



Detailed instructions for clubs entering Sim Pairs Events run by the EBU

Introduction

The EBU runs a series of Sims Pairs events. These are (please check the calendar of events on the EBU website for precise dates):

Winter British Simultaneous Pairs (approx) second week in JANUARY

Bridge England Simultaneous Pairs (approx) first week in FEBRUARY

Club Stratified Simultaneous Pairs (approx) second week in MARCH

Spring British Simultaneous Pairs (approx) first week in APRIL

EBED Spring Simultaneous Pairs (approx) second week in MAY

Summer British Simultaneous Pairs (approx) last week in JULY

EBED Autumn Simultaneous Pairs (approx) first week in SEPTEMBER

Autumn British Simultaneous Pairs (approx) first week in OCTOBER

Various other events including (but not limited to) the 'Children in Need' Sim Pairs, the European Bridge League Sim Pairs, and the World Bridge Federation Sim Pairs are run by Ecats, and the Scottish, Welsh and Northern Irish unions also hold simultaneous events.

In order to reduce costs, and to make the process more efficient, we do as much as we can electronically.

Club should register online, via the [My EBU](#). When the club is registered, your club representative will be able to download all necessary files directly from their own personal version of [My EBU](#), without any need to contact the EBU.

Clubs will of course submit their results electronically, but this will be done as part of your normal Universal Membership submission process – there is no need to submit a Sim Pairs file independently. A prompt submission of the file will ensure that your club members will get to see their national results as quickly as possible!

You will be charged automatically, and the amount will be added to your monthly or bi-monthly Universal Membership invoice. If the club pays this by direct debit, there's no need to lift a finger!

As well as deal files, travellers and curtain cards, commentaries on the hands will be available to be downloaded by the club representative via My EBU. They will also be available online to be viewed or downloaded by the players after the event. We hope that clubs will take this opportunity to avoid unnecessary printing and postage. We recognise, however, that this is one area where this could involve significantly more inconvenience to the clubs, and so we will continue to offer the service of sending out commentary booklets at an additional cost.

The entry fee of £2.80 per player (£2.30 for the Club Stratified Simultaneous Pairs) in 2018 is based on clubs downloading all that they need via the Members Area. If they wish to receive printed Commentary Booklets by post, these will cost £4 for a pack of 10 booklets. There is a surcharge of 50p per player for any unaffiliated clubs participating in the British, Bridge England, or Club Stratified Sims. There is no surcharge for entries in the EBED Sims events. EBU affiliated clubs will also pay a Universal Membership fee for all club sessions which form part of the Sims events.

The following instructions may appear extensive, but this is because they are intended to be comprehensive, covering details which may be already familiar to most organisers, but catering for those that aren't. It shouldn't be as complicated as it might appear!

If you have any enquiries not covered in these instructions, please contact us via BritishSims@ebu.co.uk

1. Registration

Registration for EBU clubs must be made **online**. Please do NOT try to register by e-mailing or phoning the EBU.

a. Visit My EBU <https://www.ebu.co.uk/members/v2> and log-in as the club.

Once you have logged in, click on the utilities tab at the top of the page, and choose 'Sim Pairs' from the menu which will appear. If this option is not available please log-out and ensure you are logged in as the club, and not logged in to your own account.

b. Click on the notepad icon next to the event for which you want to register, or to change an existing registration

i) You can order the number of packets of booklets that you will require. These will be dispatched nearer the time to the contact person nominated in step 2 (at their postal address as recorded on the EBU database – so please ensure that this is up to date!) The cost for these will be added to your monthly (or bi-monthly) P2P invoice.

You also have the opportunity to order a set of printed travellers (pre-numbered) to be included with your booklets. If you don't tick the box, then you won't get the travellers!

ii) You are now required to give the EBU number of a club member who will be responsible for downloading files for the event, as per section 2 below. This might be you yourself, but if you personally will be playing in the event, you should nominate another member who will pre-duplicate the boards, etc.

Although we say 'club member', in fact there is no requirement that the player is a member of your club – some clubs make use of a third party (e.g. at a neighbouring club) to deal their boards. The only requirement is that the player is an EBU member (since you need to supply an EBU number!)

d. Click on 'Register'.

Once you have confirmed, the list of forthcoming Sims events will show that you have registered, and also show the name of the nominated representative. You can register in advance for as many events, and as far in advance, as you wish (subject to the events being on the list). Please note that although you can register a long time in advance, the files for each event will only become available for downloading from about a month before the event.

