CLUB SESSIONS - USER GUIDE

Last updated: Julian Foster 27/05/2026

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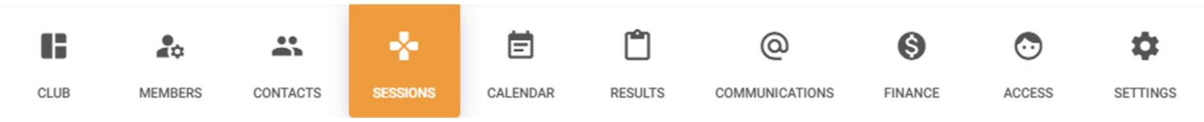
PART 1 - INTRODUCTION



1. Main usage of Sessions

The Club Sessions area of My ABF is most commonly used for clubs to charge table money to players for attendance at duplicate pairs sessions. It is, however, potentially broader than that.

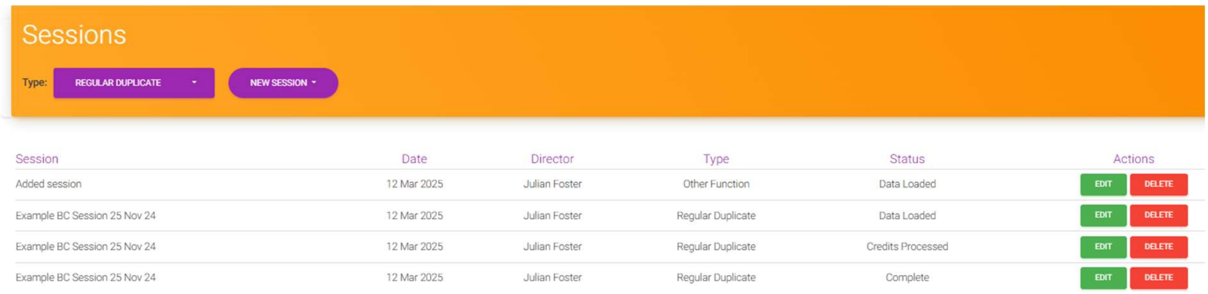
It allows a club to import a list of player names (either from scoring software or other sources), perform a financial reconciliation for the session and initiate bridge credits charges for that session through players accounts (where they have opted for that payment method).

It can basically be used for anything where entries are NOT taken in advance – instead you obtain a list of names on the day and want to apply charges to them. The alternative is something listed in the My ABF calendar where entries (and usually payment) are taken in advance.

Examples of possible uses of Club Sessions are:

- Regular club duplicate sessions (by far the most common)
- Online sessions (where you want to import the names to take payment)
- Workshops
- Social functions
- Any other club competitions where you decide to charge the players each session rather than upfront

The initial page shows the sessions already set up, their status and an ability to edit or delete them. It is also where new sessions are begun.



Sessions can have 3 different statuses – which reflect the stage of completion.

- Data Loaded – Player names are loaded but no charges have been made
- Credits Processed – Bridge credit charges have been put through for those paying that way
- Complete – All other players have been marked as paid by means of payment other than bridge credits.

This document is split into 4 primary parts.

Part 1 is this introduction and background

Part 2 goes through the setup steps a club needs to complete in advance of running sessions.

Part 3 goes through the mechanics for a director to actually run a session

Part 4 discusses additional features for club administrators (for some clubs, the director may also use some or all of these)

Appendix 1 explains the various ways to obtain the list of names for import into My ABF to start a session. Most commonly from Compscore but there are also other options.

Appendix 2 provides examples of all the email notifications that can be sent to players from the Club Sessions area.

2. The overall procedure for running a session

The following are the broad steps to be followed in running a session through My ABF. Depending on how the club operates, this may be done by the director or by a separate club administrator:

- Make sure the club has set up all the preliminary information within the Club Admin area that is necessary to run club sessions in advance:
  - Set up member types, payment types and session types (with table rates).
  - Imported the member listing (to be kept up to date).

THEN

- Create a new session – most commonly by importing a file of names (from Compscore or a generic csv file) but it can also be set up manually. **[STATUS IS NOW DATA LOADED]**
- Adjust the basic session settings as required.

My ABF processes the incoming data to calculate table money owing by each player (having regard to their membership status and payment method) based on the list of rates set up for that session type.

THEN

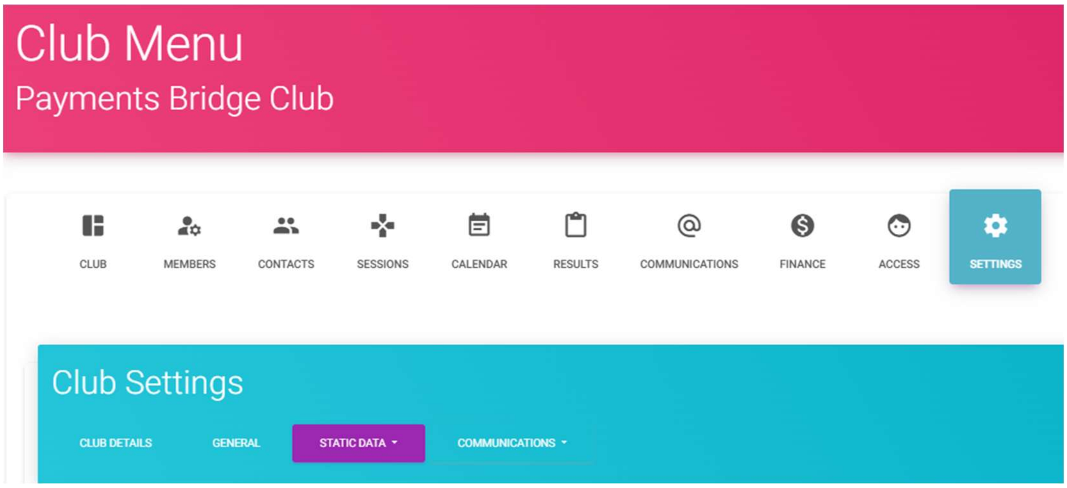
- Make any adjustments, adds any "Extras", and any notes.
- Review potential bridge credit payments that will fail (players with balances too low who do not have auto top-up operating).
- Process bridge credit payments. **[STATUS IS NOW CREDITS PROCESSED]**
- Process Off-System payments (including "IOUs"). **[STATUS IS NOW COMPLETE]**
- View session reports.
- Make any further refinements and re-process any further resulting payments.

PART 2 – THINGS TO SET UP BEFORE USING SESSIONS

3. Overall club settings relevant to this area

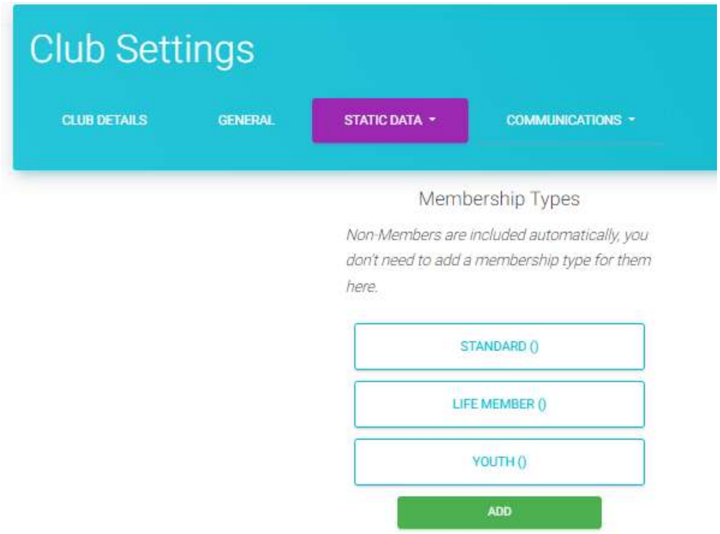
In order for the club session functionality to operate it is necessary for a club to have several settings in place first. It is also necessary for the club to have uploaded and maintained its membership list.

These are explained in depth in the Settings section of the main Club Administration Guide but are also described here for ease of reference. All are found in the main Settings menu:



3.1. Memberships

These are found in the main club admin menu under Settings – Static Data - Memberships



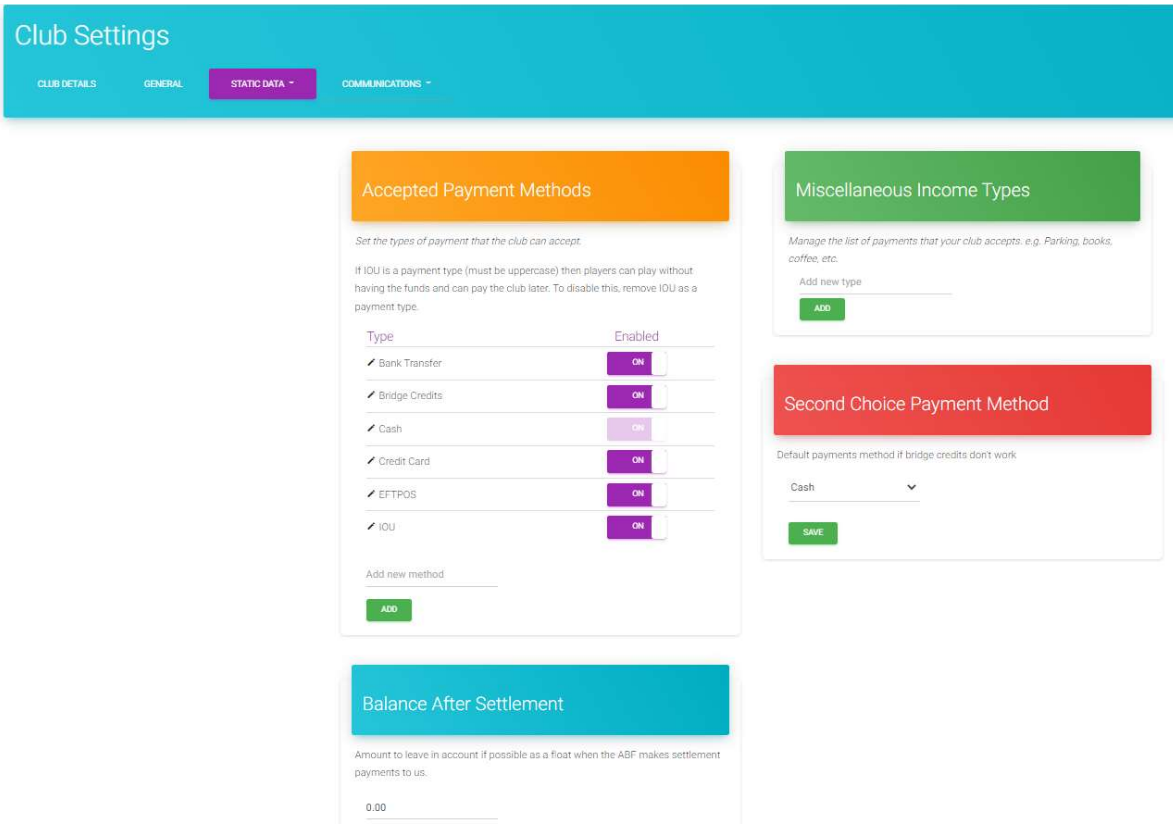
This is where you define your membership types. You should generally set up a different type whenever:

- There is a variation in how much table money is charged for that member type; OR
- There is a variation in how much annual membership is charged for that member type

This facilitates using My ABF for club sessions, annual membership payments, or both.

3.2. Payment Types

These are found in the main club admin menu under Settings – Static Data - Payments



In this section you can do 4 distinct things:

3.2.1. Accepted Payment Methods

This is where you define what payment methods your club is willing to accept. My ABF has some defaults which will cover all common ones but you can add your own as well. Note some clubs have created an artificial "Free game" payment method here – that makes it easier for a director to amend a player within a session who is getting a free game (the table fees for that payment method are set to zero – see [X REFERENCE] for how that is done).

IOU is a special form of payment method which enables you to "process" a player but leave a debt owing to be settled later. It is entirely up to the club whether it wishes to offer this facility to players (it can be practical if a player turns up, doesn't have enough credits, and genuinely has no other way to pay – on the other hand it could obviously lend itself to abuse!) IOUs are explained in depth in section [X REFERENCE]

3.2.2. Miscellaneous Income Types

This allows you to define additional "Extras" that you want to allow people to pay for through My ABF. This could include books, food, raffle tickets, etc.

3.2.3. *Second Choice Payment Method*

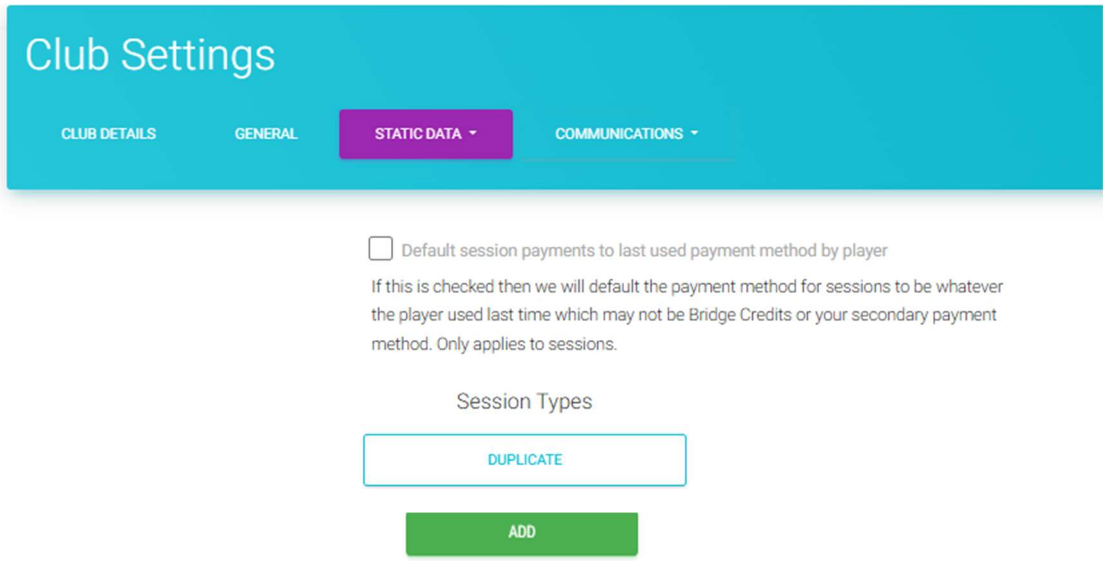
In the event of someone originally saying they would pay with bridge credits but not being able to (insufficient balance, top-up failed, etc) this allows you to select the payment method to which their setting will be changed. Cash or EFTPOS will be by far the most common settings here.

3.2.4. *Balance after Settlement*

This is not directly related to club session functionality – but it allows a club to specify a balance they wish to keep in their account (to fund prizes, refunds, etc) at the time the ABF settles money to them.

3.3. Sessions

These are found in the main club admin menu under Settings – Static Data - Sessions



3.3.1. *Option for players' default payment method*

When you have this checkbox ticked, whatever payment method a player used the last time they played in a session at your club will be used as the default for them the next time their name is imported into a session. You can change that method and the new choice will apply thereafter. This tends to be the most convenient option.

Notes on the behaviour of this default:

- It applies only to Table fees (Extras are handled separately and can each have different payment methods).
- It only applies for that player within your club.
- It does not apply to "IOU" (see section X REFERENCE below) – if IOU is used for a player in a session, it will default back to Bridge Credits the next time.

If you do NOT have that checkbox ticked, the system will apply the following rules to determine the default payment method:

- Registered My ABF users will have their payment method defaulted to Bridge Credits (which may subsequently get changed if the player doesn't have sufficient credit in their account to actually make the payment).
- Non-registered My ABF users and guests will have their payment method defaulted to whatever the club's second choice payment is (this is chosen at **Error! Reference source not found.** above).

3.3.2. Session types and table money

Once member and payment types are set up, sessions and the table rates for them can be defined.

