



CITY OF MELVILLE BRIDGE CLUB

MyABF Registration & Congress Enrolment

How to set up your account

Go to myabf.com.au and click on **SIGN UP** (at the top right of the window). The purple window that is shown alongside appears.

Enter your ABF number in the space indicated, and click on the line headed Email Address. This brings up your name in the space above. Enter your email address and make up a password (at least 8 characters) that you will use when you log in to your account.

Then click the blue **SIGN UP** bar, and your account is established.

My ABF
Sign Up. It's free for members!

ABF Number

First Name Last Name

Email Address

Password

Confirm Password

SIGN UP

Already signed up? Log In.

You will receive an email telling you to click an ACTIVATE button to activate your account. (If you don't get this email check your spam folder). Once you have activated your account the system will automatically log you in and take you to the Dashboard (shown below) so that you can set up the account. You should attend to three matters:

- Edit your profile,
- Set up your Team Mates
- Set up your payment details.

Hi Richard

Search...

Bridge Credits 0

Booked Events 0

Masterpoints 55.50

No History

Events

Regional Master

Your Recent Results

Coming Soon!

Your Upcoming Events

Nothing booked

Announcements

Discussions

ABF NEWSLETTER FEBRUARY 2021

ABF Posted in ABF Announcements

1 month, 7 week ago: Wednesday 3rd Feb 2021 5:19pm

ABF NEWSLETTER FEBRUARY 2021

Click here to read the latest ABF Newsletter (in flip book format)

or

Click here to read in pdf format

Playoffs for 2022 Australian Teams

Peter Reynolds

Posted in Playoff Discussions

4 days, 9 hours ago: Wednesday 10th Mar 2021 9:29am

5 comments

As convenor, check masterpoints of entrants

Peter Hume

Posted in General Discussion

1 week, 2 days ago: Friday 5th Mar 2021 6:11pm

3 comments

Dashboard

Masterpoints

Congresses


Forums

Bridge Credits

Support

ABF Site

How to Edit your Profile

Click on the avatar  at the top right of the Dashboard (circled in red on the picture above) and choose **Profile** from the drop-down box, where you can provide more information about yourself if you want to (it's optional). If you're using a tablet you might see three short lines instead of the avatar – just click on these instead.


How to set up your Team Mates

Go to the **Team Mates** section and register your regular partners. This makes it easy to select them as a partner when you enter an event – you just click on their name. If you don't register your Team Mates you will have to go through a search process for your partner every time you enter an event.

You can't register a person as a Team Mate unless they are already registered with MyABF. So encourage your partners to register.



How to set up your Payments

Click on the  symbol at the top of the Dashboard to open your Bridge Credits page. You will see that you have a zero balance. You can either

- add money to your Bridge Credits, which takes it from your credit/debit card and leaves it in your account until you have to pay for an event.

Or

- not add money to your Bridge Credits, and pay when you enter an event by providing your credit/debit card details or following some other option that might be offered by the convenor.

In the long run it's usually more convenient to add money to your Bridge Credits.

To add money: Click the green button **Top up Balance** and indicate how much you want to add (the minimum is \$50). Then enter your card details and the top up happens.

We recommend that you **establish an automatic top up**. This will top up your Bridge Credits automatically when they get low (below \$20). Click the **Auto Top Up** button at the bottom of the purple section of the Bridge Credits window and fill in the details. You'll never have to do anything in future to stay in credit (unless your credit/debit card bounces!).

You can change your preferred method at any time.

The Dashboard also gives you access to

- **Masterpoints** where you can see your own Masterpoints and look up other peoples' Masterpoints,
- **Announcements** and **Forums** (browse to see the topics)
- **Support** where frequently asked questions are answered. Browse through this section to learn more about MyABF and how to use it.

How to Register for a Congress or other major event

Log in to your account and click on the **Congresses** tab on the left side of the Dashboard and you will see a list of all scheduled congresses. Click on the appropriate one and scroll down through the information about the congress. Eventually you will reach the **Program** section where you can select the particular event and enter it. If your partner is registered with MyABF you can enter their name immediately, otherwise you must click TBA to reserve their place and provide their details later. You can pay for your partner with your own Bridge Credits if you wish, or indicate that they will have to pay for themselves later.

If you want to pay for everyone:

- Click on the Payment Methods box alongside each person's name to select the payment method – in this case “My Bridge Credits”.
- Then click on “Checkout Now” and you will be taken to the Checkout screen.
- Click on “Confirm Entry” to lodge it.
- If you don't have enough Bridge Credits to pay, you will be taken to the Stripe payment screen to input your card details.

You will receive an email notification of the entry once it has been lodged. It will also appear in your Dashboard under “Booked Events” and “Your Upcoming Events”.

If you don't want to pay for everyone:

In a pairs event you might want to pay only for yourself, and in a teams event you might want to pay only for one or two others.

- Click on the Payment Methods box alongside each person who you don't want to pay for and select “Ask them to pay”. The amount due for payment by these people will appear in the “Pending” column alongside their names. The amount you have to pay for yourself and anyone else you are paying for appears in the “Pay Now” column.
- Then click on “Checkout Now” and you will be taken to the Checkout screen.
- Click on “Confirm Entry” to lodge it.
- If you don't have enough Bridge Credits to pay, you will be taken to the Stripe payment screen to input your card details.

You will receive an email notification of the entry once it has been lodged. It will also appear in your Dashboard under “Booked Events” and “Your Upcoming Events”. Your unpaid partners will have to log in to their account and make their own payment. Your entry is not complete until they have done this.

Further details on Congress registration and payments are provided in the Support section that is hot-linked on the left side of the Dashboard. You will find the answer to most questions about registration and payments there, but here are a few matters you might be wondering about:

- If you have entered an event you can make changes yourself up until the closing date without needing to contact the convenor – you can add names, delete them, change names, amend payments, etc.
- If you withdraw from an event you will automatically get a refund of payments that you have made.
- You will automatically get an email message informing you of any changes that are made to your entry (e.g. if a member of your team is changed).

Other Resources:

PDF Documents:

[My ABF - How to enter and pay for a congress](#)

[My ABF - How to enter a congress but not pay for everyone](#)

Video:

[Registering for a Congress and paying with MyABF Bridge Credits](#)