



HOW TO ENTER A CONGRESS BUT NOT PAY FOR EVERYONE

NOTE: YOU MUST BE LOGGED IN TO ENTER OR PAY FOR A CONGRESS

These notes cover the following situations:

1. You want to make an entry to a pairs event but you and your partner intend to pay separately.
2. You want to make an entry to a teams event but only pay for yourself or your partnership, others will pay separately.

Click Congresses in the main menu which will bring up the listing of all congresses in the system. Browse to find the one you want to enter.



Click the red box to open the Congress website you want to enter. There are various sections on this page. To enter, scroll down to the Program section. The event(s) will be listed with the entry fee (1 credit = \$1). Click Enter against the event you want to enter:

Program				
Event	Entry/Fee	Day	Time	Action
Welcome Pairs	40 credits	Monday	07-06-2021 - 10am	Enter View Entries
Open Teams	80 credits	Tuesday	08-06-2021 - 10am	Enter View Entries

This will bring up the Enter Event screen:

Player	Payment Method	Pay Now	Pending
Mark Guthrie	My Bridge Credits	20 credits	
Select...	Select...		
Select...	Select...		
Select...	Select...		


Total 20 credits

Comments Comment/Additional request?

You will be shown as the first player (this can be changed if you are putting in an entry for other people).

Select your partner/teammates. You can search by name or ABF number to do this (but note other players must be registered with My ABF as well for you to be able to add them).

NOTE: If you are playing with a regular partner/teammate this selection process can be made easier by adding them as a "Teammate" so they will always

appear in the player drop-down list rather than having to be searched for. This is done through your profile page which is accessed from the  icon at the top right of your screen (on a computer) or from clicking the 3 bars and selecting Account (on a tablet/phone).

The system will automatically calculate the entry fee due for each player, taking into account various discounts the Tournament Organiser may have set up (a ticket icon will appear next to the Pay Now column describing any discount(s) given).

When you first select players, the Payment Method column will usually default to “My Bridge Credits” for everyone. That means the system assumes YOU are going to pay for the whole entry yourself.

If you do NOT wish to pay for all the other players in the entry you can change the Payment Method for each player by clicking on it and selecting from a dropdown:

Enter Event

Open Teams in Our Big Congress

2 Day Swiss Teams event. IMP scoring.

Tuesday 8th Jun 2021 10am

Player	Payment Method	Pay Now	Pending
Mark Guthrie	My Bridge Credits	20 credits	
Julian Foster	My Bridge Credits	20 credits	
Gary Golden	My Bridge Credits	20 credits	
Heidi Hempstead	<ul style="list-style-type: none">Select...My Bridge CreditsBank TransferCash on the dayChequeClub PP SystemAsk them to pay	20 credits	


Let's say in this team entry example that I intend to pay for my partner but not my teammates. I need to select “Ask them to pay” against all the players that I am not going pay for. When I do that the amounts due for those players moves to the Pending column in the entry:

Enter Event

Open Teams in Our Big Congress

2 Day Swiss Teams event. IMP scoring.

Tuesday 8th Jun 2021 10am

Player	Payment Method	Pay Now	Pending
Mark Guthrie	My Bridge Credits	20 credits	
Julian Foster	My Bridge Credits	20 credits	
Gary Golden	Ask them to pay		20 credits
Heidi Hempstead	Ask them to pay		20 credits
			
