



Tournament Organiser Guide

Part 2 – Managing an Event

Software Version 5.0

This guide last Updated: 25/06/2024

This guide provides details of the administration functionality for events listed in the My ABF calendar. This part includes how to manage entries and payments, and how to close off Congresses.

Part One describes how to create events for listing in the calendar.

Table of Contents

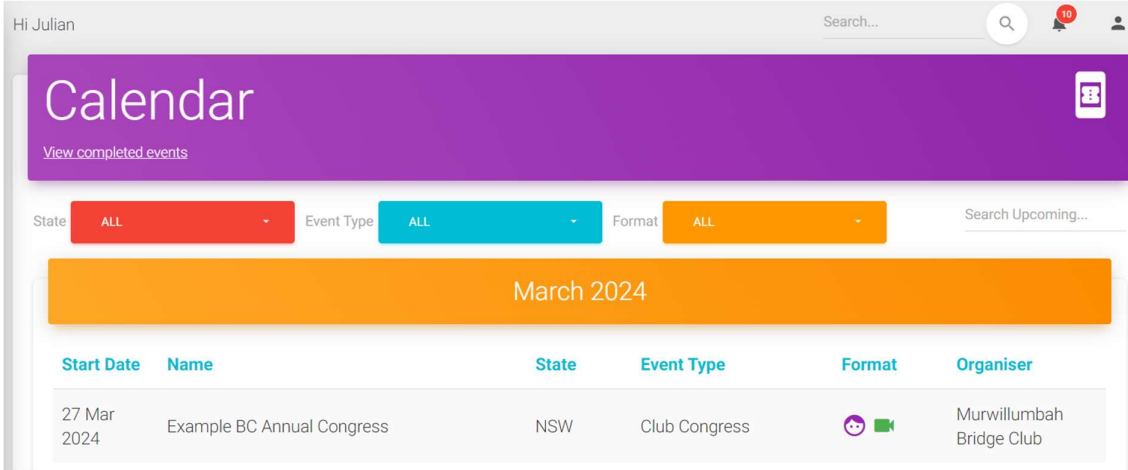
1. Introduction	4
1.1. Manage area - Core content	5
1.2. Manage area – Additional reference information	5
2. How to access the Congress Manage area	6
2.1. Via the Calendar page in Club Admin	6
2.2. Via the Manage button on the congress page itself.....	6
3. Structure of the Congress Manage area	7
3.1. Hierarchy of the manage area	7
3.2. Navigating your way around.....	7
4. Common actions a Tournament Organiser may wish to do	8
5. Level 1 - Congress (event listing)	9
5.1. CONGRESS ACTIONS.....	9
5.1.1. Edit Congress.....	9
5.1.2. Bulletins.....	10
5.1.3. Latest News.....	11
5.1.4. Email Congress	11
5.1.5. Player Search.....	12
5.2. CSV Downloads	12
6. Level 2 - Event (entry listing).....	13
6.1. EVENT ACTIONS	13
6.1.1. Off system payments	14
6.1.2. Club PP system	14
6.1.3. Add entry	15
6.1.4. View logs	16

6.1.5. Manage player discounts	17
6.1.6. Email event entrants	17
6.1.7. Partnership desk	17
6.2. EVENT REPORTS	18
6.2.1. Players report.....	19
6.2.2. Unpaid entries.....	20
6.2.3. Payment methods.....	21
6.3. CSV Downloads	21
6.4. ENTRY ACTIONS.....	22
6.4.1. Details	22
6.4.2. Notes	22
6.4.3. Withdraw	22
6.4.4. Move	23
7. Level 3 - Entry (player listing).....	24
7.1. Organiser actions	25
7.2. Entry actions	25
7.2.1. Edit player details.....	25
7.2.2. Email an individual player	25
7.2.3. Delete Player [This is only available for Teams events].....	26
7.2.4. Show Events Entered	26
8. Level 4 - Player details.....	27
8.1. Player name (left hand side)	27
8.1.1. Change the name or make TBA.....	27
8.1.2. Override "TBA" with a named player.....	28
8.2. Entry/Financial Details (right hand side).....	29
9. Making refunds or other payments (e.g. prizes) to players.....	30
9.1. Paying prizes	30
9.2. Making the payment.....	30
9.3. Associating a payment with your event.....	31
10. Closing off an event	32
10.1. Initial notification.....	32
10.2. Actions taken when you click "Fix it" or when a congress is automatically closed off later: ..	33
10.3. Notifications to Tournament Organiser contact email	33
10.3.1. Initial prompt 2 days after the congress.....	33
10.3.2. Confirmation email after closing off actions have been completed.....	34
10.4. Accessing a completed congress.....	34


11. Email notifications.....	35
11.1. Managing notifications sent to an Organiser.....	35
11.2. Emails sent to players	35
11.3. Emails sent to Tournament Organiser(s) and the Tournament Contact Email address	36
11.4. Emails sent to the Tournament contact email after the congress	36
12. Understanding player entry and payment mechanics.....	37
12.1. The player entry screen	37
12.2. The player edit entry screen	38
12.3. Payment methods.....	39
13. Understanding refunds	40
13.1. Removing a player within an entry	40
13.1.1. Special circumstances for refunding players	41
13.2. Withdrawal of an entire entry by a player.....	41
13.3. Withdrawal of an entire entry by the organiser	41
14. Handling teams of 5 or 6 players	43
14.1. Recalculate entry fees when creating an entry (player)	43
14.2. Details of the recalculation	45
14.3. Recalculate entry fees when editing an entry (player)	46
14.4. Recalculate entry fees (organiser)	47
14.5. When you cannot recalculate	47

1. Introduction

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



The screenshot displays the My ABF Calendar interface. At the top, there is a purple header with the word "Calendar" and a link to "View completed events". Below the header, there are three filter buttons: "State" (red, set to "ALL"), "Event Type" (teal, set to "ALL"), and "Format" (orange, set to "ALL"). To the right of these filters is a search bar labeled "Search Upcoming...". Below the filters is a large orange banner for "March 2024". Underneath the banner is a table with the following columns: "Start Date", "Name", "State", "Event Type", "Format", and "Organiser".

Start Date	Name	State	Event Type	Format	Organiser
27 Mar 2024	Example BC Annual Congress	NSW	Club Congress		Murwillumbah Bridge Club

For details of how to create and list an event in the calendar, refer to Part One of the Tournament Organiser Guide.

This document assumes that you already have an event listed in the My ABF calendar – and covers how you manage that event once entries and payments start coming in.

1.1. Manage area - Core content

Section	Title	Description
2	How to access the Congress Manage area	Ways of accessing the area – both from Club Admin and from the Congress page.
3	Structure of the Congress Manage area	The 4 level hierarchy of the Manage area.
4	Common actions a Tournament Organiser may wish to do	Common actions – and where to find them in this document.
5	Congress level	All the functions available to an organiser at each of these levels.
6	Event level	
7	Entry level	
8	Player level	
9	Making refunds or other payments (e.g. prizes) to players	This isn't done within the Congress area at all – but it can be done in the Club Admin Finance area.
10	Closing off an event	Description of the ways to close off a congress and complete the financial reconciliations. Either manually or with the aid of My ABF's automatic close off functions.

1.2. Manage area – Additional reference information

When managing a congress it is useful to have an understanding of how certain areas work. These sections contain more details of some areas which it may be useful for an organiser to refer to.

Section	Title	Description
11	Email notifications	Description of all the email notifications about entries that are generated – both to players and to tournament organisers.
12	Understanding player entry and payment mechanics	A description of how players enter and pay and the functions they have to edit entries.
13	Understanding refunds	A description of the various circumstances in which refunds may need to be given – and how to handle them.
14	Handling teams of 5 or 6 players	A description of how entry fees can be reallocated across all players in the entry by either players or organisers – including the mechanics of how this is done in more complex situations with other discounts also in operation.

2. How to access the Congress Manage area

The Manage area of a congress can be reached in two ways.

2.1. Via the Calendar page in Club Admin

Select the congress series and use the Manage icon to open the relevant year's event. This is the only way to open a congress when it is still draft (i.e. has not yet been published). Once published the other route is far easier.

Fantasy Bridge Club - ACT
Club Menu

CLUB MEMBERS SESSIONS CALENDAR RESULTS COMMUNICATIONS FINANCE ACCESS SETTINGS

Calendar

ACTIONS

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 Congress	[Icons]
Fantasy Easter Red Points Congress	[Icons]
Fantasy Christmas Red Points Congress	[Icons]
Lesson	[Icons]

SHOW ALL DRAFTS
CREATE NEW SERIES

Fantasy Annual Congress

Start Date	Status	Manage
23 Aug 2024	Published	[Manage] [Icons]
23 Aug 2023	Published	[Icons]

CREATE NEW CONGRESS

2.2. Via the Manage button on the congress page itself.

This route is available once the Congress has been published to the main listing. It tends to be a lot more convenient.

Our Big Congress
Fantasy Bridge Club
23rd to 25th August 2024

EDIT MANAGE

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

The Edit button allows you to go back to the Setup areas covered in Part 1 of this guide. Congress pages can always be edited even after they have been published.

3. Structure of the Congress Manage area

The Manage area is where a calendar listing can be managed after it published and accepting entries and payments. Most of the area handles entries and payments but it is also possible to return to edit the webpage and upload additional information to it that arises during the event itself – e.g. updates to Latest News and Bulletins.

Note that the screens in this area still refer to “Congress”. 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.

3.1. Hierarchy of the manage area

There is a 4 level hierarchy:

No	Level	Description
1	Congress	Top level summary contains a list of the events in the congress and headline financials.
2	Event	Contains a list of the entries in that event.
3	Entry	Contains a list of the players in that entry.
4	Player	Lowest level contains detailed information about that individual player’s entry, payment status, etc

There are assorted actions you can take at each of these levels. Sections 5 to 8 of this document describe all of these in depth.

There are a large number of functions available in this area so section 0 below lists common actions and where to find reference to them.

3.2. Navigating your way around

Throughout the Management area you are able to navigate using a windows explorer style “breadcrumb” at the top of the screen:



JF new RBC test congress / Teams / Entry: 15 / Player: 39

This contains:

<Congress view> / <Event view> / <Entry view> / <Player detail view>

You can therefore click on the links at each level to navigate back up the structure.

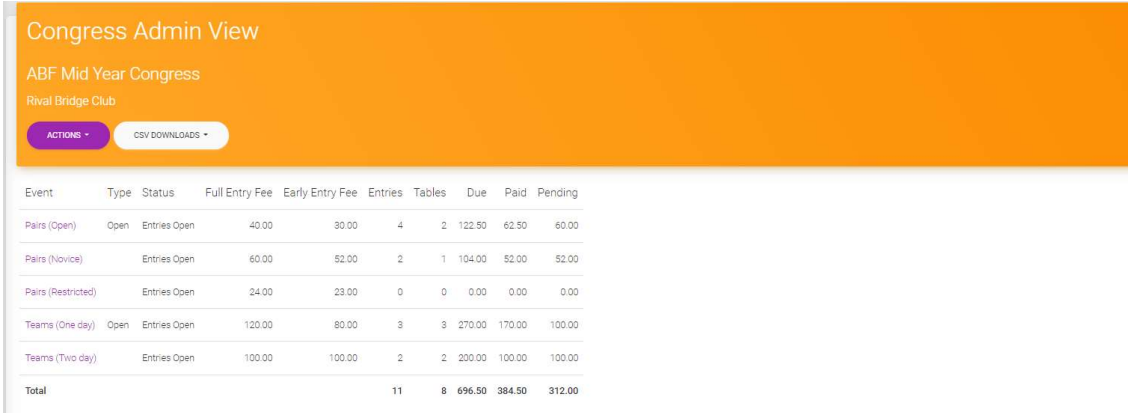
4. Common actions a Tournament Organiser may wish to do

The following list is a selection of common actions a Tournament Organiser may wish to do, with a reference the section in this document describing it in more depth. Note this is not a complete list – there are many additional functions as well.

