This is necessary as GMAIL get overwhelmed when sending many emails in a short period of time.   Compass will guide you through this process.
- Not that is table approx 1 second to send one email, thus 50 emails will take about one minute.

Sample EMail

Member Information

C   CAMBRIDGE CONTRACT BRIDGE CLUB <compassmailnz@gmail.com>

Sat 9/22/2018, 5:34 PM

You ⩔

📄 Pianola _ Introduction.html
72 KB

Attachment

Download   Save to OneDrive

Hi Michael

With Compass, can now send member emails that can include
- special body text message
- any attachment

Access is from the Club Database ... Send Member Emails menu item.
Will update BETA later today.

Body Text

The following information is recorded in the Club Database.
Please review this information and advise any corrections to: cambridge.bridge@xtra.co.nz

Name: Michael ███████
Address1: ████████████
Address2: ████████████

Member
Information from
the Club Database

Revised: 22 September 2018

Player Results Log

Compass records the results of all club members when they play in club events.   The log is built from the NZ Bridge master point files and is automatically updated during the scoring process.

Getting Started

Clubs that want to use this feature must first import the player results for all session played earlier in the year.   To do this:

1. Open the Club Database
2. Click the ***Auto Updates ... Update Results Log*** menu item
3. A list of files will now display
   - Results that are already included in the log are highlighted in green
   - Results that are NOT already included in the log are highlighted in red
4. Tick the files that you want to add to the log
   - Use the **Select All** option to select/unselect all files
   - It does no harm to add results to the log that are already in the log
5. Click the **Update the Selected Files Now** button

Notes

1. Results from club events are the only results that are included in the log.   Compass will automatically exclude all other results - even if they are marked for inclusion.
2. A report of the results for individual players can be created and optionally emailed to the player.   If Excel is installed, the reports will

be created in Excel format, otherwise they will be created as a text file.

Revised: 27 May 2018

Club Calendar of Events (COE)

The Club Calendar of Events records the clubs sessions that are played throughout the year.   This information recorded here is used in setting up the scoring of new events and in the calculation of the overall results of club competitions.

The calendar for either "this year" or "next year" can be displayed by toggling the **Show COE For Year** option.

Strip Menu Item: Other Services ... Club Calendar of Events

Calendar of Event File Names

The COE's file for **This Year** and **Next Year** are specified in <u>Club Information Set Up</u>. Examples are:

| 2016 Calendar of Events ○ | C:\compassv6\system\HNprogram_2016 |
| 2017 Calendar of Events | C:\compassv6\system\Program_Red.2017 |

Field Names

The fields of the club calendar are as follows:

Fields	Description
Record	A sequential number for reference only
Comp Number	A unique number for each different competition
Competition Title	Title of each competition
Round	Round number the particular competition
Date	Session date in the format "dd mmm yyyy"
Results File	The file name under which this session will be saved. See below for <u>Results File naming convention</u>.
Handicap List	The handicap list applied to this competition (if the event is not handicapped, enter "0")
Type	Competition type P=Pairs, T=Teams, S=Singles, F=Flexible Singles, I=Individual. See below for a description of <u>Competition Types</u>.
Minimum Sessions	The minimum number of session required to be eligible for this competition
Substitutes	The number of subs allowed for this competition
Dropped Score	The number of dropped scores allowed for this competition

Results File Naming Convention

Compass has a strict format for the name of Results Files. The format ties together the results file names, the electronic scoring database and the hand record files. Results File format is **wwDDD** where

        ww   is the <u>ISO week number</u> corresponding to the session date
        DDD   is a session prefix as follows ...

mon   =   Monday EVENING Session
tue   =   Tuesday EVENING Session
wed   =   Wednesday EVENING Session
thu   =   Thursday EVENING Session
fri   =   Friday EVENING Session

mond   =   Monday DAY Session
tued   =   Tuesday DAY Session
wedd   =   Wednesday DAY Session
thud   =   Thursday DAY Session
frdi   =   Friday DAY Session

Competition Types

P   =   Pairs Events
T   =   Teams Events
M   =   Multiple Teams
S   =   Singles or Individual Events
F   =   Flexible Singles Event   This is a variation of a "singles" competition. Players can play with the same partner more than once, and score the winner is determined by TOTAL score, (not the usual average score).   This type of competition is intended for social, fun event.
I   =   Individual Event. All players are partnered with a different players for each set of boards, and more often for every different board.