A club can add as many session types as they want – you should use a different session type where the table fees are different. A default "Duplicate" one exists to start with. Each session type contains a matrix of rates based on payment method (rows) and member type (columns). There is one column for each member type set up by the club, and an additional fixed one called "Non-Member" – this is included automatically by My ABF.

Duplicate Rates

	Life Member	Standard	Youth	Non-Member
Bridge Credits	5.00	10.00	5.00	20.00
Cash	5.00	13.00	5.00	23.00
EFTPOS	5.00	14.00	5.00	24.00
Credit Card	5.00	15.00	5.00	25.00
Bank Transfer	5.00	5.00	5.00	5.00
IOU	5.00	5.00	5.00	5.00

This is your only session and cannot be deleted.

Within this table you specify your table fees for that session type. It may well be the case that a lot of the rates are the same but this matrix allows for full flexibility. While most clubs charge a different rate for non-members, some clubs do also charge different rates for different membership types or based on how a player is paying.

This table governs what rates are displayed during the session against each player.

Note it is possible to set up an artificial payment method and assign a separate price to it here. For example some clubs have created "Free game" as a payment method – and then set the fee to be $0 here. That enables the director to select that option for someone during a session – which is slightly quicker and easier than manually editing their $ charge.

4. Uploading members

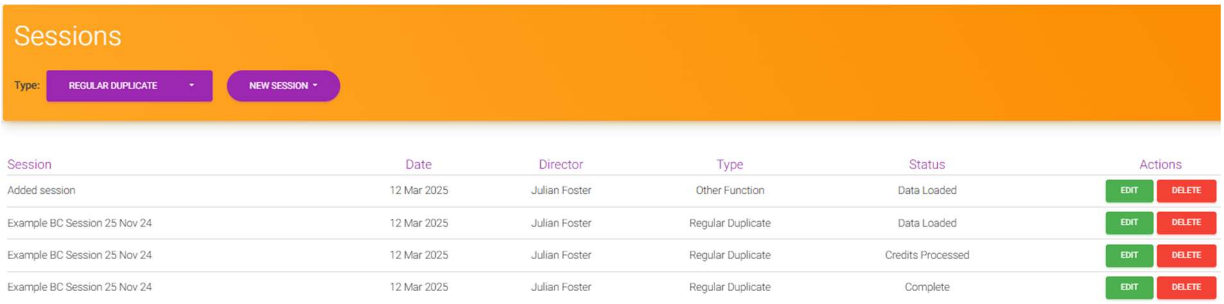
It is essential that the list of club members is imported and kept up to date. My ABF makes reference to this list every time a list of names at a club session is imported as it is used to drive the calculation of table money.

Membership lists can be imported a number of ways (from the masterpoint centre, Pianola, Compscore or a generic spreadsheet) – see the separate Membership guide which describes this in depth.

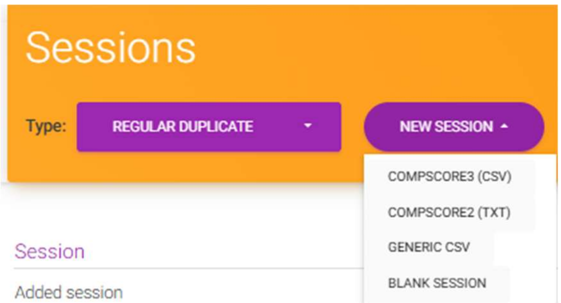
PART 3 - HOW TO RUN A SESSION

5. Starting a session

The main sessions page shows a summary of all sessions and enables you to edit or delete them.



To start a new session select the session type you want (these are the ones you will have set up at **Error! Reference source not found.**). Then click the New Session button to select the way you will create it (Compscore 2 or 3 will be by far the most common here – or Generic csv if you are using a file you have generated yourself or one obtained from Real Bridge via Matt McManus's converter utility):

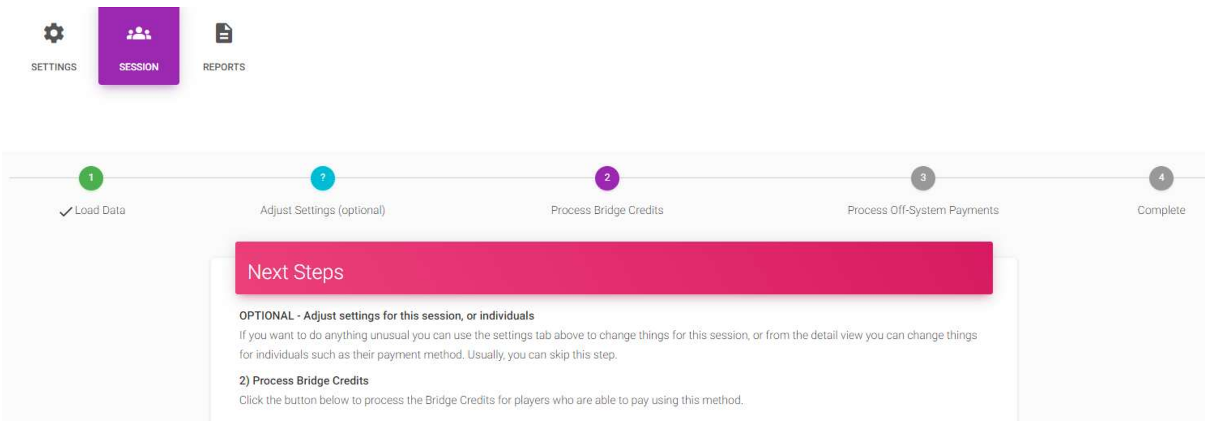


5.1. Upload a names file into My ABF

The Appendix shows the various ways you can obtain a list of player names/ABF numbers in order to import to My ABF.

To upload a list of names you have already saved elsewhere, select the relevant type (Compscore 3 (CSV), Compscore 2 (TXT) or Generic CSV)) and browse to select the names file.

Once you have created the session you will see the main step by step guide:

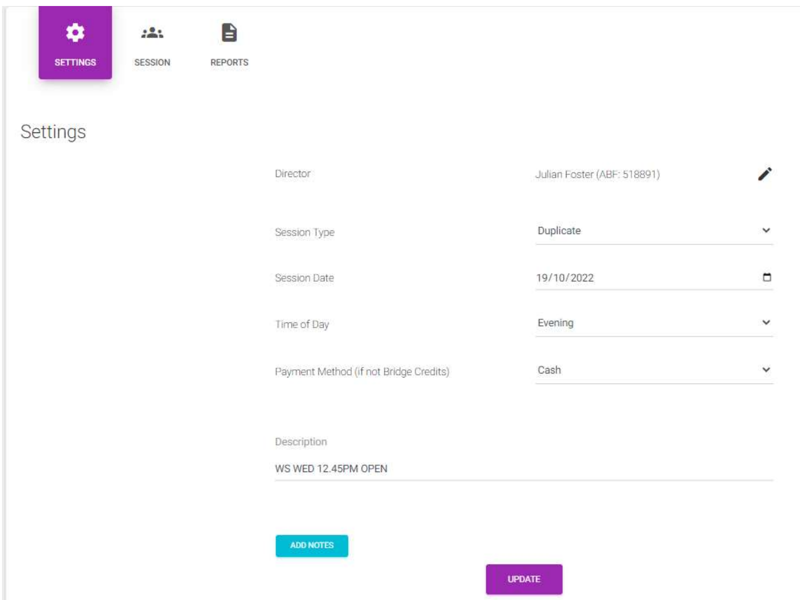


The initial upload of player names is step 1.

From here you can review and adjust any settings if required; or proceed further with the "Session" functions covered by steps 2 and 3.

5.2. Settings for the session

There are some basic parameters for the session which can be shown by selecting Settings at the top left:



Most of these are generated automatically by My ABF but all can be edited. The Director is initially assumed to be the person importing the file – but this can be changed by clicking the pen icon next to the director's name.

If you have imported from a Compscore file the description will be the name of the file that was saved from Compscore. It's not usually therefore necessary to edit it.

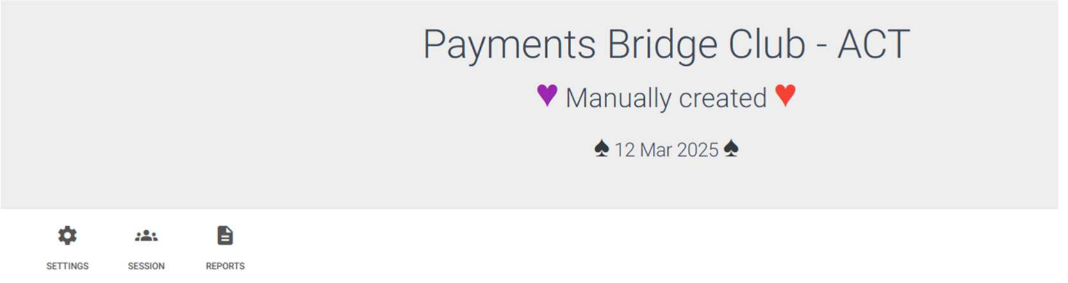
If you have imported from a Generic CSV file, the description will just be a fixed "Added session" – so in this case it's more likely you would want to edit it.

You can also add notes for the session. Any sessions with notes are flagged on the front screen.

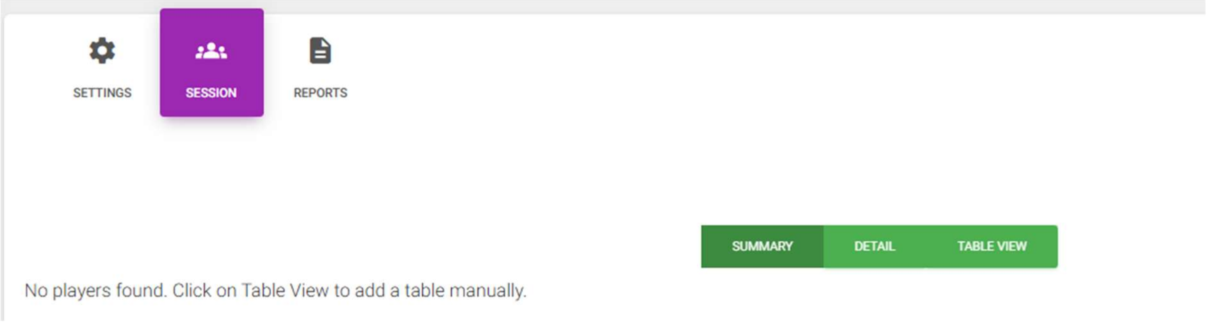
5.3. Create a blank session manually

NOTE: While it is possible to manually create a session and individually add players as described in this section, in practice it is likely to be a lot easier to import a file (from csv or from Compscore).

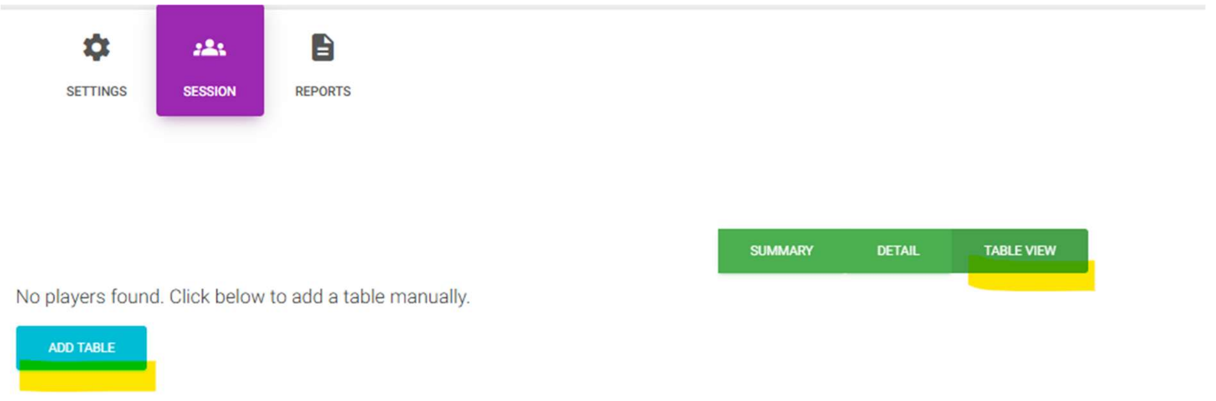
If you select Blank Session you will be taken immediately to the Settings section (described above). You need to add a description and then click Create. At that point you will see a blank screen!



Click on Session:



And then go to the Table View to manually add tables and the players at them:



Once you have added a table it will initially consist of 4 “Sitout” players. Go to the Detail view to look and edit:

SUMMARY | DETAIL | TABLE VIEW

Table	Direction	Player	Membership	Fee	
1	N	Sitout			
1	S	Sitout			
1	E	Sitout			
1	W	Sitout			

ADD TABLE

You can now click on the Sitout (or click the Edit button the right of the screen) for each player and change them.

6. Session

The main Session section is where you complete steps 2 and 3 of the overall process. This involves reviewing the table fees, adding extras, adding notes, and processing payments.

It starts by presenting a warning list of players identified as paying with bridge credits but who have an insufficient balance to do so:

Warnings

The following users are set to pay by Bridge Credits, but they have insufficient balances for their payments, and are not set up for Auto Top Up:

User	Balance	Due
Janet Jumper (ABF: 109)	$0.00	$10.00
Keith Kenneth (ABF: 110)	$0.00	$10.00
Morris Minor (ABF: 112)	$0.00	$10.00
Jenna Gibbons (ABF: 636096)	$0.00	$20.00

You can still process Bridge Credits, but these will fail and will be changed to pay with Cash.

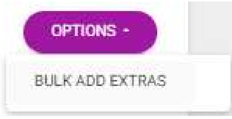
This can be used as a prompt for the director or administrator to approach these players to top-up their accounts before attempting to process bridge credit payments.

The list here will dynamically update if you manually change a player’s payment method from bridge credits to something else.

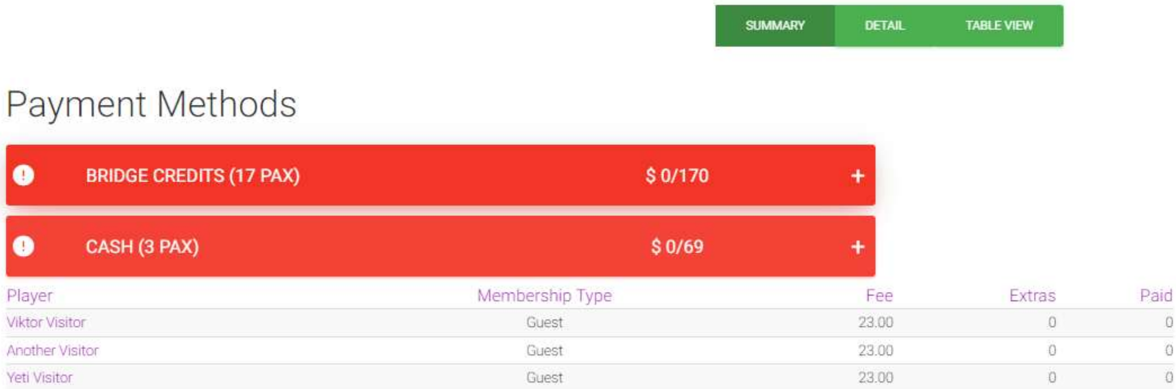
Players still on this list at the time of processing bridge credits will have their payment method automatically changed to the club’s second choice method.

7. Main session views

The main session screen contains 3 primary view screens and an Options button. Each are described below.



