



# Tournament Organiser Guide

## Part 1 – Creating an event

Software Version 5.0

This guide last Updated: 24/06/2024

This guide provides details of the administration functionality for Congresses in My ABF. This includes the way Congresses are created, how the websites are created, how to manage entries and payments, and how to close off Congresses.

### Table of Contents

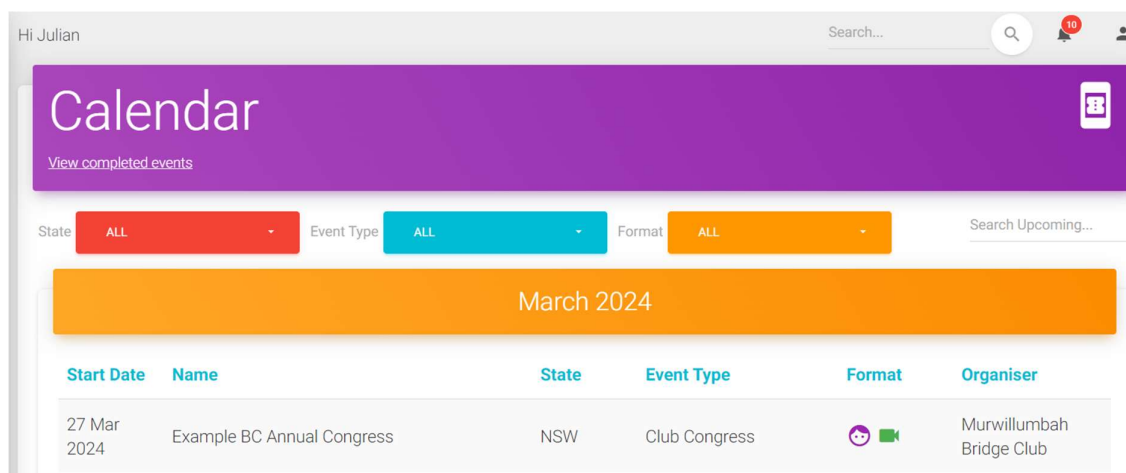
1. Introduction .....	3
1.1. The main Calendar listing.....	3
1.2. Create a calendar listing – core content .....	4
1.3. Create a calendar listing – additional reference information.....	4
2. Event lifecycle .....	5
2.1. Edit phase.....	5
2.2. Manage phase.....	5
3. Creating a calendar listing through Club Admin .....	6
3.1. Background .....	6
3.1.1. What is a Congress “Series”? .....	6
3.1.2. Viewing the series .....	7
3.2. How to create a listing for the first time.....	8
3.3. How to access a draft congress.....	10
3.4. How to roll forward a congress to create a new year .....	10
3.5. How to access the administration areas of a congress.....	10
4. Sample calendar listing webpage.....	11
5. The process to set up the listing .....	14
5.1. Wizard step 1 - Create a congress.....	14
5.2. Wizard step 2 - General information .....	14
5.2.1. Manage Download Files .....	16
5.3. Wizard step 3 - Venue.....	17
5.3.1. How to acquire coordinates from Google Maps.....	17
5.4. Wizard step 4 - Sponsors .....	17
5.5. Wizard step 5 - Options .....	18

5.5.1. General Options .....	18
5.5.2. Payment options .....	19
5.6. Wizard step 6 - Events.....	19
5.6.1. Event details.....	20
5.6.2. Categories .....	22
5.6.3. Sessions .....	23
5.7. Wizard step 7 - Publish.....	23
6. Player entry and payment mechanics.....	24
6.1. The player entry screen .....	24
6.2. The player edit entry screen .....	25
6.3. Payment methods.....	26
7. Operation of Bridge Credits .....	27
8. Set up and operation of event discounts.....	28
8.1. Early entry discount .....	28
8.2. Youth discount .....	29
8.3. Special discount .....	29
8.3.1. Before an entry has been made.....	29
8.3.2. After an entry has been made .....	29
9. Handling congresses with separate member fees or member-only.....	30
9.1. Events with different member and non-member fees.....	30
9.1.1. How Tournament Organisers specify different entry fees .....	30
9.1.2. How the Program of events displays events with different member and non-member entry fees .....	31
9.1.3. Notes on the operation of member rates.....	32
9.2. List member only events.....	32
9.2.1. How Tournament Organisers specify member-only congresses .....	32
9.2.2. How the Program of events display a member-only congress .....	33
9.2.3. What happens if a player is not a member? .....	33
9.2.4. What happens if you try to include a non-member?.....	33
9.2.5. Notes on the operation of member only congresses .....	34

# 1. Introduction

## 1.1. The main Calendar listing

My ABF contains a master listing of events – referred to as the Calendar (previously called Congresses).



Items listed on this page can be a variety of things – basically anything for which the organiser wants to take entries and/or payments in advance.

Things in the listing can include:

- Traditional bridge congresses (at National, State or Club level)
- Multi-week events (typically at State or Club level)
- Single session events
- Workshops
- Lessons
- Other paid functions (e.g. dinners)

Clicking anywhere on the row of the listing will open the webpage for that listing.

Players can vary this list in several ways to narrow down what they are looking for:

Date:	The list shows all current and future events. If you want to look at a completed event click the “View completed events” link in this header.
State:	Filter by the State in which the event is being run.
Event Type:	Filter by the type of Event (National, State, Club, etc).
Format:	Filter by whether the event is face to face or Online (and what platform).
Search	Key in any text to search for events or organising bodies including that text.

This document describes how a calendar listing is created and “published” (i.e. included in the public listing). For details on how to manage an event once it has been published and is starting to receive entries and payments, refer to Part Two of the Tournament Organiser Guide.

## 1.2. Create a calendar listing – core content

The main sections of this document cover how calendar listings work in My ABF and how to go about creating one.

Section	Title	Description
2	Overview of Congresses	The main public congress page and the lifecycle of a congress.
3	Creating a calendar listing through Club Admin	Explaining the Club Admin menu used to manage your organisation's congresses (including creation and editing of drafts).
4	Congress webpage (sample)	A labelled example of a congress webpage describing all the possible components and how/where they get created during the Edit wizard.
5	Congress set up (Edit phase)	Stepping through the Edit wizard to build the congress webpage and publish it.

## 1.3. Create a calendar listing – additional reference information

When setting up a listing in My ABF it is useful to have an understanding of how assorted things work. These sections contain more detail in certain areas that it may be useful to refer to while setting up a listing.

Section	Title	Description
6	Player entry and payment mechanics	Background information about how players can enter and pay for a congress.
7	Operation of Bridge Credits	Background information about bridge credits.
8	Operation of event discounts	Background information about the types of discounts available for organisers to set up.
9	Handling congresses for members or with separate member fees	How to create congresses that are limited to members of the organising club only; or where members and non-members have different entry fees. Using either of these features requires a club to have uploaded their list of members via the Club Admin Members area.

## 2. Event lifecycle

An event listing typically goes through three stages:

- Draft (while the tournament organiser is still setting it up)
- Published (publicly visible to players and, subject to dates set, available to accept entries and payments)
- Closed (completed, no longer visible on the default view but still accessible by selecting “view completed events”).

This means there are two distinct phases to an event:

### 2.1. Edit phase

A tournament organiser can build a listing in the system via a 7 step “wizard” to set up all the details. This wizard automatically builds a webpage and links for players to enter and view existing entries.

Listings remain in a draft status (visible only to those with administration rights) until they have been “published”.

Note that the screens for setting up a listing are all still called “Congress”. A listing basically has 4 levels:

- Congress
- Event
- Entry
- Player

This can lead to some slight confusion regarding terminology. Within this hierarchy the term “Event” is used to mean a component of a congress – for example a particular bridge event within a larger congress (e.g. the Bobby Richman pairs as part of the Gold Coast Congress).