Competition Types Notes

1. These references are used when calculating competition results.   It has no effect on how each session is scored.
2. For Swiss Events, the type in not important.   You can use "P" or "T" as appropriate.

Entering Data in the Calendar of Events

IMPORTANT: Always press the <enter> key after any data entry. This will move to cursor to the next logical field and auto fill other data fields.

1. The event should be entered, as much as possible, in chronological order.
2. Each playing session (eg Tuesday Night) should be entered completely before starting a new playing session.   That is, enter all 50 ish sessions of Tuesday Night play, then the 50 sessions for Wednesday afternoon , then the 50 for Friday Night etc
3. Once all record number lines have been filled in, use the **Competition Number Entry** box at the bottom part of the screen to enter new entries.

Changing the Competition Number

If the **Competition Number** only needs to be changed, and all other data is to remain the same

- Place the curser in the apprpriate COMP NUM field
- enter the new comp number
- hit the F1 key, while still in the COMP NUM field

Menu Items

- **Print:** Prints the calendar.
- **Edit .. Delete Record:** First click the sequence number of a record. Then select this menu item.
- **Edit .. Insert a Gap:** First click the sequence number of a record. Then select this menu item to insert a gap **AFTER** the selected record.
- **Maintenance .. Export Program to Excel**
- **Maintenance ..** Import Program from Excel
- **Clear Program (Backup to Disk):** Clears all entries in the current program and saves a backup of this.
- **Add 1 Year to All Dates**:   In effect, creates the calendar of events for next year, using this year as a template.
- **Update all File Names with the Correct Week Number:** Checks and corrects all result file names.
- **Text Files .. View calendar in Notepad**
- **Text Files ..** Create Printers Version of the calendar formatted so that it is suitable for printing in a booklet.
- **Text Files .. Open Header/Footer file** for the printer's version.

The screen buttons at the right are short cuts to the **Delete** and **Insert** functions.

Special Functions

- A Printer Version of the Calendar can be created
- The calendar can be Imported from Excel.

ISO Week Numbers

The ISO weeks are numbered 1 to 52 (or 53). Each week runs from Monday through to Sunday.   Week 1 of any year is the week that includes 4 January.   Compass guides the

users to the correct week number. Double clicking the mouse on the version number on the main strip menu will display the current calendar with week numbers.

ISO week numbers are well documented in this [Wiki article](#).

Creating the Calendar for a new year

There are two methods to creating the calendar for a new year

1. Create a new calendar for scratch, using a blank slate. This method is suitable if the calendars are quite different from year to year.
   - In Club Information Set Up, change the "Program" file name to something appropriate - eg programzzz, where yyyy is next year.
   - Enter the calendar using the methods above.
   - IMPORTANT Note: When the data entry for next year's calendar is complete, in Club Information Set Up, change the "Program" file name back to that being used from the current year.
2. Use Excel to create a new calendar, using this years calendar as a template. This method is suitable if the calendars are much the same from year to year. [Details can be found here](#).

Revised: 17 October 2016

Names Entry Process

The names entry process is used for every scoring session.   Whilst there are some minor differences when scoring different types of events, the same principles apply to all of them.

The left hand list displays the NS and EW player names for the session.
The right hand list displays a list of names from which the player names can be chosen.

Generalized Process for Correcting Names

1. Click a pair from the NS or EW lists. The player names will transfer to the boxes in the lower right.
2. Click the players names you want to edit. The background will turn yellow.
3. In the **Search Surname or Computer** box enter either

- a few letters of the players surname. The player list will filter to show matching players.
- the players computer number. The player list will filter to show matching players.
4. To accept a player names
    - If the correct player is highlighted, just press the <enter> key OR
    - Use the up/down arrow keys to move to the correct player, then press the <enter> key
    - click the mouse on any name
5. Repeat from step 1.

Handling Visitors

Some processes (mainly Pianola) get quite upset if duplicate players numbers appear in their files, thus it is important to plan to avoid these. The problem usually comes when visitors with no NZ Bridge computer number play at the club.

- Enter a few bogus players in the NZB Data. Use
    - First name = 1, 2 3 etc
    - Last Name = Visitor
    - Status = Temporary
    - NZB will assign a computer ID
- Keep a list of these computer IDs available to scorers/directors
- When a visitor plays, ask them to use numbers one if these computer IDs on the table top units.
- Later, the player names can be optionally updated in Compass, changing the name from **1 Visitor** to the player's correct name.

