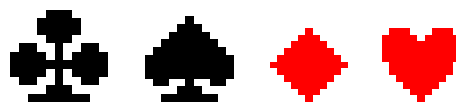
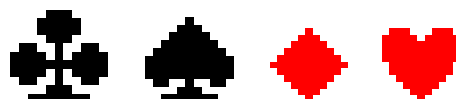




JAS Bridge Scoring Programs



Instructions for preparing & sending P2P files to the E.B.U.



Prepared by Alan Dean

Version 04 - April 2012

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INSTRUCTIONS FOR SENDING PAY-TO-PLAY (P2P) FILES USING JAS PAIRS SCORER SOFTWARE

1. When you set the Event Details, you should ensure the Club Name, Club Number, "P2P Charged" and "NGS Rated" are set accordingly.

'P2P Charged': -

- Click the down arrow at the right for the selection list
- Select "10 Normal P2P Club Session" for a club normal session (this will normally be the default selection displayed)
- Select "04 Teaching/Supervised Play <16 boards. Free" for Thursday afternoons
- Select "03" for annual free Club event

'NGS Rated': -

Click down arrow at the right for the selection list and select "Yes" for normal club sessions. When '03' and '04' P2P selections are made, set 'NGS Rated' as "No"

(No P2P file is required if set as "No")

The screenshot shows the 'Event 46: Keighley Bridge Club Monday Evening 06/06/2011 Section Sect1 Session 1 Pairs NeubergMP Scoring' window. The interface is divided into several sections:

- Club/Event Details:** Includes fields for Country (NBO) (England), Club Name (Keighley Bridge Club), Club NBO No (205287), Contact Name, Contact Phone (01535604029), Contact Email (keighleybridgeclub@btconnect.com), and Web Site.
- Event Details:** Includes Event Name (Monday Evening), Date of Event (06 Jun 2011), Session (1), Section (Sect1), Director (Alan Dean), Scorer (Alan Dean), P2P Charged (10 Normal P2P Session), and NGS Rated (Yes).
- BridgeWebs:** Includes Club Code and Password fields.
- ECATS 4-Digit Session Number*:** A field containing the value '0'.
- Asterisked Red Items compulsory For Ecats Sims:** A note indicating that red asterisks in the original image denote compulsory fields for ECATS Sims.

At the bottom of the window, there are five buttons: 'Save as Current Defaults' (blue), 'Save as Club Defaults' (blue), 'Restore Club Defaults' (blue), 'Cancel' (red), and 'OK' (green).

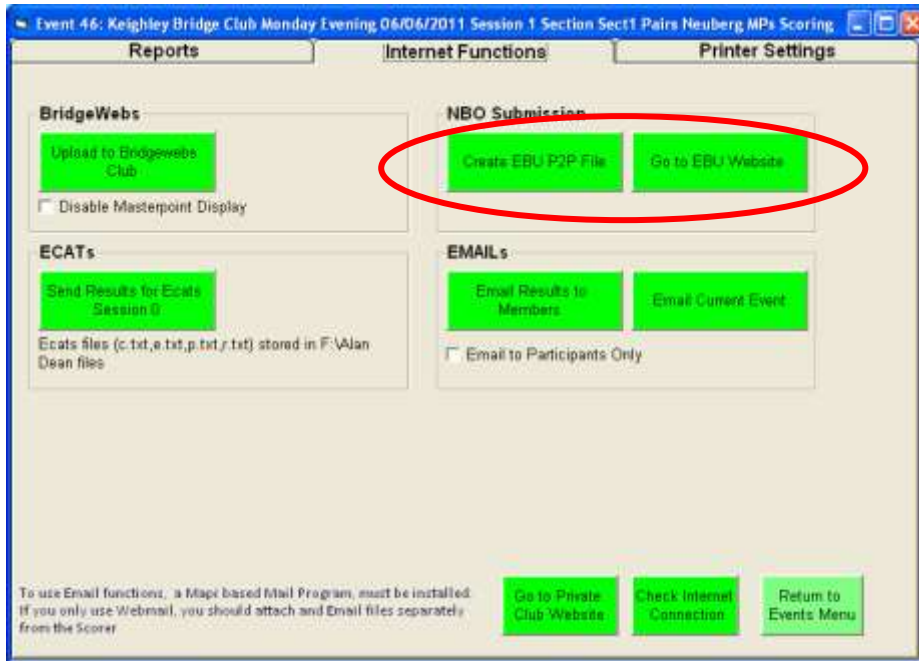
2. **At the beginning of any bridge session, you need to check whether there is any visitor/non-member of the club playing. (If not, go to 3 below)**

