

# INSTRUCTIONS FOR Bridge Base Online

These step-by-step instructions are to help you get ready to play bridge online and then play online using BBO. They are not in any certain order. They are meant to be helpful for those who are not tech-minded! Each step has a Youtube video that you can paste into your browser and watch so you have an overall visual of each step. They are not long but are directed at the topic at hand. It might be nice for you to watch the video and then use the step by step guide when you are actually doing it.

You must have a BBO account to participate in a “Virtual Club Game.” If you do not have an account, it is easy to create one. **You also must have an ACBL number to play in a Virtual Club Game.**

## I. To Create an Account: Log on to: [bridgebase.com](http://bridgebase.com)

This is a link to a Youtube video on how to create an account if you need a **visual tutorial**:

<https://www.youtube.com/watch?v=E28xcQk6xac&feature=youtu.be>

1. There is a **red button** in the right hand corner that says: **Login/register**. Click on that button
2. If you’ve already registered, log in. If not, click on the **Blue bar** that says “**Become a member (free!)**”
  - a. This will take you to a screen that will ask you to create a:
    - i. User name (It can be whatever you want but don’t use your email address.) It also cannot be more than 10 characters and you may only use letters and numbers—NO Special Characters. (For example, I used: kgrant) Write down your user name to remember it because you will need it elsewhere.
    - ii. Create a password and confirm your password (Then remember it or write it down!)
    - iii. Your real name
    - iv. Your ACBL number. If you do not know your number, email Gary at: [chaneygary47@gmail.com](mailto:chaneygary47@gmail.com) or me at: [kimfwi@aol.com](mailto:kimfwi@aol.com) and we will help you.
    - v. Your email address
    - vi. In the drop-down menu, you need to choose your level of expertise: Novice, Beginner, Intermediate, Advanced, Expert. (For example: I chose Advanced since I have around 2600 points)
    - vii. In the drop-down menu, choose your country—USA
    - viii. Click the box that you agree to the Terms of Service and then a **blue box** that says **register** will pop up. Click on that box and it will take you back to the log in screen with your user name and password already in the boxes. Click the “**remember me**” box and it will remember your username and password the next time you log in.
    - ix. You may have to verify a link from BBO in your email before you can log in for the first time. Check your email if you can’t log in.

**You are now ready to play on BBO! You can practice with a robot, play in a casual game with your friends (both are free) or in a club game which will have a fee to it.**

**What follows next are tutorials on things that I thought you might like help with. 😊**

## II. Add Money to Your Account that you will use to pay for your games

This is a link to a Youtube video on how to add money to your account if you need a **visual tutorial**:

<https://www.youtube.com/watch?v=rrvKuWFjOCg&feature=youtu.be>

1. Log in to your BBO account
2. Top Right hand Corner you see a **Blue box called BB\$** (it is by your user name). Click on that button.
3. It will take you to a screen that says: **Your BB\$ Account**
  - a. You want to click on the 2<sup>nd</sup> box: **Purchase BB\$**
4. You will now be at a screen where you can choose to purchase with a credit card or through Paypal
  - a. Each menu (credit card or Paypal) is pretty self-explanatory.
  - b. Click on "Remember BB\$ and "Add [some amount] when the balance goes below [some amount]" so you don't have to keep reentering your credit card number and won't find out you're out of funds just before a game starts.

