



Directors Manual

Version 3.4
6th February 2017

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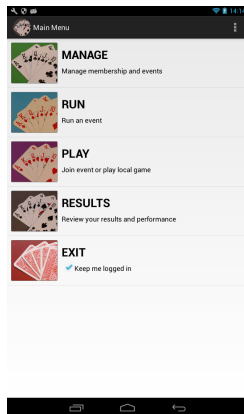
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1 EQUIPMENT SETUP

aprBridge requires an Android tablet to be used as the Director's device (it can, if necessary, also be used as a Table device at the same time).

1.1 Directors Tablet

The Director's tablet needs to be logged in with an account that has Director privileges. This will have been provided as part of the club registration process. Devices only need to be logged in the first time they are used, or if they have been explicitly logged out. The device needs to be connected to the Internet during the log in process.



Once logged in with a Director's account the tablet provides access to a range of options to manage and run events.

The rest of this manual provides details on how to use these features.

1.2 Wi-Fi Network

To run an event a Wi-Fi Network is required although it is not necessary to have Internet access.

For clubs without a permanent venue (i.e. who play in rented rooms) using a plug in router/access point is ideal providing easy set-up, the ability to use different rooms and avoids reliance on third party Wi-Fi.



Products such as the TP-Link TL-WR810N (300Mbps Wi-Fi Pocket Router/AP/TV Adapter/Repeater) are ideal.

This device provides an ideal Wi-Fi environment with no need to be connected to the Internet and, following initial configuration, simply needs to be plugged in to work.

1.3 Tables

Each full table requires a Table device (Android or IOS phone or tablet).

Instructions for the Table devices are within the Table Manual.

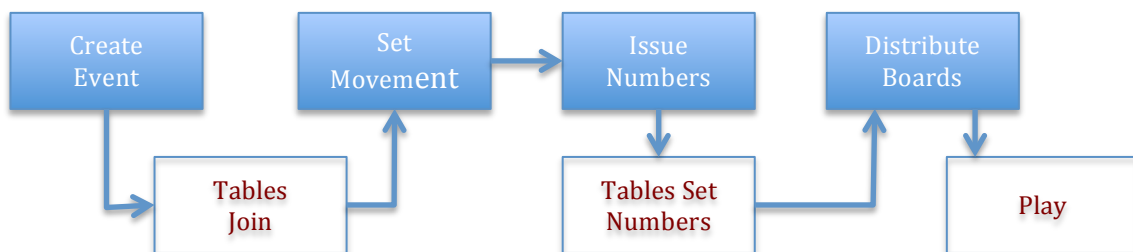
2 EVENT SET-UP OVERVIEW

Setting up an event on aprBridge closely follows the steps a director would normally undertake in running any event:

- determine the number of tables
- choose the required movement
- number the tables
- distribute the boards

aprBridge helps by providing sensible defaults and determining the required board numbering and layout whilst leaving the director in full control.

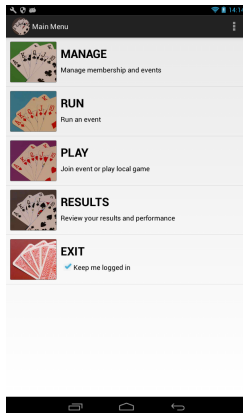
The 'step-by-step' process is as follows:



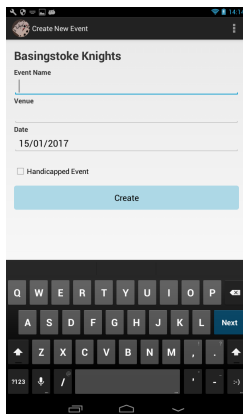
The following sections provide a guide to the screens (Section 2) and a suggested Director's process / script (Section 3).

3 EVENT SET-UP (STEP BY STEP)

3.1 Create Event



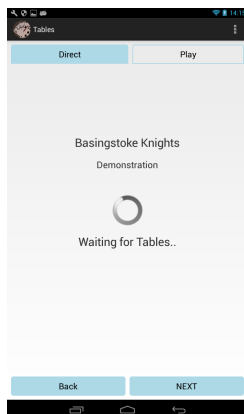
To create an event select RUN from the main menu on the Director's tablet



Enter a name for the event and optionally the venue.

Select 'Create' to create the event and publish it to the room. This will make the event visible to the individual tables.