Action	Where to find details
Edit something in the Congress	5.1.1
Post bulletins or latest news	5.1.2, 5.1.3
Manage email notifications	11
Mark an entry as paid (e.g. when someone pays by bank transfer)	6.1.1
Add or withdraw an entry	6.1.3, 6.4.3
Edit an existing entry	6.4
Add/remove players	7.2
Replace a TBA in an entry with a name (e.g. when an entrant isn't registered for My ABF)	8.1.2
Email entrants to the congress, an event within it, or an individual player	5.1.4, 6.1.6, 7.2.2
Chase up those who haven't paid	0
Amend finances	8.2
Give a refund	9, 13
Download the list of entries for the scorer	5.2, 6.3
View reports	6.3
Pay prizes in the form of bridge credits	9
Close off a Congress	10

5. Level 1 - Congress (event listing)

The Congress Admin View is the top level view. It lists each event in the Congress with a summary of its status, entry fees, entries, tables and current financial situation (amounts due, paid and pending).



The screenshot shows the 'Congress Admin View' for the 'ABF Mid Year Congress' at the 'Rival Bridge Club'. It features a table with columns for Event, Type, Status, Full Entry Fee, Early Entry Fee, Entries, Tables, Due, Paid, and Pending. The table lists several event types: Pairs (Open), Pairs (Novice), Pairs (Restricted), Teams (One day), and Teams (Two day), along with a Total row. The 'Status' column indicates 'Entries Open' for all events. The 'Due' column shows the total amount due for each event, and the 'Paid' and 'Pending' columns show the current financial status.

Event	Type	Status	Full Entry Fee	Early Entry Fee	Entries	Tables	Due	Paid	Pending
Pairs (Open)	Open	Entries Open	40.00	30.00	4	2	122.50	62.50	60.00
Pairs (Novice)		Entries Open	60.00	52.00	2	1	104.00	52.00	52.00
Pairs (Restricted)		Entries Open	24.00	23.00	0	0	0.00	0.00	0.00
Teams (One day)	Open	Entries Open	120.00	80.00	3	3	270.00	170.00	100.00
Teams (Two day)		Entries Open	100.00	100.00	2	2	200.00	100.00	100.00
Total					11	8	696.50	384.50	312.00

Each event can be opened by the link in the Event column.

At the end of the congress it would be expected that all entry fees would be in the Paid column and nothing remains in the Pending column.

5.1. CONGRESS ACTIONS

The tournament organiser can perform various additional functions within this area:

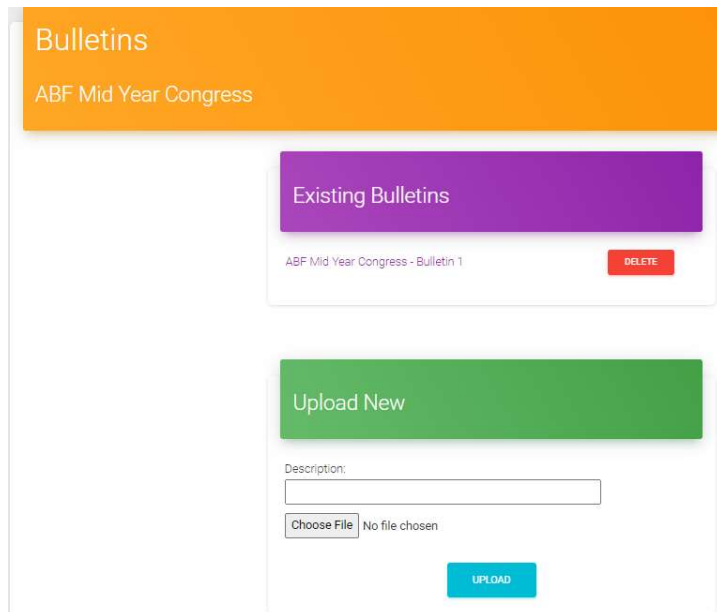


5.1.1. Edit Congress

This opens the Congress editing wizard to allow an organiser to make changes to the webpage.

5.1.2. Bulletins

This allows the organiser to upload a bulletin which will then appear in its own section on the webpage.



Existing bulletins are listed in the top section and can be opened or deleted.

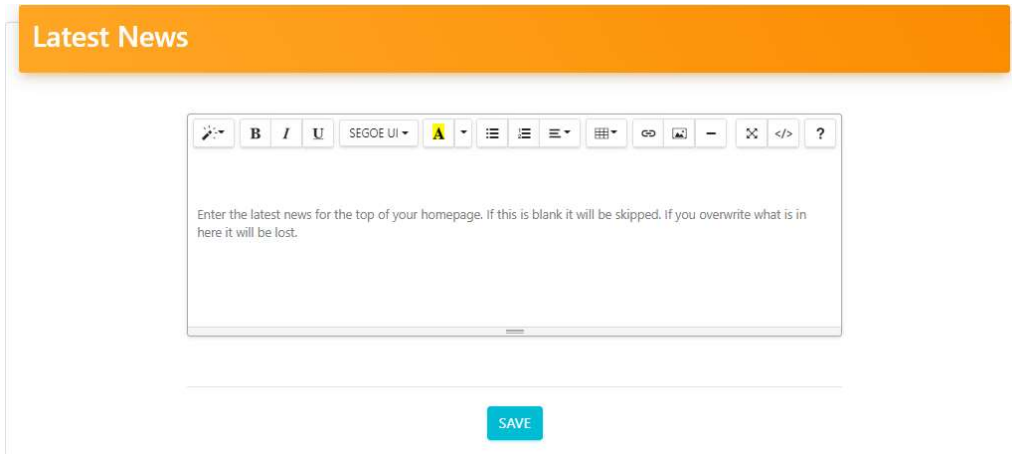
To upload a new bulletin, provide a description then select the source file and click Upload.

The document will then appear in a Bulletins section on the main Congress website from where users can browse and download them.



This functionality is a specialised version of the general downloadable documents functionality available in part 2 of the congress creation wizard.

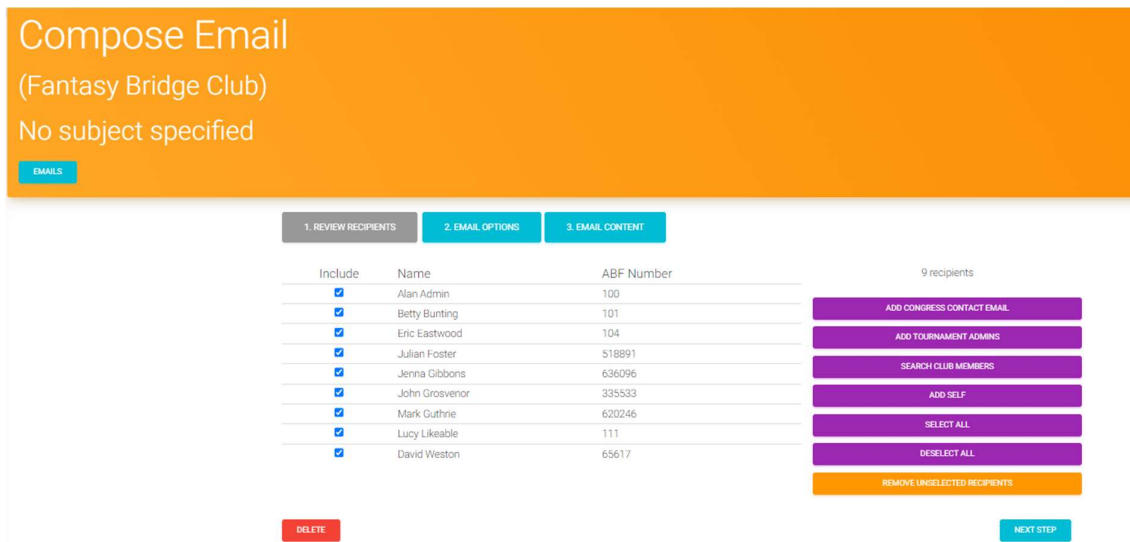
5.1.3. Latest News



This section allows the Tournament Organiser to post Latest News which appears in its own section on the congress webpage. No history is kept of this section – any changes are posted immediately and overwrite what was previously displayed.

5.1.4. Email Congress

It is possible to email every player with at least one entry in the Congress. Selecting this will take you to the Club Administration communication area where the list of recipients will be selected.



Include	Name	ABF Number
<input checked="" type="checkbox"/>	Alan Admin	100
<input checked="" type="checkbox"/>	Betty Bunting	101
<input checked="" type="checkbox"/>	Eric Eastwood	104
<input checked="" type="checkbox"/>	Julian Foster	518891
<input checked="" type="checkbox"/>	Jenna Gibbons	636096
<input checked="" type="checkbox"/>	John Grosvenor	335533
<input checked="" type="checkbox"/>	Mark Guthrie	620246
<input checked="" type="checkbox"/>	Lucy Likeable	111
<input checked="" type="checkbox"/>	David Weston	65617

Here you can modify that list, apply a template (including header, colour scheme, etc) to the email, send a test email, and then send out the email to all recipients.

5.1.5. Player Search

You are able to search for a player (currently not including yourself) and then display details for every Event in the Congress that they have entered.

Congress Player Entries View - Fantasy Annual Super Congress 2021
This shows the events that a particular user has entered in this congress.

Mark Guthrie (ABF: 620246)

Event	Entry	Status	Payment Received	Entry Fee	Payment Status	Payment Type	Paid By	Entry Fee Reason	Date Complete
Teams	Mark Guthrie, Julian Foster, Betty Bunting, Lucy Likeable	Complete	31.00	31.00	Paid	Bridge Credits	Julian Foster	Full fee	Tuesday 29th Jun 2021 2:25pm
Pairs	Mark Guthrie, Julian Foster	Pending	0.00	24.00	Unpaid	Bridge Credits		Full fee	-

The links take you to the entry listing for the event, or to that specific entry.

Beneath this section is a display of Log entries for the relevant entries. **This part is a work in progress and is not necessarily complete.**

This gives an Organiser full visibility to any Event that a player has entered in their Congress.

A simplified version of this functionality is going to be added to the Congress front page to allow players to search for entries in that Congress they have made, or entries made by another user.

5.2. CSV Downloads

CSV DOWNLOADS ▾

Import to Scoring Program (All Events)

From here it is possible to generate a single csv file that includes entries to all events in the Congress. This may be required by the scorers of larger events with multiple events.

More commonly, however, the scorer is likely to want to generate individual csv files for each particular event. This can be done at the Event level (see 6.3 below).

