Auto Bulletin Procedures

Purpose
The purpose of our bulletin service is to save money, save time, and provide a superior product.

***** For Apple Caching problems use Command button and then Safari refresh button ********
***** For PC Caching problems use Ctl function key F5 ********

Bulletin Example
(use this as a reference point for the below information)
http://bridgefinesse.com//Fastresults/D9/DailyBulletins/DBD09160205720160221.htm

Cost: $200/tournament

What's Included:
● 		Bulletin Customization (see details below)
● 		Automated Emails to Players
● 		Optional: Since our bulletin is meant for online viewing, if you'd like to provide a <u>print version</u> to your players you can do so with the help of editor Scott Tumperi for a base of $60/day

Our friend Joann Glasson has created a "Bulletin for Dummies" that you can use for reference
_____

What is <u>automated</u> in the bulletin - (no extra work for tournament chair/bulletin editor)
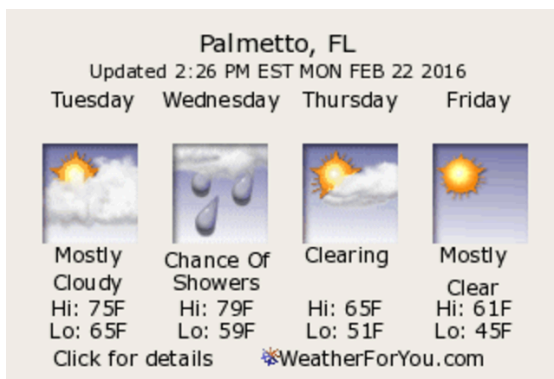
Today's Events

Today's Events	
10AM	A/X/Y Swiss (2 Session)
10AM	Gold Rush Swiss (2 Session)
10AM	Senior Swiss (2 Session)

Note: This information is based off of the information in the ACBL schedule. If there's a change in the schedule after the event begins, this needs to be updated with the ACBL..

Tomorrows events/Upcoming Regionals

Note: This example is on the last day of the tournament so it is showing future regionals. The other days of the week, it shows the next day's schedule.
Weather

Palmetto, FL
Updated 2:26 PM EST MON FEB 22 2016

Tuesday	Wednesday	Thursday	Friday
Mostly Cloudy	Chance Of Showers	Clearing	Mostly Clear
Hi: 75F	Hi: 79F	Hi: 65F	Hi: 61F
Lo: 65F	Lo: 59F	Lo: 51F	Lo: 45F

Click for details   ☀WeatherForYou.com

- We automatically display weather data of the tournament location

Good Will Thought for the Day

Goodwill Thought for the Day

Remember your partner is your friend and your opponents are NOT your enemies.

- We have an inventory of goodwill thoughts. These are randomly selected and a different message is posted each day.
  ○ If you have suggestions for additional thoughts, you can submit them at fastresultshelpdesk@gmail.com for review.

Overall results

- This is based on the data pulled from ACBL Live so once you submit results to Live, we gather that data to display in the bulletin
  ○ Note: We do have many player pictures on file, but if you would like to add/change a picture to appear in the overall results, you can submit a picture following the guidelines below, under "Add Player Photos"
  ○

Fast Results Banner & Common Game Ad Attributions at bottom of page

Premium Capabilities
(Responsibility of Tournament Chair/Bulletin Editor)

Again please use this past bulletin as a reference point.
The tournament chair/bulletin editor will be responsible for inputting information into the spreadsheet beyond what is automatically included in the bulletin. Most of this can be done before the tournament begins. Just be sure to add the date you want the entry to appear in the bulletin.
Here is a sample of the spreadsheet you will need to fill out

*Don't be scared of the coding. These are templates that are meant to help guide you. Just be sure to not delete the coding, but rather copy and paste and fill in with the information you want to add.

