STATE-WIDE PAIRS - 2023

INSTRUCTIONS TO EVENT ORGANISERS, DIRECTORS AND DEALERS

These instructions have been sent to event organisers and your club's designated dealer. Make sure your Director gets a copy. People who deal the hands are ineligible to win any prizes and it is preferred that they do not play. All required files are available (password protected) via the NSWBA's SWP page.

1. The Event
The 2023 State-Wide Pairs is a single session event held during the week of 1st - 7th August. It is not a problem if you run your session in the week before or after these dates. It must be played face-to-face; online sessions are not permitted. All contestants play the same set of boards and the results are matchpointed across the state. The entry fee is $8 per pair.

2. The SWP Website www.nswba.com.au/tourn/state/se.asp?Y=2023&E=swp
All information and files associated with the State-Wide Pairs are accessed from the above website. This page can be accessed from the NSWBA home page www.nswba.com.au - under the Tournaments drop-down tab, follow the links to State Events and then to 2023 State Wide Pairs. General information, prize winners and links to the final results will all be posted on this page. Contestants should be told to access this site.

3. Dealing Files
These are available from the SWP website via the Club Administration Log In link. See the step-by-step instructions in the Appendix to these instructions. The dealing files in the various formats are available so make sure you know which format your dealing machine reads. Download them by mid-July and deal the boards at least a week before the session. This allows time to resolve any issues that might arise.

If the boards are to be dealt by hand, special care must be taken that it is done with 100% accuracy - standard hand records (SWP2023 Hand Records.pdf) can be downloaded as explained below.

4. Hand Records
Three sets of hand records are available. The Booklet version is recommended but check that your printer can reproduce them as intended. Try the simpler Hand Analysis file if having trouble with the booklet layout. These are for distributing to your players at the end of the session.

- SWP2023 Hand Analysis.pdf should be duplicated for your players and handed out at the end of the session. (Print Landscape and Flip on Short Edge if printing double-sided.) Most clubs won't need the last page (hands 33-36) of this file.

- SWP2023 Booklet.pdf provides the same hand analysis as above, but presented in A5 booklet format, 3 sheets per booklet, with cover. (To print, select Booklet, Print both sides, Portrait.)

- SWP2023 Hand Records.pdf provides just the basic hand records with the making contracts. (Print Portrait and Flip on Long Edge if printing double-sided.) This printout is for the director or if setting the hands manually.

Do not post any SWP hand records on your club's website before 13th August.

5. Players
Entry fee is $8.00 per pair, *i.e.* $4 per player. No players should be allowed to play in the State-Wide Pairs if they have previously played the hands at another venue. It's a single session event, so please encourage all pairs to enter. Casual pairs (*i.e.* those who don't pay the SWP entry fee) cause a lot of extra work for club organisers/directors and for me - you need to list all casual pairs separately as part of the results submission process.

6. Movements

Any movement which uses between 24 and 36 boards is valid. You can use whatever movement you would normally use at your club for the given number of tables. If using a Mitchell movement, seed the pairs and make sure the strengths of the NS and EW fields are approximately equal.

7. Fouled Boards

If you discover a fouled board, award "average" to both pairs. If discovered during the session, reset the hands so that they correspond with the hand record. If possible, quarantine the boards after the session for a couple of weeks. The scoring process often identifies scores which suggest that a particular board at a particular club does not correspond to the hand record - it would be good if we could actually check.

8. Local Scoring and Awarding Green Masterpoints

Score the session normally. Optionally, you may award green masterpoints for your club session through the normal monthly returns to the Masterpoint Centre. The SWP is scored across the state and Red Masterpoints at Level B4s awarded to pairs finishing in the top half of the field overall.

9. Submission of results

After you have scored the session on your club's computer, you need to either find or generate the .csv or .xml file – either is acceptable. Finding the xml file depends on the scoring program you use.

Compscore2 users:

    The .xml file will be called the same as the session name and have a .xml extension. *e.g.* "Monday - Section A (4-apr-11).xml".
    It is initially created in the folder C:\Compscore2\XML Results\. Depending on the software your club uses to display results on the web, the .xml file may have been archived and moved to the folder C:\Compscore2\XML Results\Archive\. Check both locations.