We also, however, use the term “Event” in its more general English meaning – to refer to an overall listing.

### 2.2. Manage phase

Once published, the listing becomes publicly visible to players in the Calendar listing accessible from the main menu. Note webpages for listings can be viewed by anyone but players must be logged into the system to actually make an entry or a payment.

During the entry opening and closing dates specified the listing then accepts entries and payments.

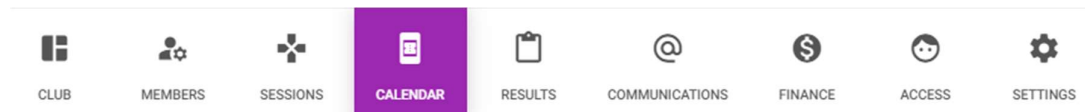
The organiser can see progress via the Manage area (but can return to the wizard at any stage as well to edit the webpage if required).

## 3. Creating a calendar listing through Club Admin

This section describes the way you create and access listings as an administrator. You will need to ask your club administrator to give you access before you can see any of the areas described here.

### 3.1. Background

Each event listing “belongs” to a bridge organisation. If you have congress access for your organisation you will have a Club Admin main menu item which will allow you access to a menu like this:



The Calendar menu item is the area where you can:

- Create a new congress series
- Create a new congress within a series
- Access and edit a draft congress – i.e. prior to publishing it

You can also use this area to edit or manage a congress already published (but it will generally be easier to do this via the Edit and Manage buttons in the header of congress page itself).

#### 3.1.1. What is a Congress “Series”?

A series is effectively just a particular event. The series contains multiple individual congresses – each of which represent a time that particular event has been run (most commonly annual although can be any frequency you want). Every individual congress in My ABF resides within a series.

Although series have a name, this is just a system placeholder and is visible only to Administration staff. Each individual congress within that series can be named whatever you want (but of course a lot of the time they will just be the same name as the underlying series).










Anyone with Congress administration rights for the organisation can set up a Congress within an existing series. This page is where those series themselves can be set up and managed.

# Congresses

## Congress Series

All congresses need to be part of a series. Usually this will be an annual event, but it doesn't have to be.




Create a congress series first and then you can create congresses as part of that series.

Series	Actions
Fantasy Annual Super Congress	  
Fantasy Easter Red Points Congress	  
Fantasy Christmas Red Points Congress	  

[CREATE NEW SERIES](#)

It is **STRONGLY RECOMMENDED** that each separate major event you run is set up as a different series. While it's possible to just "copy" an existing congress and use it as a template for a new one all within the same series this could create confusion in the future if you want to report on previous editions of the same event. Keeping them as separate series is a lot cleaner.

Within this area you can:

	VIEW	Open the series to view the congresses within it – these will display to the right (you can also just click the Series name to do this).
	RENAME	Rename the series.
	DELETE	Delete the series (only possible if there are no active congresses within it). If the bin icon is shown in grey it's not possible to delete, if it's shown in red it is possible to delete.

### 3.1.2. Viewing the series

Once you have a series in place, clicking on the series name or the eye icon allows you to view the series and add/manage congresses within it:

## Fantasy Annual Super Congress





Start Date	Status	Actions
19 Jun 2022	Published	  

[CREATE NEW CONGRESS FROM SCRATCH](#)

The first time you create a congress for this series you need to use the Create New Congress From Scratch button. This will complete step 1 of the Congress "wizard" and take you to step 2. See section 10 for the details of the wizard and how to complete the remainder of the congress set up.

The list within the series here shows both Draft and Published congresses. Create a new congress from scratch starts a brand new congress within the series which is typically what you'd do in the first year of a congress. In subsequent years you would normally copy an existing one to avoid setting up the webpage again.

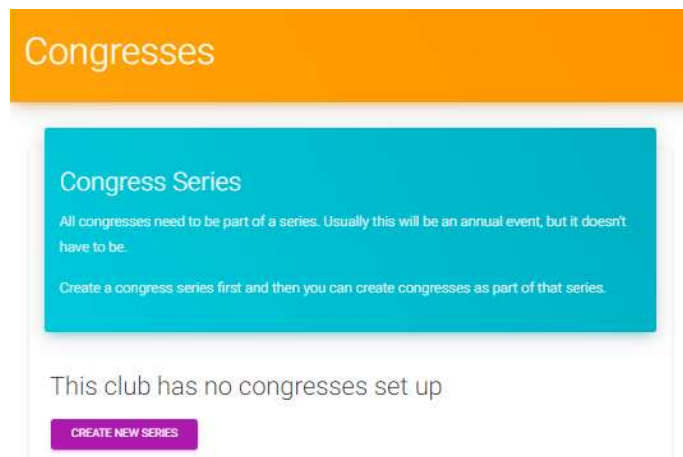
Once a congress already exists, it can be managed from here. The icons shown are:

	EDIT	Same as the existing Edit button. Allows access to the Congress building wizard to update the parameters for the Congress or the information on the webpage. This area is typically used before the congress is published. It is described in detail in section 5 below. Use this to open a Draft for further editing and to publish it.
	MANAGE	Same as the existing Manage button. Allows access to view entry lists, manage entries and payments and obtain various management reports. This area is typically used after the congress is listed and is taking entries & payments. It is described in detail in section <b>Error! Reference source not found.</b> Use this once a congress is published and is taking entries/payments.
	COPY	Copy the congress (usually to roll it over to the following year's running of the event). When you do this, the Start Date is incremented by a year (you may of course need to edit this slightly) and the status of the new congress is set to Draft.
	DELETE	Delete the congress (but this is only possible if there are no entries and no events in it. So, in practice, it's only empty shells of congresses that can be immediately deleted).

Once a Congress has been published, it is visible on the main Congress listing. At that point it will normally be more convenient to access the Edit and Manage functions via buttons that are visible in the header of the Congress page. See 8.3 below.

### 3.2. How to create a listing for the first time

Open the Calendar menu item in Club Admin. It will look like this:



Click "Create New Series" and create a name. This isn't a specific event itself, it's just an internal reference for the event you are creating (which will most commonly be a congress that runs annually). You can name each one anything you want (usually they will be the same as the





underlying series but they don't have to be – for example you might have a sponsor one year whose name you want to include).

**Congress Series**

All congresses need to be part of a series. Usually this will be an annual event, but it doesn't have to be.

Create a congress series first and then you can create congresses as part of that series.

Series	Actions
JF new series	  

[CREATE NEW SERIES](#)




Click on either the series name or the eye icon to open up the congresses within that series:

**JF new series**

[CREATE NEW CONGRESS](#)

The first time you create a congress for that series you need to use the Create New Congress button. This will start a blank congress that you can then edit using the “wizard” (described in section 10 below):

**JF new series**

Start Date	Status	Actions
Not Set	Draft	  

[CREATE NEW CONGRESS FROM SCRATCH](#)

Note the status of this congress is “Draft” which means it isn't yet visible in the public congress listing. It can only be accessed from here by someone with administration rights.


To open the congress for editing click the pen (“Edit”) icon. That will take you into step 2 of the wizard (step 1 is this creation). Once the congress is ready you publish it. That changes its status to “Published” and displays it on the public Congress listing.

### 3.3. How to access a draft congress

Before a Congress is published it has a status of Draft. That can only be accessed through the Club Admin area described above. View the series which will list the already published congresses and any new drafts. Use the Edit button for a draft congress to return you to the wizard where you can continue editing the congress.

### 3.4. How to roll forward a congress to create a new year

Most commonly congresses occur annually. My ABF allows you to copy an existing congress (within the same series) to use as a template for the next year.

