

# **BridgeSignUp.com**

## **Administrator's Guide**

*Revised 5/2/2018*

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## Overview

The Bridge Signup (BSU) website provides a complete overview of a bridge group's schedule of games for up to 30 days of play in advance. The signup status for each day of play and for each player is shown on the website. Players can check on who is signed up to play and what their playing status is. Also, players can choose to be notified via email anytime their playing status changes for the next day of play.

The players can signup either as a single or with a partner. Players are assigned to tables on a first come first served basis. Half tables are allowed as an option. Table assignments can be modified by a website administrator and can be printed out for use on the day of play.

Master points can be used to order the assignment of players to tables as is done when stratification is being used. A player's master points are usually obtained from the ACBL but can be entered manually as required.

## Website Administration

Website administrators control the configuration and function of the website. They are also responsible for the website's player population, being able to add and delete players and modify a player's information.

Administrators can also modify the signup status of any player. This allows them to act on the behalf of players that cannot access the Internet and in general, to control the signup process on an as required basis.

Table assignment for a day of play is provided by the website but often needs to be modified to fit the requirements of individual players. Therefore the website allows an administrator to modify the table assignments as may be necessary. The website also provides a table assignment file that an administrator can download, print and then post at the game so players can see where they, and other players, are seated.

This document describes how administrators perform these functions.

## Player Database

The database is the main data component of the website. It has two parts, player's information and player's signup status.

## **Player Information**

This consists of player attributes that don't change dynamically. This information is only changed when either an administrator or a player edits it. It contains the following fields.

Only the first and last name and the are required. All other fields are optional.

### **Name**

This field contains the first and last name, formatted for display as "last, first". A single name is allowed and can be entered as either a first or last name. Two word first or last names, such as Dr. Gillis or von Braun, are also allowed.

### **Username**

A player's username is their unique identifier used when logging into the system. It allows the system to respond quickly when checking a login attempt and also provides an additional level of security. It can be changed at any time by the player or an administrator.

### **Login Password**

A player's Login Password, in conjunction with their username, is used to identify them during the login process. All password are stored in an encrypted form in the database and are never shown on the website since they cannot be decrypted. Instead a row of asterisks is shown.

When a player is logging into the website they are required to enter a username and password. The username is used to find a player in the database and the password is encrypted and then compared to the encrypted password for that player in the database.

### **Email address**

This field contains the player's email address.

### **Phone Numbers**

There are two fields for phone numbers, phone and mobile. Phone numbers should be entered as ten digits with no spaces.

### **Player ID**

This is the player's ACBL number. It is seven characters in length and is normally all digits. If the player is a Life Master the first digit is replaced with an alpha character,

J-R, depending on the leading digit, 1-9, respectively. If the player does not have an ACBL number their name is used.

### **Master Points**

The player's master points, normally obtained from ACBLScore, but can be set manually by an administrator.

### **Player Type**

The content of this field indicates whether the player is a regular or substitute. See the discussion on player types and priorities later in this document.

### **Contacts List**

The website uses player information to provide a Contacts List which is optionally available to all players and is described later in this document. This requires that the player has provided an email address and/or a phone number.

When this field is non-zero the player has opted to be included in the Contacts List.

### **Notification**

The website provides an optional feature whereby players are notified via email whenever their playing status changes. This requires that the player has provided an email address.

When this field is non-zero the player has opted-in for notifications.

### **Administrator**

This field, when non-zero, indicates the player is an administrator.

### **Player Status Information**

This section of the database contains all the dynamic information associated with each player. The information is stored for each day of play and is organized as a queue, with the next day of play always at the front of the line. When the first day of play has passed it is removed, the queue is moved up one day and a new empty day is inserted at the back of the line. This procedure is known as rollover.

Each day of play contains the following fields.

### **Signup Status**

Each player has a signup status recorded in the database. There are four status values:

- ! O (Open) – the player has not signed up.
- ! A (Available) – the player is signed up but is not selected to play.
- ! P (Playing) – the player has been selected to play.
- ! N (Not available) – the player is not available to play.

These correspond to the letters seen in the status rectangles on the signup screen except the O is shown as a blank rectangle.

### **Partner**

If the player has a partner, that player's database ID is recorded here.

### **Requested Table Direction**

If the player has a partner and has requested a table direction, it is recorded in this field.

### **Sequence Number**

When a player or player-pair signup they are given a sequence number, which is recorded here.

### **Table**

This records the table that the player is assigned to.

### **Table Direction**

This is the player's assigned table direction.

## **Player Types and Priorities**

The BSU database provides for two types of players, regular and substitutes. This provides a method of prioritizing players when their playing status is being assigned. It accommodates the situations where some of a bridge group's players are seasonal or only available part time and the group wants to give priority to their regular players, yet keep all players on the list and allow all to signup at any time.

Player type is set in the database and results in their names being shown in different colors on the signup screen. This alone does not affect their priority when being picked to play. Players can be categorized without having to be prioritized.

The prioritization of regulars over substitutes is an option set by an administrator for the group.



When this option is in effect a regular player has priority over a substitute and, when tables are full, will replace a playing substitute even if they signup after the substitute did. This can lead to some problems if this is done shortly before the start of a game. Therefore an optional cutoff time can be set, after which, this situation is not allowed, and the regular player is assigned to the waiting list and will not bump a playing substitute. The setting of these options is covered later in this document.

## Notifications

The website provides the ability to send several types of notifications to players. These consist of player status changes, reminders and welcome messages and are described in the following.

### Player Status Changes

If a player chooses, they can receive an email message whenever their playing status has changed from playing to not playing or vice versa. This information is sent automatically whenever this type of status change occurs as long as it is not caused by the player changing their own signup status.

Optionally, all administrators can also be sent this information. If this option is turned on for administrators they will receive emails about all players, even if a player has this option turned off.

### Reminder messages

An administrator can send a reminder email to all players scheduled to play in the next game. The message reminds a player that they are scheduled to play in the next game. It also informs them of who their partner is if they signed up with a partner. These reminder emails are sent from the Contacts Information page whenever an administrator initiates the action.

### Welcome Messages

A welcome message is usually sent to a new player when they are added to the database. It normally welcomes the player and tells them how to login and find information on how to use the website. It can even give brief descriptions of the Signup page and how to use it to signup to play. It is sent from the Website Maintenance page and can also be edited from that page.

## Signup Screen

The main page of the website is the signup screen where players can register their requested signup status and view the status of other players for all the days of play.