7.1. Summary View Screen



SUMMARY DETAIL TABLE VIEW

Payment Methods

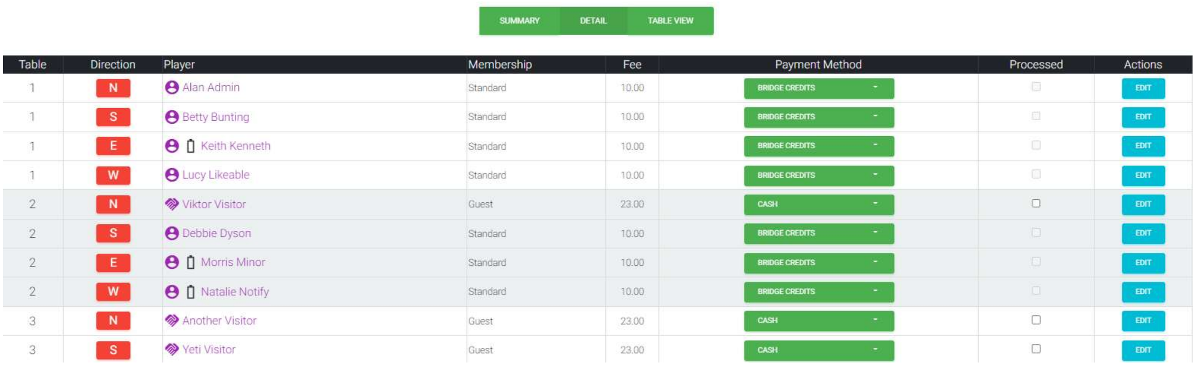
BRIDGE CREDITS (17 PAX)	$ 0/170	+
CASH (3 PAX)	$ 0/69	+

Player	Membership Type	Fee	Extras	Paid
Viktor Visitor	Guest	23.00	0	0
Another Visitor	Guest	23.00	0	0
Yeti Visitor	Guest	23.00	0	0

This gives a summary by payment method for the session. Bars shown in red indicate not all the expected money for that payment method has been collected. Bars shown in green indicate payment is complete for that payment method.

You can expand each bar to show the detailed list of players within it. Each line provides a link to the individual detail screen for the seat where that player is sitting. See section **Error! Reference source not found.** for a guide to that screen.

7.2. Detail view screen



SUMMARY DETAIL TABLE VIEW

Table	Direction	Player	Membership	Fee	Payment Method	Processed	Actions
1	N	Alan Admin	Standard	10.00	BRIDGE CREDITS		EDIT
1	S	Betty Bunting	Standard	10.00	BRIDGE CREDITS		EDIT
1	E	Keith Kenneth	Standard	10.00	BRIDGE CREDITS		EDIT
1	W	Lucy Likeable	Standard	10.00	BRIDGE CREDITS		EDIT
2	N	Viktor Visitor	Guest	23.00	CASH		EDIT
2	S	Debbie Dyson	Standard	10.00	BRIDGE CREDITS		EDIT
2	E	Morris Minor	Standard	10.00	BRIDGE CREDITS		EDIT
2	W	Natalie Notify	Standard	10.00	BRIDGE CREDITS		EDIT
3	N	Another Visitor	Guest	23.00	CASH		EDIT
3	S	Yeti Visitor	Guest	23.00	CASH		EDIT

This gives a seat by seat listing of the players at the session. It includes member type, $ amounts and payment method (which can be changed here). The fee may update if the payment method is changed depending on the matrix of rates for the session type. Each line again provides a link to that seat's individual detail screen where further changes can be made. See section **Error! Reference source not found.** for a guide to that screen.

Different icons and colours represent the different types of player that can appear in this listing:

Icon	Represents	Member status	My ABF status
	Player	Club member	Registered My ABF user
	Player	Club member	Unregistered My ABF user
	Player	Visitor	Registered My ABF user
	Player	Visitor	Unregistered My ABF user
	Player	Visitor	Not a My ABF user at all
	Playing Director	N/A	N/A
	Sitout	N/A	N/A

Club members have purple icons, visitors have orange icons (note this club membership status is based on what is in My ABF – not the ABF masterpoint centre).

Registered My ABF users have a person icon, unregistered My ABF users have a star icon.

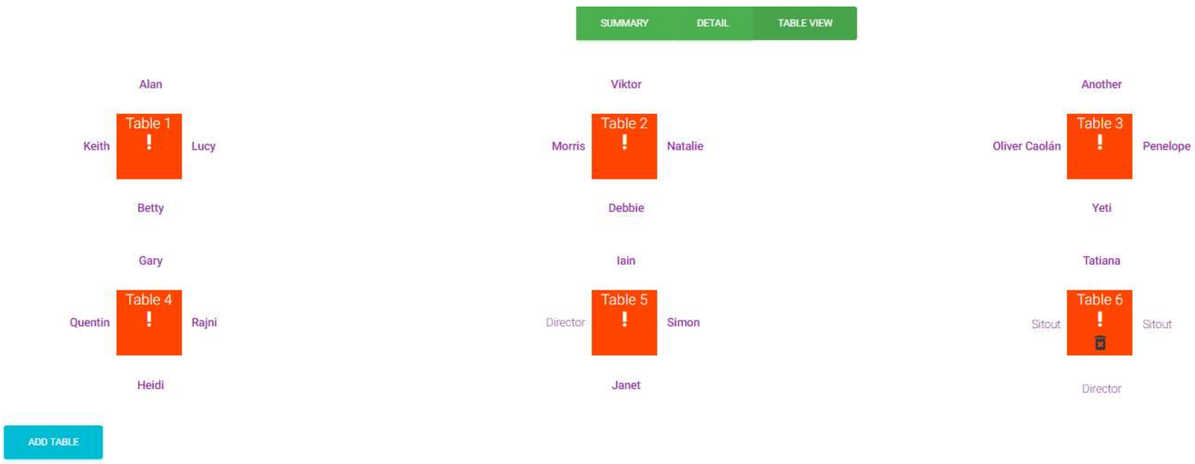
Other icons represent visitors without an ABF number, playing directors or sitouts.

Battery icons against a player indicate they have a low bridge credits balance (under $20). Hover over the icon to see the actual balance:

This can be used as a prompt for the director or administrator to have a word with the player and suggest they top up their account. A player with internet access could do it online themselves of course but it is also possible for the club to accept payment directly and process it as a top-up – see section **Error! Reference source not found.** for details.

New tables can be added manually.

7.3. Table view screen



This is an alternative (more visual) representation of the tables at the start of the session.

If you hover over a player name there is a pop-up indicating the payment situation for that player.

Clicking on the player name opens the individual detail screen for that seat as described in **Error! Reference source not found.**.

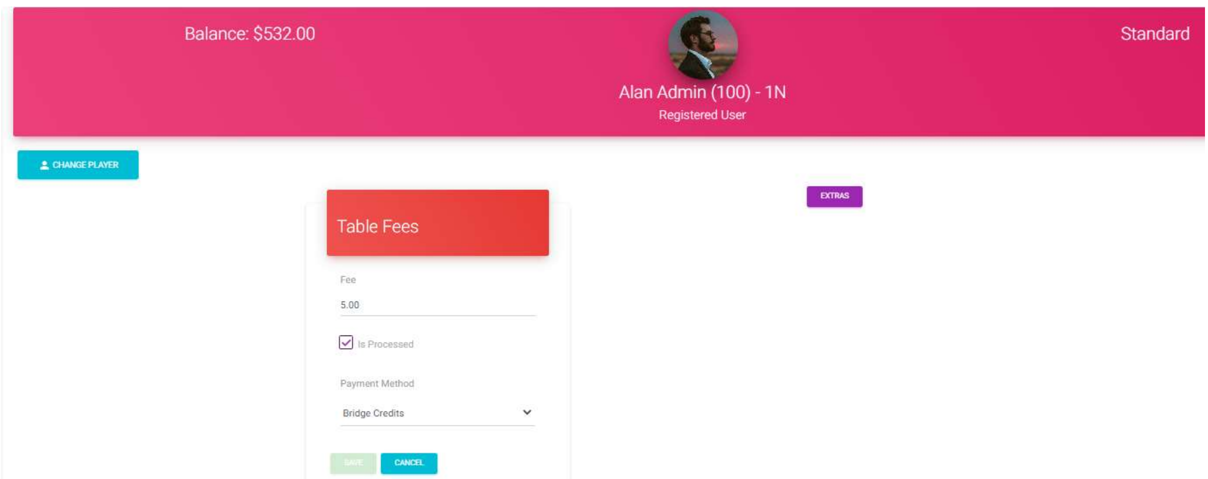
New tables can again be added manually.

7.4. Options

There is only one option here at this stage but more may be added in time. The current option allows extras to be added in bulk – this is described in detail in section **Error! Reference source not found.** below.

8. Individual player detail screen

This screen can be opened from any of the main session view screens described above.



This screen represents the seat (Table 1 North here) in the session. The information in the header describes the player currently there, their bridge credits balance (if applicable), their member type and whether they are a registered My ABF user or not.

It is possible to change the player if necessary. This can include changing the position to/from a Playing Director (assumed to be free) or to/from a Sitout.

There are two parts to the screen – the left hand side describes the table fees, the right hand side describes any “Extras” that player is going to pay for during the session.

8.1. Table fees

The fee is initially calculated from the relevant session rates matrix taking into account the player’s membership type and the payment method. Until it is marked as processed it can be manually edited here. (Once it’s been marked as processed, it needs to be reversed and replaced to be changed).

The payment method is also changeable here.

It is possible to trigger the bridge credits charge from this screen if desired (although it would be unusual as it’s a lot easier to process all bridge credits in one go).

If a table fee has a payment method of bridge credits, ticking “Is Processed” will make the charge to the player’s bridge credits account. Subsequently unticking “Is Processed” will then generate a refund back to the player’s account.

8.2. Extras

Click Extras on the right hand side to add these for this player. See section **Error! Reference source not found.** below for a full explanation of Extras.

9. Extras

Extras cover anything that a player is paying for during the session that is NOT table money.

They are included for two main reasons:

a) something that the player will use bridge credits to pay for; or
b) something that the player will pay for another way which the club wishes to include as part of its financial reconciliation for the session.

It is possible to have a different payment method for each extra and also a different method to that used for the player’s table money (for example a player may be happy to pay their table fees with bridge credits but want to just pay cash for a coffee and the club wishes to record that cash as part of the session reconciliation).

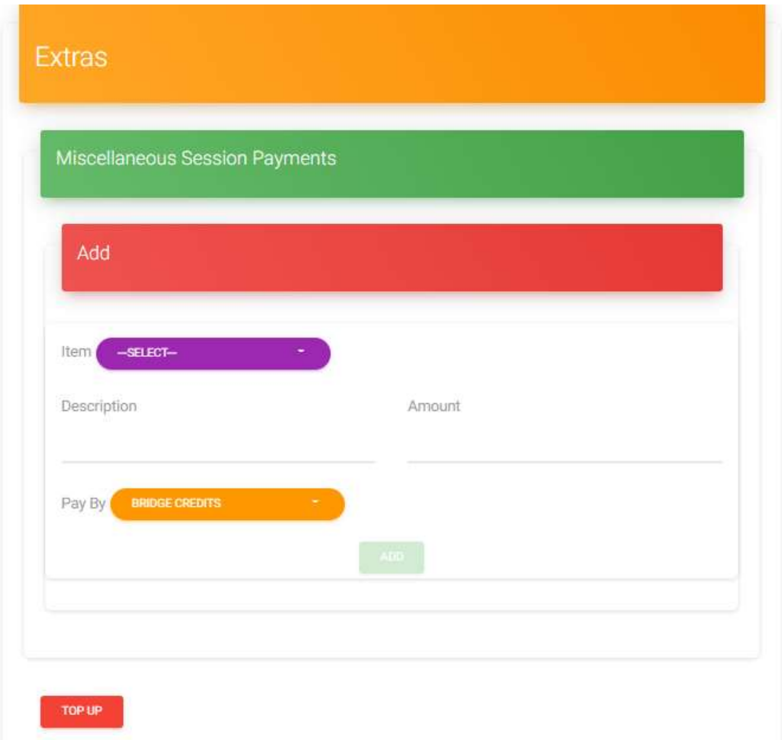
Regularly used extras can be created in Settings as “Miscellaneous Income Types” using the Payment Types settings screen (see section **Error! Reference source not found.** above). It is also possible to just key in details for a new extra at the time it arises.

There are two ways extras can be added – individually for a player (done via the player detail screen) or in bulk to several players at once (done from the main sessions screen). Both are described below.

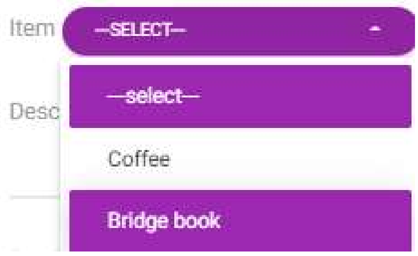
9.1. Add an individual extra for a player

Navigate to the player detail screen (see section **Error! Reference source not found.** for details).

Click Extras on the right hand side to add an Extra for this player:



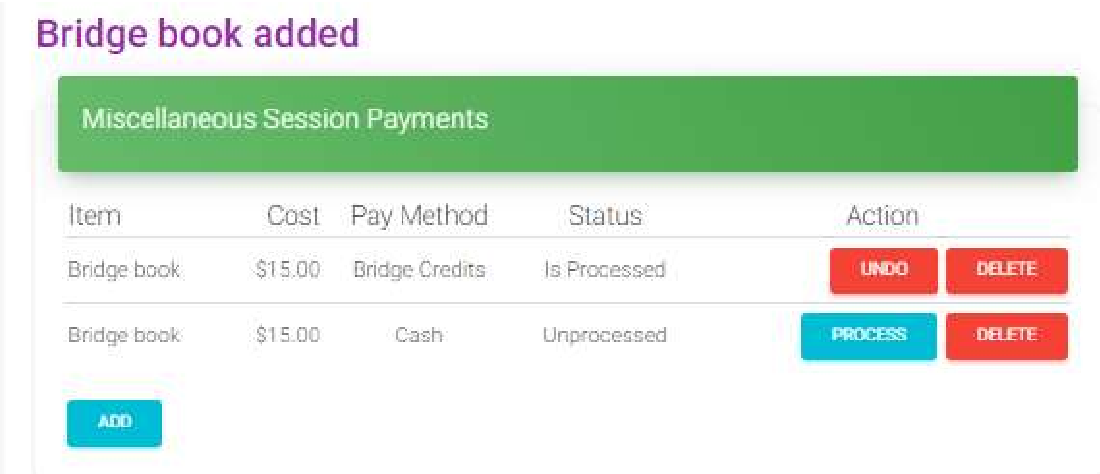
You can select from items already set up as “Miscellaneous Income Types”:



These will populate the Description and Amount automatically. Alternatively you can key in a Description and Amount manually.

You can then select the Payment method to be used to pay for that item (each one can be different so the system can accommodate players wishing to pay for their table fees through My ABF but perhaps cash for a coffee or something) and click Add.

Where Bridge Credits are selected as the payment method the amount will be processed immediately. Where another payment method is selected, it will just be added to the list of Extras:

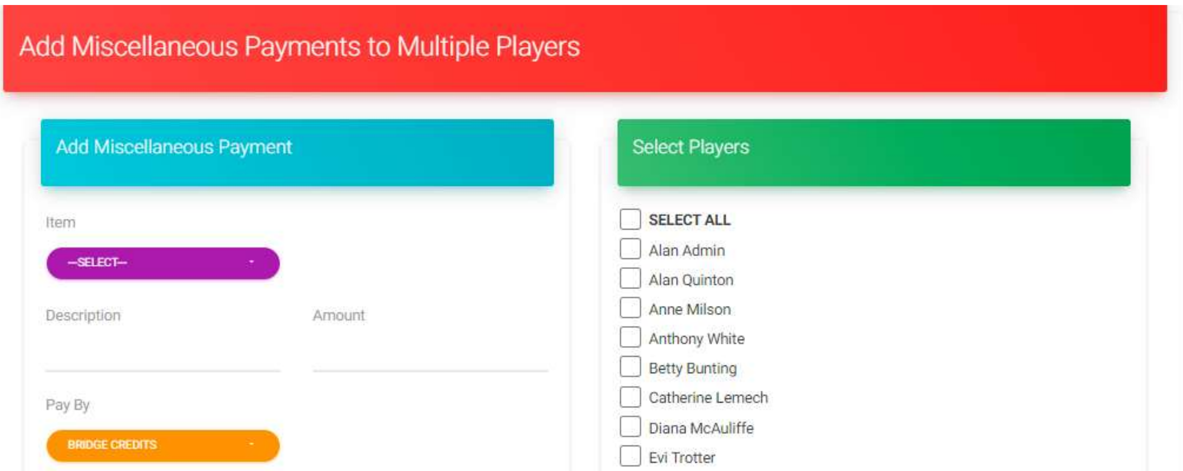


You can mark Extras as processed individually on this screen if you wish and, if the payment method is bridge credits, this will generate a charge to the player's account. However, it is not necessary to use this screen to do that – it's a lot easier to use the single buttons on the front screen to process all Bridge Credits payments and all Off-System payments together.