If so, find out: -

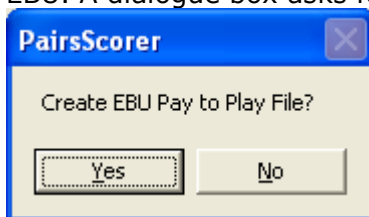
- Are they English Bridge Union (EBU) members?
- If so, do they know their EBU number?
- Do they wish their name (and number if applicable) to be included in the results when scoring and sent to the EBU?
If they decline, assign an anonymous name in the form "Visitor01-31Mar10" when entering players' names in the scoring program (the 01 will increase for others in that session)
- If they are content to have their actual name entered, enter it during the scoring of the event in the 'Players Name' section. Names may be added to the club Player Database, if appropriate, during the scoring. See below for dealing with any unmatched names that are reported in the P2P file that is produced.

3. Score the session as normal.

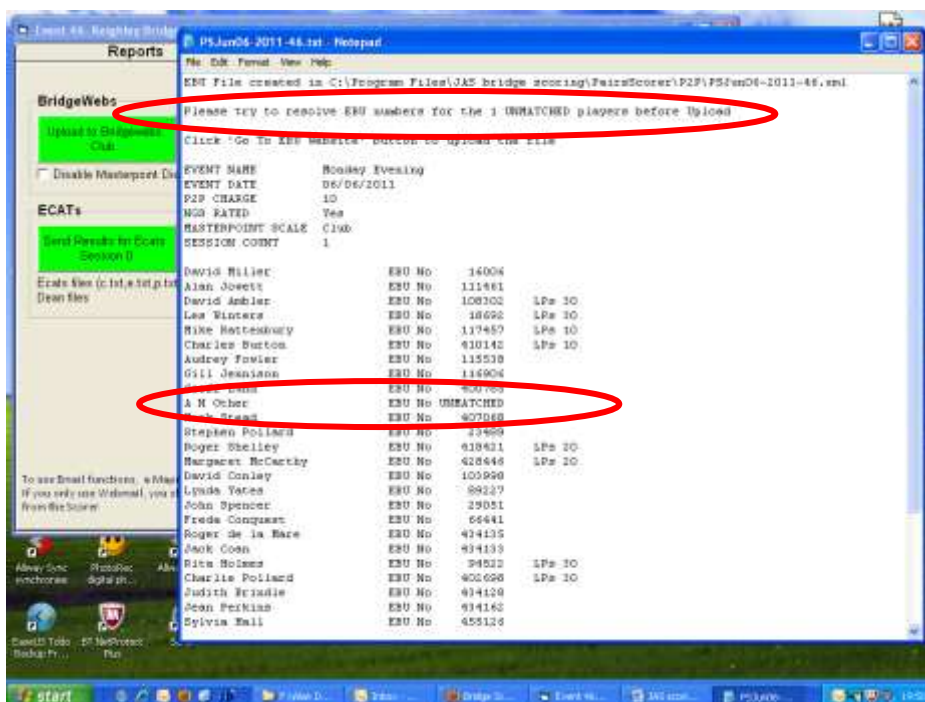
4. At the end of a bridge session, after printing reports and printing the results web table, click the "Internet Functions" tab at the top of the Display Reports screen. The "Internet Functions" screen appears: -



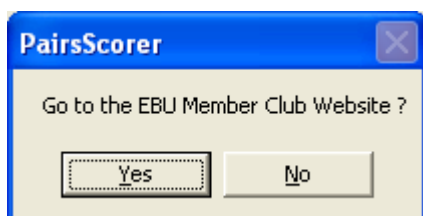
Click the **“Create EBU P2P File”** button to create the submission file for the EBU. A dialogue box asks for confirmation. Click **“Yes”**.