You can return to this page at any time, and you will be able to see the events for which you have been registered.

If you need to change any of the details registered, you can do so (provided it's not too late) by clicking on the 'Amend' button that has replaced the 'Register' button next to the event name. If, having registered, the club needs to withdraw, please contact the EBU.

You could also use this 'Amend' facility should you need to nominate different members (a) to receive the booklets by post & (b) to download the files; but you will need to get the timing right!

e. Late Registration.

It is possible to register for an event even as late as the day itself. This is fine, as long as you don't require commentary booklets to be mailed to you! The facility to order booklets will be disabled about a week before each event (and you will get a warning if you try to do so after this). If you get this message, it might not be too late, but you should e-mail leszek@ebu.co.uk, or phone 01296 317204 to see if any special arrangements can be made.

Please also contact Leszek if you have any other special requirements with regard to the delivery of booklets or travellers.

2. Preparation

The nominated club representative will be able to download all the necessary files from their own personal page of My EBU: Deal files in various formats; travellers, curtain cards, and commentaries in 'pdf' format.

Please note: Although you can register for events a long time in advance (i.e. for any events that appear in the list), files for each event will not be available until about a month before the event.

When the time comes, the person nominated above needs to do the following:

a. **Visit your personal page of My EBU** <https://www.ebu.co.uk/members/v2>, i.e. using your own EBU number & password, not the club's.

Once you have logged in visit the Sim Pairs page via the 'utilities' menu at the top of the page.

b. **Click on the 'Sim Pairs' button**

There now appears a list of all the files that are available.

Click on the item(s) that you wish to download.

In the case of the pdf files, or text files, this might open the files directly within whatever application you would normally use for this type of file. If you wish to save the files to disk, you might then need to choose 'save as' from the file menu.

In the case of dealing files, you should be prompted immediately with the 'save as' option to save to your choice of location.

Alternatively, click on the 'All files (zip)', which will download a compressed folder containing these files (you will then need to 'unzip' them).

3. Running the event

Heats must be of at least three full tables (six pairs), and all players must play at least 18 boards. (This means that if you have a half table, the length of the session must be longer than 18 boards, so that even those that sit out will have played 18).

Apart from this, there are no special requirements for participation. For example there is no restriction on the choice of movement: you can run a Howell or a Mitchell movement, two-winner or one-winner. Please use whatever is most suited to your club.

However, we strongly recommend that you do whatever you can to ensure that the field is balanced in terms of ability. If, for example, in a Mitchell movement your North-South field is significantly stronger than your East-West field, then this will distort the results nationally, even if you apply an arrow-switch. We suggest that players draw randomly for seats at the start, or toss a coin to determine orientation at each table.

Also, please note that from 1st January 2016 Master Points are only awarded for pairs events in which all the competitors are scheduled to play at least 70% of the boards used in the movement. Thus, when the intention is to play 21 boards in a session, for example, no more than 30 boards should be in play. It is acceptable for those 21 boards to include some scheduled to be sat out by a number of pairs. The purpose of the regulation is to try to maximise the number of boards in common to all contestants, not only for reasons of fairness but also because it provides more interest for players when discussing and comparing hands afterwards. A 'movement guide', to help those clubs who encounter situations not conducive to 'standard' movements, is available here - <http://www.ebu.co.uk/documents/miscellaneous/suggested-movements.pdf>.

Hands have been randomly pre-dealt for up to 36 boards, but we would normally expect clubs to play boards within the range 1-32, and we only provide commentaries for up to board 32. If, because of your club's particular preferences, you need to play boards in the range 33-36 (e.g. for 11-12 tables playing 3-board rounds, or 17+ tables playing 2-board rounds), then these will nevertheless count towards the overall results. However, we would happily advise clubs about alternative movements that use only boards in the range 1-32.

Whilst it is hoped that you would welcome visitors to play in your heat, you do not need to do so.

4. Scoring and submitting results

After scoring the event, **you need to submit a P2P file** as you would for any other club session. When you submit the P2P file via My EBU, you will be prompted to confirm that the event is indeed part of the Sim Pairs event. If you do confirm this, then the session will automatically be submitted to our Sim Pairs system.

Thus there is no need to create and send more than one file. The same submission will cover your P2P submission as well as your Sim Pairs submission. Please do NOT try to submit a file to Ecats!

Some clubs often delay uploading their P2P files for a few days following 'normal' club nights. Whereas there is no immediate deadline for uploading Sim Pairs results, we believe that it is in the interests of your club members for you to upload your results as soon as possible. If you subsequently have to re-score the event, the facility will be there to over-write the file that you previously uploaded.

