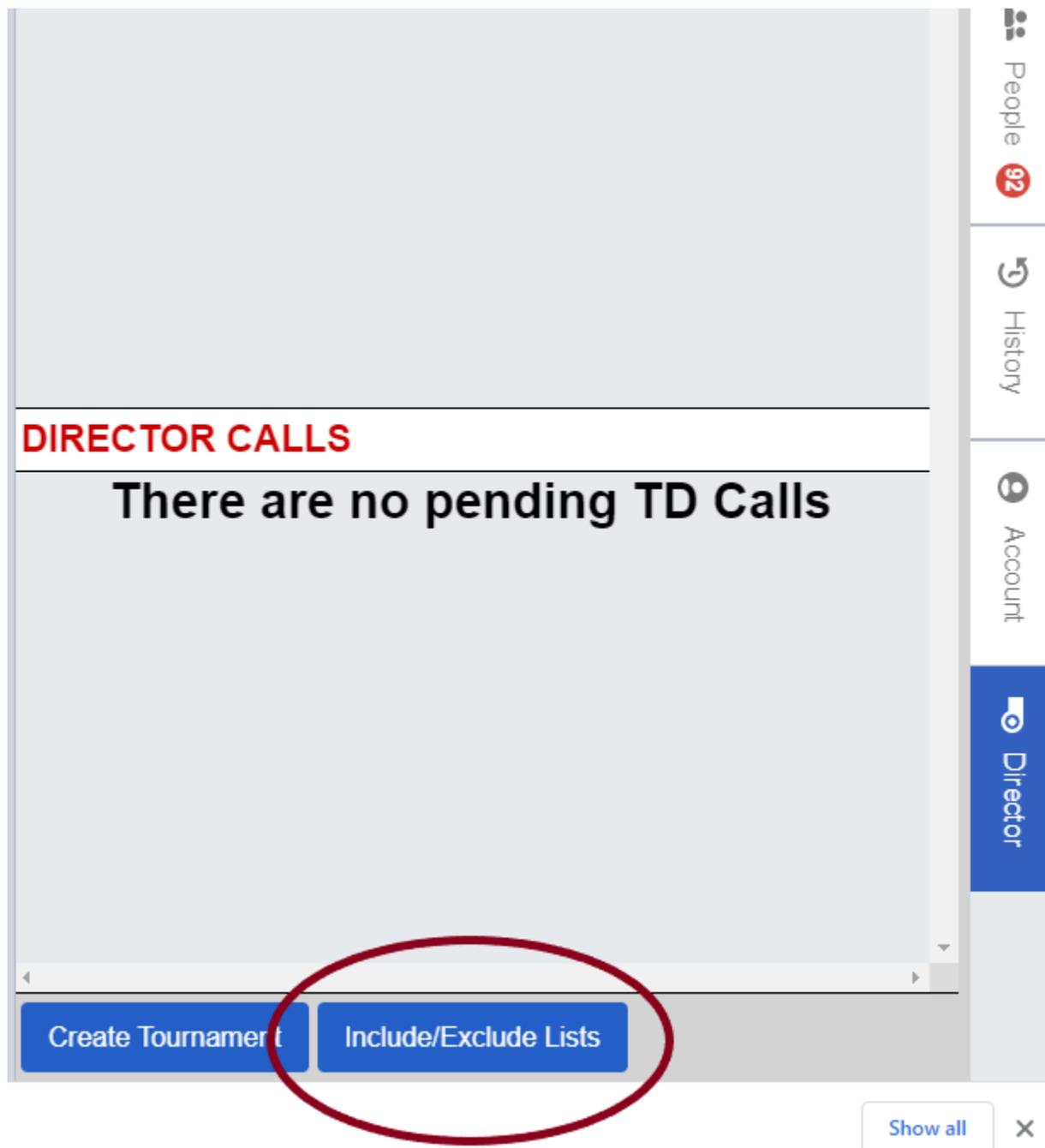


Exciting news! Virtual Clubs are now able to download their include lists.

NOTE: You cannot add or subtract names, and you cannot upload a new list. You can just download the list, and it will be BBO names only – no further identifying information.

(1) When logged in as VACB, look at the bottom right side of the screen. Click on Include/Exclude Lists.



