

## Running a New Event

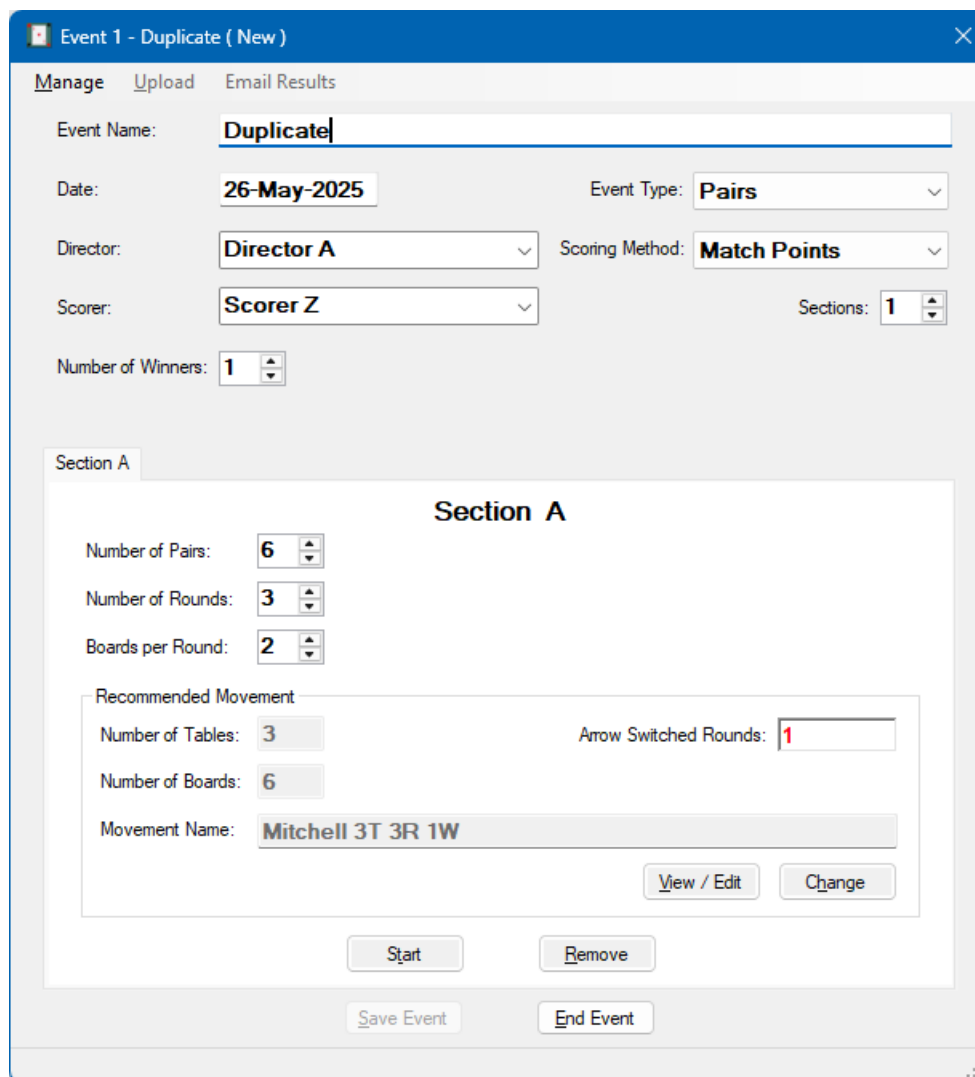
### Starting the Event

Launch Bridge Gem from the Desktop Icon or the Start Menu.

After the 'Splash' screen has been displayed, the **Main** form is displayed. Select the **New** option from the **Events** menu.



The **Event** form is displayed.



The **Event** form consists of 2 or more parts. At the top and bottom of the form, background grey, is the part that controls the Event, i.e. properties and controls that apply to all Sections in the Event. In the middle of the form, background white, are one or more parts (tab controls) that control each of the Sections in the Event.

Edit the **Event Name** as required. (The Event Name is mandatory, if it is inadvertently deleted, it is replaced with the default Event Name). **Date** displays the current date, but this may be overwritten.

