



# HOW TO ENTER A CONGRESS BUT NOT PAY FOR EVERYONE

**NOTE: YOU MUST BE LOGGED IN TO ENTER OR PAY FOR A CONGRESS**

These notes cover the following situations:

1. You want to make an entry to a pairs event but you and your partner intend to pay separately.
2. You want to make an entry to a teams event but only pay for yourself or your partnership, others will pay separately.

To commence an entry to the desired event see separate guides to browsing the Congress listing and making an entry.

This will bring up the Enter Event screen:

## Enter Event ✎

### Teams (One day) in ABF Mid Year Congress

Tuesday 4th Jan 2022 10am

Player	Payment Method	Pay Now	Pending
Julian Foster	My Bridge Credits	20 credits	
Select...	Select...		
Select...	Select...		
Select...	Select...		
<b>Total</b>		<b>20 credits</b>	

Comments

CONFIRM AND PAY NOW
SAVE AND PAY LATER

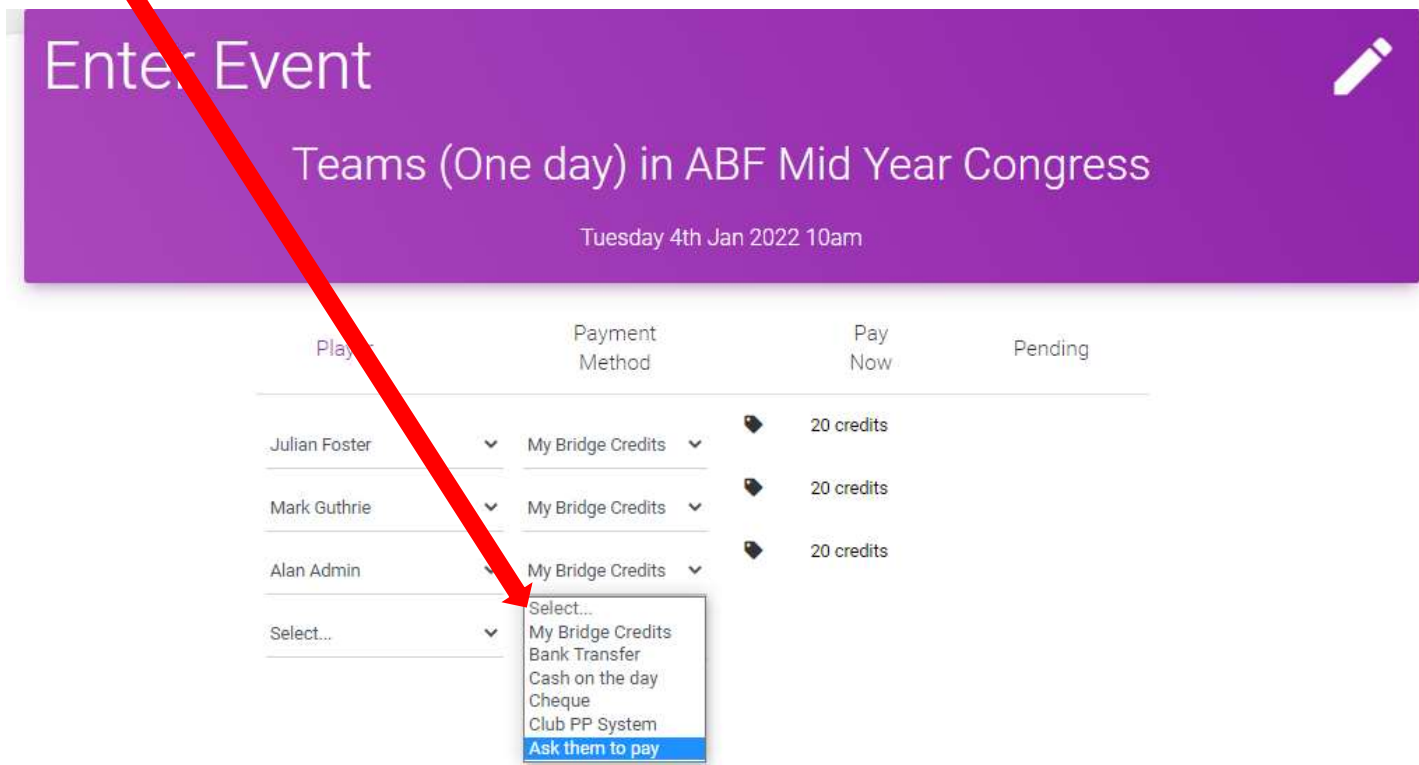
You will be shown as the first player (this can be changed if you are putting in an entry for other people).

