



## HOW TO MAKE CHANGES TO AN EXISTING ENTRY

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

You are part of an entry that has already been lodged but now needs amending in some way. Anyone in an entry (or someone not in the entry who created it) can access it and make changes.

You want to do any of the following:

1. Add, remove or change the players in the entry
2. Withdraw from the event altogether
3. Edit or add a category selection
4. Edit or add a response to a question from the organiser
5. Edit or add a comment
6. Edit or add a team name
7. Make additional payments [There is a separate How to Guide just for this]

When you login you will see reference to the entry on your Dashboard under “Booked Events” and “Your Upcoming Events”:

The screenshot shows a dashboard with several widgets. A red arrow points to the 'Booked Events' widget, which shows '1' event. Another red arrow points to the 'Your Upcoming Events' widget, which has a 'PAY NOW' button. A third red arrow points to a pen icon in a table within the 'Your Upcoming Events' widget. The table has columns for Date, Congress, and Event Teams.

Date	Congress	Event Teams
13 Mar 2024	Congress 2	

Clicking anywhere on the Booked Events box 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 contains links to your most recent events coming up. If **your own share** of an entry is unpaid it also displays a “Pay Now” button.

To edit an entry open it by clicking the event name or the pen icon. That will bring up your entry which you can make various changes to.

A guide to the Edit Entry screen and everything you can do on it is shown below. You will not necessarily see all the items here – it depends what the Organiser of your Congress has set up.

# Edit Entry

## Teams in Congress 2

**1** VIEW ALL ENTRIES **2** ENTER FOR SOMEONE ELSE

You made this entry

Category: Category 1

**3** Category: CATEGORY 1

Organiser's question to entrants  
Answer to question **4**

CHANGE ANSWER

Player	Actions	Entry Fee	Payment Method	Status
 Julian Foster	 <b>5</b>	25 credits	Bridge Credits	 Paid
 Mark Guthrie		25 credits	Bridge Credits	 Paid
 Alan Admin	 <b>6</b>	25 credits	TBA	 Unpaid
 Betty Aunting		25 credits	TBA	 Unpaid

**7**

**8** ADD PLAYER TO TEAM

**9** Comment: Comment by entrant(s)

**10** Team Name: FOSTER

**11** PAY FOR EVERYONE

**12** WITHDRAW WHOLE TEAM FROM EVENT EXIT

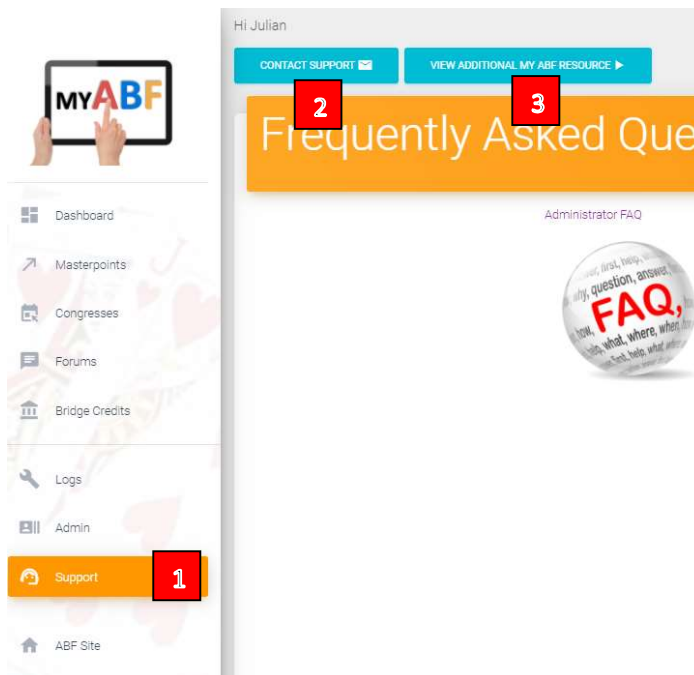
<b>1</b>	<b><u>View all entries</u></b> – Use this to view all the entries for this event (you can also do this from the Program)
<b>2</b>	<b><u>Enter for someone else</u></b> – Use this to start an entry for someone else.
<b>3</b>	<b><u>Change Category selection</u></b> – <i>[This will only appear if the Organiser has set it up]</i> . This is where you can change what category you are eligible for (the organiser will be notified when you do this).
<b>4</b>	<b><u>Add/edit answer to a question</u></b> – <i>[This will only appear if the Organiser has set it up]</i> . This is where you can provide an answer to a question, or edit an existing one. An example might be specifying any dietary requirements for catering purposes. Start typing and the Change Answer button will activate – when done press that to save your changes.
<b>5</b>	<p><b><u>Change or remove a Player</u></b> – This is where you can change a player in the team or remove a player from the team.</p> <ul style="list-style-type: none"> <li>• The red bin icon removes that player and replaces them with “TBA” (this isn’t available if there is only one named player left – at that point you must withdraw the entry – option 12 below).</li> <li>• The orange arrow icon allows you to select a new player to include in the team (note the player has to be registered with My ABF and not already playing in the event).</li> </ul> <p>Email notifications are generated to the team and the organiser(s) when this occurs.</p> <p>If you want to withdraw the whole team, use option 12 below.</p>
<b>6</b>	<b><u>Pay for a player</u></b> – For players not already marked as paid you can use the blue Pay button to pay for that individual player (most commonly yourself!) using your own bridge credits. When you do this, the payment method column is automatically updated.
<b>7</b>	<b><u>Change Payment Method</u></b> – This is where you can change the payment method selected for a player not yet marked as paid. Click the pen icon to select a different payment method (note there is no need to do this if you are about to pay with your own bridge credits – see items 6 and 11).
<b>8</b>	<p><b><u>Add Player to Team</u></b> - Click here to add a 5<sup>th</sup> or 6<sup>th</sup> player to a team</p> <ul style="list-style-type: none"> <li>• Such players are initially added as “TBA” – the orange icon in the Change column can then be used to select the player.</li> <li>• No entry fees are attributed to player 5 or 6 – teams of 5 or 6 need to sort the financial details out amongst themselves (or ask the organiser to manually reallocate the entry fees between the team members).</li> </ul>
<b>9</b>	<b><u>Add/edit comments</u></b> – Click the pen icon to edit any notes made with your entry (e.g. request fixed seating, indicate who a “TBA” player who has not yet signed up is going to be, etc).
<b>10</b>	<b><u>Edit Team Name</u></b> – <i>[This will only appear if the Organiser has set it up]</i> . Click the pen icon to edit your team name (it defaults to the surname of the first player in the entry).
<b>11</b>	<b><u>Pay for Everyone</u></b> - Use the Pay for Everyone button to pay for all remaining players in the entry using your own bridge credits. When you do this, the payment method column is automatically updated.
<b>12</b>	<p><b><u>Withdraw Whole Team</u></b> – This is where you can withdraw the <u>whole team</u> from the event.</p> <p>Note there is usually a time limit on doing this:</p> <ul style="list-style-type: none"> <li>• If you are within the time limit, you will be shown a confirmation screen listing who has paid bridge credits for the entry. These will be refunded to those players’ accounts upon confirmation. The organiser and all players in the entry will also be notified by email.</li> <li>• If you are outside the time limit (i.e. it is too near to the start of the event) you will receive a message asking you to contact the Tournament Organiser directly.</li> </ul> <p><u>Only use this button to withdraw the whole entry.</u> If you are just individually withdrawing either yourself or another player, use Change Player (item 5 above) to remove the name.</p>

## 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>