

BridgeReservations.com

Administrators Guide

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Overview

The Bridge Reservations website provides a complete overview of a bridge group's weekly schedule of games for up to 30 days of play in advance. The signup status for each day of play and for each player is shown on the website. Players can check on who is signed up to play and what their playing status is. Also, players can choose to be notified via email anytime their playing status changes for the next day of play.

The players can signup either as a single or with a partner. Players are assigned to tables 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.

Master points can be used to order the assignment of players to tables as is done when stratification is being used. A player's master points are usually obtained from the ACBL but can be entered manually as required.

Website Administration

Website administrators control the configuration and function of the website. They are also responsible for the website's player population, being able to add and delete players and modify a player's information.

Administrators can also modify the signup status of any player. This allows them to act on the behalf of players that cannot access the Internet and in general, to control the signup process on an as required basis.

Table assignment for a day of play is provided by the website but often needs to be modified to fit the requirements of individual players. Therefore the website allows an administrator to modify the table assignments as may be necessary. The website also provides a table assignment file that an administrator can download, print and then post at the game so players can see where they, and other players, are seated.

This document describes how administrators perform these functions.

System Database

The database is the main data component of the website. It consists of three major sections containing data relating to the website, players and games. The game section is further broken down into configuration information and the status of the players signed up for each game.

Website Information Section

This section contains all the system wide information associated with the website.

It contains such information as the name of the bridge group and their login ID. It also has the account information and the maximum number of players and games allowed. It also identifies the world time zone the bridge group operates in along with several other parameters.

Player Information Section

This consists of player attributes that don't change dynamically. This information is only changed when either an administrator or a player edits it.

Game Information Section

The system allows for multiple games to be defined and each is essentially independent and therefore is a separate entity in the database. All information specifically related to a given game is contained in this section.

Player Status Information

There is one of these sections of the database for each game. It contains all the dynamic information associated with each player for that game. The information is stored for each day of play and is organized as a queue, with the next day of play always at the front of the line. When the first day of play has passed it is removed, the queue is moved up one day and a new empty day is inserted at the back of the line. This procedure is known as rollover.

Games

A game within a bridge group is defined as a competition consisting of several tables of players meeting at a scheduled place and time. It has a repetitive (weekly) schedule occurring on one or more specified days of a week.

Each bridge group website can have as many as five games defined. Games are independent of each other. They can have different days of play and different administrators (Directors). All of a game's settings are independent and their status is displayed on separate Signup screens.

All games share the same player population, which allows a player to be signed up for multiple games. The settings allow games to restrict player participation based on master points. Otherwise there are no restrictions on player signups.

Games can be made inactive. An inactive game's definition remains in the database (for later use) but it is not displayed on a Signup screen and therefore players cannot see it or signup for it.

Player Types and Priorities

The database provides for two types of players, regular and substitutes. This provides a method of prioritizing players when their playing status is being assigned. It accommodates the situations where some of a bridge group's players are seasonal or only available part time and the group wants to give priority to their regular players, yet keep all players on the list and allow all to signup at any time.

Player type is set in the database and results in their names being shown in different colors on the signup screen. This alone does not affect their priority when being picked to play. Players can be categorized without having to be prioritized.

The prioritization of regulars over substitutes is an option set by an administrator for the group.

When this option is in effect a regular player has priority over a substitute and, when tables are full, will replace a playing substitute even if they signup after the substitute did. This can lead to some problems if this is done shortly before the start of a game. Therefore an optional cutoff time can be set, after which, this situation is not allowed, and the regular player is assigned to the waiting list and will not bump a playing substitute. The setting of these options is covered later in this document.

Notifications

The website provides the ability to send several types of notifications to players. These consist of player status changes, reminders and welcome messages and are described in the following.

Player Status Changes

If a player chooses, they can receive an email message whenever their playing status has changed from playing to not playing or vice versa. This information is sent automatically whenever this type of status change occurs as long as it is not caused by the player changing their own signup status.

Optionally, all administrators can also be sent this information. If this option is turned on for administrators they will receive emails about all players, even if a player has this option turned off.

Reminder messages

An administrator can send a reminder email to all players scheduled to play in the next game. The message reminds a player that they are scheduled to play in the next game. It also informs them of who their partner is if they signed up with a partner. An admin can send these reminder emails from the Contacts Information page or the Website Maint -> Website Data. Also they can be sent automatically at a specified time on the day of play.

Welcome Messages

A welcome message is usually sent to a new player when they are added to the database. It normally welcomes the player and tells them how to login and find information on how to use the website. It can even give brief descriptions of the Signup page and how to use it to signup to play. It is sent from the Website Maintenance page and can also be edited from that page.

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 the days of play for each active game. The figure below shows the signup status for the game named Open Play.

Bridge Reservations Demo

Open Play

Announcement info shown here

PLAYERS

1

Babbage, Charles

2

Bohr, Neils

3

Curie, Marie

4

Dirac, Paul

5

Einstein, Albert

6

Feynman, Richard

7

Gauss, Carl

8

Halley, Edmond

9

Heisenberg, Werner

10

Herschel, William

11

Kepler, Johannas

12

Laplace, Pierre-Simon

13

Leibniz, Gottfried

14

Lovelace, Ada

15

Newton, Isaac

16

Pauli, Wolfgang

17

Pythagoras

18

Schrodinger, Erwin

19

Turing, Alan

20

Von Braun, Werner

21

Guest 1

22

Guest 2

Contact Other Players

Announcement info shown here

Lovelace, Ada

7/19	7/22	7/24	7/26
F 3	M 2	W 2	F 3
P-7N	A	P-7N	P-5N
P	P	A	P
P-8			P-8
	P		P-1N
			P-21N
P-1N		P-1N	
P-4			P-4
	P-10E	P-10E	
	P-9E	P-9E	
P-14N	P-14N	P-14N	P-14N
P-11N	P-11N	P-11N	P-11N
P-17N		P-17N	P-17N
P-16N		P-16N	P-16N
P			
			P
P-21			
P-20			P-6N
7/19	7/22	7/24	7/26
F 3	M 2	W 2	F 3
A	A	A	A

*** 300

*** 50

*** 20

*** LM

Game: Open Play

Select Game: Open Play

Partner None

Direction None

Save Changes

Reset

View Logfile

Website Maint

Assign Tables

Logout

Help

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 next row shows the name of the game being displayed and if you mouse-over the name a popup will show location, time and master point limits associated with the game. 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 (which is the case shown above) 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 Other Players 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 is described later in this document.

