

# SWISS TEAM BRIEF SET UP INSTRUCTIONS

1. Make sure your computer and your BP are all on the proper channel.
2. Sell with first round assignments indicated on entry. At this point in time do not use the random pairing option for first round.
3. There is no reason to start the game early, carefully select all section letters and game options available. **STRONGLY** suggest you send boards to BP and assign BP to team.
4. Once your sale is closed ensure that you have no gaps in the team numbers. You are now ready to start your game.
5. Once the matrix is open announce to players to initialize their BP. Remind players to carefully enter their team number. Remind all teams that their BP stays with their N/S pair for the entire event.
6. Stationary teams: At the Game Option screen select "Assign Fixed Table # for Team". Select both the table and section number for it; make sure it corresponds to their current table assignment. There can be several stationary teams at a given section, but they cannot play against each other unless one of them is removed from this list and pairing is modified to achieve this pairing for the next round. Do this during the block period between rounds.
7. At no time may you assign a team as stationary if that team is part of a RR. Once that team leaves the RR use protocol above to assign it as stationary during the block time. Worst-case scenario: move the tablemat to the stationary team.
8. Team initializes with wrong team number (common). Reset individual unit from File menu option at upper left of matrix.
9. Unit failure during a round (rare). Do not reinitialize unit; use Replace Failed Unit protocol: close/reboot unit (XX and PWR), Back key, Q of D, K of H, Next, select option 4.
10. Unit failure between rounds (rare). Reset individual unit from the File menu option at the upper left of your matrix. Once an individual unit has been reset you may reboot the unit and reinitialize.
11. Score correction (common). During the round the players may simply reenter the board number to rescore. At the summary screen, when an error is discovered, use the ERROR key to correct the board result.
12. Score correction after round is closed (rare). Get a confirmed match result from both teams. Edit round VPs for both teams in the matrix.
13. Communication failure during a round (very rare). Close the software; re-start by loading existing event; browse to event; once the matrix is open use File menu option to Score, then Load Old Game File.
14. Not enough BPs to service all teams (very rare). Include all teams in your matrix; take manual match reports from teams without BP; enter VP scores in matrix manually; report new pairings to teams without BP.
15. Once all matches are reported your option for NEXT ROUND will turn red. At this time you may add / delete teams; change pairings; change scoring method if you have erred in your setup. Click on NEXT ROUND to start the next round. Announce to all teams that pairings are ready.
16. Fast Pairing option: If using option Boards not send to units, use NEXT ROUND approach to close slow matches. If a wrong board number was used at any match, double check actual results for those matches and edit their VPs on the matrix. In general, tend to use NEXT ROUND approach to achieve fast pairing.