With Sim Pairs events, there is an increased likelihood that you will have visitors from other clubs. When you submit the P2P file, please ensure that you identify EBU numbers for these visitors. Please do not mark them as 'guests' unless you **know** that they are not EBU members.

If you play your heat in the morning or afternoon do not submit your results, or post them on your club website, until the evening, as they may be seen by those playing the same hands later in the day.

4.a Posting your results on Bridgewebs

If you use Bridgewebs then inputting the EBU session number on the Bridgewebs calendar event automatically generates an 'EBU Sims' tab on the result page. This gives a simple link from the club's result page to the national results on EBU website.

<p>? Hands BridgeWebs will automatically find ECATS Hands if you enter the session number. Otherwise, you can attach the Pre-Dealt hand file to the event BEFORE or AFTER the results have been uploaded</p>	EBU Session No.:	<input type="text" value="248"/>
	Ecats Session No.:	<input type="text"/>
	Pre-Dealt Hands:	<input type="text" value="11026_deal_sims9jan.pbn"/>
	Show/Delay Travellers/Hands:	<input type="text" value="When Uploaded"/>

9th January 2018 - British Winter Sim Pairs

- Ranking
- Scorecards
- Matrix
- Travellers
- Hands
- EBU Sims

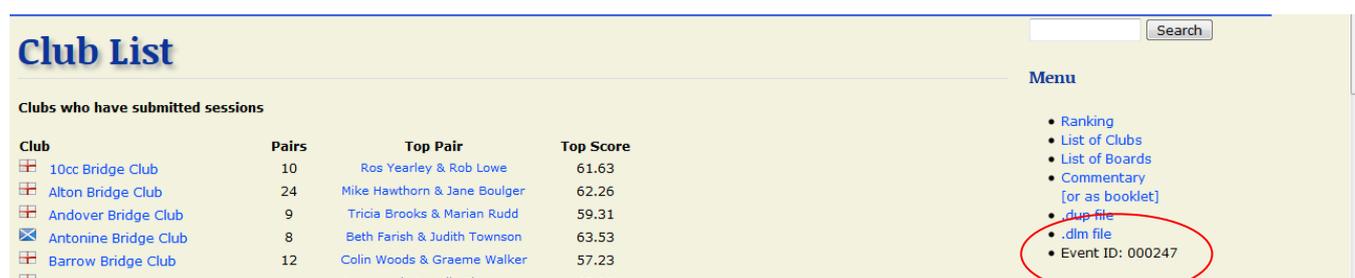
Pos	No	Players	Match Points	Tops	Score %	Master Points
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The EBU Session number can be found at the top of page prior to the event,



The screenshot shows the English Bridge Union website header. At the top left is the EBU logo. To its right is the text 'English Bridge Union' in a large blue font. Below this are navigation links: 'Home', 'My EBU', 'Clubs', 'Learn Bridge', 'Shop', and 'Sims'. The main heading is 'Bridge England Pairs Tuesday' in a large blue font. Below the heading, the text 'Event ID (can be used in BridgeWebs): 000251' is circled in red. At the bottom of the header, it says 'List of clubs that have entered (12)'.

or below the menu on the right of the page for events in progress/completed:

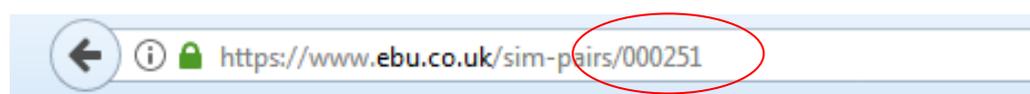


The screenshot shows the 'Club List' page. On the left, there is a table titled 'Clubs who have submitted sessions'. On the right, there is a 'Menu' section with several links. The link 'Event ID: 000247' is circled in red.

Club	Pairs	Top Pair	Top Score
10cc Bridge Club	10	Ros Yearley & Rob Lowe	61.63
Alton Bridge Club	24	Mike Hawthorn & Jane Boulger	62.26
Andover Bridge Club	9	Tricia Brooks & Marian Rudd	59.31
Antonine Bridge Club	8	Beth Farish & Judith Townson	63.53
Barrow Bridge Club	12	Colin Woods & Graeme Walker	57.23

- Ranking
- List of Clubs
- List of Boards
- Commentary [or as booklet]
- .dup file
- .dlm file
- Event ID: 000247

or in the url of the page:



The screenshot shows a browser address bar with the URL 'https://www.ebu.co.uk/sim-pairs/000251'. The URL is circled in red.

