



## TOURNAMENT ORGANISERS: HOW TO ADD A PLAYER YOU CAN'T FIND BY SEARCH

When entering an event, it is only possible to include people in entries who have registered My ABF accounts. That's the case even if they have an active ABF number and are listed in My ABF as a member of your club.

If they are not a registered My ABF user they will not show up in searches to add them. So what can be done?

Easiest is to persuade them to register (it only takes a minute). Then they can be added as usual.

However it is also possible for a tournament organiser to manually include them so their name appears in the entry. Here's what to do:

1. Create the entry and put "TBA" in for their player position (the player's partner can do this when submitting the entry – or the organiser can create the entry).
2. In the Manage area start with the list of entries and select Actions – Details for the one with the TBA that you want to edit:

The screenshot shows a web interface titled "Welcome Pairs". At the top, there are three buttons: "ACTIONS" (purple), "REPORTS" (green), and "CSV DOWNLOADS" (white). Below this is a table with columns: "Players", "Due", "Paid", "Pending", "Status", "Comments", and "Action". The table contains six entries. The last entry, "FOSTER - Julian Foster, TBA", is highlighted in grey, and a dropdown menu is open over its "Action" column, showing options: "Details", "Notes", "Withdraw", and "Move".

Players	Due	Paid	Pending	Status	Comments	Action
ADMIN - Fiona Freckle, Alan Admin	30.00	30.00	0.00	Complete		ACTIONS
BUNTING - Betty Bunting, Gary Golden	40.00	0.00	40.00	Pending		ACTIONS
CORGY - Colin Corgy, Heidi Hempstead	30.00	30.00	0.00	Complete		ACTIONS
DYSON - Debbie Dyson, Iain Igloo	30.00	30.00	0.00	Complete		ACTIONS
EASTWOOD - Eric Eastwood, Janet Jumper	30.00	30.00	0.00	Complete		ACTIONS
FOSTER - Julian Foster, TBA	40.00	40.00	0.00	Complete		ACTIONS

3. That opens that particular entry.

Then select Actions – Edit against the player position marked “TBA”:

4. That opens the bottom level screen for that individual player position:

The blue Change button is used here to change the TBA to a player that is registered for My ABF.

But if you want to change to a player that is NOT registered for My ABF (i.e. one that did not show up in a search) then instead click the link just under the blue Change button that says “Override TBA details”.

The image shows two screenshots of a web application interface. The top screenshot is titled "Welcome Pairs - Entry" and shows a table of entries. The entry for "TBA" is highlighted, and a context menu is open over it with options: "Edit", "Email", "Show Events Entered", and "ACTIONS".

Players	Received	Entry Fee	Status	Payment Type	Paid By	Entry Fee Reason	Entry Com
Julian Foster	20.00	20.00	Paid	Bridge Credits	Julian Foster	Full fee	Tuesday 1st Apr 2025 3:31pm
TBA	20.00	20.00	Paid	Bridge Credits	Julian Foster	Full fee	Tuesday 1st Apr 2025 3:31pm

The bottom screenshot is titled "Congress Admin View" and shows the "Welcome Pairs - Player Entry" screen. It displays "Player: TBA" and a "CHANGE" button. Below the "CHANGE" button is a link that says "Override TBA Details...". To the right, there is a "Details" section with the following information:

- Payment Type: Bridge Credits
- Payment Status: Entry Paid
- Entry Fee Reason: Full fee
- Entry Fee: 20.00
- Payment Received: 20.00
- Paid By: Julian Foster (ABF: 518891)

A "SAVE" button is located at the bottom of the details section.

5. That expands to give an area where you can input an ABF number or a name.

If the ABF number you input is valid and active, it will automatically populate with the player's name.

Alternatively you can just manually key in any name and/or number you want.

Click the GREY "Change" button and this will be added to the entry.

Player: TBA

?

TBA

CHANGE

It is much better to get players to register for My ABF so you can assign them properly. However, if you have to, you can enter a name and ABF Number here to be included in the scoring download. This does not register them for My ABF.

Override ABF Number

65617

David Weston

Override tba name

CHANGE

6. What the entry looks like:
- To the players. The player's name now appears in the public entry list – the only difference is it's in italics.

This is just to warn them it's not a "real" entry – in the sense that they can't pay online for it and they can't receive email notifications about it. Someone else will have to pay for them.

Welcome Pairs

Our Big Congress

27th November 2025 - 10am Start

6 entries out of a maximum of 40

YOUR ENTRY CONGRESS DETAILS

Entry	Status
BUNTING - Betty Bunting, Gary Golden	Pending
CORGY - Colin Corgy, Heidi Hempstead	Complete
DYSON - Debbie Dyson, Iain Igloo	Complete
EASTWOOD - Eric Eastwood, Janet Jumper	Complete
FOSTER - Julian Foster, <i>David Weston</i>	Complete
ADMIN - Alan Admin, Fiona Freckle	Complete

- b. To the organiser. To the organiser it will still show as TBA but the overridden name will be in brackets afterwards.