To copy an existing congress, open the Series in Club Admin and use the  icon for the congress you want to roll forward. This creates a new draft congress dated 1 year on from the old one which copies the structure and web page content from the existing one. Obviously you may need to edit the name, dates, entry fees, specific events, text, etc but that is likely to be much more convenient than setting everything up again.

Once you have completed any edits for the new year you can publish the Congress again to place it in the public listing where players can see it and, depending on the dates set, make entries and payments.

### 3.5. How to access the administration areas of a congress

Congresses in draft can only be accessed through the Club Admin area described above.

After a Congress has been published you can still access it using the Club Admin area but a more convenient option is then available within the Congress webpage itself. If you have administration rights you will see Edit and Manage buttons in the header:



- **Edit button** allows access to the Congress building wizard to update the parameters for the Congress or the information on the webpage. This area is typically used before the congress is published. This document covers this area.
- **Manage button** allows access to view entry lists, manage entries and payments and obtain various management reports. This area is typically used after the congress is listed and is taking entries & payments. Part Two of this guide covers this area.

## 4. Sample calendar listing webpage

The Webpage for a calendar listing is presented in a standardised way. The various sections are populated from the data input through the creation wizard and the Management area.

This is an example showing all the possible components that can appear on the page (some of these only appear if the Organiser chooses to use them). The numbered items are described below.

The screenshot displays the ABF Mid Year Congress webpage layout. The header section (orange) contains the event title, location, and dates, with callout 1 pointing to the location. Below the header is a navigation bar (green and pink) with callout 2 pointing to the navigation links. The main content area consists of several sections: Sponsors (callout 3) featuring the ABF logo; Latest News (callout 4) with a news item about an early bird entry discount; People (callout 5) listing the Convener, Entry manager, and Recorder with their contact details; Links (callout 6) with the website URL; Bulletins (callout 7) with a single bulletin item; Downloads (callout 8) with a resource link; and General Information (callout 9) with a welcome message and updates about the entry system and venue.

**1** Rival Bridge Club

**2** Click here to jump to program... Email Tournament Organiser...

**3** Sponsors

**4** Latest News

**5** People

**6** Links

**7** Bulletins

**8** Downloads

**9** General Information

ABF Mid Year Congress

Rival Bridge Club

1st to 14th January 2022

Click here to jump to program... Email Tournament Organiser...

Sponsors

ABF

Latest News

Early bird entry discount closes on 16 December. Get your entries in before then to claim the discount.

People

Convener Mark Guthrie mg@gmail.com 0404 111111

Entry manager Betty Bunting bbunting@gmail.com 0411 222222

Recorder Debbie Dyson deb@gmail.com 0422 333333

Links

www.abf.com.au

Bulletins

- Bulletin 1

Downloads

- My ABF resources information

General Information

Welcome to the ABF mid-year meeting congress.

This year we are using the new ABF entry & payment system.

We also have a new venue this year - come and check it out!

10

Location - Sydney Opera House



11

Transport

Public Transport

- 235 Bus stops outside
- Circular Quay train station is 5 minutes walk.
- Circular Quay ferries services are 5 minutes walk.

Parking

Ample parking on street nearby.

12

Catering

- Sandwiches and pies are available at the shop.
- Restaurants and cafes nearby.
- Good pubs a short walk away.
- You can also bring your own food.

13

Venue Additional Information

Sydney Opera House website

14

This congress is running a **PARTNERSHIP DESK**

15

Program

Event	Entry Fee	Day	Time	Entries	16	Action
Pairs (Novice)	60 credits	Saturday	01-01-2022 - 10am	2		<a href="#">VIEW YOUR ENTRY</a> <a href="#">VIEW ENTRIES</a>
Pairs (Restricted)	24 credits	Saturday	01-01-2022 - 3:45pm	0		<a href="#">ENTER</a> <a href="#">VIEW ENTRIES</a>
Pairs (Open)	40 credits	Saturday	01-01-2022 - 10am	4		<a href="#">ENTER</a> <a href="#">VIEW ENTRIES</a>
Teams (One day)	120 credits	Tuesday	04-01-2022 - 10am	3		<a href="#">ENTER</a> <a href="#">VIEW ENTRIES</a>
Teams (Two day)	100 credits	Thursday	06-01-2022 - 10am	2		<a href="#">VIEW YOUR ENTRY</a>
		Friday	07-01-2022 - 10am			<a href="#">VIEW ENTRIES</a>

17

Book early to avoid disappointment

The following table describes the source for each numbered section of the webpage:

	<b>Section of webpage</b>	<b>Source information</b>
1	Header	Wizard – section 2
2	Buttons to access Program and email Tournament Organiser	Wizard – section 2
3	Sponsors	Wizard – section 4
4	Latest News	Manage – Congress admin view
5	People	Wizard – section 2
6	Links	Wizard – section 2
7	Bulletins	Manage – Congress admin view
8	Downloads	Wizard – section 2
9	General information	Wizard – section 2
10	Location	Wizard – section 3
11	Transport	Wizard – section 3
12	Catering	Wizard – section 3
13	Venue additional information	Wizard – section 3
14	Partnership desk	Wizard – section 5
15	Program	Wizard – section 6
16	Entry actions	Wizard – section 6
17	Footer	Wizard – section 2

Having a standardised “look and feel” for all congresses has advantages, and the fact the Tournament Organiser can effectively build it themselves gives wider flexibility. It does, however, come at the cost of more limited functionality to start with. It is not going to be possible to “just add a section” here or there or customise the page extensively for each individual congress. The idea is that there are generic sections (e.g. for Links, for downloadable documents, etc).

## 5. The process to set up the listing

The wizard contains 7 steps that guide a tournament organiser through setting up a Congress and all the relevant parameters needed to display a webpage for it and accept entries. This places the Congress webpage and all other parameters under the direct control of the tournament organiser. They are described in sections 5.1 to 5.7 below.

The steps are displayed along the top of the screen throughout along with the current status of the Congress (Draft, Published or Closed). A user can click on these numbers to move directly to that section if they wish. Normally when creating a brand new congress one would move through the steps in sequence but if editing an existing congress that has been used as a template or rolled over from a prior year, it may be more convenient to just directly visit the areas you know need changing.



Note that if you make changes to a section you need to click "Save/Next" at the bottom of the screen to actually save those changes

### 5.1. Wizard step 1 - Create a congress

This is done through the Club Admin area described in section 3 above.

### 5.2. Wizard step 2 - General information



#### Example Series

Short Name	<input type="text" value="Type name to see if it is available"/>	help
Congress Series	<input type="text" value="Example Series"/>	help
Event Type	<input type="text" value="Club congress"/>	help
Format	<input type="text" value="Online"/>	help
Online Platform	<input type="text" value="Unknown"/>	help
Contact Email	<input type="text" value="organiseremail@gmail.com"/>	help
Year	<input type="text" value="2024"/>	help
Name	<input type="text" value="Example Congress"/>	help
Dates	<input type="text" value="Start 01/07/2024 End 06/07/2024"/>	help
Date String	<input type="text" value="1st to 6th July 2024"/>	help