Select your partner/teammates. You can search by name or ABF number to do this (but note other players must be registered with My ABF as well for you to be able to add them). **Note.** Set your regular partners up as Teammates in your Profile page to make this process easier.

The system will automatically calculate the entry fee due for each player, taking into account various discounts the Tournament Organiser may have set up (a ticket icon will appear next to the Pay Now column describing any discount(s) given).

When you first select players, the Payment Method column will usually default to “My Bridge Credits” for everyone. That means the system starts off by assuming you are going to pay for the whole entry yourself. The entry fees will therefore be shown in the Pay Now column.

**If you do NOT wish to pay for another player in the entry** change the Payment Method for that player by clicking on it and select “Ask them to Pay” from the dropdown (exactly what other options appear depend on what the Tournament organiser has set up):



Player	Payment Method	Pay Now	Pending
Julian Foster	My Bridge Credits	20 credits	
Mark Guthrie	My Bridge Credits	20 credits	
Alan Admin	My Bridge Credits	20 credits	
Select...	<ul style="list-style-type: none"><li>Select...</li><li>My Bridge Credits</li><li>Bank Transfer</li><li>Cash on the day</li><li>Cheque</li><li>Club PP System</li><li>Ask them to pay</li></ul>		

Let's say in this team entry example that I intend to pay for my partner but not my teammates. I need to select "Ask them to pay" against all the players that I am not going pay for. When I do that the entry fees due for those players move to the Pending column in the entry:

## Enter Event

### Teams (One day) in ABF Mid Year Congress

Tuesday 4th Jan 2022 10am

Player	Payment Method	Pay Now	Pending
Julian Foster	My Bridge Credits	20 credits	
Mark Guthrie	My Bridge Credits	20 credits	
Alan Admin	Ask them to pay		20 credits
Betty Bunting	Ask them to pay		20 credits
		Total	40 credits

Comments

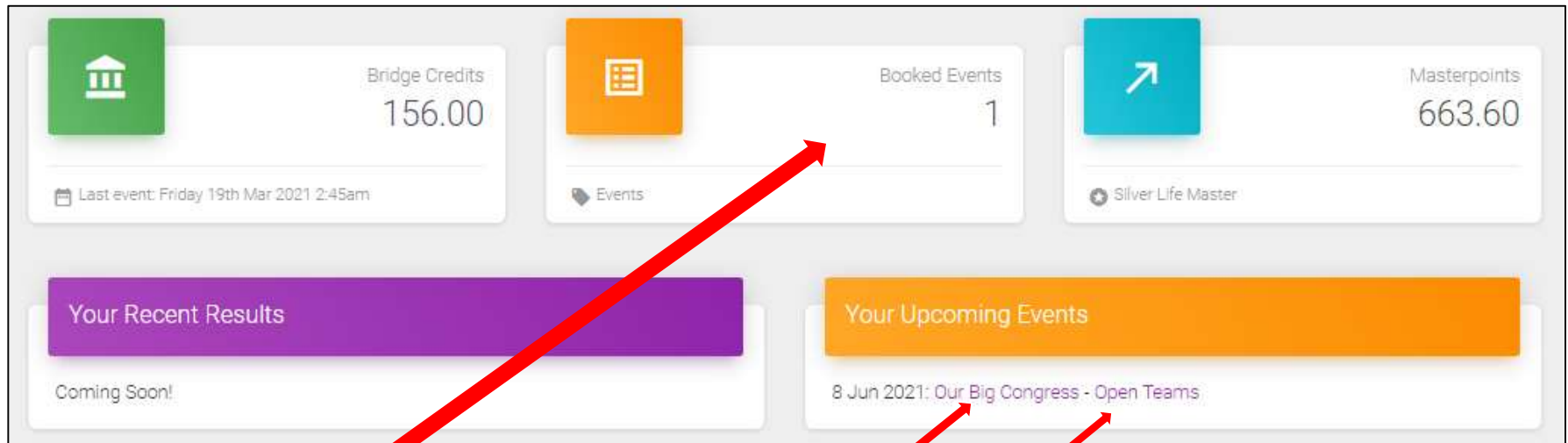
[CONFIRM AND PAY NOW](#) [SAVE AND PAY LATER](#)

