



HOW TO ENTER AND PAY FOR AN EVENT

NOTE: YOU MUST BE LOGGED IN TO ENTER OR PAY FOR AN EVENT

BROWSE THE CALENDAR

Click Calendar in the main menu which will bring up the listing of upcoming events.

The screenshot shows the 'Calendar' page with a purple header. Below the header is a navigation bar with filters for State (ALL), Event Type (ALL), and Format (ALL), and a search box for 'Search Upcoming...'. The main content area is divided into three sections, each with a colored header bar representing a month: March 2024 (orange), June 2024 (teal), and August 2024 (red). Each section contains a table of events with columns for Start Date, Name, State, Event Type, Format, and Organiser.

Start Date	Name	State	Event Type	Format	Organiser
27 Mar 2024	Example BC Annual Congress	NSW	Club Congress		Murwillumbah Bridge Club
21 Jun 2024	Easter Red Points Congress	ACT	None		Rival Bridge Club
23 Aug 2024	Our Big Congress	ACT	Club Congress		Fantasy Bridge Club

Click anywhere on a row to open that event. See the separate guide to Browsing the Calendar for more details about using this page.

ENTER FROM THE EVENT WEBPAGE

There are various sections on the main listing page but the basic structure is common to all of them.

The screenshot shows the top section of an event webpage. At the top, there is an orange header with the text 'JF Test Congress', 'Rival Bridge Club', and '1st to 6th January 2022'. Below this, there are two buttons: a green one labeled 'Click here to jump to program...' and a pink one labeled 'Email Tournament Organiser...'. To the left, there is a 'People' section with contact information for Jane Doe (Organiser), Alan Partridge (Chief Tournament Director), and phone and email details. To the right, there is a 'Links' section with a purple header and a link to 'https://www.abf.com.au/member-services/my-abf-resources/'. Red arrows point from the text below to the green button and the link in the Links section.

To enter, access the Program section – either by using the green “CLICK HERE TO JUMP TO PROGRAM” button at the top or by scrolling down.

The Links box may include links to the My ABF Resources webpage. This contains assorted “How to” guides as well as YouTube videos about My ABF and the Congress aspects. These may be of assistance.

In the Program section the event(s) will be listed in date order with the entry fee for the pair or team (**note 1 credit = \$1**).

The screenshot shows the 'Program' section with a table of events. The table has columns for Event, Entry Fee, Day, Time, Entries, and Action. A red arrow points from the text below to the 'ENTER' button in the Action column of the first row.

Event	Entry Fee	Day	Time	Entries	Action
Pairs (Open)	40 credits	Saturday	01-01-2022 - 10am	4	ENTER VIEW ENTRIES

Within the program, find the event you want and click Enter. That opens the Enter Event screen.

A GUIDE TO THE ENTRY SCREEN

The Enter Event screen is where you provide the player names and payment information for your entry. You can choose which of the players you are going to pay for; and from an assortment of different payment methods (depending on what the Organiser has set up for the event to accept).

The main elements of the screen are described here (some of these only appear if the organiser has set them up):

Enter Event

Pairs (Open) in ABF Mid Year Congress

Saturday 1st Jan 2022 10am

1 Category CATEGORY 1

2 Player	3 Payment Method	4 Pay Now	5 Pending
Julian Foster	My Bridge Credits	20 credits	
Mark Guthrie	My Bridge Credits	20 credits	
Total		40 credits	

