

# Director features of PABC reservation tool

## 1. Login

To use the director features, first log in from the menu at top right using the director password:

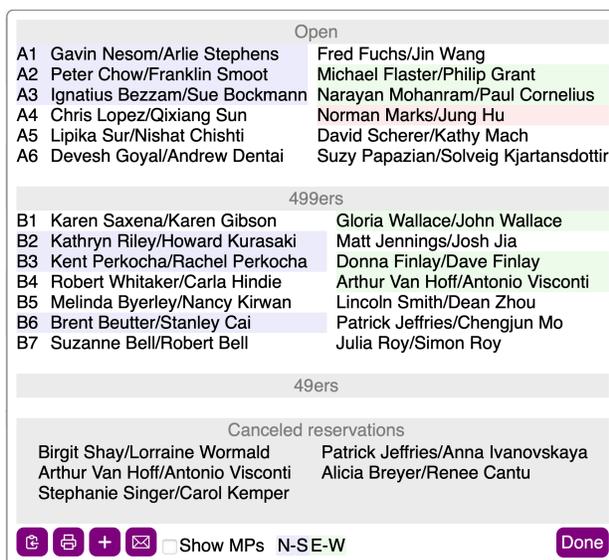


## 2. Seating

The most important director feature is the table assignments, which can be accessed by clicking this icon:



This opens the table assignment dialog:



Open	
A1 Gavin Nesom/Arlie Stephens	Fred Fuchs/Jin Wang
A2 Peter Chow/Franklin Smoot	Michael Flaster/Philip Grant
A3 Ignatius Bezzam/Sue Bockmann	Narayan Mohanram/Paul Cornelius
A4 Chris Lopez/Qixiang Sun	Norman Marks/Jung Hu
A5 Lipika Sur/Nishat Chishti	David Scherer/Kathy Mach
A6 Devesh Goyal/Andrew Dentai	Suzy Papazian/Solveig Kjartansdottir

499ers	
B1 Karen Saxena/Karen Gibson	Gloria Wallace/John Wallace
B2 Kathryn Riley/Howard Kurasaki	Matt Jennings/Josh Jia
B3 Kent Perkocha/Rachel Perkocha	Donna Finlay/Dave Finlay
B4 Robert Whitaker/Carla Hindie	Arthur Van Hoff/Antonio Visconti
B5 Melinda Byerley/Nancy Kirwan	Lincoln Smith/Dean Zhou
B6 Brent Beutter/Stanley Cai	Patrick Jeffries/Chengjun Mo
B7 Suzanne Bell/Robert Bell	Julia Roy/Simon Roy

49ers	
Canceled reservations	
Birgit Shay/Lorraine Wormald	Patrick Jeffries/Anna Ivanovskaya
Arthur Van Hoff/Antonio Visconti	Alicia Breyer/Renee Cantu
Stephanie Singer/Carol Kemper	

Icons: [Refresh] [Print] [Add] [Email]  Show MPs N-SE-W Done

You can reseat pairs by dragging them to new positions with the mouse:



Open	
1 Paul Davis/Jennifer Sheppard	Frank Xie/Yu Chang
2 Don Baze/Robert Barrett	Allen Simon/Geraldine MacDonald
3 Maribea Berry/Pruzan Dennis	Stephen Aker/
suresh jutur/Kare	suresh jutur/Karen Wisialowski

499ers	
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- Drag to an empty place to move that pair there.
- Drag on top of another pair to swap places
- Drag into another section (including “Canceled reservations”) to change sections.

- The background color of the reservation indicates if the pair has expressed a preference for North-South or East-West. Pale pink means their assigned direction is different from their preference.

The table numbers adjust automatically after moving a pair.

Reservations listed in the **Looking for partners** (or **teammates**) section can't be dragged; rather, right-click one to add a partner, or to delete it.

### Buttons on the page:

Show MPs Display the average masterpoints of the players in each reservation.



Copy the seating chart to the clipboard



Print the page. You can print a single section by right-clicking on its name.



Add a new section



View emails for all players

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## A. Updating

If players make new reservations (or cancel them) from their own devices while this window is open, the changes will be automatically made in the table assignment chart. **There is no need to refresh the page to see changes.** It will update live in real time. Update status is shown in the upper-right corner.