Compscore3 users:

    The .xml file will be called the same as the session name and have a .xml extension. *e.g.* "Monday - Section A (4-apr-11).xml".
    It is initially created in the folder C:\Compscore3\Web\XML Files\. Depending on the software your club uses to display results on the web, the .xml file may have been archived and moved to the folder C:\Compscore3\Web\XML Files\Archive. Check both locations.

ASE users:

    Under <u>Session</u>, use the option "Produce P2P file" to create the .xml file in the location that you specify.

ScoreBridge users:

    From the <u>Results and Outputs</u> window, click on "Make File" and choose ".xml file".

Now compose an email with the subject heading *SWP2023 - your club name*. Attach the .csv or .xml file (see above). Double check you have attached the correct file – there's usually a date in the filename. In the body of the email list all your casual pairs. If you don't do this, I will assume ALL your pairs are competing in the SWP and will invoice your club accordingly. If possible, also include a copy of the results of the session. This can either be an attached pdf file or a web address if the results are posted online. Detail any problems encountered - hopefully there will be none. Address the email to swp@nswba.com.au and click "send".

10. State Wide Results

Full results will be shown for each pair that plays in the event and hand records made available online after **all** competing clubs have submitted their results. You will be emailed when the final results become available, probably late August. Relevant files and links will be posted on the NSWBA SWP website: www.nswba.com.au/tourn/state/se.asp?Y=2023&E=swp.

11. Prizes
There are prizes in various masterpoint categories, so every pair is in with a reasonable chance of winning prizes. Any prizes won by your players and the certificates of achievement for the highest placed pair will be mailed to the club.

The following prizes will be awarded:
    * cash prizes to the overall top five place-getters,
    * prize vouchers from the Bridge Shop for winners and runners-up,
    * certificates of achievement to the highest placed pair in each club,
    * prize vouchers to the top pair in each of under 25, under 50 and under 100 masterpoint sections.

12. Payment
An invoice will be issued by the NSWBA via email. **Please do not pay any money until you receive the invoice.**

13. Problems
If you have any problems, email me at swp@nswba.com.au.

Warren Lazer
2023 State Wide Pairs Organiser
Email: swp@nswba.com.au   Home phone (02) 9744 1555 after 10.00 am

SWP Admin log in instructions are on the next page.

Using the SWP Club Administration Page - 2023
Log in; Obtain a password; Download the dealing file and hand records.

This website is used to download the hand records and dealing files. If you plan to play in the event, please offload these duties to a non-contestant.
If you nominated a dealer, it is that person ONLY who will be able to set the password and access the hand records and dealing files for your club.

NB Before you can use the Administration site, you need to set a Password, a process that involves responding to an email the system will send you. YOU MUST BE ABLE TO ACCESS YOUR EMAILS WHEN SETTING OR CHANGING YOUR PASSWORD. Once you have set your Password you can access and use the Administration page from any computer that is connected to the internet.

1. Setting your password.
This process may seem a bit circular, but it is one of the standard ways to ensure that only the "owner" of the registered email address can set or change the password.

Go to the NSWBA's SWP page nswba.com.au/tourn/state/se.asp?Y=2023&E=swp

Follow the Club Administration Log In link in the *For Clubs* section.

Select your club from the dropdown list of **Registered Clubs**.

Click the Set Password button. The system will send an email to your registered address. A message to this effect (in red) will appear on the page. (If you can't find the email, check the accuracy of the email address in the message. If that's not the problem, check your junk folder.) Click the **Set password** link within the email. This will return you to the website and allow you to enter a Password. Enter the password you want, record it below, and then click Update Password . Warning: a new email is generated **every time** you click the **Set password** link. If you receive a code mismatch message check that you are responding to the last email you have been sent.

- ## My SWP password is:

If you subsequently forget or misplace your password, you can reset it as per the instructions on the website, essentially repeating the above procedure. Only you and the system know your password. If you lose it, you need to reset it. I cannot look it up for you.

2. Downloading the hand records and dealing files.
Select your club from the dropdown menu, enter your password and click Log in.
Logging into the Admin website takes you directly to the downloads page. The hand records are listed on the right, the dealing files on the left. Make sure you know what format your dealing machine reads. Click Download for each file that you need.

If you do not have access to a dealing machine, you will need to set the boards manually from the SWP2023 Hand Records.pdf file.

3. Logging out
Once you have downloaded all the files that you need, click Log Out. You should not need to log in to the SWP Administration website again. The system will automatically log you off after about 20 minutes of inactivity.