# BSU Demo

**Announcement info shown here**

**PLAYERS**

	9/26	9/28	9/30	10/3
<b>1</b> Babbage, Charles	M 3	W 2	F 2	M 2
<b>2</b> Bohr, Neils	P-7N		P-7N	
<b>3</b> Curie, Marie	P	P	A	P
<b>4</b> Dirac, Paul	P-8			P-8
<b>5</b> Einstein, Albert		P		
<b>6</b> Feynman, Richard				
<b>7</b> Gauss, Carl	P-1N		P-1N	
<b>8</b> Halley, Edmond	P-4			P-4
<b>9</b> Heisenberg, Werner		P-10E	P-10E	
<b>10</b> Herschel, William		P-9E	P-9E	
<b>11</b> Kepler, Johannas	P-14N	P-14N	P-14N	P-14N
<b>12</b> Laplace, Pierre-Simon				
<b>13</b> Leibniz, Gottfried				
<b>14</b> Lovelace, Ada	P-11N	P-11N	P-11N	P-11N
<b>15</b> Newton, Isaac				
<b>16</b> Pauli, Wolfgang	A-17N		P-17N	P-17N
<b>17</b> Pythagoras	A-16N		P-16N	P-16N
<b>18</b> Schrodinger, Erwin	P			
<b>19</b> Turing, Alan	P-2N	A		P
<b>20</b> von Braun, Werner	P-21			
<b>21</b> Guest 1	P-20			
<b>22</b> Guest 2				

**Contact Information**

**Announcement info shown here**

	9/26	9/28	9/30	10/3
	M 3	W 2	F 2	M 2
Pythagoras	A		A	A

Partner  Direction

Signup screen without master points

# BSU Demo

**Announcement info shown here**

**PLAYERS**

	3/5	3/7	3/9	3/12
<b>1</b> Babbage, Charles	M 3	W 2	F 2	M 2
<b>2</b> Bohr, Neils	P-7N		P-7N	
<b>3</b> Curie, Marie	P	P	A	P
<b>4</b> Dirac, Paul	P-8			P-8
<b>5</b> Einstein, Albert		P		
<b>6</b> Feynman, Richard				
<b>7</b> Gauss, Carl	P-1N		P-1N	
<b>8</b> Halley, Edmond	P-4			P-4
<b>9</b> Heisenberg, Werner		P-10E	P-10E	
<b>10</b> Herschel, William		P-9E	P-9E	
<b>11</b> Kepler, Johannes	P-14N	P-14N	P-14N	P-14N
<b>12</b> Laplace, Pierre-Simon				
<b>13</b> Leibniz, Gottfried				
<b>14</b> Lovelace, Ada	P-11N	P-11N	P-11N	P-11N
<b>15</b> Newton, Isaac				
<b>16</b> Pauli, Wolfgang	P-17N		P-17N	P-17N
<b>17</b> Pythagoras	P-16N		P-16N	P-16N
<b>18</b> Schrodinger, Erwin	P			
<b>19</b> Turing, Alan		A		P
<b>20</b> von Braun, Werner	P-21			
<b>21</b> Guest 1	P-20			
<b>22</b> Guest 2				

**Contact Information**

	3/5	3/7	3/9	3/12
<b>Announcement info shown here</b>	M 3	W 2	F 2	M 2
Guest 1	A			

\*\*\* 300 \*\*\* 50 \*\*\* 20 \*\*\* LM

Partner  Direction

**Signup screen using master points**

This screen is organized as a matrix similar to that of a spreadsheet. At the top is the title of the bridge group. The central portion is a list of the players and their status and at the bottom is a set of buttons and selectors that allow an administrator to make changes to the signup status of any of the players and to invoke other functions of the website.

Starting at the left of the screen is a set of buttons that contain numbers that identify the players. These buttons are all the same color if player master points are not being used, except the button for the last player to make a change is green. If master points are being used the buttons are color coded to indicate the player's master point level. Also, when master points are being used, there is an option to color the button white if the player is a Life Master.

Next is a list of player names. The names in the list are color coded to indicate the type of player as shown here.



Above the list of players is an announcement in red that administrators use to display current information.

At the bottom of the list of players is a Contact Information button that, when clicked, provides the ability to email any of the players and can display their phone numbers. This is an optional feature controlled by the administrators and is described later in this document.

To the right of the player names is a set of columns, one for each day of play, that contain the color-coded playing status for each player.

Each status column is headed and footed with blue rectangles that contain the date and, under that, the day of the week and the number of tables that are assigned for that day of play. If the cutoff time option is in effect (explained later), and it is past the cutoff time and all the tables are full, an asterisk will precede the day name. If all the allowed tables are full the day name and the table count will be shown in red. If the day of play is blocked to signups the background color will be red instead blue.

The last row of the status section contains the name of the player that will be affected by any signup actions. This row also contains a set of selectors at the bottom of each status column. These are used to select the command to change a player's status for each day of play as described below. There is a checkbox associated with each selector that is used to close the day to any player signup activity. Administrators can still make changes.

If master points are being used the color-coding for the master point levels is shown on the next line. The colors shown are used in the buttons to the left of the player names. In the example above light blue means the player has less than 20 master points. Blue is for the range 20-49 master points, green represents 50-299 and red is for 300 or more master points. White buttons designate players that are Life Masters.

The next row contains a pair of selectors used when signing up a partnership. They allow the selection of the partner and a requested table direction as described later in this document.

### Status Rectangles

The signup status is shown in the color-coded rectangles and their annotations.

The following diagram shows the variations possible in these rectangles and their meanings.

		- The player has not entered a preference.
N	Not Available	- The player cannot play because of being out of town, sick, etc.
A-10N	Available	- The player has signed up but there are not enough players to make a table.
P-12	Playing	- The regular player has been selected to play.
P	Playing	- The substitute player has been selected to play.

The number following the A or P status letter indicates that the player is signed up with a partner and is the number in the buttons to the left the player names. If the partnership has requested a direction it is shown with a letter. N indicates North-South and E indicates East-West. If there is no direction letter the partnership has not indicated a preference.

### Buttons

The buttons to the left of the list of players are annotated with numbers that act as ID's of the players. Administrators can change the signup status of any player listed and pressing any of these buttons allows them to assume the identity of that player. This changes the name of the active player in the selector row below the list of players and any status changes made will apply to that player.

The last two rows contain buttons used during the signup process as described in the following.

### **Save Changes**

Used to send any signup changes that are being requested to the website for processing.

### **Reset**

Clicking this button causes the changes set up using the selectors to be reset to the state they had following the last use of the Submit Changes button.

### **Logout**

Causes you to be logged out from the website. It is best to use this method of leaving the website since it causes your browser to clear out website information.

### **Help**

This displays a help screen that describes how to interpret and use the features of the signup screen.

