



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 can now access it and make changes.

You want to do any of the following:

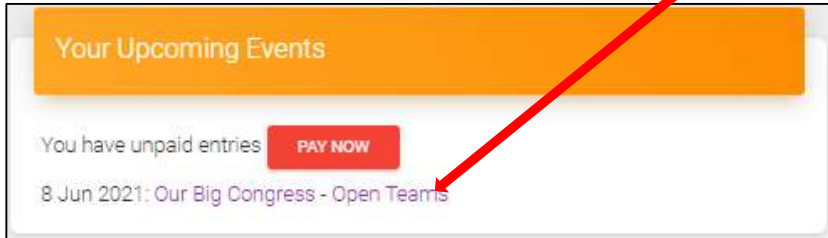
1. Add, remove or change the players in the entry
2. Withdraw from the event altogether
3. Edit or add a category selection
4. Edit or add a response to a question from the organiser
5. Edit or add a comment
6. Make additional payments

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

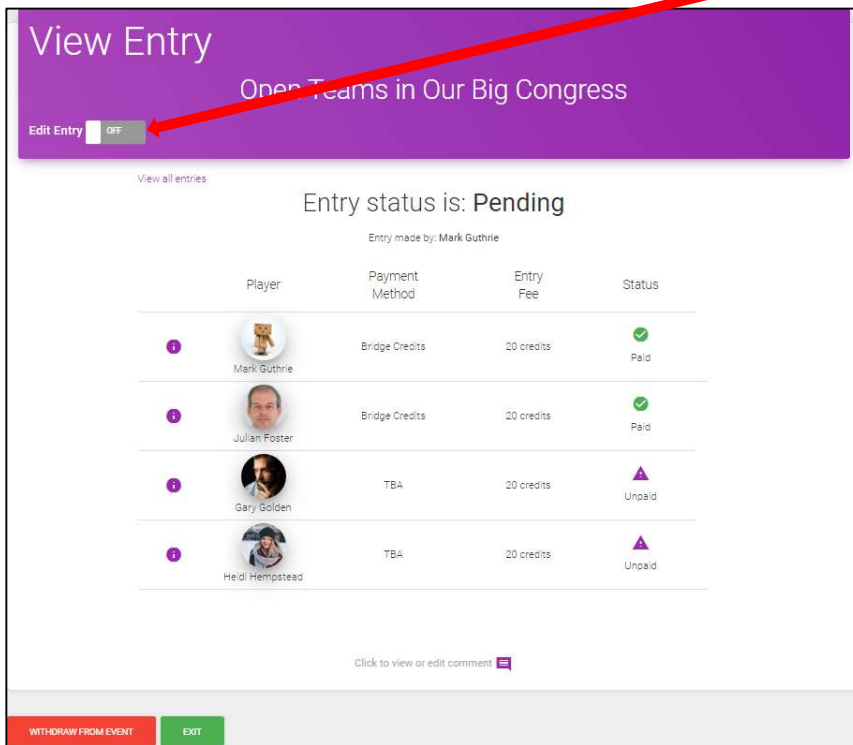
The screenshot shows a user dashboard with several widgets. The 'Booked Events' widget (orange) shows 1 event. The 'Your Upcoming Events' widget (orange) shows an unpaid entry for '8 Jun 2021: Our Big Congress - Open Teams' with a 'PAY NOW' button. Two red arrows point to the 'Booked Events' and 'Your Upcoming Events' widgets respectively.

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 right hand link (the event name). Do not click the Congress name on the left – that is a different link which will take you to the Congress webpage.



That will bring up your entry. Next to Edit Entry, slide the bar to On:



This will open the entry up for editing:

Edit Entry

Open Teams in Our Big Congress

Edit Entry OK

View all entries

Entry status is: Pending

Entry made by: Mark Guthrie

Category: CATEGORY 1

Organiser's question to entrants
Previous answer

[CHANGE ANSWER](#)

Player	Change	Payment Method	Entry Fee	Status	Action
Mark Guthrie		Bridge Credits	20 credits	Paid	
Julian Foster		Bridge Credits	20 credits	Paid	
Gary Golden		TBA	20 credits	Unpaid	PAY NOW
Heidi Hempstead		TBA	20 credits	Unpaid	PAY NOW
TBA		Free	0 credits	Free	

[ADD PLAYER TO TEAM](#)

[PAY ALL](#)

[Click to view or edit comment](#)

[WITHDRAW FROM EVENT](#) [EXIT](#)

On this screen you can make assorted changes:

Payment related changes (there are separate help notes for these actions)

- Use the pen icon in the Payment Method column to edit the intended payment method for any players who have not yet paid (there is no need to do this if you are about to use the Pay Now or Pay All buttons to pay with bridge credits).
- Use the blue Pay Now buttons in the Action column to make additional payments for an individual player using your bridge credits.
- Use the blue Pay All button in the Action column to pay for all outstanding amounts using your bridge credits.

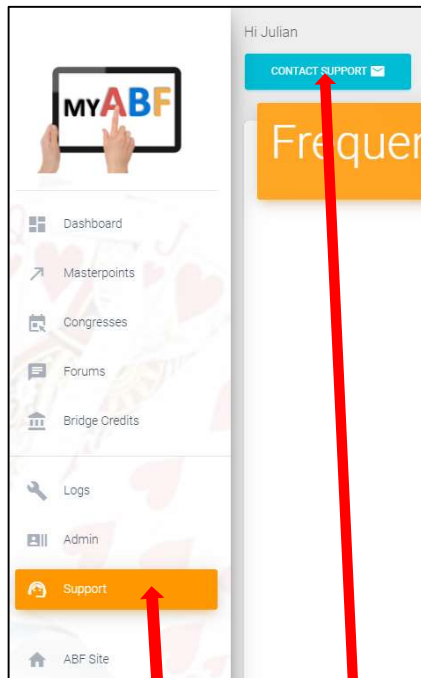
Other changes

- Change a category selection (above the entry). Select from the dropdown list.
- Edit a response to a question posed by the organiser (above the entry). Click to edit the answer and then click “Change Answer” to save your new response.
- Use the blue and red icons in the Change column to delete or change player names (note removing a player does not give rise to a refund to that player unless there is a youth discount involved – amounts already paid for this entry remain in place and the players need to sort it out amongst themselves).
- Use the purple button (under the last player) to add a 5th or 6th player to a team.
 - Such players are initially added as “TBA” – the blue icon in the Change column can then be used to select the player.
 - No entry fees are attributed to player 5 or 6 – teams of 5 or 6 need to sort the financial details out amongst themselves.
- View or edit any comment made in your entry (under the entry).
- Use the red button at the bottom left of the screen to withdraw this whole entry. Note there is usually a time limit on doing this:
 - 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.
 - 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.

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:

1. Support screens



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

2. Contact My ABF Support

You can also email My ABF support directly using the link at the top.

3. Videos

There are assorted videos on this YouTube channel:

<https://www.youtube.com/channel/UCZPuvivkdbzl4kg-cwxQuNQ>