SUBMIT BRIDGEWINNERS CONVENTION CARD TO USBF

A Convention Card [CC] created in BridgeWinners can be submitted to USBF either by sending the link or sharing the card. Both approaches are described below.

The benefit of sending link or sharing versus submitting a pdf file is that we will magically pick up changes without you needing to resubmit the card. If you send a pdf of a BridgeWinners CC then Al **will** request the link.

Note: USBF accepts CC that is either Old or New ACBL Format, but it is easier to grab the link of a card that is Old ACBL Format.

Log into BridgeWinners

Click CC icon in upper right [below name]



Option 1: LINK TO CC

Find the appropriate CC.



A) Without needing to look at the card, you can:

Right-click on "View/Print" and the pop-up, depending on your browser, will offer something like "Copy link" or "Copy link address". Click on whichever choice you are shown then inside body of email Paste the result into email. This works for both Old & New Format CCs.

The link should look like:

https://bridgewinners.com/convention-card/print/hh-rr-precision/99999

Send mail to <u>Al Hollander <al@usbf.org>; Jan Martel <jan@usbf.org></u> Al will confirm receipt of the link.

B) Look at the card then grab the link

click "View/Print"

We recommend using "A) Without needing to look at the card", but if you want to try to grab the URL:

WARNING: If you try View/Print, the link for New Format CC changes quickly. So we recommend using "A) Without needing to look at the card". To switch to Old Format – see section at the end of the dod. If you want to try to grab the URL:

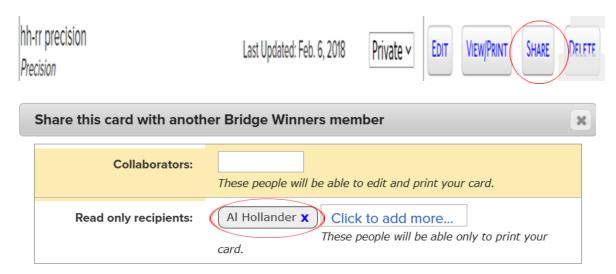
From [GOOD]: <u>bridgewinners.com/convention-card/print/tr_new_format/99999</u>

To [NOT GOOD]: https://bridgeinstructors.com/cc/ZZZZZZaRAINALaK.pdf

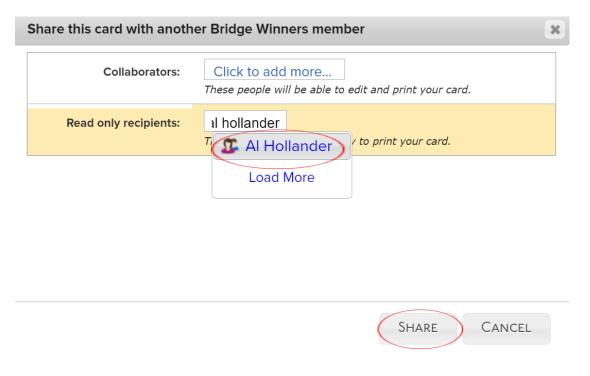
Highlight the url from your browser then copy/paste into email bridgewinners.com/convention-card/print/tr_new_format/99999

Send to: <u>Al Hollander <@usbf.org></u>; <u>Jan Martel <jan@usbf.org></u> Al will confirm receipt of the link.

Option 2: **SHARE THE CARD**



Collaborators can modify the card so add me [optionally also add Jan Martel] as "Read only recipients". There will be a pop-up of names known to BridgeWinners. Make sure you click on the correct offering.



Click on **Share** and BridgeWinners will send email so that I can grab the link. Al will acknowledge having read-only access to the card.

BridgeWinners CC

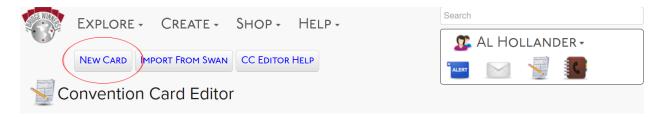
CREATE A NEW CARD ON BRIDGEWINNERS

WARNING: BridgeWinners now defaults to new CCs having new ACBL format but there is an option to use old format. [USBF will accept either]

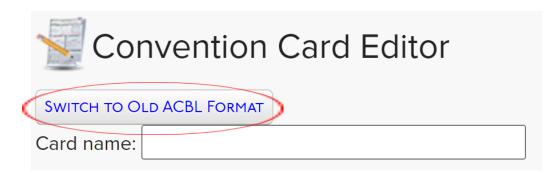
Log into BridgeWinners

Click CC icon in upper right [below name]





Click on New Card



If you want to create New Format – just enter "Card name" and continue.

If you prefer Old ACBL Format you can enter "Card name" before or after choosing "Switch".

Just make sure you enter a meaningful card name [preferably identifying players]

After creating the card, follow the steps described at the beginning of this document.

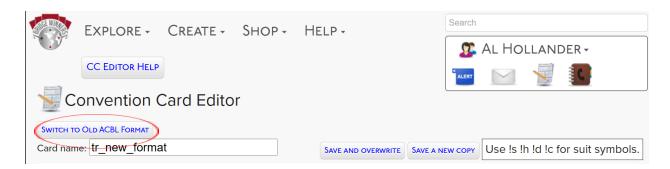
CONVERT NEW FORMAT TO OLD FORMAT

If you have previously or unintentionally created a New Format CC but prefer to revert to Old Format, BridgeWinners provides the functionality.

Select appropriate card



click "Edit"



Click on "Switch to Old ACBL Format".

Check converted card then proceed as previously described.



NOTE:

- * "Save and overwrite" preserves the existing link. You won't need to resubmit to USBF.
- * "Save a New Copy" creates a new link. You will need to resubmit to USBF.