Here are links to our video Tutorials for editing the Bulletin:

[Bulletin Basics Video 1 - Hospitality, Speakers, Life Masters](#)

[Bulletin Basics Video 2 - PDF as a Story](#)

[Bulletin Basics Video 3 - Photos](#)

<u>The following is information you can add:</u>
* Categories can be selected under "**type**" via a dropbox menu (click on little arrow)

- **Speakers** (Refer to Line 9 in spreadsheet)
  - In the Description column name you can the speaker name, topic, and location.
  - In the Misc column you enter the speaker bio

- **Hospitality** (Refer to Lines 2-4 in spreadsheet)
  - You add time and description

If you want to add a location you can do so following the template in line 3

- **Life Master** (Refer to Line 6 in spreadsheet)
  - You can enter player ACBL number under "ACBL"
    - Be sure to add the date as the date the player EARNED life master, not bulletin date
    - Always use "Life Master" . The type of Life master will automatically be determined

Story - Hosting PDF

Here is a link to the video tutorial: [PDF as Story](#)

To put a "Story" in the bulletin, simply put it in as a PDF.

- You may now host a PDF file on our server for inclusion in the Auto-Bulletins as a "Story". PDFs created by you, may now be uploaded to our server by dropping it in the D[x] Transfer folder. PLEASE NOTE - the pdf name must not contain any spaces or special characters and it is case sensitive.
- Path: D[x] Transfer > PDFs > Inbox > [Sanction/RegionalName] Folder.
- The PDFs will be transferred to our server and moved to the PDFs/Archive folder. These will be available for scheduling in the Bulletin Spreadsheet:
- Once the pdf is uploaded to the Transfer folder, on the spreadsheet, create another line with the correct date (column A), Type = Story (column C), Description = title you want to show in the Bulletin (column D), Misc = [ExactName]pdf (column G). The name listed in column G must match the name of the pdf <u>exactly</u>

Photo of the day (Refer to Line 8 in spreadsheet)

- You can submit a file into the D_Transfer folder (not the photos sub-folder) (max height of 400 pixels)
- Filename should begin with "PDD" and should follow the path of the DB or ABD file name (District #, the sanction number and date - YYYYMMDD) and end with .jpg
- To title the picture you enter this information into the google spreadsheet.

Adding Player Pictures
- First crop photo so that it is just a headshot
- Photo must be rectangular, portrait (NOT landscape), with a max height of 150 pixels
    - If you cannot change the pixel size, our program, will do it for you.
- Name the file the acbl number.jpg e.g. 123456.jpg
- Drop it into D_Transfer > Photos
    - Put it in the main folder, do not put file into the Archive or rejected folder

Note: If we already have a photo on file for a player it will go into the rejected folder. If this happens, you can email the photo to fastresultshelpdesk@gmail.com for us to update manually

Tournament Ads
- If you are interested in having some advertisements for local businesses or something else in the bulletin, please email us at fastresultshelpdesk@gmail.com to discuss. Because of the extra programming that is involved, there is an extra charge to do this.

- **Hand Analysis**
- You can include hand analysis for a select board from the tournament
    - Email us:
- Tournament/Date/Event/Board #
- Title of Hand
- Bidding Sequence
- Commentary
- Credit

*We are working on putting this in Bulletin Editor's control, but for now, please email us.

Volunteer Display - "Volunteers" Content (SlideShow Driver)
- This comes from the slideshow spreadsheet
    - See a sample of this spreadsheet here (Line 6)
- The first person listed will be displayed at the top of the org chart

If you make any changes to the slideshow volunteer list OR add new/missing faces or replace pictures, the display will automatically refresh.
- This display will be at the bottom of each day's bulletin.

Directing Staff display - "Directors" Content (*SlideShow Driver*)
- This works the same way as the Volunteer Display
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Adding Player Pictures
- First crop photo so that it is just a headshot
- Photo must be rectangular, portrait (NOT landscape), with a max height of 150 pixels
- Name the file the acbl number.jpg (jpg must be lowercase) e.g. 123456.jpg

- Drop it into D_Transfer > Photos
- Put it in the main folder, do not put file into the Archive or rejected folder
- Note: If we already have a photo on file for a player it will go into the rejected folder. If this happens, you can email the photo to fastresultshelpdesk@gmail.com for us to update manually

How to Preview Bulletin

To preview the bulletin (and save changed or new entries) before it goes out or to check your work as you go you can use the "preview" links provided for you in the bulletin spreadsheet, under the name of your Regional. Once this runs, click on "Click here for Bulletin Library", find your Regional and click the day you wish to see.