6. Level 2 - Event (entry listing)

Congress Admin View

Rival Crazy Tourny

EDIT EVENT

Open Teams

ACTIONS - REPORTS - CSV DOWNLOADS -

Players	Due	Paid	Pending	Status	Comments	Action
Mark Guthrie, Alan Admin, Betty Bunting, Julian Foster	52.50	0.00	52.50	Pending		ACTIONS -
TOTAL	52.50	0.00	52.50			

The event level screen lists all the entries for that event, showing players, \$ amounts and status. From here it is possible for the tournament organiser to perform assorted administrative functions.

The entry status is derived from the individual player statuses (which can be seen in the Entry detail screen – see 6.4.1 below). Only when all the player statuses are paid is the Entry status changed from “Pending” to “Complete.”

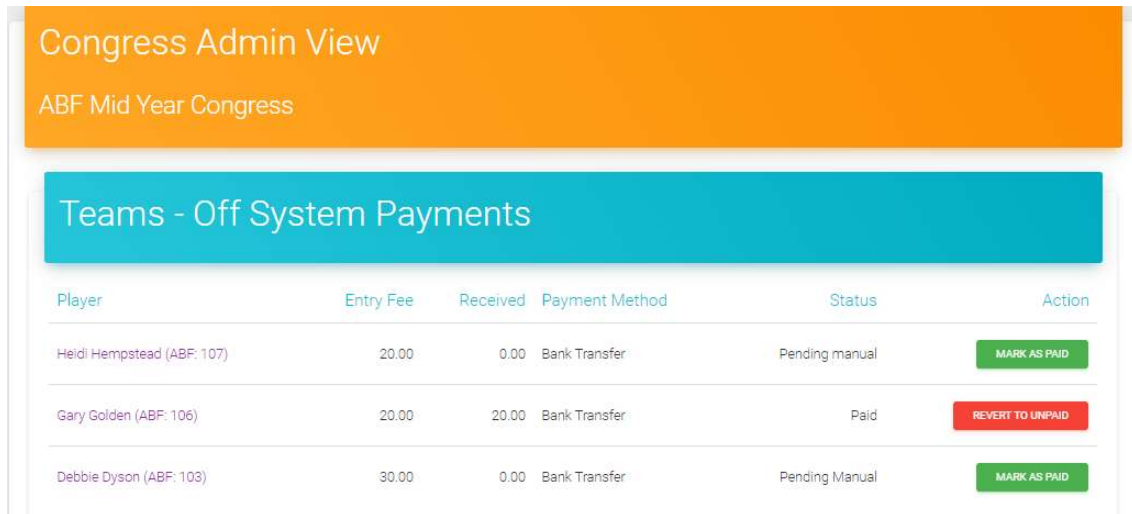
6.1. EVENT ACTIONS

There are assorted actions the Tournament Organiser can take by clicking “Actions”:

ACTIONS -

- Off System Payments
- Club PP System
- Add Entry
- View Logs
- Manage Player Discounts
- Email Event Entrants
- Partnership Desk

6.1.1. Off system payments



Congress Admin View
ABF Mid Year Congress

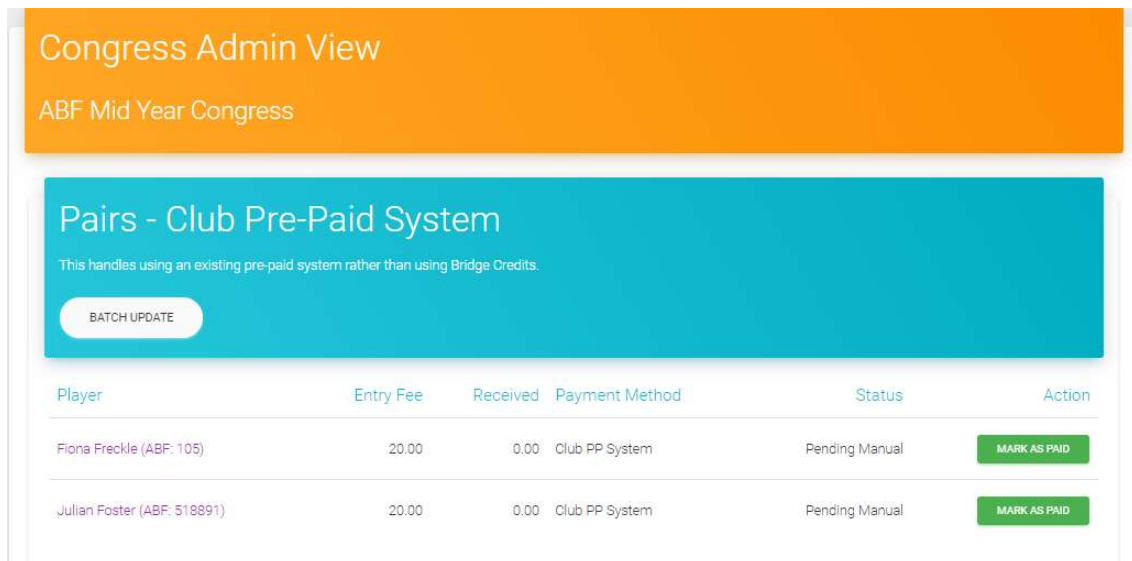
Teams - Off System Payments

Player	Entry Fee	Received	Payment Method	Status	Action
Heidi Hempstead (ABF: 107)	20.00	0.00	Bank Transfer	Pending manual	MARK AS PAID
Gary Golden (ABF: 106)	20.00	20.00	Bank Transfer	Paid	REVERT TO UNPAID
Debbie Dyson (ABF: 103)	30.00	0.00	Bank Transfer	Pending Manual	MARK AS PAID

This displays a list of all off system payments that players have committed to make in this event (e.g. bank transfers, cheques, etc). This leaves that player's entry status as "Pending manual"

Click "Mark as paid" to indicate the payment has been received and change the status to paid. If you make a mistake you can click "Revert to unpaid"

6.1.2. Club PP system



Congress Admin View
ABF Mid Year Congress

Pairs - Club Pre-Paid System

This handles using an existing pre-paid system rather than using Bridge Credits.

BATCH UPDATE

Player	Entry Fee	Received	Payment Method	Status	Action
Fiona Freckle (ABF: 105)	20.00	0.00	Club PP System	Pending Manual	MARK AS PAID
Julian Foster (ABF: 518891)	20.00	0.00	Club PP System	Pending Manual	MARK AS PAID

This displays a list of all players who have nominated "Club PP System" as their method of payment.

This is designed to accommodate payment through an existing prepayment system run by the Organising body (as opposed to the players having to pay separately in My ABF).

Individual players can be marked as paid but it is more likely that the Batch Update process will be used:

Pairs - Club Pre-Paid System

This handles using an existing pre-paid system rather than using Bridge Credits.

Players

Include	Player	Entry Fee	Payment Received	Outstanding
<input type="checkbox"/>	Fiona Freckle (ABF: 105)	20.00	0.00	20.00
<input type="checkbox"/>	Julian Foster (ABF: 518891)	20.00	0.00	20.00
<input type="checkbox"/> Select All				

[EXPORT SELECTED TO CSV](#) [CONFIRM PP UPDATED](#)

This generates a list of all the players and the relevant amounts due. A selection of players can be made and exported to a csv file. That csv file is then imported into the external PP system to generate the appropriate charges. Once that has been completed, clicking “Confirm PP updated” will mark the relevant players as Paid within My ABF.

6.1.3. Add entry

Pairs - Add Entry

[CHOOSE PLAYER 1](#) [CHOOSE TBA](#)

[CHOOSE PLAYER 2](#) [CHOOSE TBA](#)

[CREATE](#) [CANCEL](#)

This gives the Tournament Organiser the opportunity to add an entry themselves.

They can select the relevant players and input the entry. Note they cannot select themselves.

Pairs - Entry

Entry by: Heidi Hempstead (ABF: 107)

Players	Received	Entry Fee	Status	Payment Type	Paid By	Entry Fee Reason	Entry Complete	Action
Heidi Hempstead (ABF: 107)	0.00	20.00	Unpaid	TBA		Full fee	-	ACTIONS
Iain Igloo (ABF: 108)	0.00	20.00	Unpaid	TBA		Full fee	-	ACTIONS

They cannot make a payment on behalf of players in an Organiser generated entry – but they are able to edit the relevant data fields in the player records.

An Organiser generated entry is automatically marked with a note in the listing:

Pairs						
ACTIONS ▾		CSV DOWNLOADS ▾				
Players	Due	Paid	Pending	Status	Action	
Alan Admin, Betty Bunting	22.50	22.50	0.00	Complete	ACTIONS ▾	
Debbie Dyson, Colin Corgy	40.00	20.00	20.00	Pending	ACTIONS ▾	
Fiona Freckle, Mark Guthrie	40.00	40.00	0.00	Complete	ACTIONS ▾	
Janet Jumper, Julian Foster	30.00	20.00	10.00	Pending	ACTIONS ▾	
 Heidi Hempstead, Iain Igloo	40.00	0.00	40.00	Pending	ACTIONS ▾	
TOTAL	172.50	102.50	70.00			

6.1.4. View logs

This displays a list of all transactions that have happened for this event. It might be used if a player is querying a transaction and the tournament organiser needs to check who has done what. Note this log is for the entire event – individual logs for each entry can be found in the Entry listing details screen.

Congress Admin View			
JF's 7 Nov 2020 Congress - to test Closed status			
Welcome Pairs - Logs			
Date	User	Action	Entry
Saturday 7th Nov 2020 10pm	Eric Eastwood(ABF: 104)	Paid for Fiona Freckle(ABF: 105) with 20.00 Bridge Credits	JF's 7 Nov 2020 Congress - to test Closed status - Welcome Pairs - Eric Eastwood(ABF: 104)
Saturday 7th Nov 2020 10pm	Eric Eastwood(ABF: 104)	Paid for Eric Eastwood(ABF: 104) with 20.00 Bridge Credits	JF's 7 Nov 2020 Congress - to test Closed status - Welcome Pairs - Eric Eastwood(ABF: 104)
Saturday 7th Nov 2020 10pm	Eric Eastwood(ABF: 104)	Checkout for event entry 17 for Fiona Freckle(ABF: 105)	JF's 7 Nov 2020 Congress - to test Closed status - Welcome Pairs - Eric Eastwood(ABF: 104)
Saturday 7th Nov 2020 10pm	Eric Eastwood(ABF: 104)	Checkout for event entry 17 for Eric Eastwood(ABF: 104)	JF's 7 Nov 2020 Congress - to test Closed status - Welcome Pairs - Eric Eastwood(ABF: 104)
Saturday 7th Nov 2020 10pm	Eric Eastwood(ABF: 104)	Event entry player 46 created for Fiona Freckle(ABF: 105)	JF's 7 Nov 2020 Congress - to test Closed status - Welcome Pairs - Eric Eastwood(ABF: 104)

6.1.5. Manage player discounts

Player Discounts

Pairs in ABF Mid Year Congress

Player discounts are used to grant specific players modified entry fees for specific events. They can be used to give a player a free entry or a reduced entry to any event.

No discounts applied to this event yet

Add Discount

CHOOSE PLAYER

Reason

Revised Entry Fee

ADD

This allows a tournament organiser to set a special entry fee for a player. This might be for any reason. A specific example might be to provide a free entry for someone as a prize from a reciprocal event.