NZB#	Name	Club
1850	1 Visitor	New Plymouth
1851	2 Visitor	New Plymouth
1853	3 Visitor	New Plymouth
1854	4 Visitor	New Plymouth

Correcting a Players Name

Sometimes, the player is not included in the player list and therefore you need to enter their name and computer number directly. The players names can be entered as follows:

1. Click a pair from the NS or EW lists. The player names will transfer to the boxes in the lower right.
2. Click the players names you want to edit. The background will turn yellow.
3. Type the players name in the search box (eg "Mary Jones"), then hit the <**enter**> key
4. In the pop-up boxes, confirm the players name then enter their computer number.   If the number is not known, just press <enter>. Compass will automatically assign a number.

   OR   (alternate method)

1. Click a pair from the NS or EW lists. The player names will transfer to the boxes in the lower right.
2. Click the players names you want to edit. The background will turn yellow.
3. Point at the yellow box and right-click the mouse.
4. In the pop-up boxes, confirm the players name and then enter their computer number.   If the number is not known, just press <enter>. Compass will automatically assign a number.

Generalized Process for Entering All NS/EW Names

This is used for clubs without electronic scoring. In that case, all player names have to be entered from scratch.

1. Click NS pair 1.
2. In the **Search Surname of Computer** box enter the surname or computer number for the player.

3. Accept the player name.
4. Repeat the process for player B.
5. The cursor will move to the next logical pair.
6. Repeat the steps the rest of the pairs.

Deleting or Inserting Names for the Lists

1. Click any pair from the NS or EW lists.
2. Now click in the **Search Surname or Computer** box.
3. To **Delete** a pair, press the <**delete**> key.   All pairs will be moved up one slot.
4. To **Insert** a pair, press the **<insert>** key.   All pairs will be moved down one slot.   The last pair will slide off the bottom.

Screen Buttons and Options

- **Colour Code:**   The player is the NS/EW lists are highlighted if there is a duplicate, or unknown or a phantom.   Clicking this button will display the colour coding.
    - Blue indicates a phantom
    - Magenta indicates duplicate pairs
    - Red indicates an unknown player
- **Check Names:**   Displays a text file with the players names and notated anomalies.
- **View This Sessions Results:** Close the names entry screen and opens the results screen.
- **Random Names:** A button that is used when running a test session. This button must ****NEVER**** be pressed when scoring an actual session.
- **Entry Order:** This determines the movement of the cursor after the entry of any one pair.   the options are
    - All NS then all EW
    - Table 1 NS/EW then table 2 NS/EW etc.

Member Lists Options

These determines the contents of the **Players List**. The options are

- **Club Database:** Lists the club databases
- **Non Members Database:** Merges the club and non members databases
- **Copy Names from a Finals Field File:** THIS OPTION HAS NOW BEEN REMOVED.
- **Recall a Pre-Entry File:**   When this option is used, the **LSB** button is enabled.   This copies the list names to the NS or EW list.
  - select the first pair from the NS or EW list
  - select the first pair from the pre-entry list
  - this sets the start points for the copy and the paste
  - click the **LSB** button
- **NZB Database:**   When this option is selected, the list can be filtered by geographical regions.   (Reminder, use the **Refresh Members List** button after making a selection)

Revised: 13 August 2018

BridgeTab - Show Makeables on the Tablets

For the makeables to show on the tablets, the makeables information must first be calculated by the Dupsoft program.   (Note: Dealmaster Pro also calculated the makeables, but this version cannot be used by BOS/BridgeTab.)

The best way to calculate the makeables is through the [Dealer Assist](#) (DA) process.   DA does allow them to be calculated ahead of time.   The other option is to do it at the beginning of each session.   This method is OK, but it does hold up the starting of the session, as the makeables take a few minutes to calculate.

Calculating Makeables within Dealer Assist (DA)

1. From the DA Screen, select an event
2. Click the Create BOS event button
3. The Dupsoft Application will open
4. Click "Ma" to start the makeables calculation.   (The Makeable status will count up at the calculations are done.)
5. Close Dupsoft when the calculation is complete.

Calculating Makeables at the Start of the Session

If the makeables have NOT been created in Dealer Assist, the Dupsoft software is automatically opened when the Start BOS button is clicked.

1. From the CompassMate screen, click the **Start BOS** button
2. The Dupsoft Application will open
3. Click "Ma" to start the makeables calculation.   (The Makeable status will count up at the calculations are done.)
4. Close Dupsoft
5. The tablets can now be started.

