BridgeSignUp.com

Quick Start 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.

Logging Into The Website

To log into the website go to login.bridgesignup.com using your browser. There you will have to select the Group ID associated with your bridge group and then enter your Username and Password.

When you are first entered into the system a default Username and Password is assigned to you. They are your first name concatenated with your last name, each having the first character capitalized (i.e. FirstLast) and any spaces are removed. For example if your name is "First M Last" your Username and Password are "FirstMLast".

You can change both of these in the Player Information screen as described below. You should change the Password as soon as possible to prevent someone else logging in as you. Username and Password are limited to 20 characters in length and when being modified they must be at least 8 characters long.

Your Password is never shown on the website or stored directly in the database. It is stored in an encrypted form via a one-way encryption system and cannot be decrypted. If you forget it, your administrator cannot tell you what it is. However an administrator can reset it for you and you can then set it to something new.

You should always use the "Logout" button to exit the website when you are finished.

The login screen also allows you to download two documents, this one and the full Player's Guide. This can be done using the buttons near the bottom of the screen.

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, Johannas**	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 None ⌄   **Direction** None ⌄

Submit Changes   Reset

Your Signup Status

Logout   Help   Your Player Information

Signup Screen Without Master Point Information

PLAYERS	2/14 W 3	2/16 F 2	2/19 M 2	2/21 W 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, Johannas	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	2/14	2/16	2/19	2/21
Announcement info shown here	W 3	F 2	M 2	W 2
Lovelace, Ada	A	A	A	A

*** | 300 *** | 50 *** | 20 *** | *** | LM

Partner [None]   Direction [None]

Save Changes   Reset

Your Signup Status

Logout   Help   Your Player Information

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 the Player's Guide), 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 of 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.

Partner [None ⬍]   **Direction** [None ⬍]

[Save Changes] [Reset]

[Your Signup Status]

[Logout] [Help] [Your Player Information]

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 Save 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.

How to Use the Signup Screen

You are allowed to change the signup status of yourself and any of the Guests. Any actions you take are applied to the player displayed in the command line. To select a Guest to signup click on the ID number to the left of the Guest you want to affect. This will put their name in the command line and you can then change their status. To return your name to the command line click the button labeled "Your Signup Status".

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 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.

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. This means that you cannot be selected as a partner for 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.

General Procedure To Change Status

When changing your 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 "Save 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 you a partner among the other single signups.

1. Select the A command for the day(s) you want to play.
2. Click the "Save Changes" button.

How to Select a Partner and Direction

To select a partner use the "Partner" selector.

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. 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 "Save Changes" button.

How to Remove a Previous Signup

1. Select the R command for the day(s) you want removed
2. Click the "Save 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 "Save 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. Otherwise, this command acts the same as the A command. Your signup sequence priority will remain the same, so you will not loose 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 "Save Changes" button.

Your Player 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.

First Name:	Ada
Last Name:	Lovelace
Username:	AdaLovelace
Password:	********
Email Addr:	lovelace@fubared.com
Phone:	0005551017
Mobile:	0005550017
Player ID:	
Master Pts:	74.23
Contacts List:	☑Email ☑Phone
	☑Notify On Change Of Status

Submit Changes   **Back**

Any of this information can be changed with some restrictions. The procedure is to make the changes and then click the "Save Changes" button.

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.

The Password is never shown because it is unknown to the system. To reset it to the default (FirstLast) clear the field. If you want to change it, enter the new Password in the field, overwriting the asterisks. Passwords must be at least 8 characters in length and can contain special characters. If you forget your Password an administrator can reset it for you.

The Contacts List options apply to the Contacts List, available from the Signup screen. If either of these options are checked you will be included in the list and your inclusion will contain the information checked. If you do not want to be in the list don't check either of the boxes.

If you check the "Notify On Change Of Status" box you will receive an email any time your playing status changes to or from Playing(P) for the next day of play, unless you caused the change.

Player's Guide

Complete descriptions of the above and other topics are found in the Player's Guide that can be downloaded from the login page.