9.2. Add an extra for multiple players

On the main session screen click the Options button to the right and select "Bulk Add Extras"

This brings up a list of the Extras and an alphabetical list of the players in the session:



You can use this screen to add a single extra item with a single payment method to a group of selected players.

On the left hand side of the screen select the item you wish to add from the pre-set list (you can also type in a new one if you wish) and select the payment method to be used.

On the right hand side of the screen tick the players to which you want to charge this extra.

Click Add at the bottom of the screen and the extra item will be added to each of these players.

Note this will not process payment for any of these extras, that is done through the general steps of processing bridge credits and other payments.

9.3. Viewing Extras

When Extras exist additional columns show in the Detail view screen:

Table	Direction	Player	Membership	Fee	Fee Payment Method
1	N	Alan Admin	Standard	10.00	BRIDGE CREDITS

continued:

Extras	Total	Fee Processed	Extras Processed	Actions
26.00	36.00			EDIT

Note the Fee Payment Method displayed on the main Detail view only relates to the Table Fee – because each Extra item can use a different payment method.

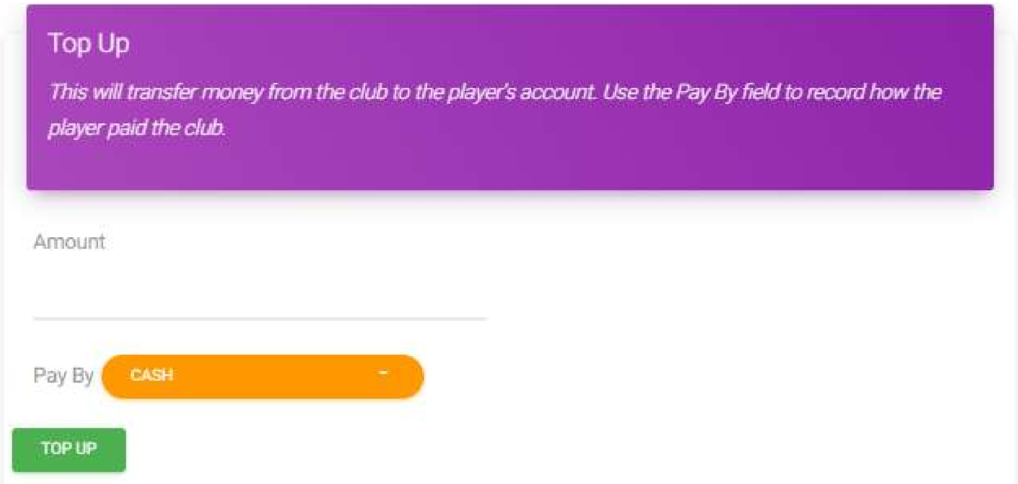
9.4. Extras in session reports

Extras are listed in a separate section in the csv and Excel reports for the session. This enables the expected table money to be reconciled.

10. Player Top-Ups

In the event a player cannot, or refuses to, top-up their account online themselves but is willing to pay money to the club to do so, this can be accommodated.

It is treated as a special type of Extra. Click the red Top-Up button at the bottom of the Extras section:



Here you can specify the amount and the payment method. Adding this will list it in the Extras where you can mark it as paid (i.e. indicate you have taken the funds). This will add the amount to the player's bridge credits account and process an opposite amount to the club account (effectively the club now owes the ABF the money they have just collected and credited to the player's account).

<u>IMPORTANT NOTE ON FEES:</u>

Clubs should be aware they will incur their own EFTPOS transaction fees for processing the player's payment in this situation.

The operation of the 2% fee from My ABF is, however, neutral. The club's balance is reduced by the player payment initially (which will reduce the 2% fee) and will gradually go back up again as the player plays in sessions (which will put it back again).

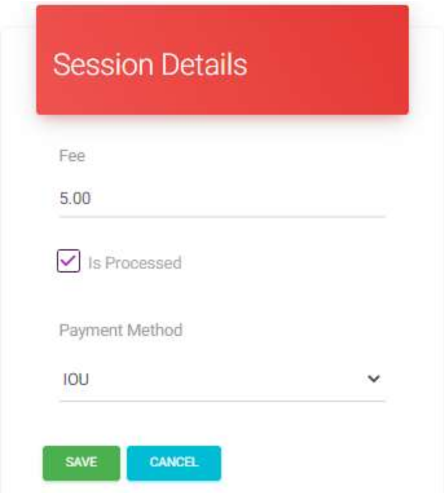
It is obviously up to clubs whether they are willing to do top-ups like this to help players (who may not be comfortable with an online type of transaction like bridge credits or may not have easy internet access while at a session) but they may wish to charge the players an additional fee for the service.

11. IOUs

Where a registered My ABF user does not have enough credits to pay for the session or for some other reason, it is possible to use a payment method of “IOU”. It is entirely up to the club whether they are willing to accept this or not – it is one of the payment methods a club can enable or disable in its Payment Settings (see section **Error! Reference source not found.**).

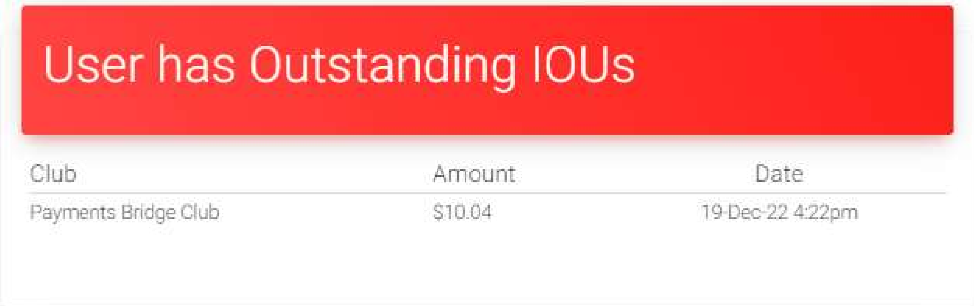
IOU’s are only available for registered users (the expectation is the IOU will be later paid online through the bridge credits system). If your club wants to allow the same sort of concept for members who are not registered for My ABF, it is recommended you add your own payment method to this effect (see **Error! Reference source not found.** above) and manage it outside My ABF.

An IOU is treated like a payment for the session fees but it records a debt for the player to be collected later.

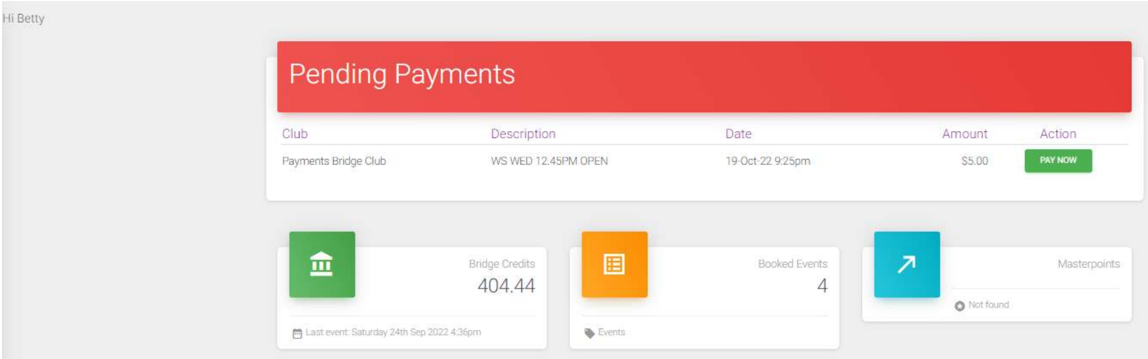


When an IOU is processed several things happen:

a) It shows up at the top of the player’s individual detail screen (above any Extras):

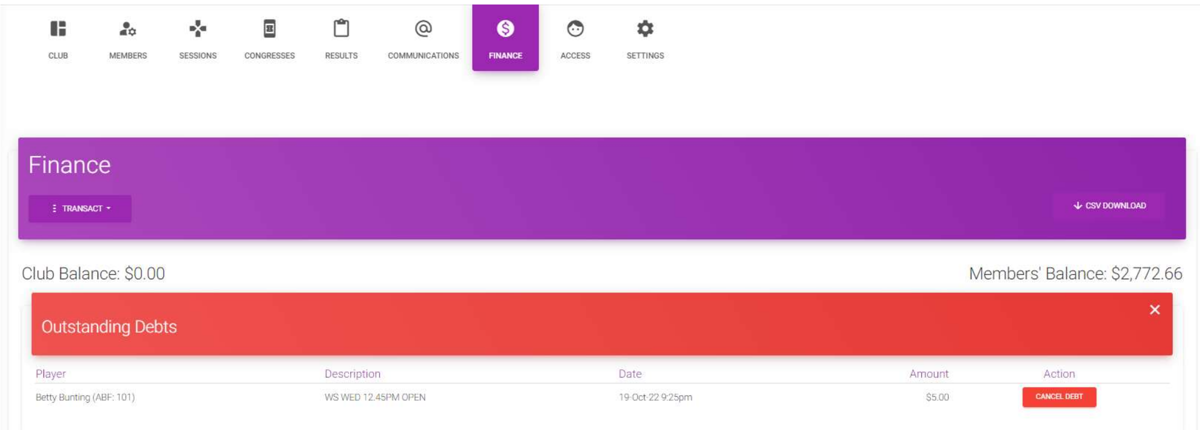


b) If the player logs in, it is displayed at the top of their own Dashboard with the ability to pay it with bridge credits:



Note – players should be encouraged to top-up their account (minimum $50) first rather than simply pay a one-off small IOU amount. The transaction fees on small payments are relatively higher.

c) The Finance menu for the club also displays the outstanding debts – and an ability to cancel them.

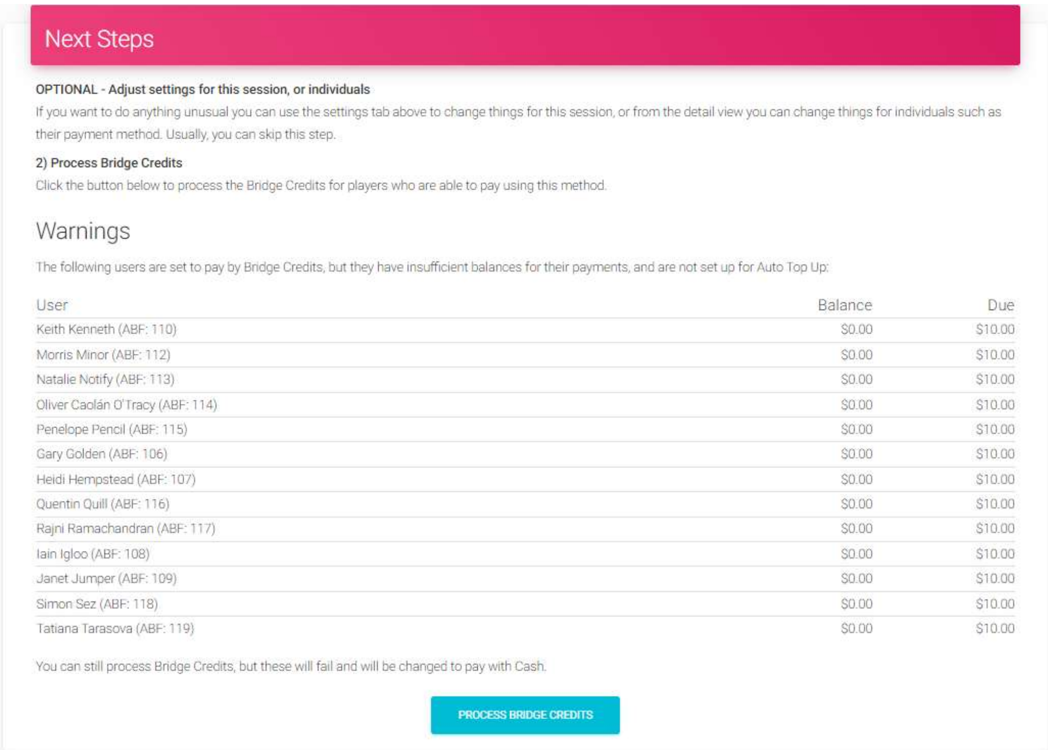


Note that an IOU is treated as a Payment Method for a session and is reported as such. Subsequent payment of that debt does not change the reports for the session – they remain fixed (otherwise the reports could become a moving target). Effectively the debt is collected separately from the session.

Note also that we have deliberately used the term "Processed" for club session items instead of "Paid". This is to avoid potential confusion around IOU's – they are "processed" when they are finalised as the payment method for that player for that session. The debt is what is "paid" later.

12. Processing Bridge Credits

Step 2 of the overall Session procedure is to process bridge credit payments. This is most easily done with a single button press from the main screen for the session:



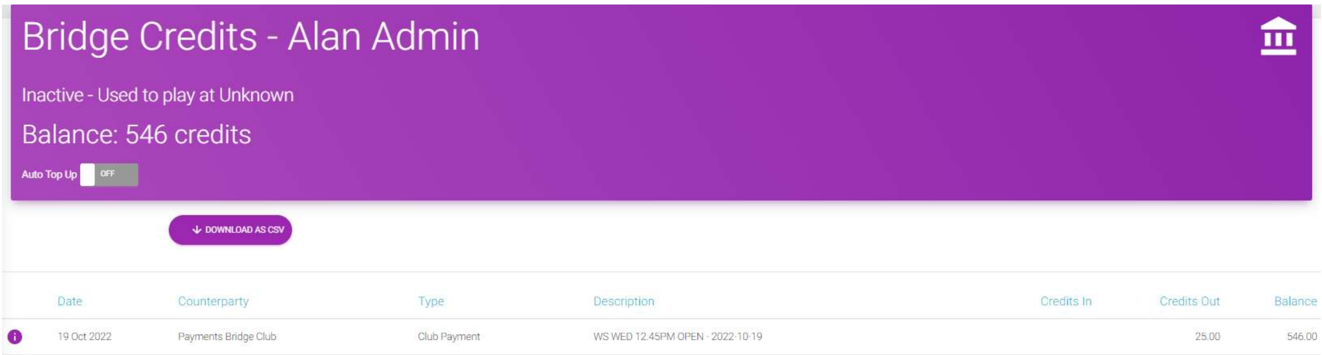
This will attempt to process all items (table fees and extras) with a payment method of bridge credits. It will bring up a summary of how many payments succeeded and failed. The failed ones have their payment method changed to the method selected as the second choice (cash in this example).

At this stage it can be seen the Payment Methods summary has changed to show the Bridge Credits items as green (i.e. complete):

Note – if you subsequently change someone's payment method back to Bridge Credits or add a new Extra with a Bridge Credits payment method, you will be returned to step 2 and the Process Bridge Credits button will reappear.

