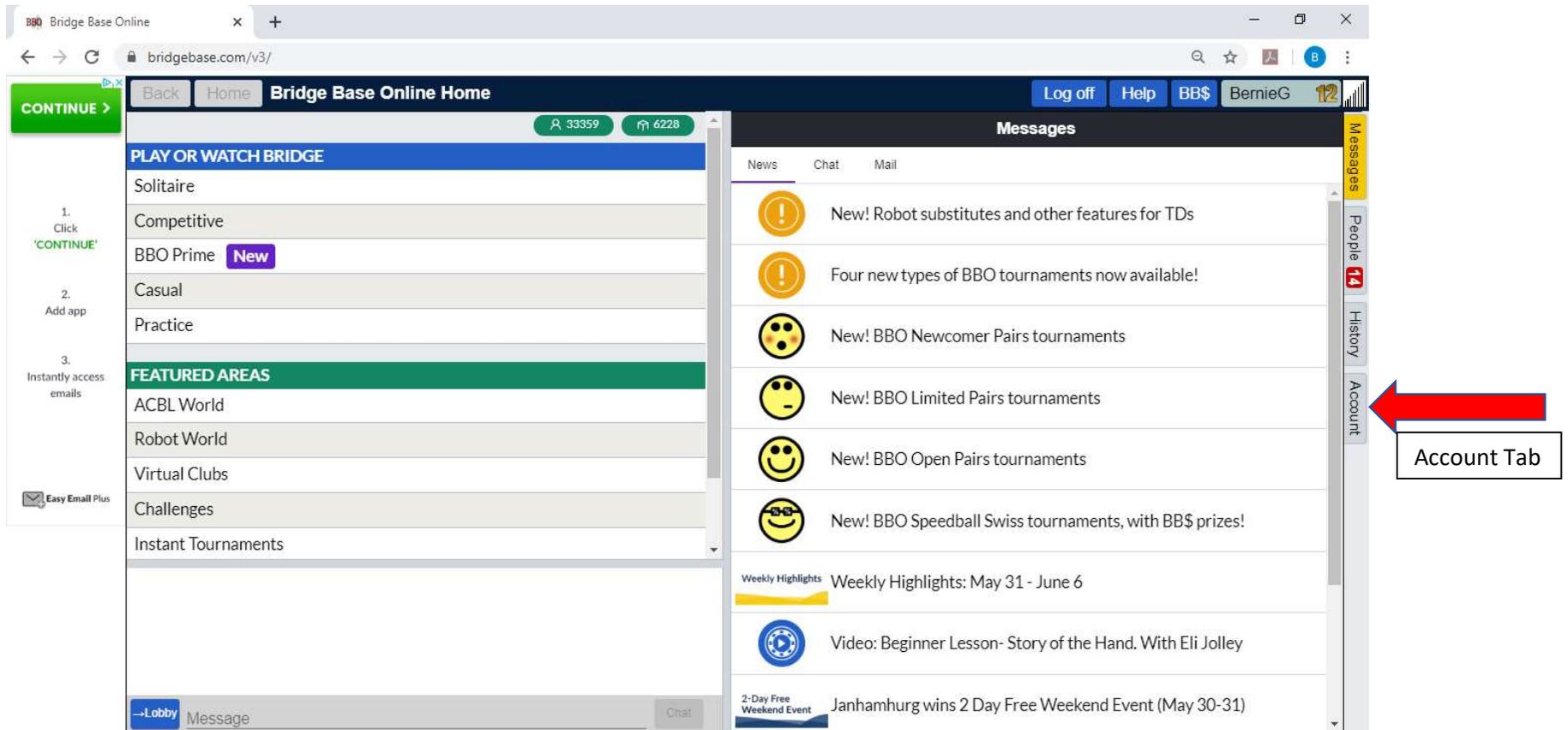


## How to create a Convention Card on BBO

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

The screenshot shows the Bridge Base Online website interface. The browser's address bar displays 'bridgebase.com/v3/'. The main navigation bar includes 'Back', 'Home', and 'Bridge Base Online Home'. The user's account information is visible in the top right corner, including the name 'BernieG' and a profile picture. The account menu is open, showing tabs for 'Profile', 'Settings', 'Convention cards', and 'Deal archive'. The 'Convention cards' tab is highlighted, and a red arrow points to it from the text 'Convention Card Tab' above. The 'Convention cards' page displays various settings, including 'Skill level' (with options: Private, Novice, Beginner, Intermediate, Advanced, Expert, World Class) and 'Country' (with options: Ukraine, United Arab Emirates, Uruguay, USA, Vanuatu, Venezuela, Vietnam). The 'USA' option is selected. A 'Save changes' button is located below the country selection. The left sidebar contains a 'PLAY OR WATCH BRIDGE' section with options for Solitaire, Competitive, BBO Prime (marked 'New'), Casual, and Practice. Below this is a 'FEATURED AREAS' section with links to ACBL World, Robot World, Virtual Clubs, Challenges, Instant Tournaments, Vugraph (live broadcasts) (4), and Masterpoints and Races. At the bottom of the page, there is a chat window with a message history and a 'Chat' button.

4. Click on “New ACBL Convention Card”

The screenshot shows the Bridge Base Online Home page. A red arrow points to the 'New ACBL Convention Card' button in the 'Account' section. The page is divided into several sections:

- PLAY OR WATCH BRIDGE:** Solitaire, Competitive, BBO Prime (New), Casual, Practice.
- FEATURED AREAS:** ACBL World, Robot World, Virtual Clubs, Challenges, Instant Tournaments, Vugraph (live broadcasts) (4), Masterpoints and Races.
- Account:** Profile, Settings, Convention cards, Deal archive. A red arrow points to the 'New ACBL Convention Card' button.
- Stock Cards:** A table listing various card sets.
- Personal Cards:** A table listing personal cards with columns for Title and Partner.

Chat messages in the bottom left:

tbr (Private): hi Bernie, thanks for coming to play  
tbr (Private): You would like several unit 125 members  
tbr (Private): hi Bernie  
tbr (Private): about Saturday's game, other Cleveland Whist Club members include Katrina Paster  
tbr (Private): and Yvonne Paul  
tbr (Private): you would also like the club owners  
tbr (Private): Warren and Tamera Norris

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

Partner Box

The screenshot shows the BBO website interface. On the left is a navigation menu with options like 'PLAY OR WATCH BRIDGE', 'Solitaire', 'Competitive', 'BBO Prime', 'Casual', and 'Practice'. The main content area is titled 'Account' and contains a form for creating a convention card. The form includes sections for 'GENERAL APPROACH', 'NOTRUMP OPENING BIDS', 'MAJOR OPENING', 'MINOR OPENING', 'RESPONSES', 'DESCRIBE', 'RESPONSES/REBIDS', 'SPECIAL DOUBLES', 'NOTRUMP OVERCALLS', and 'SIMPLE OVERCALL'. A red arrow labeled 'Partner Box' points to the 'Partner' input field at the top of the form. Another red arrow points to the 'Title' input field next to it. A third red arrow points to the vertical scroll bar on the right side of the page, which is labeled 'Scroll Bar'.

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.