



HOW TO BROWSE THE CALENDER

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

The Calendar in My ABF is where events are listed. Here is where you browse and/or enter events. 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.

Calendar

[View completed events](#)

4 CLEAR FILTERS **4** SAVE FILTERS **4** DELETE FILTERS

3 State: ACT **3** Event Type: ALL **3** Format: ALL **6** Search Upcoming...

1 June 2024


2 Start Date	Name	State	Event Type	5 Format	Organiser
21 Jun 2024	Easter Red Points Congress	ACT	None		Rival Bridge Club

August 2024

Start Date	Name	State	Event Type	Format	Organiser
23 Aug 2024	Our Big Congress	ACT	Club Congress		Fantasy Bridge Club

1 Main list The page lists by month. Click anywhere along a row to open that Event's individual page.

2 Dates There isn't a specific date range. The initial view shows all current and future events. You can also view all past events – by clicking on the link just under the word Calendar in the header. The display will change to show events that have been completed in the last 6 months. There are arrow keys to go back further in time if required.

Completed Calendar 

[View running and upcoming events](#)


CLEAR FILTERS DELETE FILTERS

State **NSW** Event Type **ALL** Format **ALL** Search Page...

◀ ▶

Yesterday back to November 2023

April 2024

Start Date	Name	State	Event Type	Format	Organiser
14 Apr 2024	LakeM Series 2	NSW	None		Lake Macquarie Bridge Club

3 Filters You can filter the display by

- State - use the red filter at the top and select the State you want.
- Event Type - use the magenta filter at the top and select the Event 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.

4 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.

5 Format

This column shows how an event is being run. The following icons can appear:

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

Hovering over the online icon will display the platform (BBO, Real Bridge, Stepbridge, Microsoft Teams, Zoom and Unknown). Note Microsoft Teams and Zoom are included because some events listed may be lessons, workshops, meetings, etc – they are not necessarily all bridge playing competitions.

6 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

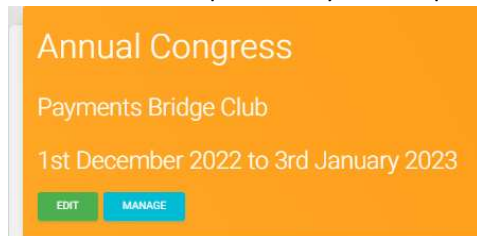
How to access the Congress administration areas

[Note the administration areas still refer to all these events as “Congresses” – but this should not literally be interpreted as a bridge congress, it is effectively any event for which you want to gather entries and/or payments in advance.]

You can access the Admin areas for events in two different ways:

1. From within the header of the webpage (after the event is published)

Once the event is published you can open the webpage itself and the Edit and Manage buttons are present in the header:



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

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

How to create a new event

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

How to open a draft event

Before an event is published, it remains in Draft state. A Draft cannot 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 event page when you create it and temporarily use that to access your draft (only necessary until the event is published)

The Club Admin menu

As a Tournament Organiser you will have a Club Admin item in your main menu on the left of the screen. Open that for your club and select Calendar. 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:

Fantasy Bridge Club - ACT
Club Menu

CLUB MEMBERS SESSIONS CALENDAR RESULTS COMMUNICATIONS FINANCE ACCESS SETTINGS

Calendar
ACTIONS

Congress Series
All congresses need to be part of a series. Usually this will be an annual event, but it doesn't have to be.
Create a congress series first and then you can create congresses as part of that series.

Series	Actions
Fantasy Annual Congress	
Fantasy Easter Red Points Congress	
Fantasy Christmas Red Points Congress	
lesson	

SHOW ALL DRAFTS
CREATE NEW SERIES

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.

Fantasy Annual Super Congress

Start Date	Status	Actions
19 Oct 2023	Draft	
19 Jan 2023	Published	
19 Oct 2022	Published	

CREATE NEW CONGRESS FROM SCRATCH

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

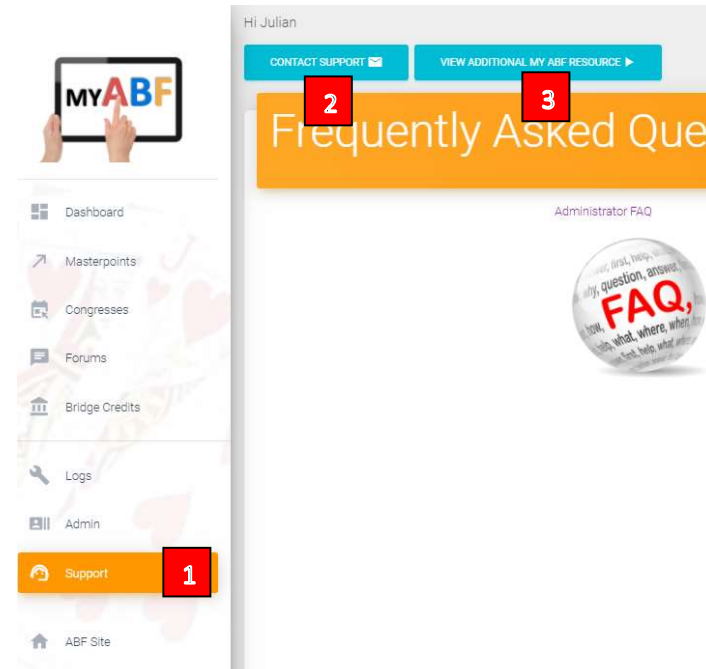
Select the Support main menu item and browse through the various sections of Frequently Asked Questions.

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>