It is possible to set this for a player prior to them entering (in which case the adjustment will be taken into account when that player makes an entry).

It is not possible to set this for a player who has already entered (instead the entry fee can be directly edited – see 8.2 below).

6.1.6. Email event entrants

This allows the tournament organiser to draft and send an email to all entrants in a particular event. This functionality operates the same way as that described for emailing the entire Congress at 5.1.4 above – except emails are sent only to entrants of this event.

6.1.7. Partnership desk

If the partnership desk option is selected in section 5 of the set-up wizard, players are able to register to indicate they are looking for a partner or teammates for an event. They do this via the button that appears just above the Program of events and selecting the event they are interested in.

Other players can then contact them through My ABF (which will send their details to the 1st player).

Partnership Desk

Pairs at ABF Mid Year Congress

Player	Comment	Action
Pauline Gumby (ABF: 24732)		CONTACT

[SIGNUP TO PARTNERSHIP DESK](#)

[CONTACT US](#) [FORUM GUIDELINES](#) [ACCEPTABLE USE](#) [PRIVACY](#) [COOKIES](#)

Cobalt Test System ABF © 2021

Currently the Tournament Organiser can't see enough of what is going on here – needs revision.

6.2. EVENT REPORTS

There are assorted reports the Tournament Organiser can view by clicking “Reports”:

REPORTS -

- Players Report
- Unpaid Entries
- Payment Methods

6.2.1. Players report

Player	Status	Masterpoints	Action
TBA - by Jenna Gibbons (ABF: 636096)	Unknown ABF no	Unknown ABF no	ACTIONS -
Jenna Gibbons (ABF: 636096)	Active	747.87	ACTIONS -
Julian Foster (ABF: 518891)	Active	4937.78	ACTIONS -
Lucy Likeable (ABF: 111)	Unknown ABF no	Unknown ABF no	ACTIONS -

This report allows a Tournament Organiser to check the following things:

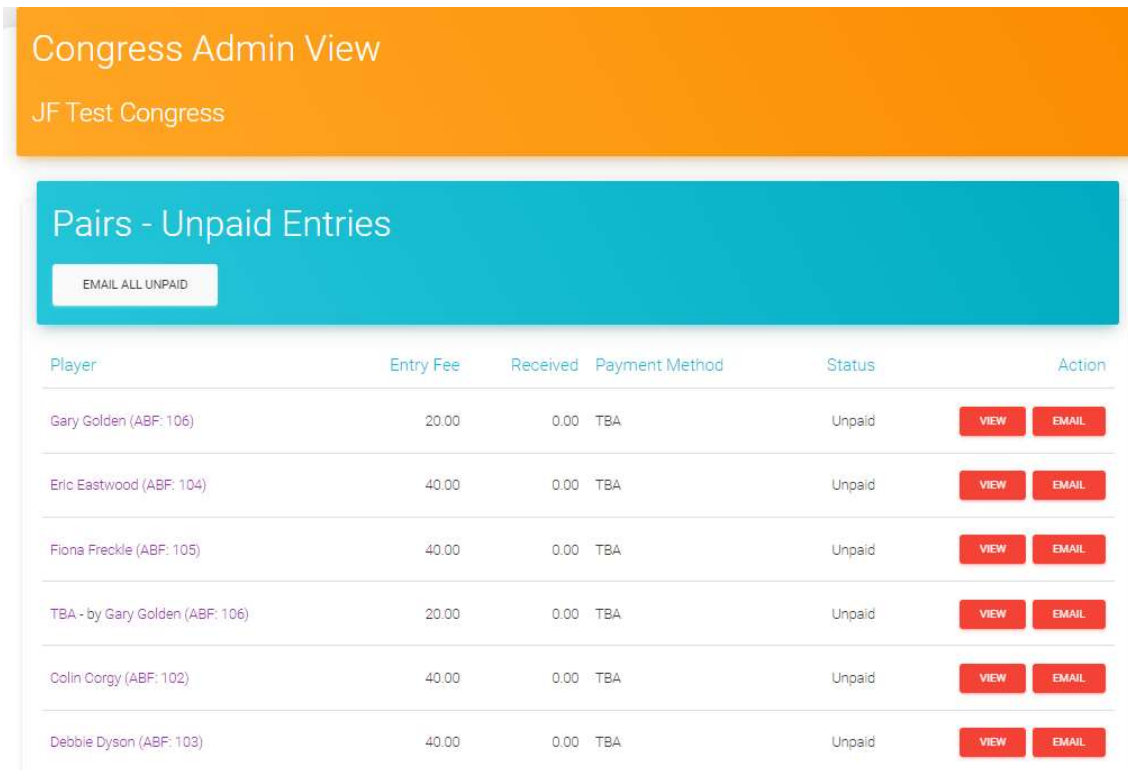
- a) Whether players entered in an event are active members of the ABF masterpoint scheme (which they need to be to be able to play in a National event). It is impossible to enter an inactive player into an event but it is possible that a player already included in an entry has later become inactive (common after the 31 March annual ABF “cancellations” for example).
- b) The total masterpoints for each player (used for events where there is a masterpoint cap)

The button at the top can be toggled to switch between usages. For example if you just want an exception report showing players that are NOT active in the masterpoint scheme, you can click “Hide active” to highlight just the problem cases. If you want a report to check if any players have masterpoints over the event threshold, you can click “Show active” to include all the entrants.

The actions button to the right allows you to email the player (e.g. to send them a reminder) or to edit the player (e.g. remove them from an entry).

6.2.2. Unpaid entries

This brings up a list of all players whose entries are not yet paid. This can include items marked as Pending Manual (but which have not yet happened) as well as items marked as Unpaid.



The screenshot shows the 'Congress Admin View' for 'JF Test Congress'. The main heading is 'Pairs - Unpaid Entries'. Below this heading is a button labeled 'EMAIL ALL UNPAID'. The main content is a table with the following columns: Player, Entry Fee, Received, Payment Method, Status, and Action. The table lists six entries, all with a status of 'Unpaid'.

Player	Entry Fee	Received	Payment Method	Status	Action
Gary Golden (ABF: 106)	20.00	0.00	TBA	Unpaid	VIEW EMAIL
Eric Eastwood (ABF: 104)	40.00	0.00	TBA	Unpaid	VIEW EMAIL
Fiona Freckle (ABF: 105)	40.00	0.00	TBA	Unpaid	VIEW EMAIL
TBA - by Gary Golden (ABF: 106)	20.00	0.00	TBA	Unpaid	VIEW EMAIL
Colin Corgy (ABF: 102)	40.00	0.00	TBA	Unpaid	VIEW EMAIL
Debbie Dyson (ABF: 103)	40.00	0.00	TBA	Unpaid	VIEW EMAIL

It is possible to email players individually to chase them up; or to prepare and send a general bulk email to everyone on the list (e.g. a general payment reminder).

The bulk email is finalised through the Communications area of Club Admin – in the same manner as emailing participants in a congress described in 5.1.4 above.

6.2.3. Payment methods

Congress Admin View

Payment Methods for Rival Crazy Tourny - Open Teams

This report shows all payment methods, including for cancelled entries

[DOWNLOAD AS CSV](#)

Primary Entrant	Player	Entry Status	Status	Entry Fee	Paid	Payment Method
Julian Foster (ABF: 518891)	TBA	Cancelled	Paid	20.00	0.00	Bridge Credits
Julian Foster (ABF: 518891)	TBA	Cancelled	Unpaid	20.00	0.00	TBA
Julian Foster (ABF: 518891)	Julian Foster (ABF: 518891)	Cancelled	Paid	20.00	0.00	Bridge Credits
Julian Foster (ABF: 518891)	Alan Admin (ABF: 100)	Cancelled	Pending Manual	20.00	0.00	Bank Transfer
Julian Foster (ABF: 518891)	Mark Guthrie (ABF: 620246)	Pending	Unpaid	15.00	0.00	Bridge Credits
Julian Foster (ABF: 518891)	Alan Admin (ABF: 100)	Pending	Pending Manual	15.00	0.00	Bank Transfer
Julian Foster (ABF: 518891)	Betty Bunting (ABF: 101)	Pending	Unpaid	15.00	0.00	TBA
Julian Foster (ABF: 518891)	Julian Foster (ABF: 518891)	Pending	Unpaid	7.50	0.00	Bridge Credits

[Log Events](#)

This report **(STILL A WORK IN PROGRESS)** shows a listing of all entrants to an event, focusing on their payment position. It also includes entries in a cancelled state (i.e. withdrawn entries). This can be useful in helping to trace what happen with a withdrawn entry.

6.3. CSV Downloads

CSV DOWNLOADS ▾

- Entrants
- Import to Scoring Program

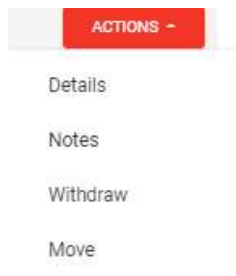
There are two csv downloads available.

- Entrants - this will generate a csv file listing the details of the entry, all the players in it, and the financials.
- Import to Scoring Program – this contains just the list of entrants in a specified format which can be used to import to common scoring programs (e.g. Compscore).

These reports also include team names, notes and comments from the entries as well as contact details for the players (note this is personal information and should not be used for any purpose other than the bridge event in question).

6.4. ENTRY ACTIONS

Assorted actions can be carried out for an individual entry in an event.



6.4.1. Details

Click Details to see the players in a particular entry. See 0 below.

6.4.2. Notes

This allows the Tournament Organiser to add free-form text notes to an entry. A note icon then appears against the entry in the listing.

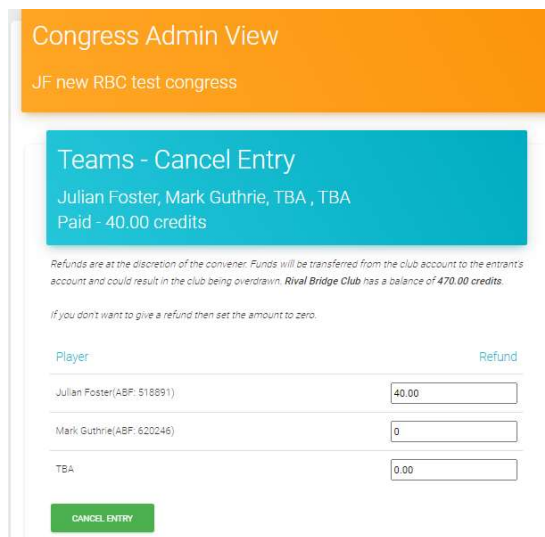
6.4.3. Withdraw

Click “Withdraw” to withdraw an entry from the event. This will bring up a screen listing who in the entry has made what payments to date.

The system will default to refunding bridge credits to the players who have paid. You can edit this screen to change the distribution of the refunds, or the amount being refunded.

See section 13 below for more details about how refunds operate.

