## Scoring an Intermediate 5B Pairs

Plan to run 2-session Intermediate 5B on club’s scoring computer. Parts of this (*shown in italics*) can be done remotely on a home copy of Compass or use of UltraViewer

## Preparation

*Check set-up of event in Tournament Programme*

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

Instruct dealer (name, contact phone/email here) to deal 2 sets of 28 for each of 1st and 2nd session

*Make pre-entry files. Do prospective seeded draws – randomised - and send to director* (name, contact phone/email here). Plan to seat people at these tables and harvest their names from the BM’s so no pre-entry file required

Discuss room set-up and movements possible with director. Make fallback plan for +/- a table. *Practice practice practice in simulation mode.* Confirm spare pair with organisers. Check out lines of support

### Day Previous – when online entries closed

Check no changes to entries discussed with director. Prepare a Stratified listing if applicable

How many BM units? – sufficient to cover the field or do we need extras? Batteries/channels

Confirm TD PIN, check printer paper, ink

### On the Day

Gain early access FILO (first-in, last-out!!) turn on gear, set up BM units for sections if required or desired

Turn on/off results display as required by NZB

When table numbers are confimed, delete any un-needed entries in the Tournament Programme and any practice INP, ENT, BWS files

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

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

Switch to Round Timer on data projector

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

Print final results, prize-giving report/stratified result, create XML, produce the MasterPoint files

Display rankings on big screen

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 vs patching up avoidable mess at the end)

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