12.1. What players see in their statements

Players for whom a bridge credit payment is processed will see a line item in their bridge credits statement:

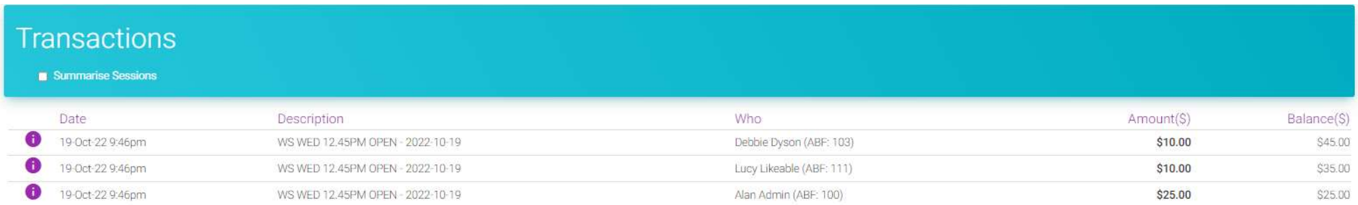


The line item provides a description of the session and has a type of "Club Payment".

Note: If a player has table fees and extras processed together, they are shown as a single line. Extras processed separately will generate their own line item.

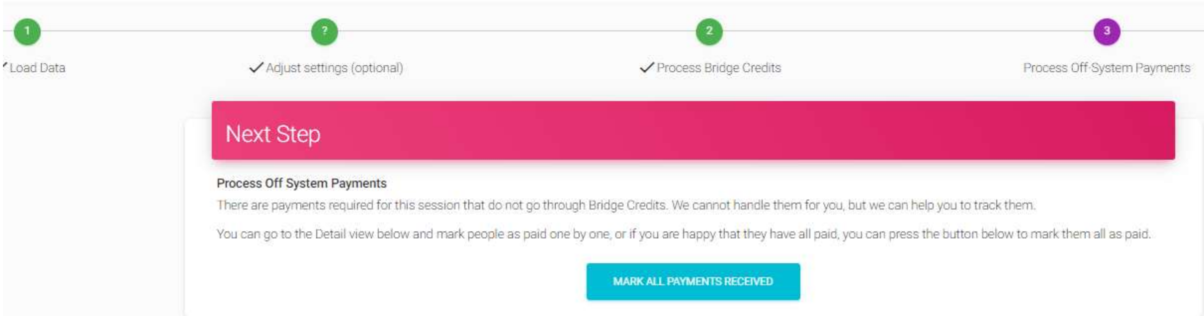
12.2. What clubs see in their statements

The club also sees line items for each player payment. There is also an ability to compress the display and show a summary for the sessions.



13. Processing Off System Payments

Having completed Bridge Credits processing, the system moves onto step 3 – processing off-system payments.



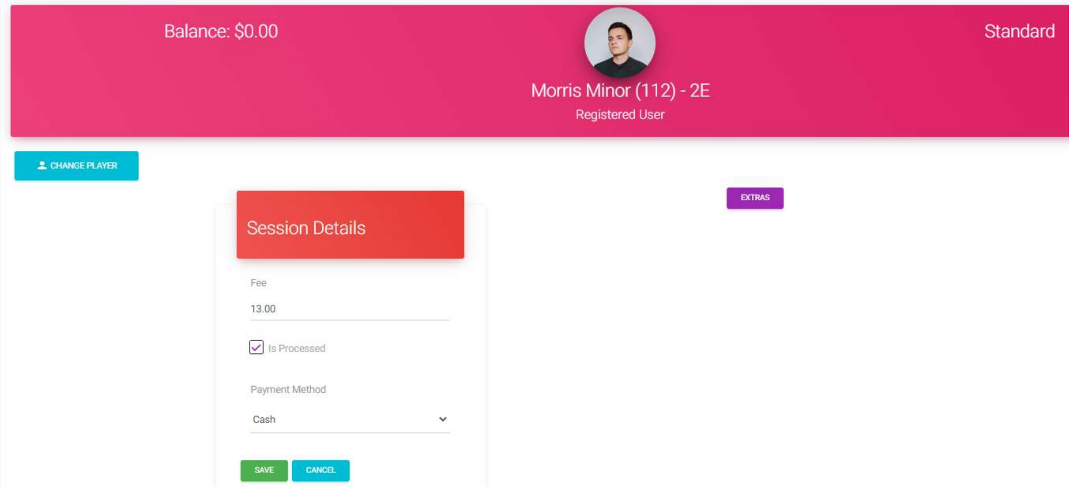
There are three ways to update Off-system payments.

a) Mark everything as paid with a single button press if you are comfortable that is the case.

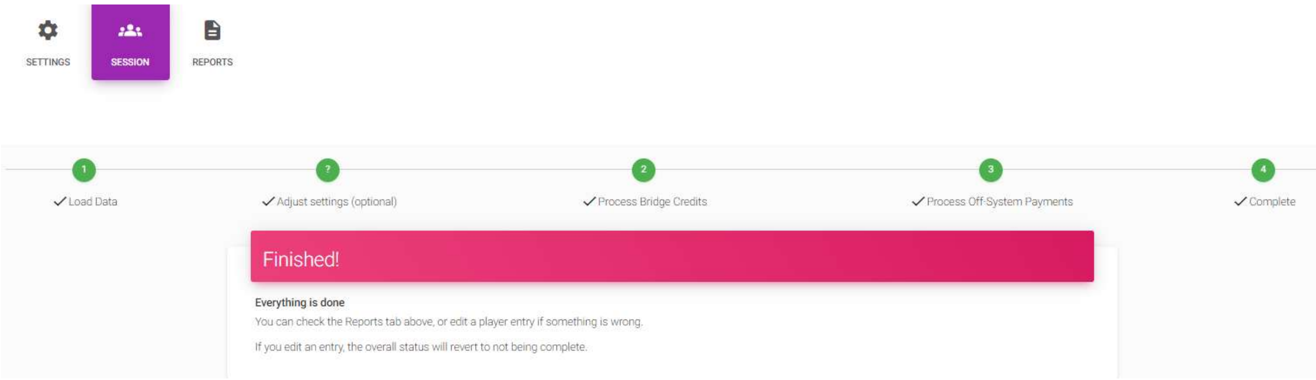
b) Review the detail screen and for players not using bridge credits the "Fee Processed" column can be manually ticked to mark that player as paid. Note the Extras Processed column cannot be manually ticked here – that's because there could be multiple extras and each could have a different payment method.

Table	Direction	Player	Membership	Fee	Fee Payment Method	Extras	Total	Fee Processed
1	N	Alan Admin	Standard	10.00	BRIDGE CREDITS	26.00	36.00	☑
1	S	Betty Bunting	Standard	5.00	IOU	0	5.00	☑
1	E	Keith Kenneth	Standard	13.00	CASH	0	13.00	☑
1	W	Lucy Likeable	Standard	10.00	BRIDGE CREDITS	0	10.00	☑
2	N	Viktor Visitor	Guest	23.00	CASH	0	23.00	☑
2	S	Debbie Dyson	Standard	10.00	BRIDGE CREDITS	0	10.00	☑
2	E	Morris Minor	Standard	13.00	CASH	0	13.00	☐
2	W	Natalie Notify	Standard	13.00	CASH	0	13.00	☐

c) Open the individual player's detail screen and tick the "Is Processed" box there for the Tables fees and the relevant buttons for any Extras:



Once you are happy everything has been collected and everything is marked as processed, you have reached step 4 - the session is complete and all Payment method are shown in green.



If you subsequently edit a player's payment information the status will revert back to steps 2 or 3 accordingly.

14. Reports for an individual session

Reports are available throughout the session to show a quick snapshot:

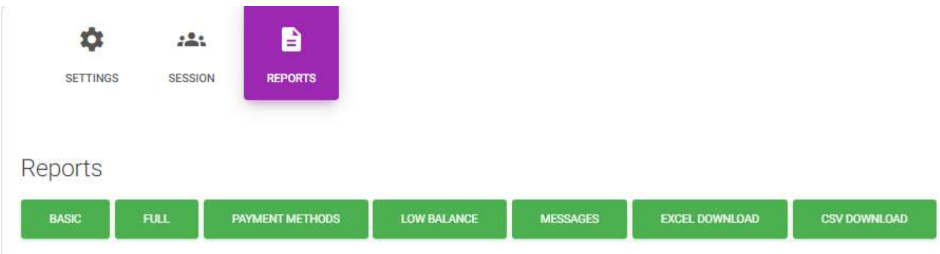


Table Fees

Membership Type	Bridge Credits	Cash	IOU	Total
Life Member	20.00	0	-	20.00
Guest	25.00	46.03	-	71.03
Standard	10.00	0	20.08	30.08
Youth	-	1.01	-	1.01
Totals	55.00	47.04	20.08	122.12

Extras

Description	Bridge Credits	Cash	Credit Card	Total
Bridge book	30.00	0	-	30.00
Coffee	-	0	-	0
Top up of $98.00	-	-	0	0
Totals	30.00	0	0	30.00

14.1. Basic and full report

The basic report (shown here) summarises the session table fees and extras by membership type (rows) and payment method (columns).

There are two variations of the primary report:

- Basic show the membership types and payment methods in use
- Full show all membership types and all payment methods

Where a red exclamation mark is shown, that indicates payment is not marked as complete for everything. Hovering over the area will display a pop showing what has been collected and what is outstanding for that item:

14.2. Payment Methods report

This shows a summary of payments by method – first for table fees, then for extras:

Table Fees

Payment Method	Players Paid	Players Un-Paid	Amount Paid	Amount Un-Paid
Bridge Credits	5	0	$55.00	
Cash	7	7	$47.04	$51.07
Credit Card	1	0	$0.00	
IOU	2	0	$20.08	
Free	0	2	$0.00	

Extras

Payment Method	Number Paid	Number Un-Paid	Amount Paid	Amount Un-Paid
Bridge Credits	2	0	$30.00	
Cash	0	2	$0.00	$20.00
Credit Card	0	1	$0.00	$98.00

14.3. Low balance report

This shows a list of players with a Bridge Credits balance of under $20.

It also shows players who have an account but have never used it.

Note that players automatically receive emails from the system when their balance is low (although they do have the option to disable these).

14.4. Messages

This shows any messages that were associated with the original file import process from Compscore.

14.5. Excel and CSV downloads

These allows you to download reports to Excel or csv. They show a full listing by player (both for table fees and extras) and also show the Payment method summary at the bottom.

PART 4 - CLUB MANAGEMENT FEATURES

There are a number of features within the sessions area pertinent to club management. These cover finance, email and reporting.

In some clubs, only club administrators, treasurers, etc will handle these. In other clubs it may be the director.

15. Handling corrections to a session

If a mistake has been made with one or more player's charge for a session there are various approaches to correcting it:

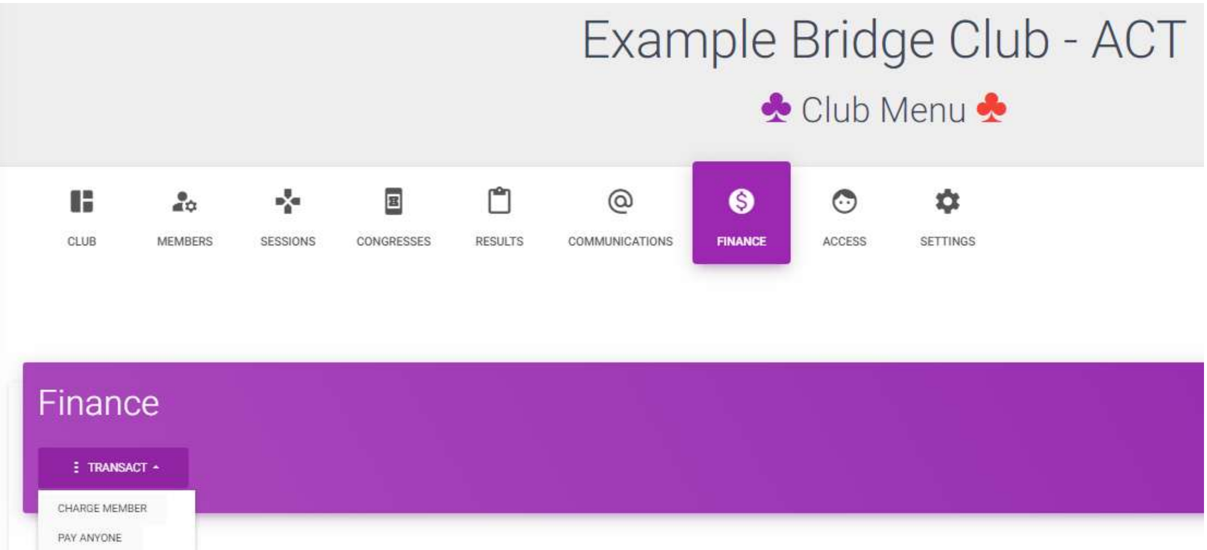
15.1. Edit the session

Even after a session is marked as complete it is possible to return to it and edit it. Adjusting amounts that were paid with bridge credits will give rise to a refund, and then a recharge when the session is re-processed. Players will see details of these adjustments in their Bridge Credits statements and will receive email notifications that they have occurred.

15.2. Make a sundry charge or payment from Finance

It is possible to make a sundry charge to a member or make a sundry payment to anyone via the Finance section of the Club Admin menu. Any transaction done this way is not linked to a particular session, it is listed separately.

These actions are accessed from the Transact button in the Finance menu:

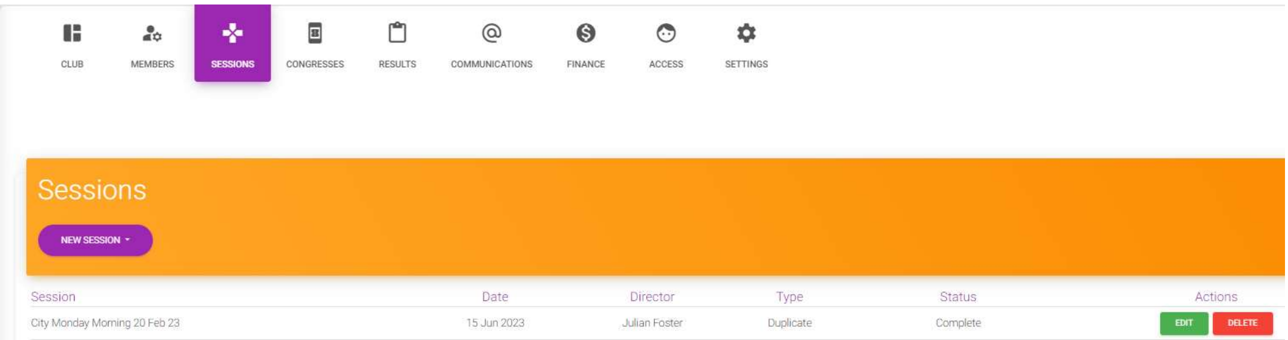


You can search for the relevant player(s) and make adjustments, including a description for each.

Players will see details of these adjustments in their Bridge Credits statements and will receive email notifications that they have occurred.

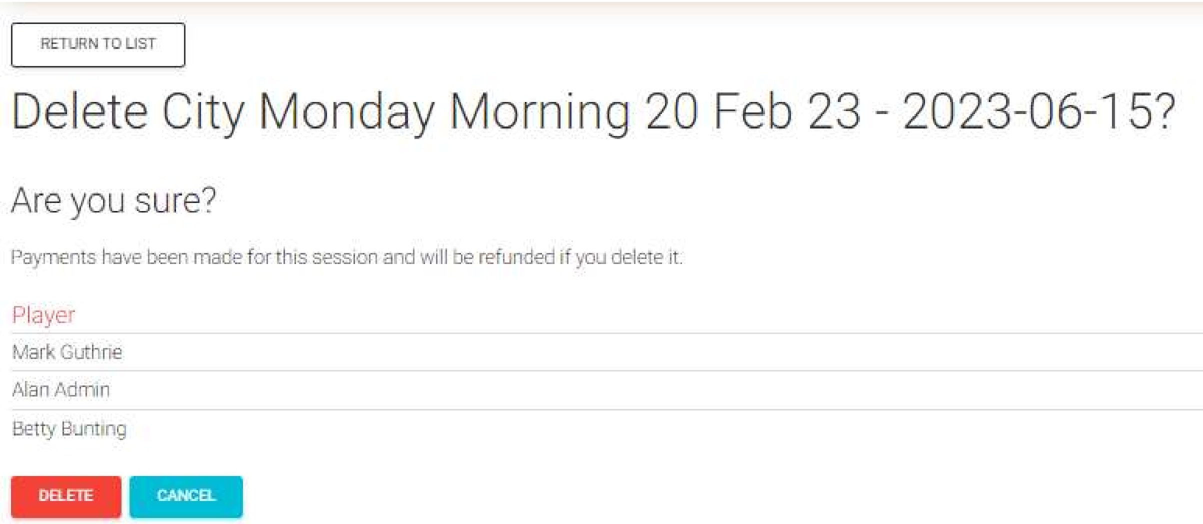
15.3. Delete the session and re-do

If something more major has gone wrong (for example the wrong session type has been used and everyone in the session has been charged the wrong amount) it is possible to delete the whole session and re-do it. This is only permitted, however, if there are no Extras within the session. If there are Extras, these need to be individually reversed first.