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, (explained later) 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 the day of play is blocked to signups the background color will be red instead blue.

The last row of the status section contains the name of the player that will be affected by any signup actions. This row, known as the command row, also contains a set of selectors at the bottom of each status column. These are used to select the command to change a player's status for each day of play as described below. There is a checkbox associated with each selector that is used to close the day to any player signup activity. Administrators can still make changes.

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 shows the name of the game and if you mouse-over the name a popup will show the location, time and master point limits associated with the game. This row also contains the selector used to select which game is being displayed and will be affected by any signup actions taken.

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 is shown in the color-coded rectangles and their annotations.

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

	Open	- The player is not signed up for play.
	N Not Available	- The player cannot play because of being out of town, sick, etc.
	A Available	- The player has signed up but there are not enough players to make a table.
	P-20N 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 the partner's name. 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 buttons to the left of the list of players are annotated with numbers that act as ID's of the players. Administrators can change the signup status of any player listed by pressing any of these buttons, which then allows them to assume the identity of that player. This changes the name of the active player in the command row below the list of players and any status changes made will apply to that player. You will revert to yourself automatically after any change is made.

The last three rows contain buttons used during the signup process as described in the following.

The screenshot displays a game interface with a yellow background. At the top, a blue header bar contains the name "Lovelace, Ada" and four dropdown menus, each showing "A" and a downward arrow. Below this, a row of colored buttons (red, green, blue, grey) is followed by the numbers 300, 50, 20, and a label "LM". The main area features a "Game: Open Play" label and a "Select Game:" dropdown menu set to "Open Play". Below these are "Partner" and "Direction" dropdown menus, both set to "None". A central cluster of buttons includes "Save Changes", "Reset", "View Logfile", "Website Maint", "Assign Tables", "Logout", and "Help". At the bottom, the text "demo_660_73653" and "Copyright © 2019 Ted Lane" is displayed.

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 Submit Changes button.

View Logfile

This button allows you to view the Logfile which is described later in this document.

Website Maint

This button invokes a screen that allows administrators to add or remove a player and to edit a player's information. It also provides the ability to change the website settings. It is described later in this document.

Assign Tables

This button brings up a screen where table assignments can be viewed and modified. It is described later in this document.

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.

How to Use the Signup Screen

Before making any changes be sure you have selected the player you want your actions to affect. You do this using the button to the left of the player's name.

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 shown below as A, N, R and C. By selecting one of these you are indicating that you want to perform that operation on that day for the selected player. You can select commands for as many days as you wish.

Announcement info shown here

Lovelace, Ada

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

Game: Open Play Select Game:

Partner **Direction**

☒ A
☐ N
☐ R
☐ C

F 2	M 2	W 3
A	A	A
☐	☐	☐

Available (A)

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

Not Available (N)

Using this command indicates that the player is not available for play on that day.

Remove (R)

This removes any signup requests that the player has for the day and that of their 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 the signup sequence priority.

How to Change a Player's Signup

This allows you to change a single signup to a partnership or vice versa, or to change the parameters of an existing partnership. The player must already have a signup in existence. Otherwise, this command acts the same as the A command. Their signup sequence priority will remain the same, so they will not lose their 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 "Submit Changes" button.

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 for players, but is always available to 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 where 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 they can be contacted by phone.

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

This capability uses the email client you are using on your computer. It will bring up a blank email exactly as if you initiated one on your email client. If you use a browser based email such as Gmail or Yahoo it will not work, as there is no email client assigned on your computer. Also most ISPs allow a maximum number of recipients per email, usually 25, so sending to everyone will not work if there are more than this limit.

Contact Information

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

	Player	Phone	Mobile
☐	<u>Babbage, Charles</u>		
☐	<u>Bohr, Neils</u>		000 555-0010
☐	<u>Curie, Marie</u>	000 555-1015	000 555-0105
☐	<u>Dirac, Paul</u>		000 555-0020
☐	<u>Einstein, Albert</u>		000 555-0108
☐	<u>Feynman, Richard</u>	000 555-1021	
☐	<u>Gauss, Carl</u>		000 555-0104
☐	<u>Halley, Edmond</u>	000 555-1013	000 555-0013
☐	<u>Heisenberg, Werner</u>		
☐	<u>Herschel, William</u>	000 555-1015	
☐	<u>Kepler, Johannas</u>		000 555-0014
☐	<u>Laplace, Pierre-Simon</u>	000 555-1019	
☐	<u>Leibniz, Gottfried</u>		
☐	<u>Lovelace, Ada</u>	000 555-1017	000 555-0017
☐	<u>Newton, Isaac</u>	000 555-1017	000 555-0107
☐	<u>Pauli, Wolfgang</u>	000 555-1019	000 555-0019
☐	<u>Pythagoras</u>	000 555-1013	
☐	<u>Schrodinger, Erwin</u>	000 555-1011	000 555-0011
☐	<u>Turing, Alan</u>		000 555-0016
☐	<u>Von Braun, Werner</u>		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

send reminder

Back

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As shown above, the names of those players that have provided an email address are underlined. An email can be sent to 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 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.

Send Reminder

This button will send a reminder message to all players that are scheduled to play in the next game (next day of play). It reminds them that they are playing and who their partner is, if they signed up with one. There is also an optional add-on to the message that can be set in the Website Maintenance page.

Website Maintenance

This screen provides the ability to modify four website components, Game Data, Website Data, Player Data, and Subscription Data. The use of these sections is described below.

The top of a Website Maintenance page is shown below. Its main use is to select which section of data you want to view or modify. Back and Logout buttons are also provided.

The information relevant to the section selected is shown below this part of the screen.



Game Data

Each game is an independent entity, defined by several parameters that are controlled from this section. It allows you to create new games, delete old games and to modify the settings of any given game. Games can be set inactive when they are no longer being played but may start up again in the future.

