

ABF CLUB KNOCK-OUT COMPETITION ENTRANT GUIDE

Event structure & pricing

There will be an entry fee for each round.

Youth discounts

Entries represent clubs so there are no youth discounts.

Find the event you wish to enter in the Program:

Program					
Event	Entry Fee	Day	Time	Entries	Action
Teams - Open division	40 credits	Wednesday	01-06-2022 - 10am	0	ENTER VIEW ENTRIES

Click on Enter to bring up the entry screen.

Enter Event

Teams - Open division in National Club Knock Out

Wednesday 1st Jun 2022 10am

1	Player	2	Payment Method	Pay Now	Pending
	Mark Guthrie	My Bridge Credits	10 credits		
	Julian Foster	My Bridge Credits	10 credits		
	Alan Admin	My Bridge Credits	10 credits		
	Debbie Dyson	My Bridge Credits	10 credits		
	+				
			Total	40 credits	

3 Team Name

Comments

4 [CONFIRM AND PAY NOW](#) [SAVE AND PAY LATER](#)

1 Player Column

The screen will START with your own name in the first player position. If you are putting in an entry that does not include yourself, you can click on the name and change it.

Add the other players.

2 Payment Method column

Option 1: If YOU are personally paying for the entry (and will be reimbursed by your club)

Make sure the setting says "My Bridge Credits" for ALL of the first 4 players listed. This is the default setting so it is unlikely you will need to change anything (but very occasionally you might find

someone saying “Their bridge credits” – in that case click on the selection and change it to “My Bridge Credits”). Make sure the Total at the bottom of the Pay Now column is \$40 and there is nothing in the Pending column – as above.

Option 2: If the club is going to pay the ABF by bank transfer

For EACH of the first 4 players in the entry, change the Payment Method column to select “Bank Transfer”. Make sure there is nothing in the Pay Now column and the total at the bottom of the Pending column is \$40 – as below.

The screenshot shows a purple header with the text "Enter Event" and a pencil icon. Below the header, the event title "Teams - Open division in National Club Knock Out" and the date "Wednesday 1st Jun 2022 10am" are displayed. The main content is a table with four columns: "Player", "Payment Method", "Pay Now", and "Pending". The table lists four players: Mark Guthrie, Julian Foster, Alan Admin, and Debbie Dyson. Each player has a dropdown menu for "Payment Method" set to "Bank Transfer" and a "Pending" value of "10 credits". The "Pay Now" column is empty for all players. Below the table, there is a "Team Name" field, a "Comments" field, and two green buttons: "CONFIRM AND PAY NOW" and "SAVE AND PAY LATER".

Player	Payment Method	Pay Now	Pending
Mark Guthrie	Bank Transfer		10 credits
Julian Foster	Bank Transfer		10 credits
Alan Admin	Bank Transfer		10 credits
Debbie Dyson	Bank Transfer		10 credits
Total			40 credits

Team Name _____

Comments _____

CONFIRM AND PAY NOW **SAVE AND PAY LATER**

3 Team Name field

The team’s name field will have defaulted to your surname when the entry was started. Edit this field to change it to your club’s name. Remember only one club entry per division.

4 Press Confirm and Pay Now (the left hand of the two green buttons).

This will place the entry.

If you are paying yourself (i.e. you chose option 1) it will take money from your own Bridge Credits account if you have money in it, otherwise it will take you to a card payment screen. Complete payment and seek reimbursement from your club. The entry will be listed as Complete.

If your club is paying (i.e. you chose option 2) then no money will be taken now. The entry will be listed as Pending. The organiser will update that when the ABF has received payment from the club.