



TOURNAMENT ORGANISERS: HOW TO SUPPRESS ENTRY AND PAYMENT EMAILS

When a tournament is listed on My ABF and players enter, pay, or make changes to their entries assorted email notifications are generated. This is covered in more detail in section 11 of Part 2 of the Tournament Organiser Guide. The email notifications go to two places by default:

- The specified congress email address (set up in the General Information section of the Congress set up screens). These cannot be suppressed.
- The emails in the personal profiles of anyone with Congress admin rights for that organisation. These are sometimes superfluous (especially for someone not involved in a particular event) and can be suppressed.

1. Who has congress admin rights?

This depends on how the club has set up its access control. In Basic mode, all administrators will have these rights. In the more granular Advanced mode only those listed in the Manage congresses group will have them.

BASIC ROLE BASED ACCESS CONTROL

Staff Access

You are using the basic Role Based Access Control (RBAC) set up. This gives you:

Admin Rights

- Manage congresses for Test Club
- View payments info for Test Club
- Edit payments info for Test Club
- Edit member info for Test Club
- Manage communications for Test Club
- Directors for Test Club
- Edit Club info for Test Club

Administrators

Julian Foster REMOVE

ADD STAFF

All administrators here will have Congress admin rights.

ADVANCED ROLE BASED ACCESS CONTROL

Staff Access

You are using the advanced Role Based Access Control (RBAC) set up. This gives you separate groups for:

Manage congresses

Julian Foster REMOVE

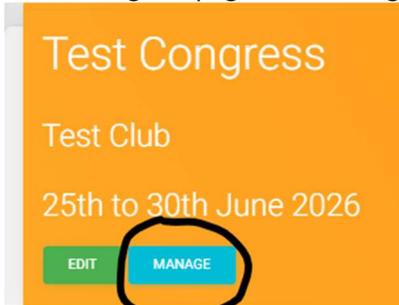
ADD STAFF

Anyone in the Manage congresses group will have Congress admin rights.

2. Managing notifications sent to someone with Congress admin rights

Anyone with Congress admin rights will see the Edit and Manage buttons in the top left of the Congress pages:

In the Congress page click Manage



In the Manage front page click Your Settings at the top right:

Congress Admin View
Test Congress
Test Club
ACTIONS CSV DOWNLOADS
YOUR SETTINGS

Event	Type	Status	Entry Fee	Entries	Tables	Due	Paid	Pending
Party 2		Entries Closed	15.00	2	0.5	30.00	30.00	0.00
New pairs		Entries Closed	34.00	3	1.5	90.00	90.00	0.00
Total				5	2	120.00	120.00	0.00

This presents a series of choices. These allow you to switch off receiving administration notifications either just for this congress, or for all congresses run by the organisation you are an organiser for, or for all congresses (from all organisations) that you are an organiser for.

Your Settings

By default you will be notified about all entries and changes for congresses for which you have admin rights. Here you can turn notifications off.

Notifications will always be sent to the congress contact email address (a@b.com).

These settings do not apply to your personal entries in an event.

Silence notifications for all congresses for which you have admin rights [help](#)

Silence notifications for all Fantasy Bridge Club congresses for which you have admin rights [help](#)

Silence notifications for this congress and all subsequent occurrences of it [help](#)

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

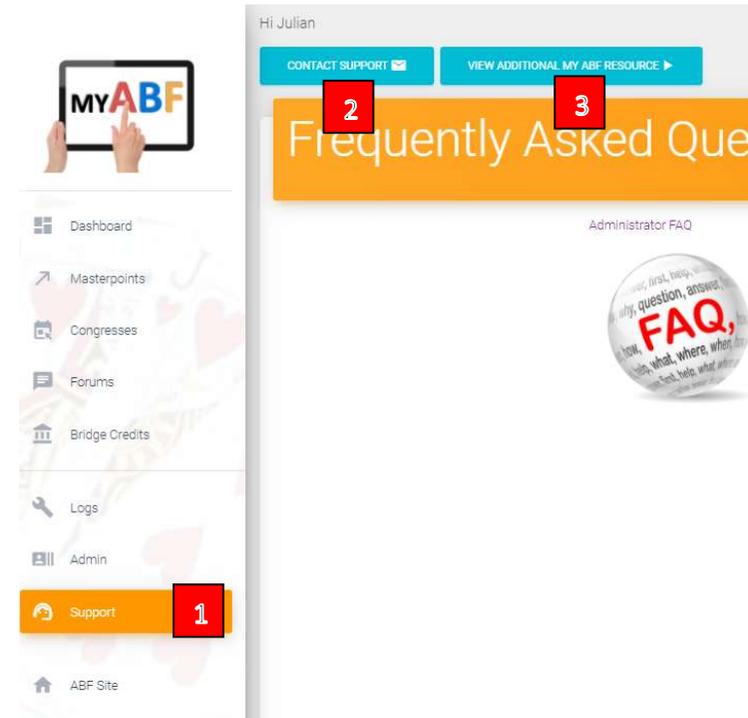
Select the Support main menu item and browse through the various sections of Frequently Asked Questions.

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>