Note if you wish to refund outside the system (e.g. reverse a credit card transaction or a bank transfer) you need to do this separately. **[CANNOT CURRENTLY INDICATE THIS OR RECONCILE IT]**

A screenshot of the 'Congress Admin View' interface. The main header is orange and says 'Congress Admin View' and 'JF new RBC test congress'. Below that is a teal box titled 'Teams - Cancel Entry' with the text 'Julian Foster, Mark Guthrie, TBA, TBA' and 'Paid - 40.00 credits'. A warning message states: 'Refunds are at the discretion of the convener. Funds will be transferred from the club account to the entrants account and could result in the club being overdrawn. Rival Bridge Club has a balance of 470.00 credits. If you don't want to give a refund then set the amount to zero.' Below this is a table with columns 'Player' and 'Refund'. The table has three rows: 'Julian Foster(ABF: 518891)' with a refund of 40.00, 'Mark Guthrie(ABF: 620246)' with a refund of 0, and 'TBA' with a refund of 0.00. At the bottom left is a green button labeled 'CANCEL ENTRY'.

Click Cancel Entry to proceed with the withdrawal. You will then be advised what Bridge Credits refunds have been made.

6.4.4. Move

This allows an entry to be moved to another event in the Congress. This caters for the situation where different sections (e.g. Open, Seniors, etc) are listed as separate events and a pair or team has accidentally entered the wrong one.

The screenshot shows a web interface for managing a congress. At the top, there is an orange header bar with the text 'Congress Admin View' and 'ABF Mid Year Congress'. Below this, a note states: 'If the entry fees are different you may need to do a manual adjustment'. The main content area features a teal header bar with the text 'Pairs - Move Entry'. Underneath, the names 'Alan Admin, Betty Bunting' are listed. There is a green button labeled 'Move to...' with a dropdown arrow, and a purple button labeled 'CHANGE'.

It is only possible to move to an event of the same type (i.e. pairs to pairs, teams to teams).

Entry fees and payments are not automatically adjusted as a result of such a move. It may be necessary for the Tournament Organiser to make manual adjustments.

7. Level 3 - Entry (player listing)

Clicking detail against an entry opens up a screen displaying the players in the entry and their particular information. It also contains a filtered view of the log of events for that entry alone.

Congress Admin View

Our Big Congress

Open Teams - Entry

Category - Category 1 [CHANGE](#)

Entry by: Julian Foster (ABF: 518891)

[ADD PLAYER](#) [RECALCULATE](#)

Team Name: FOSTER [✎](#)

Players	Received	Entry Fee	Status	Payment Type	Paid By	Entry Fee Reason	Entry Complete	Action
Julian Foster	0.00	20.00	Unpaid	Bridge Credits		Full fee	-	ACTIONS -
Mark Guthrie	0.00	20.00	Unpaid	Bridge Credits		Full fee	-	ACTIONS -
Alan Admin	0.00	20.00	Unpaid	Bridge Credits		Full fee	-	ACTIONS -
Betty Bunting	0.00	10.00	Unpaid	Bridge Credits		Youth discount 50%	-	ACTIONS -
David Weston	0.00	20.00	Unpaid	Bridge Credits		Full fee	-	ACTIONS -
TBA	0.00	20.00	Unpaid	Bridge Credits		Full fee	-	ACTIONS -

Question: Please advise any dietary requirements

Answer: No answer provided

Log Events

Date	Actor	Description
Friday 3rd Dec 2021 1:14pm	Julian Foster (ABF: 518891)	Changed category to Category 1 from None
Friday 3rd Dec 2021 1:13pm	Julian Foster (ABF: 518891)	Paid for Betty Bunting (ABF: 101) with 25.00 Bridge Credits
Friday 3rd Dec 2021 1:13pm	Julian Foster (ABF: 518891)	Paid for Alan Admin (ABF: 100) with 25.00 Bridge Credits
Friday 3rd Dec 2021 1:13pm	Julian Foster (ABF: 518891)	Paid for Mark Guthrie (ABF: 620246) with 25.00 Bridge Credits
Friday 3rd Dec 2021 1:13pm	Julian Foster (ABF: 518891)	Paid for Julian Foster (ABF: 518891) with 25.00 Bridge Credits
Friday 3rd Dec 2021 1:13pm	Julian Foster (ABF: 518891)	Checkout for event entry 33 for Betty Bunting (ABF: 101)

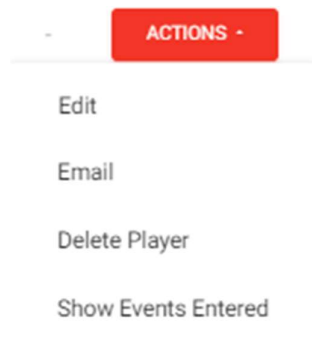
7.1. Organiser actions

The Organiser can:

- *[When in use]* Change the category selection for the entry – use the Change button.
- Add more players (in a team event).
- Recalculate fees (in a teams event with more than 4 players) – see 14 below for details of how this works.
- *[When in use]* Edit the team name – use the pen icon next to the name.

7.2. Entry actions

Against each player you can also click Actions

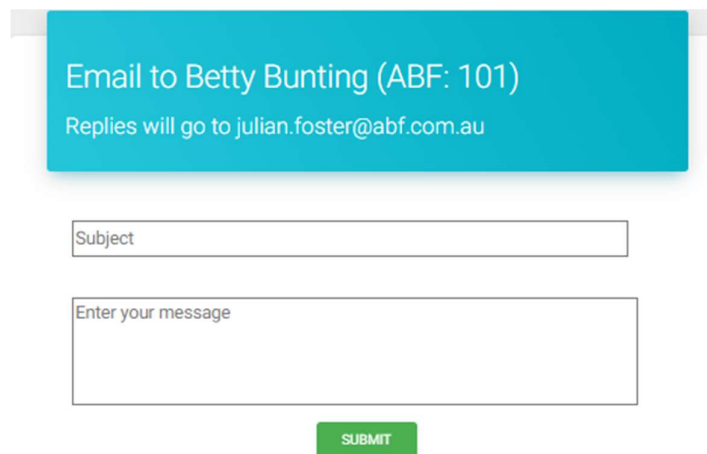


7.2.1. Edit player details

Edit takes you to the lowest data level (Player level) where you can see further details for that particular player and make amendments. See 8 below.

7.2.2. Email an individual player

Email allows you to send an email to a specific player (as opposed to a general email to all players entered in the event). This might be used to chase up an individual for payment, for example.

A screenshot of an email form. At the top, a teal banner contains the text 'Email to Betty Bunting (ABF: 101)' and 'Replies will go to julian.foster@abf.com.au'. Below the banner is a text input field labeled 'Subject'. Underneath that is a larger text area labeled 'Enter your message'. At the bottom center is a green button labeled 'SUBMIT'.

7.2.3. Delete Player [This is only available for Teams events]

This removes the player from the entry and replaces them with TBA. Payment information is not changed and no refunds are triggered:

Open Teams - Delete Player

This entry has been paid for, automatic refunds are not triggered if you delete this

Player	Julian Foster (ABF: 518891)
Payment Type	Bridge Credits
Payment Status	Paid
Entry Fee Reason	Full fee
Entry Fee	20.00
Payment Received	20.00

DELETE **CANCEL**

If the entry already has more than 4 players then it is possible to remove a player completely provided the Entry Fee and Payment Received figures for that player are both zero.

7.2.4. Show Events Entered

This shows a view of all events in the Congress which the selected player has entered.

Congress Player Entries View - Rival Crazy Tourny

This shows the events that a particular user has entered in this congress.

Julian Foster (ABF: 518891)

Event	Entry	Status	Payment Received	Entry Fee	Payment Status	Payment Type	Paid By	Entry Fee Reason	Date Complete
Open Teams	Julian Foster, Betty Bunting, Alan Admin, Mark Guthrie	Complete	20.00	20.00	Paid	Bridge Credits	Julian Foster	Full fee	Monday 19th Jul 2021 12:38am

This function is the same as the general Player Search available at the Congress level (0 above).

8. Level 4 - Player details

Clicking Edit against a player opens up a screen displaying the detailed information for that particular player.

The screenshot shows a web interface titled "Congress Admin View" with a sub-header "Teams - Player Entry" and "JF new series". The main content is split into two panels. The left panel, titled "Player: Julian Foster (ABF: 518891)", features a profile picture of Julian Foster, his name, and two buttons: "CHANGE" (blue) and "MAKE TBA" (red). The right panel, titled "Details", contains a form with the following fields and values: "Payment Type" (Bridge Credits), "Payment Status" (Entry Paid), "Entry Fee Reason" (Full fee), "Entry Fee" (25.00), "Payment Received" (25.00), and "Paid By" (Julian Foster (ABF: 518891)). A green "SAVE" button is located at the bottom right of the details panel.

There are two sides to this screen – player name and entry/financial details.

8.1. Player name (left hand side)

8.1.1. Change the name or make TBA

From here you can change the player or replace them with TBA. Use the blue Change button to select the new player by name or ABF number.

If you are in an event designated for members only, if you attempt to add a non-member you will get a confirmation dialogue box asking you to confirm you wish to add the player:

The dialog box has a blue border and a light blue background. At the top center is a circular icon containing a lowercase 'i'. Below the icon is the title "Enter Non-member?". The main text reads "David Weston (ABF: 65617) is not a club member. Proceed with entry?". At the bottom are two buttons: a blue "OK" button and a red "Cancel" button.

You might do this if the club member list is not up to date in My ABF Club Admin so the player has been unable to add the person themselves.

8.1.2. Override “TBA” with a named player

If the player position is currently labelled “TBA” you have an additional option to override the details and add in a named player. This will be included in the download for the scorer.

This may be necessary if the player in question has still not registered for My ABF because it’s not possible for a player to include an unregistered player by name in an entry.

Note this should be a last resort. Ideally we want all players to register and be included in the entry in the normal way. Overriding the name here does not add the player to My ABF, it merely includes their name and ABF number in the csv download for the scorer.

Click Override TBA details:

Player: TBA

TBA
User changed
CHANGE

It is much better to get players to register for My ABF so you can assign them properly. However, if you have to, you can enter a name and ABF Number here to be included in the scoring download. This does not register them for My ABF.

0 Override ABF Number

Override tba name

CHANGE

You can key in an ABF number and the system will search the Masterpoint Centre database to bring up their name automatically. Click the grey Change button at the bottom to include this player in the entry.

Errors will be displayed in two circumstances:

- If the player is already a registered My ABF user (in which case you should use the regular Change function to “properly” add them to the entry)
- If the number isn’t an active ABF number (in which case you can still manually edit the number and name if you wish)

The name and number you select will be displayed in:

- The public entry list (but in italics showing the player isn’t a fully registered member of My ABF so will not behave the same way as others – e.g. they will not receive any email notifications about the entry)
- The admin entry list (but in brackets showing the entry is still officially “TBA”)
- The csv download for scorers
- The csv download for entrants (but with a note showing the entrant was manually added)

8.2. Entry/Financial Details (right hand side)

This screen is an area where you can override and amend things. You can (although it is not recommended unless you know what you are doing) change the Payment Type, Payment Status, Entry Fee Reason, Entry Fee or Payment Received. You can see, but not change, who the system has recorded as paying for this player.

