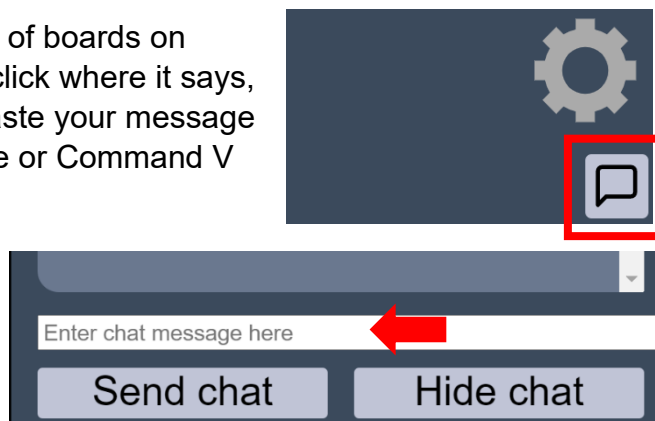


Personal Computer Users (Windows or Mac)

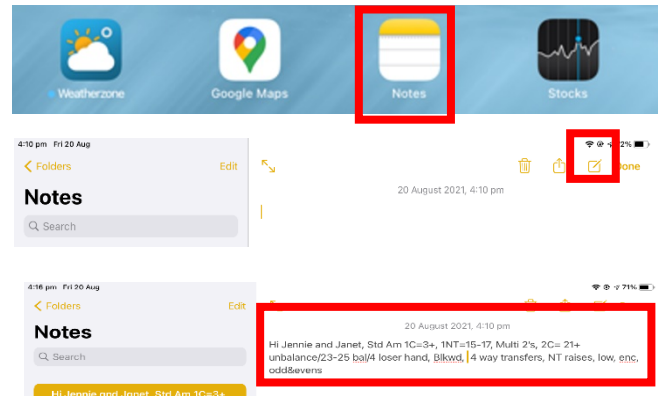
1. You need to create your Announcement in either Notepad or a word processor such as Word on Microsoft PCs or Pages on an Apple Mac. Your system announcement should include the following:
 - a. Your System: Standard American, Acol, Precision, ...
 - b. Your NT Range: 15-17, 12-14, 11-15,
 - c. Your 2 level bids (excluding 2C): weak/multis, Strong, natural
 - d. 2C: 21+ unbal/23-25 bal/4 loser hand, 22+ any shape, ...
 - e. Your signals: low encourage, high encourage, count, rev count
 - f. Your discards: low encourage, odds/evens, McKenny, High encourage
 - g. Any other conventions you use: Bergen raises, NT raises, Michaels Cue bids, ...
2. Type your system announcement into the blank document and save it.
For example:
Std Am 1C=3+, 1NT=15-17, Multi 2s, 2C 21+Unbal/23-25 Bal, 4-way transfers, Michaels Cue bids, Bergen Raises, Blackwood, discards odds and evens
3. Before logging into a Realbridge game you need to copy your announcement. To do this open the word document and select your system announcement by pressing | Ctrl key and A key at the same time on Windows or Command key and A key at the same time on Macs – this will highlight the whole announcement. Now you need to copy it by pressing Ctrl key and C keys at the same time or Command C and C keys at the same time.
4. Each time you commence a new round of boards on Realbridge, click on the Chat Symbol, click where it says, “Enter chat message here” and then paste your message by Ctrl key and V keys at the same time or Command V and C keys at the same



5. Now click the “Send Chat” and your message will be displayed to the table.

Apple iPads

1. You need to create your Announcement using the Note App
Touch the Notes App to open it
2. Now click the Square with a tick in it to create a new note
3. Type your system in using the screen keyboard



It should include the following:

- a. Your System: Standard American, Acol, Precision, ...
- b. Your NT Range: 15-17, 12-14, 11-15,
- c. Your 2 level bids (excluding 2C): weak/multis, Strong, natural
- d. 2C: 21+ unbal/23-25 bal/4 loser hand, 22+ any shape, ...
- e. Your signals: low encourage, high encourage, count, rev count
- f. Your discards: low encourage, odds/evens, McKenny, High encourage
- g. Any other conventions you use: Bergen raises, NT raises, Michaels Cue bids, ...