### **Website Maint**

This button invokes a screen that allows administrators to add or remove a player and to edit a player's information. It also provides the ability to change the website settings. It is described later in this document.

### **Assign Tables**

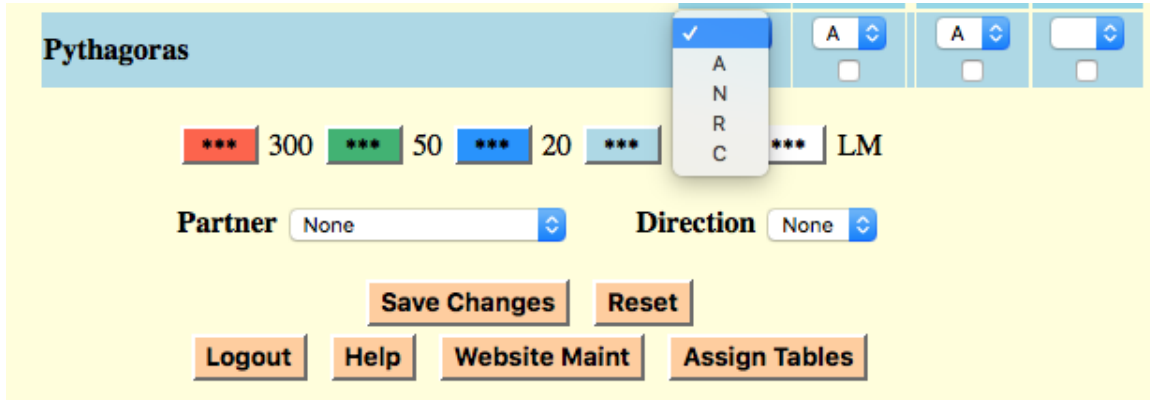
This button brings up a screen where table assignments can be viewed and modified. It is described later in this document.

## **How to Use the Signup Screen**

Before making any changes be sure you have selected the player you want your actions to affect. You do this using the button to the left of the player's name.

### **Changing a Player's Signup Status**

When changing playing status you will use a set of commands available from a pull-down selector at the base of each status column. These are shown below as A, N, R and C. By selecting one of these you are indicating that you want to perform that operation on that day for the selected player. You can select commands for as many days as you wish.



### Available (A)

This command sets the status for the day to Available (A), meaning the player would like to play. When there are enough players to fill a table the player will be assigned to that table and their status will be changed to Playing (P).

### Not Available (N)

Using this command indicates that the player is not available for play on that day.

### Remove (R)

This removes any signup requests that the player has for the day and that of their partner if this is a partnership.

### Change (C)

This command is used to change a signup involving a partner. It changes the partnership without changing the signup sequence priority.

When changing a player's status use the following procedure.

1. Select the command for the day(s) you are changing.
2. Select a partner and direction if a partnership is involved.
3. Click the "Submit Changes" button.

Specific details for the various signup scenarios are given below.

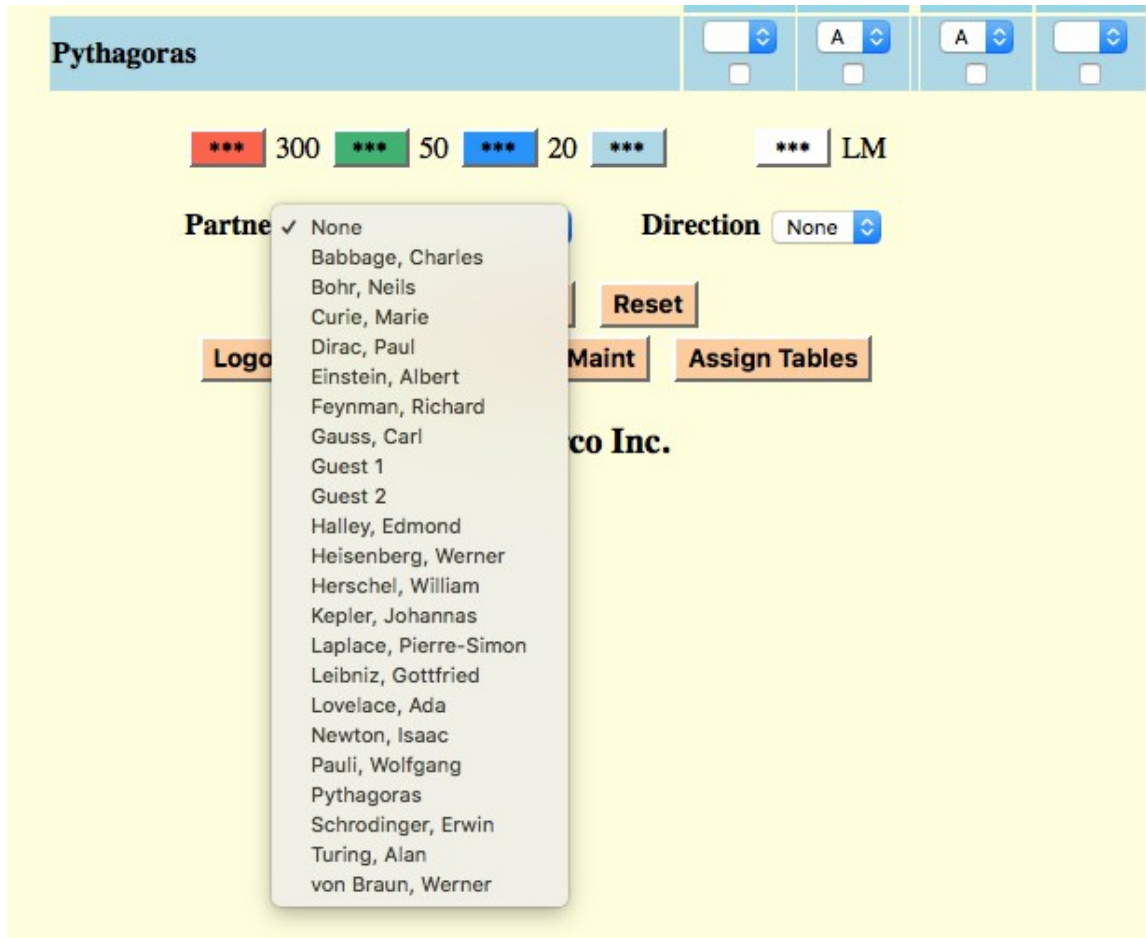
### How to Signup as a Single Player

Signing up as a single (vs. a partnership) allows the website to find a partner among the other single signups.

1. Select the A command for the day(s) you want to play.
2. Click the “Submit Changes” button.

### How to Select a Partner and Direction

To select a partner use the “Partner” selector as shown below.