When selecting the Game Data the game settings data for the currently selected game will be shown below the main headings. This information is presented as shown in the figure below. This shows the settings used for the Open Play game in the demo website.

Game Settings

Select Game:	Open Play ☒ Game is active
Game Name:	Open Play
Announcement:	Announcement info shown here
Days Displayed:	4
Days of Week Used:	0101010 SMTWTFS Chg Days Used
Max Tables:	3
Number Guests (0-9):	2
Max Players:	200
Game Location:	St Phillips
Start Time: (hhmm)	0800
End Time: (hhmm)	1200
Max MPs:	0
Min MPs:	0
Master Pt Levels:	*,300,50,20
Administrator Emails:	postmaster@bridgesignup.com ☐ Copy Admins on Welcome Message ☐ Email Admins when player added
Reminder Msg Add-on:	This is a reminder message add-on. ☒ Allow half games
Subs Priority:	☐ Same as Regular Player ☒ Regular Player has Priority
Guest Priority:	☒ Same as Regular Player ☐ Same as Substitute Player
Notifications:	☐ On ☒ Off ☐ Notify On by default ☐ Copy Admin on Notifications
Admin Notify Time:	0 Hours BRO (0-30)
Hour to Send Reminder:	None
Logfile Size:	100 Number of lines (50-350)
Signup Cutoff Time:	0 Hours BRO (0-30)
Hour to Chg DOP:	4pm

Submit Game Settings

Send Reminder

Add New Game

Delete Game

Duplicate Game

The parameters and buttons shown are described in the following.

You must first select the game whose settings you want to view or modify. Then fill in the information or select the option and then use the buttons at the bottom of the screen to submit the new settings.

Select Game

Use this dropdown to select the game you wish to view and edit.

Game is Active

Use this checkbox to set the game as active. If the box is not checked the game is considered inactive and players cannot see any status information or signup for it.

Game Name

This is the title of the game that is displayed at the top of the various pages of the website. Max 30 characters.

Announcement

The announcement is displayed above the list of player names in the signup screen. If there is a general announcement then this is appended to it.

Days Displayed

This controls the number of days of play that are displayed on the signup screen. Maximum allowed is 30.

Day of Week Used

These are the days of the week when this game is played. The display shows a string of seven 0 or 1 characters (one for each day of the week) where a 1 indicates a day when the game is played. The first character in the string represents Sunday so the string is for SMTWTFS as shown on the screen.

This is normally set when the game is created. It can be changed during the life of the game but care is required since some changes can result in lose of signup data as is the case when a day of the week is being dropped. Adding days can also push signups off the end of the days displayed. This action cannot be reversed so be careful and think what is going to happen before you push the button. When adding days you will have to increase the days displayed to avoid the loss of signup data.

To change the days used set the string of zeros and ones to what you want and then click the Chg Days Used button to the right of the string. This will act as if the Chg

Days Used button was pressed followed by the Submit Game Settings button. This will have the effect of adjusting the Max Tables, Admin Notify Time and Signup Cutoff Time values to conform to the new days used and those new values will be set in the game data along with the new days used and any other changes that have been made in the game settings.

Max Tables

The maximum number of tables allowed for any given day of play.

If a single value is entered then that value applies to all the days of play. Values can be entered for each day of the week that is a day of play, with Sunday being considered the first day of the week. The values are entered for each day of play in the order of the days of the week. Commas must separate the values.

Number Guests

The system allows for from zero to nine (0-9) Guest players. Be careful when decreasing this value. If any guests are signed up they will lose their status as well as any player they are partnered with. When the number of guests is set to zero the guest section of the signup screen is not present.

Max Players

Maximum number of players allowed for the bridge group. This is displayed for information purposes only and it can only be changed in the Subscription section.

Game Location

The location where the game is played. Shown when you mouse-over the game name.

Start Time

The scheduled start time in the HHMM 24 hour format. If zero then no start time is being set. Acceptable entries will range from 0000 to 2400 hours (military time).

End Time

The scheduled ending time in the HHMM 24 hour format. If zero then no ending time is being set. Acceptable entries will range from 0000 to 2400 hours (military time).

Max MPs

The maximum master points allowed for any player signing up for the game. If zero then there is no limit.

Min MPS

The minimum master points allowed for any player signing up for the game. If zero then there is no limit.

Master Pt Levels

Master points are specified in up to five levels. They are entered in the field separated by commas (300,50,20). Players in each level all have the same color assigned to their ID button on the Signup page. If this field is non-blank it signifies that master points are being used in table assignments.

If the list of levels is preceded by an asterisk (i.e. *,300,50,20) Life Master players will have their ID button colored white.

If this field is blank master points are not used and the player ID buttons are all the same color.

Administrator Email

This is the email address used to notify administrators. If there is more than one, they must be separated by commas.

When the “Copy Admins on Welcome Message” checkbox is checked admins will be copied on all welcome messages sent to new players. This is useful when there are multiple admins that could be sending welcome messages to players.

The “Email Admins when player added” checkbox controls whether admins will be sent an email whenever a new player is added.

Reminder Msg Add-on

The text in this field is used to augment the reminder message. See the Notifications section of this document for a description of the Reminder message.

Allow Half Games

Check this box if half games are allowed.

Subs Priority

These radio buttons control how substitute players are prioritized during the process of selecting players for playing status. Regular players can have priority or substitutes can have the same priority as regulars.

Guest Priority

Guests can be treated the same as regular players or the same as substitutes.

Notifications

Notifications are optional and are set either On or Off. The “Notify On by Default” check box governs what the default is set to when adding players. When the “Send Notifications to Admins” box is checked the Admins will be notified of any changes in playing status for the next day of play.

Admin Notify Time

If desired, administrators can be notified whenever a player’s signup status is changed for the next day of play. To limit the number of these messages a time can be set, before which no messages will be sent. This time is entered here as hours before rollover time.

If a single value is entered then that value applies to all the days of play. Values can be entered for each day of the week that is a day of play, with Sunday being considered the first day of the week. The values are entered for each day of play in the order of the days of the week. Commas must separate the values.

Hour to Send Reminder

This allows the sending of the reminder email to be automated. When this is set it causes the email to be sent on the day of play at the set time. Since the system doesn’t run continuously, the email is sent as soon as someone is logged on after the set time. The reminder is not sent if the time is set to “none”.