Enter the **Director's Name** and the **Scorer's Name**. Any name entered is remembered and may be added to the dropdown lists associated with these controls. Initially when the dropdown list is blank (not populated), any name entered will be added to the dropdown list. Thereafter the names in the dropdown lists can be added to, removed from, or edited, as follows:-

- To add a name to the list, overtype the displayed name and press the **Insert** key
- To remove a name from the list, select the entire name and press the **Delete** key
- To edit a name on the list, just amend the name and then select another control

For a simple 1 section, 1 Winner, Pairs Event, scored using Match Point scoring, edit the following:

- Number of Pairs
- Number of Rounds
- Boards per Round

As the **Number of Pairs** and **Number of Rounds** controls are modified, **Bridge Gem** changes the **Recommended Movement**. If Bridge Gem is unable to recommend a Movement for a particular combination of Number of Pairs and Number of Rounds, the message "*Cannot Recommend a Movement*" is displayed in the **Movement Name** textbox. In these circumstance try clicking on the **Change** button to find an appropriate Movement. See the user guide, [Changing Recommended Movements](#).

In the case of the 1 Winner, 6 Pairs, 3 Round, Pairs Movement (illustrated above) the recommended Movement is a **Mitchell**. Bridge Gem tends to recommend Mitchell and Howell type movements.

For something more esoteric, click the **Change** button.

Note that the **Number of Tables**, **Number of Boards** and **Movement Name** are displayed 'greyed out' in order to indicate that these properties are read only, ie not set up by the user. **Bridge Gem** recommends a Movement and alters these fields as the user changes the **Number of Pairs**, **Number of Rounds**, and **Boards per Round** fields.

If the recommended Movement is not what is required, click the **Change** button to select a different movement.

Further information about the Recommended Movement can be displayed by clicking the **View/Edit** button. See the user guide, [Viewing & Editing Movement Details](#).

Click the **Start** button after the required Movement has been selected. This starts the Section, launches the Results Reporting program (often BridgeMate) and displays the **Section in Progress** form.

The starting of more complex events is described in the following user guides:

- [Changing the Recommended Movement](#)
- [Multisection Events](#)

### Missing Pair

If there is an odd number of pairs, the **Missing Pair** controls are automatically displayed at the top right of the Section part of the form. Set up the Missing Pair configuration as required.

## Arrow Switching

Bridge Gem's 1-Winner Movements include the correct Arrow Switched rounds for best balance. This is displayed in the Arrow **Switch Rounds** control.

Note that for some Recommended Movements, the best balance is achieved by switching some, but not all, tables in a round. If this is the case, the partially switched round is highlighted in **red**. Details of which tables are switched, and which are not, in a partially switched round are displayed in the **Details** tab of the **View Movement** form, see the user guide, [Viewing & Editing Movement Details](#).

To change the Arrow Switch setting, edit the text box with a comma separated list of Rounds to be Arrow Switched. Editing the Arrow Switched Rounds in the **Event Form** results in all Tables in the Round being switched. Finer control, e.g. partial switching of a Round, can be achieved in the **Details** tab of the **View Movement** form, see the user guide, [Viewing & Editing Movement Details](#).

## Relay Tables

The position of any **Relay Tables** required by the selected Movement is displayed in the **Overview** tab of the **View Movement** window. To display the **View Movement** window, click on the **View/Edit** button in the **Recommended Movement** groupbox.

The **View/Edit** button can be clicked at any time during a session, ie either before starting the session, whilst the session is in progress, or after the session has been ended.

The position of the Relay tables is also displayed, after the event has been started, in the Tables and Rounds tab of the **Section In Progress** form as shown below:

Section A ( In Progress )

Display Master Points

Section A

Tables and Rounds Players Boards Results

Tables

Tables	Status
1	Not Logged On
Relay	1 Boardset(s)
2	Not Logged On
3	Not Logged On
4	Not Logged On
5	Not Logged On
6	Not Logged On
7	Not Logged On
8	Not Logged On
Relay	5 Boardset(s)

Rounds

Round	Status	Time Started	Time Finished	Elapsed Time
1	Not Started			
2	Not Started			
3	Not Started			
4	Not Started			
5	Not Started			
6	Not Started			
7	Not Started			
8	Not Started			
9	Not Started			
10	Not Started			
11	Not Started			
12	Not Started			
13	Not Started			
14	Not Started			

End Abort

0 Tables Logged On 0 Rounds played

## General

The **Event** form has a **Status Strip** at the bottom of the form which displays hints and progress information to the user.

