



## HOW TO BROWSE THE CONGRESS LISTING

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

The main Congress listing in My ABF is where you go to select an event you want to browse and/or enter. It includes many types of events from all over the country which can then be filtered to see your preferred location, event type and event format. Here is a guide to the main features.

The screenshot shows the 'Congresses' page with a purple header. Below the header is a navigation bar with filters for State (NSW), Congress Type (ALL), and Format (ALL). There are buttons for 'CLEAR FILTERS', 'SAVE FILTERS', and 'DELETE FILTERS'. A search bar is on the right. The main content area shows a list of congresses, with a green bar for 'March 2023' and a pink bar for 'April 2023'. The table below shows the details of the congresses.

Start Date	Congress	State	Congress Type	Format	Organiser
20 Mar 2023	GNOT Direct Qualifier 2023	NSW	Club Event		NSWBA
April 2023					
6 Apr 2023	NSW Online Pairs League - Autumn 23	NSW	State Event		NSWBA
21 Apr 2023	Seniors' Interstate Teams Selection 2023	NSW	★ State Championship		NSWBA

**1****Main list** The page lists by month. Click anywhere along a row to open that Congress page.**2****Dates** There isn't a specific date range. The initial view shows all current and future congresses. You can also view all past congresses – by clicking on the link just under the word Congresses in the header. The display will change to show Completed congresses for the last 6 months. There are arrow keys to go back further in time if required.

The screenshot shows a web interface for 'Completed Congresses'. At the top, there is a purple header with the title 'Completed Congresses' and a link to 'View running and upcoming congresses'. Below the header, there are filter buttons for 'State' (set to 'ALL') and 'Congress Type' (set to 'ALL'), along with a search bar. Navigation arrows are visible. The main content area shows 'Yesterday back to June 2022' and a teal bar for 'December 2022'. Below this is a table with the following data:

Start Date	Congress	State	Congress Type	Organiser
7 Dec 2022	Tasmanian Online Red Point Pairs 7th December - REALBRIDGE	TAS	Other	TBA
6 Dec 2022	2022 Australia Wide Teams Club Knockout Final	ACT	★ National Gold Point	ABF
3 Dec 2022	VBA Online Summer Congress 2022 (Real Bridge)	VIC	State Congress	VBA

**3****Filters** You can filter the display by

- State - use the red filter at the top and select the State you want.
- Congress Type - use the magenta filter at the top and select the Congress Type you want.
- Format - use the orange filter at the top and select the format(s) of event you want (online, face to face, etc).

You can also save your preferred filters so that when you come back to the page, it will open with your preferences.

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**Save Filters**

You can save your preferred filters so the next time you visit the page the system will open with your preferences. After you have selected various filters you will see up to three buttons at the top right of the screen:



Clear Filters will set all filters back to "All" (this does not save anything, it is just a quick way for you to return to the full listing when browsing on this particular occasion).





Save Filters will save the filter settings you currently have selected. The next time you open the page it will start with those.

Delete Filters removes whatever you have saved. The next time you open the page it will start with the full view of everything.

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**Format**

This column shows how a congress is being run. The following icons can appear:

	Face to face
	Online
	Mix of Face to Face and Online
	Unknown (organiser has not specified)

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**Search**

Start keying in an organisation name or congress type and the screen will change to display only those congresses which match what you have typed. If you already have a filter selected, the search operates on the items matching that filter only.

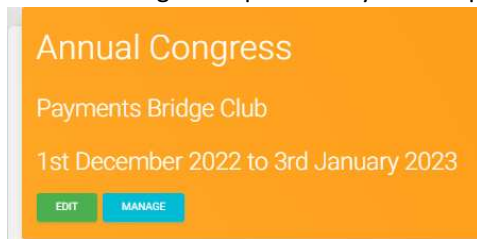
# ADDITIONAL NOTES FOR TOURNAMENT ORGANISERS

## How to access the Congress administration areas

You will notice that the Edit and Manage buttons to access the administration areas of congresses are no longer visible on the front screen. This is to save space on screen and save time for all users in loading the main screen. You can now access these in two different ways:

**1. From within the header of the Congress page (after the Congress is published)**

Once the congress is published you can open the Congress page itself and the Edit and Manage buttons are now present in the header:



**2. From the Club Administration menu (at any time)**

As a Tournament organiser you will have access to the new Club Administration menu. That menu includes a Congresses section. See notes below.

## How to create a new Congress

New congresses are now created using the Club Admin menu – see notes below.