Logfile Size

This sets the number of lines shown in the Logfile (50-350).

Cutoff Time

The option to favor regular players 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 the 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.

Cutoff time is set as the number of hours before the rollover time.

If a single value is entered then that value applies to all the days of play. Values can be entered for each day of the week that is a day of play, with Sunday being considered the first day of the week. The values are entered for each day of play in the order of the days of the week. Commas must separate the values.

Hour to Chg DOP (Rollover Time)

This is the time on the day of play that the signup screen changes to the next day of play. This is called “rollover” and when it happens the current day of play disappears and a new day is rolled in on the right side of the screen, providing the opportunity for players to signup.

Buttons

Submit Game Settings

After making changes to the parameters above, press this button to submit new values for processing. This will not affect the days used for the game even if you changed the zero and ones string. To change days used you must use the button to the right of the string (see discussion above in the Days Used section).

Send Reminder

This button initiates the process of sending reminders to everyone who is playing in this game. This process first checks to see if this is the day of play for this game and if it is, it then sends reminder emails to the appropriate players.

Add New Game

To add a new game fill out all the information you need in the form and then press this button. The parameters specified in the form are checked and then a new game is created. Settings for the current game remain displayed so they can be used in the new game. **Be sure to change the Game Name.**

Delete Game

The currently selected game is deleted and it cannot be restored. (Do a backup before deleting if you may want to restore the game.)

Duplicate Game

This button duplicates the currently selected game. The name of the new game is the same as the original with “_n” added as a suffix where “n” is a single digit. The difference between this and adding a game is that all the settings and signups of the original game are copied to the new game.

This capability is used primarily when it is desired to split up a game because some of the days of play have new attributes, such as time or location. This way the games can be changed while retaining the signup status of all the players.

The normal procedure is to duplicate a game and then change the days of play via the “ChgDaysUsed” capability. This would have to be done to both the original game and the new (duplicated) game. The result is that the original game loses some of its days of play, which are preserved in the new game. (Those days that are used in the new game are deleted from the original and the days that remain in the original are deleted from the new game.)

For example, assume that the original game is played on Monday, Wednesday, Friday and Saturday at 1230 and the time of play for Saturday is going to be changed to 1000. This would be incompatible with checking for signup time conflicts since not all the days of play are at the same time, so Saturday would have to be made a new game. To do this, duplicate the original (MWFS) game. Remove the Saturday day of play from the original and remove Monday, Wednesday and Friday from the new game. Then change the time of play in the new game.

Player Data

The information shown in the figure below is presented on the screen below the main headings when selecting the Player Data section.

Player Database

Select a Member

EditDeleteSend WelcomeEdit Welcome

First Name:

Last Name:

Username:

Password:

Email Addr:

Phone:

Mobile:

Player ID:

Master Pts:

Type of Player:

Contacts List:

☒ Regular ☐ Substitute

☐ Email ☐ Phone

☐ Notify On Change Of Status

☐ Administrator

Submit Changes

Add New PlayerReset

Download PlayersImport Players

Update Master Points

Input File Column Headings

First Name:

FIRST_NAME

Last Name:

LAST_NAME

ACBL No:

PLAYER_NO

Master Pts:

TOT_POINTS

Change Headings

Input File Upload Information

File Name:

Choose File

 no file selected

Update Master Pts

This section provides the ability to add, delete or edit a player's database information.

A welcome message can also be sent to a player. This is useful when adding a player since the message details how to access the website. The contents of the welcome message can also be edited from this screen.

It also provides the ability to upload and update the player's master points via a .csv file (usually obtained from the ACBL database).

Player Database

The upper portion of this page is associated with player information and is used to maintain the player database as described in the following.

Changing a Player's information

The upper portion of this section allows changes to be made to a selected player. It contains a selector for the players and several buttons to perform the functions described in the following.

Editing, deleting and sending welcome messages requires that a player be selected using the selector. Once a player is selected the buttons under the selector can be used to perform the desired function.

The "Edit" button will show the player's information in the various text and checkboxes. There the information can be changed and then pressing the "Submit Changes" button will cause the player's information to be updated in the database.

Pressing the "Delete" button will cause the selected player to be deleted from the database.

To send a welcome message to the selected player press the "Send Welcome" button.

Adding a player

To add a player to the database fill in their information in the text boxes, select the options and then click the Add New Player button.

A single name is allowed and can be entered as either a first or last name. Two word first or last names, such as Dr. Gillis or von Braun, are also allowed.

The Player ID field is filled in with the player's ACBL number when the master points are updated. This procedure is described below. It is changeable by an administrator which is useful if the player does not have an ACBL number and

master points are being acquired from another source. It can be deleted by blanking the text box before doing a submit. This may be required if the player changes their name as is discussed below.

The value in the master points field is also filled in during the update procedure but can be modified by an administrator.

If either of the boxes associated with the Contacts List are checked the player will be included in the list. Checking the box labeled Email will allow other players to send the player an email and requires an email address. Checking the Phone box means the players phone number(s) will be shown and requires at least one phone number.

If the notification box is checked the player will be notified via email anytime their signup status for the next day of play changes to or from a playing (P) status. An email address is required to use this feature.

A player can be designated as an administrator using the “Administrator” check box.

Welcome Message

The welcome message can be changed via the “Edit Welcome” button, which invokes the screen shown below.

Update the welcome message shown in the box below and then press the "Submit Changes" button.

Welcome to the \$SUSTitle website. You can login by using your browser to navigate to
login.bridgereservations.com

There you will use the selector at the top to select your bridge group, which is
\$SUSName

Then you will have to enter your username in the input box. Your username is your first name followed by your last name with no spaces in between. These names are as entered in the website player list. For example Carl Gauss would become CarlGauss.

Your password is the same as your username.

You should change your password as soon as possible to prevent someone else logging in as you. Use the "Edit Your Player Information" button to navigate to the screen that gives you access to your information. You may also change your username at this time, if you wish to use something different.

When you are logged in you will be at the Signup Screen. Near the bottom of the screen is a button labeled Help. Click that and you will see a description of the Signup Screen and how to use it.

