



HOW TO ENTER AND PAY FOR AN EVENT

NOTE: YOU MUST BE LOGGED IN TO ENTER OR MAKE A PAYMENT

NSWBA Monday night events are now going to be listed in My ABF and this document shows you how to find them, enter and pay for them.

1. Login and view your dashboard

Login to your My ABF account (either with your email address or, more conveniently, your ABF number). This takes you to your dashboard.

The screenshot shows the My ABF dashboard for a user named Julian. The dashboard includes a search bar, a user profile icon, and a notification bell. The main content area features three summary cards: Bridge Credits (0.00), Booked Events (3), and Masterpoints (4,167.71). Below these are sections for 'Your Recent Results' (Coming Soon!), 'Your Upcoming Events' (listing events from August to November 2021), 'Announcements' (ABF NEWSLETTER AUGUST 2021), and 'Discussions' (Not paying for all entries). A sidebar menu on the left contains various navigation options, with a red arrow pointing to 'Congresses'.

Category	Value
Bridge Credits	0.00
Booked Events	3
Masterpoints	4,167.71

- Dashboard
- Masterpoints
- Congresses
- Forum
- Bridge Credits
- Logs
- Admin
- Support
- ABF Site

Click 'Congresses' in the main menu to bring up the listing of upcoming congresses.

2. Find the event in the Congress listing

Congresses list

MAY 24, 2021 - NOVEMBER 24, 2021

Show 25 entries Search: _____

filter filter filter

MONTH	START	END	CONGRESS NAME	RUN BY	STATE	CONGRESS TYPE
May 2021						
	27/05/21	29/05/21	JF Test Congress	NSWBA	NSW	State congress
June 2021						
	07/06/21	12/06/21	Australian National Swiss Pairs	Fantasy Bridge Club	ACT	National gold point
	30/06/21	10/07/21	Our Big Congress	Fantasy Bridge Club	ACT	Club congress
September 2021						
	22/09/21	30/09/21	WA Bridge Club Congress	BAWA	WA	Club congress

Showing 1 to 4 of 4 entries (filtered from 7 total entries)

PREVIOUS 1 NEXT

CONTACT US FORUM GUIDELINES ACCEPTABLE USE PRIVACY COOKIES Cobalt Test System ABF © 2021

The list starts off by showing all congresses for the next 6 months. When browsing the listing, the Congress you are on is highlighted in yellow.

To help find an NSWBA Monday night event you can narrow down the listing by using the various filters above the listing:

- Run By (select NSWBA)
- State (select NSW)
- Congress Type (select State Congress)

Or you can type into the search field to look for something specific

When you have highlighted the event you want to enter, click to open that webpage.

3. Open the event webpage

There are various sections on this page that describe the event.

The screenshot shows the top section of the event webpage. At the top is an orange header with the text 'Test congress', 'NSWBA', and '1st to 2nd January 2022'. Below this is a green button that says 'Click here to jump to program...'. To the left is a 'People' section with contact information for Wing Roberts (Organiser) and Matthew McManus (Chief Tournament Director). To the right is a 'Links' section with a link for 'My ABF help'. Red arrows point from the text below to the green button and the 'My ABF help' link.

To enter, access the Program section – either by using the green “CLICK HERE TO JUMP TO PROGRAM” button at the top or by scrolling down.

The Links box may include links to the My ABF Resources webpage. This contains assorted “How to” guides as well as YouTube videos about My ABF and the Congress aspects. These may be of assistance.

4. Commence an entry

In the Program section the event(s) will be listed with the entry fee for the pair or team (**note 1 credit = \$1**). Click Enter to commence an entry.

The screenshot shows the 'Program' section with a green header. Below it is a table with the following data:

Event	Entry Fee	Day	Time	Entries	Action
Pairs	40 credits	Thursday	27-05-2021 - 10am	0	Enter View Entries

A red arrow points from the text above to the 'Enter' button in the 'Action' column, which is circled in red.