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## B. Sections

Right-click (ctrl-click; tap) on a section name to display a pop-up menu allowing you to:

- **edit** the section, in turn allowing you to:
  - rename the section
  - add a **section letter**, automatically added to the table numbers below
  - add a **MP restriction** for this section only
  - assign a separate **start time** to this section only; this time will be shown in the game listing as well as the game time. This is useful for games with staggered start times for different sections, or for tournaments with double-session events.
- **print** only that section
- **delete** the section (if empty)

Edit section  
Print section  
Delete section

To **add a new section**, click the  button at the bottom.

If a section (or game) has a MP restriction, players with too many masterpoints will be issued a warning if they sign up for that section. However, the reservation will still be allowed.

**Canceled reservations:** You may hide all the canceled reservations by right-clicking on the section header and choosing **Hide**, or show them again with **Show**. You may also edit canceled reservations or drag them to other sections.

**Looking for partners** (or teammates) contains players who have clicked the “Need a partner” checkbox. These reservations can’t be dragged to other places, but they can be edited to add a partner, or canceled.

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## C. Reservations

Right-click (ctrl-click; tap) a reservation to display a pop-up menu allowing you to:

- **Get info:** view the emails and phone numbers of the players in that pair; this will also show the date the reservation was made, and the date canceled, if any (if canceled by the players)
- **Edit reservation.** This will allow you to change partners, add a partner if missing, change section or directional preference
- **Cancel reservation.** This has the same effect as dragging it into the “Canceled” section.

Get info  
Edit reservation  
Cancel reservation

If a reservation is already in the “Canceled” section, hold the Alt (or Option) key down while right-clicking to bring up an additional option:

- **Destroy reservation.** Permanently remove the reservation from the list. Can’t undo.

You may view the emails of all active reservations by clicking the **View emails** button.

To **add a reservation** on behalf of a player who contacted you directly, click on the Reserve button in the main window and make the reservation on their behalf. You can leave their contact info blank if you don’t know it.

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## 3. Other tools

A. The **pencil icon** allows you to edit the game details:



The most common use for this will be to set the **Game type** to **Club Championship, StaC**, or similar designation, but you may use any description you want. Whatever game description you assign will appear as purple text below the game name. If you change its game type to “No game”, the game will appear in gray and not accept reservations; this might be useful for cancellations due to holidays or regionals.

- **Game name**, initially the club name from the template, but may be changed for individual games
- If **Teams** is checked, it will require 4 names for each reservation.
- **Table fee** is initially set from the template, but may be changed for a STaC game or other one-time different fee. “Free” can also be entered.
- **Customize...** brings up additional options:
  - **Custom Reservations Link:** if this is set, clicking the **Reserve** button sends reservation requests to that URL instead of using this page
  - **Table assignment view** enables the seating tools above; only turn it off for sectionals or other games for which table assignments will be made some other way
  - **Directors** are initially populated from the template, but may be edited on an individual game
  - **Location:** reserved for future expansion
  - **Check room capacity** will prevent new reservations if the specified location is full
  - **MP maximum** puts a masterpoint limit on the entire game, for Gold Rush events and the like. You can add a limit for an individual section by using **Edit Section**, above.

You may also change the time (but not the date) of the game.

## B. Menu items:

Find player
Add game
Show past game
Reservation history
Merge duplicate players
Edit game templates

**Find player** allows you to get email and phone for individual players who may not be in your reservation list, for example when looking for a partner for a player who needs one. You can also update a player's contacts here if needed. Their ACBL number and approximate MPs are also shown.

**Add game** will usually not be necessary for weekly club games; those will get added automatically to the calendar about six weeks ahead. However, this might be needed for clubs which have an irregular schedule, such as Unit games or sectionals.

**Show past game** allows you to see a game from a past date; these are normally hidden when the page is opened.

**Reservation history** shows a list of all players who have reserved in a specified club (or all clubs) since a specified date, optionally in a specific section. Future reservations are included.

**Merge duplicate players** allows you to edit the player database by combining duplicate entries. Beware -- can't undo any changes.

**Edit game templates** allows you to change characteristics of newly-created games, such as the contact information for directors and default section list (including default section letters and alternate start times). This information will hardly ever need to be changed; but one useful feature is the **Regulars** section, in which you can designate pairs to have standing reservations which will automatically be added to future games when they are created. You can add regulars with the **Add** button and delete them by right-clicking and choosing **Cancel regulars** from the pop-up.