

# OPERATOR INSTRUCTIONS BEFORE PLAY

If you arrive in time to set things up before play starts, you can log in ahead of time. This document has some suggestions for how to do that and what to do while you're waiting for players and hands to arrive.

## 1. WHICH BBO PROGRAM TO USE

If your computer is set up behind SOUTH, you should use the normal BBO program.

If your computer is set up behind NORTH, you should use the BBO North program.

If you use the wrong program, you will have a much more difficult time doing the broadcast, because the players on your screen will be in different places than the players who are at the table. If you notice this when you first look at the players from the playing room, you should immediately log off BBO and log back on using the correct program.

## 2. ENTER YOUR NAME

Spectators and commentators like to know the operator's real name. So when you first log in, click on your Vugraph name (it will be Vugraphz and 2 more letters and will be at the top of the list of players in the lobby) to get to your profile and put in your real name and your country. While you're there, you can also make choices about what you see and how things work at the table: pictures of cards or not, show played cards (if you get distracted that can be useful), use keyboard for bidding and play entry or not (I very strongly encourage you to use the keyboard for bidding!)

## 3. MAKE YOUR COMPUTER SILENT!

Your computer should be muted when you get to it, but please check so you won't have to worry about it later.

## 4. SET UP A BROWSER FOR INFORMATION

Probably you're seeing this because someone set up a browser for you. There are several other things you may want to put in the browser; they are linked from <https://usbf.org/vugraph-information/index.php>:

- Operator Instructions During Play covers how to start, deal with disconnects, and end.
- Long Vugraph operator instructions has some suggestions for how to do things.
- Even longer instructions, which you won't have time to read but might want to know about later.
- **NOT OPTIONAL:** The spreadsheet for the event you are showing. See below about entering player names.
- You may also want to open BridgeWinners to be able to see scores in other matches and BBO to be able to let players see other tables after they have finished play.

## 5. ENTER PLAYER NAMES

When you get to the table, either by starting the broadcast or joining it, if any of the players are at the table already, you can enter their names before the boards arrive. Go to the spreadsheet you opened in 4. above and find your match on the list. PLEASE PLEASE PLEASE enter each player's name EXACTLY as it is shown on the spreadsheet, preferably by copying from the spreadsheet and then right-clicking on the player's seat and pasting the name. There are two reasons we want the player names to be exactly the same every time they play:

1. Many of the players have entries in a database that will populate their profiles with a picture, sometimes a bio, sometimes convention cards, for people watching on the browser version;
2. BBO maintains records of play, which can be useful for journalists and also for investigations into claims of unethical conduct. Those records are stored based on the player's screen name and are not so useful if hands played by two people with the same last name get mixed up, or if hands played by one person are stored under two or more different names.

## 6. PLAYER CELL PHONES

Before play starts, ask the players to give you their cell phones. When they are on Vugraph they are not allowed to have a cell phone with them.