BridgeSignUp.com

User Guide

Revised 12/5/2018

Table of Contents

Overview

The Bridge Signup (BSU) website provides a complete overview of your bridge group's schedule of games. The signup status for each day of play and for each player is shown on the website. You can check on who is signed up to play and what their playing status is. Also, you can choose to be notified via email anytime your playing status changes for the next day of play.

You can signup either as a single or with a partner. You are assigned to a table on a first come first served basis. Half tables are allowed as an option. Table assignments can be modified by a website administrator and can be printed out for use on the day of play.

Logging Into The Website

To log into the website go to login.bridgesignup.com using your browser. There you will see the screen where you will have to select the Group ID associated with your bridge group and then enter your Username and Password.

When you are first entered into the system a default Username and Password is assigned to you. They are your first name concatenated with your last name, each having the first character capitalized (i.e. FirstLast) and any spaces are removed. For

example if your name is "First M Last" your Username and Password are "FirstMLast".

You can change both of these in the Player Information screen as described below. You should change the Password as soon as possible to prevent someone else logging in as you. Username and Password are limited to 20 characters in length and when being modified they must be at least 8 characters long.

Your Password is never shown on the website or stored directly in the database. It is stored in an encrypted form via a one-way encryption system and cannot be decrypted. If you forget it, your administrator cannot tell you what it is. However an administrator can reset it for you and you can then set it to something new.

You should always use the "Logout" button to exit the website when you are finished.

The login screen also allows you to download two documents, this one and the full Player's Guide. This can be done using the buttons near the bottom of the screen.

Your First Login

The first time you login you should use the "Edit Your Information" button to access the screen that shows your information as it exists in the database. Use of this feature is described below.

When an administrator added you to the database they provided some information about you. At a minimum it was your name and the default username and password. You should validate this information, changing it and adding to it if necessary.

At the very least you should change your password. The default value for this is a format known to all, which means someone other than you could login as you and change your signup status.

Using a Direct Login

Logging in can be greatly simplified by including your login information in the URL, bypassing the above described login procedure. The URL is the location information you give your browser, telling it what website you want to visit. The URL used to login directly to the signup page of the website is shown below.

http://bridgesignup.com/RTE/index.php?id=groupid&user=username&pw=password

This is a prototype containing placeholders for your login information. In place of "groupid" you will enter the ID of your bridge group. Enter your username in place of "username" and your password in place of "password".

This URL is then entered in your browser instead of "login.bridgesignup.com". This will log you in and take you to the signup page for your bridge group.

4

For example, if you are a member of the bridge group whose ID is "citybridge" and your username is "JaneDoe" and your password is "LadyDeer" the URL that you would use is

http://bridgesignup.com/RTE/index.php?id=citybridge&user=JaneDoe&pw=LadyDeer

Once you have tested this URL you should include it as the address in a bookmark in your browser. This will provide you with a "one click" login.

Signup Screen

The main page of the website is the signup screen, where players can register their requested signup status and view the status of other players for all the days of play.

There are two versions of this screen. They are the same except information about master point levels is shown if master points are being used.

	Announcement info shown here	3/19	3/21	3/23	3/26
	PLAYERS	**M 3**	**W 2**	**F 2**	**M 2**
1	Babbage, Charles	P-7N		P-7N	
2	Bohr, Neils				
3	Curie, Marie	P	P	A	P
4	Dirac, Paul	P-8			P-8
5	Einstein, Albert		P		
6	Feynman, Richard				
7	Gauss, Carl	P-1N		P-1N	
8	Halley, Edmond	P-4			P-4
9	Heisenberg, Werner		P-10E	P-10E	
10	Herschel, William		P-9E	P-9E	
11	Kepler, Johannas	P-14N	P-14N	P-14N	P-14N
12	Laplace, Pierre-Simon				
13	Leibniz, Gottfried				
14	Lovelace, Ada	P-11N	P-11N	P-11N	P-11N
15	Newton, Isaac				
16	Pauli, Wolfgang	P-17N		P-17N	P-17N
17	Pythagoras	P-16N		P-16N	P-16N
18	Schrodinger, Erwin	P			
19	Turing, Alan		A		P
20	von Braun, Werner	P-21			
21	Guest 1	P-20			
22	Guest 2				
	Contact Information	3/19	3/21	3/23	3/26
	Announcement info shown here	M 3	W 2	F 2	M 2
	Gauss, Carl	A		A	