On the left hand side of the **Status Strip** hints are displayed in blue to help the user use the system. On the right hand side progress information is displayed.

Note that the **Event** form is *non-modal*. This means that other Bridge Gem forms, e.g. the **Main** form can be clicked and used whilst the **Event** form is displayed.

## Progressing the Event

After the **Start** control is clicked in the **Event Form**, **Bridge Gem** starts the event by:

- Launching the Results Reporting system (often BridgeMate)
- Displaying the **Section In Progress** form

Table	Status
1	Not Logged On
2	Not Logged On
3	Not Logged On

Round	Status	Time Started	Time Finished	Elapsed Time
1	Not Started			
2	Not Started			
3	Not Started			

The **Section In Progress** form displays details of how the Section is progressing. It has 4 tabs which display different aspects of the progress of the Section:

- Tables and Rounds tab
- Players tab
- Boards tab
- Results tab

In all the above tabs, the states of the properties on which they are reporting are colour coded as follows:

- Red - Not started or a serious error condition
- Light Green - Started or no problems
- Yellow - Minor problem or informative messages

#### Tables and Rounds Tab

The **Tables and Rounds** tab, illustrated above, displays information about the current state of the Tables and Rounds.

**Table** backgrounds are colour coded Red, Light Green, or Yellow according to the Table's status:

- Red - Not logged on
- Light Green - Logged on
- Yellow - Relay Table, with details of the number of Boardsets on it

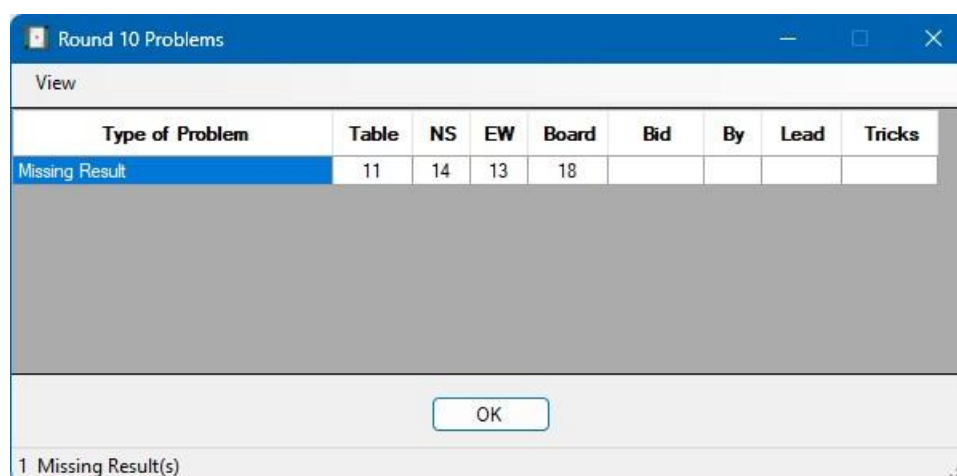
**Round** backgrounds are colour coded Red, Yellow or Light Green according to the Round's status:

- Red - Round not started
- Light Green - Round stated, in progress, or finished
- Yellow - Warning or Error condition

If there is a warning or an error condition associated with a Round, it is displayed under the **Elapsed Time** column. Common warnings and error conditions are:

- Round skipped
- Boards played the Wrong Way Round
- Missing Result
- Problem Result

In the case of an error condition, **double-clicking** on the Round displays the **Problem Result** form which provides more information about the problem(s) encountered.



## Players Tab

The **Players** tab indicates the status of all the Players in the Event.

The **Players** tab is used to correct any problems associated with the Players.