Edit the contents of the text area and use the “Submit Changes” button to update the message. The values \$SUSTitle and \$SUSName represent the title shown in the

various screens (Bridge Reservations Demo) and the Bridge Group ID (demo_nnn_nnnnn) respectively and will be replaced by the actual values for the given website. The players username is also available by using \$Username where its value needs to be as an aid in instructions regarding the login procedure.

Player List File

The Download Players button generates and downloads a file containing a list of the players in a format that can be read by most spreadsheet applications such as Excel or OpenOffice. An example of this file is shown here. It is the file from the demo.

LAST_NAME	FIRST_NAME	TYPE	NOTIFY	CONTACT	PHONE	MOBILE	EMAIL	ACBL	MPTS	ADMIN
Babbage	Charles	1	1	1	-	-	Babbage@fubared.com	2124681	261	0
Bohr	Neils	0	1	1	-	000 555-001	Bohr@fubared.com		0	0
Curie	Marie	0	1	1	000 555-101	000 555-010	Curie@fubared.com	L456789	84	0
Dirac	Paul	0	1	1	-	000 555-002	Dirac@fubared.com		30	0
Einstein	Albert	0	1	1	-	000 555-010	Einstein@fubared.com	6789876	18	0
Feynman	Richard	1	1	1	000 555-102	-	Feynman@fubared.com	4681357	321	0
Gauss	Carl	0	1	1	-	000 555-010	Gauss@fubared.com	2345678	493	0
Halley	Edmond	0	1	1	000 555-101	000 555-001	Halley@fubared.com	P654321	1251	0
Heisenberg	Werner	1	1	1	-	-	Heisenberg@fubared.com	Q765432	596	0
Herschel	William	1	1	1	000 555-101	-	Herschel@fubared.com	5432124	487	0
Kepler	Johannas	0	1	1	-	000 555-001	Kepler@fubared.com	6543212	215	0
Laplace	Pierre-Simon	1	1	1	000 555-101	-	Laplace@fubared.com	7898765	35	0
Leibniz	Gottfried	1	1	1	-	-	Leibniz@fubared.com		40	0
Lovelace	Ada	0	1	1	000 555-101	000 555-001	Lovelace@fubared.com		236	2
Newton	Isaac	0	1	1	000 555-101	000 555-010	Newton@fubared.com	N678987	638	0
Pauli	Wolfgang	0	1	1	000 555-101	000 555-001	Pauli@fubared.com	1246813	233	0
Pythagoras		0	1	1	000 555-101	-	Pythagoras@fubared.com	1234567	371	0
Schrodinger	Erwin	0	1	1	000 555-101	000 555-001	Schrodinger@fubared.com	R876543	768	0
Turing	Alan	0	1	1	-	000 555-001	Turing@fubared.com		419	0
Von Braun	Werner	0	1	1	-	000 555-002	vonBraun@fubared.com	6813579	69	0

Buttons

The buttons below the Player Database section provide general miscellaneous functions useful to an administrator.

Submit Changes

Causes the player's information in the input form to be sent to the website for update processing.

Add New Player

Causes a new player to be added based on the information in the input form.

Reset

Resets the information in the input form.

Download Players

Causes the player information file, described above, to be downloaded. This is a good way to backup the player database.

Import Players

This button takes you to the Import Players page as shown in the following.

Import Players

The contents of the player database can be imported using a .csv file like the players list which is created when using the Download Players function. That file can be read back using this import function.

Column Headings for Import CSV File

First Name:	FIRST_NAME	Last Name:	LAST_NAME
Email:	EMAIL	Player Type:	TYPE
Notify:	NOTIFY	Contact:	CONTACT
Phone:	PHONE	Mobile:	MOBILE
ACBL No:	ACBL	Master Pts:	MPTS
Admin:	ADMIN		

Change Headings

Input File Upload Information

File Name: no file selected

Import Players

The first row of the .csv file used when importing are the column headings that define the contents of each column. The default headings are defined in the Import Players screen as shown above. These are the default headings that match the file created by the Download Players function. Other headings can be input in the text fields and input into the system via the Change Headings button.

The remaining rows of the file are the data for each player, one player per row. This file can be created by saving a spreadsheet as a .csv file. Each data field in the row must be separated by a comma (,) and the data of each field should be contained in a pair of double quotes ("). A row would look like

"field 1","field 2", ..., "field n"

The content of each field is as shown in the following.

First / Last Name

Two word first or last name is permitted with first character of each capitalized.

Email

Any valid email address.

Type

0 = regular player 1 = substitute player

Notify

1 = notify 0 = don't notify

Contact

1 = yes 0 = no

Phone / Mobile

Use format nnn nnn-nnnn.

ACBL No

Use standard ACBL number (no spaces).

Master Pts

Use nnn.n format.

Admin

0 = not admin 2 = Admin

The columns of the file can be in any order as long as they are identified by the column headings assigned to each player attribute.

If you already have a populated player database you may wish to back it up using the Download Players function before importing a new player database.

The procedure is to first tell the system where your file is by using the Choose File button to navigate to the file on your computer and selecting it. When a file has been properly selected its name will be shown to the right of the Choose File button. Then

use the Import Players button to activate the import process. This process completely replaces the previous player database.

Update Master Points

This section of the Player Data page provides for updating the players master points. This is accomplished by uploading a file containing the latest value of master points for each player in the database.

Update Master Points

Input File Column Headings

First Name:	FIRST_NAME	Last Name:	LAST_NAME
ACBL No:	PLAYER_NO	Master Pts:	TOT_POINTS

Change Headings

Input File Upload Information

File Name: no file selected

Update Master Pts

ACBL File

This file is normally generated from the ACBL database as a comma separated values (.csv) file and must contain at least four columns which contain the first and last name, the ACBL number and the master points for the player.

Note: In order to extract the ACBL number from this file the names must be identical in the player database and in the ACBL file.

The first line of the file is the column headings where a key word is used to identify the contents of the column. The columns can be in any order.

The key words for the columns can be set using the upper portion of the user interface. The default values are shown in the above figure. Headings can contain upper and lower case letters, digits, underscores and hyphens (no spaces).

To update the player database you must have this file stored on your computer and you must be on the Player Data page of the website.