5. Select the player names

The screenshot shows a purple header with the text 'Enter Event' and a pencil icon. Below the header, the event title 'Pairs in JF Test Congress' and the date 'Thursday 27th May 2021 10am' are displayed. The main form area contains a table with columns: Player, Payment Method, Pay Now, and Pending. The first row shows 'Julian Foster' as the player, 'My Bridge Credits' as the payment method, and '20 credits' as the amount. The second row shows 'Select...' for both player and payment method, with '20 credits' as the amount. A 'Total' row shows '20 credits'. Below the table, there is a 'Comments' section with a 'Comment/Additional request?' field and a green checkmark. At the bottom, there are two green buttons: 'CHECKOUT NOW' and 'ADD TO CART'. A red arrow points to the 'Julian Foster' text in the first row of the table.

Player	Payment Method	Pay Now	Pending
Julian Foster	My Bridge Credits	20 credits	
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 (or select "TBA" if you don't know them yet). You can search by name or ABF number to do this.

NOTE: Other players must be registered with My ABF for you to be able to add them. If you cannot find them, this is most likely because they have not yet signed up to My ABF. Select "TBA" and they can be added later.

How to make selecting players easier:

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 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 (youth discount will be given automatically provided the player's date of birth has been input).

6. Select who you are paying for and with what payment method

There is a dropdown selection for Payment Method for each player in the entry. This allows you to specify how you will pay (see below) and whether you are paying for the whole entry or just some combination of the players in it.

The system accommodates several payment options. The options for NSWBA are:

Payment Method	What it means	What happens to the entry status
My Bridge Credits	This will use money on YOUR ABF Bridge Credits account if you have it; if you don't you will be taken to a screen to pay by card online using Stripe.	Assuming the card payment goes through the entry will show as "Paid" immediately.
Their Bridge Credits	This will pay from THAT PLAYER's ABF Bridge Credits account, not your own (<i>only available if that player has previously given you permission to do this as a "Teammate +" and has funds already in their account</i>).	Assuming the card payment goes through the entry will show as "Paid" immediately.
Club PP system	This player will use their existing SBC prepayment account. NOTE – this must be an SBC PP account. You are NOT able to use a PP account from another club.	The entry will remain "Pending Manual" until the day of the event when payment will be processed by the director through the existing SBC PP scheme.
Ask them to pay	You are not paying for this player, they will login separately and complete their own payment. This is what you select if you are NOT paying for your partner.	The entry will show as "Unpaid" until further action is taken by the other player (or anyone else in the entry).

7. Notes about Bridge Credits

1. Bridge Credits are nothing fancy. They are just Australian dollars!
2. You CAN use your Bridge Credits account like a Prepayment account if you want to. You can put money onto it in advance and use that to pay for entries to any Congresses listed in My ABF. Money can be added manually or via an “auto top-up” facility that sets up an arrangement where your account is automatically topped up by an agreed amount whenever the balance drops below \$20 (there are some exceptions for large transactions).
3. But you do not HAVE to put money onto your Bridge Credits account in advance before making an entry. You can pay by card as you go if you prefer – your account will still exist but it effectively stays with a zero balance.
4. You can view your bridge credits statement at any time from the main menu or from the short cut icon at the top left of your dashboard.

8. Checkout the entry or add it to the shopping cart

Once you have completed the players (or selected “TBA”) and the payment methods, the green buttons at the bottom of the entry screen will be highlighted.

You can add comments to the entry at this point if you wish. When you are ready to submit the entry you have two choices:

- To put in additional entries and pay for them together later click **Add to cart**. This will add the entry to a shopping cart which you can visit later.
- To complete this entry now click **Checkout Now** to be taken straight to the Checkout screen.

The screenshot shows the 'Enter Event' form for 'Matchpoint Pairs in NSWFA New Mon Night Event' on Monday 27th Sep 2021 at 7:15pm. The form includes a table for player selection and payment methods, a total credit amount, and a comments field. Two red arrows point to the 'CHECKOUT NOW' and 'ADD TO CART' buttons at the bottom.

Player	Payment Method	Pay Now	Pending
Lucy Likeable	My Bridge Credits	20 credits	
Iain Igloo	My Bridge Credits	20 credits	
Total		40 credits	

Comments: Comment additional request?