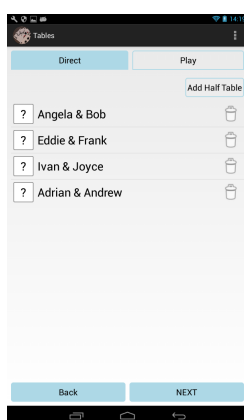
3.2 Tables Join Event



The Director's tablet will wait for tables to join the event.

NOTE

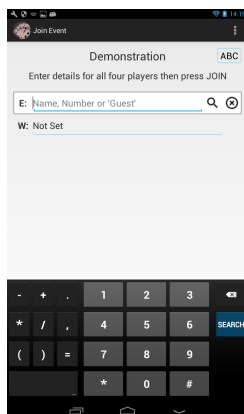
The Director's tablet can also, at the same time as directing, be used as a Table scoring device. To switch between 'Directing' and 'Playing' use the tabs at the top of the screen.



As tables join the event (see Player manual for details) they will appear as a list of tables displaying the Unit Number or, once known, the player names.

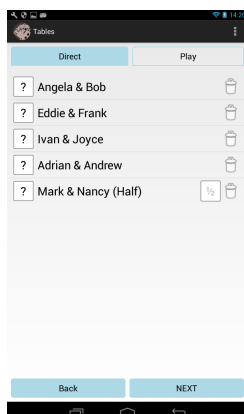
If a half table is required this is created using the 'Add Half Table' button

Tables can be removed using the 'Dustbin' icon.



Add half table (optional)

To add a half table enter the player details for East and West (see Player manual for details) and select JOIN.

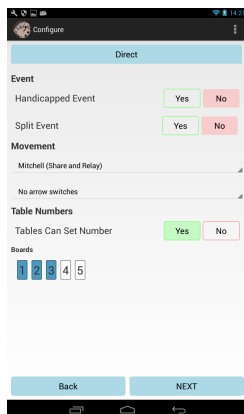


The half table will be added to the list of tables.

Once all tables have joined and therefore the number of tables is known it is possible to confirm the movement and set table numbers.

Select NEXT to move to the configuration screen.

3.3 Configure / Set Movement

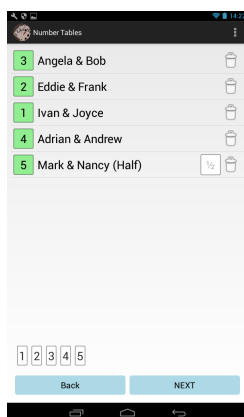


The configuration screen offers a sensible set of default values but can be amended to cater for:

- Running a handicapped event
- Splitting an event in two and running RED & GREEN sections in parallel (See section X)
- Choosing a different movement
- Specifying any arrow switches.
- Controlling when Tables can set their number.
- Adjusting the number of boards to be played.

Confirm configuration and select NEXT.

3.4 Number Tables



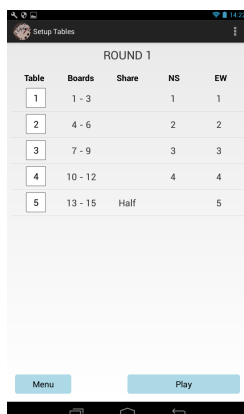
Once the movement is chosen/confirmed table numbers can be issued and set by each Table (see Player manual for details).

If numbers need to be set or adjusted by the director this can be done by tapping the require number from the bottom of the screen then tapping the required tables 'number' square.

Any half table is automatically numbered and will always be the last table.

Once all tables are numbered click NEXT

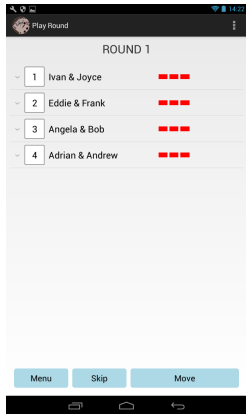
3.5 Setup / Distribute Boards



The requested movement will be displayed with the required layout, including any by boards and sharing, and the board numbers to be placed at each position.

Once boards have been distributed click 'Play' to start the event.

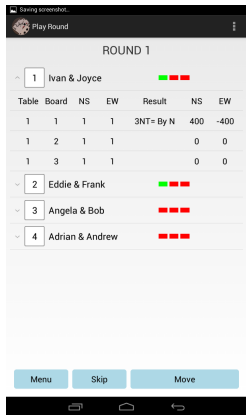
3.6 Play



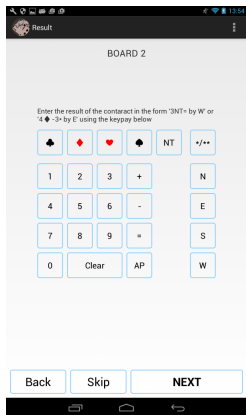
Once play has commenced it can be monitored through the Director's tablet.