At the bottom of the page is a section for updating from this file. Click on the choose file button and navigate to the file on your computer and open it. It will be displayed next to the choose file button. To perform the update, click the Update Master Pts button. The Player database will be updated with the master point information in the ACBL file.

Any players that cannot be identified will be logged to the Logfile.

Website Data

This information is associated with the website in general. Various commands can be issued whose scope is system wide and also allows various website settings to be viewed and modified. The following is displayed below the main headings when the Website Data section is selected.

System Commands

[Back](#)[Download Admin Guide](#)[View Logfile](#)[Clear Logfile](#)[Backup DB](#)[Restore DB](#)[Send Reminder](#)[Start Shutdown](#)

Website Settings

Title:	Bridge Reservations Demo
Bridge Group ID:	demo_677_41387
Announcement:	Announcement info shown here
Max Players:	200
Max Games:	1
Num Games:	2
Contacts	☒ Available to All Players
Page:	☐ Available Only to Admins
	☒ Allow guest login
Time Zone:	America/Phoenix
Subscription Expires:	7/14/2019

[Submit Website Settings](#)

System Commands

Download Admin Guide

Downloads the Administrator Guide (this document).

View/Clear Logfile

These buttons provide a view of the Logfile and the ability to clear it.

Backup/Restore DB

Backups are made of the complete database whenever a rollover occurs or when requested by an administrator. These backups are saved on the website and are named according to how they were created. Those that result from a rollover are named “groupidN” where N is the day of the week associated with the rollover. N has a value of 1 to 7 with 1 representing Sunday and 7 Saturday (SMTWTFS). A backup created by an administrator is named “groupid_M”. Each time a new backup is created it will overwrite any previous one with the same name.

The Backup DB button creates a backup of the current database and is named “groupid_M”.

The Restore DB button provides the ability to restore the website to a previous state that was recorded in one of the backups. Pressing this button provides a screen where the previous backups are listed as shown in the following.



To restore a previous state select the backup from the dropdown selector and click the Restore DB button. This will return the website to the state it was in at the time the backup was made. **This is a non-reversible process!** It is usually a good idea to make a backup of the current state before restoring to a previous state. That way the process is reversible.

Send Reminder

Sends a reminder email to all players signed up for the next day of play.

Start/End Shutdown

Shuts down the website for player logins and ends the shutdown. When the website is shutdown an administrator can still login.

Logfile

```
Login:[23]I Lovelace, Ada(0) -> Wed, 05 Oct 2016 13:20:52 -0700

Logged: Wed, 05 Oct 2016 13:21:38 -0700 JD=2457667
jdDOP: 2457667(0) 2457669(2) 2457672(5) 2457674(7)
Perform rollover: daysRollover=1 statLen=30 jdStart=2457669
BackupFiles: daysRollover=1 SUSName=viewdemo rolloverDOW=3
ResetPType(): 0 resets
PopStatusFile: daysRollover=1

Status:[23]IIF Al Lovelace, Ada(Newton, Isaac)NS Wed 13:21:39
Login:[1] -> Wed, 05 Oct 2016 13:24:53 -0700
Status:[1*]IF AIII Guest 1(von Braun, Werner)EW Wed 13:28:43
Login:[16] Gauss, Carl(0) -> Wed, 05 Oct 2016 13:29:05 -0700
Status:[16]IF AIII Gauss, Carl(Guest 1) Wed 13:29:31
Error: Guest 1 is already signed up or not available
Status:[16]IF AIII Gauss, Carl Wed 13:29:38
Login:[10] Babbage, Charles(1) -> Wed, 05 Oct 2016 13:30:16 -0700
Status:[10]IIW AIF Al Babbage, Charles(Bohr, Neils) Wed 13:30:54
Status:[10]IF AIII Babbage, Charles(Dirac, Paul)NS Wed 13:31:27
Login:[16] Gauss, Carl(0) -> Wed, 05 Oct 2016 13:32:10 -0700
Login:[16] Gauss, Carl(0) -> Wed, 05 Oct 2016 13:32:51 -0700
Login:[10] Babbage, Charles(1) -> Wed, 05 Oct 2016 13:33:39 -0700
Login:[10] Babbage, Charles(1) -> Wed, 05 Oct 2016 13:34:18 -0700
Login:[1] -> Wed, 05 Oct 2016 13:34:51 -0700
Status:[1*]IF AIIIF Al Kepler, Johannas(Laplace, Pierre-Simon)EW Wed 13:35:29
Status:[1*]IF CIII Turing, Alan(Feynman, Richard) Wed 13:36:45
```

The Logfile is where system events are recorded. These include logins, player status changes, rollovers and various other system events that may occur.

The login and status change entries are probably the most useful to an administrator. Checking the time these occur can help resolve questions and disputes about what happened and when. The format of these entries is described in the following.

The login entries look like:

Login:[nnn] name(t) day date time

Where nnn is the player database ID number of the player performing the action. The name and player type is shown in the name(t) portion. Player

type (t) is 0 for a regular, 1 for a sub and 2 for an administrator. The day name (day) and the date (date) and time (time) are also shown.

The status change entry is generated whenever a status change command is executed and looks like:

```
Status:[nnn] ||day cmd|||| name(pname)dir day date time
```

Where nnn is as described above and additionally, if followed by an asterisk, it means an administrator is performing the action. The vertical bars (|) separate the days of play. Any days that are affected show a day name (day) for the day the command was issued and the command (cmd). The affected players are shown as name(pname) where name is the player and pname is their partner if there is one. If a table direction was requested it is shown as the dir part of the entry. . The day name (day) and the date (date) and time (time) are also shown.

The other entries in the example are for a rollover event and show the results of the various rollover steps.

There are two buttons used to leave this page. The Back button takes you back to the Website Maint page while the Signup Page button takes you to the Signup page.

Website Settings

To make changes, edit the values and options and press the “Submit Website Settings” button. Descriptions of the parameters and options follow.

Title

This is the title used in the headings of the various screens of the website.

Bridge Group ID

This is the ID used to select the bridge group when you login. It is included here for information purposes only, as it cannot be changed by an admin.

Announcement

This is the announcement displayed on the signup page. There is also an announcement in the Game Data section which is concatenated to this announcement if it exists. Leave this blank to show only the announcements from the game admins.

