## Scoring Hamilton Open 5A and Intermediate 5B Pairs on 22nd August 2015

Plan to run Open & Intermediate piggyback on HN computer (HNM) if no more than one section in each. Otherwise (more likely) the 2-section Open on HNM (BM’s on Channel 0), and Intermediate on Hamilton laptop (HLT) (BM’s on Channel 2)

## Preparation

Check set-up of Open and Intermediate events in HNM Tournament Programme. Allow for multi-session and multi-section options

Use Generate Deals in Dealer Assist to store files where Compass expects to find them

Make pre-entry files and copy to dropbox. When entries close do seeded draws and send to director (name, contact phone/email here). Plan to seat people at these tables and harvest their names from the BM’s. No pre-entry file required

Discuss room layouts and movement options with director. Plans for +/- 1 table. Confirm spare pair with organisers. Check out lines of support

Make yourself familiar with changing channels, sections, table numbers on the BM’s

Instruct dealer (name, contact phone/email here) to deal 2 sets of 36 (using Open pbn’s) and 1 of 28 (using Intermediate pbn’s) for each of 1st and 2nd session, and 2 of 28 (using Open pbn) for the 3rd session on the assumption that we’ll have 2 sections in the Open (possibility of 3 sessions) and 1 in the Intermediate.

### Friday 21st – test Hamilton laptop after Friday session

Update entry files from those stored in dropbox

Check Intermediate event is set up in HLT Calendar and copy Intermediate pbn’s to :c/CompassV6/handrecords on HLT if two machine are needed

Check printer paper, ink

How many BM units? – sufficient to cover the field or do we need extras from CB? Confirm TD PIN. Channels? Batteries?

### Saturday 22nd Aug

Gain access, turn on gear, set up BM units for sections/sessions. Delete any practice INP, ENT, BWS files

Turn on/off results display as required by NZB

When table numbers are confimed, delete any un-needed entries in the Tournament Programme

Display seating plan on data projector – have hard-copy of this (and strata if required) available for display

Ensure directors check boards match hand records particularly when same-numbered boards are coming from multi boxes

Start Round Timer and kick sessions off. When sessions end:

1. Have director ask players to check the scores showing on the units with their personal score cards (PSS’s)
2. Print, cut and distribute Compass PSS’s
3. Take scoring corrections and finalise results for Session
4. Print hard-copy results for display
5. Create XMLs and publish. Check handrecords and makeables are showing. Display on big screen

If piggyback kick off Intermediate session on HLT and repeat Steps 1 – 4 as for Open. Add Sessions

Print final results, create XML, produce the MasterPoint files

If part of a League event copy the day’s XML’s and WBL’s to Dropbox

Return device settings to normal

Emergency contacts if needed: (prefer to check out set-up beforehand to patching up avoidable mess after the event)

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