As each board is played the progress bar against each table will change from red (not played) to green (played).

3.7 Enter / Update Games



If details for a particular board need to be entered or amended by the director this can be done by drilling down on the required Table and selecting the game to enter/amend.



The contract and result can be entered/updated using a single page entry screen (See Table Manual for details)

3.8 Move (Optional)

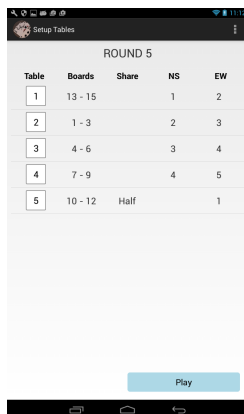


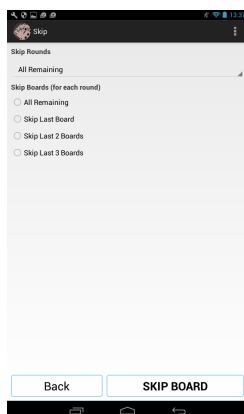
Table	Boards	Share	NS	EW
1	13 - 15	1	2	
2	1 - 3	2	3	
3	4 - 6	3	4	
4	7 - 9	4	5	
5	10 - 12	Half	1	

Once a round has been completed, the Director can optionally see the board and player movement required by selecting Move.

Selecting Play will then initiate the next round.

This step is entirely optional and the system will automatically move to the next round when tables start to play it.

3.9 Skip



If the director wishes to truncate the event they can use the Skip button to define the boards to be removed.

The director can choose to skip boards for some or all of the remaining rounds and also the number of boards to be skipped.

In this it is possible to:

- Skip all remaining boards
- Skip one or more boards for all remaining rounds
- Skip one or more boards for the last X rounds.

3.10 End

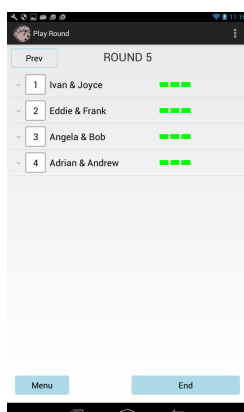
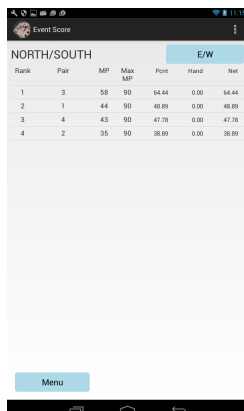


Table	Boards	Share	NS	EW
1	Ivan & Joyce	13 - 15	1	2
2	Eddie & Frank	1 - 3	2	3
3	Angela & Bob	4 - 6	3	4
4	Adrian & Andrew	7 - 9	4	5

Selecting End on the last round will skip any remaining boards and calculate the event result.

3.11 Results



Event Score

NORTH/SOUTH

Rank	Pair	MP	Max MP	Pcnt	Hand	Net
1	3	58	90	64.44	0.00	64.44
2	1	44	90	48.89	0.00	48.89
3	4	43	90	47.78	0.00	47.78
4	2	35	90	38.89	0.00	38.89

Menu

Results are displayed either separately for North/South and East/West or combined as a single list depending on the movement selected and option set.

The NS or EW button will swap between result sets if appropriate.

Rotating the tablet will display the pair names (see below)



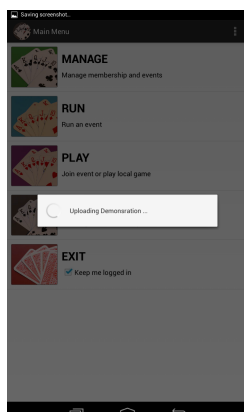
Event Score

NORTH/SOUTH

Rank	Pair	MP	Max MP	Pcnt	Hand	Net
1	Angela & Bob	58	90	64.44	0.00	64.44
2	Ivan & Joyce	44	90	48.89	0.00	48.89
3	Adrian & Andrew	43	90	47.78	0.00	47.78
4	Eddie & Frank	35	90	38.89	0.00	38.89

Menu

3.12 Upload (Automatic)



Once the event is completed returning to the main menu will automatically upload the results (and send out emails) if Internet access is available.