## III. Set & Save Your Convention Card

This is a link to a Youtube video on how to set a convention card if you need a **visual tutorial**:

<https://www.youtube.com/watch?v=6CefLuYwZmg&feature=youtu.be>

1. Log into your BBO account
2. On the very far Right hand side there are 4 tabs that start with: Messages, People, History & Account. **Click on the Account tab** (it is ½ down your screen)
3. You will next see: Profile, Settings, Convention Cards & Deal archive under the word Account.
  - a. **Click on Convention Cards**
4. Click on New ACBL Convention Card to make a card that you and your partner play. **YOU MUST HAVE A CARD ON FILE OR YOU WILL AUTOMATICALLY PLAY THE SAYC (Standard American Yellow Card)**
5. To see the whole card at one time, you can hover on the gray bar that is splitting your screen and when you see an arrow, ←→ move the screen to the left.
6. After you have finished filling out your card go back to the very top of the card and put in **a TITLE for your card and who it is for** (for example I would say G. Chaney & my title would be Chaney/Grant )
  - a. In the **PARTNER** box, **put the BBO name of your partner.**
7. Hit the **save changes button**
8. Your card with your partner is ready to go! Make & save a card for each of your partners if you have different agreements.
9. When you sign up for a game, (after you have registered) click on the ACCOUNT tab
  - a. Click on Convention Cards
  - b. Click on the convention card of the partner you are about to play with
  - c. A pop up menu will appear that says: "What would you like to do with (Whatever you titled the card as) with 3 blue button options:
    - i. view, edit, delete and
    - ii. a pink button option: **USE WITH PARTNER** CLICK that button and your card will be set for your game.
10. To see the opponent's card during the game
  - a. Click on the **Blue Button with 3 white lines in it** that is located above the Board Number in the top left hand corner of the table (it is also where you can Call the Director)
  - b. You can then click on the e/w or n/s convention card and see what your opponents are playing.

## V. How to Add Your ACBL Number After You have Already Set Up a BBO Account Without It

1. Log into your BBO Account.
2. On the left side of your screen you will see where it says “play or watch bridge” & “FEATURED AREAS”
  - a. Click on the **ACBL WORLD** button under FEATURED AREAS
3. You will see 3 Blue buttons, click on the button that says “**UPDATE YOUR ACBL NUMBER**”
4. A new screen will pop up and you will see where to put in your ACBL number and save

**This is a link to an overall tutorial on how to do things at the table. It is worth copying and pasting into your browser and watching to get an overview of what things look like when in play.**

[https://video.search.yahoo.com/yhs/search?fr=yhs-symantec-ext\\_onb&hsimp=yhs\\_ext\\_onb&hspart=symantec&p=how+to+Call+a+Director+in+BBO+games#id=1&vid=e408e2042b3575ae735cba3b7f9e49ce&action=click](https://video.search.yahoo.com/yhs/search?fr=yhs-symantec-ext_onb&hsimp=yhs_ext_onb&hspart=symantec&p=how+to+Call+a+Director+in+BBO+games#id=1&vid=e408e2042b3575ae735cba3b7f9e49ce&action=click)

## V. Alerting Your Own Bids and Asking About an Opponent’s Bid

This is a link to a Youtube video on how to self alert your own bid if you need a **visual tutorial**:

[https://video.search.yahoo.com/yhs/search?fr=yhs-symantec-ext\\_onb&hsimp=yhs\\_ext\\_onb&hspart=symantec&p=how+to+self+alert+on+bridge+base+online#id=2&vid=fce2bfff60f3922af5071428303c5f30&action=click](https://video.search.yahoo.com/yhs/search?fr=yhs-symantec-ext_onb&hsimp=yhs_ext_onb&hspart=symantec&p=how+to+self+alert+on+bridge+base+online#id=2&vid=fce2bfff60f3922af5071428303c5f30&action=click)

Playing online is a bit different than in person. **You must alert your own bids.** It is okay because your partner cannot see your alerts so you are NOT giving your partner information.