(2) This box displays. You will see your Include list on the left, and your Exclude List on the right. Although it appears that you can edit these, VACBs are not allowed to do this. Click Manage List at the bottom for further options.

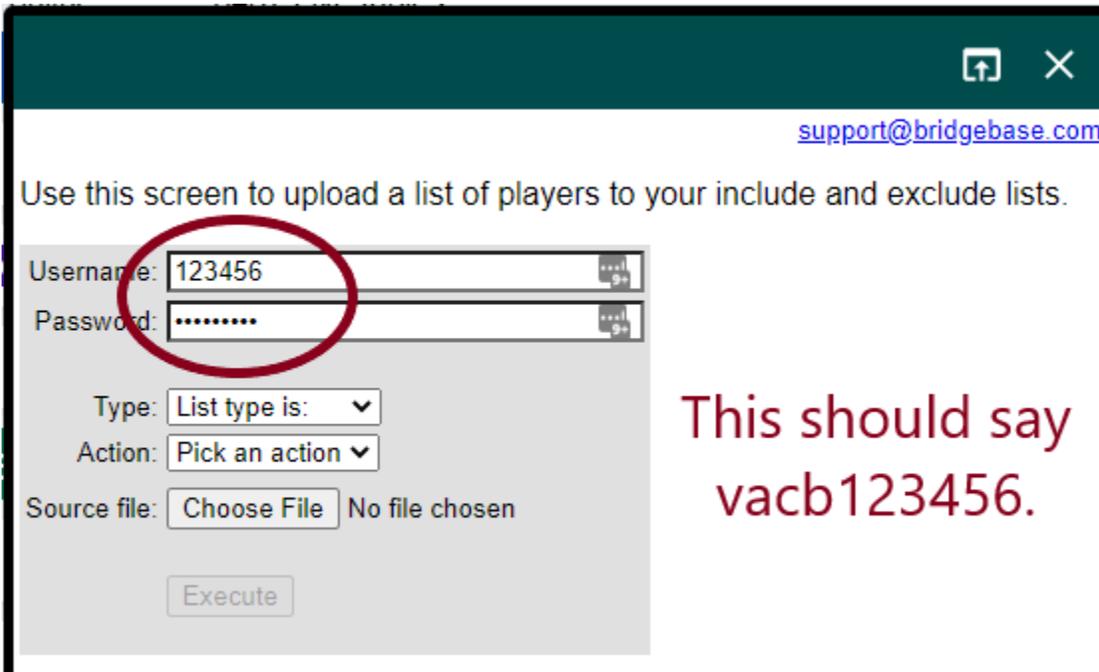
Include/Exclude Lists [X]

My Include List	+	My Exclude List	+
0468mcc	[edit] [delete]	[redacted]	[edit] [delete]
0mikes	[edit] [delete]	[redacted]	[edit] [delete]
11Cleo11	[edit] [delete]		
123gordon	[edit] [delete]		
138WO	[edit] [delete]		
1432naples	[edit] [delete]		
14redhead	[edit] [delete]		
1551OR	[edit] [delete]		

[Close] [Manage List]