When you click the selector you will be shown a list of all the players. Scroll to the one you are looking for and click on their name. You may also start typing their name to go directly to that portion of the list.

To select a table direction, use the “Direction” selector as shown below.



Pythagoras

\*\*\* 300 \*\*\* 50 \*\*\* 20 \*\*\* LM

Partner None Direction  None  
 NS  
 EW

Save Changes Reset

Logout Help Website Maint Assign Tables

None means you have no preference. NS is North/South and EW is East/West.

### How to Signup a Partnership

1. Select the A command for the day(s) you want to signup for.
2. Select a partner.
3. Select a direction if you have a preference.
4. Click the “Submit Changes” button.

### How to Remove a Previous Signup

1. Select the R command for the day(s) you want removed
2. Click the “Submit Changes” button.

### How to Show a Player as Not Available

1. Select the N command for the day(s) they are not available.
2. Click the “Submit Changes” button.

### How to Change a Player’s Signup

This allows you to change a single signup to a partnership or vice versa, or to change the parameters of an existing partnership. The player must already have a signup in existence. Otherwise, this command acts the same as the A command. Their signup sequence priority will remain the same, so they will not lose their place in line.

1. Select the C command for those day(s) you want to change.
2. Select a partner or “None”.
3. Select a direction or “None”.
4. Click the “Submit Changes” button.

## Contacts List Screen

This screen allows players to send emails to each other and also provides phone numbers if the information is available. It is an optional feature for players, but is always available to administrators.

Each player has the ability to control whether they are included in the list and what information is included.

Emails are sent using an addressing scheme where the list of recipients is not shown to those receiving the email. This is done to preserve the privacy of the players.

An email can be sent to any player on the list that has provided their email address in their player information. If they have provided a phone number it will be displayed on the list so they can be contacted by phone.

The screen allows emailing individual players, a group of selected players or all players.

# Contact Information

Click on an underlined name to send an email to that person

Player	Phone	Mobile
<input type="checkbox"/> <a href="#">Babbage, Charles</a>		
<input type="checkbox"/> <a href="#">Bohr, Neils</a>		000 555-0010
<input type="checkbox"/> <a href="#">Curie, Marie</a>	000 555-1015	000 555-0105
<input type="checkbox"/> <a href="#">Dirac, Paul</a>		000 555-0020
<input type="checkbox"/> <a href="#">Einstein, Albert</a>		000 555-0108
<input type="checkbox"/> <a href="#">Feynman, Richard</a>	000 555-1021	
<input type="checkbox"/> <a href="#">Gauss, Carl</a>		000 555-0104
<input type="checkbox"/> <a href="#">Halley, Edmond</a>	000 555-1013	000 555-0013
<input type="checkbox"/> <a href="#">Heisenberg, Werner</a>		
<input type="checkbox"/> <a href="#">Herschel, William</a>	000 555-1015	
<input type="checkbox"/> <a href="#">Kepler, Johannas</a>		000 555-0014
<input type="checkbox"/> <a href="#">Laplace, Pierre-Simon</a>	000 555-1019	
<input type="checkbox"/> <a href="#">Leibniz, Gottfried</a>		
<input type="checkbox"/> <a href="#">Lovelace, Ada</a>	000 555-1017	000 555-0017
<input type="checkbox"/> <a href="#">Newton, Isaac</a>	000 555-1017	000 555-0107
<input type="checkbox"/> <a href="#">Pauli, Wolfgang</a>	000 555-1019	000 555-0019
<input type="checkbox"/> <a href="#">Pythagoras</a>	000 555-1013	
<input type="checkbox"/> <a href="#">Schrodinger, Erwin</a>	000 555-1011	000 555-0011
<input type="checkbox"/> <a href="#">Turing, Alan</a>		000 555-0016
<input type="checkbox"/> <a href="#">von Braun, Werner</a>		000 555-0022
Player	Phone	Mobile

Click on an underlined name to send an email to that person

email selected

email regulars

email substitutes

email all

send reminder

The names of those players that have provided an email address are underlined. An email can be sent to those players by clicking on their name. Sending to multiple players is accomplished via the buttons described here.

## Email Selected

The check boxes to the left of the names are used to select a subset of the list. After checking the boxes of all the intended recipients, use this button to send them an email.

## Email Regulars

Clicking this button sends an email to all regular players.

## Email Substitutes

This button sends an email to all substitute players.

## Email All

This button results in an email that is directed to everyone on the list that has an email address associated with their name.

## Send Reminder

This button will send a reminder message to all players that are scheduled to play in the next game (next day of play). It reminds them that they are playing and who their partner is, if they signed up with one. There is also an optional add-on to the message that can be set in the Website Maintenance page.

## Website Maintenance

This screen provides the ability to modify three website components, the announcement, player information and the website settings. It consists of three sections described separately below.

### Announcement

The announcement is displayed above the list of player names in the signup screen. To change it, enter the information in the text box and click the “Change Announcement” button.

To blink the announcement, check the box. The ability to blink text is deprecated in many modern browsers so it is not certain that all the players will see this blink. It depends on which browser they are using.



The screenshot shows a yellow background with the word "Announcement" in red text at the top. Below it is a text input field containing the word "Announcement". Underneath the input field is a checkbox labeled "Blink the Announcement", which is currently unchecked. At the bottom of the section is a button labeled "Change Announcement".

## Player Database

Select a Member

Edit

Delete

Send Welcome

Edit Welcome

First Name:

Last Name:

Username:

Password:

Email Addr:

Phone:

Mobile:

Player ID:

Master Pts:

Type of Player:  Regular  Substitute

Contacts List:  Email  Phone

Notify On Change Of Status

Administrator

Submit Changes

Add New Player

List Players

Reset

This portion of the maintenance screen provides the ability to add, delete or edit a player's database information.

A welcome message can also be sent to a player. This is useful when adding a player since the message details how to access the website. The contents of the welcome message can also be edited from this screen.

### *Changing a Player's information*

The upper portion of this section allows changes to be made to a selected player. It contains a selector for the players and several buttons to perform the functions described in the following.

Editing, deleting and sending welcome messages requires that a player be selected using the selector. Once a player is selected the buttons under the selector can be used to perform the desired function.

The "Edit" button will show the player's information in the various text and check boxes. There the information can be changed and then pressing the "Submit Changes" button will cause the player's information to be updated in the database.

The player's database information has been described above in the database description section and is augmented in the following.

Pressing the "Delete" button will cause the selected player to be deleted from the database.

To send a welcome message to the selected player press the "Send Welcome" button.

### *Adding a player*

To add a player to the database fill in their information in the text boxes, select the options and then submit the changes.