Partner None   **Direction** None

Save Changes   Reset

Logout   Help   Edit Your Player Information

Signup Screen Without Master Point Information

	3/19	3/21	3/23	3/26
Announcement info shown here				
PLAYERS	**M 2**	**W 2**	**F 2**	**M 0**
1 Babbage, Charles		P-7N		
2 Bohr, Niels				
3 Curie, Marie	P	A	P	
4 Dirac, Paul			P-8	
5 Einstein, Albert	P			
6 Feynman, Richard				
7 Gauss, Carl		P-1N		
8 Halley, Edmond			P-4	
9 Heisenberg, Werner	P-10E	P-10E		
10 Herschel, William	P-9E	P-9E		
11 Kepler, Johannas	P-14N	P-14N	P-14N	
12 Laplace, Pierre-Simon				
13 Leibniz, Gottfried				
14 Lovelace, Ada	P-11N	P-11N	P-11N	
15 Newton, Isaac				
16 Pauli, Wolfgang		P-17N	P-17N	
17 Pythagoras		P-16N	P-16N	
18 Schrodinger, Erwin				
19 Turing, Alan	A		P	
20 von Braun, Werner				
21 Guest 1				
22 Guest 2				
Contact Information	3/19	3/21	3/23	3/26
Announcement info shown here	M 2	W 2	F 2	M 0
Gauss, Carl	[ ]	A	[ ]	[ ]

***| 300   ***| 50   ***| 20   ***| ***| LM

Partner None   Direction None

Save Changes   Reset

Logout   Help   Edit Your Player Information

Signup Screen With Master Point Information

On this version, each player's master point level is color coded in the buttons to the left of their names. The color code for the levels is shown above the Partner and Direction line.

7

The signup screen is organized as a matrix similar to that of a spreadsheet. At the top is the title of the bridge group. The central portion is a list of the players and their status and at the bottom is a set of buttons and selectors that allow you to make changes to your signup status and to invoke other functions of the website. The line containing your name is highlighted.

Starting at the left of the screen is a set of buttons that contain numbers that identify the players. These buttons are all the same color if player master points are not being used, except the button for the last player to make a change is green. If master points are being used the buttons are color coded to indicate the player's master point level. Also, when master points are being used, there is an option to color the button white if the player is a Life Master.

Next is a list of player names. The names in the list are color coded to indicate the type of player as shown here.

Regular player
Substitute player
Website administrator

Each website is allowed up to nine guest players. If your bridge group uses this feature the guest players will be shown below the names of the players that belong to the group. They will be named "Guest n" where n can be from 1 to 9.

Above the list of players is an announcement in red that administrators use to display current information.

At the bottom of the list of players is a Contact Information button that, when clicked, provides the ability to email any of the players and can display their phone numbers. This is an optional feature controlled by the administrators and described below.

To the right of the player names is a set of columns, one for each day of play, that contain the color-coded playing status for each player.

Each status column is headed and footed with blue rectangles that contain the date and, under that, the day of the week and the number of tables that are assigned for that day of play. If the cutoff time option is in effect (described below), and it is past the cutoff time and all the tables are full, an asterisk will precede the day name. If all the allowed tables are full the day name and the table count will be shown in red. If an administrator has blocked a day of play to signups, the background color will be red instead of blue.

The last row of the status section contains the name of the player that will be affected by any signup actions. This row also contains a set of selectors at the bottom of each status column. These are used to select the command to change your status for each day of play as described below. This line is called the command line.
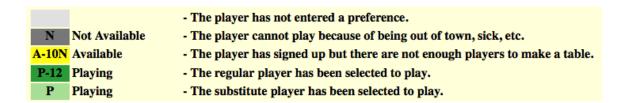
If master points are being used the color-coding for the master point levels is shown on the next line. The colors shown are used in the buttons to the left of the player names. In the example above light blue means the player has less than 20 master points. Blue is for the range 20-49 master points, green represents 50-299 and red is for 300 or more master points. White buttons designate players that are Life Masters.

The next row contains a pair of selectors used when signing up a partnership. They allow the selection of the partner and a requested table direction as described later in this document.

Status Rectangles

The signup status of each player is shown in the color-coded rectangles to the right of their names.

The following diagram shows the variations possible in these rectangles and their meanings.

		- The player has not entered a preference.
N	Not Available	- The player cannot play because of being out of town, sick, etc.
A-10N	Available	- The player has signed up but there are not enough players to make a table.
P-12	Playing	- The regular player has been selected to play.
P	Playing	- The substitute player has been selected to play.