Players	Due	Paid	Pending	Status	Comments	Action
ADMIN - Fiona Freckle, Alan Admin	30.00	30.00	0.00	Complete		ACTIONS -
BUNTING - Betty Bunting, Gary Golden	40.00	0.00	40.00	Pending		ACTIONS -
CORGY - Colin Corgy, Heidi Hempstead	30.00	30.00	0.00	Complete		ACTIONS -
DYSON - Debbie Dyson, Iain Igloo	30.00	30.00	0.00	Complete		ACTIONS -
EASTWOOD - Eric Eastwood, Janet Jumper	30.00	30.00	0.00	Complete		ACTIONS -
FOSTER - Julian Foster, TBA (David Weston)	40.00	40.00	0.00	Complete		ACTIONS -
TOTAL	200.00	160.00	40.00			

In the entry detail itself the TBA will still show – this time with the overridden name and the ABF number.

- c. To the scorer. If the list of entries is exported to csv for the scorer or director, the player’s name and number will appear as normal.

Team Name: FOSTER

Players	Received	Entry Fee	Status	Payment Type	Paid By	Entry Fee Reason	Entry Complete	Action
Julian Foster	20.00	20.00	Paid	Bridge Credits	Julian Foster	Full fee	Tuesday 1st Apr 2025 3:31pm	ACTIONS -
TBA David Weston (65617)	20.00	20.00	Paid	Bridge Credits	Julian Foster	Full fee	Tuesday 1st Apr 2025 3:31pm	ACTIONS -

7. If the player LATER does register, you can come back to the same screen and this time use the BLUE “Change” button to change the TBA to the now registered player that you should now be able to select.

# ADDITIONAL NOTES FOR TOURNAMENT ORGANISERS

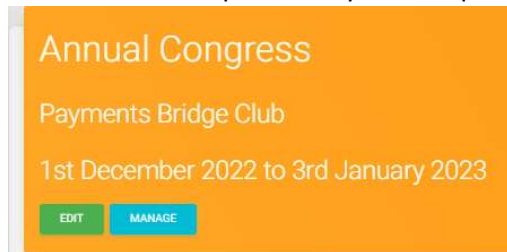
## How to access the Congress administration areas

[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

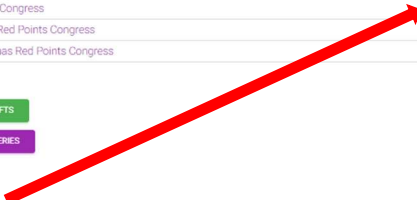
Before an event is published, it remains in Draft state. A Draft cannot be opened from the main listing. To access a Draft you have a choice:

- 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:







The image shows two screenshots from the Fantasy Bridge Club - ACT admin interface. The top screenshot is the main menu with the 'CALENDAR' button highlighted in purple. The bottom screenshot is the 'Calendar' page, which has an orange header and a purple 'ACTIONS' dropdown. Below the header is a 'Congress Series' section with a teal background. It contains a list of series: 'Fantasy Annual Congress', 'Fantasy Easter Red Points Congress', 'Fantasy Christmas Red Points Congress', and 'lesson'. Each series has an 'Actions' column with icons for edit, manage, copy, and delete. A red arrow points from the text below to the 'Actions' column of the 'Fantasy Annual Congress' series. At the bottom of the series list are two buttons: 'SHOW ALL DRAFTS' (green) and 'CREATE NEW SERIES' (purple).

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.

The image shows the details page for the 'Fantasy Annual Super Congress'. It has a green header with the title. Below the header is a table with columns for 'Start Date', 'Status', and 'Actions'. The table contains three rows of data. At the bottom of the page is a purple button labeled 'CREATE NEW CONGRESS FROM SCRATCH'.

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

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

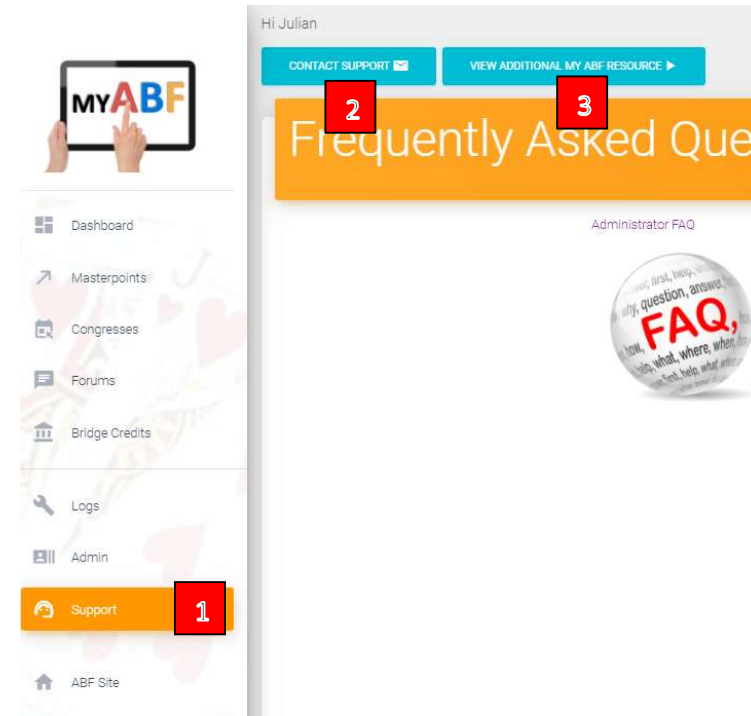
Select the Support main menu item and browse through the various sections of Frequently Asked Questions.

#### 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>