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1 Log in

If you have already registered with your email and have been set up as a club administrator by New Zealand Bridge:-

- Log into the NZB website first then go to:
<http://www.nzbridge.co.nz/nzbadmin/welcome.list.0.html>
- Enter your username and password

If you are NOT already registered:

- Go to www.nzbridge.co.nz (not admin)
- Click on LOGIN on the top right
- On the right side of the LOGIN page, enter your Computer Number (4 or 5 digits)
- Your name should appear
- Enter a valid email address for yourself
- Contact NZB Secretary by email asking to be an administrator for your Home club
- Once authorised, return to the first log in sequence above

Current limitations which will be addressed in a future software upgrade are:

- A Club Administrator must have the club set as their Home club in their player record
- You can have more than one Administrator per club i.e. for Directors, Secretaries etc
- An Administrator must have a Computer Number
- Each Administrator requires a unique email address
- One person cannot be the administrator for more than one club

2 Find any player

- Log in to www.nzbridge.co.nz/nzbadmin
- Click **PLAYERS**
- Click **SEARCH** box on top right
- Type in their Computer Number or the first few letters of their name
- Results matching your **SEARCH** are displayed

Typing “bert” will find all the **Albert’s**, **Bertram’s**, **Robertson’s**, **Roberta’s** and members of Mt **Albert** Club.

You can click on each of the column headers to sort the list: for example on the far right clicking “Last Updated” will show players in the order of the last change.

3 Adding a new player and assigning their NZB Computer Number.

There are two menu item: **PLAYERS** tab allows you to see, but not edit, all NZB members. **OUR PLAYERS** tab displays only those players with their Home club set the same as the administrator’s Home club.

Numbers are allocated online and no longer chosen from a pre-issued set of numbers to each club. All players, even temporary visitors, should be assigned a number.

- Log in to www.nzbridge.co.nz/nzbadmin
- Check the player is not already in the database via the **PLAYERS** tab. Find them by typing in the first few letters of the player’s name or number.
- If a new record is needed, click the **CLUB PLAYER** tab
- Click on **ADD PLAYER** on the top right
- Fill in the details (for visitors **WITHOUT** a Computer Number, use the Status box “Temporary”)
- SAVE**

You should now see your new player and their new number in the listing provided on the **CLUB PLAYER** screen and can confirm this with the player.

Note that overseas players, in the absence of information about their playing standard, should be set to Open grade. NZB can change a Grade or Rank at any time. Once added a players Grade, Rank, Number can only be changed by the NZB Secretary. Please email the NZB Secretary for special requests: for example, to re-set lost Masterpoints to a returning player.

NZB will periodically review players set with **STATUS** of **TEMPORARY**. Players set as **ACTIVE** accrue NZB Levy fees.

4 Transfer a player to/from another club

- Log in to www.nzbridge.co.nz/nzbadmin
- Click **OUR PLAYERS** tab
- Click on **TRANSFER PLAYER** on the top right
- Enter either their Computer Number or first few letters of their name.
- Choose the club they are transferring to or from using the dropdown list, then **SAVE**

Please see top of next column for more information >

Once the transfer steps are completed, the old and new clubs are informed by email, and if the player is registered via **MY NZB**, they are also informed by email.

Note: A transferred player is given the “Temporary” status until their new club approves their membership application. Once approved, an Administrator must change their status to “Active”

5 Removing members

- Log in to www.nzbridge.co.nz/nzbadmin
- Click **OUR PLAYERS** tab
- Search the NZB# or name of player to remove and click on their name.
- In the Edit window, change the **HOME CLUB** to “Archive”
- Then scroll down to the **STATUS** field and either select “Retired” or “Deceased” from the dropdown list.
- SAVE**

6 Adding a returning player who has an old Computer Number

Please email the NZB Secretary to do a search for the player’s old number and add them to the database. If not available, you will be notified and you then add them as if they are a new player (Section 3).

