

Here is a simple checklist that you can use to make sure you have all the knowledge and skills necessary to play in a Tournament on BBO (BridgeBase Online).

1. **Do you have a BBO username/nickname/nik/Id?**  
If not, see "Getting Started with BBO" item 1.
2. **Can you find and use the People/History/Account in the right-hand toolbar?**  
It is essential that you can navigate to these at all times.  
Find and then "Follow" user "wookie08" (that's me) (see "Getting Started with BBO" item 3.3).
3. **Can you play "Solitaire"?**
4. **Have you played at least once in a "casual" table started by someone else?**  
Item 4.4 and 4.5.
5. **Can you find a Tournament from the "Free Tournaments" list?**  
See item 4.8.
6. **Do you understand the process of Registering yourself and partner in a Tournament?**  
**Do you understand that you then wait until the event starts?**
7. **Do you have a mobile number for the event organiser/Director?**  
This is critical, because if you have access problems then the Director needs to know so they can help you and so they can rearrange to remove sitouts if necessary.
8. **Do you know how to chat to your table, or to one of the opponents?**
9. **Do you know how to "Alert" or "Announce"?**  
You alert your own bids, not your partners.  
Click on "Alert", type in your explanation, then click on your bid, eg **2D**.  
Alert bids that we would normally announce.
10. **Do you know how to ask about an opponents bid?**  
Click ONCE on the opponents bid and wait for a response.
11. **Do you know how to answer when an opponent asks about a bid?**  
If an "explain" box appears it means an opponent has asked about your bid, so type extra information in that box. Do not give explanations to the whole table.
12. **Do you know which board you are playing, and who is vulnerable?**  
To the left of Wests cards is a box with the board number in it. Then there are left&right bars or top&bottom bars around the number. If red then that compass direction is vulnerable. Also, above the auction the same colour code is around the compass directions.
13. **Do you know how to "claim"?**  
This can only be done at your turn to play. There is also a concede button at times.  
Once you claim, both opponents have to "accept" the claim. It is best to type a brief explanation of your claim unless it is 100% obvious.

**14. Do you know how to “undo” (if it is allowed)?**

If your Tournament allows “undo” you find it in the options hamburger (top left of game window).

**15. Do you know how to review the last trick?**

They turn over so fast sometimes. Just click on the little vertical or horizontal green boxes that count the number of tricks to NS and EW (where the contract is shown).

This should be enough to get you started. You might also benefit from having a few bridge hands with a more experienced player at the table to guide you along.

Best wishes

Chris