

BridgeSignUp.com

Player's Guide

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Overview

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

You can signup either as a single or with a partner. You are assigned to a table 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.

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.

There are two versions of this screen. They are the same except information about master point levels is shown if master points are being used.

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

Partner Direction

Signup Screen Without Master Point Information

Announcement info shown here

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

■ 300 ■ 50 ■ 20 ■

Partner **Direction**

Signup Screen With Master Point Information

On this version, each player's master point level is color coded in the buttons to the left of their names. The color code for the levels is shown above the Partner and Direction line.

The signup 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 you to

make changes to your signup status and to invoke other functions of the website. The line containing your name is highlighted.

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.

Regular player
Substitute player
Website administrator

Each website is allowed up to nine guest players. If your bridge group uses this feature the guest players will be shown below the names of the players that belong to the group. They will be named "Guest n" where n can be from 1 to 9.

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.

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 (see description in the Miscellaneous section below), 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 an administrator has blocked a day of play to signups, the background color will be red instead of 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 your status for each day of play as described below. This line is called the command line.

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 of each player is shown in the color-coded rectangles to the right of their names.

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 bottom section contains buttons used during the signup process as described in the following.

The screenshot shows a form with two dropdown menus: "Partner" and "Direction", both currently set to "None". Below the dropdowns are two buttons: "Submit Changes" and "Reset". Underneath these is a button labeled "Your Signup Status". At the bottom of the form are three buttons: "Logout", "Help", and "Your Player Information".

Submit 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.

Your Signup Status

When you signup a Guest this button is used to return you to the command line so future actions will affect your status.

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. Note: you will be logged out automatically after you have been inactive for 15 minutes.

Help

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

Your Player Information

Clicking this button brings up the Edit Player Information screen where you can change your database settings (password, phone, email, etc.).

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 of the website that is controlled by the 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 such that 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 other players can contact them via 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"/> <u>Babbage, Charles</u>		000 555-1212
<input type="checkbox"/> Bohr, Neils		000 555-0010
<input type="checkbox"/> Curie, Marie	000 555-1015	000 555-0105
<input type="checkbox"/> Dirac, Paul		000 555-0020
<input type="checkbox"/> Einstein, Albert		000 555-0108
<input type="checkbox"/> <u>Feynman, Richard</u>	000 555-1021	
<input type="checkbox"/> Gauss, Carl		000 555-1212
<input type="checkbox"/> Halley, Edmond	000 555-1013	000 555-0013
<input type="checkbox"/> Heisenberg, Werner		
<input type="checkbox"/> <u>Herschel, William</u>	000 555-1015	
<input type="checkbox"/> Kepler, Johannas		000 555-0014
<input type="checkbox"/> Laplace, Pierre-Simon	000 555-1019	
<input type="checkbox"/> <u>Leibniz, Gottfried</u>		
<input type="checkbox"/> Lovelace, Ada	000 555-1017	000 555-0017
<input type="checkbox"/> Newton, Isaac	000 555-1017	000 555-0107
<input type="checkbox"/> Pauli, Wolfgang	000 555-1019	000 555-0019
<input type="checkbox"/> <u>Pythagoras</u>	000 555-1013	
<input type="checkbox"/> Schrodinger, Erwin	000 555-1011	000 555-0011
<input type="checkbox"/> <u>Turing, Alan</u>		000 555-0016
<input type="checkbox"/> vonBraun, Werner		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

The names of those players that have provided an email address are underlined. An email can be sent to any one of 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/member 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.

Help Screens

Help screens are available by clicking the Help button and consist of an abbreviated version of the information in this manual.

How To ...

The following are descriptions of how to do various operations associated with the use of the website.

Logging into the Website

Logging into the website requires the ID of your bridge group and your personal Login ID (password), both of which were given to you by your administrator.

Use your browser to go to login.bridgesignup.com where you will find the login screen shown below.

Bridge Group Login

The screenshot shows a login interface on a yellow background. At the top, the text 'Bridge Group Login' is displayed in a large, bold, blue font. Below this, the text 'Bridge Group ID' is centered above a dropdown menu. The dropdown menu currently shows 'viewstddemo' and has a small blue arrow on the right side. Below the dropdown is a text input field with the label 'Login ID' centered above it. Underneath the input field is an orange button with the text 'Login' in black. At the bottom of the form, the text 'Login as a Guest' is centered above another orange button with the text 'Guest' in black.

1. Select the ID of your bridge group from the top selector box.
2. Enter your Login ID.
3. Click the “Login” button.

Some bridge groups allow non-members to login as a guest. Guest logins can observe the signup screen but cannot do anything else.

To login as a quest

1. Select the ID of a bridge group.
2. Click the “Guest” button.

Your First Login

The first time you login you should use the “Edit Your Information” button to access the screen that shows your information as it exists in the database.

When an administrator added you to the database they provided some information about you. At a minimum it was your name and the default Login ID. You should validate this information, changing it and adding to it if necessary.

At the very least you should change your Login ID. The default value for this is a format known to all, which means someone other than you could login as you and change your signup status.