5. Payment

For affiliated clubs, an invoice will automatically be raised at the same time as your monthly P2P invoice (i.e. about a week into the following month), which will include the £2.80 per player (£2.30 for the Club Stratified Simultaneous Pairs) and the cost of any booklets ordered for postal delivery. EBU affiliated clubs will also pay a Universal Membership fee for all club sessions which form part of the Sims events.

If your club has a Direct Debit set up with the EBU (for Universal Membership invoices, etc.), then payment for the Sim Pairs **will be taken automatically**. There is no need for you to do anything! Please do **NOT** send a cheque to the EBU.

Of course, if you have not yet signed up for Direct Debit, then you will have to send a cheque or make a bank transfer just as you would for any other payment to the EBU.

For unaffiliated clubs, or clubs from other 'home nations', an invoice will be sent to the club official listed on your account. Please ensure that we have the members' correct details. This invoice will include the £2.80 per player (£2.30 for the Club Stratified Simultaneous Pairs) and the cost of any booklets ordered for postal delivery. There will also be a 50p surcharge per player for unaffiliated English clubs participating in the British, Bridge England, or Club Stratified Sims.

6. Results

Results, including commentaries, will be available after the event via www.ebu.co.uk/sims, which shows a list of all forthcoming and past events. Click on the appropriate event:

a. Ranking Lists

The default page shows the Overall Ranking list (top 100 places). To get to see more of this ranking list, navigate using the 'Next' and 'Previous' buttons at the top or bottom of the page.

You can search for specific players just by typing in their name on the 'search' box at the top of the page.

b. Club Results

The club where each pair played is shown against their name. Clicking on the club name retrieves the results for participants at that club only. Alternatively, click on 'List of Clubs' on the Right Hand Side, and then click on the name of the club that you want to see.

Players are ordered according to the National ranking, but their local position and percentage are also shown.

For EBU prize purposes the club winner is the pair within a club which achieves the best national score in their club in any event.

c. Personal Scorecards

Click on the names of the players, either in the main ranking list or the club-only ranking. This will give you their personal scores, board by board, with opponents and (whenever supplied) contract details.

d. Results on Particular Boards

Click on 'List of Boards' on the right hand side. A matrix of all board numbers appears. Just click on the board number to see all the 'frequencies' for that board.

This means that all scores are listed that have been achieved on that board, together with *the number of times* that they have been achieved, and the number of match points awarded for that score. You can limit this list to just 'common' results by clicking on 'Hide uncommon results'

Use the 'Next' and 'Previous' buttons (or 'First' and 'Last') to look at results on other boards.

After the event has been finalised, about three weeks from the date of the event, a ranking list will be sent to the secretary of each club, showing just the members of that club, as in 'b' above. Their Master Point awards (based on National Rankings) will also be shown.

6b. Master Point Awards

All Master Point awards will be directly credited to players' MP accounts. It is essential for this purpose that Union numbers are included in the submission. Please do your utmost to identify any visitors before submitting your results.

Awards for players at clubs from other Home Unions will be sent to the relevant union for direct registration.

6c. Prizes

The national winners of the EBED Simultaneous Pairs events, and British Simultaneous Pairs events will each receive a £50 cash prize per pair. There is no cash prize for the overall winners of the Bridge England or Club Stratified sims.

The winners of every heat– i.e. the pair within each club which achieves the best national score in their club in any event – hosted by an affiliated club, or by a club from another 'home nation' will be entered into a prize draw. The winners at any participating unaffiliated English clubs will not be included. All events listed on the first page of this document are included. The draw will be made at the EBU AGM in November. The prizes in 2018 are:

1st prize - £1000 per pair
3rd prize - £200 per pair

2nd prize - £500 per pair
plus 7 additional runners-up prizes of £100 per pair

Every club which enters a heat of any EBU organised event will be included in this prize draw, excluding any participating unaffiliated English clubs. One 'entry' in the draw is awarded for every ten tables (or part thereof) which take part in any single heat. The draw will be made at the EBU AGM in November. The prizes in 2018 are:

1st prize - £1000
3rd prize - £200

2nd prize - £500
plus 7 additional runners-up prizes of £100

7. Special Instructions for clubs from other Home Unions or unaffiliated English Clubs

Most of the instructions above still apply. However, there are some exceptions, and there are parts of the process that are routine for English clubs that will as yet be unfamiliar to 'foreign' or unaffiliated clubs:

a. Registering the Club

Firstly, we need to have set up the club as a special 'contact club' for the purposes of the Sims. If this has not been done, please e-mail ian@ebu.co.uk. We will provide you with a 'club ID number' and a password.