7 Downloading a list of all club members

- Log in to www.nzbridge.co.nz/nzbadmin
- Click **CLUB PLAYER**
- All members are displayed
- Click **EXPORT PLAYERS** on the top right

The following details are loaded into an Excel file: Last Update, Computer Number, First Name, Preferred Name, Family Name, Club, Region, Grade, Stars, Rank, Rating Pts, A Pts, B Pts, C Pts, Handicap (not used), Gender, Status, Date Joined, Source, Australian (ABF) Number and Year of Birth .

8 Manage the details of my club (address, emails etc)

- Log in to www.nzbridge.co.nz/nzbadmin
- Click **CLUBS** and on the record of your club

The physical address drives Google Maps, so care must be taken when changing this, as some addresses do not appear on Google maps. Items such as telephone number, web address and results address are heavily used and very useful to the bridge community.

Primary email is used for communications from NZB and notifications of player movement. The other two emails (Invoicing and Tournament) are optional. If the optional emails are not provided, correspondence will go to the

Primary email. Note: invoicing of Masterpoints and Levies is by email to these addresses.

9 Add, remove or change club administrator(s)

A club can have one or more administrators. Typically this may include Directors, Secretaries, Tournament organisers and possibly Presidents. The process is as outlined in Log In at the start of this guide.

To remove a club administrator, please email the NZB Secretary.

10 Edit a player

- Log in to www.nzbridge.co.nz/nzbadmin
- Click **CLUB PLAYER MENU** tab
- All members are displayed
- Either
 - click on the “right” player on screen
 - or, enter their Computer Number or name in the top right SEARCH box
- Fields for items that cannot be altered are grey

For Grade, Rank, Masterpoint and similar changes please contact the NZB Secretary.

11 Switching between the Public and Administrator environments

On the top of the administrative website a user can:

- **OPEN PUBLIC SITE IN NEW TAB** (recommended) to keep browser tabs open for both administration and public sections of website) or
- **CLOSE THIS TAB AND RETURN TO PUBLIC SITE**

12 Searching for Results and Masterpoints

On the public site www.nzbridge.co.nz click **MASTERPOINTS** and **SEARCH RESULTS** or **SEARCH MASTERPOINTS**. These are powerful new reporting facilities where playing results and Masterpoint awards can be searched and selected. The outputs are limited to the first 100 records matching the search criteria supplied. Thus the more criteria supplied, the more likely that the correct information will be provided on screen. It is also possible to extract the information to Excel.

13 Check the results of a session or final ladder

Three scoring systems are automatically enabled to upload results at the end of sessions: instructions vary between systems and are documented by the scoring system supplier.

To review uploaded results, users have a choice.

Either

- From the admin system **RESULTS** and select the appropriate batch (Club admin only)
- From the public website **MASTERPOINTS > SEARCH RESULTS** (Club admin and players)

NB: updating Masterpoints on the website may take a few minutes after posting.

14 Change the results of a session or final ladder

Three scoring systems are enabled to upload results at the end of sessions: instructions vary between systems and are documented by the scoring system supplier.

The preferred route is to make corrections from the scoring system, and re-send the results to NZB from the scoring system.

If the entire batch is incorrect and cannot be recovered via the scoring system, administrators may delete an entire batch from the **RESULTS** menu.

In exceptional circumstances the NZB Secretary may be asked to edit the details of the results.

15 Edit tournament details

The national tournament schedule is managed by NZB on behalf of clubs and regions and the process is unchanged. Clubs and regions may augment the information presented about tournaments on the public website, but cannot amend the following: Date, Masterpoints, Name and Venue. Changes to these can only be done through the normal channels.

Clubs and regions are encouraged to provide supplementary information about their event to help players such as start and anticipated end time, catering arrangements, venue details and sponsors information.

Clubs and regions may set some parameters about their event. The settings are on an event by event basis (for example, online booking may be enabled for one event but not for others).

To Enable **ONLINE BOOKING**:
In the Club Admin screen and go to the Tournament Tab and open the event you wish to take entries for. Tick the box that says “Online Booking”

Max Entries	45
Players Per Entry	6
Online Booking	<input checked="" type="checkbox"/>
Booking Cutoff	02 Feb 2018 17:00

MAX ENTRIES: For Pairs enter the maximum number of pairs your clubrooms can hold; for Teams enter the maximum number of teams. The system will block entries once the **MAX ENTRIES** is reached with and **TOURNAMENTS** will display

FULLY BOOKED *NB: A zero here or empty field will assume the event is fully booked.*

PLAYERS PER ENTRY controls the information captured on the Online booking entry form. Therefore enter 2 for a Pairs event and for teams events choose 4, 5 or 6.