Find the session in question and click the Delete button.

If charges have already been made a warning will be presented first. If you proceed these will all be reversed in the players' accounts.



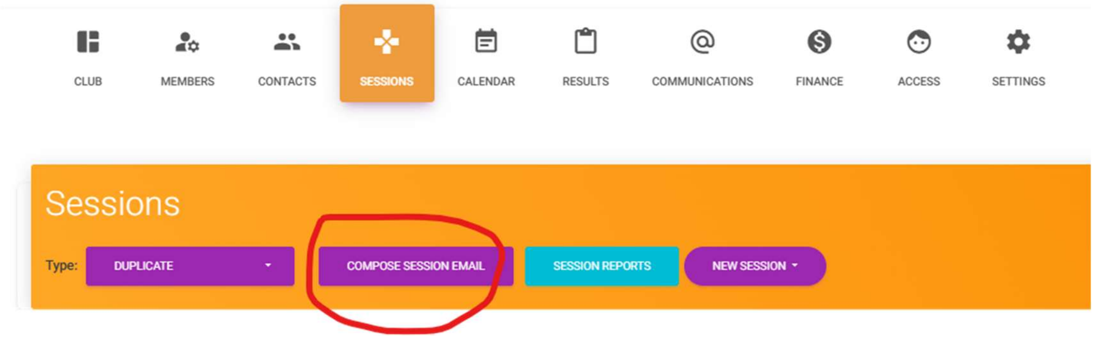
The session can then be re-imported and re-processed.

Once again players will be notified of the adjustments.

16. Emailing players who attended one or more sessions

Following user requests, a feature has been added allowing clubs to select one or more sessions and generate an email to be sent to all players attending those sessions.

The feature can be accessed from the sessions screen by clicking the "Compose Session Email" button (it can also be accessed from the Communications menu):

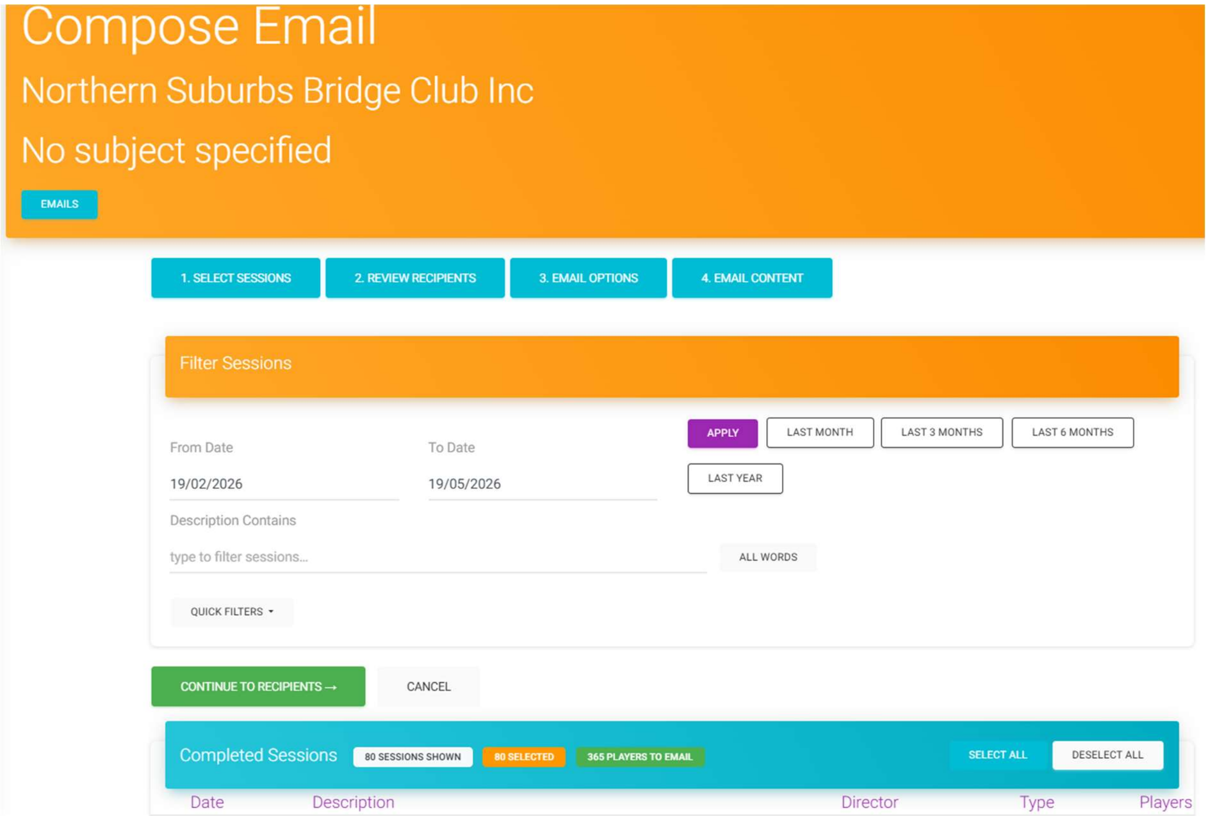


You are then taken to a screen (screenshot on next page) where you can select one or more sessions.

There are assorted ways to do this:

1. Select one of the shortcuts for a date range (last month, last 3 months, last 6 months or last year).
2. Manually select a specific date range using the From and To selectors.
3. Filter sessions by a description
4. Select sessions by a "Quick Filter" (this automatically displays the last 15 session description templates that can be selected from via the drop-down list).

Once you have the list of sessions generated from the filters you can then select any combination of them. By default they are all selected but you can individually deselect any session in the listing. You can also select all, or deselect all. As you do this the number of selected session and the number of unique players to email is displayed.



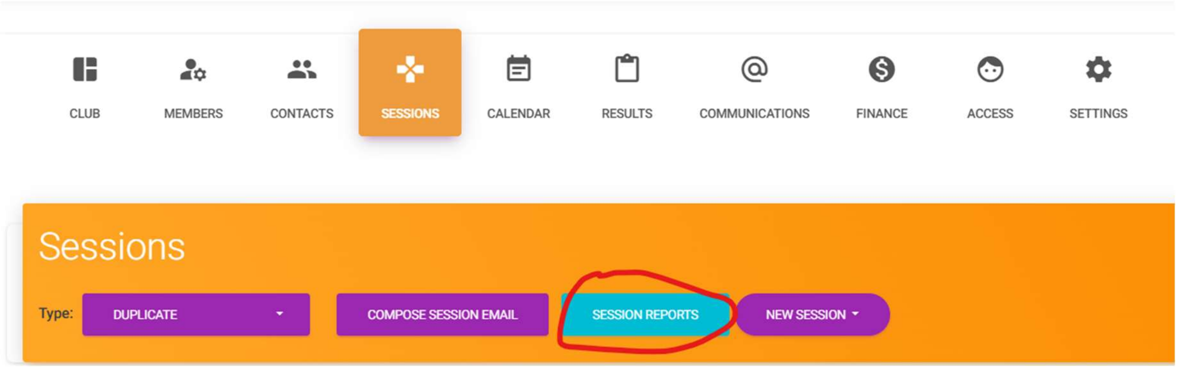
Once you are satisfied with the selection, click Continue to Recipients. A list of players who attended those sessions will then be generated. This list can be also manually modified if required and then the standard email selections (Template, Reply To, etc) made before composing the email, testing it, and sending it out.

17. Management reports summarising sessions

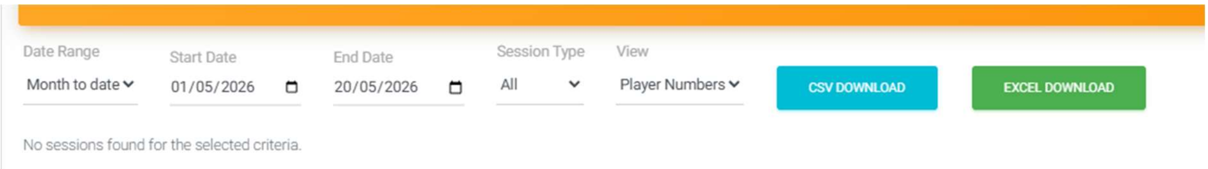
It is now possible to generate a report that lists all sessions (or particular types of sessions) held within a selected date range. The report can summarise sessions focussing on dollar values or on player numbers. All reports can be downloaded to csv or Excel for further manipulation.

For clubs making use of the club session facility in My ABF these reports will provide valuable management information showing details of their revenue and/or player numbers across whatever period they wish.

To access these reports, select the Session Reports button in the Sessions menu:



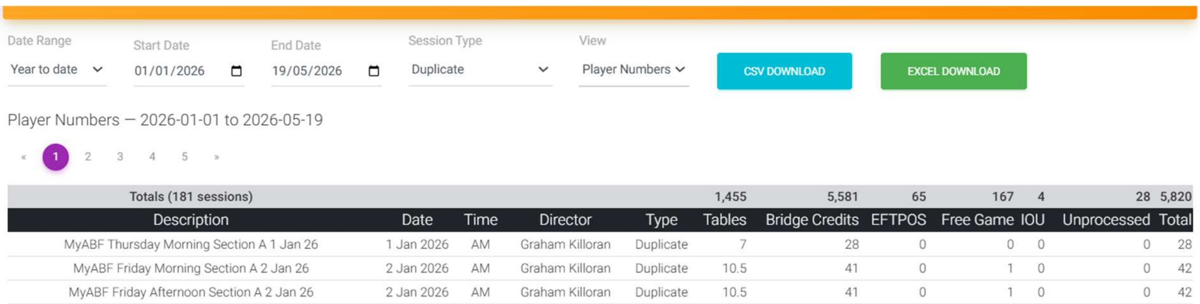
This brings up a configuration screen to select which sessions you want to include in the report.



You can:

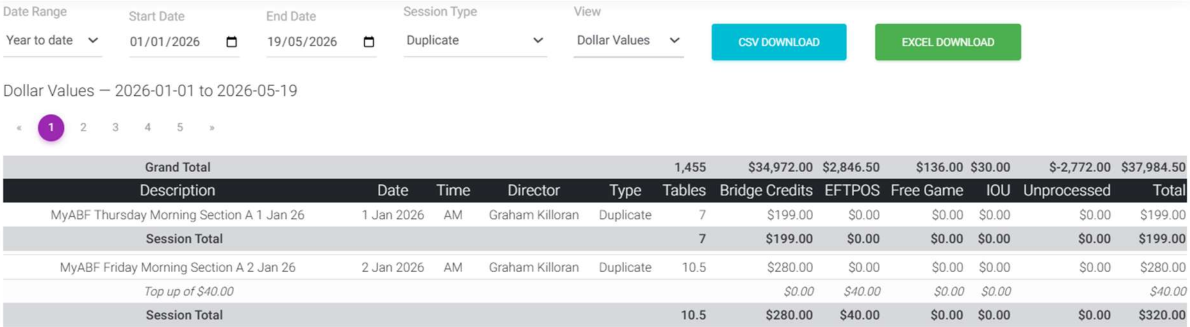
1. Select a default date range (month to date, year to date, last month, last year, all)
2. Select a specific date range using the Start Date and End Date.
3. Filter to a particular session type.
4. Select to have the report show player numbers or dollar values.

The report is then generated on screen with the various different payment methods shown as columns. This is an example of the Player Numbers layout:



Description	Date	Time	Director	Type	Tables	Bridge Credits	EFTPOS	Free Game	IOU	Unprocessed	Total
Totals (181 sessions)					1,455	5,581	65	167	4	28	5,820
MyABF Thursday Morning Section A 1 Jan 26	1 Jan 2026	AM	Graham Killoran	Duplicate	7	28	0	0	0	0	28
MyABF Friday Morning Section A 2 Jan 26	2 Jan 2026	AM	Graham Killoran	Duplicate	10.5	41	0	1	0	0	42
MyABF Friday Afternoon Section A 2 Jan 26	2 Jan 2026	AM	Graham Killoran	Duplicate	10.5	41	0	1	0	0	42

This is an example of the Dollar Values layout. Again the different payment methods are shown in separate columns. Additionally in this report any Extras for a session are shown separately underneath, with an overall Session total being generated, as well grand totals of all selected sessions at the top.



Description	Date	Time	Director	Type	Tables	Bridge Credits	EFTPOS	Free Game	IOU	Unprocessed	Total
Grand Total					1,455	$34,972.00	$2,846.50	$136.00	$30.00	$-2,772.00	$37,984.50
MyABF Thursday Morning Section A 1 Jan 26	1 Jan 2026	AM	Graham Killoran	Duplicate	7	$199.00	$0.00	$0.00	$0.00	$0.00	$199.00
Session Total					**7**	**$199.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$199.00**
MyABF Friday Morning Section A 2 Jan 26	2 Jan 2026	AM	Graham Killoran	Duplicate	10.5	$280.00	$0.00	$0.00	$0.00	$0.00	$280.00
Top up of $40.00						*$0.00*	*$40.00*	*$0.00*	*$0.00*		*$40.00*
Session Total					**10.5**	**$280.00**	**$40.00**	**$0.00**	**$0.00**	**$0.00**	**$320.00**

The reports can be exported to csv or Excel for further augmentation if required.

18. Overall financial reconciliation and settlement

18.1. Viewing the club's statement

Money collected in the form of bridge credits from players is credited to the club's bridge credits account. This is always visible in the Finance section of the Club Admin menu. Each player transaction is listed separately though so this means the club's statement can quickly become quite large.

It is therefore possible to filter and summarise the club's statement – both via a date range and type of transaction (bear in mind some clubs may have transactions arising from Club Sessions and from future Congress entries).

The functions and reports available are described in the Finance section of the main Club Admin user guide.

18.2. Settlement

The default position is for the ABF to review all club balances at the end of a calendar month and make settlement payments shortly thereafter. All club sessions that have been completed and all congresses that have started or completed will generally be settled (unless the club has specifically requested for this not to happen or has requested to keep a minimum balance in their account).

This procedure is not set in stone, however. It is possible for it to be varied. Some congresses may require interim settlements (e.g. to pay for a venue deposit). If clubs are running all their sessions via My ABF they may require a more frequent settlement for general cash-flow purposes.

Clubs are encouraged to talk to My ABF staff directly to discuss their needs.

APPENDIX 1 – HOW TO GET THE LIST OF PLAYER NAMES

19. Ways to generate names

The next step is to get a list of player names into the session. There are assorted ways of doing that:

1. Upload from Compscore (by far the most common):
   a. a duplicate pairs session
   b. a Swiss pairs event
   c. a teams event
2. Upload from a generic csv file
   a. created manually
   b. generated from a Real Bridge session
3. Start a blank session where you manually add players (not recommended)

The process to prepare the files for the imports are described below. At the moment player names can be imported from Compscore (version 2 or 3). Other scoring programs may be added in due course. Instructions for both versions of Compscore are included below. Note that Compscore 2 is not being further updated so clubs are recommended to upgrade to Compscore 3.