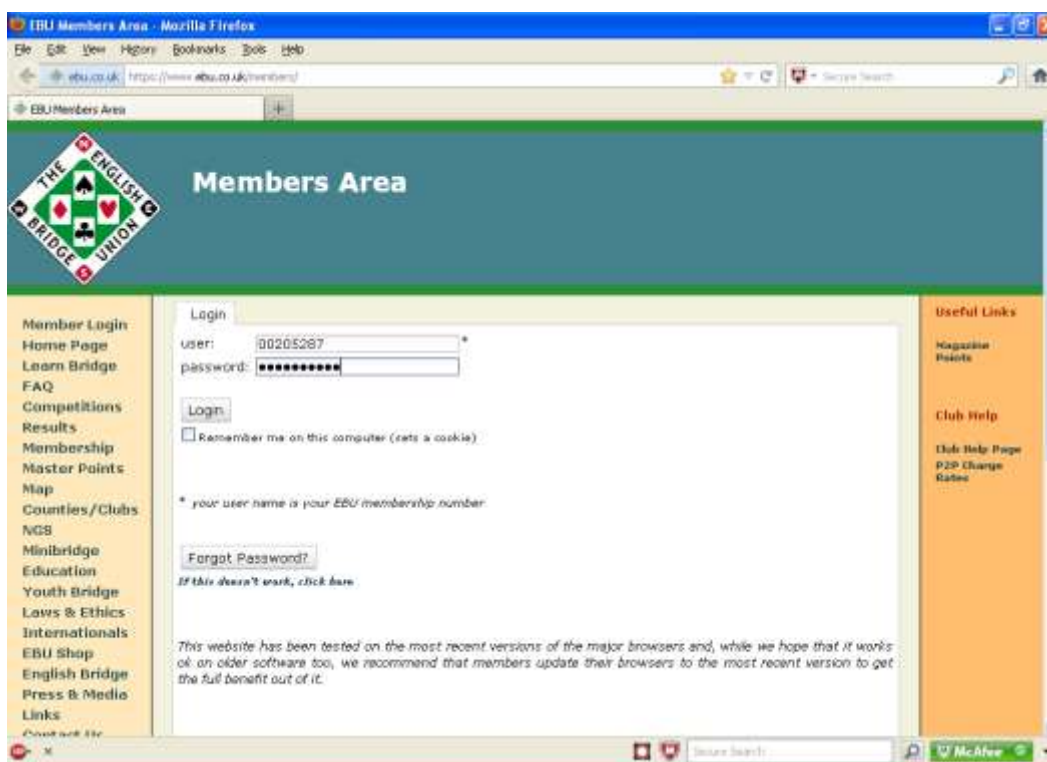
A text version of the file will display on the screen, showing details of all players and their EBU numbers and any name discrepancies (“unmatched”).



5. The submission file is indicated at the top of this text report and looks like *PSmmdd-yyyy-ev.xml* (at the end of the location path) where *mmm* = month, *dd* = day, *yyyy* = year, *ev* = event number. Please see the screen above for an example (*PSJun06-2011-46.xml*).
6. Close the text screen window (click X in top right-hand corner).
7. Click the **"Go To EBU Club Website"** button on Display Reports screen and a confirming box appears: -



Click "Yes" to go to the EBU Club Website Login page.

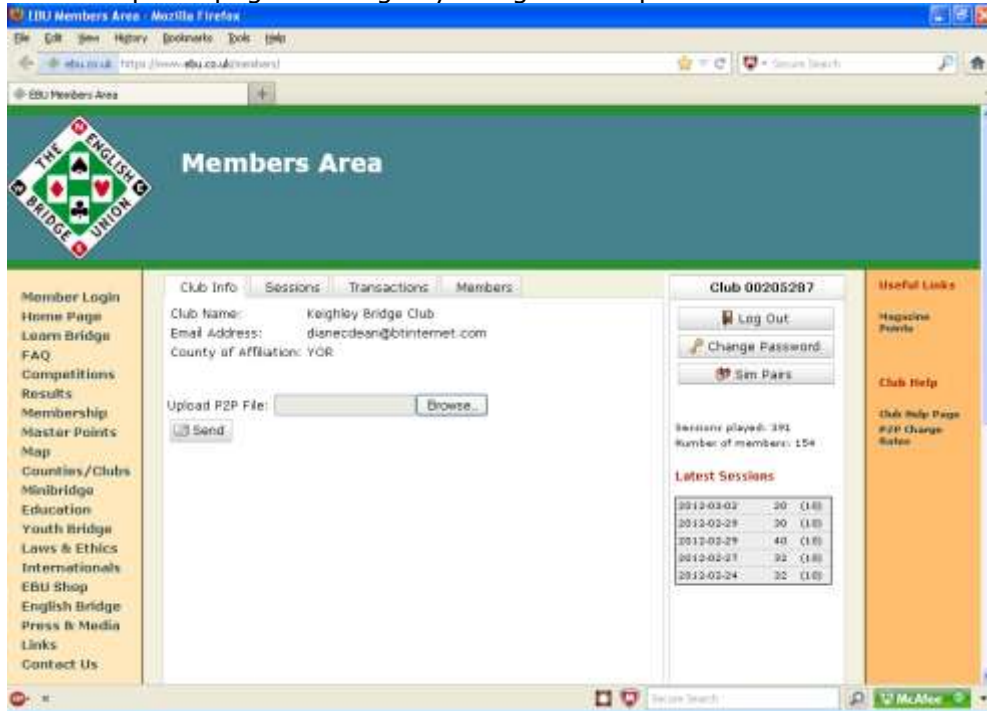


8. Type in the user, which is the EBU club number: - **205287**
Type in the password: - *********
(The password is given to those appointed as a club scorer)