BOOKING CUT-OFF defaults to two days before the start of the event: you can set the date and time for cut-off for online entries as you wish.

If **ONLINE BOOKING** is enabled: public website **TOURNAMENTS** page your event will have an **ENTER HERE** button.

16 Looking at tournament entries

If you have enabled your event for **ONLINE BOOKING** (see above), you will inevitably receive bookings from other sources such as emails and telephone calls.

Ideally most entries will come through the route of players entering themselves online by clicking **TOURNAMENTS** on the public website and the **ENTER HERE** button. Only registered players can book online but a registered player can make bookings on behalf of other players.

A player entering online (who must have already registered via the **LOGIN** icon) will receive an automatic email confirming their entry, as well as their partner/teammates (as long as they too are registered via **LOGIN**).

These entries automatically appear within your **TOURNAMENT** listing on the website, so interested parties can see who has or has not entered. The word **EMAIL** on the public website confirms that an automatic email was sent to those player(s). If a player is entered but not registered via **LOGIN**, obviously no email can be sent. Players can review their entries either from within the **TOURNAMENT** listing, or via their personal **MY NZB** page on the public website.

17 Managing tournament entries

Click on **ENTRIES** from the club administrator's website, and select the event you wish to manage. Multiple events can be live at the same time. Only events marked with **ONLINE BOOKING** appear.

There needs to be at least one entry in place made from the public website before the system kicks into life for an individual event.

From the selected event, the top left gives a running total of the number of entries, number of players, duplicate entries and incomplete entries. The entries are batched with the last entry appearing last in the listing. Keeping one up to date list of entries is clearly useful when organizing an event.

- a. **ADD ENTRY** for enties arriving by email, telephone etc. Click on **ADD ENTRY** and then type in the computer number or name of the player in the **name** field. If the players are already registered they will receive an automatic email advising them of their entry.
- b. **DELETE THIS ENTRY** permanently cancels an entire entry. If the changes relate to a player already registered via **My NZB**, each will each receive and automatic email advising them of the deletion.
- c. **EDIT ENTRY** allows you to amend the details of an entry. If the changes relate to a player already registered via **MY NZB**, each will receive and automatic email advising them of the change.
- d. **PLAYER SEARCH** does what it suggests within the list of all entries.
- e. **EXCEPTION ENTRIES** highlights possible errors such as repeated **NZB Computer Numbers** or incomplete entries (but does not validate grades/ranks for restricted events nor identify players entered in separate events running at the same time).
- f. **EXPORT ENTRIES** creates and Excel file of the entries which can be useful for checking player eligibility (Grade/Rank), and helping on events planning, seating arrangements etc.. See also option **PAID** tick box later.

Players requesting special seating should do so by contacting the organisers in advance.

If the **MAXIMUM NUMBER OF ENTRIES** is reached, club administrators may continue to add and manage entries but the public website will display **FULLY BOOKED**. Entries added over the maximum will appear within the public website event listing.

The **PAID** tick box beside each player within an entry (visible either via **ADD ENTRY** or **EDIT ENTRY**) is optional and appears both on the public **Tournament** listing with the message **PAID** and on the **EXPORT ENTRIES** report.

18 Invoices

The **INVOICES** menu contains two types of invoice, with their history. These are automatically emailed to the Invoicing email, if set within the Club record, or to the Primary email if the Invoicing email is blank.

- **LEVY INVOICES** are emailed quarterly. Administrators can also view this invoice online and download a spreadsheet a list of members levied for that Invoice.
- **MASTERPOINTS INVOICES** are emailed on the first of each calendar month. Administrators can also view this invoice online and "drill down" into the sessions that make up te Masterpoint and Participation fees

19 Contact NZB Secretary

The email is secretary@nzbridge.co.nz.