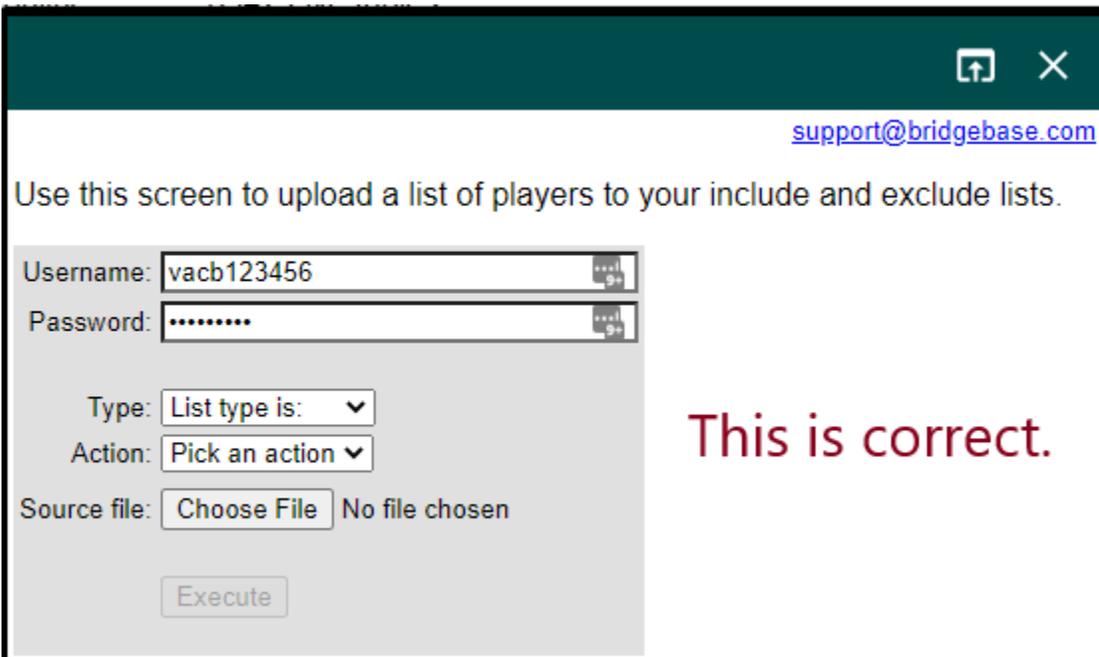
(Names concealed to protect the “perhaps not so innocent.”) 😊

(3) This box pops up – and first check to see how it is logging you in. If the screen looks like this, (because your password app has populated this with your VPortal login), you will need to make an edit here. Add the letters vacb to the front of the username.



The screenshot shows a web interface with a dark green header. In the top right corner, there are window control icons (maximize, close) and a link to support@bridgebase.com. Below the header, the text reads: "Use this screen to upload a list of players to your include and exclude lists." The form contains the following fields: "Username:" with the value "123456" (circled in red), "Password:" with masked characters "*****", "Type:" with a dropdown menu set to "List type is:", "Action:" with a dropdown menu set to "Pick an action", and "Source file:" with a "Choose File" button and the text "No file chosen". At the bottom of the form is an "Execute" button.

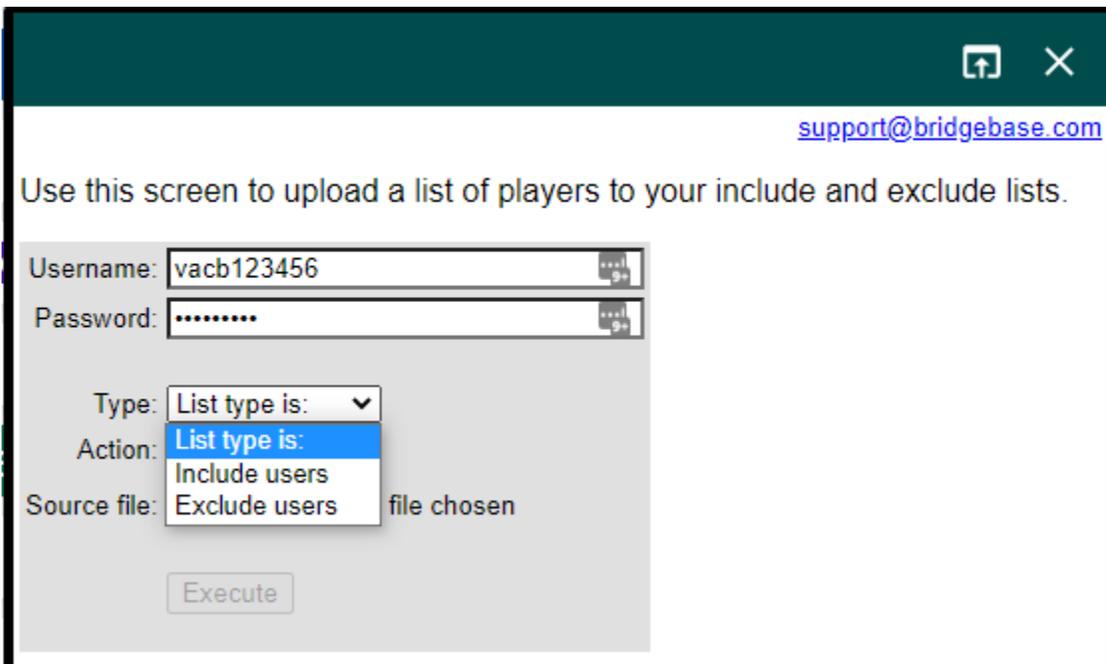
This should say
vacb123456.