Notes

1. The "Show Hands" can be toggled on and off by using the Ctrl-H keys.   (If that does not work, open BOS, and click the Edit button.)

Revised: 8 August 2016

Club Database

The club database is available to record the details of club members.

Database Information

Functions

- **Add - New:** Creates a blank record, ready for data entry
- **Add - Copy:** Created a record, using current screen values, ready for data update
- **Delete:** Deletes the displayed record
- **Find (+F3):** Find a member that matches the entered text.   F3 repeats the last search.
- **Sort by Name:**   Sorts the database by surname
- **Sort by Number:**   Sorts the database by computer numbers

o

Menu Option	Screen Shot	Comment
Print Options	Print Options List Records Auto Updates Subscr Full Membership List Phone List › Handicap List › Computer Number List Rating Points Club Member Class Club Grading List NZB Grade List Name Labels (A4) › Members Details for EMail Export Members to Flat File Export All Fields to Flat File Export Member Handicaps to Flat File Export Member Summary to Flat File	• Print various reports • Prints name labels • Print the Member Details that are included in EMails • Exports data to a CSV file
List Records	-	• Open the **List All Records** screen
Auto Updates	Auto Updates Subscription Accounts Email Op Update from NZB File Correct Mc's and O's Correct Case Create File From NZB File Import from a Scorer File Create a random database Insert Phone Area Code Copy Address3 to Mobile Number Insert Postal Code	• Update master point info from the NZB Database • Corrects the case of the players name • Creates a basic database for the club from info in the NZB Database • Imports data from a NZScorer or CompScore csv file
Subscription Accounts	-	• Opens the <u>Subscription Accounts</u> screen
Email Options	EMail Options Delete/Copy Handicap List Send Emails EMail or Print Member Info › EMail Members Info for Members with an EMail Address Print Member Info for Members with an EMail Address Print Member Info for Members WITHOUT an EMail Address Print Member Info for this Member	• **Send Notification EMails** opens the <u>Send Email</u> screen • **EMail Members Info** This open the <u>Email Member Information</u> screen that emails the information that is saved in the club database, and invites the member to correct any information by return mail • **Print Member Info for Members with an EMail Address** This prints the information that is saved in the club database. • **Print Member Info for Members WITHOUT an EMail Address**. This prints the information that is saved in the club database.
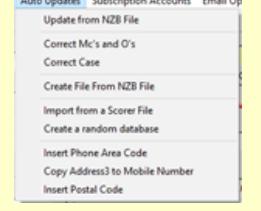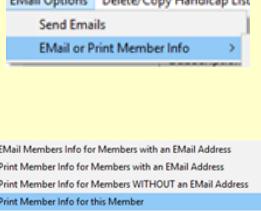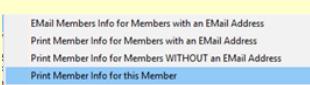
		• **Print Member Info for this Member.** This prints the information that is saved in the club database for the dipsplayed member.
Maintain Handicap Lists	 Delete/Copy Handicap Lists Text Files Exit Wednesday Thursday Monday Monday Day Copy one List into Another Create NZB Rating Handicap (List 10) Randomize List 10	• Results all handicaps in an existing list to zero • Copies one list to another • Create List 10 based in players rating points • Import Handicaps from a File
Text Files	-	• Creates text files for viewing in Notepad
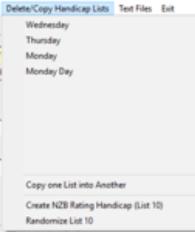
Notes

- The title names for the Member Class, Subscription Fee, Club Grade and Handicap Lists fields are set up in the Club Information Set Up screen.
- Records can be scrolled through directly from the scroll bar, or by clicking the left or right mouse button in the gray area on of the screen.
- Current edits can be canceled by clicking the Cancel Edits button.
- Scrolling from one record to another automatically saves the edits on the first record.
- Member's subscription details can be recorded. Subscription invoices can be printed from the Subscription Account screen.

List Records Screen

The [List Records](#) screen list the information recorded on the database.

Video Links

[Part 1](#)

[Part 2](#)

Revised: 22 September 2018

Non Members Database

The non members database is available to record those who play at your club, but are not club members.   Typically this can be used to record:

- Visitors from an overseas club
- Graduates from the beginners lessons.   These players could be assigned an NZB computer number**, but you do not want to add them to the Club Database until it is clear that they will continue playing on a more permanent basis.

** player can be given a temporary fake number between 1 and 999. When they do become a full member, a valid NZB number can be assigned.