The number following the A or P status letter indicates that the player is signed up with a partner and is the number in the buttons to the left of the player names. If the partnership has requested a direction it is shown with a letter. N indicates North-South and E indicates East-West. If there is no direction letter the partnership has not indicated a preference.

Buttons

The bottom section contains buttons used during the signup process as described in the following.

Partner None   **Direction** None

Save Changes   Reset

Logout   Help   Edit Your Player Information

9

Save Changes

Used to send any signup changes that are being requested to the website for processing.

Reset

Clicking this button causes the changes set up using the selectors to be reset to the state they had following the last use of the Save Changes button. This also resets the guest signup mode described below.

Logout

Causes you to be logged out from the website. It is best to use this method of leaving the website since it causes your browser to clear out website information. Note: you will be logged out automatically after you have been inactive for 15 minutes.

Help

This displays a help screen that describes how to interpret and use the features of the signup screen.

Your Player Information

Clicking this button brings up the Edit Player Information screen where you can change your database settings.

How to Use the Signup Screen

You are allowed to change the signup status of yourself and any of the Guests. Any actions you take are applied to the player displayed in the command line. To select a Guest to signup click on the ID number to the left of the Guest you want to affect. This will put their name in the command line and you can then change their status. To return your name to the command line click the button labeled "Your Signup Status".

Changing a Player's Signup Status

When changing playing status you will use a set of commands available from a pull-down selector at the base of each status column. These are A, N, R and C. By selecting one of these you are indicating that you want to perform that operation on that day. You can select commands for as many days as you wish.

Available (A)

10

This command sets your status for the day to Available (A), meaning you would like to play. When there are enough players to fill a table you will be assigned to that table and your status will be changed to Playing (P).

Not Available (N)

Using this command indicates that you are not available for play on that day. This means that you cannot be selected as a partner for that day.

Remove (R)

This removes any signup requests that you have for the day and that of your partner if this is a partnership.

Change (C)

This command is used to change a signup involving a partner. It changes the partnership without changing your signup sequence priority.

General Procedure To Change Status

When changing your status use the following procedure.

1. Select the command for the day(s) you are changing.
2. Select a partner and direction if a partnership is involved.
3. Click the "Save Changes" button.

Specific details for the various signup scenarios are given below.

How to Signup as a Single Player

Signing up as a single (vs. a partnership) allows the website to find you a partner among the other single signups.

1. Select the A command for the day(s) you want to play.
2. Click the "Save Changes" button.

How to Select a Partner and Direction

To select a partner use the "Partner" selector.

When you click the selector you will be shown a list of all the players. Scroll to the one you are looking for and click on their name. You may also start typing their name to go directly to that portion of the list.

To select a table direction, use the "Direction" selector. None means you have no preference. NS is North/South and EW is East/West.

How to Signup a Partnership

1. Select the A command for the day(s) you want to signup for.
2. Select a partner.
3. Select a direction if you have a preference.
4. Click the "Save Changes" button.

How to Remove a Previous Signup

1. Select the R command for the day(s) you want removed
2. Click the "Save Changes" button.

How to Show Yourself as Not Available

1. Select the N command for the day(s) you are not available.
2. Click the "Save Changes" button.

How to Change Your Signup

This allows you to change a single signup to a partnership or vice versa, or to change the parameters of an existing partnership. You must already have a signup in existence. Otherwise, this command acts the same as the A command. Your signup sequence priority will remain the same, so you will not loose your place in line.

1. Select the C command for those day(s) you want to change.
2. Select a partner or "None".
3. Select a direction or "None".
4. Click the "Save Changes" button.

How to Signup a Guest

If you have a guest that you would like to signup to play you need to temporarily become the guest you want to signup. Click the button to the left of a "Guest n" player name. You are now in "guest signup mode" and the name of the guest is now in the command line where your name normally is. You can now signup the quest using the same procedure you use to change you own signup status.

When you "Save Changes" the requested status changes will be applied to the chosen guest and you will be exited from the guest signup mode. You can also exit guest signup mode by pressing the "Reset" button.

Your Player Information

The information associated with you is held in a player database. You can edit much of this information using the screen shown below which can be accessed using the button labeled "Your Player Information" on the signup screen.

Any of this information can be changed with some restrictions. The procedure is to make the changes and then click the "Save Changes" button.

The Player ID is only used in conjunction with master points, both of which are obtained from ACBL information. When master points are being used the first and last names must match those in the ACBL database. When this is the case, the Player ID is your ACBL number.