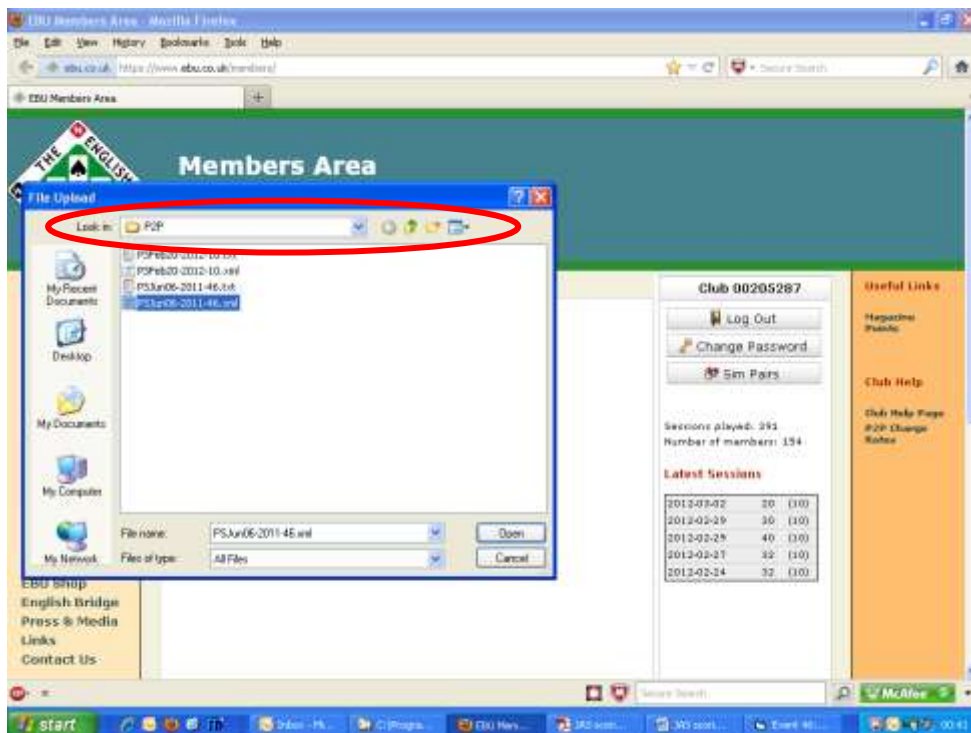
(IMPORTANT : - NEVER use the "Forgot Password" button. This will only send a new password to the email address of the club secretary and the old password will have been changed – and therefore will be unknown to scorers until the club secretary is aware of the change and can notify them or reset to the original.)

Click "Login" button.

9. The P2P upload page for Keighley Bridge Club opens.



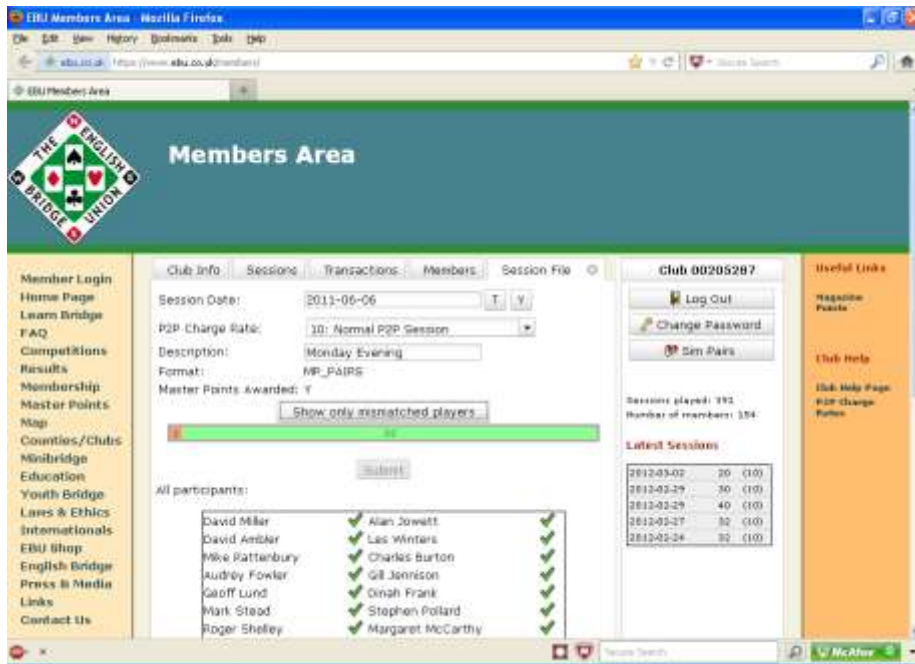
10. Click the browse button at "Upload P2P File" to select the location for the P2P submission file. The displayed file path will normally be correct and show: - C:\Program Files\JAS bridge scoring\PairsScorer\P2P\ If not, use the 'Look in' box to move to the P2P folder at the above location and the P2P files will be displayed. Select the correct .xml file and click 'Open'.



