

# Masterpoints Submission User's Manual

If you are one of the chosen few, when you log into the database you will see a tab **Masterpoints** on your options bar. If you click on this it will bring you through to a screen similar to the one below

[Upload a results file](#)

GBU  
Rivonia Bridge Club

Tournament date	Uploaded on date	Session Name	Section Grade	Points Category	Club code	Filename	Uploaded By	Status
2017/09/14	2017/11/16	Section A 12 Table Mitchell	0	Blue	RVN	xRVN 14 Sep 2017 - Section A 12 Table MitchellE.csv	James Grant	Published <a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
2017/09/14	2017/11/16	Section A 12 Table Mitchell	0	Blue	RVN	xRVN 14 Sep 2017 - Section A 12 Table MitchellN.csv	James Grant	Published <a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
2017/05/04	-	Section B 13 Table Mitchell	0	Blue	RVN	RVN 04 May 2017 - Section B 13 Table MitchellN.csv		Published <a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>

The Links Bridge Club

Tournament date	Uploaded on date	Session Name	Section Grade	Points Category	Club code	Filename	Uploaded By	Status
2017/11/11	-	LINK - section A	5	Blue	LINK	LINK-A-11-11-2017.csv		Draft <a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
2017/11/11	-	LINK - section E	1	Blue	LINK	LINK-E-11-11-2017.csv		Draft <a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>

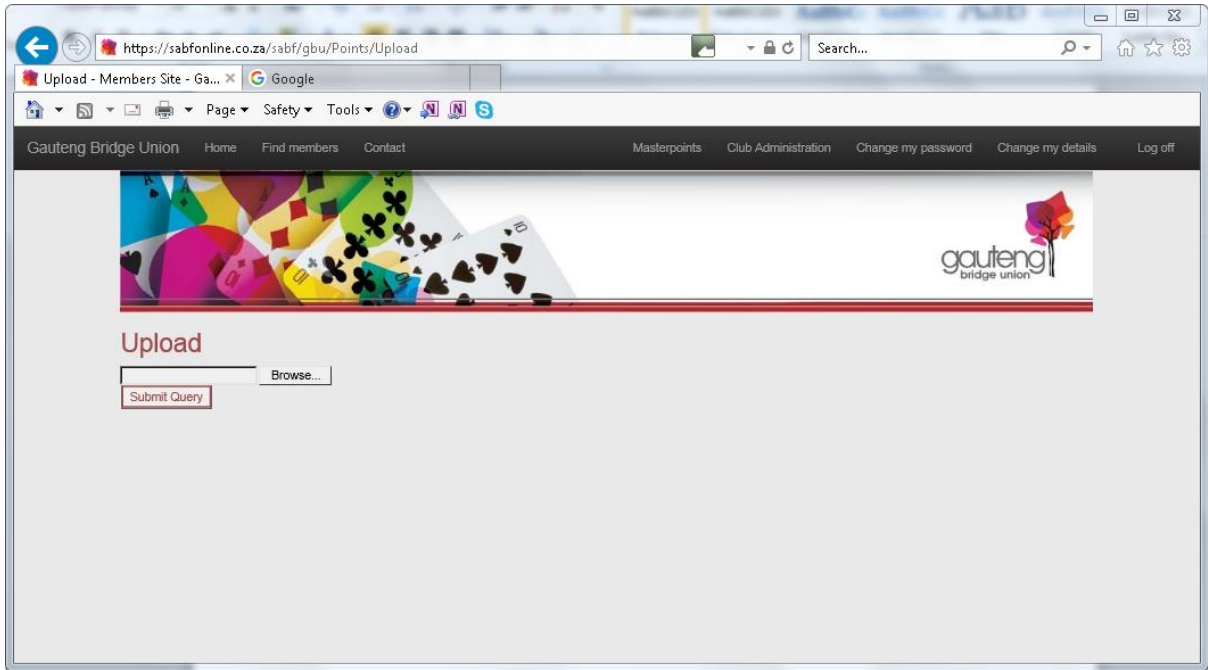
This screen lists all the tournaments you have submitted this year for masterpoints and indicates under **Status** those that have been successful (**Published**) and those that are waiting for success to be thrust on them (**Draft**). You can, if the need arises, **Delete** a file in which case if the status was **Published** all masterpoints pertaining to this tournament will be reversed and you can resubmit the deleted file once you have made the necessary corrections.

Here's a clever thing. You can click on any of the headers across the page and your files will be sorted in that sequence.

However, the reason you clicked on Masterpoints in the first place was not to admire your handiwork but to upload masterpoints for your latest tournament, so click on

**Upload a results file**

You will now see a screen similar to the one below.