Note: It is not necessary to add affiliated members of NZB who are members of other clubs.   The details of these players is already available from the NZB Database which Compass does access during the scoring processes.

Strip Menu Item: Databases .. Non Members Database

Notes

1. The screen is always in "edit mode", that is all changes are automatically saved.
2. Edit to the current record are canceled by clicking the **Cancel Edits** button.
3. The functions of Add, Delete, Find, Sort and Print are self explanatory.
4. List all records from the menu item *List Records*

Menu Item ... List Records

This menu item lists all non members records (obviously).   The **Auto Update** menu item is useful to:

- **Update From NZB Files**: Update the players rating and grade from the NZB Database.
- **Correct First Names**: When the first name is recorded as an initial only, this allows you to enter the players given name.
- **Correct Mc's and O's**: Corrects the case on names such as Mcdonald and O'brien
- **Correct Case**: Corrects first names and last names and club to proper case

Revised: 7 August 2016

Importing Results from NZB Master Point Files

Summary Results **for duplicate events** can be imported from the master point files submitted to the NZB website.   These import results have minimal information, just player names, pair placings and scores.

When doing this, the user must have access to the Master Point files that have been created from your existing Scoring Program.

Strip Menu Item: Other Menu Items … Import Result from NZB Masterpoint File

Process Steps

Preliminaries

1. Locate the master point files from your existing scoring progrem.
   - NZ Scorer saves these files in the \CPts\Posted\ folder
2. Copy all of these files to a new named folder (best as a sun folder of c:\Compassv6\)
3. Copy ALL master point files to this new folder.   Compass will sort out those files that cannot be converted.

Compass

4. Open the ***Other Menu Items … Import Result from NZB Masterpoint File*** menu item
5. Click the **Import All Files from a Single Folder** button.   A folder navigation panel will display.
6. Navigate to the folder where the master point files are saved
7. Click the **Import all Files** button. The results will now be imported..
8. Answer any pop up questions if they are displayed
9. The results will now be imported
10. Click the **Exit** button to end the process

Notes

1. Club results only will be imported.
2. Tournament files will NOT be imported.
3. Swiss Events will not be imported.
4. Compass will automatically sort out which files can and cannot be imported.

Revised: 27 May 2018

Club Database (NEW VERSION)

The club database is available to record the details of club members.
 Special Note: The new and improved version of the Compass Database was introduced in April 2019 and replaces the original Club Database screen.   The new screen differs from the original in several ways.

- The new screen is <u>not</u> automatically in **Edit** mode.   To edit a member record, the **Edit Member** button enables edits. The user can then *Save* or *Discard* changes.
- The number of Print options is slightly reduced (contact Bob if there is a report that you would like to see).
- The member data can be exported to MS Excel.
- Member data can be edited from the **List Records** screen.

Print Options   Export to Excel   List Records   Database Updates   Subscription Accounts   EMail Options   Maintain Handicap Lists   View Text Files   Exit

99500   Robert Fearn

Functions

Delete this Record

Find Member Last Name

Repeat Search

| Basic Info | Handicap Info | Subs Info | Club Grade Handicap Info | Flags | Settings |

☑ **Active**

First Name
Robert

Last Name
Fearn

Display Name
Bob Fearn

Title   **M/F**

NZ Bridge Data

Computer Number   99500

NZB Grade   Not in NZB dB

Rating Points

Rank

Address and Postal Code

Line 1   8845 166th Ave NE

Line 2

Suburb

Town/City   Redmond,WA   98052

Notes

Phone   **Mobile**
425 558 3877

EMail
bobfearn@msn.com

Emergency Contact Info
Rose (daughter) 425 654 9871

Member Type
Full

**Second Club
(Affiliation
Exempt)**
☐

Add New Member

Edit Member

Discard Changes

Save Changes

|<<| |<| Record Number 57 |>| |>>|

Database Information

The database information is grouped and displayed in 4 tabs

- **Basic Info**: This records the basic data for each member eg name, address, phone numbers etc. Click here for more details.

- **Handicap Info**:   This records the member's handicap for each of the defined handicap lists.   [Click here for more details.](#)

- **Subscriptions Info**:   Member's subscription details can be recorded here. [Click here for more details.](#)

- **Club Grade Handicap Info**: This records the member's Grade and Grade Handicap information. [Click here for more details.](#)

- **Flags**:   This records miscellaneous settings for each member.   [Click here for more details.](#)

- **Settings:** Various club Parameters can be set here.   [Click here for more details.](#)

Functions

- **Delete this Record:** Deletes the displayed record
- **Find (+F3):** Find a member with a **Last Name** that matches the entered text.   F3 repeats the last search.
- **Add New Member:** Creates a near blank record, ready for data entry. The records can then be edited as necessary.
- **Edit Member:** Enables the current record for editing.
    - **Discard Changes:** Cancels any edits made to the record.
    - **Save Changes:** Saves the changes that have been made in the edit.