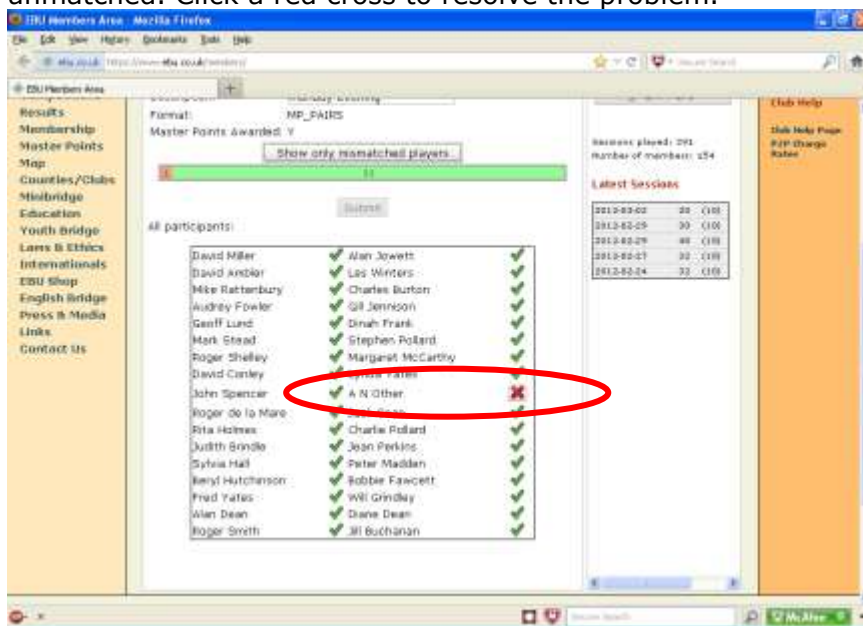
11. Click the Send button to submit the file. (NB: - NEVER click "Change Password" button on any screen- see section 8 above)

12. When transmission starts, click the box "Show all participating players" to provide a visible check that the names for the session are correct. Normally the file will process without error messages, showing green ticks against each player's name. **If this is the case, go to section 16 below (but see remainder of section 12 below).**

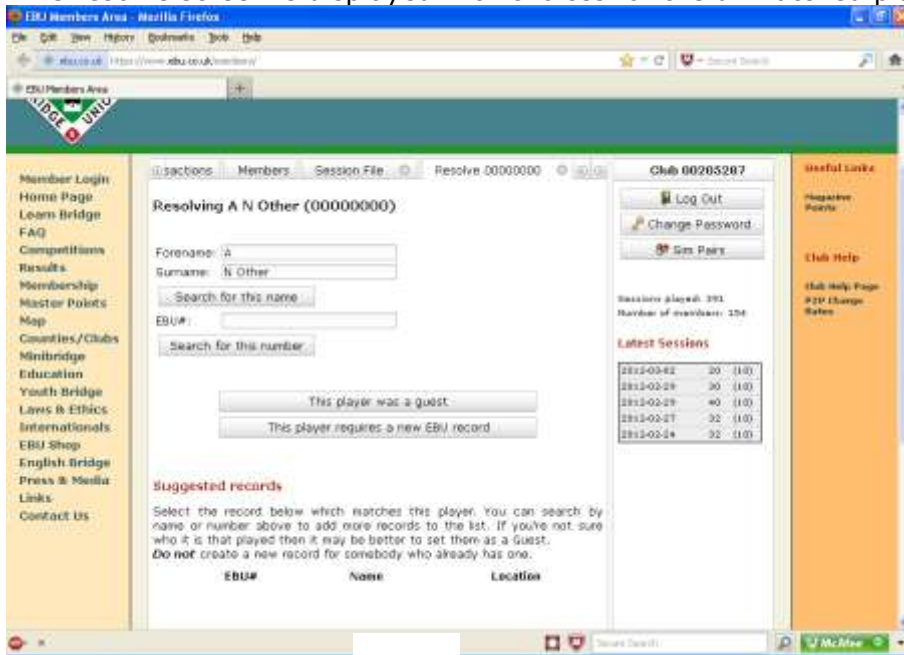
As well as the progress bar during processing, warning messages will be displayed in red if any possible conflicts exist in the wording within the file. Check that you are processing the correct file and session, if these warnings appear. Sessions may be deleted later and re-sent should a mistake be made (see section 17 below).