Max Players

The maximum number of players allowed for this bridge group. It cannot be changed in this section and is shown for information purposes only. It can be changed in the Subscription section described later in this document.

Max Games

The maximum number of games allowed for this bridge group. The default is seven (7).

Num Games

This is current number of games being played by this bridge group. It is displayed for information purposes only and cannot be changed.

Contacts Page

Select whether the Contacts List is available to all players or just to administrators.

Allow Guest Logins

There is a button on the website login screen that allows anyone to login as a guest. This allows them to see the Signup page but they cannot make any changes or navigate to any other screens. Selection of this checkbox allows this for this website.

Check for signup time conflicts

When running multiple games it is possible to have more than one game on the same day. If the playing times of these games overlap, then a player could signup for multiple games that are all played at the same time.

When this option is selected (checked) the system will check for this type of time conflict and not allow any violations to become a signup. When this occurs the player will be shown an error message and have to resolve the conflict in a manner that results in a signup for only a single game.

Time Zone

This selector is used to indicate the time zone that applies to the location of this bridge group. It is shown in the form of a geographical local and a city, such as "America/Denver" which would be Mountain Time in the United States. If your location does not use Daylight Saving Time (DST) then you should pick a location in your time zone that does. For example, if you live in Arizona pick "America/Phoenix" which is a location that does not use DST but is in the Mountain Time zone.

Subscription Expires

This is for information only and is the date the subscription for this website will expire.

Subscription Data

This section allows an admin to initiate or renew the subscription for the bridge group website. When this section is selected the following information is displayed below the main headings.

Subscription Information

Subscription Type:
Subscription Expires:
Days Remaining:
Max Players:

Renew Subscription

Cancel Subscription

The subscription type, expiration date and days remaining are for information purposes only. The type can be Demo, Trial or Paid and is set by the system.

Max Players

This is the maximum number of players allowed for this bridge group and determines the annual cost of the subscription. The current price is \$1.00 per max player per year. There is a maximum of \$500 if the bridge group is 500 or more players. This value needs to be set before the Renew Subscription button is pressed.

Renew Subscription

When renewing a subscription the Max players can be changed. The cost of the new annual subscription will be adjusted based on the value of the remaining days of the current subscription.

To renew a subscription set the max players, if there is a change, and then press the Renew Subscription button.

Cancel Subscription

The subscription can be cancelled at any time but there is no refunding of the remaining value.

When cancelling a subscription the website for the bridge group is removed from the system database and it cannot be accessed again.

Table Assignments

Tables are assigned for the next three days of play and are shown on the Table Assignments screen accessed from the Assign Table button at the bottom of the Signup screen.

Each table is numbered and shown with its assigned players. If half tables are allowed the last table may be only half occupied.

Each table lists the four players assigned to it and two columns of selectors used to move players among the tables. The top two players are the north/south (NS) table direction and the bottom two are the east/west (EW) players. Partners are shown with only one set of selectors to the right of the first (top) player's name. Partners can request a direction when they signup and that requested direction is shown under the direction selector for the partnership. Players that signed up as a single and were partnered by the table assignment process are shown with each player having a set of selectors, allowing them to be moved individually.

When master points are being used each player's master points are shown to the right of their name. Also, the average for the pair is shown in blue to the right of the top player

The selectors are used to set the destination of a player or partnership when they are to be moved. The leftmost of the selector set is used to set the destination table number and the rightmost sets the table direction.

The Table Assignments screen is shown here.

Bridge Reservations Demo

Open Play

Table Assignments for 6/26

Table 1				Table 2				Table 3			
Gauss, Carl 493	377	1	NS	Pauli, Wolfgang 233	302	2	NS	Kepler, Johannas 215	225	3	NS
Babbage, Charles 261			NS	Pythagoras 371			NS	Lovelace, Ada 236			NS
Dirac, Paul 30	640	1	EW	Curie, Marie 84	426	2	EW	Guest 1 0	34	3	EW
Halley, Edmond 1251				Schrodinger, Erwin 768		2	EW	Von Braun, Werner 69			

Back Submit Changes View Logfile

Reset Table Assignments

Random Ascending Descending

Save Tables Restore Tables

Start Second Section at Table 0

Download Table Assignment File

☒ W 6/26 ☐ F 6/28 ☐ M 7/1

To move players and partnerships around among the tables use the selectors to set the destinations for all the moves and then press the “Submit Changes” button. If the requested moves are not possible, an error message will explain the problem. The most often encountered problem is trying to put too many players at a table.

Reset Table Assignments

Using the “Reset Table Assignments” button allows you to start over (reset) if you want to go back to the original assignments after making moves.

Table Assignment File

The “Download Table Assignment File” button generates and downloads a comma separated values file (.csv) that can be read by most spreadsheet software. This file is often printed and posted at the location of the game and allows players to determine which table they are playing at.

The file can be generated in two parts to allow for games that break up their tables into two groups, usually segregated by player ability (master points). This is controlled by the entry just above the button. If the value is zero then the file is generated as a single group of tables. Otherwise the file is separated at the table number entered in this area. The table number entered is the first table of the second group. This can only be done when there are at least four tables and each group must have at least two tables.

The file (named tables.csv) has three sections. The top section is ordered by table number and shows all the players at each table with partnerships shown by asterisks in the PARTNER column. If any players are signed up but have not been selected to play they are shown in the center section labeled AVAILABLE. The bottom section lists all the players alphabetically by name showing their partner and table.

The file looks like the following after being loaded into Excel.