		Total	
		40 credits	40 credits

Comments

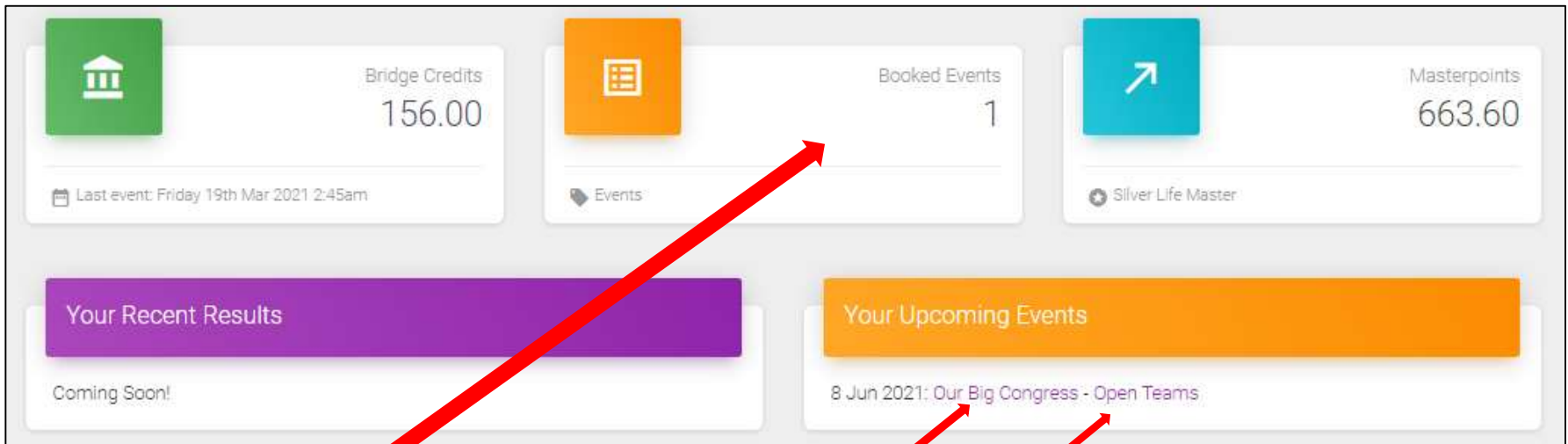
✓

CHECKOUT NOW
ADD TO CART

I can now Checkout and confirm the entry. I will now be charged 40 credits for myself and my partner but the entry will remain in a Pending state because the other pair has not yet paid.

You or anyone else in the entry can later go back into the entry and pay for any player that has outstanding amounts. See separate guide on how to edit an entry.

You will receive an email notification of the entry once it has been lodged. It will also appear in your Dashboard under “Booked Events” and Your Upcoming Events”:



Clicking anywhere on the Booked Events box at the top of the screen will take you to another screen listing all events you are booked into with links to the Congress website and your own entry. (Your Upcoming Events box only shows the most recent 4 events).

Your Upcoming Events box has TWO SEPARATE LINKS:

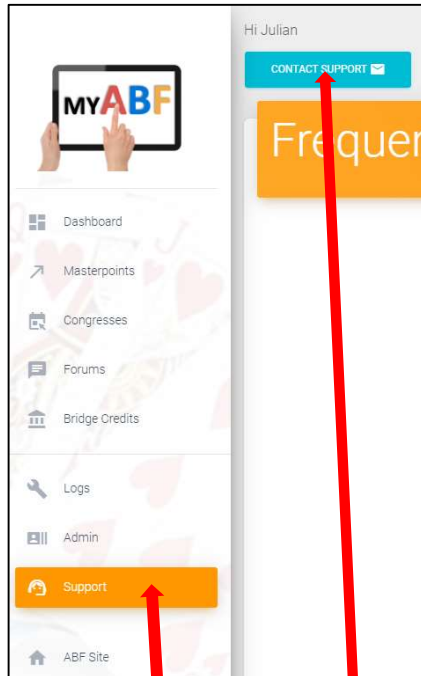
The left hand link takes you to the Congress website

The right hand link allows you to view and edit your own entry (see separate guide on how to edit an entry).

More information?

If you want more information about the system or help with a particular area there are several sources of information you can use:

1. Support screens



Select the Support main menu item and browse through the various sections of Frequently Asked Questions.

2. Contact My ABF Support

You can also email My ABF support directly using the link at the top.

3. Videos

There are assorted videos on this YouTube channel:

<https://www.youtube.com/channel/UCZPuvivkdbzl4kg-cwxQuNQ>