6 Team Name Foster

7 Organiser's question to entrants

8 Comments

9 CONFIRM AND PAY NOW SAVE AND PAY LATER

- 1 Category selection** – [This will only appear if the Organiser has set it up]. This is where you choose what category you are eligible for.
- 2 Player Column** – This is where you select the players (or leave as TBA). You are defaulted as the first player (this can be changed).
- 3 Payment Method Column** – This is where you select how each player in the entry will be paid for (and whether you or they will pay).
- 4 Pay Now Column** – This shows what YOU will be charged when you complete this entry.
- 5 Pending Column** – This shows what will be paid later, either by other players or by a method outside the system.
- 6 Team Name** – [This will only appear if the Organiser has set it up]. This is where you can give your entry a name (it defaults to the surname of the first player in the entry).
- 7 Question** – [This will only appear if the Organiser has set it up]. This is where you can provide an answer to a question. An example might be specifying any dietary requirements for catering purposes.
- 8 Comments** – This is where you can add notes to your entry (e.g. request fixed seating, indicate who a “TBA” player who has not yet signed up is going to be, etc).
- 9 Action buttons** – This is where you complete the entry when ready.

COMPLETING THE ENTRY

Before we start, there are two important facts to get clear!

FACT 1: YOU DO NOT NEED TO BUY BRIDGE CREDITS BEFORE YOU CAN ENTER

Many people seem to think you do but no you don't. Just complete the entry using these steps and you can pay online in the normal way. "My Bridge Credits" just means make an online payment. It will use money already in your ABF account if you have any, otherwise it will just take you to a normal online card payment screen. Yes it can be convenient to put money on your account in advance (e.g. to save keying in card details multiple times) but you never have to do that.

FACT 2: YOU DO NOT HAVE TO PAY FOR EVERYONE IN THE ENTRY


You can choose exactly who you do and don't pay for. If you are not intending to pay for another player in the entry, select "Ask them to pay" for their payment method. They will then need to arrange to pay their share themselves.

STEP 1 Add the players

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 (or select "TBA" if you don't know them yet). You can search by name or ABF number to do this. **Note other players must be registered with My ABF for you to be able to add them.** If you cannot find them, this is most likely because they have not yet signed up to My ABF. Select "TBA" and they can be added later (it is helpful to the organiser to include a comment with the names in this situation).

NOTE: How to make it easier to select players:

If you are playing with a regular partner/teammate this selection process can be made easier by adding them as a "Teammate" so they will always appear in the drop-down list rather than having to be searched for. This is done through your profile page which is accessed from the  icon at the top right of your screen (on a computer) or from clicking the 3 bars and selecting Account (on a tablet/phone).

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).

In a teams entry, there is initially space for 4 players. Once 4 have been added a purple + symbol will appear at the bottom. This allows you to add up to two more players if you have a team of 5 or 6.

STEP 2 Identify how the entry will be paid for

There is a dropdown selection for each player where you can choose who is paying for that player, and by what method.

The default is “My bridge credits” for all the players in the entry. That means the system is starting off by assuming:

- a) You will be paying online; and
- b) You will be paying for everyone in the entry.

Select the dropdown next to the payment method for each player and change it to what you want. Exactly what payment options you see will depend on what your Tournament Organiser has decided they will accept for the Congress. See appendix for details of all the available options you might see.

If you do NOT wish to pay for someone else in the entry, change the selection to “Ask them to pay”. You will not then be charged for that person’s share of the entry fee and they will need to log in and sort out their own payment.

Once you have completed the players (or selected “TBA”) and the payment methods, the green buttons at the bottom of the entry screen will be highlighted.

STEP 3 Complete any other information

You may be required to select a category for an event.

You also have the option of adding a comment, and you may have a question from the Organiser to answer and/or the option of editing a team name.

STEP 4 Lodge the entry

There are two buttons available:

Confirm and Pay

If this is the only entry you have, this will complete the process. Any payments using bridge credits will be initiated at this point and all entrants (and tournament organisers) will receive email notifications.

If you already have another entry underway, you will instead be taken to the Checkout screen where you can review all the entries and confirm & pay for them together.