1. You will need to wait until it is YOUR TURN to bid before you can do anything. The bidding box will pop up. That is the time you will alert your bid when it is appropriate to do so.
2. When it is your time to bid and the bidding box appears on your screen
  - a. **Click on the Alert button.** This must be done **BEFORE** you make your bid because as soon as you make a bid, your bidding box goes away.
  - b. After you have clicked on the Alert button an explanation screen will pop up. **You now write in what your alert is.**
    - i. For example: Partner opens 1NT, (They will have put in the NT range with their bid but you will not be able to see it) You want to transfer to hearts, so when it is time for your bid you would, click the alert button and type in “transfer” and then make your bid of 2D. Your partner cannot see your explanation but both opponents can.
  - c. **Make your bid** after the explanation is typed in.
3. **You forgot to alert your bid.** You made your bid without alerting it but you remembered right after you made it. That is okay, it happens.
  - a. Put the **cursor on your bid** and click
  - b. **A yellow box** will pop-up that says “**Please explain**” put your explanation in the box and the Click **OK**. Now both opponents can see your explanation but NOT your partner.

4. **You want to know what an opponent's bid means.**
  - a. **Click on their bid** that you want to know more about. It will pop up the yellow explanation box **for them**. (They will type in the explanation of what the bid means and hit OK) and then their explanation will appear on your screen.
  - b. If you get a box that pops up with a bid that you made, that means **the opponents want to know what your bid means**. Just **type in the explanation** and click **OK** and then they will be able to see your explanation, but not your partner.

## **VI. How to Chat, & Claim or Call the Director**

This is a link to a Youtube video on how to Chat, Undo & Claim if you need a **visual tutorial**:

<https://www.youtube.com/watch?v=UQNH99Ksrrs>

1. **CHAT** – This feature takes place when you are at the table.
  - a. Bottom left is a **blue Table button**. This is where you can talk to everyone at the table. You type in your message, click the **blue CHAT box** and the message will appear to everyone at the table. You can tell your partner “Good Luck” or “Well done”!
  - b. Kibitzer—If you choose this option, **Only the kibitzers** will be able to see your message.
  - c. Private—A box will pop up, put in the **BBO user name** of the person you want to chat with and click **OK**, the message box will now have the **username in blue** indicating that your message will be going to that person. You type the message, click **Chat** and now your message has been sent
2. **CALLING THE DIRECTOR**
  - a. Click on the **Blue Button with 3 white lines in it** that is located above the Board Number in the top left hand corner of the table. You will see A Director button in the menu, click on it and the director will come to your table
3. **CLAIM** – During the play you know you have the rest of the tricks and you want to claim because you are getting short on time.
  - a. The **CLAIM** box is in **blue** on the bottom left. Click on it.
    - i. A box will pop up and ask: **How many more tricks do you claim?**
    - ii. Click on the number
    - iii. Put an explanation where it says “**Explain**” on how you are going to finish the hand
      1. For example: drawing trump and all my diamonds are good or cross ruff, etc.
4. **UNDO** – **There are NO undo's in a Virtual Club Game.**

## **VII. HOW TO FIND OR FOLLOW YOUR PARTNERS**

This is a link to a Youtube video on how to Find & Follow your friends if you need a **visual tutorial**:

[https://www.youtube.com/watch?v=AoEm6h\\_obko&feature=youtu.be](https://www.youtube.com/watch?v=AoEm6h_obko&feature=youtu.be)

1. Log into your account at BBO
2. Click the “**People**” tab on the far right of your computer screen. (The tabs go down the side)
3. Click on the bottom “**Add Friend**”
  - a. Type in the BBO username that you want to add and then Click **ADD**  
They will now show in your list.
    - A GREEN Dot** means your friend is online.
    - A RED Dot** means your friend is offline.

4. After you have added a friend. Their name will appear in your friends box. You want them to follow you so you can find your partners easily.
  - a. **Click on their name**, a message box will appear. If they are online a chat box will appear, if they are offline, a message box will appear and you will send them a message they will see the next time they are logged in.
  - b. **Send them a message and ask them to follow you**. Now you will be able to easily find your favorite partners and them you!
  - c. There is a button at the bottom that says: **SHOW OFFLINE**
    - i. It defaults to the left or only shows you the people online. Move that button to the right so you can see all your friends whether they are online or offline. If it is clicked to the left, you will only be able to see who is online in your friends list.