The Password is never shown because it is unknown to the system. To reset it to the default (FirstLast) clear the field. If you want to change it, enter the new Password in the field, overwriting the asterisks. Passwords must be at least 8 characters in length and can contain special characters. If you forget your Password an administrator can reset it for you.

The Contacts List options apply to the Contacts List, available from the Signup screen. If either of these options are checked you will be included in the list and your inclusion will contain the information checked. If you do not want to be in the list don't check either of the boxes.

13

If you check the "Notify On Change Of Status" box you will receive an email any time your playing status changes to or from Playing (P) for the next day of play. The email will not be sent if the change in status is due to changes you made while logged in.

Contacts List Screen

This screen allows players to send emails to each other and also provides phone numbers if the information is available. It is an optional feature of the website that is controlled by the administrators.

Each player has the ability to control whether they are included in the list and what information is included.

Emails are sent using an addressing scheme such that the list of recipients is not shown to those receiving the email. This is done to preserve the privacy of the players.

An email can be sent to any player on the list that has provided their email address in their player information. If they have provided a phone number it will be displayed on the list so other players can contact them via phone.

The screen allows emailing individual players, a group of selected players or all players.

Contact Information

Click on an underlined name to send an email to that person

	Player	Phone	Mobile
☐	**Babbage, Charles**		000 555-1212
☐	**Bohr, Neils**		000 555-0010
☐	**Curie, Marie**	000 555-1015	000 555-0105
☐	**Dirac, Paul**		000 555-0020
☐	**Einstein, Albert**		000 555-0108
☐	**Feynman, Richard**	000 555-1021	
☐	**Gauss, Carl**		000 555-1212
☐	**Halley, Edmond**	000 555-1013	000 555-0013
☐	**Heisenberg, Werner**		
☐	**Herschel, William**	000 555-1015	
☐	**Kepler, Johannas**		000 555-0014
☐	**Laplace, Pierre-Simon**	000 555-1019	
☐	**Leibniz, Gottfried**		
☐	**Lovelace, Ada**	000 555-1017	000 555-0017
☐	**Newton, Isaac**	000 555-1017	000 555-0107
☐	**Pauli, Wolfgang**	000 555-1019	000 555-0019
☐	**Pythagoras**	000 555-1013	
☐	**Schrodinger, Erwin**	000 555-1011	000 555-0011
☐	**Turing, Alan**		000 555-0016
☐	**vonBraun, Werner**		000 555-0022
	Player	**Phone**	**Mobile**

Click on an underlined name to send an email to that person

[email selected]   [email regulars]   [email substitutes]   [email all]

The names of those players that have provided an email address are underlined. An email can be sent to any one of those players by clicking on their name. Sending to multiple players is accomplished via the buttons described here.

Email Selected

The check boxes to the left of the names are used to select a subset of the list. After checking the boxes of all the intended recipients, use this button to send them an email.

Email Regulars

Clicking this button sends an email to all regular/member players.

Email Substitutes

This button sends an email to all substitute players.

Email All

This button results in an email that is directed to everyone on the list that has an email address associated with their name.

15

Help Screens

Help screens are available by clicking the Help button and consist of an abbreviated version of the information in this manual.

Miscellaneous

Cutoff Time

There is an option that can be set to favor regular/member players over substitutes when selecting which players are chosen to play. This option can lead to the situation where a substitute is bumped close to the starting time for the next game. The bumped substitute may not check the signup page and not see that they are no longer playing and show up for the game anyway. This can cause conflict and therefore the cutoff time option is available to ameliorate this problem.

A cutoff time can be set that comes into play a set number of hours prior to the start time of the next game. It is only effective when regulars have priority and the tables are full and it is past the cutoff time for the next day of play. When this condition exists an asterisk is shown to the left of the day name at the top and bottom of the next day of play on the signup page.

Under the above circumstances any new players signing up, regardless of their type, will be put on a waiting list (assigned a status of A). This waiting list is prioritized according to player type and signup sequence. The effect of this is that if a playing player drops out, the highest priority player on the waiting list will replace them.

Browser Keyboard Shortcuts

There are several keyboard shortcuts that simplify using a browser. This link provides information on many of them for popular browsers.

[Keyboard Shortcuts for Popular Browsers](#)

If the above link doesn't work then paste the following into your browser.

http://www.howtogeek.com/114518/47-keyboard-shortcuts-that-work-in-all-web-browsers/