

Universal Membership - Questions and Answers

Q: What membership details does the EBU require from our club?

A: For a Club player member to access EBU services, the EBU needs a computer file containing:

- a) First name
- b) Surname
- c) House No/House Name/Flat No
- d) Post Code
- e) Gender
- f) Date of birth (preferred but only required if under 26)

For those members of your club that wish to remain anonymous please see the questions about anonymity below.

Q: How do we know when to send the EBU our membership details?

A: The EBU will contact your club via the named person on your application form and ask you to send the data.

Q: What happens when we get a visitor to the club?

A: You need to make sure you have their name, address, post code and EBU membership number. A little pro-forma would be a very suitable way of collecting this information.

Q: What happens if the visitor doesn't know his/her EBU membership number?

A: Collect the rest of the personal data and the system will try to identify the person.

Q: What happens if we forget to collect a visitor's personal details or the system can't identify him/her?

A: It's no great disaster. The system simply won't be able to allocate him/her any Master Points won. However if the visitor later contacts the EBU and gives details of the game in question then this can be corrected.

Q: How does the EBU contact our club about Universal Membership issues?

A: We use the e-mail address given on the membership application form. It is essential that if this changes, you let us know, otherwise you may miss important communications.

Q: Do we need an IT expert in the club to handle Universal Membership?

A: No, but you need someone who has access to the internet either at the club or at home. The process of uploading data is very straightforward and involves following a set of simple on-screen instructions via the EBU website.

Q: We do not have a club e-mail and no one in our club is able to offer their e-mail address as a contact for the EBU?

A. Please contact the EBU on 01296 317200 to discuss this issue.

Q: Our club's bank account does not allow for direct debits. How can we access the direct debit rebate?

A: The EBU can suggest a club bank account that will allow direct debits.

Q: What does "holds regular duplicate bridge sessions" mean?

A: We are not setting an absolute minimum number of sessions required to qualify for club membership. However we would not expect any duplicate bridge club to meet less than once a fortnight on average, but if it does [this policy applies](#). If you are unclear on whether your club qualifies, please contact the EBU on 01296 317200.

Q: Are clubs able to register some of their duplicate sessions for Universal Membership and not others?

A: No. Universal Membership means Universal Membership. All club duplicate sessions are liable for Universal Membership subscriptions, otherwise the club cannot be affiliated, but note that the following are exempt from Universal Membership: Rubber, Chicago, properly constituted [Novice Sessions](#), approved charity events and one designated party or celebratory event per annum.

Q: How do we identify a session as one of those allowed to be exempt?

A: By putting a designated code on the results file you send to the EBU

Q: What is a typical sequence of events for uploading results to the EBU?

1. Having scored an event, create a "UMS" file (formerly known as "P2P file"). For how to do this in EBUScore, see <http://www.ebu.co.uk/ebuscore-wiki/ebuupload1>.
2. Log on to the Members Area, or "My EBU", using the club ID & Password.
3. If using "My EBU", click on "Submit", towards the top right of the page.
4. "Browse" to find the UMS file that you created, and "upload" or "Send".
5. There may be some feedback – such as missing / incorrect EBU numbers to resolve.
6. Having resolved any such issues, click on "Submit"

Help on the later stages of this process can be found at:
<http://www.ebu.co.uk/member-wiki/myebu:file-submission>

Q: How do we obtain EBUScore?

A: This is available free to any affiliated club, and can be downloaded from the club's page of "My EBU". Further instructions at:
http://www.ebu.co.uk/ebuscore-wiki/download_ebuscore

Q: We use a scoring program other than EBUScore. Do we need to switch?

A: There is no obligation to switch. You can use any software that is capable of producing UMS files to the specification required by the EBU. However, we may not be able to advise you on how to use other software.

Q: It's not possible/not convenient for us to score our bridge sessions by computer. Does this mean we are excluded from Universal Membership?

A: Result submissions to the EBU need to be in electronic format. For this purpose we provide scoring software, EBUScore, free to affiliated clubs. Please call us on 01296 317200 to discuss how we can help you.

Q: Can we affiliate to any County we wish?

A: In general clubs should affiliate to the county in which their club is situated. However there are situations where for historical or geographical reasons this is not the case. If you feel there are particular reasons why your club should be allowed to change its County of affiliation then please contact the EBU.

Q: What should people do if they don't wish to, or can't join an EBU affiliated club but still want to join the EBU?

A: They should join as Direct Members.

Q: How do you join the EBU as a Direct Member?

A: Details of this are available on the website, but it simply involves completing an [application form](#) and paying an annual subscription.

Q: How will our members find out they have been promoted?

A: Every month we will contact your club through the contact e-mail with details of all the promotions. We will also e-mail you certificates for the members detailing their new rank. We would hope you would print these and present them to the individual members on a suitable club night.

Q: How does the National Grading Scheme (NGS) work?

A: The NGS uses submitted results files to calculate the adjustment necessary to the grade of every person who participated in that playing session, i.e. there is nothing additional for a club to do in order for its players to be involved with this new capability.

An individual can access his/her grading information through the Member's Area using their EBU number and password. Results will usually be processed 9 days after the date of the session and player's NGS grades will then reflect these results. A full explanation of [how the NGS works](#) is available on the EBU website

Q: What's does the Member's Area provide?

A: Every member can access their own personal area on their website where they can:

View and modify their personal details

View their Master Point awards and status

View their NGS standing

View details of any monies held on account by the EBU such as prize money, Universal Membership subscription rebates etc.

Q: How is this member's personal area protected?

A: In the same way as other internet accounts, through a password chosen by the member.

Q: How do people opt for anonymity?

A: Club members need to be advised of this facility (possibly by a notice on the club notice board and/or announcements on club nights). The member will then need to tell the person who is sending the membership details to the EBU that they wish to be anonymous. They will then not pass on any details other than the chosen pseudonym. If any person slips through this process, then they only have to contact the EBU, and their personal details will be removed immediately.

Q: Can I later change my mind about being anonymous?

A: Yes. All your data will be stored against your pseudonym, and it will simply be a matter of replacing that with your name and adding the other personal information.

Q: How do Leagues and Associations get licensed to issue Master Points?

A. By contacting the EBU Licensing department on 01296 317219

Q: How will Master Point information for leagues, associations, county events etc. be sent to the EBU?

A: Most sessions of bridge can be submitted to the EBU via the 'normal' method of a UMS ("P2P") file submitted via the Members Area. Leagues and Knockout events are exceptions, and separate facilities exist for this, "[EBULeague](#)" (formerly known as the League Management System) and "[EBUKnockout](#)" respectively. These are available to affiliated and licensed organisations via "My EBU".