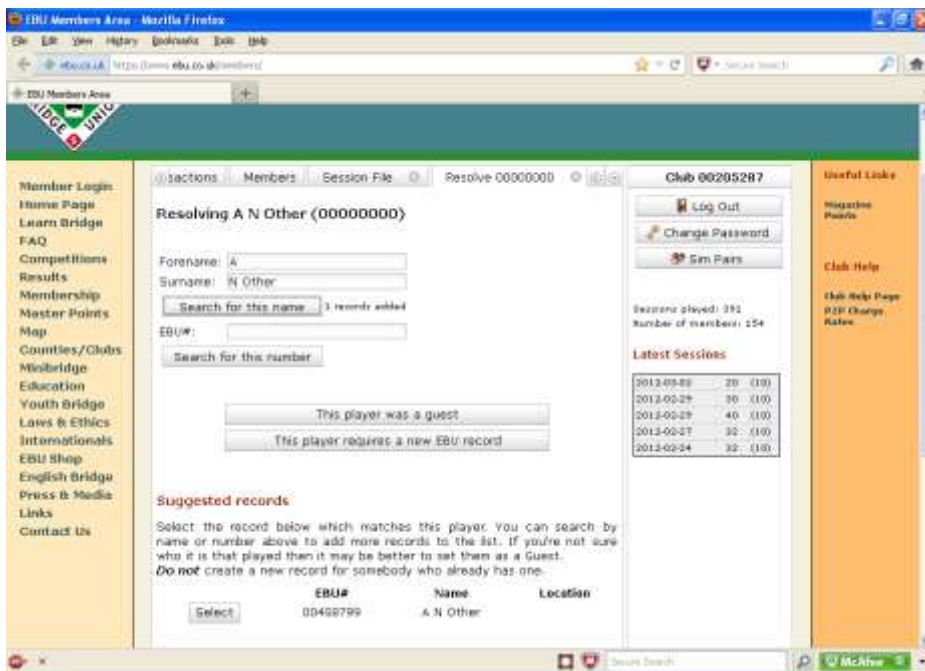
13. Any unmatched players in the file will be marked with a red cross against their name. The green Progress line will indicate whether one or more players are unmatched. Click a red cross to resolve the problem.



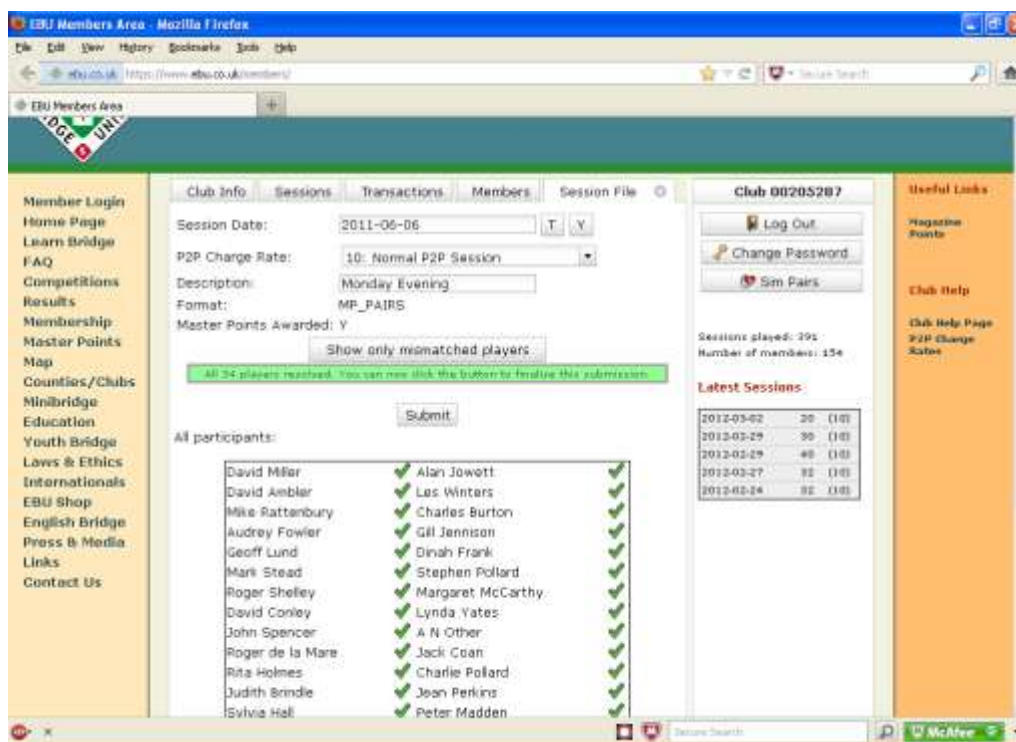
14. The resolve screen is displayed with choices for the unmatched player.