North or East			South or West	
Pair	Name	EBU No.	Name	EBU No.
1	Diana Marriott	54699	Alun Hughes	103550
2	Ian Hodgkinson	109839	Peter Bowles	109837
3	Nigel Fountain	438172		1
4	Melvyn Tuson	402534	Thelma Tuson	402533
5	Gill Thomas		Chris Gregory	
6	Eric Vickers	23162	Gill Vickers	36015

In the above example, there is 1 player who could not remember his/her EBU Number, so entered '1'; and 2 Guests, whose names have been typed in by the scorer, who are not members of the club.

Such problems may be resolved at any time during the course of the event. Details how to resolve both these problems and others are described in the user guide, [Correcting Player Names](#).

## Boards Tab

The **Boards** tab indicates the state of play of all the Boards in the Movement.

The **Boards** tab is used to enter corrections to Results.

Section A ( In Progress )

Display Master Points

Section A

Tables and Rounds Players Boards Results

Board: 5 Vulnerability: NS Status: Played 3 times

Pairs		Bid	By	Lead	Tricks	Score		Match Points		Status
NS	EW					NS	EW	NS	EW	
1	5	2S	N	7D	7		100		4	
2	4	3H	W	9C	8	50		2	2	
3	6	3H	W	9C	7	100		4		

End Abort

Select, then type, Right-click or Double-click for advanced features

Select the required Board by scrolling through the **Board** control found on the left above the Results for the Board'.

The **Vulnerability** of the Board and its **Status**, i.e. the Number of Times it has been played to date, are also displayed above the Results for the Board.

Results are kept up to date as they are received. Results that have yet to be received are displayed with a Red background, those already received with a Light-Green background.

The **Match Points/XIMPs** awarded to a Result are also kept up to date. Whilst the Section is in progress, these are 'raw' points, unadjusted for underplayed Boards. After the Section is ended, **Match Points/XIMPs** are displayed adjusted for underplayed Boards.

To edit a Board's result, either click on one of its cells and type, or double-click on a cell to display more advanced editing features (see the user guide [Correcting Results](#) ). Right-clicking on a cell displays a context menu, which allows the copying and pasting of a Board's result between one pair and another. (This is useful when scoring manually).

Corrections may be applied at any time. Details how to correct Results are further described in the user guide, [Correcting Results](#).


## Results Tab

The **Results** tab indicates the current position of Players in the Event.

The **Results** tab is Read only.

Pos	Pair	Players	Max MPs	Match Points	Score %
1	2	Ian Hodkinson and Peter Bowles	24	16.00	66.67%
2	4	Melvyn Tuson and Thelma Tuson	24	14.00	58.33%
3	5	Gill Thomas and Chris Gregory	24	13.00	54.17%
4	1	Diana Marriott and Alun Hughes	24	11.00	45.83%
5=	3	Nigel Fountain and Carol McKearney	24	9.00	37.50%
5=	6	Eric Vickers and Gill Vickers	24	9.00	37.50%

The **Results** tab is kept are kept up to date with Board Results as received.

To facilitate the display of Results, when the **Results** tab is selected the **Section In Progress** form may be made larger by clicking on the **Maximise** button, , at the bottom right hand side of the form, or by clicking on the Maximise control in the **Title Bar** (a little square box). The form is enlarged to fill the whole width of the screen. Text is enlarged accordingly.

To return the **Section In Progress** form to its normal size, either click on corresponding **Normalise** button on the enlarged form, or click on the **Normalise** control in the **Title Bar** (two overlapping little square boxes), alternatively select one of the other Tabs in the **Section in Progress** form.

The **Display Master Points** menu is disabled until the Section is ended. It is then enabled. Clicking it displays any Master Points awarded to Teams in a new column to the right of the **Score %** column.

## General

The different **Tabs** in the **Section In Progress** form can be clicked on in any order and at any time.

The **Section In Progress** form has a **Status Strip** at the bottom of the form which displays hints and progress information to the user.



On the left hand side of the **Status Strip** hints are displayed in blue to help the user use the system. On the right hand side progress information is displayed.

Note that the **Section In Progress** form is *non-modal*. This means that other **Bridge Gem** forms, e.g. the **Main** and/or the **Event** forms can be clicked and activated whilst the **Section In Progress** form is displayed. This is particularly useful for displaying the **View** form whilst the section is in progress.