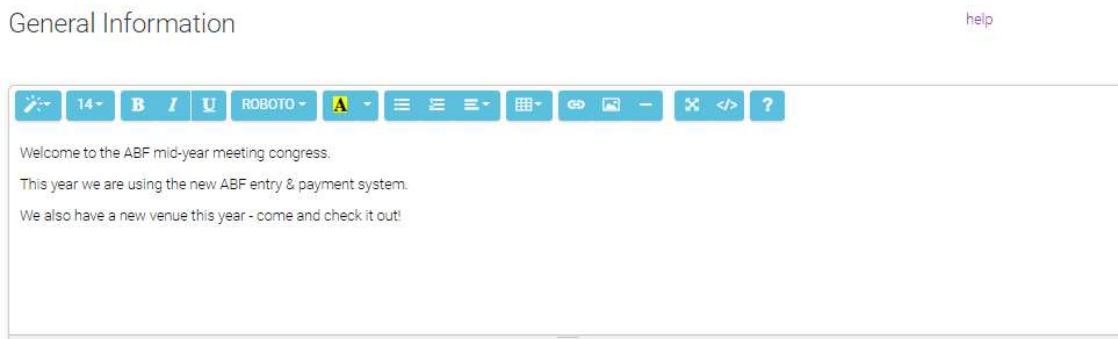
This section is where you will be taken once you have set the congress up. Here you can input:

- **Short Name** – This is where you can create a unique short name for your event which allows you to send links to e.g. [myabf.com.au/go/my\\_short\\_name](http://myabf.com.au/go/my_short_name) instead of having to use the congress number, e.g. [myabf.com.au/events/congress/view/9584](http://myabf.com.au/events/congress/view/9584)
- **Congress Series** – The series to which this congress is a part (normally there will be no need to edit this)
- **Event Type** – National Gold point, State Championship, State Congress, Club Event, Club Congress, Other.
- **Format** – This is where you identify if the congress is face to face, online, or a mix.
- **Online platform** – If the format is online, this is where you select the platform it is using (these including things like MS Teams and Zoom to cater for paid workshops or similar offerings that are delivered online but don't involve playing bridge).
- **Contact email** – this is the email address the Contact button at the top of the published Congress page will take a user to. Entry notification emails will be sent to this address (they also go to the email addresses in the My ABF profile pages of the users with Congress admin access – but this can be controlled by those users).
- **Year** – The year of the congress.
- **Name** – The name of the congress.
- **Dates** - The overall start and end dates of the congress.
- **Date String** – This is created automatically based on the dates input.

There are then 4 boxes which allow you to include formatted text, tables, links and images:

- People (e.g. tournament organiser, director(s), recorder(s), etc)
- General information
- Links
- Additional information

One example box is shown below:



There are various standard formatting icons available across the top. Additional icons also allow other features to be added:



Insert a table.



Insert a hyperlink.



Insert a picture (can be from a URL or uploaded – images can be resized on upload).

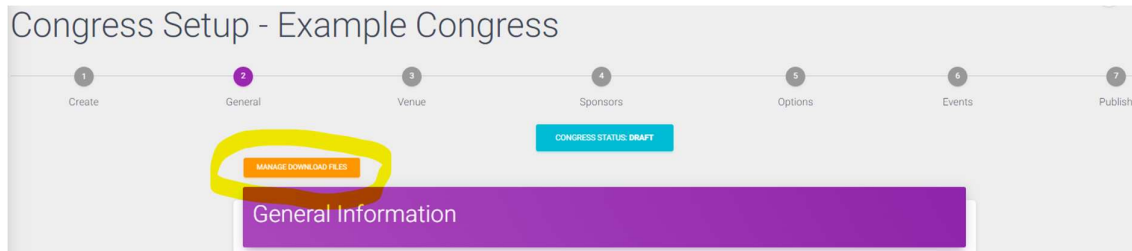


Insert a horizontal rule (i.e. some line separators within the overall box).

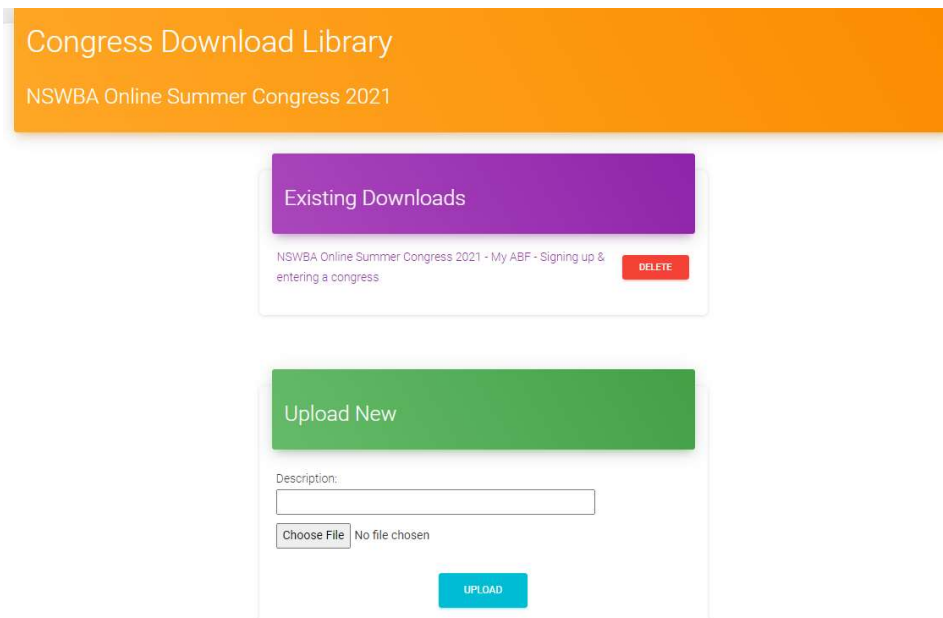
Open HTML code (for advanced users familiar with HTML programming who wish to modify the code directly to influence the presentation).

### 5.2.1. Manage Download Files

Just above the General Information section is an orange button “Manage Download Files”.



This allows you to upload files to your webpage that viewers can later download and view. Common examples might be brochures, tournament regulations, prize lists, accommodation listings, etc.



You can upload multiple files and name them.

They will then appear in a separate “Downloads” box on the website:



The functionality here is effectively the same as a Bulletin – which is really just a specialised form of downloadable document.




### 5.3. Wizard step 3 - Venue

Where a congress is face to face this section contains the venue name and GPS coordinates in order to generate a Google map view on the webpage. You can look up the address to generate the coordinates automatically. A venue name is compulsory but coordinates are optional.

#### Venue Information

Venue Name  [help](#)

Venue Coordinates   [help](#)



#### 5.3.1. How to acquire coordinates from Google Maps

If the address lookup fails to work, it is possible to acquire the coordinates directly from Google Maps. To do this find the location you are after in Google Maps and RIGHT CLICK on it. This will bring up a box of assorted things, the top one of which is the GPS coordinates. Click on these and they will be copied to your clipboard and can then be pasted into the Venue Coordinates box in My ABF.

There are then additional standard boxes where you can input:


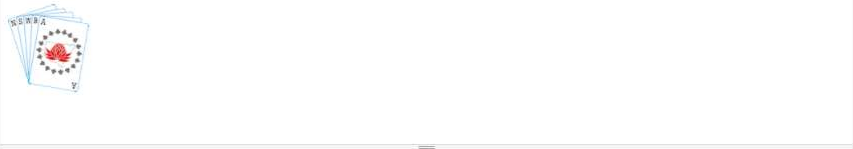
- Venue transport information
- Venue catering information
- Venue additional information

### 5.4. Wizard step 4 - Sponsors

This section contains a further standard box where you can upload text, links and/or images for sponsors. These will appear in a section at the top of the webpage.

#### Sponsors

Sponsors [help](#)

## 5.5. Wizard step 5 - Options

This section is where you input basic entry and financial parameters for your congress.

### Congress Options

Congress Dates: 1st to 6th July 2024

Accept Entries from

Close Entries on

#### General Options

Members Only

Different Entry Fee for Members

Run Partnership Desk

Give Early Entry Discounts

Last Day for Discount  
31/05/2024

Last Day for Automatic Refunds  
27/06/2024

After this date players cannot withdraw themselves.

