IAC Team Series

[1] Registering a Team

- Only people who have registered on the website can create a Team and only people who have registered on the site can be ***included*** in a Team, so the first step is to get all of your Team Members to register on the website.
- To Create a Team visit the **Teams Series** page. Below the introductory paragraphs you'll see a number of buttons. The two left-hand ones are for viewing/editing existing Teams and for adding a Team. Click on Add, and a form is displayed:

Team Record

Team Details	
Team Name	
Captain	OliverC ▾
Email	OliverC: oliver@pigpen.org.uk ▾
Comments	

Administration	
Preferred Section Playing Level Division	Select Preferred Section ▾

Save New Record   Reset   Cancel

- Enter the name for your Team. You will have been shown as the Captain and your email address entered in that field so generally just leave those bits alone.
- Select which ***Section*** of the Teams Series you would like to play in (ie: whether you'd rather play your matches on Saturday Evenings EST or on Sunday Mornings EST. We need this information to know which Division to place your team in.
- The form should now look something like this:

Team Record

Team Details	
Team Name	The Testing Team
Captain	OliverC ▾
Email	OliverC: oliver@pigpen.org.uk ▾
Comments	Put whatever you like here

Administration	
Preferred Section Playing Level Division	Saturday Evening (November 2008) ▾

Save New Record   Reset   Cancel

- Click on "Save New Record", and the record is saved and then displayed again with a section below it in which you can show the players in the Team, so the page now looks something like what is shown on the next page:

Team Record for The Testing Team

- To add players to your Team click on "Select Player" in the line that is highlighted in yellow and a list is displayed of all the people registered on the website who are not currently in a Team. Select your Team Member from the list and then click on "Add Player".

- That person gets added to your team list and a new line highlighted in yellow appears at the bottom so you can add the next person.

- You can carry on doing this until you have added the whole of your Team. At the moment the site will now allow you to have more than 8 people in a Team.
- The Captain of the Team is always shown at the top of the list. To make someone *else* Captain simply click on the "Captain" button to the right of their name, but bear in mind that only the Captain can edit the team and perform actions on the site in relation to the team.

Match Schedules

Once all the teams have been registered for the upcoming Series the IAC Administrators will allocated your Team to a Division and the schedule for the upcoming series will be created. You can see the schedule for the coming Series by clicking on the "View" button under the Schedule heading. A number of drop-down lists are now displayed.

This simply gives you options for which Series to view the schedule for. The simplest way is simply to select which Series to view, which is the top left-hand list. Select the Series and the schedule is displayed for the whole of that Series, including Rounds that have already been played and the results of those matches.

The times and dates for the matches should be shown in **your local time**, assuming that you entered your Time Zone and Daylight Savings settings accurately in your Registration record.

Where a Series has finished you may see some blanks in this display where Teams have subsequently been dissolved or where they've moved to a different Division or Section. Once a Series is finished, the best way to view the results is to look at the Results rather than the Schedule.

Setting a Match on BBO

If you are not sure how to set a Teams Match on BBO, then click on the "Match Settings" Option in the left-hand Menu or on the "Settings" Button under Matches on the Teams page. A very detailed help page is displayed giving you step-by-step instructions on how to set a match in line with the rules for the Teams Series.

It is the Team Captain's responsibility to ensure that their Team turns up on time for the match. Nobody else will chase your players for you. If one or more of your team doesn't appear on time, please contact BBO_IAC who will **try** to find a substitute for you but this cannot be guaranteed and you will have to take pot luck as to who that substitute is. If you cannot find a substitute within a reasonable length of time, your opponents will be entitled to claim the match and will be awarded an 18-12 VP's default win. Every effort will be made to help you to get your match played, but it is **your** responsibility to field a Team of 4 and to ensure that your players know what time to turn up at.

Posting Results of Matches

Once a match has been played, both Captains should visit the Teams page and edit the Match record to show which of their Team actually played in the Match.

- Click on the "Edit" button underneath the Matches Heading.
- The Matches that your Team will be or have been involved in are displayed.

Teams	Schedule	Matches	Results
View	View	Edit	View
Add		Settings	

- If the matches have already been played and the results processed the "Edit" button alongside each will be greyed out and unavailable to edit further, but if a record is still available to be edited you can click on "Edit" and a form similar to this is displayed:

- Select your players from the drop-down lists. If you've had a substitute playing for you, those can be selected in the bottom two Player fields only. ***Masterpoints can only be awarded if you have shown your Team's players.***
- The ***Winning*** Captain should enter the result of the match. This is done simply by entering the actual IMP scores in the IMPs field. The VP's fields are calculated automatically and cannot be edited. Please note that you should enter the ***actual*** totals for each team rather than the ***net*** IMP difference.
- You can check the accuracy of the Victory Point score by checking the WBF Victory Point scale which is shown in yellow on the left hand side of the page.
- Click on "Save Match".
- Once all of the results for a given Round have been entered the Matches are processed, results records created and Masterpoints awarded. Once that has been done you will be unable to edit the Match records any further.

Viewing results

To view the current League Tables, simply click on the "View" button under Results and select the Series you want to view from the drop-down list. The League Tables for that Series are then displayed:

November 2008 ▼

November 2008 Saturday Evening Sat Division 1	Crazy 8s Eve	Hot Peppers	Din Widdle	Rescue Squad	Total IMPs	Total VPs	Position
Crazy 8s Evening		16	21	21	54	58	1
HotPeppers	14		6	7	-70	27	4
Team Dinwiddie	9	24		13	1	46	3
Rescue Squad	9	23	17		15	49	2

November 2008 Saturday Evening Sat Division 2	Us and Them Eve	Pork Chops	Cherry Lane	Reckless Players	Total IMPs	Total VPs	Position
Us and Them Evening		5	17	16	-27	38	4
Pork Chops	25		14	9	12	48	1
CherryLane	13	16		19	9	48	2
Reckless Players	14	21	11		6	46	3

November 2008 Sunday Morning Sun Division 1	Prec BILlies	Crazy 8s Morn	Worldly Ones	Ninjas	Total IMPs	Total VPs	Position
Precision BILlies		9	14	15	-26	38	2
Crazy 8s Morning	21		24	25	128	70	1
Worldly Ones	16	6		12	-46	34	3
Ninjas	15	0	18		-56	33	4

November 2008 Sunday Morning Sun Division 2	Us and Them Morn	Mad Dogs	All Aces	Cracker Jacks	Total IMPs	Total VPs	Position
Us and Them Morning		9	17	12	-25	38	4
Mad Dogs	21		11	10	-8	42	2
All Aces	13	19		9	-19	41	3
Crackerjacks	18	20	21		52	59	1

You can also view these results tables in your "My IAC" page. In the period between the end of one Series and the start of another, the results from the previous Series are also displayed on the front page of the site.