The Pay Now column shows what I myself will be charged for this entry. The Pending column shows what will be paid by other people, or will be paid at a later time outside of My ABF – e.g. by bank transfer.

I can now confirm and pay for the entry – or I can save it to my shopping cart for later.

You or anyone else in the entry can later go back into the entry and pay for any player that has outstanding amounts. See separate guide on how to edit an entry.

You will receive an email notification of the entry once it has been confirmed. It will also appear in your Dashboard under “Booked Events” and Your Upcoming Events”:



Clicking anywhere on the Booked Events box at the top of the screen will take you to another screen listing all events you are booked into with links to the Congress website and your own entry. (Your Upcoming Events box only shows the most recent 4 events).

Your Upcoming Events box has TWO SEPARATE LINKS:

The left hand link takes you to the Congress website

The right hand link allows you to view and edit your own entry (see separate guide on how to edit an entry).

## More information?

If you want more information about the system or help with a particular area there are several sources of information you can use:

### Accessed from My ABF support screen

**1. Frequently Asked Questions**

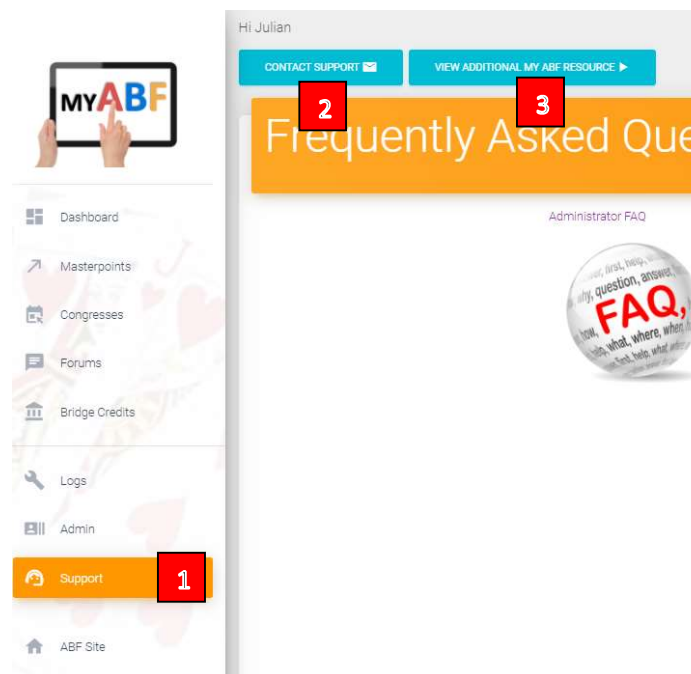
Select the Support main menu item and browse through the various sections of Frequently Asked Questions.

**2. Contact My ABF Support**

Email My ABF support directly using the left hand link at the top of the Support screen.

**3. View the “My ABF Resources” webpage**

Access this page using the right hand link at the top of the Support screen. This contains assorted “How to” guides for various functions in My ABF as well as YouTube videos



### External to My ABF

**4. View the “My ABF Resources” webpage**

This can also be accessed directly at <https://www.abf.com.au/member-services/my-abf-resources/>

**5. Videos**

There are assorted videos on this YouTube channel: <https://www.youtube.com/channel/UCZPuvivkdbzl4kg-cwxQuNQ>