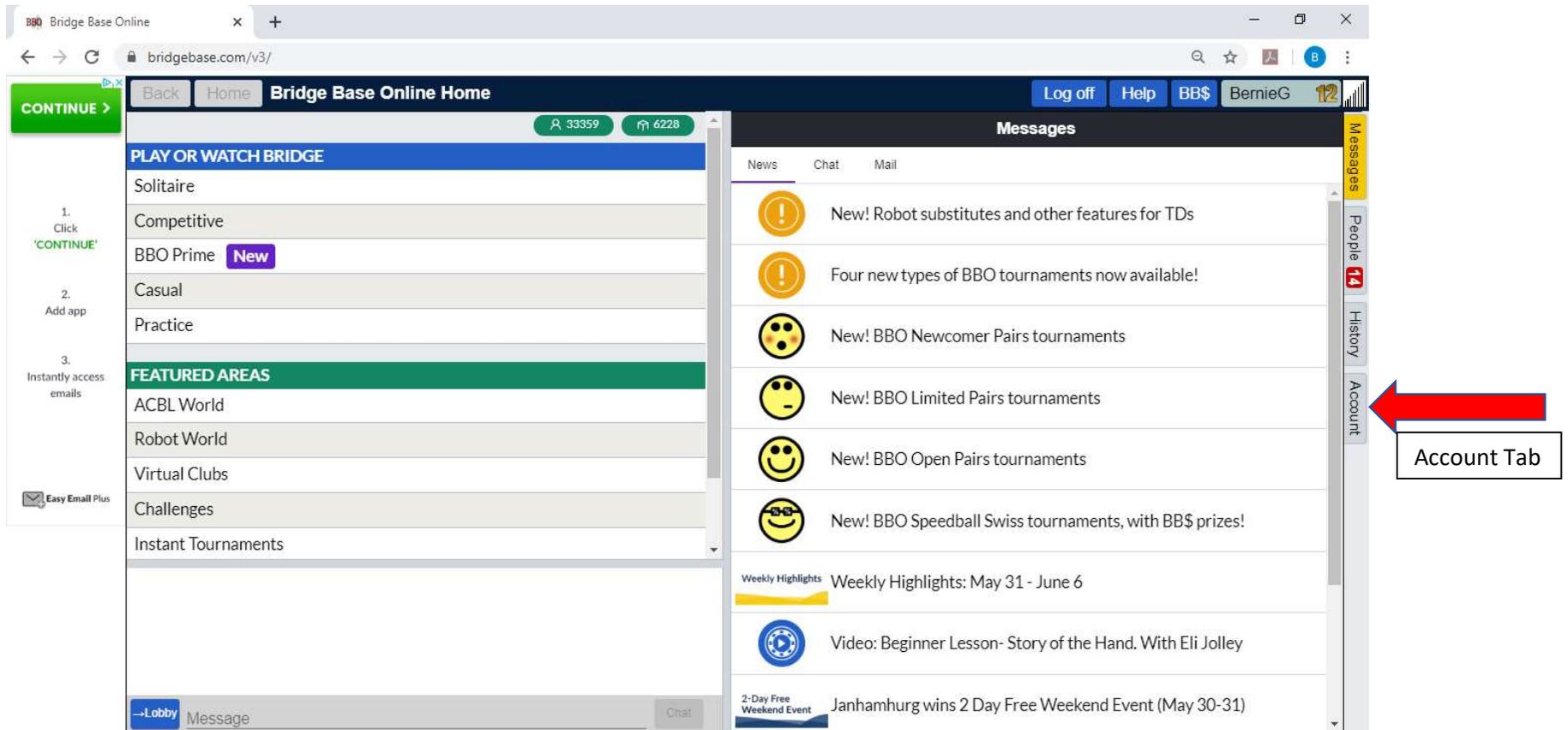# How to create a Convention Card on BBO

1. Log on to BBO on your PC
2. Click on the Account Tab on the right hand side of your Home Page

3. Move your cursor over the Convention cards tab. After the cursor changes to a hand, click on the Convention Cards tab.

Convention Card Tab

4. Click on "New ACBL Convention Card"

5. Enter your partner's BBO name in the box labelled "Partner"
6. Make up a Title for the Convention and enter it into the box labelled "Title" directly to the right of the "Partner" box

Partner Box

Scroll Bar

7. Fill in the convention card by typing in the appropriate areas and clicking on the boxes for the conventions you play. You can access different areas of the card by clicking on the Scroll Bar to the right of the card and dragging it up or down.
8. When you are done, make sure you click on the "Save Changes" Box directly above the "Partner" Box
9. Log off BBO, then Log on again. Click on the Account Tab, then the Convention Card Tab. The card you just created should appear in the list of Personal Cards. Click on it and a dialog box will open. The top three buttons enable you to View, Edit, or Delete the card. Below them is a Text Box that enables you to specify the partner with whom you want to use the card. Type your partner's BBO name into the Text Box.