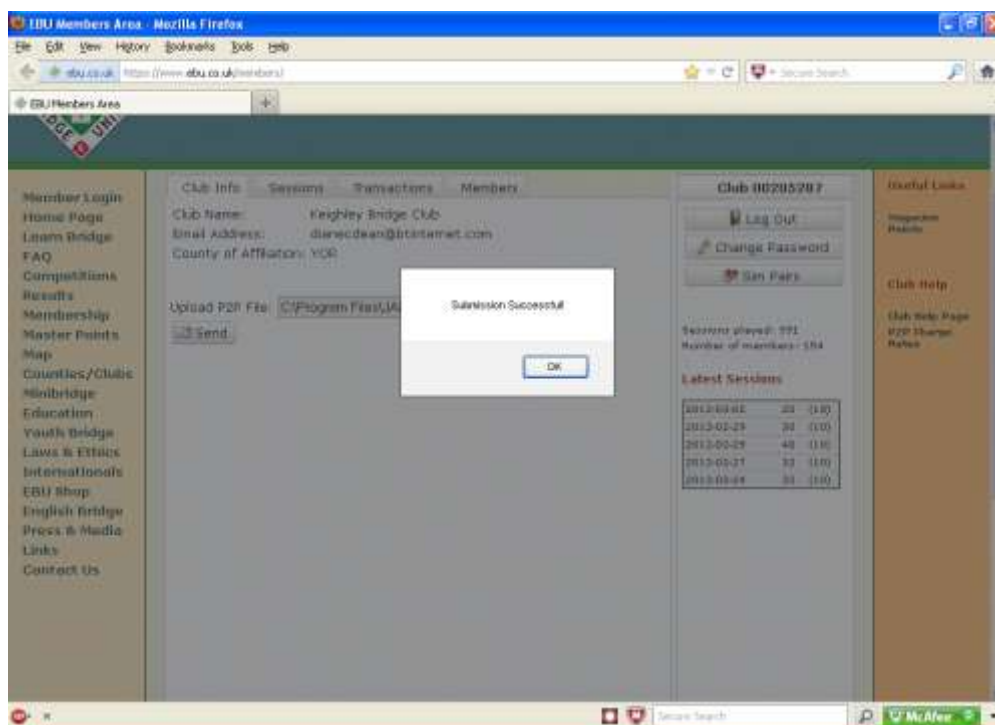
If the player is known to be a club member or a visitor EBU member, click either "Search for this name" or "Search for this number", if the EBU records will be given. The numbers corresponding to those names in the EBU records will be displayed. Click "Select" if the appropriate name and EBU number are displayed.



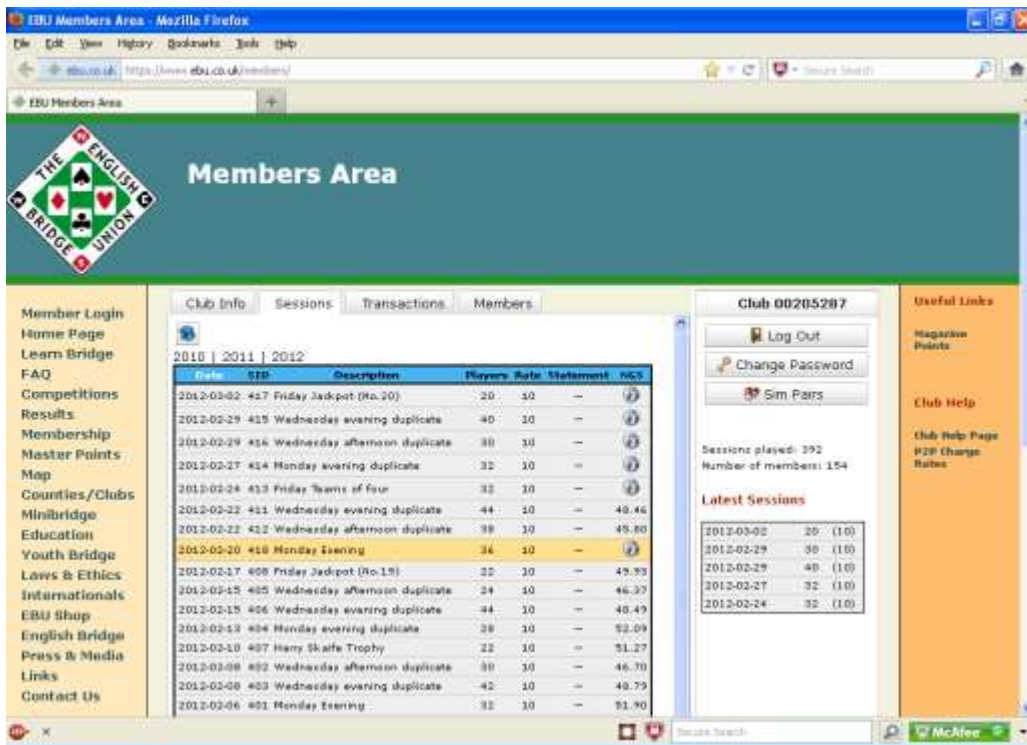
If the person is not a club member or a visitor EBU member, the choice should be "This player was a guest". The choice "This player requires a new EBU number" should not be made. The screen will now revert to the list of players. Repeat for all unmatched players marked with red crosses.