This screenshot is identical to the one above, but the "Username:" field now contains the text "vacb123456". All other elements, including the password field, dropdown menus, and buttons, remain the same.

This is correct.

(4) Drop down the “List Type is:” and choose the list you wish to download.



support@bridgebase.com

Use this screen to upload a list of players to your include and exclude lists.

Username: vacb123456

Password:

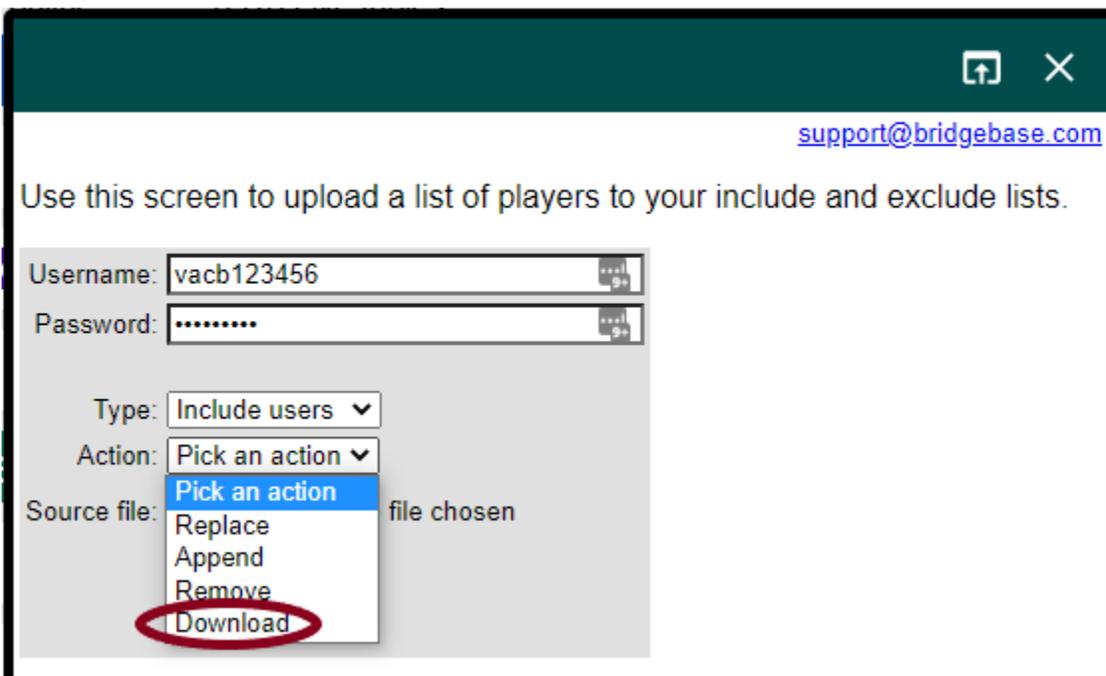
Type: List type is: ▾

Action: List type is:
Include users
Exclude users

Source file: file chosen

Execute

(5) Once you choose the List Type, next choose DOWNLOAD from the Action choices.



support@bridgebase.com

Use this screen to upload a list of players to your include and exclude lists.