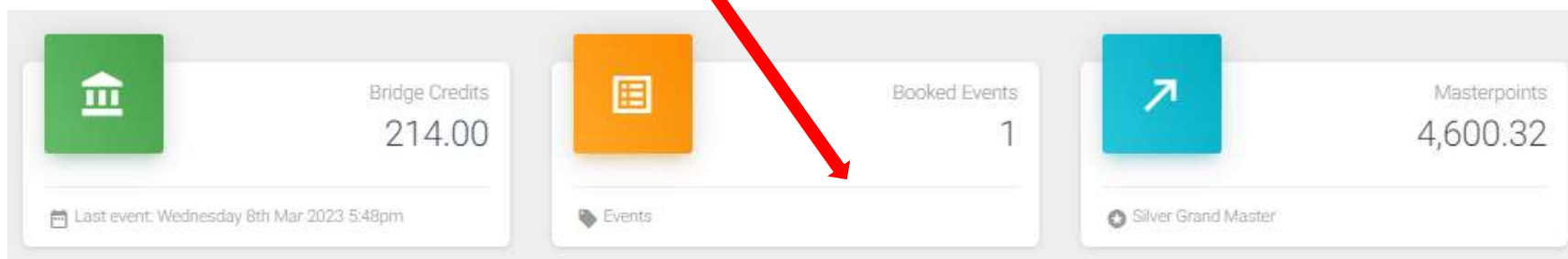
Save and Pay Later

This will add the entry to a shopping cart which you can view later. You can do this if you want to put several entries in and pay for them together; or if you want to wait and pay later. Note email notifications are NOT send to all entrants or tournament organisers at this point – the entry is still draft until confirmed from the shopping cart screen later (this process is called “Checkout”).

VIEWING YOUR ENTRY

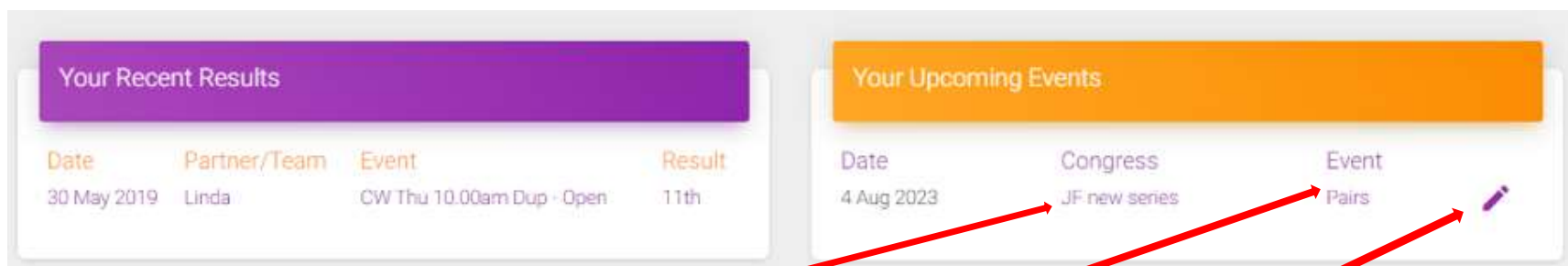
You will receive an email notification of the entry once it has been confirmed. There are 3 different ways you can see it:

1. On your Dashboard where it will be available under “Booked 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.


2. If it's one of your next 5 events, it will also be visible in the “Your Upcoming Events” box:



Your Upcoming Events box has a link to the Congress website and one to your own entry (you can also use the Pen icon to open your entry).

You can open the entry to make all sorts of changes (players, payments, categories, comments, etc) – see separate notes on making changes to an entry.

NOTE: If an entry has been left in a shopping cart the Your Upcoming Events box will show “In cart” in brackets of whoever made the entry. This entry is not yet complete. It will show in the public entry list but no-one in the entry (or the Organiser) will have been sent an email about it.

Whoever created the entry needs to access their shopping cart (via the cart icon at the top right of your screen ) and click Confirm & Pay.

3. Via the Program of events on the Congress webpage:

Program						
Event	Entry Fee	Day	Time	Entries	Action	
Teams	100 credits	Tuesday	01-08-2023 - 1:29pm	1	VIEW YOUR ENTRY VIEW ENTRIES	
Pairs	40 credits	Friday	04-08-2023 - 1:29pm	1	ENTER VIEW ENTRIES	
		Saturday	05-08-2023 - 4:30pm			

Use the View your Entry button to open it.