Important notes

1. This screen should generally only be used to correct unexpected issues or to amend a discount calculation for a player.
2. Your changes will flow through to the Entry list and will be taken into account in any overall financial reconciliation. But nothing you do here will cause any actual payments or refunds to occur.
3. You need to be careful here as all fields are separate. For example the payment status field can be set independently of the amounts involved. Hence it is possible to create nonsense – e.g. Entry Fee 100, Payment Received 100, Payment Status Unpaid. **[A FUTURE CHANGE WILL MAKE THE PAYMENT STATUS A CALCULATED FIELD AND SHOW MORE DETAILED FINANCIAL FIGURES TO THE PLAYER]**

Click Save to save any changes.

9. Making refunds or other payments (e.g. prizes) to players

At present it is not possible to make sundry refunds or other payments to players from within the Congress Manage area.

It is, however, possible to do so via the Finance area of Club Admin (Congress organisers will not automatically have access to this area – it depends how their club has set up its administration access rights).

The two situations you might normally do this are:

- A sundry refund that has arisen for some reason
- Paying a prize in the form of Bridge Credits

Note the Finance area operates completely separately to the Congress area. That means if you do make a refund to a player from here then it is not automatically reflected in the Congress area – you will need to separately update the amount the player has paid within their entry (as described in 8.2 above).

9.1. Paying prizes

Paying prizes in the form of ABF Bridge Credits is quite popular as it's a lot more convenient for the club than getting hold of cash or bank details. It's also convenient for players who are regularly using credits.

BUT

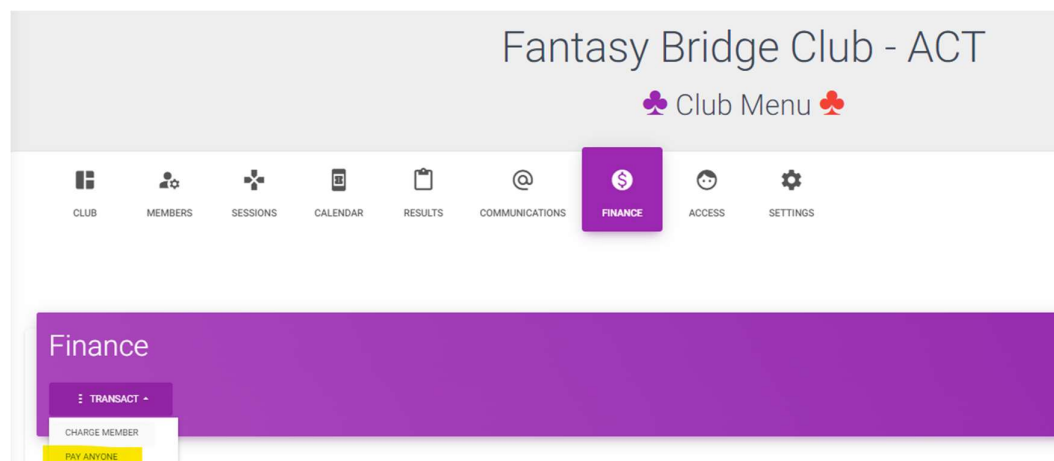
It is very important that a club checks with players whether they want to receive a prize in this way. They should always be given the option of receiving direct payment.

If a club pays a prize like this, only for the player to then come to the ABF demanding a refund that creates 2 problems:

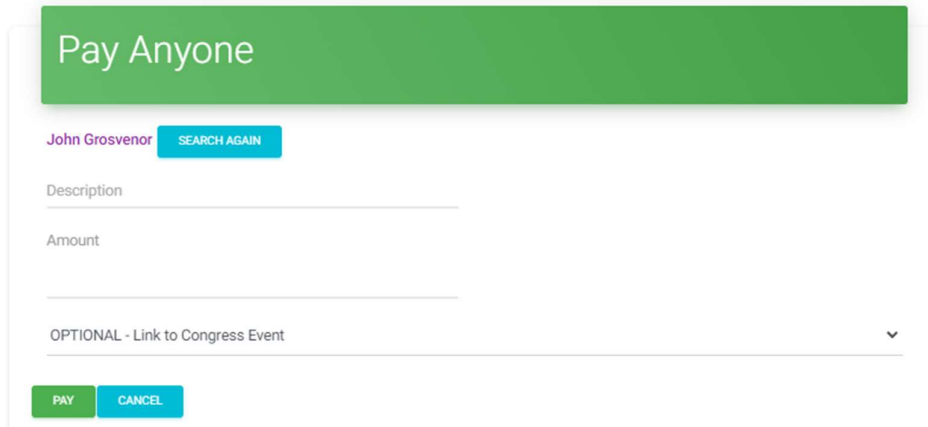
- It's an unreasonable additional workload for the ABF
- It may not be easy to actually do the refund – most refunds are done by reversing card payments. But if a player has only received credits and nothing else then this is not possible.

9.2. Making the payment

To do this, select Finance – Transact – Pay Anyone



Select the person you wish to pay. Then you can add a Description and an Amount to make the payment.

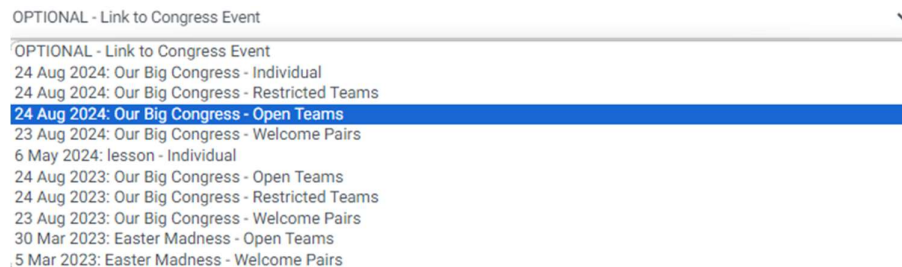


It is possible to associate a payment with your event (see 9.3 below) but that is only for the purposes of the overall financial reconciliation. If the payment relates to a Congress refund then you may also need to manually update the player's financial details in the Congress (as described in 8.2 above).

9.3. Associating a payment with your event

If you are making a payment from this area, it is strongly recommended that you link it to the event that it relates to. If you do this, the payment will be associated with the event and included in the financial summary for it (visible in the Finance menu of the Club Admin). If you don't, it will be shown as a separate payment not associated with any event and that will make the financial reconciliation of the event and congress harder.

There is a drop-down list where you can select the event you want to link it to:



- OPTIONAL - Link to Congress Event
- 24 Aug 2024: Our Big Congress - Individual
- 24 Aug 2024: Our Big Congress - Restricted Teams
- 24 Aug 2024: Our Big Congress - Open Teams**
- 23 Aug 2024: Our Big Congress - Welcome Pairs
- 6 May 2024: lesson - Individual
- 24 Aug 2023: Our Big Congress - Open Teams
- 24 Aug 2023: Our Big Congress - Restricted Teams
- 23 Aug 2023: Our Big Congress - Welcome Pairs
- 30 Mar 2023: Easter Madness - Open Teams
- 5 Mar 2023: Easter Madness - Welcome Pairs

10. Closing off an event

After an event is completed it is important that the financial reconciliations are completed. The organiser should aim to have the front screen of the Manage area showing everything Paid and nothing remaining as Pending:



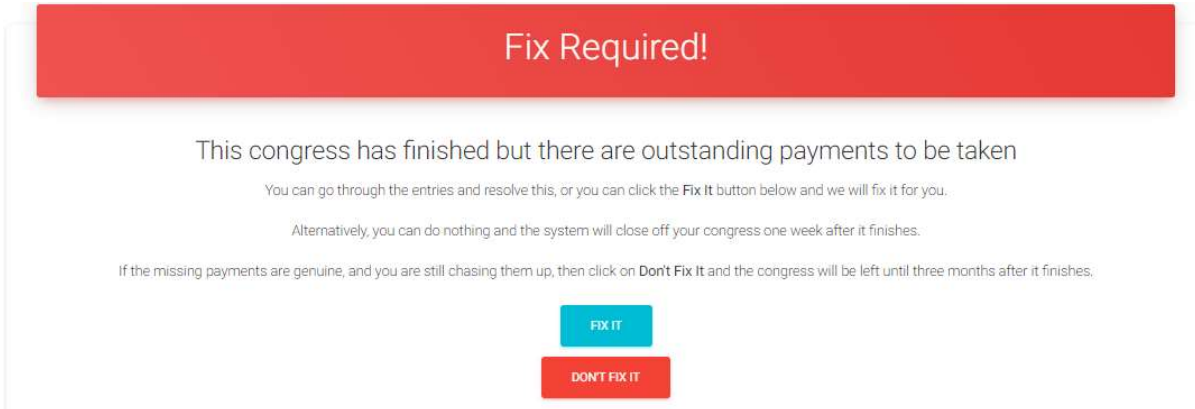
Event	Type	Status	Full Entry Fee	Early Entry Fee	Entries	Tables	Due	Paid	Pending
Welcome Pairs	Open	Entries Closed	40.00	30.00	3	1.5	120.00	120.00	0.00
Open Teams	Open	Entries Closed	80.00	60.00	2	2	160.00	160.00	0.00
Total					5	3.5	280.00	280.00	0.00

There have been situations where organisers have left players marked as unpaid. It could obviously be the case that someone has been late in paying but it's far more likely that the player paid another way on the day and this just has not been reflected in My ABF. For an entry marked to be paid with bridge credits, this could even result in a player being charged for that entry when they make another future one as the system has been told their payment is still outstanding – clearly this scenario is unacceptable.

There is therefore a function to help an organiser quickly complete their congresses. The system will also do this automatically after a period of time if no action is taken.

10.1. Initial notification

If there are entries still marked as unpaid in a congress then a message in the Congress management area is displayed as soon as the congress is completed:



Fix Required!

This congress has finished but there are outstanding payments to be taken

You can go through the entries and resolve this, or you can click the **Fix It** button below and we will fix it for you.

Alternatively, you can do nothing and the system will close off your congress one week after it finishes.

If the missing payments are genuine, and you are still chasing them up, then click on **Don't Fix It** and the congress will be left until three months after it finishes.

FIX IT

DON'T FIX IT

There are 4 courses of action an organiser can take upon seeing this message:

1. Manually go through any entries still showing money owing and fix them up (either by updating the system or chasing any players who actually do still own money).
2. Click "Fix it". This will mark all the outstanding amounts as cleared immediately (see below for details of what exactly this does).
3. Click "Don't Fix It". This will leave the congress unchanged but it will be automatically closed off after a period of 3 months if it hasn't been done manually before then.
4. Do nothing. The message will remain on the Manage screen and the congress will be automatically closed off after 1 week if it hasn't been done manually before then.

10.2. Actions taken when you click "Fix it" or when a congress is automatically closed off later:

Any entry marked as unpaid will have:

- the payment received field changed to match the entry fee;
- its payment status changed to paid;
- the payment method field changed to "system adjusted"; and
- log entries placed in the entry to describe all the above and provide an audit trail for what's been done.

