

How to enter tournaments

1. On the NZB website, click on the Tournament Tab
2. Select the event you wish to enter.
NB: it must have the ENTER HERE icon, otherwise the host club has not turned this facility on
3. Click on **ENTER HERE**
4. In the Tournament entry screen, your contact details will display and your computer number and Name will appear as Player 1 by default.

TOURNAMENT ENTRY

Event name: Waitangi Day Pairs (Tues)
Event date: 6 February 2018
Contact name:
Phone:
Email:

← **Your Name, Phone and Email will appear here**

If you have any special requests regarding this entry please contact the venue directly.

Players
Enter either an NZB number or name: "Jan" or "Jan S" or "n sm" will all eventually find "Jan Smith". If you cant find the person please contact the **NZB Secretary**

Player 1 REMOVE

Player 2

ENTER

5. If you are entering for someone else, click on REMOVE to take your name out.
6. Enter your partner in the Player 2 field (it is best to search using a computer number). Wait until the player names appear in the drop down list. You must then place the cursor on the full name of the player you wish to enter and click. This will place their details in the Player field.

NB: Even if there is only one name appearing in the list, you still must click on it.

Player 2 REMOVE

- 2613 - Jane Windle - Otaki
- 12613 - Sue Robertson - Westport
- 26131 - Diane Pearce - Taupo
- 26132 - Simon Findley - Hibiscus
- 26136 - Karen Martelletti - Tauranga
- 26137 - Barry Jones - Hamilton

ENTER

If you wish to read more about the event first, we recommend you click on the name of the event. Details will be on display here if the host club has recorded useful information. You can then enter from this page. See example below

SOUTH ISLAND TEAMS ENTER HERE ← Click here to enter	
Date	Saturday 10 th & Sunday 11 th February
Venue	Christchurch Bridge Club 21 Nova Place, Christchurch
Cost	\$300.00 per team
Director	Martin Oyston
Enter on line at www.nzbridge.co.nz	
Closing date: 5.00pm Friday 2nd February	
Format	8 x 14 board matches
Saturday	Start 12.00 pm Finish 7.00 pm <i>approx</i>
Sunday	Start 9.00 am Finish 3.30 pm <i>approx</i>

Above is a good example of information a club can record about their event. You can enter from this page, but it is not so obvious at the moment. A fix is about to be released soon and it will look like this in future

SOUTH ISLAND TEAMS	ENTER HERE
Date	Saturday 10 th & Sunday 11 th February

How to Edit your Tournament entry

The person who made the entry is the only one who can edit it

1. Go to MY NZB tab
2. Scroll down to view the events you have entered under the heading EVENT ENTRIES
3. Click on the Edit icon
4. Once in the Edit page, you can remove and/or add a player, or Delete the entry
5. If there is no EDIT beside the event, someone else placed the entry. Club Administrators can amend this, or ask the person who placed the entry to fix it

EVENT ENTRIES
3 March 2018 Mt Maunganui Multigrade Pairs (Sat) EDIT