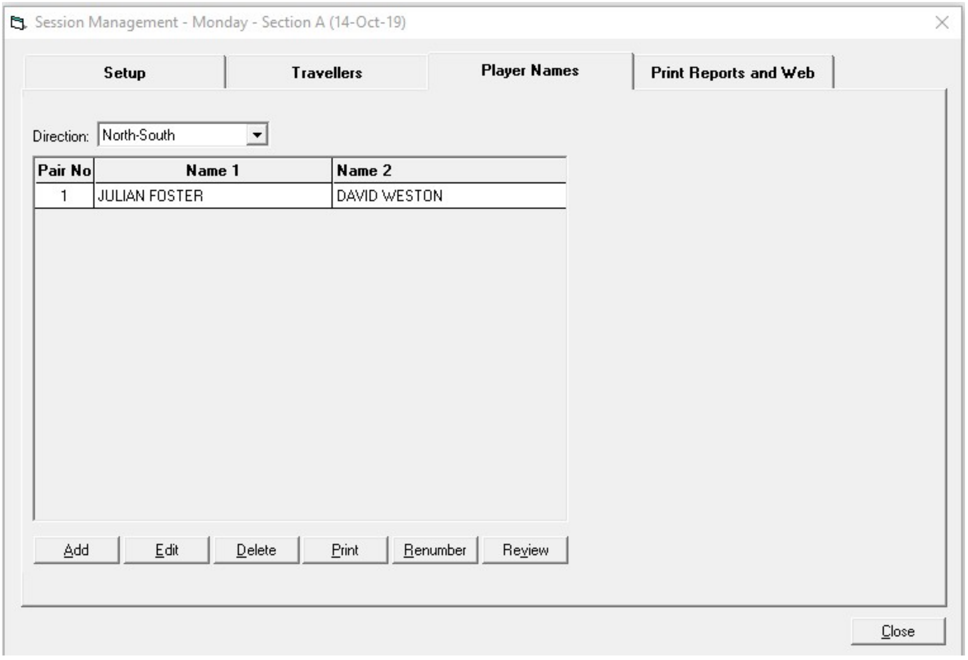
19.1. Upload from Compscore 2

These instructions are for duplicate pairs. For Swiss pairs or teams, they may differ. Contact Altosoft if you need further details.

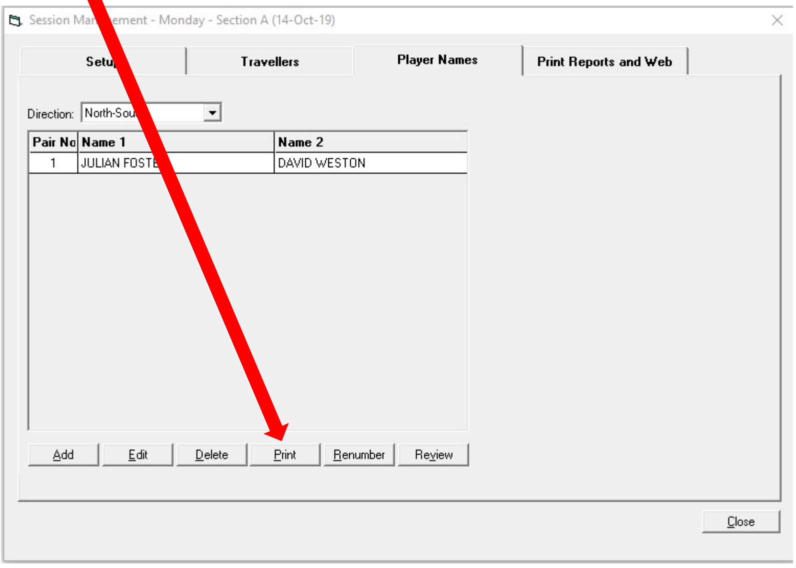
Start CS2 and do what you would normally do to run a session.

Usually, you will import the names from the BridgeMates once the players have started and have entered all of their names.

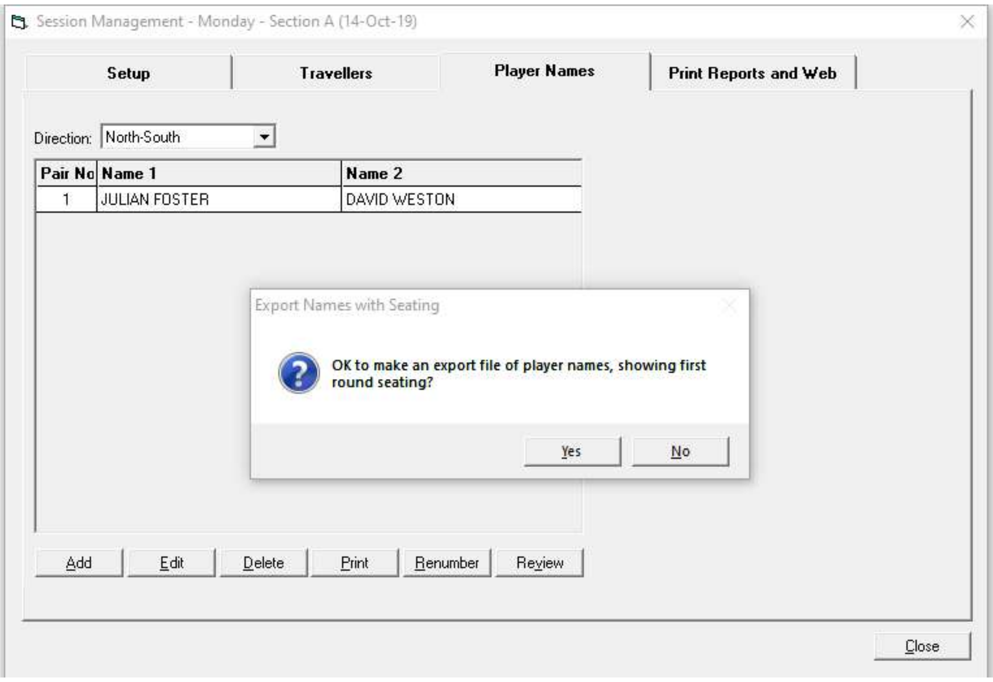
Once this is done, within the main dialog, go to the Player Names tab:



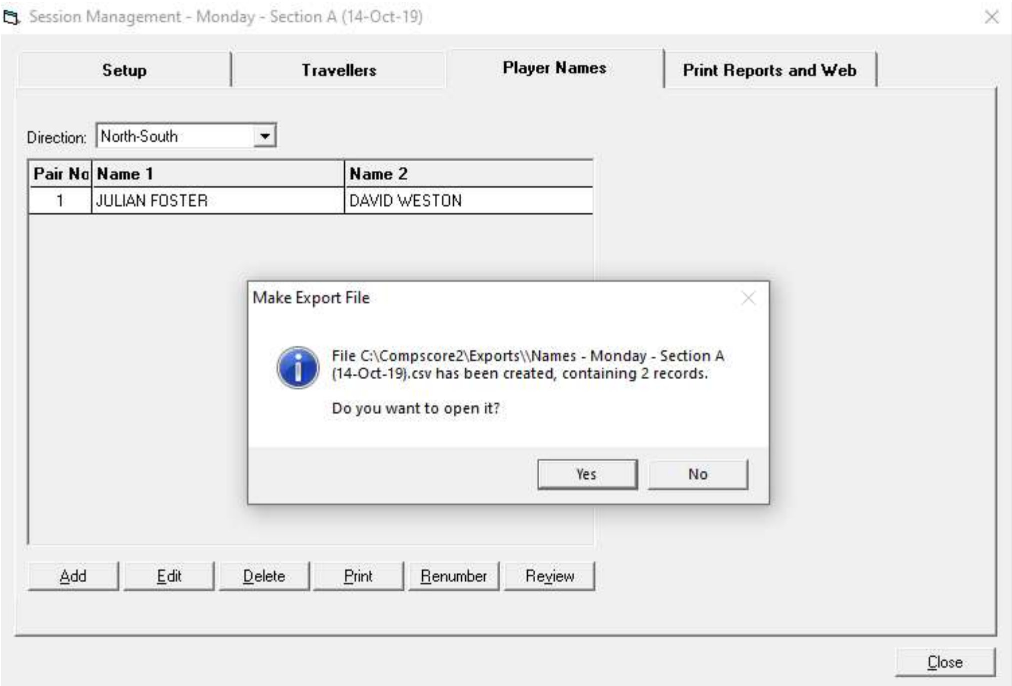
Right Click on the Print button: Note **<u>RIGHT</u>** click not the regular left click!



Now follow the prompts:



Click Yes to continue.



You don't need to open the file, just note where it is stored. In this example: c:\Compscore2\Exports.

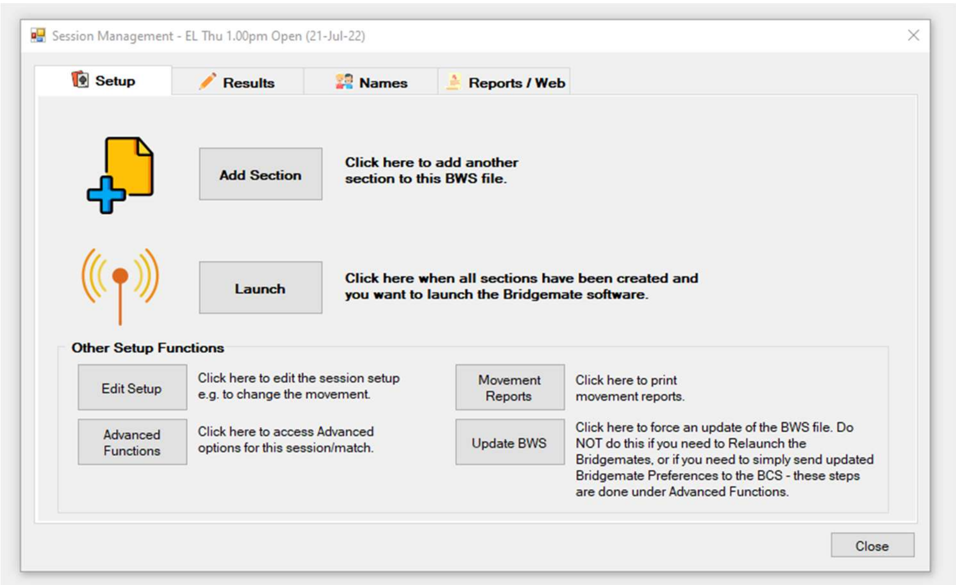
19.2. Upload from Compscore 3

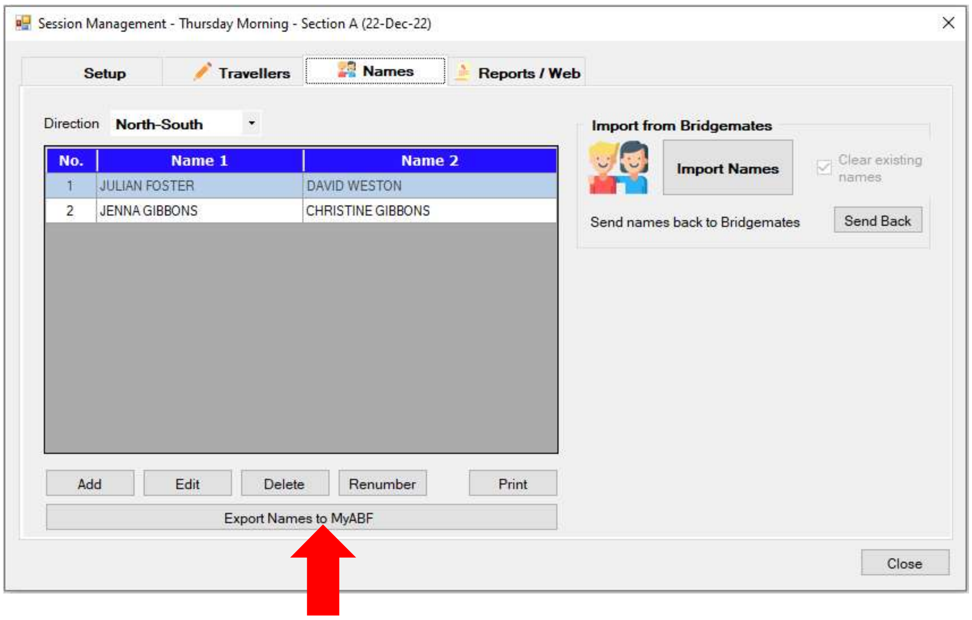
19.2.1. Duplicate Pairs

Start CS3 and do what you would normally do to run a session.

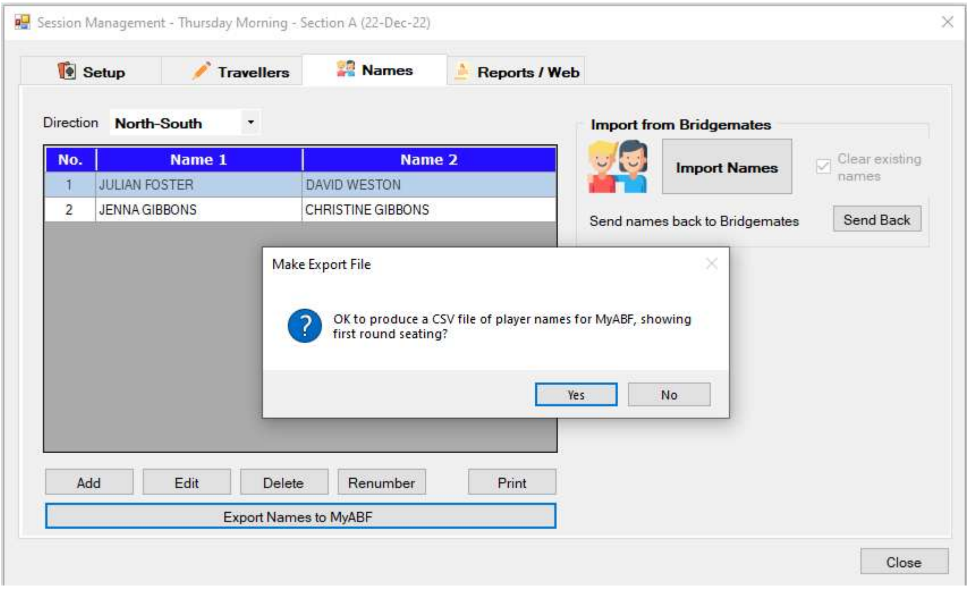
Usually, you will import the names from the BridgeMates once the players have started and have entered all of their names.

Once this is done, within the main dialog, go to the Names tab:

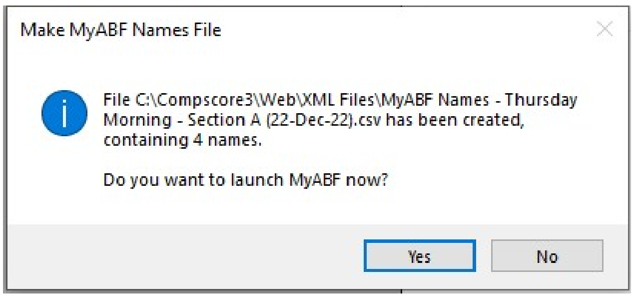




Click on the Export Names to My ABF button at the bottom.



Click Yes to continue. The file will then be created.