### Hand Records

If a \*.pbn Deal File for the event has been saved in the correct folder (see section *Uploading the Result to Bridgewebs*), the Hand Records from this file are uploaded to the Results Reporting program (often Bridgemate) when the Event is started.

This enables the Tabletop Terminals to check that a valid '*Lead Card*' is entered when recording results.

### Ending the Section

The Section can be **aborted** at any time by clicking on the **Abort** button. Any Results received are discarded. This can be done when any of its Tabs are active. The **Section In Progress** form is closed and, if it is the last, or only, section in the Event, the Results Reporting program is shut down. An '*are you sure*' message is displayed to prevent accidental aborting of a section.

**End** the Section by clicking on the **End** button. This can be done when any of its Tabs are active. Reply **Yes** to the confirmation message. An '*are you sure*' message is displayed to prevent accidental ending of a section.

**Any further results received from the Results Reporting program for this Section are ignored. If this is the last, or only, Section in the Event, the Results Reporting program is shut down.**

Any corrections necessary, due to one or more Pairs playing fewer hands than others, or Boards being played fewer times than others, are automatically applied at this point.

After ending the Section, the **Display Master Points** menu becomes enabled. Clicking this menu displays the Master Points awarded, if any, to the top Pairs. Note that any Master Points awarded are displayed in the **Results** tab of the form.

Any manual corrections required to the Board Scores, or Player Details, can still be applied at this point. See these user guides, [Correcting Player Names](#) and [Correcting Results](#).

After all corrections have been applied click the **Save** button. This will save the event as \*.evnt file to the **Event** folder. The location of the **Event** folder is defined and controlled by **Folders and Files** tab in the **Settings** form. See the user guide [Bridge Gem Settings](#).

Now that the Section and its Event have been saved, the Section can be closed. However, if necessary, corrections can still be applied to the Board Scores and Player Details after the Section has been saved. If this is done, the Section must be saved again.

### Ending the Event

Click the **Close** button on the **Section In Progress** form to close the **Section In Progress** form. The **Event** form becomes the active form.

If, after closing the **Section in Progress** form, it is found that further manual corrections to Board Scores or Player Details need to be applied, click the **Review** button on the **Event Form** to re-display

the **Section in Progress** form. Correction can be applied in this form. See these user guides, [Correcting Player Names](#) and [Correcting Results](#) . Once all corrections have been applied, **Save** and **Close** the Section again to return to the **Event** form.

If, when the Event is closed, the Results tab is displayed, a screenshot of the Results tab is taken. It is this screenshot that is emailed to Players if the result of the Event is reported by email. It does not matter whether the Section In Progress is displayed normalised or maximised, the screenshot is always taken.

## Reporting the Result of an Event

The Results of an event can be reported in one of 3 ways:-

- The Result can be uploaded to [Bridgewebs](#)
- The Result can be uploaded to the [EBU](#)
- The Result can be emailed to Players

### Uploading the Result to Bridgewebs

To upload the Result to Bridgewebs, click on the **Upload** menu in the **Event** form and then on the option **Bridgewebs**.

The **Status Strip** at the bottom of the **Event** form displays how the upload is progressing. A message is displayed on successful (or otherwise) completion of the upload.

Both the Event's **Result** and it's **Deal** file will be uploaded to Bridgewebs. After uploading the **Result** to Bridgewebs, Bridge Gem checks whether there is a **Deal** file stored on the PC for the Event. If there is, it is subsequently (and automatically) uploaded to Bridgewebs.

Bridge Gem looks for Deal files in the *Deals and Information* sub-folder. The location of this sub-folder is defined and managed by the user through the **Folders and Files** option in the **Settings** window. See the user guide [Bridge Gem Settings](#).

The default location of the Deal file sub-folder is

**%LocalAppData%\Bridge Gem\Deals and Information\**

*%LocalAppData%* is a Microsoft Windows **Environmental Variable** recognised by all PCs. On many PCs this will be the **C\Users\<username>\AppData\Local\** folder.