Give Youth Entry Discounts

Youth cut off date  
01/01/2024

Youth age at cut off date  
26

Seniors cut off date

Seniors age at cut off date  
60

#### Payment Options

Accept Card Payments (via Bridge Credits)

Bridge Credits cannot currently be disabled as a payment method

Accept Cash

Accept Bank Transfers

Accept Cheques

Use your own pre-paid system (not My ABF)

SAVE/NEXT

You can optionally specify what dates you want entries to open and close (these are the defaults for the whole congress – they can be over-ridden event by event). If you don't specify an opening date entries will be available as soon as the congress is published; if you don't specify a closing date entries will be available right up to the day of the event (not recommended).

#### 5.5.1. General Options

- Members Only – if you want to limit entry to only members of the organising club – see 9.2 below for more details.
- Different Entry Fee for Members – if you wish to specify different entry fee for members and non-members (rare for congresses, common for club events) – see 9.1 below for more details.
- Run Partnership desk - whether you want to allow this (which allows players to register their interest in finding a partner for an event and be contacted by prospective players).

- Give Early Entry Discounts - whether you wish to give “early entry” discounts - see section 8.1 for more details
  - The cut-off date for such a discount
- Last day for automatic refunds – a date up to which you are happy for players to withdraw and receive refunds themselves (after this they will be warned it’s too near the event and they need to contact the organiser directly). You usually want this a few days before the event to avoid players being able to pull out at the last minute without the organiser needing to check their incoming emails.
- Give Youth Entry discounts - Whether you wish to give youth discounts – see section 8.2 for more details
  - The cut-off date to determine youth age – i.e. the date at which you test whether someone is under the qualifying age. Note this is NOT THE DATE OF BIRTH AFTER WHICH THEY MUST HAVE BEEN BORN.
  - The qualifying age they need to be under at the cut-off date.
- Seniors cut off date and qualifying age [this is not yet used for anything – intended in future to potentially validate entries]

### 5.5.2. Payment options

- What payment options you will accept from players (if bank transfers or cheques are selected separate boxes open up to specify the bank account of cheque payee details). If bank transfer is selected then the bank account details will then be automatically displayed on the published page underneath the Program of Events – see section 6 below for more details.

## 5.6. Wizard step 6 - Events

This is where you set up the individual events within your congress. This might be a single event for a one-day club congress or many different events for a large National congress.

The screenshot shows a web interface for setting up events. At the top, a purple banner contains the word "Events" in white, with a smaller line of text below it: "Congresses must have one or more events as part of the program." Below the banner is a white box with an orange header "Event List". Inside this box is a text input field containing the text "Matchpoint Swiss Pairs (Sunday 28th Feb 2021)". Below the text field are three buttons: a green "ADD" button, a blue "EDIT" button, and a red "DELETE" button. Below the entire "Event List" box is a blue "SAVE/NEXT" button.

Click Add to add a new event or Edit to edit an existing event.

Events can only be deleted if there are no entries in them.

### 5.6.1. Event details

You are then taken to the Event Details screen where you input all the basic parameters of the event:

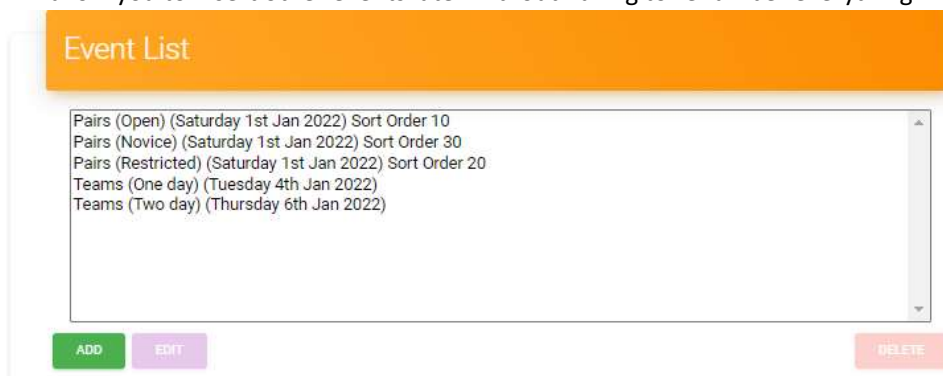
The screenshot shows the 'Edit Event: Pairs' interface. At the top, there's an orange header with the title 'Edit Event: Pairs' and 'Congress: Example Congress'. Below that is a red header for 'Event Details'. The form contains the following fields:

- Congress Entry Open Date: Accept Event Entries from
- Congress Entry Close Date: Close Event Entries on
- Time of Day (AEST): 11:59 PM
- Player Format: Pairs
- Event Name: Pairs
- Description (optional):
- Maximum Entries (optional):
- Entry Fee - Member (per player): 25
- Entry Fee - Non-member (per player): 28
- Early Entry Discount (per player): 5
- Youth Discount (%): 50
- Event Type (optional):
- Question (optional): Tournament Organiser asking a question of entrants
- Congress List Sort Order (optional): 0
- Allow Players to Choose Team Name:

A green 'SAVE' button is located at the bottom center of the form.

- Entry opening and closing dates (these default to those set for the whole Congress but can be individually varied for this particular event if desired – a time can also be specified for the entry closing)
- Player Format - (Teams, Teams of Three, Pairs, Individual)
- Event Name
- Description (will appear on the entry form if completed)
- Maximum entries (if you wish to set a cap)
- Entry fee – Member (per player)
- Entry fee – Non-member (per player)  
(These only appear separately if different entry fee for members was selected as part of Options at step 5). Note for teams events the presumption is a team of 4 so you should divide a total team entry fee by 4 (teams of 5/6 can be accommodated but the fee starts from this assumption).
- Early entry discount (per player) - see section 8.1 for more details

- Youth discount (defaulted to 50% which is normal ABF policy)
- Event type (various standard types – e.g. open, seniors, youth, restricted, novice, etc)
- Question (this is a question you can include in the entry screen that you wish players to answer when they put in their entry)
- Congress list sort order. Note the Program of events automatically lists your events chronologically so this sort order is only applicable to events held on the same day. It allows you to control the order that events on the same day get presented (for example you might have several categories of the same event which you want displayed in a particular order). Note the order operates like a weighting so higher numbers appear first. The sort order given is displayed on the Organiser’s Event list to help you keep track. If you have several events like this in your Congress it is a good idea to leave a gap between the numbers used (e.g. 10, 20, 30 here) as this will allow you to insert other events later without having to renumber everything:



- Allow players to choose team name. When this option is selected, a team name field will be made available in the player’s entry form (even though it’s called “team” name it can also apply to pairs events as well).

The name defaults to the surname of the first player in the entry – but it can be edited at any time (both by players with access to the entry and by Tournament Organisers). The name is limited to 15 characters.

The entry listing then appears with the name at the front:



When logged in, an individual user’s own entry is highlighted in a different colour and forms a link directly to enable them to edit it should they wish to.

The team names are also included in the csv downloads available in the Manage area (see Part Two of the Tournament Organiser Guide).