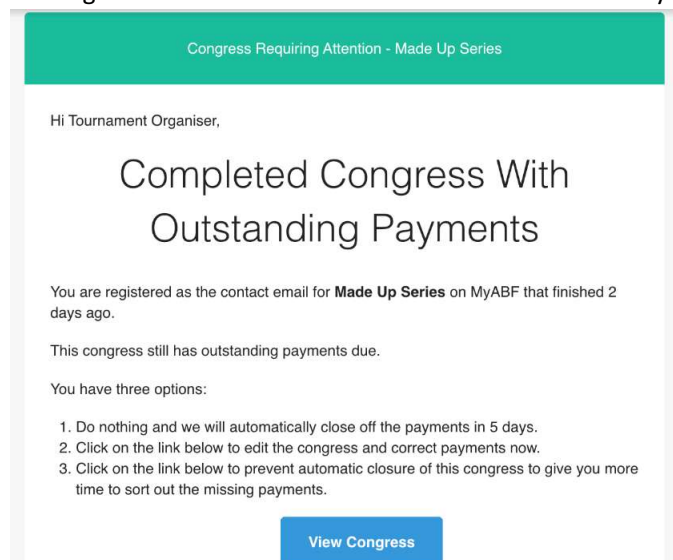
The effect of this is to remove any entries still marked as Pending with amounts due. It's important to understand that no actual Bridge Credit payments are collected by these actions. They are purely MARKING the entry as having been paid.

10.3. Notifications to Tournament Organiser contact email

NOTE: These emails go to the email set up as the contact email address for the Tournament Organiser in the Congress setup. They do NOT go to everyone with Congress administration access.

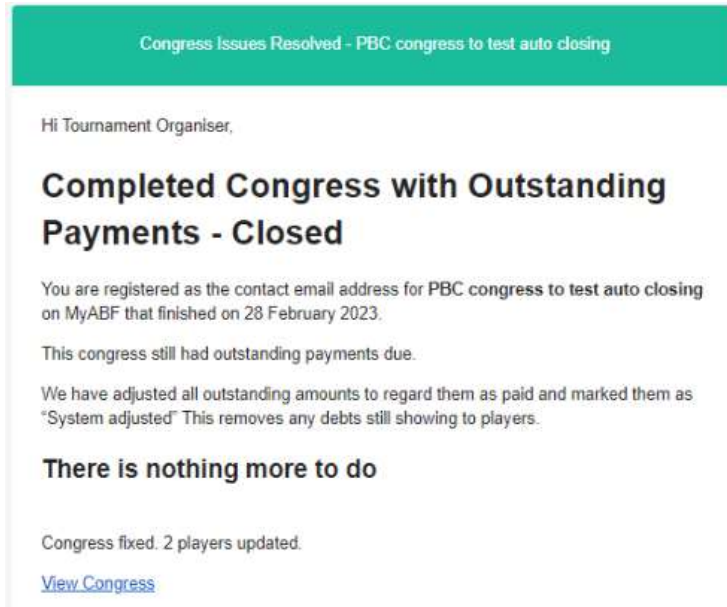
10.3.1. Initial prompt 2 days after the congress

The organiser will receive an initial email notification 2 days after the congress to prompt them:



10.3.2. Confirmation email after closing off actions have been completed

After the congress has been closed off another notification email will be sent indicating that fixes have been applied and how many players have been adjusted (it also includes a link to the congress so the organiser can see in more detail if required):



Timing

This email will be sent immediately if the "Fix it" button is used, after 1 week if no action is taken, or after 3 months if the "Don't Fix It" button is used.

10.4. Accessing a completed congress

At this stage it is still possible to access and edit a completed congress – both the Edit area and the Manage area. However, because trying to edit a completed congress would be unusual a message is now displayed in case the user is doing so by mistake (meaning to edit a newly rolled forward one instead):



**You are editing a congress that
has finished**

Are you sure you want to do this? Did you perhaps copy a previous congress and edit the wrong one?

OK

A future function will allow completed congresses to be locked from editing (unless specifically unlocked by an administrator).

11. Email notifications

The system automatically generates email notifications when various events take place. These events can include the initial entry but also subsequent edits or withdrawals of entries by players or the tournament organiser. They all give rise to an icon alert as well (indicated by the bell icon in the top right of a user's screen).

Some notifications go to the players in the entry, some to the tournament organiser (in both cases to the email address in the user's profile). All notifications also go to the nominated Congress contact email address.

11.1. Managing notifications sent to an Organiser

An Organiser can control whether they receive these notifications or not. They do this via the top level of the Manage area:

Event	Type	Status	Full Entry Fee	Early Entry Fee	Entries	Tables	Due	Paid	Pending
Teams	Entries Open		100.00	90.00	0	0	0.00	0.00	0.00
Pairs	Entries Open		40.00	40.00	1	0.5	35.00	35.00	0.00
Pairs 2	Entries Open		14.00	14.00	2	1	28.00	21.00	7.00
Total					3	1.5	63.00	56.00	7.00

Click Your Settings to be presented with a series of choices. These allow you to switch off receiving administration notifications either just for this congress, or for all congresses run by the organisation you are an organiser for, or for all congresses (from all organisations) that you are an organiser for.

By default you will be notified about all entries and changes for congresses for which you have admin rights. Here you can turn notifications off.

Notifications will always be sent to the congress contact email address (a@b.com).

These settings do not apply to your personal entries in an event.

- Silence notifications for all congresses for which you have admin rights [help](#)
- Silence notifications for all Fantasy Bridge Club congresses for which you have admin rights [help](#)
- Silence notifications for this congress and all subsequent occurrences of it [help](#)

11.2. Emails sent to players

Players receive notification emails about the following events (either initiated by themselves, another player in the entry, or the tournament organiser):

- They are included in a new confirmed entry
- They are added to an existing entry
- They are removed from an existing entry

- An entry they are part of is withdrawn from the event

Note players do **not** get a notification when an entry is commenced but left in a user's shopping cart, these only go out at the time a user confirms the entry.

11.3. Emails sent to Tournament Organiser(s) and the Tournament Contact Email address

The Tournament Organiser(s) also receive notification emails about the following events:

- A new entry is confirmed by a player (but not if one is just commenced and left in a shopping cart)
- An entry is edited by a player
- An entry is withdrawn from the event by a player
- A player changes a category in an entry

Note the tournament organiser does NOT receive an email notification for actions they initiate directly – e.g. if they add, edit or withdraw an entry themselves.

These emails go to the main Tournament contact email address and also the email address in the Profile pages of the people with Congress administration access for the organisation.

11.4. Emails sent to the Tournament contact email after the congress

After a congress is finished if not all players are shown as paid then emails are sent to the main Tournament contact email address.

2 days after the congress is finished, a reminder email is sent to offer 3 options:

- Fix the congress (all outstanding payments will be recorded as paid)
- Do not fix the congress (it will remain unchanged but will be automatically closed off after 3 months)
- Do nothing (it will be remain unchanged but will be automatically closed off after 1 week)

See section 10 above for more details about closing off an event.

12. Understanding player entry and payment mechanics

12.1. The player entry screen

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

The screenshot shows the 'Enter Event' interface for 'Teams in ABF Mid Year Congress' on Saturday 4th Dec 2021 10am. The interface includes a purple header with a pencil icon, a category dropdown set to 'CATEGORY 1', and 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 are fields for Team Name (Foster), a question for entrants, and a comments field. At the bottom are two 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).

They can vary the payment method for each player in the entry if they wish (see [2](#) below 12.3 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.

12.2. 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		25 credits	Bank Transfer	 Pending Manual
 Alan Admin		25 credits	TBA	 Unpaid
 Betty Bunting		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)
- 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).

12.3. 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"> • 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) • 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. <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 0 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 0 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.

13. Understanding refunds

Refunds occur in three primary situations:

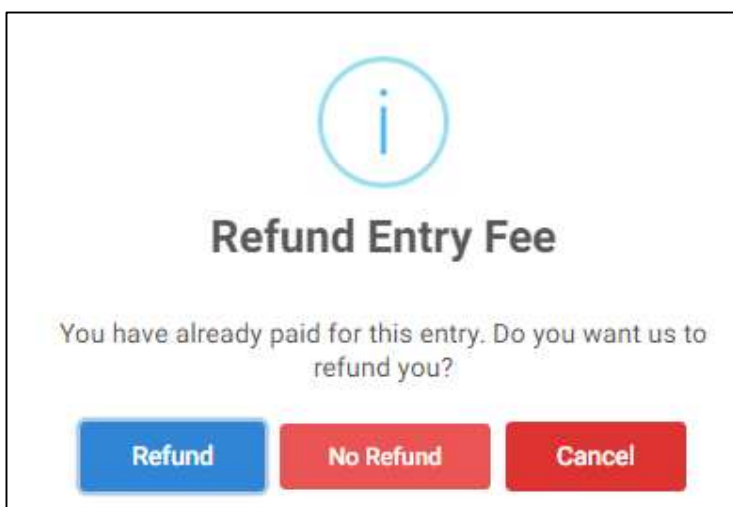
- Removing a player from an entry
- Withdrawal of an entire entry by a player
- Withdrawal of an entire entry by the organiser

The primary mechanism of refunds is always to a player's Bridge Credits account. It is intended that this become the norm to reduce the amount of times that Tournament Organisers will have to specifically reverse credit card transactions or initiate their own bank transfers.

If players do receive a bridge credits refund and they then want an actual \$ refund to the card they used to pay, they need to put in a support request and ABF head office will process the credit card refunds.

13.1. Removing a player within an entry

When an individual player is removed from an entry (either by the player or by the organiser) the option of a refund to whoever paid for that player is now given. For example if the player doing the removal had themselves paid:



If the incoming player is going to pay for themselves then it's appropriate for the departing player to receive a refund. If the players are going to sort it out amongst themselves then no refund need be given through My ABF.

If a full price player is replaced with a youth player the difference between the original fee and the youth discounted fee is automatically refunded to the Bridge Credits account of the player who paid for the original entry (not this does not necessarily have to be the player being replaced.)

Note it is impossible for the last named player in an entry to be removed as that would leave the entry with all entrants showing as "TBA". The last player needs to withdraw the entire entry using the red button at the bottom left of the player's edit entry screen.

13.1.1. Special circumstances for refunding players

Refunds are not offered automatically when an organiser has previously manually edited the entry to show an amount as paid for a player when nothing had been automatically recorded (perhaps due to an entry being manually moved or some other adjustment). In that situation it will be necessary to manually transfer credits to the player via the Organisation's own bridge credits account.

13.2. Withdrawal of an entire entry by a player

Any player who has made a payment at the time the withdrawal occurs will automatically get a refund to their bridge credits account (with an opposite entry to the Organisation's account). This includes payments made by manual means (e.g. bank transfers). Note that My ABF does NOT automatically reverse any actual Stripe card payments (this could be done but would have to be done via the Stripe website).

My ABF also does not yet track refunds made by the Organiser outside the system (e.g. by bank transfer).

In future we will probably change this to automatically refund only those players who have paid with bridge credits (the presumption being that players who paid outside My ABF directly to the Tournament organiser will be refunded that way as well).

13.3. Withdrawal of an entire entry by the organiser

When the organiser does a withdrawal they have additional control over what refunds are given. They are presented with a screen showing the amounts paid by each player in the entry. My ABF keeps track of who has paid what so it will display the amounts actually paid by each player – so that the refunds go to the right people.

Congress Admin View

ABF Mid Year Congress

Pairs (Open) - Cancel Entry

Julian Foster, Mark Guthrie
Paid - 30.00 credits

Refunds are at the discretion of the convener. Funds will be transferred from the club account to the entrant's account and could result in the club being overdrawn. Rival Bridge Club has a balance of 584.00 credits.