If not the upload can be done manually using the Event Management option (see Section 4.4)

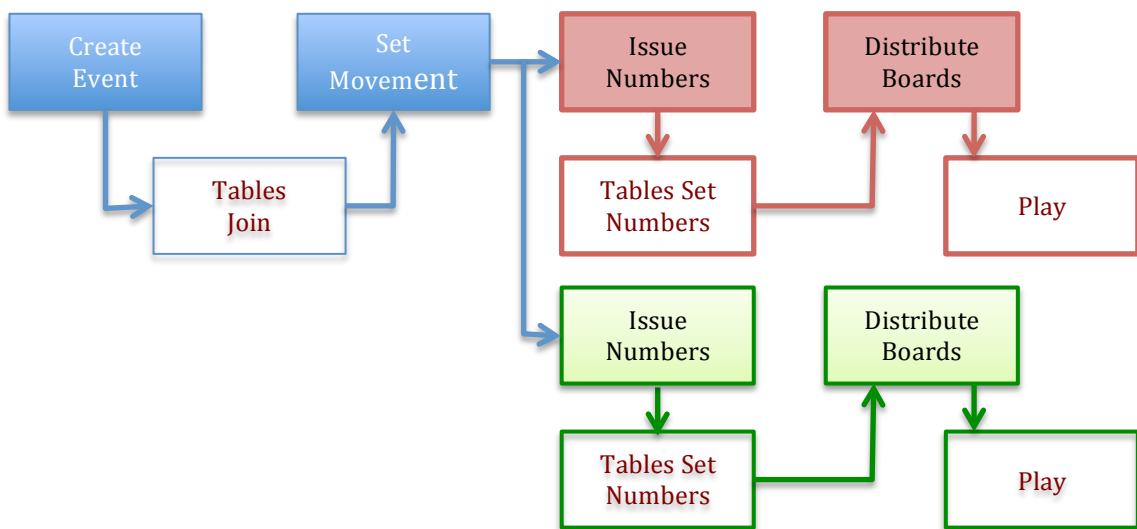
4 SPLIT EVENTS

4.1 Overview

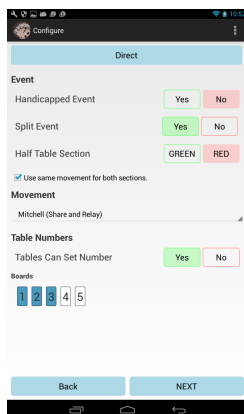
If the number of tables is such that you wish to split the room and play two separate sections then this can be done when setting the movement.

If an event is split aprBridge automatically creates a RED and a GREEN section. Table numbers should be issued to each section separately and tables will join the appropriate section when setting their table number.

Once split each section is managed separately with the director switching between them as required.



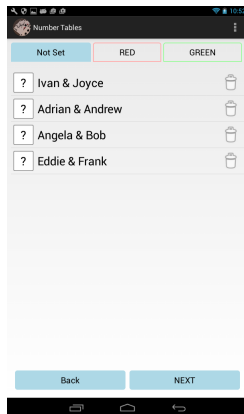
4.2 Configure / Set Movement



If an event is to be split this is set on the configuration screen – set Split Event to Yes.

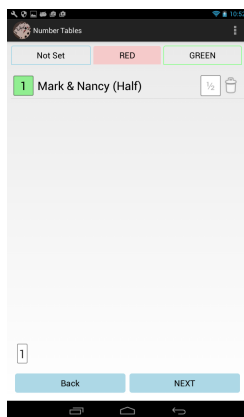
If the event has a half table it is necessary to specify which section, RED or GREEN, it is located in.

4.3 Number Tables

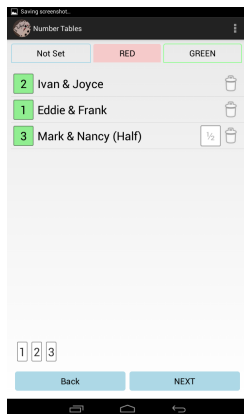


Until the tables set their number and section they remain in the 'Not Set' section.

As tables are numbered they move to either the 'RED' or 'GREEN' section and can be viewed using the top tabs.

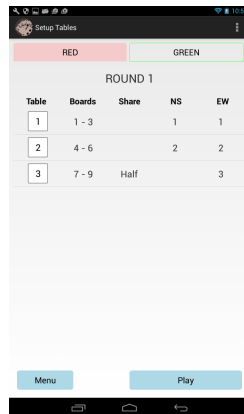


Any half table is automatically moved to the required section



Other tables will appear in the correct section once they set their table number (including the Section).