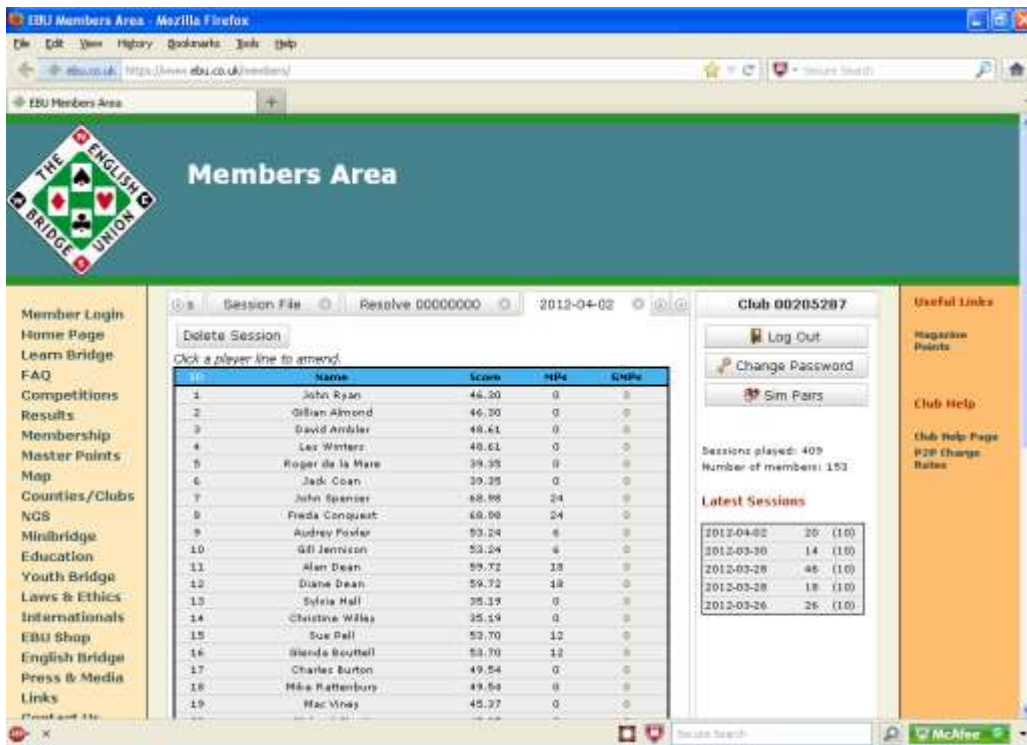
15. If there are a substantial number of unmatched players in the file, an error message may be displayed. You should click "OK", leave the site and discuss with the club secretary/experienced scorer/EBU to resolve the problem.
16. When all unmatched players have been resolved, click the "Submit" button. The file will be processed and a "Submission successful" dialogue box appears. Click "OK".



17. The list of recently submitted sessions will now be displayed.



Editing of the sessions is not normally necessary. If a session has been sent in error or as a duplicate, click the "Sessions" tab, and select the incorrectly sent session by clicking the "Sessions" tab, and select the incorrectly sent session by clicking the "Delete Session" button. The session will open in a separate screen, and may be deleted by clicking the "Delete Session" button. If you are unsure, do not edit files without confirming with the Club Secretary, Masterpoints Secretary or an experienced scorer.



18. Leave the EBU Members Area site by clicking the "Log Out" button.

Congratulations, you have completed the submission process for P2P files.