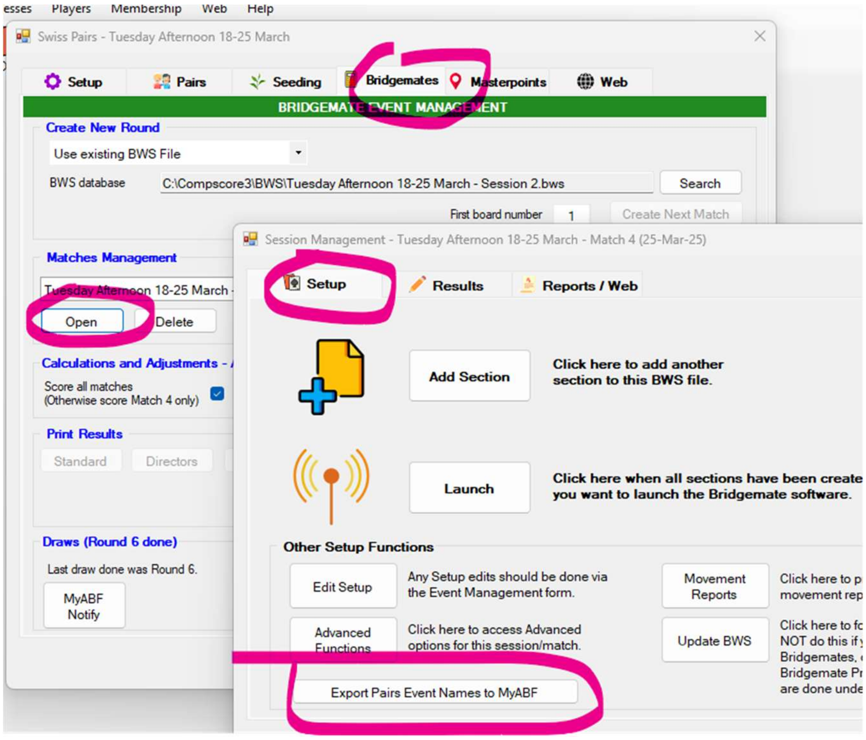


You don't need to open the file, just note the folder where it is stored. In this example: c:\Compscore3\Web\XML Files\

You then have the option of launching My ABF (if you already have My ABF open this will not be necessary).

19.2.2. Swiss Pairs

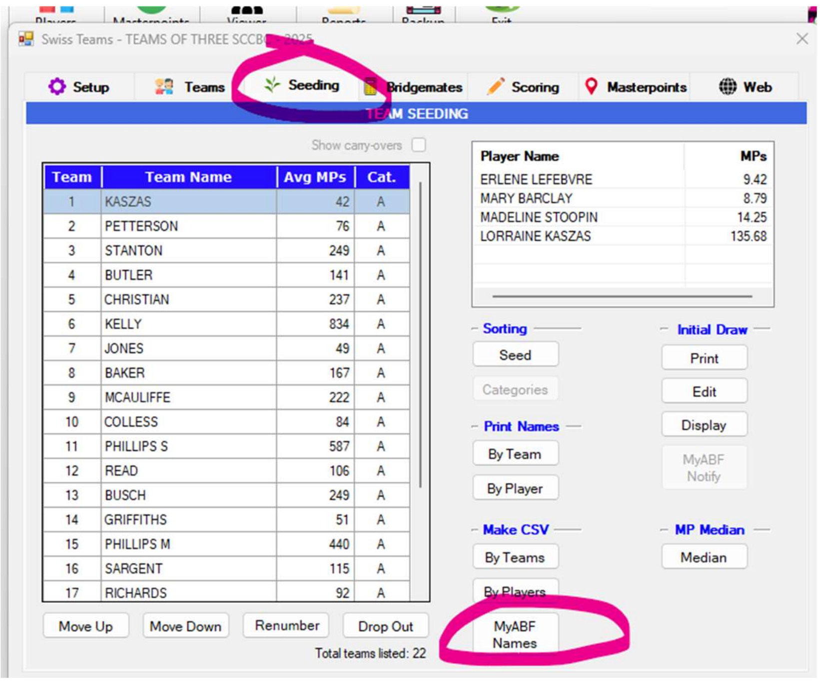
For Swiss Pairs events, the option to export the names to My ABF sits on the Setup tab of the Match form. (Any match in the session will do.)



Save the export file created (which is a csv) and import it to My ABF.

19.2.3. Teams

For Teams events, the option to export the names to My ABF is on the Teams Seeding tab.



Save the export file created (which is a csv) and import it to My ABF.

19.2.4. *Import rules when there is a playing director or sitout*

Note there are some special rules applied by My ABF when importing files with a player marked as a playing director (i.e. one who will not be named in the session results file and hence will not be eligible for any masterpoints) and/or a sitout. The following rules are applied to the import file:

- Any name with an ABF number of 1 is treated as "PLAYING DIRECTOR" and no table money applies.
- Any name with an ABF number of -1 is treated as "SITOUT" and no table money applies.
- The name "PHANTOM" with a blank ABF number is treated as "SITOUT" and no table money applies.
- Any other name (including "SITOUT") with a blank ABF number is treated as a visitor with no ABF number – to which non-member table money is applied.

19.3. Upload from a generic csv file

19.3.1. *Created manually*

If you are not running a regular session in Compscore but you still want to get a list of names into the system to charge them for something using the Club Sessions functionality you can create a generic csv file and upload that.

Note that even if this is just a list of individual people who may not even be attending a session where they are sitting at bridge tables, the format still requires the file to be split into tables and seats because that is inherent to the Club Sessions function.

The format of the csv file needs to be as follows:

Table	Direction	ABF number	Name
1	N	518891	Julian Foster
1	S	65617	David Weston
1	E	etc	etc
1	W		
2	N		
2	S		
2	E		
2	W		

There needs to be a header row – but the exact text of the headings doesn't matter.

Column 1 represents table. So it needs to have 4 rows with 1, 4 rows with 2, etc.

Column 2 represents seat/direction. So the 4 rows representing each table should have N, S, E, W successively. Note the N, S, E and W need to be in capital letters (n,s,e,w do not work!)

Column 3 is the ABF number. This is the fundamental field that is imported.

Columns 4 (and any beyond) are optional and are not actually used by the import (the name of the player displayed in My ABF is derived from the ABF number). But it's obviously convenient to have the name of the players in the source file.

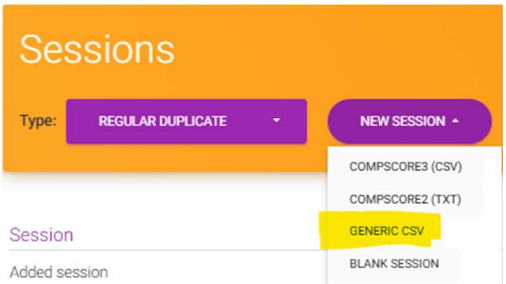
Once prepared, save the file as a csv ready to be uploaded to My ABF.

19.3.2. Generated from a Real Bridge Session

If the club is running an online session within Real Bridge, it is possible to obtain a list of names suitable for import to My ABF from a converter utility written by Matt McManus. This utility now does two primary things:

- Generate a file suitable for import into Compscore (this could be used to generate results in a format that can be published like the club's face to face sessions; or it could also be used to produce and process masterpoints).
- Generate a csv file of player names suitable for import into My ABF Club Sessions in order to process payments.

Note that the file of player names produced by the Utility for import into My ABF is NOT a Compscore file – <u>it should be imported using the Generic csv format</u>:



The utility from Matt McManus can now be downloaded from the My ABF resources pages for Clubs.

https://www.abf.com.au/member-services/my-abf-resources/clubs/

It comes in the form of a zip file which should be extracted. The package includes instructions and 5 variations of the basic converter – which to use depends on form of scoring and exact tournament format.

The My ABF output file will be generated in the same folder that the Compscore file is created. It will be named: "My ABF generic csv – Names – <session date etc>.csv"

Note that Real Bridge does not record the starting table position, therefore the tables and direction applied in this file (necessary for the My ABF format) are arbitrary. For the purposes of creating a list of players to charge table money to, however, that does not matter.

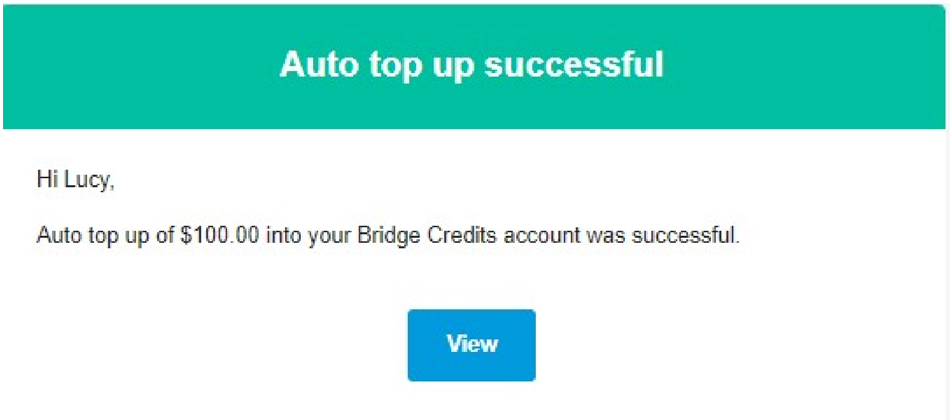
APPENDIX 2 – SAMPLE EMAIL NOTIFICATIONS TO PLAYERS

20. Types of email notifications to players

Players can receive assorted email notifications as a result of paying for club sessions.

20.1. Auto top-up

If a payment triggers a player's automatic top-up (i.e. it takes the player's balance below $20) the player gets an email confirming the Auto top-up has been successful (they also receive an email notification should the attempted auto top-up payment fail – perhaps because the stored card has expired).



Auto top up successful

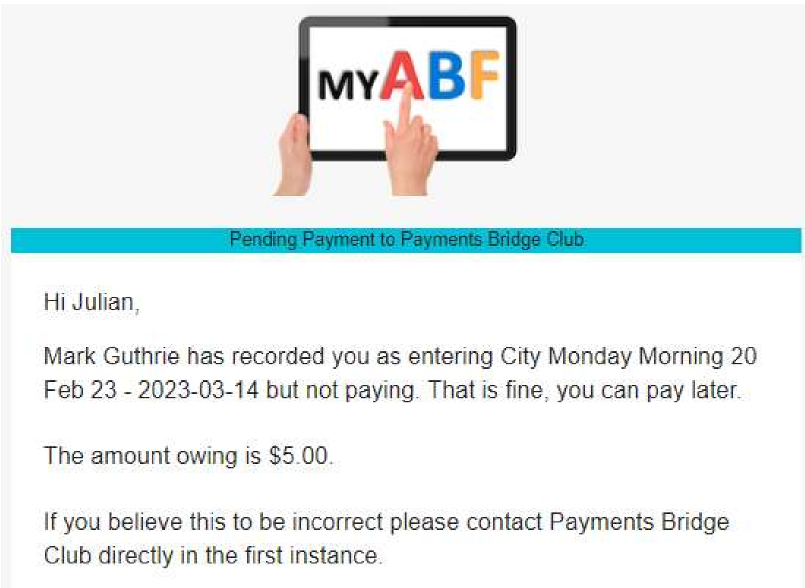
Hi Lucy,

Auto top up of $100.00 into your Bridge Credits account was successful.

View

20.2. IOU

If a player doesn't have sufficient credits to pay for a session, a club has the option of setting up an "IOU" where the player can pay later. This is regarded as a "payment" for that session and leaves a debt to be collected later. The player will see a notification on their Dashboard about the outstanding amount. They also receive an email confirming this has happened:



MYABF

Pending Payment to Payments Bridge Club

Hi Julian,

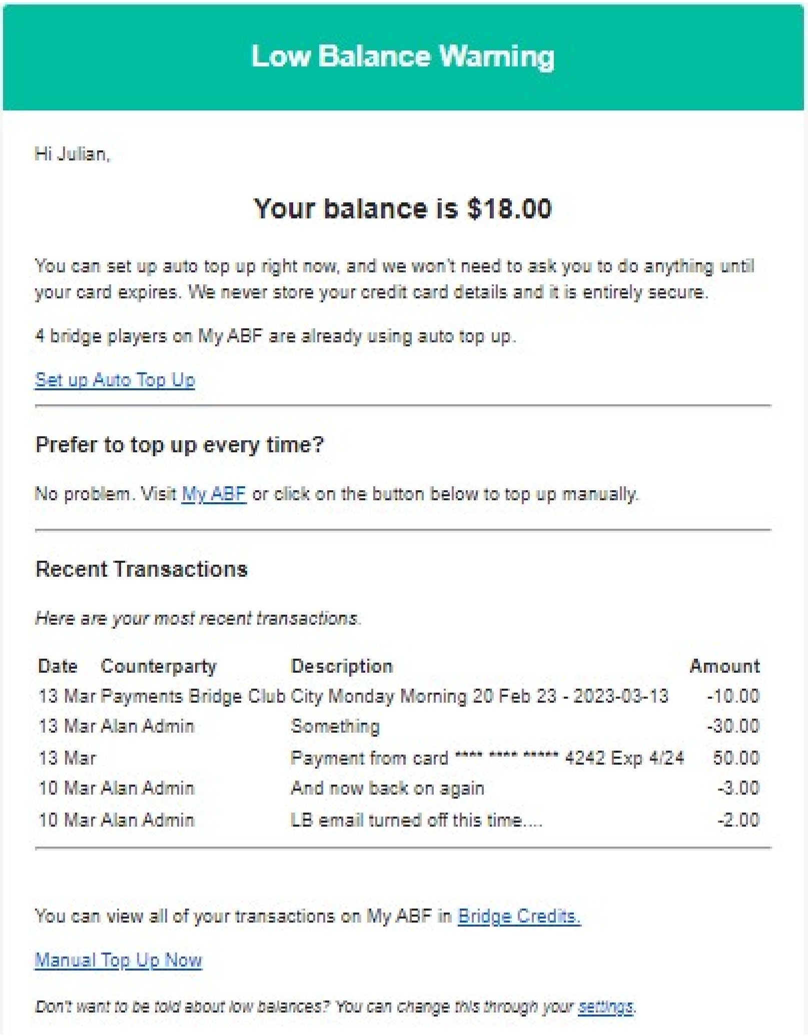
Mark Guthrie has recorded you as entering City Monday Morning 20 Feb 23 - 2023-03-14 but not paying. That is fine, you can pay later.

The amount owing is $5.00.

If you believe this to be incorrect please contact Payments Bridge Club directly in the first instance.

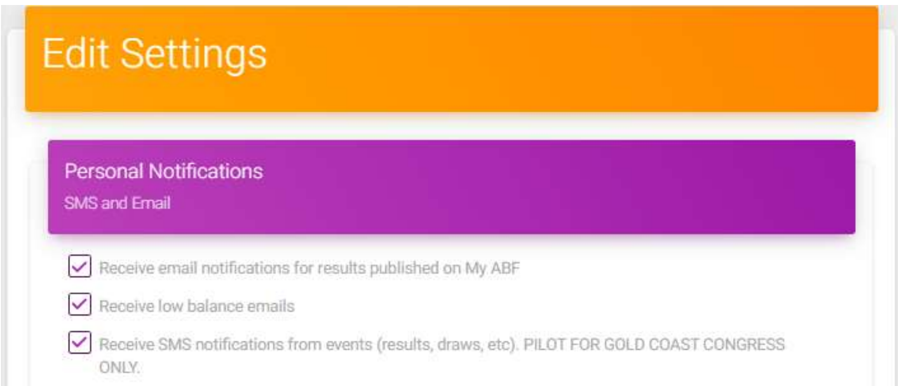
20.3. Low balance warning

If a player doesn't have automatic top-up in place and a payment takes the player's balance below $20 they will receive a low balance warning email with options to turn on automatic top-up or make a manual top-up:



A player will continue to receive an email after each transaction where their balance remains under $20 (although they will not receive one if the balance is zero).

It is possible to opt out of receiving Low Balance emails via a player's Settings page where there is a tick box option to disable them:



20.4. Additional charge

If a club makes a sundry charge to a player the player receives an email notification with the details.

Charge from Payments Bridge Club

Hi Julian,

Mark Guthrie (ABF: 620246) has charged $6.00 to your Bridge Credits account for Charge from PBC.

If you have any queries please contact Payments Bridge Club in the first instance.

20.5. Additional receipt

If a club makes a sundry transfer to a player the player receives an email notification with the details.

Transfer from Payments Bridge Club

Hi Julian,

Payments Bridge Club has transferred $8.00 into your Bridge Credits account.

The description was: Trf from PBC statement.

Please contact Payments Bridge Club directly if you have any queries. This transfer was made by Mark Guthrie (ABF: 620246).

View