Please visit the Member Login page <https://www.ebu.co.uk/members/>

Enter your provided 'club ID number' into the box labelled 'User', and your password into the 'password' box, and click on 'Login' (or hit 'Return').

Having logged on, you can change your password, if you like, to something more memorable, by clicking on 'Change Password' on the Right Hand Side.

b. Sim Pairs Registration

Having logged on, click on the 'Sim Pairs' button on the Right Hand Side. Click on the 'Register' button next to any events that you wish to enter. You have the option at this stage to order printed copies of the commentary booklets by post.

Click on 'Confirm'. If you wish to subsequently amend your order, you can click on the 'Amend' button that has replaced the 'Register' button next to the event.

N.B. Unlike EBU clubs, you will not be required to nominate a club representative to download the necessary files. The files will be available from the club's page:

As soon as you have registered for an event, a new button "Sims Files" will appear on the right hand side, below the "Sim Pairs" Button. Click on this button. All available files will be there to download, as described in section 2 above.

c. Submitting Results

You can use any scoring software that is capable of creating an EBU 'P2P file'. ScoreBridge and PairsScorer are common programs that are capable of doing this, provided that they are fairly recent versions.

Specific instructions on creating a P2P file are given below for these two programs. If you use another program, it is nevertheless likely that it can create the necessary file, but you might need to refer to its own instructions, or contact the author.

i. Create a P2P file, and note where the file is saved on your computer

- ii. Log in to your club's page of the Members Area, as above.
- iii. On the 'info' page (the first page that you see after logging on) there is a box for uploading P2P files. Click on the 'browse' button next to it, and navigate to where the P2P file was saved. The file you are looking for has an '.xml' extension, and is likely to contain the date as part of the file name.
- iv. Select this file, and then click on the 'Send' button. You may need to wait a few seconds while the system validates the file. When all is validated, click on 'Submit'.

d. Creating an EBU P2P file

For Welsh clubs, this is the same as the WBU P2P file that you create for submitting electronic Master Points. However, you do need to change your club number, from your WBU affiliation number to the EBU number provided, before you create the file (or, if you are clever enough, you can amend the file once it is created). N.B. all Master Points will be registered electronically. To do this, we need to have Union Numbers for all your players. Please make sure that your player database (within your scoring program) is populated with Union Numbers (for your own union), before you create the P2P file.

i. Using ScoreBridge

(a) In the most recent versions of ScoreBridge, the P2P facilities should be available to Scottish and Welsh clubs. If you have a slightly older version, it would be helpful to upgrade to the latest version. But if you can't do this, you might need to tell ScoreBridge (temporarily) that you are actually an English club: select 'Country Settings' from the Club Preferences drop-down menu, and select England from the list of countries. You can change back after creating the file!

(b) You need to ensure that your club number within the scoring program is set to the 'Club ID' that we provided: From the main screen, select 'Club Details' from the Club Preferences drop-down menu. Just type in the 6-figure number provided and click on 'OK'. (If you see a 'Reset Club Number' button, do *not* press this!)

(c) When you have finished scoring the event, you should be taken to the 'Results and Outputs' screen. From the 'Make File' drop-down menu, select the 'P2P file' option. ScoreBridge creates the file and saves it to a folder on your desktop named '*EBU P2P files*' or '*WBU P2P files*'. ScoreBridge might then give you a prompt to take you to the EBU Members Area log-in page.

ii. Using EBUScore Pairs, or PairsScorer

(a) You need to ensure that your club number is set to the 'Club ID' that we provided: This can be changed, via the 'Event Details' option after you have opened or created the event. In the 'Club Detail' at the top, change the 'Club NBO number' to the 6-figure number provided.

(b) When you have finished scoring the event, go to the 'Reports' page. Click on the 'Internet Functions' tab at the top. Click on 'Create EBU P2P file'.

A text file appears providing details of the P2P file just created, including (at the top) the file name and location where it has been saved.

N.B. two files will have been created with the same name in that folder, one with a .txt and one with an .xml extension. When selecting the file for uploading, take care to select the 'xml' one.

iii. Using other scoring programs

If the program is used by any EBU affiliated clubs, it is likely that it is capable of producing the necessary file. Please refer to the documentation for that program to find out how to create the file, or contact the program author