Menu Items

- **Print Options**
    - **Full Membership List**
    - **Phone List**
    - **Handicap List**
    - **Club Member Type**
    - **Club Grade List**

- NZB Data
- Name Labels
  - Name and address
  - Name Only
- **Export to Excel**
  - **Basic Data**
  - **Handicap Data**
  - **Subs Data**
  - **NZB Data**
  - **[Contacts to GMail](#)**
  - **Set Excel Report Files.** Use the checkboxes and Up/Down arrow keys to select and re-order the fields to be exported to Excel.

- **List Records** Displays the database in list format.
- **Database Update**
  - **Correct Mc's and O's**
  - **Remove Punctuation is Addresses**
  - **Miscellaneous Data Fixes**
  - **Import Database from Excel File**
  - **Database Reconciliations**
    - **NZB Database**
    - **Pianola Database**
- **Subscription Accounts**

- **Email Options**
  - **Send Email**
- **Maintain Handicap Lists**
  - **Clear out all Handicaps in one List**
  - **Copy one List into Another**
  - **Import Handicap Lists from a CSV File**
- **View Text Files**
  - **Membership List**
  - **Phone List**
  - **Handicap List**
  - **NZB Data**
  - **Create Filtered Handicap Lists:** Print one or more of the Handicap List. Optionally, the full list can be printed, or only those members that do **not** have a handicap in one on the selected lists.

Notes

- The title names for the Member Class, Subscription Fee, Club Grade and Handicap Lists fields are set up in the Club Information Set Up screen.

Revised: 26 May 2019

Club Database - Member List

Database List Screen

- The list can be sorted by clicking the mouse on any column header
- The Show Members frame can show active only and inactive only members
- The Show Information frame hides columns that are not related to the selected option
- Search Words: The list is filtered by matching the players name or grade or computer ID with the entered text.   Multiple words can be entered in the text box.   X cancels the current search.
- **Delete Selected Records:**   Deletes all member that are ticked

Revised: 3 March2017

NZB Database Reconciliation

This function helps to synchronize the data in the Compass Club Database and the NZB Database.   This is accessed from the ***Auto Updates ... Reconcile NZB Database*** menu item from the **Club Database**.

Reconciliation Reports

- **Additions**: Lists players that are in the club database that are not in the NZB database.
- **Resignations**:   Lists players that are not in the club database but still remain in the NZB database.
- **Alterations**   Lists players where the information in the NZB database is incorrect and should be updated (eg first or last name, home club designation). Note: This options has now been disabled as it generally just repeats the data in the other two reports.

Procedures

Additions Report

This reports

- Players in the NZB Database, but not in the CLUB Database
- Players that are in the club database as Home Club, but they are in the NZB with a different home club
- Player where the Active flag in the CLUB database is inconsistent with the NZB database

1. Click the **Additions** button.   This lists the players in the club database, that are not found in the NZB database.
2. De-select any record that you want to exclude from the report sent to NZB.

3. Click the **Create TXT** button and the TXT report will then display in MS Word. You can review this report, then close it.

Resignation Report

This reports

- Players in the CLUB Database, but not in the NZB Database

1. Click the **Resignations** button.   This lists the players in the NZB database, that are not found in the club database
2. De-select any record that you want to exclude from the report sent to NZB.
3. Click the **Create TXT** button and the TXT report will then display in MS Word. You can review this report, then close it.

Alterations Report (This option is no longer available)

1. Click the **Alterations** button.   This lists players where the information in the club database and the NZB database is different.
2. That information can be the first or last name or home club designation.
3. De-select any record that you want to exclude from the report sent to NZB.
4. Click the **Create TXT** button and the TXT report will then display in MS Word. You can review this report, then close it.

Correcting Errors

Errors in the player's status or the home club flag in the Club Database can be updated directly as follows:

- Click on the player in the list. The row will highlight in blue.
- Right click the mouse and from the context menu, select:
  - Change Home Club Flag OR
  - Change Active Flag OR

- Open the Club Database

Revised: 30 April 2019