## 5.6.2. Categories

If you wish to run an event with a single field where entrants fall into different categories, you can define them here – select “Add Categories (optional)”

Allow Players to Choose Team Name  [help](#)

**SAVE**

Add Categories (optional)

### Sessions

*If you only have a single session, you can create a session with a date and start time (end time is optional). For events with multiple sessions please create an entry for each session.*

This allows you to specify the categories you will have:

### Categories

*Use categories if you have a single field that you would like to split. For example if you want to include mixed, womens, open and seniors but don't have enough players to run separate events.*

None  
Category 1  
Category 2

**ADD** **EDIT** **DELETE**

When a player enters the event, they are then presented with these categories and are required to select one of them for their entry:

## Enter Event

Teams in ABF Mid Year Congress

Saturday 4th Dec 2021 10am

Player	Category	Payment Method	Pending
Julian Foster	<b>SELECT...</b>	My Bridge C	

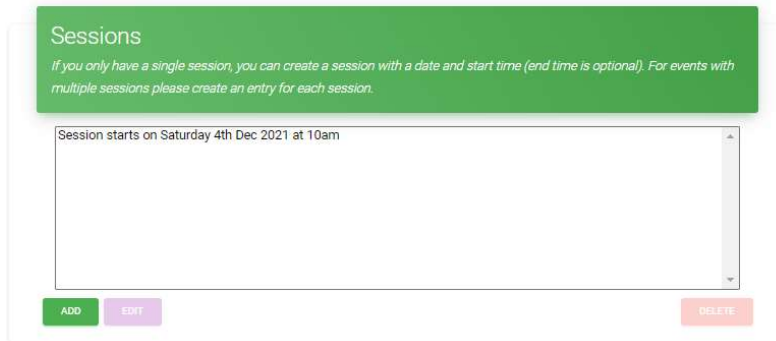
Category dropdown menu options: **Select...**, None, Category 1, Category 2

Note the categories are presented to players in the order you create them in and it is a compulsory field for players when in use. Therefore, if some entries will not be eligible for any categories you may need to create an additional category like “None”.

Category names can be up to 30 characters long and can be edited or deleted (any entries that had selected the deleted option will now revert to “none selected” and the players will need to edit their entries to re-select).

Players can change categories by editing their entries (an email notification is sent to the Organiser if they do). Organisers can also edit them.

### 5.6.3. Sessions



Having set up the basic parameters of your event, you then need to set up the actual sessions. These govern the presentation of the “Program” on the Congress webpage. Each session has a date (which must be within the date range for the Congress specified at step 2 of the wizard) and a start time plus an optional finishing time.

A small club congress might just have one session. A multiple day teams event in a National congress might have 12!

Note every event must have at least one session. This is essential for the Program section on the website to be generated correctly.

### 5.7. Wizard step 7 - Publish



The publish step of the wizard will conduct various validation checks and advise you of any errors or warnings found amongst the data input. If there are errors, they will need to be corrected before you can publish. Warnings do not prevent publication.

You can preview the webpage (either in the screen you are in already or as a new full-screen view).

If you need to edit anything, you can just click the numbered buttons along the top of the wizard to return directly to that section.

You can leave the congress in a draft state for as long as you like (but you will need to access it via the Club Admin menu as described in section 3 above).

When you are happy to proceed click Publish and the event will then be added to the Calendar listing. It will be available for players to view and, depending on the entry dates you have created, available for players to enter as well.

It is also possible to delete an entire Congress from this page. However you can only delete a congress if there are no Events in it (so you may have to delete Events first which in turn will require all entries to have been withdrawn from those Events).

## 6. Player entry and payment mechanics

### 6.1. The player entry screen

Players are presented with a screen where they are defaulted as player 1 (this can be changed).

The screenshot shows a purple header with the text 'Enter Event' and a pencil icon. Below the header, the event title 'Teams in ABF Mid Year Congress' and the date 'Saturday 4th Dec 2021 10am' are displayed. A dropdown menu for 'Category' is set to 'CATEGORY 1'. The main content area is a table with columns for 'Player', 'Payment Method', 'Pay Now', and 'Pending'. The table lists three players: Julian Foster (My Bridge Credits, 25 credits), Alan Admin (Ask them to pay, 25 credits), and Betty Bunting (Ask them to pay, 25 credits). A 'Total' row shows 25 credits for 'Pay Now' and 50 credits for 'Pending'. Below the table, there are input fields for 'Team Name' (Foster), 'Tournament Organiser asking a question of entrants' (Player response to question), and 'Comments' (Player comments). At the bottom, there are two green buttons: 'CONFIRM AND PAY NOW' and 'SAVE AND PAY LATER'.

Player	Payment Method	Pay Now	Pending
Julian Foster	My Bridge Credits	25 credits	
Alan Admin	Ask them to pay		25 credits
Betty Bunting	Ask them to pay		25 credits
Select...	Select...		
Total		25 credits	50 credits

They choose their partner/teammates (either by searching or by pre-setting them as teammates in their profile page).

The entry fee is calculated for each player (the ticket icon provides an explanation of any discounts given). For teams of 5 or 6 it is possible to recalculate the fees to spread them across all players.

They can vary the payment method for each player in the entry if they wish (see 6.3 below for details of the various payment methods accommodated). The default is My Bridge Credits for each player – i.e. assuming the first player will pay online for the whole entry but other methods can be selected or “Ask them to pay” if their partner or teammate will be paying separately.

They can also add a comment or additional request (e.g. for fixed seating).

The Tournament organiser has options to include:

- categories for entrants to select from
- a question they want entrants to answer
- team names

When complete the player can either checkout and pay immediately or add the entry to a shopping cart to be saved and later paid with other entries.



## 6.2. The player edit entry screen

**Edit Entry**

Teams in JF new series

VIEW ALL ENTRIES ENTER FOR SOMEONE ELSE

You made this entry

Category: Category 1

Category: **CATEGORY 1**

Organiser's question to entrants  
Player response to question

CHANGE ANSWER

Player	Actions	Entry Fee	Payment Method	Status
 Julian Foster		25 credits	Bridge Credits	Paid
 Mark Guthrie	<b>PAY</b>	25 credits	Bank Transfer	Pending Manual
 Alan Admin	<b>PAY</b>	25 credits	TBA	Unpaid
 Betty Bunting	<b>PAY</b>	25 credits	TBA	Unpaid

Comment: **Player comment**

Team Name: **FOSTER**

**PAY FOR EVERYONE**

**WITHDRAW WHOLE TEAM FROM EVENT** **EXIT**

Any player in an already completed entry can later open it. From there they can edit it in a number of ways:

- Change their selected category
- Edit any response to the Organiser's question, comment or team name
- Change a player in the entry (to TBA or replace with another player)
- Recalculate entry fees for a team of 5 or 6 (provided no-one has already paid)
- Pay with their own bridge credits (either for individual players within the entry or for all outstanding amounts)
- Change a payment method for any player with unpaid amounts
- Withdraw the entire entry (up to a date specified by the Organiser)

They can also enter for someone else (a common example of this is a weekend congress with pairs one day, teams the next – the same person may want to put in entries for both pairs and the team).

### 6.3. Payment methods

The payment methods available for players will vary depending on what the Tournament Organiser specifies for the Congress during setup. The following options are available.

Method	Description
Accept Card Payments (via Bridge Credits)	<p>This is the default. It is equivalent to paying by card. It is what we want everyone to do!</p> <p>If players select this one of two things will happen when they pay:</p> <ul style="list-style-type: none"> <li>• If they already have funds in their Bridge Credits account, these will be used (if the balance is insufficient they will be given the option to make a manual credit card payment for the balance)</li> <li>• If they do not have funds in their Bridge Credits account, they will be taken directly to a Stripe screen to input card details and pay. The system will “top-up” their account with these funds and then immediately use them to pay for the entry. That is exactly the same as paying through eWay today.</li> </ul> <p>See notes below for how this operates in practice and how the organising body receives the money.</p>
Accept Cash	You will accept cash from players on the day
Accept Bank Transfers	You will allow players to pay outside the system using a bank transfer (which you will have to check has arrived)
Accept Cheques	You will allow players to pay outside the system and send a cheque
Use your own pre-paid system (not My ABF)	<p>You will allow players to nominate to use a prepayment system run by the organising body.</p> <p>My ABF will produce a list of players who have nominated this payment method. This list can be exported and uploaded to that system to be processed there. See <b>Error! Reference source not found.</b> for details.</p>

“Off System” payments (Cash, Bank Transfer, Cheque) go to a state of “Pending manual” and the Organiser can then mark them as paid when the money has actually been received. See **Error! Reference source not found.** for details.