A single name is allowed and can be entered as either a first or last name. Two word first or last names, such as Dr. Gillis or von Braun, are also allowed.

The Player ID field is filled in with the player's ACBL number when the master points are updated. This procedure is described below. It is changeable by an administrator which is useful if the player does not have an ACBL number and master points are being acquired from another source. It can be deleted by blanking the text box before doing a submit. This may be required if the player changes their name as is discussed below.

The value in the master points field is also filled in during the update procedure but can be modified by an administrator.

If either of the boxes associated with the Contacts List are checked the player will be included in the list. Checking the box labeled Email will allow other players to send the player an email and requires an email address. Checking the Phone box means the players phone number(s) will be shown and requires at least one phone number.

If the notification box is checked the player will be notified via email anytime their signup status for the next day of play changes to or from a playing (P) status. An email address is required to use this feature.

A player can be designated as an administrator using the "Administrator" check box.

### Welcome Message

The welcome message can be changed via the "Edit Welcome" button, which invokes the screen shown below.

**Update the welcome message shown in the box below and then press the "Submit Changes" button.**

Welcome to the BSU Demo website.

We are sure you will find it an easy way to manage your bridge game reservations. To use your BSU Demo website use your browser to navigate to:

http://login.bridgesignup.com

You can login using the following:

Bridge Group ID: viewdemo  
Login ID: Your first name followed by your last name. Both have the first letter capitalized and there are no spaces between the names.

Use the first box to select your group ID (viewdemo) and the second to enter your FirstLast login ID.

Once logged in you will be at the Signup screen. Complete instructions on how to use this screen and the entire website can be downloaded from the Players Guide Download button near the bottom of the login screen. Also, there is a help page where many of your options are explained.

The Signup screen is organized as a matrix similar to that of a spreadsheet. At the top is the title of the

Edit the contents of the text area and use the "Submit Changes" button to update the message. The values \$SUSTitle and \$SUSName represent the title shown in the various screens (BSU Demo) and the Bridge Group ID (bsudemo) respectively and will be replaced by the actual values for the given website. The players username is also available by using \$Username where its value needs to be as an aid in instructions regarding the login procedure.

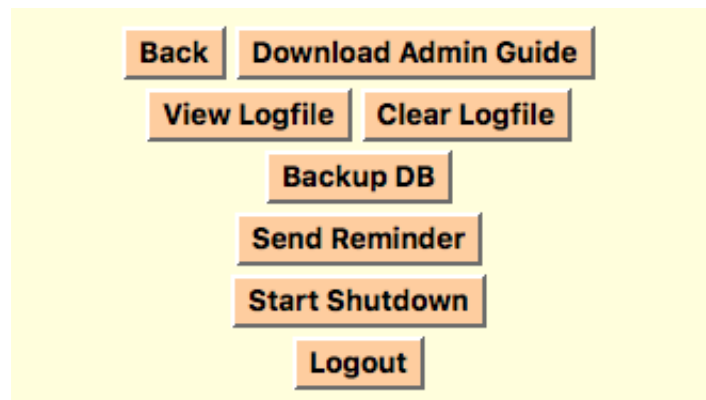
## Player List File

The List Players button generates and downloads a file containing a list of the players in a format that can be read by most spreadsheet applications such as Excel or OpenOffice. An example of this file is shown here.

LAST NAME	FIRST NAME	TYPE	NOTIFY	CONTACT	PHONE	MOBILE	EMAIL	
Babbage	Charles	sub	No	Yes	-	000 555-121	foo@bridgesignup.com	
Bohr	Neils	reg	Yes	Yes	-	000 555-001	foo@bridgesignup.com	
Curie	Marie	reg	Yes	Yes	000 555-101	000 555-010	foo@bridgesignup.com	
Dirac	Paul	reg	Yes	Yes	-	000 555-002	foo@bridgesignup.com	
Einstein	Albert	reg	Yes	Yes	-	000 555-010	foo@bridgesignup.com	
Feynman	Richard	sub	Yes	Yes	000 555-102	-	foo@bridgesignup.com	
Gauss	Carl	reg	Yes	Yes	-	000 555-121	foo@bridgesignup.com	
Halley	Edmond	reg	Yes	Yes	000 555-101	000 555-001	foo@bridgesignup.com	
Heisenberg	Werner	sub	Yes	Yes	-	-	foo@bridgesignup.com	
Herschel	William	sub	Yes	Yes	000 555-101	-	foo@bridgesignup.com	
Kepler	Johannas	reg	Yes	Yes	-	000 555-001	foo@bridgesignup.com	
Laplace	Pierre-Simon	sub	Yes	Yes	000 555-101	-	foo@bridgesignup.com	
Leibniz	Gottfried	sub	Yes	Yes	-	-	foo@bridgesignup.com	
Lovelace	Ada	reg	Yes	Yes	000 555-101	000 555-001	foo@bridgesignup.com	
Newton	Isaac	reg	Yes	Yes	000 555-101	000 555-010	foo@bridgesignup.com	
Pauli	Wolfgang	reg	Yes	Yes	000 555-101	000 555-001	foo@bridgesignup.com	
	thagoras	reg	Yes	Yes	000 555-101	-	foo@bridgesignup.com	
Schrodinger	Erwin	reg	Yes	Yes	000 555-101	000 555-001	foo@bridgesignup.com	
Turing	Alan	reg	Yes	Yes	-	000 555-001	foo@bridgesignup.com	
vonBraun	Werner	reg	Yes	Yes	-	000 555-002	foo@bridgesignup.com	

## Buttons

The buttons below the Player Database section provide general miscellaneous functions useful to an administrator.



**Back** – Returns to the signup screen.

**Download Admin Guide** – Downloads the Administrator Guide (this document).



**View/Clear Logfile** – These buttons provide a view of the Logfile and the ability to clear it.

**Backup DB** - Creates a backup file of the current database, both the player and status sections.

**Send Reminder** – Sends a reminder email to all players signed up for the next day of play.

**Start/End Shutdown** – Shuts down the website for player logins and ends the shutdown. When the website is shutdown an administrator can still login.