4.4 Setup/Play / Skip / End / Results



ROUND 1				
Table	Boards	Share	NS	EW
1	1 - 3		1	1
2	4 - 6		2	2
3	7 - 9	Half		3

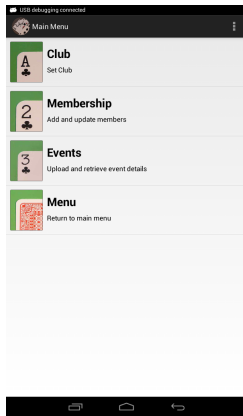
The remaining steps for running the event are the same for each section, RED and GREEN, as for a single event and should be run independently using the top tabs to switch between them.

That is:

- Setup boards
 - Play
 - Move (optional)
 - End
- } For each round

5 MANAGE

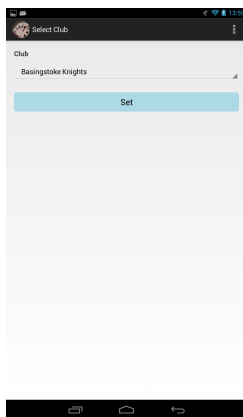
5.1 Management Function



The management menu gives access to:

- Setting the club.
- Creating and editing new members.
- Uploading and managing events

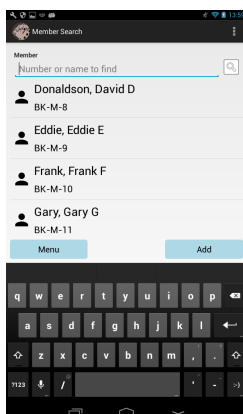
5.2 Club



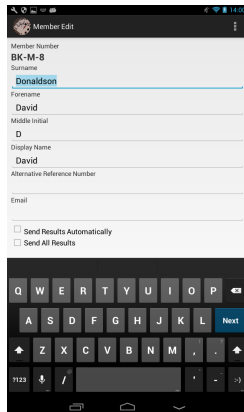
If a Director's device has been set-up for use by more than one club then the current club is set on the club management page.

All available clubs will appear in the dropdown.

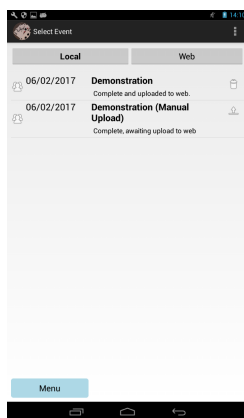
5.3 Membership



The member management screen allows members to be added or existing member details to be updated.



5.4 Events



The event management screen allows:

- Completed events to be uploaded to web. Where events have been run offline they should be uploaded to web when Internet access is available.

NOTE: You will not be able to continue to use aprBridge if completed events are not uploaded since this is a condition of use.

- Completed and uploaded events to be deleted from local device. This should be done periodically.
- Incomplete events to be deleted.

6 PLAY

The play menu allows the director's tablet to be used as a Table tablet (when not being used as a Director's tablet).

7 RESULTS

The results menu gives access to results from the web and is therefore only available when connected to the Internet.

Uploaded events can be accessed:

- By Player, or
- By Event

APPENDIX A: SETTING UP SUGGESTED SCRIPT

- 1) Preparation
 - Plug in Wi-Fi device (if using)
 - Turn on Director's tablet.
 - Turn on all other tablets
- 2) Create event on Director's tablet
 - RUN from main menu; enter name (<Event Name>) and **Create**.
- 3) Once other tablets have booted up and launched aprBridge hand out tablets.
- 4) **ANNOUNCE:** Ask tables to select <Event Name>, enter player details and **JOIN** event. Each device should end up on the 'home screen'. This has the green 'table' in the middle and player names around it.
- 5) If there is a half table set this up on Director's tablet.

Once the number of tables and movement is known:

- 6) Select NEXT to move to configuration screen.
- 7) Setup required configuration for event (the default is normally fine)
 - Handicapping
 - Split Event
 - Movement Details
 - Numbering Option
 - Number of boards per round
- 8) Issue table numbers.
- 9) Select NEXT to move to Table Numbering screen.
- 10) **ANNOUNCE:** Ask tables to enter table number (including section if appropriate)
- 11) Check the Director's tablet to ensure all tables are correctly set-up and numbered. Rectify any errors with tables.

- 12) Select NEXT to review the event table & board setup (RED & GREEN sections need to be setup separately)
- 13) Hand out boards.
- 14) Select PLAY to start the event (RED & GREEN sections need to be started separately)
- 15) **ANNOUNCE:** Please commence play.