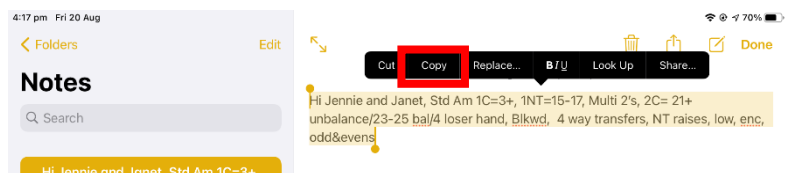
For example:

Hi Jennie & Janet, Std Am 1C=3+, 1NT=15-17, Multi 2s, 2C 21+Unbal/23-25 Bal, 4-way transfers, Michaels Cue bids, Bergen Raises, Blackwood, low enc, odds&evens

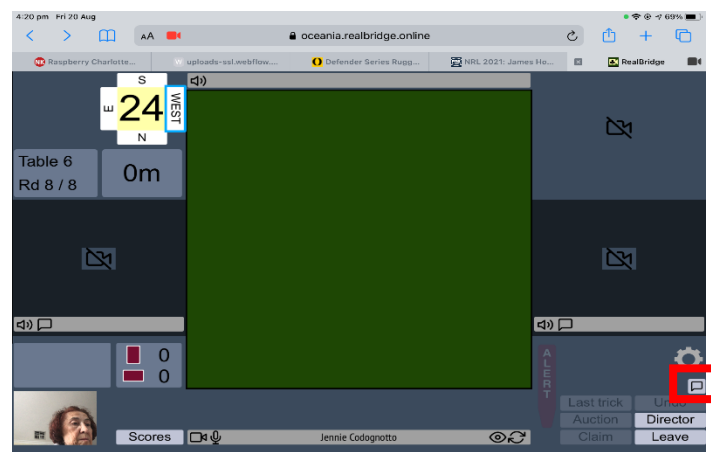
4. Touch next to the H on Hi and then touch a second time to see the Select All option. Touch that and it will highlight the complete announcement and display the option to Copy it, touch copy



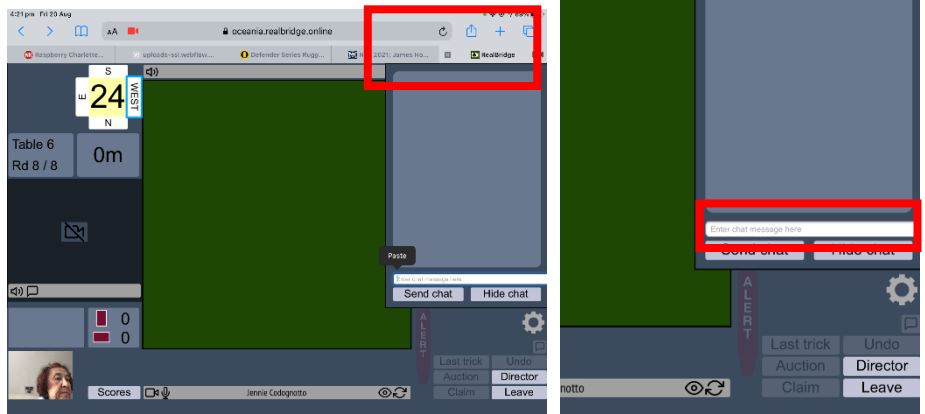
5. Now touch Copy and your message is now on the clipboard



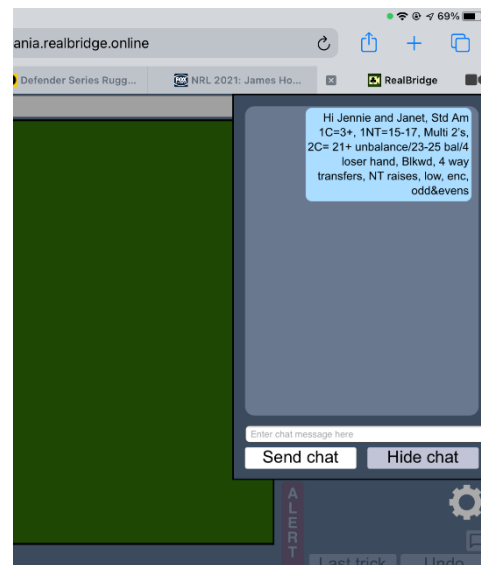
6. Log in to Realbridge as normal by clicking the link provided by the club for the game
7. Once you are seated at the table, touch the comment symbol between the Cog and the Undo button.



8. Now the chat window will appear. Touch the message space twice and the option to Paste will appear. Touch Paste and your message will appear in the box



9. Now Touch Send Chat and your message will appear in your chat box and will be sent to the other players.



10. At each table repeat Steps 7 to 9.

The next time you play you open Note, then open your message and repeat steps 4 and 5 to copy your announcement and then when you have logged in repeat steps 7-9.