**Logout** – Logs out of the website.

## Logfile

```
Login:[23] Lovelace, Ada(0) -> Wed, 05 Oct 2016 13:20:52 -0700

Logged: Wed, 05 Oct 2016 13:21:38 -0700 JD=2457667
jdDOP: 2457667(0) 2457669(2) 2457672(5) 2457674(7)
Perform rollover: daysRollover=1 statLen=30 jdStart=2457669
BackupFiles: daysRollover=1 SUSName=viewdemo rolloverDOW=3
ResetPType(): 0 resets
PopStatusFile: daysRollover=1

Status:[23]IF C||F AI Lovelace, Ada(Newton, Isaac)NS Wed 13:21:39
Login:[1] -> Wed, 05 Oct 2016 13:24:53 -0700
Status:[1*]IF A||| Guest 1(von Braun, Werner)EW Wed 13:28:43
Login:[16] Gauss, Carl(0) -> Wed, 05 Oct 2016 13:29:05 -0700
Status:[16]IF A||| Gauss, Carl(Guest 1) Wed 13:29:31
Error:| Guest 1 is already signed up or not available
Status:[16]IF A||| Gauss, Carl Wed 13:29:38
Login:[10] Babbage, Charles(1) -> Wed, 05 Oct 2016 13:30:16 -0700
Status:[10]|||W AIF AI Babbage, Charles(Bohr, Neils) Wed 13:30:54
Status:[10]IF A||| Babbage, Charles(Dirac, Paul)NS Wed 13:31:27
Login:[16] Gauss, Carl(0) -> Wed, 05 Oct 2016 13:32:10 -0700
Login:[16] Gauss, Carl(0) -> Wed, 05 Oct 2016 13:32:51 -0700
Login:[10] Babbage, Charles(1) -> Wed, 05 Oct 2016 13:33:39 -0700
Login:[10] Babbage, Charles(1) -> Wed, 05 Oct 2016 13:34:18 -0700
Login:[1] -> Wed, 05 Oct 2016 13:34:51 -0700
Status:[1*]IF A||F AI Kepler, Johannas(Laplace, Pierre-Simon)EW Wed 13:35:29
Status:[1*]IF C||| Turing, Alan(Feynman, Richard) Wed 13:36:45
```

The Logfile is where system events are recorded. These include logins, player status changes, rollovers and various other system events that may occur.

The login and status change entries are probably the most useful to an administrator. Checking the time these occur can help resolve questions and disputes about what happened and when. The format of these entries is described in the following.

The login entries look like:

```
Login:[nnn] name(t) day date time
```

Where nnn is the player database ID number of the player performing the action. The name and player type is shown in the name(t) portion. Player type (t) is 0 for a regular, 1 for a sub and 2 for an administrator. The day name (day) and the date (date) and time (time) are also shown.

The status change entry is generated whenever a status change command is executed and looks like:

```
Status:[nnn] ||day cmd|||| name(pname)dir day date time
```

Where nnn is as described above and additionally, if followed by an asterisk, it means an administrator is performing the action. The vertical bars (|) separate the days of play. Any days that are affected show a day name (day) for the day the command was issued and the command (cmd). The affected players are shown as name(pname) where name is the player and pname is their partner if there is one. If a table direction was requested it is shown as the dir part of the entry. . The day name (day) and the date (date) and time (time) are also shown.

The other entries in the example are for a rollover event and show the results of the various rollover steps.

There are two buttons used to leave this page. The Back button takes you back to the Website Maint page while the Signup Page button takes you to the Signup page.

## Website Settings

### Website Settings

Title:	<input type="text" value="BSU Demo"/>
Days Displayed:	<input type="text" value="4"/>
Max Tables:	<input type="text" value="3"/>
Number Guests(0-9):	<input type="text" value="2"/>
Max Players:	<input type="text" value="200"/>
Master Pt Levels:	<input type="text" value="*/300/50/20"/>
Administrator Emails:	<input type="text" value="postmaster@bridgesignup.com"/>
	<input type="checkbox"/> Copy Admins on Welcome Message
	<input type="checkbox"/> Email Admins when player added
Reminder Msg Add-on:	<input type="text"/>
	<input checked="" type="checkbox"/> Allow half games
	<input checked="" type="checkbox"/> Allow guest login
Contacts Page:	<input checked="" type="radio"/> Available to All Players
	<input type="radio"/> Available Only to Admins
Subs Priority:	<input type="radio"/> Same as Regular Player
	<input checked="" type="radio"/> Regular Player has Priority
Guest Priority:	<input checked="" type="radio"/> Same as Regular Player
	<input type="radio"/> Same as Substitute Player
Notifications:	<input type="radio"/> On <input checked="" type="radio"/> Off
	<input type="checkbox"/> Notify On by default
	<input type="checkbox"/> Copy Admin on Notifications
Logfile Size:	<input type="text"/> Number of lines (50-350)
Signup Cutoff Time:	<input type="text" value="0"/> Hours Before Rollover (0-30)
Time Zone:	<input type="text" value="America/Phoenix"/>
Hour to Chg DOP:	<input type="text" value="4pm"/>

To make changes, edit the values and options and press the “Submit New Settings” button. Descriptions of the parameters and options follow.

### **Title**

This is the title used in the headings of the various screens of the website.

### **Days Displayed**

This controls the number of days of play that are displayed on the signup screen. Maximum allowed is 30.

### **Max Tables**

The maximum number of tables allowed for any given day of play.

If a single value is entered then that value applies to all the days of play. Values can be entered for each day of the week that is a day of play, with Sunday being considered the first day of the week. The values are entered for each day of play in the order of the days of the week. Commas must separate the values.

### **Max Players**

Maximum number of players allowed for the bridge group.

### **Number Guests**

The system allows from zero to nine (0-9) Guest players. Be careful of decreasing this value. If any guests are signed up they will lose their status as well as any player they are partnered with. When the number of guests is set to zero the guest section of the signup screen is not present.

### **Master Pt Levels**

Master points are specified in up to five levels. They are entered in the field separated by forward slashes (300/50/20). Players in each level all have the same color assigned to their ID button on the Signup page. If this field is non-blank it signifies that master points are being used in table assignments.

If the list of levels is preceded by an asterisk (i.e. \*/300/50/20) Life Master players will have their ID button colored white.

If this field is blank master points are not used and the player ID buttons are all the same color.

### **Administrator Email**

This is the email address used to notify administrators. If there is more than one, they must be separated by commas.

### **Reminder Msg Add-on**

The text in this field is used to augment the reminder message. See the Notifications section of this document for a description of the Reminder message.

### **Allow Half Games**

Check this box if half games are allowed.

### **Allow Guest Logins**

There is a button on the website login screen that allows anyone to login as a guest. This allows them to see the Signup page but they cannot make any changes or navigate to any other screens. The Contacts button is not shown.

### **Contacts Page**

Select whether the Contacts List is available to all players or just to administrators.

### **Subs Priority**

This controls how substitute players are prioritized during the process of selecting players for playing status. Regular players can have priority or substitutes can have the same priority as regulars.

### **Guest Priority**

Guests can be treated the same as regular players or the same as substitutes.