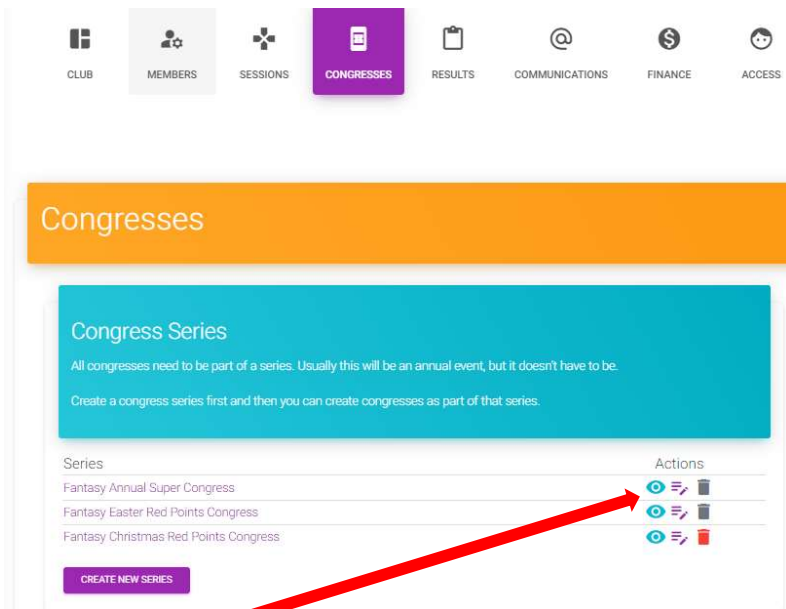
## How to open a draft Congress


Before a Congress is published, it remains in Draft state. A Draft congress can no longer be opened from the main listing. To access a Draft you have a choice:

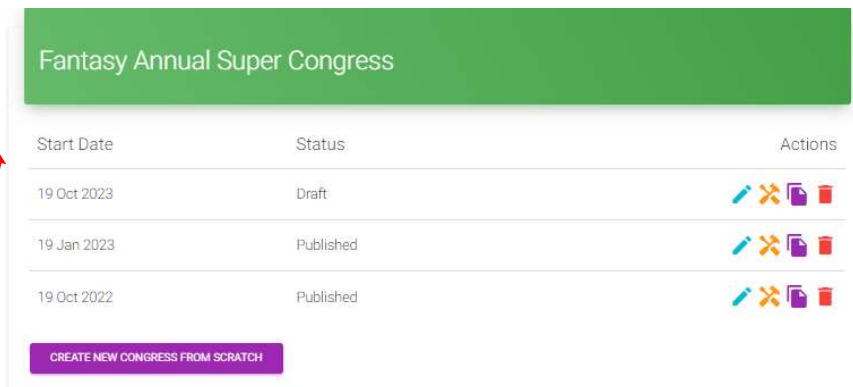
- Use the Club Admin menu – see notes below.
- Separately bookmark the URL of the congress page when you create it and temporarily use that to access your draft (only necessary until the Congress is published)

## The Club Admin menu for Congresses







As a Congress administrator you will have a Club Admin item in your main menu on the left of the screen. Open that for your club and select Congresses. This lists all the events (termed “series”) that your club has defined (left hand image). Click one of them to view all congresses (including drafts) set up under that series (right hand image). Most commonly these will be each annual running of a congress:



Click here  to open the list of congresses for that series (shown here). You can also use the purple button to create a new series.



Here you can use the purple button to create a new congress from scratch. Or you can take various other actions for the existing congresses:

- | Icon  | Action  |
|---|---|
|    | Edit this Congress (same as the  button)    |
|  | Manage this Congress (same as the  button) |
|  | Copy this congress (done to create a new year)  |
|  | Delete this congress (only possible if there are no events or entries)  |

## 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**

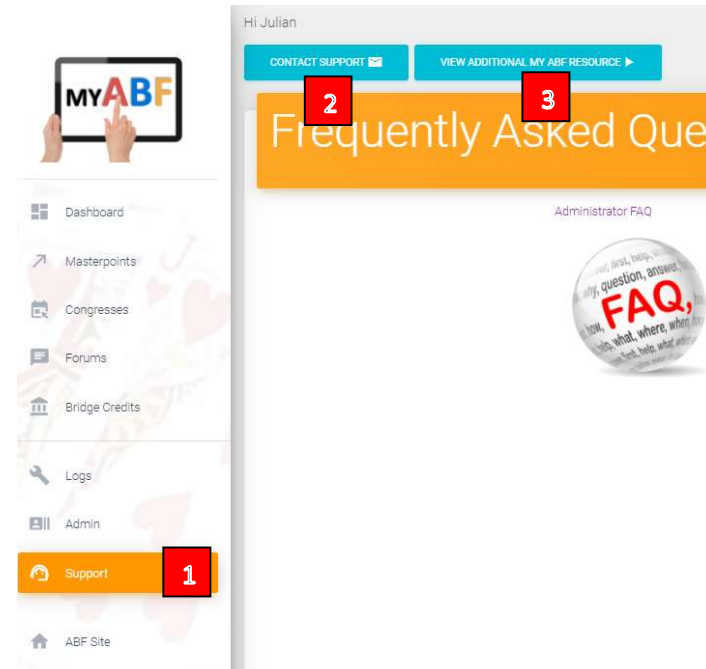
Select the Support main menu item and browse through the various sections of Frequently Asked Questions.

**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>