



## TOURNAMENT ORGANISERS: HOW TO MANUALLY AMEND ENTRIES


My ABF is designed to make your Congress administration as smooth as possible. It can accommodate people entering and paying online, it can handle different sorts of discounts and (usually for club events) variations in entry fee for member and non-members. So usually you shouldn't need to change much.

But it is impossible to predict every situation that might arise. Someone might pay the wrong amount, someone might get given a special entry fee rate, you may need to reallocate entry fees between the players in a team, etc.

Therefore, My ABF enables the organiser to manually override any amounts in the system should they need to. This is how you do that:

### ENTER THE MANAGE AREA FOR THE CONGRESS

This is most conveniently done from the Manage button in the header of the public Congress page:

<p>Our Big Congress Fantasy Bridge Club 25th to 29th November 2025</p> <p><a href="#">EDIT</a> <a href="#">MANAGE</a></p> 	<p>Which opens the top "Congress" level of the Manage area:</p> <p>The Manage area has 4 levels in all:</p> <ol style="list-style-type: none"><li>1. Congress – lists the events in the congress</li><li>2. Event – lists the entries in the event</li><li>3. Entry – lists the players in the entry</li><li>4. Player – shows entry/pay status for that player</li></ol>	<p>Congress Admin View</p> <p>Our Big Congress Fantasy Bridge Club</p> <p><a href="#">ACTIONS</a> <a href="#">CSV DOWNLOADS</a></p> <table border="1"><thead><tr><th>Event</th><th>Type</th><th>Status</th><th>Full Entry Fee</th><th>Early Entry Fee</th><th>Entries</th><th>Tables</th><th>Due</th><th>Paid</th><th>Pending</th></tr></thead><tbody><tr><td>Open Teams</td><td>Open</td><td>Entries Open</td><td>80.00</td><td>60.00</td><td>1</td><td>1</td><td>80.00</td><td>80.00</td><td>0.00</td></tr><tr><td>Welcome Pairs</td><td>Open</td><td>Entries Open</td><td>40.00</td><td>30.00</td><td>6</td><td>3</td><td>200.00</td><td>160.00</td><td>40.00</td></tr><tr><td>Teams of 3</td><td></td><td>Entries Open</td><td>80.00</td><td>80.00</td><td>1</td><td>1</td><td>60.00</td><td>60.00</td><td>0.00</td></tr><tr><td>Total</td><td></td><td></td><td></td><td></td><td>8</td><td>5</td><td>340.00</td><td>300.00</td><td>40.00</td></tr></tbody></table>	Event	Type	Status	Full Entry Fee	Early Entry Fee	Entries	Tables	Due	Paid	Pending	Open Teams	Open	Entries Open	80.00	60.00	1	1	80.00	80.00	0.00	Welcome Pairs	Open	Entries Open	40.00	30.00	6	3	200.00	160.00	40.00	Teams of 3		Entries Open	80.00	80.00	1	1	60.00	60.00	0.00	Total					8	5	340.00	300.00	40.00
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<p>Then click the event you are interested in to open the list of entries for that event. That's the "Event" level.</p>																																																				

At the very bottom level player screen, everything can be edited. So you can manually change the entry fee, the payment method, the payment status and the amount paid. **BUT NOTE this screen is only intended as a catch-all override. You should not usually need to use it.**

1. To reach this screen start with the list of entries at the Event level and select Actions – Details for the one you want to edit:

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 -

2. That opens that particular entry (the “Entry” level). Then select Actions – Edit against the individual player you want to edit:

Team Name: FOSTER

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

3. That opens the bottom “Player” level screen for that individual player:

Here you can change the player (on the left) or edit any of the payment and entry fee details (on the right).

**NOTES:**

1. It is important to understand that the right hand side of the screen is a manual override facility.

It is only intended for unusual scenarios. You should not usually need it. If you come here a lot you are probably doing something wrong!

For example it’s not needed to mark off-system payments as being paid – that can be done by a single button press at the Entry level.

2. You should always be careful if you do come to this screen because it is possible to create contradictory information – for example you could mark someone as having paid the same amount as their entry fee but leave their status as “Unpaid”. Use it at your own risk!

Examples of when you might come here to change any of the entry details on the right hand side could be:

- Someone has incorrectly paid a strange amount
- You need to manually reallocate entry fees across a team (perhaps a 5 or a 6)
- You are giving someone a special entry fee rate
- You have manually refunded someone and need to reduce the payment received here so things match
- You are giving someone a youth discount who hadn’t originally got one as they hadn’t put their DOB in the system

Examples of when you might come here to change the player details on the left hand side could be:

- You want to remove the player from an entry and don’t have a replacement – so you temporarily change that player position in the entry to TBA
- You want to remove the player from an entry and replace them with someone else
- You want to override a TBA with someone’s name/number who wasn’t registered in My ABF (See separate How To Guide)

The screenshot displays the 'Congress Admin View' interface. At the top, there is an orange header with the text 'Congress Admin View' and 'Welcome Pairs - Player Entry' with the subtitle 'Our Big Congress'. Below the header, the interface is split into two main sections. The left section, titled 'Player: Julian Foster (ABF: 518891)', features a profile picture of Julian Foster and two buttons: 'CHANGE' (blue) and 'MAKE TBA' (red). The right section, titled 'Details', contains a table of entry 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)	

At the bottom right of the 'Details' section, there is a green 'SAVE' button.