### **Notifications**

Notifications are optional and are set either On or Off. The “Notify On by Default” check box governs what the default is set to when adding players. When the “Send Notifications to Admins” box is checked the Admins will be notified of any changes in playing status for the next day of play.

## Logfile Size

This sets the number of lines shown in the Logfile.

## Cutoff Time

The option to favor regular players can lead to the situation where a substitute is bumped close to the starting time for the next game. The bumped substitute may not check the signup page and not see that they are no longer playing and show up for the game anyway. This can cause conflict and therefore the cutoff time option is available to ameliorate this problem.

A cutoff time can be set that comes into play a set number of hours prior to the start time of the next game. It is only effective when regulars have priority and the tables are full and it is past the cutoff time for the next day of play. When this condition exists an asterisk is shown to the left of the day name at the top and bottom of the next day of play on the signup page.

Under the above circumstances any new players signing up, regardless of their type, will be put on the waiting list (assigned a status of A). This waiting list is prioritized according to player type and signup sequence. The effect of this is that if a playing player drops out, the highest priority player on the waiting list will replace them.

Cutoff time is set as the number of hours before the rollover time.

## Time Zone

This selector is used to indicate the time zone that applies to the location of this bridge group. It is shown in the form of a geographical local and a city, such as "America/Denver" which would be Mountain Time in the United States. If your location does not use Daylight Saving Time (DST) then you should pick a location in your time zone that does. For example, if you live in Arizona pick "America/Phoenix" which is a location that does not use DST but is in the Mountain Time zone.

## Hour to Chg DOP

This is the time on the day of play that the signup screen changes to the next day of play. This is called "rollover" and when it happens the current day of play disappears and a new day is rolled in on the right side of the screen, providing the opportunity for players to signup.

## Update Master Points

This section of the Website Maintenance page provides for updating the players master points. This is accomplished by uploading a file containing the latest value of master points for each player in the database.

### Update Master Points

#### Input File Column Headings

First Name:       Last Name:   
ACBL No:       Master Pts:

#### Input File Upload Information

File Name:  no file selected

## ACBL File

This file is generated from ACBLScore as a comma separated values (.csv) file and must contain at least four columns which contain the first and last name, the ACBL number and the master points for the player.

**Note: In order to extract the ACBL number from the ACBLScore file the names must be identical in the BSU database and in the ACBL file.**

The first line of the file is the column headings where a key word is used to identify the contents of the column. The columns can be in any order.

The key words for the columns can be set using the upper portion of the user interface. The default values are shown in the above figure. Headings can contain upper and lower case letters, digits, underscores and hyphens (no spaces).

To update the BSU database you must have this file stored on your computer and you must be on the Website Maintenance page of the website.

At the bottom of the page is a section for updating from this file. Click on the browse button and navigate to the file on your computer and open it. It will be displayed next to the browse button. To perform the update, click the Update button. The BSU database will be updated with the master point information in the ACBL file.

Any players that cannot be identified will be logged to the Logfile.

## Table Assignments

Tables are assigned for the next three days of play and are shown on the Table Assignments screen accessed from the Assign Table button at the bottom of the Signup screen.

Each table is numbered and shown with its assigned players. If half tables are allowed the last table may be only half occupied.

Each table lists the four players assigned to it and two columns of selectors used to move players among the tables. The top two players are the north/south (NS) table direction and the bottom two are the east/west (EW) players. Partners are shown with only one set of selectors to the right of the first (top) player's name. Partners can request a direction when they signup and that requested direction is shown under the direction selector for the partnership. Players that signed up as a single and were partnered by the table assignment process are shown with each player having a set of selectors, allowing them to be moved individually.

When master points are being used each player's master points are shown to the right of their name. Also, the average for the pair is shown in blue to the right of the top player

The selectors are used to set the destination of a player or partnership when they are to be moved. The leftmost of the selector set is used to set the destination table number and the rightmost sets the table direction.



The Table Assignments screen is shown here.

## Table Assignments for 3/16

Table 1			Table 2			Table 3		
Gauss, Carl 493 377	1	NS	Pauli, Wolfgang 233 302	2	NS	Kepler, Johannes 215 225	3	NS
Babbage, Charles 261		NS	Pythagoras 371		NS	Lovelace, Ada 236		NS
Dirac, Paul 30 640	1	EW	Curie, Marie 84 426	2	EW	Guest 1 0 34	3	EW
Halley, Edmond 1251			Schrodinger, Erwin 768	2	EW	von Braun, Werner 69		

Start Second Section at Table

F 3/16  M 3/19  W 3/21

To move players and partnerships around among the tables use the selectors to set the destinations for all the moves and then press the “Submit Changes” button. If the requested moves are not possible, an error message will explain the problem. The most often encountered problem is trying to put too many players at a table.

### Reset Table Assignments

Using the “Reset Table Assignments” button allows you to start over (reset) if you want to go back to the original assignments after making moves.

### Table Assignment File

The “Download Table Assignment File” button generates and downloads a comma separated values file that can be read by most spreadsheet software. This file is often printed and posted at the location of the game and allows players to determine which table they are playing at.

The file can be generated in two parts to allow for games that break up their tables into two groups, usually segregated by player ability (master points). This is controlled by the entry just above the button. If the value is zero then the file is generated as a single group of tables. Otherwise the file is separated at the table number entered in this area. The table number entered is the first table of the second group. This can only be done when there are at least four tables and each group must have at least two tables.

The table (group) has three sections. The top section is ordered by table number and shows all the players at each table with partnerships shown by asterisks in the PARTNER column. If any players are signed up but have not been selected to play

they are shown in the center section labeled AVAILABLE. The bottom section lists all the players alphabetically by name showing their partner and table.

The file looks like the following after being loaded into Excel.