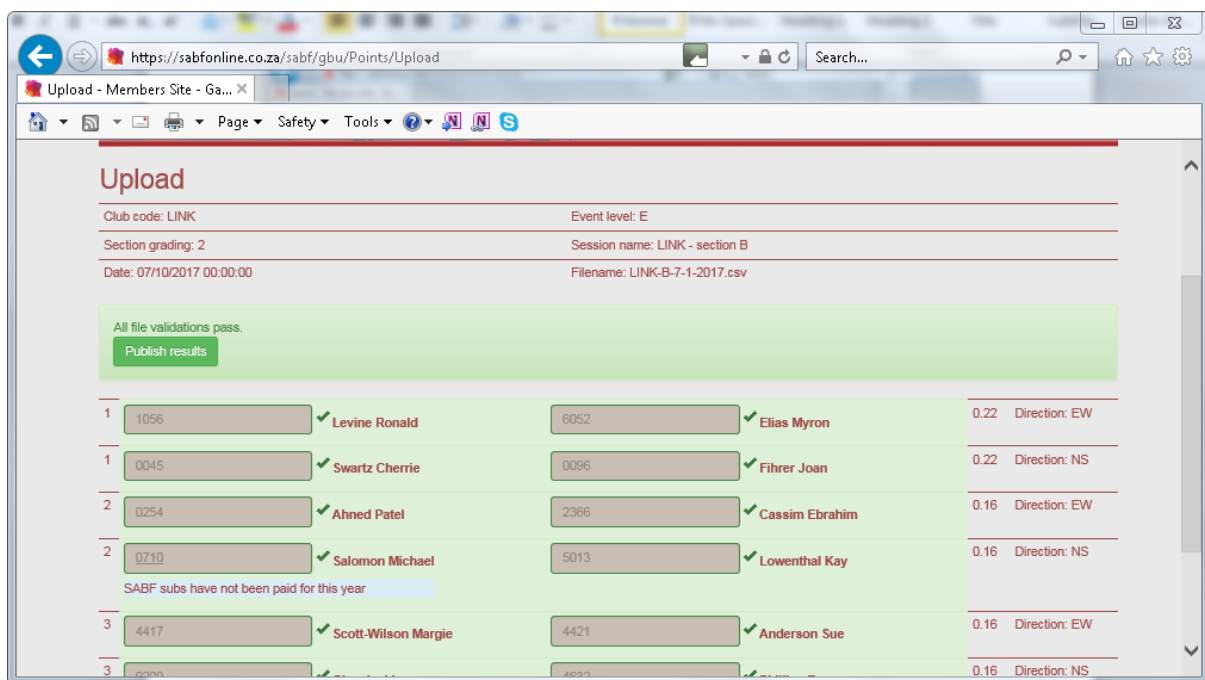
Click on [Browse](#) and go and find the csv file that you would normally send through to Ann. Double click on this file so that its address appears in the window then click on [Submit Query](#)

You will now be presented with the details of your file along with errors should they exist

1	1066	✓ Levine Ronald	6052	✓ Elias Myron	0.22	Direction: EW
1	0045	✓ Swartz Cherrie	0096	⚠ Presley Elvis	0.22	Direction: NS
The name in the database for this member is Fihrer, Joan. Did you mean?: <ul style="list-style-type: none"> <li>• 5000 - Presley Elvis</li> <li>• 0096 - Fihrer Joan</li> </ul>						
2	0254	✓ Ahned Patel	2366	✓ Cassim Ebrahim	0.16	Direction: EW
2	0710	✓ Salomon Michael	5013	✓ Lowenthal Kay	0.16	Direction: NS
SABF subs have not been paid for this year						
3	4417	✓ Scott-Wilson Margie	4421	✓ Anderson Sue	0.16	Direction: EW
3	0209	✓ Gien Jackie	4632	✓ Phillips Ros	0.16	Direction: NS
4	0981	✓ Sprong Jeff	1080	✓ Sacks Graham	0.16	Direction: EW
SABF subs have not been paid for this year						
4	2539	✓ Dannheisser Anne	2545	✓ Dannheisser Martin	0.16	Direction: NS

In this example you will see we have one error, it is asking us whether Joan Fihrer was playing as we have entered her sabf number, or Elvis as that is the name we have entered. We all know that Elvis has left the building so we will click on **0096 – Fihrer Joan**

But this screen has become extremely clever and user friendly since it was first introduced so if you want to, every error can be fixed on the fly. If you abandon the process at this point to go and have a gin and tonic say, then when you come back you will find this file happily, or very happily if you have consumed more than one gin and tonic, waiting for you in draft status. Some of you might consider this small beer ( sorry, couldn't resist that) but you can continue where you left off by clicking on **Edit**.



If you have fixed all the errors you will be presented with a screen similar to this

with a green **Publish results** box. Click on this and you have successfully completed the upload.

So what can go wrong?

### **Minor Errors**

All errors that can be fixed on the fly when the file is loaded are classified as minor errors. Typically these would be small errors in spelling of names, or incorrect sabf numbers. But why put up with this? Rather fix your local database to fall in line with the online database. If the online database is at fault, for example Ralf has been entered instead of Rolf, then one of the following people should be contacted to fix it –

- The member
- You can if you have read and understood the Club Administrator's User Manual
- The union administrator
- Me

Please note that I come a poor fourth.....

Even more serious errors like no sabf number present, or no known matches are considered minor and can be accepted. Only when we know we have got it wrong should we delete the file, correct it and resubmit it.

### **Major Errors**

- 1) You are trying to upload a file for a club for which you have no jurisdiction
- 2) The tournament has passed its sell by date (presently 2 months)
- 3) You have uploaded the file before
- 4) Your file is rejected right from kickoff
- 5) Other reasons that I haven't come across yet but you might

### **January 2018**

Small changes will be made to the programme as follows –

- 1) No file dated before 2018 will be accepted
- 2) Clubs will be given a grace period of 2 or possibly 3 months to enter sabf subs for members. During this time the **SABF subs have not been paid** will not appear.