CHECKOUT NOW **ADD TO CART**

9. Checkout the entry and commence payment

The Checkout screen summarises what, if anything, you are about to pay.

Congress Checkout

CHECKOUT

Shopping Cart

Event	Congress	Organisation
 Pairs	JF Test Congress	NSWBA

Total to pay now: 40 credits

Details:

+ JF Test Congress: 40 credits now.

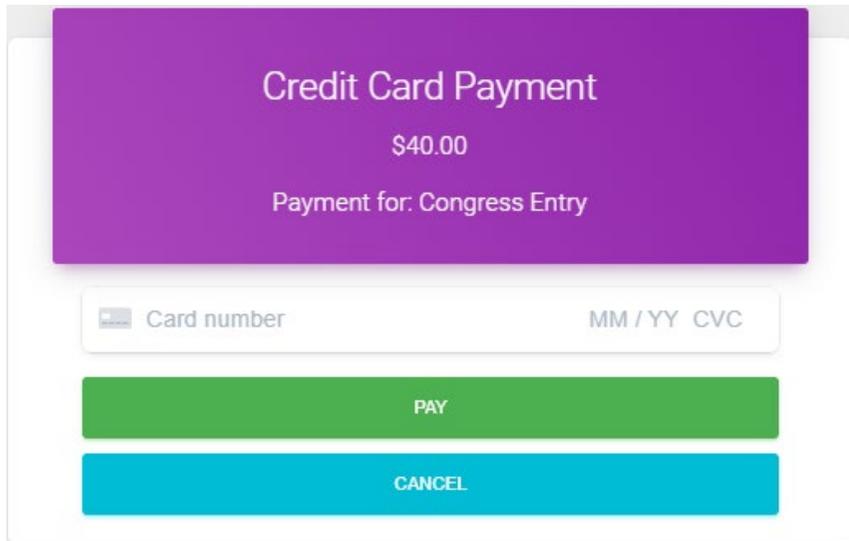
CONFIRM ENTRY

The light blue bar can be expanded to see what you are paying (1 credit = 1\$).

Click **Confirm Entry** to lodge the entry.

10. [If necessary] Input card details to pay

If you have selected Bridge Credits for anyone in the entry, at this point if you have enough money in your Bridge Credits account, that will be used and your entry will be complete. If you don't have enough money you will be taken to the Stripe payment screen to input your card details and pay (any credits you do have will be taken into account and only the balance will be requested by card).