Players are presented with the options set up by the Organiser. They also have the option of selecting “Ask them to pay” against other players in the entry. This is to indicate they are not paying for that player and the expectation is that player will log in to My ABF and edit the entry to make their own payment arrangements.

## 7. Operation of Bridge Credits

The default payment method presented to players is “My Bridge Credits” and encouraging greater use of this will make everyone’s lives easier!

Bridge credits are just online payment, nothing more.

Players registered with My ABF all have a “Bridge Credits” account with the ABF. These are online and their running statement is available for viewing any time. They have the option to use this as a prepayment account if they wish and deposit funds into it that can be used for congress entry payments. But they do not have to do this – they can pay as they go if they prefer.

Players can top up funds manually using a card payment or they can set up “auto top-up” which operates a bit like a public transport stored value card – i.e. they register a card and their account is automatically topped up by a pre-selected amount when the balance drops below \$20.

All affiliated bridge clubs and state bodies also have a Bridge Credits account with the ABF.

When a player makes an entry using Bridge Credits, funds already on their account will be used if available, otherwise they pay as they go using Stripe. These funds initially go to the ABF (which therefore bears any card transaction fees).

The entry fee is charged to the player’s Bridge Credits account and an equivalent amount is credited to the organising body’s own Bridge Credits account.

At the end of the event (or at pre-agreed intervals) the ABF makes a settlement back to the organising body to clear the balance on their Bridge Credits account. At this point a 2% retention is charged by the ABF to cover transaction costs and administration.

## 8. Set up and operation of event discounts

My ABF currently facilitates 3 different types of discount:

- Early entry discount
- Youth discount
- Special discount (generated by the Tournament organiser)

These discounts are generally calculated automatically.

### 8.1. Early entry discount

If the early entry discount checkbox is ticked in section 5 (options) of the setup, you can specify a date. Then within each Event setup screen you can, if you wish, key in an early entry discount amount for the entry (you just leave it blank if you don't want to offer such a discount for a particular event).

The system will then apply the discount. But it gives the discount based on when the **ENTRY** is made, nothing to do with **PAYMENT**. It also applies that discount to each player in the entry.

This means the system currently does not automatically facilitate discounts that are based on:

- Entrants paying by a certain date
- Entrants paying in a single payment (as opposed to pairs/players paying separately)
- Entrants paying with certain methods

Of course the general bridge population doesn't know this(!) so if you specify these conditions, you'll probably find almost all people will adhere to it! It's the norm most of the time anyway.

The default options when people do an entry are set up to show "My bridge credits" as the payment method for every player in the team - i.e. a single online payment for the whole team. So entrants will have to consciously edit those settings to do something different and pay separately.

In My ABF the level of work for the Organiser varies depending on how payment is organised by the players.

Payment method	Number of payments	Implications for Organiser
Bridge credits	Whole entry paid by 1 player	None – fully automatic
Bridge credits	Entry paid in parts	None – fully automatic
Cheque/Bank Transfer	Whole entry paid by 1 player	Manual – check single payment has been received
Cheque/Bank Transfer	Entry paid in parts	Manual – check each payment has been received
Cash	N/A	Manual – at the event
Own prepaid system	N/A	Manual – need to export list, import to other system, etc.

As organiser you can edit the entry fees for players yourself after they have entered - so if they don't pay in one go or they specify bank transfer or something, you could go in and put the entry fee up - but that would be pretty fiddly to do. See Part two for how to do this.

## 8.2. Youth discount

Youth discounts are calculated automatically based on the date of birth input in the player's profile.

The player's age at the relevant threshold date (from option 5 of the wizard) is checked against the qualifying age (also from option 5 of the wizard).

Players who have not input a date of birth will not be given a youth discount.

The Organiser can edit a player's entry fee – see Part two for how to do this.

**NOTE:** The format in which youth discounts are controlled in My ABF is "Players must be under age X at date Y" (usually that age is 26 although it can be varied by the Organiser). For some National events, the information is being provided to Organisers in a different format "Players must be born after date Z". It is important to understand the distinction.

**The date in My ABF is the date ON WHICH THE AGE TEST IS CONDUCTED.** So it's usually 1 January of the current year or something like that. If you are given something saying "players must be born after 1/1/1997" and you input 1/1/1997 to My ABF the system will give a youth discount to anyone who is under 26 on 1/1/1997 which is not what you want!

## 8.3. Special discount

There are two things the Organiser can do:

### ***8.3.1. Before an entry has been made***

You can set special discounts up for individual players. The system will then apply that discount to that player when they are included in an entry.

This is intended to handle situations where you might have some players who have won free entry to your congress as a result of winning another one (common in the Restricted fields for example where several tournaments have reciprocal arrangements with each other). You can set these up in advance so they get that free entry applied when they enter.

See **Error! Reference source not found.** for details of how to do this.

### ***8.3.2. After an entry has been made***

After an entry has been made, you can edit that entry to change a player's entry fee.

This is done by editing the player's individual record at the very bottom tier of the management structure. See Part two for how to do this.

This will be treated as an Organiser adjustment in any financial reconciliations.

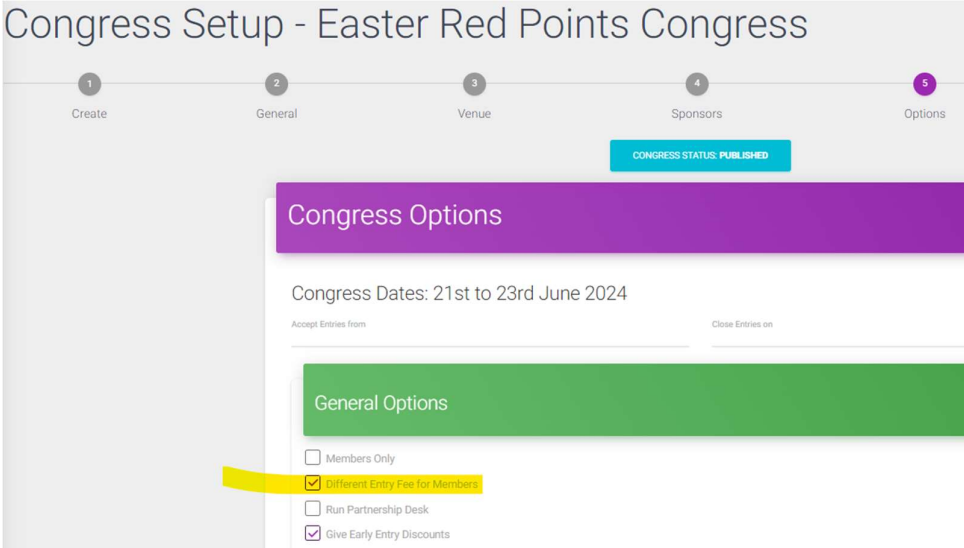
## 9. Handling congresses with separate member fees or member-only

### 9.1. Events with different member and non-member fees

The My ABF event listing was originally used primarily for congresses where there tends to be a single entry fee. More recently many clubs have started listing club events as well. Frequently for those events there are different entry fees for members and non-members. It is therefore possible to list events to cater for this.