If you don't want to give a refund then set the amount to zero.

Player	Refund
Julian Foster (ABF: 518891)	<input type="text" value="15.00"/>
Mark Guthrie (ABF: 620246)	<input type="text" value="15.00"/>

CANCEL ENTRY

Note that the figures being presented here are the potential refunds to go to players and, **IF PROCESSED, THEY WILL BE BRIDGE CREDIT REFUNDS.**

The Organiser can accept these figures or edit them. Upon clicking Cancel Entry, the entry is removed and the nominated refunds will be made to the players' Bridge Credits accounts (with an opposite entry to the Organisation's account).

There are two circumstances when an Organiser will probably want to edit the amounts:

1. If the event refund policy means the player(s) are not entitled to a full refund for whatever reason; OR
2. If the players have not originally paid via bridge credits and the organiser intends to make a refund directly to them outside My ABF (this most commonly occurs for players who paid by bank transfer). In that case the figures presented should be removed (this doesn't mean that no refund will be given – it just means that no bridge credits refund will be given).

It is acknowledged that the system should probably only show a suggested refund figure for players who HAVE paid by bridge credits. Future changes to this area will allow the Organiser to specify the amount of the refund AND whether it should be by bridge credits or "off-system" (this will allow more complete financial reconciliations to be produced).

Withdrawn entries are retained in My ABF behind the scenes although they are no longer visible on any entry lists. Future financial reconciliation reports (currently in design) will take payments and refunds for these entries into account.

14. Handling teams of 5 or 6 players

A large majority of teams entries are for teams of 4. Entry fees are all initially configured to assume this.

There are, however, situations where teams of 6 (or sometimes 5) are also playing.

My ABF initially assumes that the entry fee is allocated only to players 1-4. Players 5 and 6 are listed as free. There is then, however, an ability for both players and organisers to recalculate the fees to distribute them across all players in the entry.

Note this is not nearly as simple to do as it may first appear – because an entry can include any or all of the following:

- Youth players receiving a discount
- Early entry discounts
- Special discounts attributable to particular players
- Different member and non-member entry fees

14.1. Recalculate entry fees when creating an entry (player)

After a 5th player has been added to an entry, although they are initially still included with no charge a “Recalculate Fees” button appears at the bottom of the screen.

The screenshot shows a purple header with the text "Enter Event" and a pencil icon. Below the header, the event title "Test Teams in Easter Red Points Congress" and the date "Saturday 22nd Jun 2024 10am" are displayed. A table lists players and their payment methods:

Player	Payment Method	Pay Now	Pending
Julian Foster	My Bridge Credits	30 credits	
Mark Guthrie	My Bridge Credits	30 credits	
Alan Admin	My Bridge Credits	30 credits	
Betty Bunting	My Bridge Credits	15 credits	
David Weston	No Charge		

Below the table is a plus sign icon and a "Total" row showing "105 credits". At the bottom, there are three buttons: "RECALCULATE FEES", "CONFIRM AND PAY NOW", and "SAVE AND PAY LATER". A yellow box highlights the "RECALCULATE FEES" button, with a tooltip that reads "Split entry fees across all team members".

Hovering over this button brings up a tool tip explaining what it will do.

In this example the entry fee per player was specified at \$30 – i.e. \$120 per team (based on the normal team of 4). One player (Betty Bunting) is a youth player and receives a 50% discount.

Clicking the recalculate button will spread the fees between all players in the entry. Note that if you are adding a team of 6 it is more sensible to wait until you have also added the 6th player and THEN use the Recalculate Fees button.

After the recalculation (for a team of 6) the entry fees are now spread like this:

Enter Event

Test Teams in Easter Red Points Congress

Saturday 22nd Jun 2024 10am

Player	Payment Method	Pay Now	Pending
Julian Foster	My Bridge Credits	20 credits	
Mark Guthrie	My Bridge Credits	20 credits	
Alan Admin	My Bridge Credits	20 credits	
Betty Bunting	My Bridge Credits	10 credits	
David Weston	My Bridge Credits	20 credits	
TBA	My Bridge Credits	20 credits	
Total		110 credits	

Comments

[RECALCULATE FEES](#) [CONFIRM AND PAY NOW](#) [SAVE AND PAY LATER](#)

The details of the recalculation (referencing this example) are shown in the next section.

14.2. Details of the recalculation

The exact mechanics of the recalculation can get quite complex when multiple discounts are involved. The system does the following:

- The specified entry fee per player is multiplied by 4 to reach an entry fee for the team ($4 \times 30 = 120$)
- That fee is divided equally between the players now in the entry to reach a new fee per player ($120 / 6 = 20$)
- If the team includes any youth players, the youth discount is then applied ($50\% \times 20 = 10$)
- If member/non-member fees are also involved, separate per-team amounts are determined for each and divided – with the relevant amounts per player being allocated to members/non-members included within the entry.

Youth players: This means that a youth player in a team of 6 will receive a percentage discount (usually 50%) applied to $1/6^{\text{th}}$ of the total team price. As opposed to 50% of $1/4$ of the total team price in a team of 4.

Rounding: If the total entry fee does not divide evenly, the figures for each player are calculated to 2 decimal places (rounded up). For example an entry fee of \$80 in a team of 6 leads to \$13.34 per player. No rounding difference is included (so in that scenario a total of \$80.04 would be listed). If the organiser wishes to, they can manually adjust one of the players' fees to remove the rounding difference. *[Or choose fees that divide by 4, 5 and 6 to start with!]*

If any other combination of entry fees is required, the organiser will need to manually amend the entry.

14.3. Recalculate entry fees when editing an entry (player)

It is also possible to do this when editing the entry (provided no-one has paid yet). If, for example, an entry was originally lodged as a team of 4 and a 3rd pair is now being added the same recalculation can be performed from the Edit Entry screen:

Edit Entry

Test Teams in Easter Red Points Congress

This item is still in your shopping cart [CHECKOUT](#)

[VIEW ALL ENTRIES](#) [ENTER FOR SOMEONE ELSE](#)

You made this entry

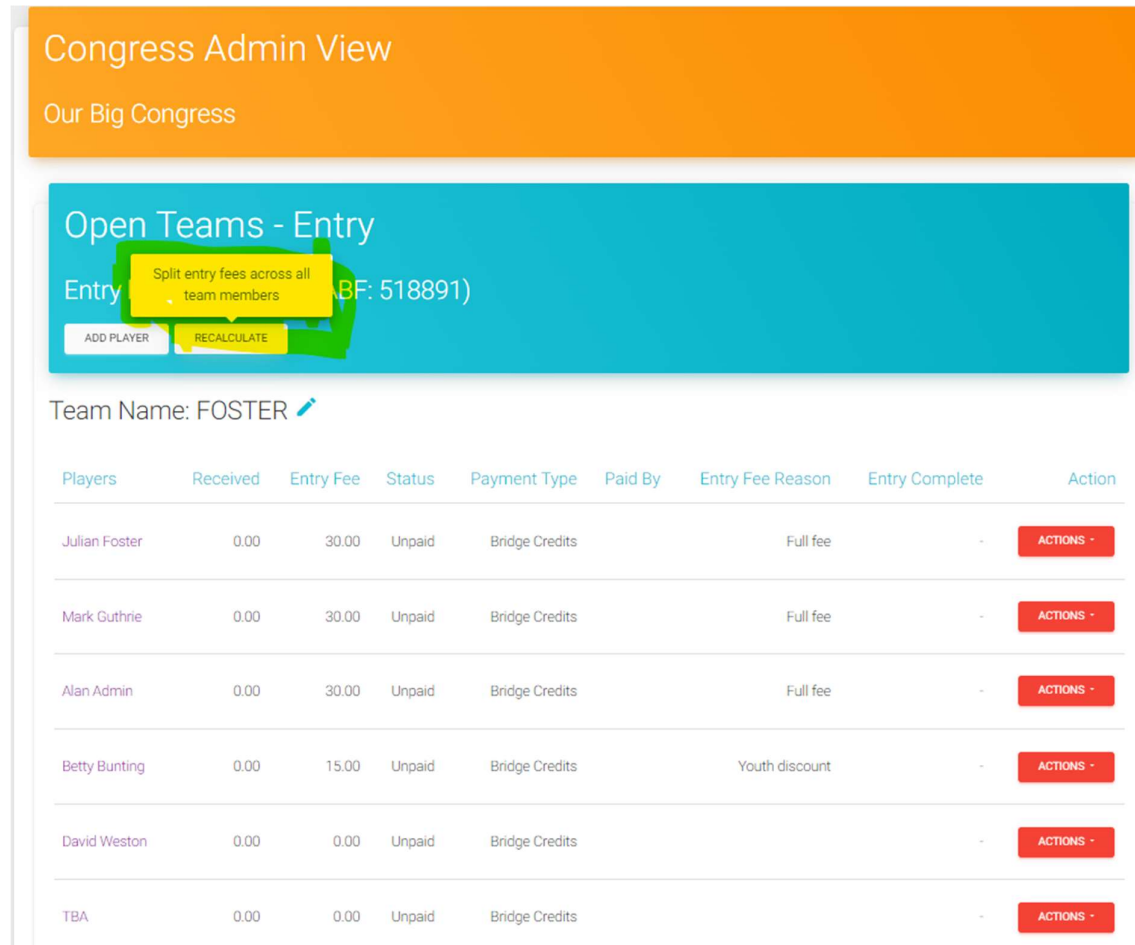
Player	Actions	Entry Fee	Payment Method	Status
 Julian Foster		30 credits	Bridge Credits	Unpaid
 Mark Guthrie		30 credits	Bridge Credits	Unpaid
 Betty Bunting		15 credits	Bridge Credits	Unpaid
 Alan Admin		30 credits	Bridge Credits	Unpaid
 David Weston		0 credits	Free	Free
 TBA		0 credits	Free	Free

Split entry fees across all team members

[RECALCULATE](#) [PAY FOR EVERYONE](#)

14.4. Recalculate entry fees (organiser)

The Organiser also has the ability to do this recalculation in the Congress Manage area.



Congress Admin View

Our Big Congress

Open Teams - Entry

Entry (BF: 518891)

Split entry fees across all team members

ADD PLAYER RECALCULATE

Team Name: FOSTER

Players	Received	Entry Fee	Status	Payment Type	Paid By	Entry Fee Reason	Entry Complete	Action
Julian Foster	0.00	30.00	Unpaid	Bridge Credits		Full fee	-	ACTIONS -
Mark Guthrie	0.00	30.00	Unpaid	Bridge Credits		Full fee	-	ACTIONS -
Alan Admin	0.00	30.00	Unpaid	Bridge Credits		Full fee	-	ACTIONS -
Betty Bunting	0.00	15.00	Unpaid	Bridge Credits		Youth discount	-	ACTIONS -
David Weston	0.00	0.00	Unpaid	Bridge Credits			-	ACTIONS -
TBA	0.00	0.00	Unpaid	Bridge Credits			-	ACTIONS -

14.5. When you cannot recalculate

If any payment has been made by any player in the entry then the Recalculate button is no longer available. This is because it could lead to silly little additional payments or refunds.

In this circumstance the Tournament Organiser may need to manually reallocate fees and give sundry refunds if necessary. But it is often better if the players sort things out amongst themselves in such cases.