Credit Card Payment

\$40.00

Payment for: Congress Entry

Card number MM / YY CVC

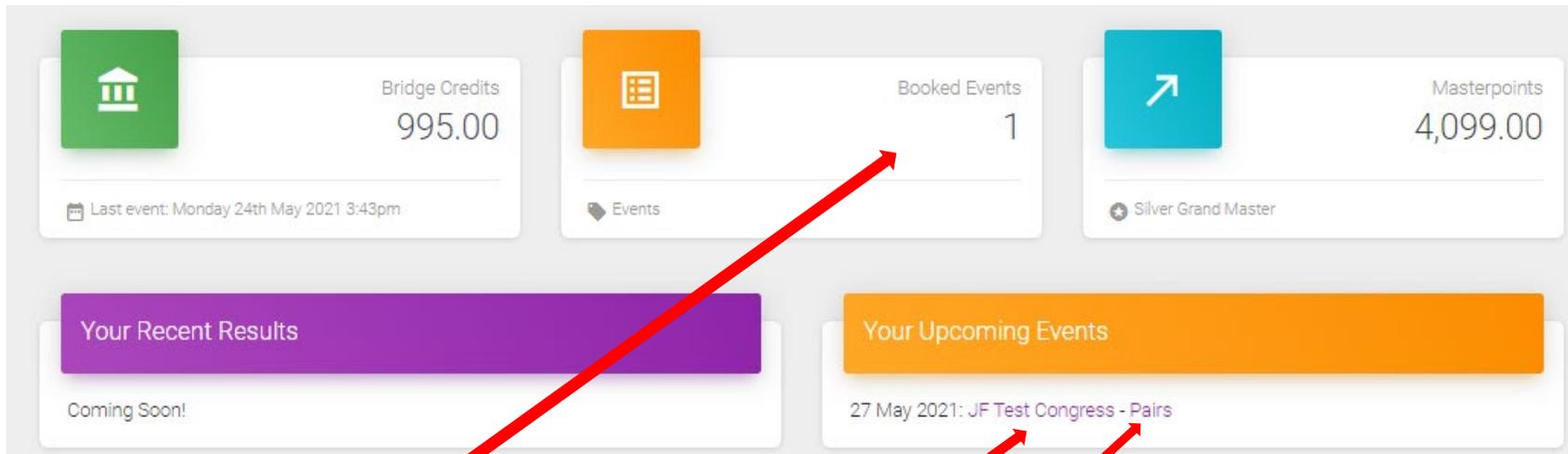
PAY

CANCEL

Note: Some users have experienced a problem where they do not see the grey text “Card number” in the centre and are unable to input card details. If this occurs it means either your browser version or the device version you are using is not fully compatible with My ABF. If this occurs, you may need to use a different device, a different browser, or ask your partner to pay for you.

11. After completing your entry

Every player in the entry will receive an email notification once the entry has been lodged. It will also then 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 help notes about editing an entry).

NOTE: If an entry has been left in a shopping cart the Your Upcoming Events box will show “In cart” in brackets of whoever made the entry. This entry is not yet complete. It will show in the public entry list but no-one in the entry (or the Organiser) will have been sent an email about it.

Whoever created the entry needs to access their shopping cart (via the cart icon at the top right of your screen ) and click Confirm Entry.

More information?

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

Accessed from My ABF support screen

1. Frequently Asked Questions

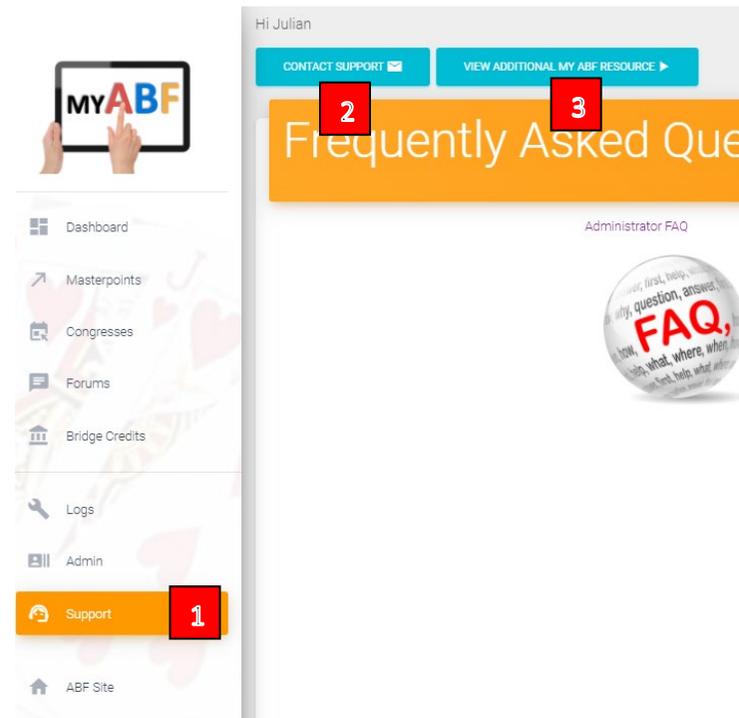
Select the Support main menu item and browse through the various sections of Frequently Asked Questions.

2. Contact My ABF Support

Email My ABF support directly using the left hand link at the top of the Support screen.

3. View the “My ABF Resources” webpage

Access this page using the right hand link at the top of the Support screen. This contains assorted “How to” guides for various functions in My ABF as well as YouTube videos



External to My ABF

3. View the “My ABF Resources” webpage

This can also be accessed directly at <https://www.abf.com.au/member-services/my-abf-resources/>

4. Videos

There are assorted videos on this YouTube channel: <https://www.youtube.com/channel/UCZPuvivkdbzl4kg-cwxQuNQ>