ENTERING FOR SOMEONE ELSE

If you want to put an entry in for someone else (e.g. one player putting in a teams entry and 2 pairs entry for a weekend congress) open your own entry first. At the top of that is an orange button enabling you to add another entry:

Edit Entry

Pairs in JF new series

[VIEW ALL ENTRIES](#) [ENTER FOR SOMEONE ELSE](#)

APPENDIX - ENTRY STATUS, PAYMENT STATUS AND PAYMENT METHODS

ENTRY STATUS

The overall entry has a status. It is Complete when all the players in the entry have been paid for. Prior to that it will be shown as Pending.

PAYMENT STATUS

Each player within the entry has a payment status. When this is Paid for all players, the overall entry status becomes Complete.

The payment status for players varies depending on how they are paying. See table below for details.

PAYMENT METHODS

This table describes the different payment methods you may see available on the entry screen. It also explains what happens to the player's payment status.

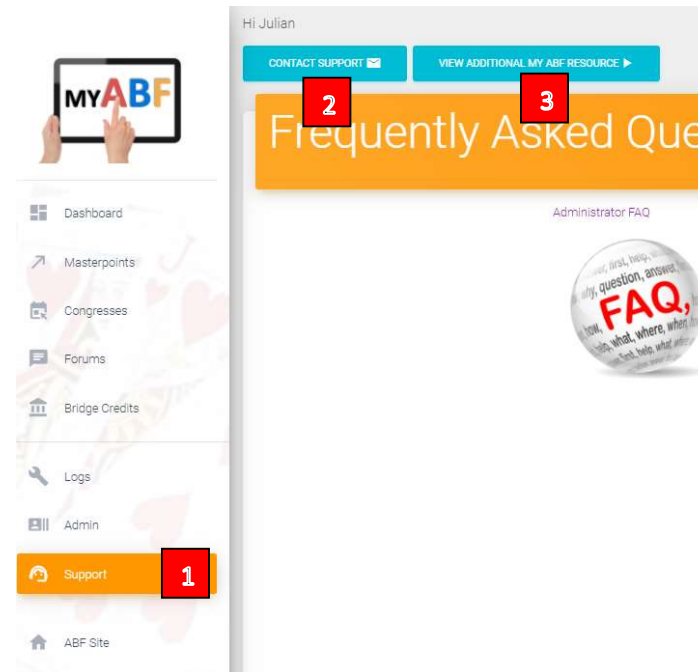
Payment Method	What it means	What happens to the player's payment status
My Bridge Credits	This will use money on YOUR ABF Bridge Credits account if you have it; if not you will be taken to a screen to pay by card online using Stripe.	Assuming the card payment goes through the player status will show as "Paid" immediately.
Their Bridge Credits	This will pay from THAT PLAYER's ABF Bridge Credits account, not your own <i>(only available if that player has previously given you permission to do this as a "Teammate +" and has funds already in their account).</i>	Assuming the card payment goes through the player status will show as "Paid" immediately.
Bank Transfer	An internet bank transfer will be made to the organising body's bank account to pay for this player. The account details will be in the email sent to that player.	The player status will show as "Pending Manual" until the Organiser confirms it has been received in their bank.
Cheque	A cheque will be sent to pay for this player.	The player status will show as "Pending Manual" until the Organiser confirms it has been received.
Cash on the day	This player will pay cash on the day.	The player status will remain "Pending Manual" until the day of the event.
Club PP system	This player will use an existing prepayment account they have with the Congress organising body.	The player status will remain "Pending Manual" until the day of the event when payment is usually processed by the director.
Ask them to pay	You are not organising payment for this player, they will login separately and complete their own payment.	The player status will show as "Unpaid" until further action is taken.

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>