NAME	TABLE	POSITION	PARTNER	PHONE	EMAIL
Kepler, Johar	1	NS	*		Kepler@fubared.com
Lovelace, Ad	1	NS	*	5551017	Lovelace@fubared.com
Dirac, Paul	1	EW	*		Dirac@fubared.com
Halley, Edmc	1	EW	*	5551013	Halley@fubared.com
Guest 1	2	NS	*		
Feynman, Ric	2	NS	*	5551021	Feynman@fubared.com
Pauli, Wolfga	2	EW	*	5551019	Pauli@fubared.com
Pythagoras	2	EW	*	5551013	Pythagoras@fubared.com
Einstein, Albr	3	NS	*		Einstein@fubared.com
Babbage, Ch	3	NS	*		Babbage@fubared.com
Curie, Marie	3	EW		5551015	Curie@fubared.com
Turing, Alan	3	EW			Turing@fubared.com
PLAYER	PARTNER	TABLE	POSITION		
Babbage, Ch	Einstein, Albr	3	NS		
Curie, Marie	Turing, Alan	3	EW		
Dirac, Paul	Halley, Edmc	1	EW		
Einstein, Albr	Babbage, Ch	3	NS		
Feynman, Ric	Guest 1	2	NS		
Guest 1	Feynman, Ric	2	NS		
Halley, Edmc	Dirac, Paul	1	EW		
Kepler, Johar	Lovelace, Ad	1	NS		
Lovelace, Ad	Kepler, Johar	1	NS		
Pauli, Wolfga	Pythagoras	2	EW		
Pythagoras	Pauli, Wolfga	2	EW		
Turing, Alan	Curie, Marie	3	EW		

Master Points

When master points are being used the tables are ordered by the average of each player-pair's master points. The type of ordering is ascending (low to high), descending (high to low) and random. This can be selected using the respectively labeled buttons. Using the Random button repeatedly allows you to use a trial and error approach until you get an ordering that you like.

Save / Restore Tables

When working with table assignments it is often desirable to save the arrangement that you currently have, experiment with a different arrangement, and then go back to the original arrangement when the experiment proves to be inferior. This is

accomplished using Save Tables button to temporarily save the current arrangement. This can be retrieved using the Restore Tables button. Saving always writes over the previous saved data. The saved data persists only as long as you are on the Assign Tables page.

Player Selection and Table Assignment

Determining which players will be selected to play for any given day is primarily a first come, first served process. Additionally there are several options that can affect this selection. These options and how they work are described here.

Player types

All players are classified as either a regular or substitute when they are entered into the database. One option sets whether regular players have priority over substitutes when players are being selected for play. This means a regular player can replace (bump) a substitute even if they signup after the substitute did, when this option is set to favor regular players. Of course, this bumping will only occur when the tables are full.

Cutoff time

The option to favor regular players can lead to the situation where a substitute is bumped close to the time the game is played and they would not know this and show up for the game anyway. This can cause conflict and therefore another option is available to fix 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 the 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.

Guest players

When a guest is signed up to play they must be treated as either a regular player or a substitute. This is determined by an option set by the website administrator.

Player selection

The process used to select which players will play in any given game is described in the following.

First all players with a status of P or A are put into a list which is then sorted by their signup sequence number. Players that signup as a partnership both have the same sequence number.

Next, if regular players have priority the list is sorted by player type, putting regular players at the head of the list.

The list is then converted to a list of playing pairs. This is done by starting at the top of the list and following the procedure described in the following.

- ! The next player on the list is selected and if they have a partner the pair is moved to the pairs list
- ! If they signed up as a single (do not have a partner) the next single on the list is selected as their partner and the pair is moved to the pairs list.
- ! If there is no other single on the list the player is skipped.

This procedure is continued until the list is exhausted or the number of player-pairs is sufficient to fill the allowed number of tables. This results in a new list consisting of player-pairs, ready to be assigned to tables. Players that are not used are assigned a status of A.

Table assignment

The list of player-pairs produced by the player selection process is now used to assign these player-pairs to tables. This assignment process is affected by a couple of options and settings. There is a limit as to the number of tables allowed. Also there is an option specifying whether half tables are allowed. And also if master points are being used they will affect the ordering of pair assignments.

The allowed number of tables and half tables has been accounted for during the generation of the pairs list. Therefore the list contains only the number of player-pairs that will fit into the number of tables allowed.

Another consideration that has to be accommodated is the preferred direction selected by the player-pairs.

If master points are being used the list is sorted by the average number of master points for each player-pair prior to assigning tables.

Table assignment now proceeds using the following steps.

- ! Break up the list into three separate ordered lists, one each for those pairs requesting North/South (NS), East/West (EW) and those with no preference.
- ! Pair up the NS and EW lists.
- ! Fill in the unmatched pairs with those from the third list.
- ! Make tables out of any remaining pairs.

The resulting table assignments are ordered by signup sequence or, if master points are being used, by the average of the master points of the pairs. This master point ordering can be changed between descending, ascending, or random in the website's table assignment page.

Website Functions and Components

The following is intended to give an administrator an overview of the website. It provides a description of how the website functions and its main components and their interactions.

The website consists of software modules and the data stores that they interact with. These are all located on a server on the Internet. A user accesses them via an Internet browser. This is known as a client-server relationship and is described below.

How a Website Functions

When you direct your browser to a website it requests that a file be sent to it in return. The browser identifies which file it wants or a default "index" file is returned. The file returned is a script containing commands that are interpreted and executed by the browser, resulting in the information displayed in the browser window. Your browser is known as the "client side" of this transaction.

The "server side" is where the website resides and its software determines what is returned to the browser. In some cases a file is sent directly to your browser, but in other cases the file referenced by the browser is a program that generates the information that is sent to your browser, which is the case for the BridgeReservations.com website.

In most cases there is a conversation between the client and server sides. A good example is when the server sends a form to be filled out and submitted (i.e. the Signup page on the website). When the submit button is clicked, the information in the input form is sent to the server where it is identified and processed and could even be stored for future use. When you click a button or a link, it tells the program on the server what the client wants done, such as updating a database or moving to

a new page in the website or even to another website.

Data Stores

The data stores used by the website consist of the database, several data files and several publication files that can be downloaded, like this document. There are also some files generated that are downloaded as part of the operation of the website, such as the table assignments and the player list files. These components are described in the following.

Database

The database is the main data component of the website. It has been described previously near the start of this document. It is implemented using the MySQL database system.

Publications

There are two documents that can be downloaded, the Player's Guide and the Administrator's Guide. The Player's Guide is downloaded from the Bridge Group Login screen and therefore is available to anyone. The Administrator's Guide is available from the Help screens and is only available to those able to login to the website.

Generated Documents

There are two documents generated by the website, a list of players and the table assignments. Both are formatted as .csv (comma separated values) files and therefore can be read by spreadsheet applications such as Excel or OpenOffice.