Bridge Gem looks in the Deals and Information sub-folder for a file that contains, within its filename, the Event's Date and, optionally, its Event Name. Bridge Gem expects them to be in the following format:-

...[<Event Name>\_]<Event Date>...

i.e. the Event Name, if present, must immediately precede the Event Date, and be separated from it by a “\_” character. Most date formats are supported. Only \*.pbn Deal file formats are supported.

If a club only runs 1 event on any day, the Deal file name need only contain the Event Date, for it to be recognised as belonging to the event. However if the club runs more than one event on any day, the Deal File must contain both the Event Name and the Event Date, for it to be allocated to the correct event.

Thus a typical Deal file name might be:

***Duplicate am\_3May2025.pbn***

An Event called 'Duplicate am' run on 3<sup>rd</sup> May 2025

or ***Test Club 3-5-25.pbn***

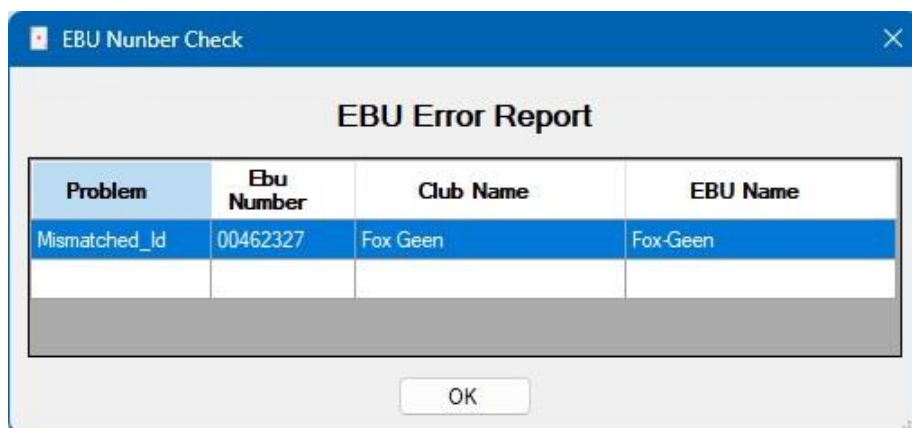
The (only) Event run on 3<sup>rd</sup> May 2025

### Uploading the Result to the EBU

To upload the Result to the EBU, click on the **Upload** menu in the **Event** form then on the option **EBU**.

The **Status Strip** at the bottom of the **Event** form displays how the upload is progressing. A message is displayed on successful (or otherwise) completion of the upload.

The EBU may return an indication that 1 or more of the EBU numbers uploaded are either incorrect (Mis-Match) or are not recognised by the EBU (Bad Id). In such cases, an error message is displayed:



The above screen is indicating that there is a mis-match between the EBU Database and Bridge Gem's player file. Amend the Player's details in the Player file to bring them into line with the Player's EBU record. Repeat the upload.

### Emailing the Result to Players

To email Results to those Players whose email addresses are known, click on the **Email Results** menu in the **Event** form. A screenshot of the **Results** tabpage in the **Section In Progress** form is emailed to players. See the 'Results Tab' section above.

This screenshot is generated when the **Section In Progress** form is **closed** and the **Results tab** is displayed. If the Results tab is not displayed when the Section In Progress form is closed, the screenshot is not taken.

The Results tab may be displayed in normal mode or maximised mode when it is closed. A screenshot is taken in either mode.

If, when the **Email Results** menu is clicked, the screenshot of the Results tab is not available, an error message is displayed. To generate the screenshot, follow the procedure below:-

- Click on the **Review** button to re-display the **Section In Progress** form
- Select the **Results** tab, and maximise the window if necessary
- Click on the **Close** button to close the Section In Progress form
- Click on the **Email Results** menu in the Event form