NAME	TABLE	POSITION	PARTNER	PHONE	EMAIL
Gauss, Carl	1	NS	*		Gauss@fubared.com
Babbage, Charles	1	NS	*		Babbage@fubared.com
Dirac, Paul	1	EW	*		Dirac@fubared.com
Halley, Edmond	1	EW	*	5551013	Halley@fubared.com
Kepler, Johannas	2	NS	*		Kepler@fubared.com
Lovelace, Ada	2	NS	*	5551017	Lovelace@fubared.com
Curie, Marie	2	EW		5551015	Curie@fubared.com
Schrodinger, Erwin	2	EW		5551011	Schrodinger@fubared.com
Bohr, Neils	3	NS	*		Bohr@fubared.com
Turing, Alan	3	NS	*		Turing@fubared.com
Guest 1	3	EW	*		
von Braun, Werner	3	EW	*		vonBraun@fubared.com
AVAILABLE					
Pauli, Wolfgang				5551019	Pauli@fubared.com
Pythagoras				5551013	Pythagoras@fubared.com
PLAYER	PARTNER	TABLE	POSITION		
Babbage, Charles	Gauss, Carl	1	NS		
Bohr, Neils	Turing, Alan	3	NS		
Curie, Marie	Schrodinger,	2	EW		
Dirac, Paul	Halley, Edmc	1	EW		
Gauss, Carl	Babbage, Ch	1	NS		
Guest 1	von Braun, W	3	EW		
Halley, Edmond	Dirac, Paul	1	EW		
Kepler, Johannas	Lovelace, Ad	2	NS		
Lovelace, Ada	Kepler, Johar	2	NS		
Schrodinger, Erwin	Curie, Marie	2	EW		
Turing, Alan	Bohr, Neils	3	NS		
von Braun, Werner	Guest 1	3	EW		

## Master Points

When master points are being used the tables are ordered by the average of each player-pair's master points. The type of ordering is ascending (low to high), descending (high to low) and random. This can be selected using the respectively labeled buttons. Using the Random button repeatedly allows you to use a trial and error approach until you get an ordering that you like.

## Player Selection and Table Assignment

Determining which players will be selected to play for any given day is primarily a first come, first served process. Additionally there are several options that can affect this selection. These options and how they work are described here.

### Player types

All players are classified as either a regular or substitute when they are entered into the database. One option sets whether regular players have priority over substitutes when players are being selected for play. This means a regular player can replace (bump) a substitute even if they signup after the substitute did, when this option is set to favor regular players. Of course, this bumping will only occur when the tables are full.

### Cutoff time

The option to favor regular players can lead to the situation where a substitute is bumped close to the time the game is played and they would not know this and show up for the game anyway. This can cause conflict and therefore another option is available to ameliorate this problem.

A cutoff time can be set that comes into play a set number of hours prior to the start time of the next game. It is only effective when regulars have priority and the tables are full and it is past the cutoff time for the next day of play. When this condition exists an asterisk is shown to the left of the day name at the top and bottom of the next day of play on the signup page.

Under the above circumstances any new players signing up, regardless of their type, will be put on the waiting list (assigned a status of A). This waiting list is prioritized according to player type and signup sequence. The effect of this is that if a playing player drops out, the highest priority player on the waiting list will replace them.

## Guest players

When a guest is signed up to play they must be treated as either a regular player or a substitute. This is determined by an option set by the website administrator.

## Player selection

The process used to select which players will play in any given game is described in the following.

First all players with a status of P or A are put into a list which is then sorted by their signup sequence number. Players that signup as a partnership both have the same sequence number.

Next, if regular players have priority the list is sorted by player type, putting regular players at the head of the list.

The list is then converted to a list of playing pairs. This is done by starting at the top of the list and following the procedure described in the following.

- ! The next player on the list is selected and if they have a partner the pair is moved to the pairs list
- ! If they signed up as a single (do not have a partner) the next single on the list is selected as their partner and the pair is moved to the pairs list.
- ! If there is no other single on the list the player is skipped.

This procedure is continued until the list is exhausted or the number of player-pairs is sufficient to fill the allowed number of tables. This results in a new list consisting of player-pairs, ready to be assigned to tables. Players that are not used are assigned a status of A.

## Table assignment

The list of player-pairs produced by the player selection process is now used to assign these player-pairs to tables. This assignment process is affected by a couple of options and settings. There is a limit as to the number of tables allowed. Also there is an option specifying whether half tables are allowed. And also if master points are being used they will affect the ordering of pair assignments.

The allowed number of tables and half tables has been accounted for during the generation of the pairs list. Therefore the list contains only the number of player-pairs that will fit into the number of tables allowed.

Another consideration that has to be accommodated is the preferred direction selected by the player-pairs.

If master points are being used the list is sorted by the average number of master points for each player-pair prior to assigning tables.

Table assignment now proceeds using the following steps.

- ! Break up the list into three separate ordered lists, one each for those pairs requesting North/South (NS), East/West (EW) and those with no preference.
- ! Pair up the NS and EW lists.
- ! Fill in the unmatched pairs with those from the third list.
- ! Make tables out of any remaining pairs.

The resulting table assignments are ordered by signup sequence or, if master points are being used, by the average of the master points of the pairs. This master point ordering can be changed between descending, ascending, or random in the website's table assignment page.

## Website Functions and Components

The following is intended to give an administrator an overview of the website. It provides a description of how the website functions and its main components and their interactions.

The website consists of software modules and the data stores that they interact with. These are all located on a server on the Internet. A user accesses them via an Internet browser. This is known as a client-server relationship and is described below.

### How a Website Functions

When you direct your browser to a website it requests that a file be sent to it in return. The browser identifies which file it wants or a default "index" file is returned. The file returned is a script containing commands that are interpreted and executed by the browser, resulting in the information displayed in the browser window. Your browser is known as the "client side" of this transaction.

The "server side" is where the website resides and its software determines what is returned to the browser. In some cases a file is sent directly to your browser, but in other cases the file referenced by the browser is a program that generates the information that is sent to your browser, which is the case for the BSU website.

In most cases there is a conversation between the client and server sides. A good example is when the server sends a form to be filled out and submitted (i.e. the

Signup page in the BSU website). When the submit button is clicked, the information in the form is sent to the server where it is identified and processed and could even be stored for future use. When you click a button or a link, it tells the program on the server what the client wants done, such as updating a database or moving to a new page in the website or even to another website.

## Data Stores

The data stores used by the BSU website consist of the database files, a configuration file and several publication files that can be downloaded, like this document. There are also some files generated that are downloaded as part of the operation of the website, such as the table assignments and the player list files. These components are described in the following.

### Database

The database is the main data component of the website. It has two parts, player's information and player's signup status. It has been described previously near the start of this document. It is implemented using the MySQL database system.

### Configuration File

The configuration file contains all the information unique to each website. It contains the bridge group ID used to login to the website and the title of the bridge group used in the heading of the various screens. It also contains the days of the week that constitute the days of play along with the time zone and rollover time. It also contains the values of the various options that are set by the administrators.

### Publications

There are two documents that can be downloaded, the Player's Guide and the Administrator's Guide. The Player's Guide is downloaded from the Bridge Group Login screen and therefore is available to anyone. The Administrator's Guide is available from the Help screens and is only available to those able to login to the website.

### Generated Documents

There are two documents generated by the website, a list of players and the table assignments. Both are formatted as CSV (comma separated values) files and therefore can be read by spreadsheet applications such as Excel or OpenOffice.