Username: vacb123456

Password:

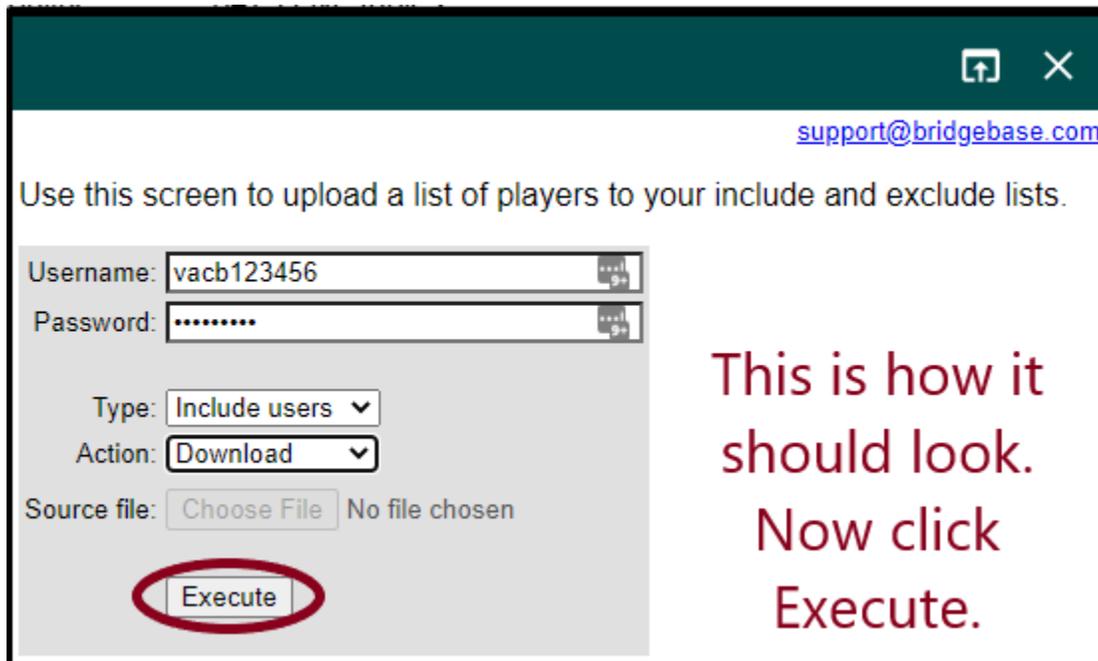
Type: Include users ▾

Action: Pick an action ▾

Source file: file chosen

Pick an action
Replace
Append
Remove
Download

(6) You are ready to download the list you chose in step 3.



support@bridgebase.com

Use this screen to upload a list of players to your include and exclude lists.

Username: vacb123456

Password:

Type: Include users

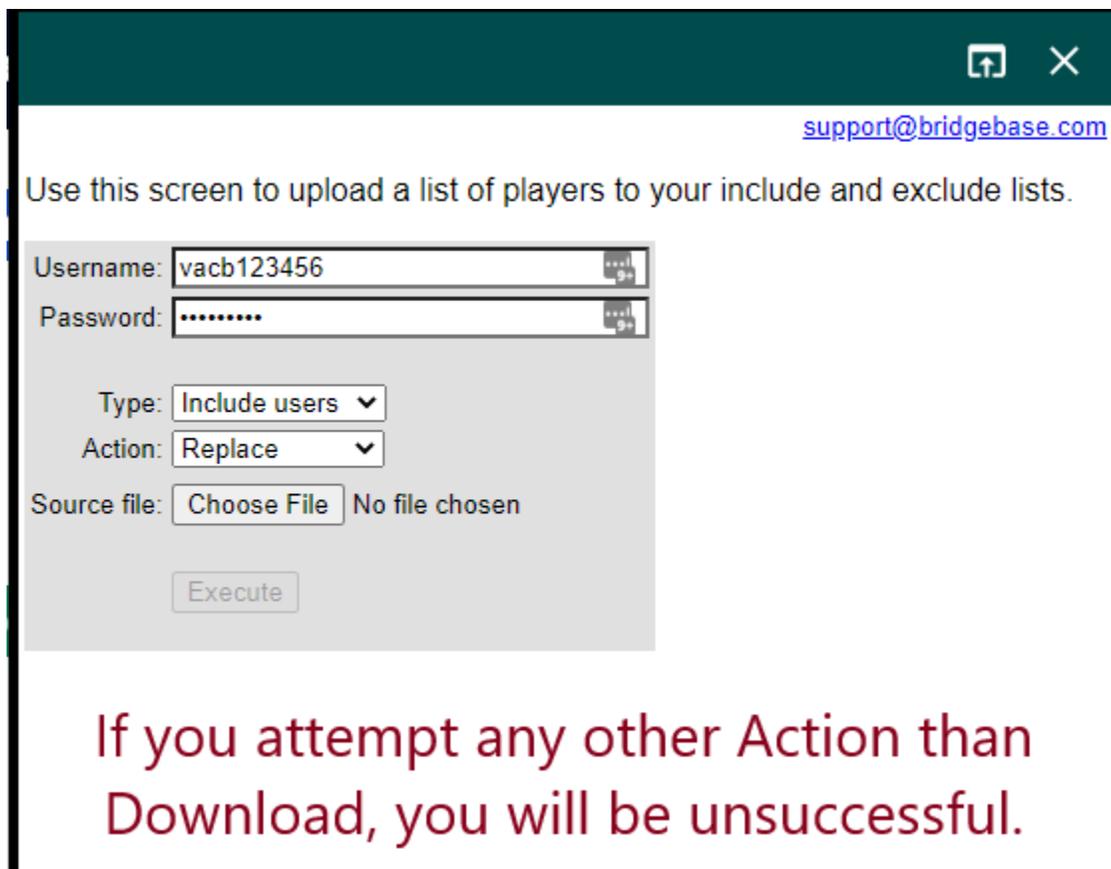
Action: Download

Source file: Choose File No file chosen

Execute

This is how it should look.
Now click Execute.

(7) The only action you can perform is Download.



support@bridgebase.com

Use this screen to upload a list of players to your include and exclude lists.

Username: vacb123456

Password:

Type: Include users

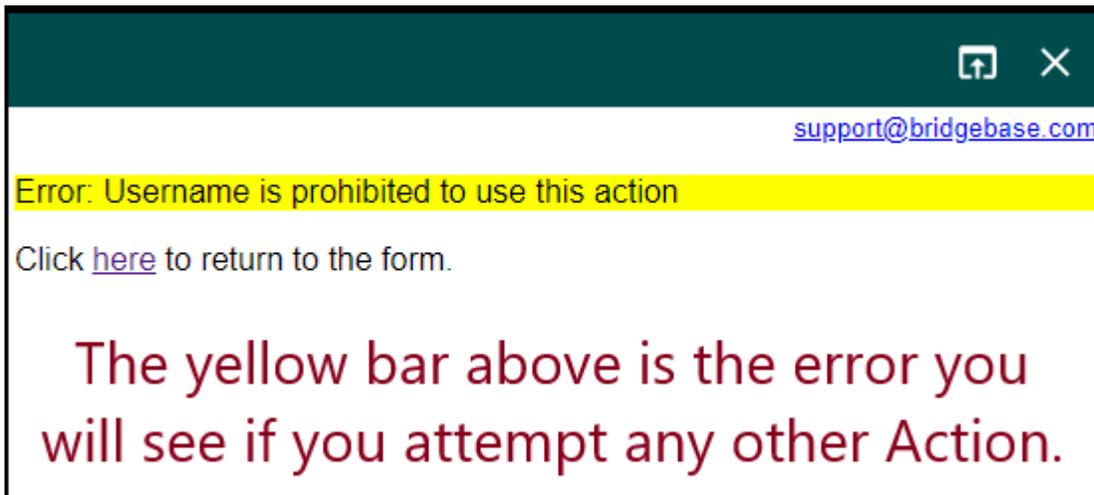
Action: Replace

Source file: Choose File No file chosen

Execute

If you attempt any other Action than Download, you will be unsuccessful.

(8) You can download your Include list and your Exclude list.
If you choose Replace, or Append, or Remove, you will see this screen.



(9) Your downloaded list will appear in your Downloads folder, or whichever other directory you have specified. Each is a .TXT file. They will be called "include_list.txt" and "exclude_list.txt."

These are simply BBO names – appearing in what seems to be no particular order. (You would find that if you knew each player's ACBL player #, that they are in ascending order according to player #.)

The names are in one long column, which you can easily paste into a spreadsheet and sort them alphabetically if you need to do that.

Remember that if there are pooling changes, or if a player moves into your area and has asked to be a member with your club, or if a player is added by ACBL to your list, the list WILL change. So, if you are keeping track of that, downloading the list can be done at any time.