## Closing the Event

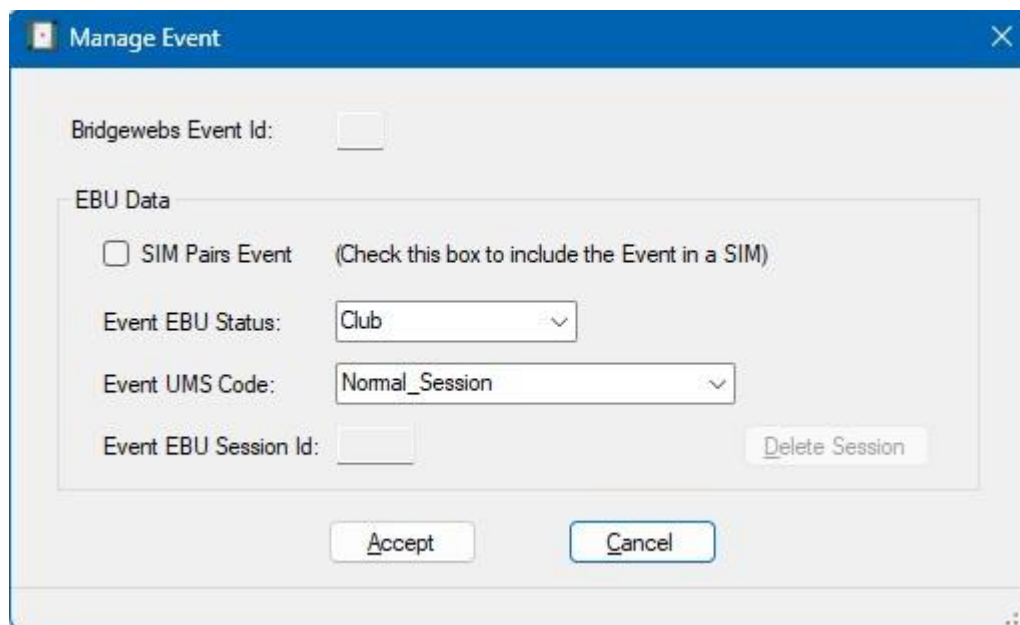
To close the Event, click the **End Event** button on the **Event** form.

Note that the Event cannot be closed if one or more Sections are still 'In Progress'.

All Sections must be Ended or Aborted before the Event can be closed.

## Other Event Management Features

Further control of, and information about, the Event is provided by the **Manage** menu item in the **Event** form's menu strip. Clicking on the **Manage** menu item displays the **Manage Event** form:



The **Manage Event** form displays the following (read only) information about the Event:-

- **Bridgewebs Event Id**  
This is blank until the Event has been uploaded to Bridgewebs. It is used by Bridgewebs to distinguish between Events uploaded on the same day. Bridgewebs Id are incrementally increased by Bridgewebs.
- **EBU Session Id**  
This is blank until the Event has been uploaded to the EBU. Each time an Event is uploaded to the EBU it is assigned a new Session Id.

Note that, if an Event is uploaded to the EBU more than once, e.g. because a correction has been made after to the previous upload, **Bridge Gem** automatically deletes the previous session from the EBU's database.

Also, if an Event has been uploaded to the EBU in error, the Event may be deleted from the EBU's database by clicking on the **Delete Session** button, which is only enabled when the EBU Session Id field is non-blank.

The **EBU Data** group box in the **Manage Event** form enables control of how the Event is handled by the EBU. It contains the following editable fields:-

- **SIM Pairs Event**  
If the Event is part of a SIM Pairs Event run by the EBU, check this box to automatically include the Event in the SIM Pairs Event when it is uploaded to the EBU.

- **Event EBU Status**  
Defines the 'Status' of the Event as far as the EBU is concerned. For a local Club event. This will normally be set to **Club**. It may be changed by altering the selected item in the combobox.
- **Event UMS Code**  
Define the EBU's UMS (Universal Management Subscription) code of the Event. This will normally be set to **Normal Session**. It may be changed by altering the selected item in the combobox.

Any changes made may be applied by clicking on the **Accept** button, or discarded by clicking on the **Cancel** button.

### Closing Bridge Gem

To close Bridge Gem click on the close button [X] at the top right hand corner of the **Main** form, alternatively select the **Exit** option from the **Events** menu.

Note that Bridge Gem cannot be closed if an **Event** is active.

If, and only if, the **Player Database** has been modified during the Event, but has not yet been saved, a prompt is displayed asking whether the **Player Database** should be saved. **In most circumstances the answer should be 'Yes'**. Answering 'No' will cause unsaved changes to the Player Database to be discarded.