Editing Your Personal Information

The information associated with you is held in a player database. You can edit much of this information using the screen shown below which can be accessed using the button labeled “Your Player Information” on the signup screen.

Your Player Information

First Name:

Last Name:

Login ID:

Email Addr:

Phone:

Mobile:

Player ID:

Master Pts:

Contacts List: Email Phone
 Notify On Change Of Status

This information is used in the list of players on the signup screen and also provides the information used to contact the player.

Only the First and/or Last names and the Login ID are required. The email address is required if the player wants to be notified whenever their signup status changes from playing to not playing or vice versa. The phone numbers are useful for contacting the player, especially for the administrators. Phone numbers are entered as ten digits with no spaces.

Names

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.

Login ID

The Login ID field behaves in a special way. Initially it contains a row of asterisks that represent the current value of the Login ID. The actual value cannot be shown since it is encrypted in the database and cannot be decrypted. If you leave the asterisks in the field your Login ID will not be changed. Edit the field, replacing the asterisks, when you want to change your Login ID. The value you enter will be encrypted and stored as such in the database and will then be forgotten.

If you leave this field blank the Login ID will be set to the default, which is the first name concatenated with the last, with the first character of each capitalized. This is what the administrator uses to reset the Login ID when you forget yours. Please do not use this as your regular Login ID.

Player ID and Master Pts

The Player ID is only used in conjunction with master points, both of which are obtained from ACBL information. When master points are being used the first and last names must match those in the ACBL database. When this is the case, the Player ID is your ACBL number. Players cannot change these values, which are shown for information purposes only.

Contacts List

If either of the boxes associated with the Contacts List are checked you will be included in the list. Checking the box labeled Email will allow other players to send you an email and requires that you enter an email address in the space above. Checking the Phone box means your phone number(s) will be shown and requires that you enter a phone number. Phone numbers should be entered as ten digits with no spaces.

You can use the Contacts screen even if you are not included in it. You will be able to contact other players, but no one will be able to contact you.

The administrators can use your contact information without you being in the Contacts screen. Therefore it is advised that you provide this information even if you are not in the screen.

Notification

The website provides an optional feature whereby players are notified via email whenever their playing status changes. This happens when a player is selected to play or when they are dropped from playing status. The email will not be sent if the change in status is due to changes a player has made while logged in. The next day of play is the only day monitored.

The body of the email will contain one of the following lines

- Your playing status for the next game has changed to "Not Playing".
- Your playing status for the next game has changed to "Playing".

To be notified when a change of playing status occurs check the "Notify On Change of Status" box.

Submitting Changes

To use this screen make any desired changes and click the "Submit Changes" button.

Changing Your Signup Status

When changing your 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. You can select commands for as many days as you wish.

Contact Information	2/6	2/8	2/10	2/13
Announcement info shown here	M 3	W 2	F 2	
Lovelace, Ada	A	A	A	

Partner: None | Direction: None

Submit Changes | Reset

Your Signup Status

Logout | Help | Your Player Information

Available (A)

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

Not Available (N)

Using this command indicates that you are not available for play on that day.

Remove (R)

This removes any signup requests that you have for the day and that of your 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 your signup sequence priority.

When changing your status you will use the following procedure.

1. Select the C 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 allows the website to find you 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.

Contact Information	2/6	2/8	2/10	2/13
Announcement info shown here	M 3	W 2	F 2	M 2
Lovelace, Ada	A ▾	A ▾	A ▾	A ▾

Partner ▾	None	Direction ▾	None
	Babbage, Charles		
	Bohr, Neils		
	Curie, Marie		
	Dirac, Paul		
	Einstein, Albert		
	Feynman, Richard		
	Gauss, Carl		
	Guest 1		

Reset

Status

Player Information

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 can also start typing their name and you will be taken to that section of the list.

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

Contact Information	2/6	2/8	2/10	2/13
Announcement info shown here	M 3	W 2	F 2	M 2
Lovelace, Ada	A ▾	A ▾	A ▾	A ▾

Partner **Direction**

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 Yourself as Not Available

1. Select the N command for the day(s) you are not available.
2. Click the "Submit Changes" button.

How to Change Your Signup

This allows you to change a single signup to a partnership or vice versa, or to change the parameters of an existing partnership. You must already have a signup in existence. Your signup sequence priority will remain the same, so you will not lose your 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.

How to Signup a Guest

To signup a guest you need to first select which of the guests you are going to signup. Do this by clicking the button to the left of the “Guest n” that you want to signup. You then effectively become that guest which replaces your name in the command selector line.

You can now do any of the signup command operations in the name of the selected guest.

When you have finished, click the “Your Signup Status” button to revert to yourself.

Miscellaneous

Cutoff Time

There is an option that can be set to favor regular/member players over substitutes when selecting which players are chosen to play. This option 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 a 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.

Browser Keyboard Shortcuts

There are several keyboard shortcuts that simplify using a browser. This link provides information on many of them for popular browsers.

[Keyboard Shortcuts for Popular Browsers](#)

If the above link doesn't work then paste the following into your browser.

<http://www.howtogeek.com/114518/47-keyboard-shortcuts-that-work-in-all-web-browsers/>