#### 9.1.1. How Tournament Organisers specify different entry fees

As part of the Congress setup screens, step 5 (Congress Options) contains a tick box option to offer different entry fees for members.



The screenshot shows the 'Congress Setup - Easter Red Points Congress' interface. At the top, there is a progress bar with five steps: 1. Create, 2. General, 3. Venue, 4. Sponsors, and 5. Options. A blue button labeled 'CONGRESS STATUS: PUBLISHED' is visible. The 'Congress Options' section is highlighted in purple and contains the text 'Congress Dates: 21st to 23rd June 2024'. Below this, there are fields for 'Accept Entries from' and 'Close Entries on'. A green box labeled 'General Options' contains several checkboxes: 'Members Only' (unchecked), 'Different Entry Fee for Members' (checked and highlighted with a yellow box), 'Run Partnership Desk' (unchecked), and 'Give Early Entry Discounts' (checked).

This setting applies at the Congress level. It gives you the option to specify different rates for each event in the Congress.

As part of step 6 (Events) Organisers then define the events in their congress. The setup screen now contains data fields for the Entry fee per player for members and a separate Entry fee per player for non-members.

# Edit Event: Test Teams

Congress: Easter Red Points Congress

## Event Details

Congress Entry Open Date:	Congress Entry Close Date:	Time of Day (AEST)	help
Accept Event Entries from	Close Event Entries on	11:59 PM	
Player Format	Teams		help
Event Name	Test Teams		help
Description (optional)			help
Maximum Entries (optional)			help
Entry Fee - Member (per player)	30.0		help
Entry Fee - Non-member (per player)	33.0		help
Early Entry Discount (per player)	3.0		help

This overall setting applies at the Congress level so these fields will then appear for every event in the Congress. If a particular event doesn't have different rates, just use the same rate for members and non-members for that event.

### ***9.1.2. How the Program of events displays events with different member and non-member entry fees***

The two different fees are both displayed. If the event also has an early entry discount in operation that will be taken off when the entry is created.

## Program

\* For teams events Entry fee per player assumes a team of 4. Amounts will differ for teams of 5 or 6.

Event	Full entry fee per player	Day	Time
Test Teams	30 credits members 33 credits non-members*	Friday	21-06-2024 - 10am
The Main Event Pairs	25 credits members 28 credits non-members	Sunday	23-06-2024 - 9:30am

When a player enters, the system will check whether they are listed as a member of the club and, if so, will apply the member rate.

### 9.1.3. Notes on the operation of member rates

When deciding whether to give a member rate, My ABF will check the list of members for that club. The following should be noted:

- The system checks the list of members shown in My ABF. It is nothing to do with what is listed in the ABF Masterpoint Centre. Therefore, in order to successfully use member and non-member rates, it is necessary for the club to have uploaded their up to date member list into My ABF through the Club Administration area.
- The check is done at the time the entry is created. If a player's membership status changes after that time, the entry fees are not automatically changed. The Tournament Organiser does have the ability to manually adjust anyone's entry fee if required.

If an organiser has this function on and then switches it off the following will happen:

- Entry fees for existing entries will not be changed.
- For future entries the non-member rate will be used as the single entry fee.

If an organiser has this function off and then switches it on the following will happen:

- Entry fees for existing entries will not be changed.
- For future entries the existing single entry fee will initially be used as both the member and non-member rate. The organiser should then edit this for events that will have different rates.

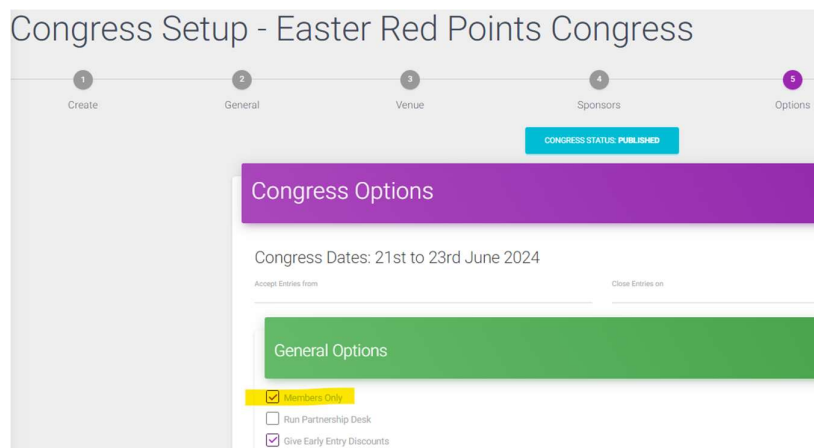
Youth discounts, if applicable, are applied to both member and non-member rates. Most commonly these are 50% of whatever the prevailing non-youth rate would be (although that percentage can also be specified as part of the event set up).

## 9.2. List member only events

It is also possible for clubs to specify that an event be limited to their members only.

### 9.2.1. How Tournament Organisers specify member-only congresses

As part of the Congress setup screens, step 5 (Congress Options) contains a tick box to make a congress member only. Selecting this will disable the option to select member /non-member rates.



The Event setup screen then just contains a single member entry price.



### 9.2.2. How the Program of events display a member-only congress

A note is shown at the top of the Program saying that entry is restricted to members of the organising club:

Program

**Note: Entry is restricted to members of Rival Bridge Club.**

\* For teams events Entry fee per player assumes a team of 4. Amounts will differ for teams of 5 or 6.

Event	Full entry fee per player	Day	Time
Test Teams	30 credits*	Friday	21-06-2024 - 10am
The Main Event Pairs	25 credits	Sunday	23-06-2024 - 9:30am

### 9.2.3. What happens if a player is not a member?

A player that is not a member of the club is able to view the Congress but the Enter buttons in the Program of events will be greyed out and unavailable:

Program

**Note: Entry is restricted to members of Rival Bridge Club.**


\* For teams events Entry fee per player assumes a team of 4. Amounts will differ for teams of 5 or 6.

Event	Full entry fee per player	Day	Time	Entries	Action
Test Teams	30 credits*	Saturday	22-06-2024 - 10am	0	<div style="background-color: #ccc; padding: 2px; text-align: center; width: 100px;">ENTER</div> <div style="background-color: #009688; color: white; padding: 2px; text-align: center; width: 100px;">VIEW ENTRIES</div>
The Main Event Pairs	25 credits	Sunday	23-06-2024 - 9:30am	1	<div style="background-color: #ccc; padding: 2px; text-align: center; width: 100px;">ENTER</div> <div style="background-color: #009688; color: white; padding: 2px; text-align: center; width: 100px;">VIEW ENTRIES</div>

### 9.2.4. What happens if you try to include a non-member?

If a member commences an entry but tries to include a non-member they will get an error message:

Member Lookup
×



**David Weston**  
ABF Number: 65617

OK
CANCEL

✘

**Error**

David Weston (ABF: 65617) is not a club member

OK

### **9.2.5. Notes on the operation of member only congresses**

When deciding whether to permit a player's name to be included in an entry, My ABF will check the list of members for that club. The following should be noted:

- The system checks the list of members shown in My ABF. It is nothing to do with what is listed in the ABF Masterpoint Centre. Therefore, in order to successfully use member only congresses, it is necessary for the club to have uploaded their up to date member list into My ABF through the Club Administration area.
- The check is done at the time the entry is created. If a player's membership status changes, the entry is not automatically changed.

If a player is not listed as a member they will not be able to enter.

If players believe this to be wrong (perhaps because they are in fact a member but the member listing in Club Admin is not fully up to date), they can add TBA to the entry instead and then contact the Tournament Organiser who has an ability via the Management area (covered in Part Two of the Tournament Organiser Guide) to override and include a non-member in an entry anyway.