After that has run you can check your work at http://bridgefinesse.com//Fastresults/D6/DailyBulletins/ (Make sure you change the district number for your specific district. The link above has D6. Sometimes you need to refresh/reload that page in order for the changes to happen.

How to Post Bulletin (Before Automatic 4am EST post time)

1) Within the dropbox folder, make a copy of the AB file for that date.
2) Change the name of the copy from AB to DB.
3) Change the .html extension to .htm
   a) The end extension should be DB_____.htm

Once the file name is changed to .htm, that triggers the bulletin to be posted online and the emails to be sent out to players

*You can change the bulletin after the fact following the above steps. It will not send out more emails, but it will replace the old/incorrect link that was sent out to the new updated bulletin.

If you are posting a PDF bulletin of your own, you can load it to go out via email to players by following the directions below

4) Within the dropbox Transfer Folder, copy the name of the AB file for that date.
5) Rename your pdf so it has the same name of the AB file but keep the .pdf extension (make sure to make the .pdf lower case)
6) Now, change the AB at the beginning of the .pdf to DB

The results should be a file that looks like DBD04160901620160926.pdf

If you want to post your day 1 bulletin, that procedure is different.
Please email fastresultshelpdesk@gmail.com for more assistance on this.

If you want to receive an email confirmation when bulletin emails are sent out:
Add a line to the spreadsheet
Date: Leave blank
Type: choose "Editor"
*Note: If you do not see "Editor" option in the dropdown menu for type contact
Kimberly@TheCommonGame.com.

Description: Bulletin Editor
ACBL Number: leave blank
Venue: Tournament Number/Code
Misc: Email Address(es) of individuals wanting confirmation email. If more than one just put comma after each email address

Directors: For KOs & Swiss/2 of more session team events
- Take advantage of sending the preliminary results (ACU solution) so that players in those events will receive bulletin emails and bracket sheets will be create for Live.

Misc:

For Spit Regionals … Column F on the spreadsheet must read "Queue" not "Venue". The editor must enter "DxA" or "Dx" in Column F for every line entry.

In the preview links, admin must replace the "Dx" with the TNumber.

Banner:
  Display ACBL tournament banner
  (e.g. http://web2.acbl.org/Tournaments/Ads/2021/11/2111352.pdf)
  Screen shot banner and modify to 720 pixels width as [TNUMBER]Banner.png file
  Load to Dropbox/D[x]Transfer folder
 (within 5 minutes) File will be published on server and move to D[x]Transfer/Archive folder

Administrative Procedures

Survey Setup
  GoogleSheets/ DX/{Dx}
     Find prior Tournament FORM
    Duplicate with new TNUMBER and NAME
Modify Tournament Name
Modify Next Tournaments
Modify Tournament Chair
   Create Responses Spreadsheet
  Remove "[FORM]" from title of Responses

 Survey Processing -
      FRSurveyResults (generate survey)
      Open TransferFolder Survey.html and resave as PDF
      FREmailSurveyResults- Test Email / Send Final

      Open Bulletin Manager - Navigate to Tournament and click on Regional Survey Link
         Add Regional title , TNUMBER, District
      FRUpdateSurveySummary
         Verfiy Data loaded

Emergency Bulletin Trigger
       FRTriggerDX 'DX' => FREmailDB =>FRBullAutoQue
       FRLocalTime 'TNUMBER'
   (previous problem htm is on server but not in Transfer)

Generate an Historical Survey Results

Google Sheets DX for the tournament and Run Tools > Mange Forms > Summary of responses to generate display and then click on the "…" and "print" and then export to PDF.