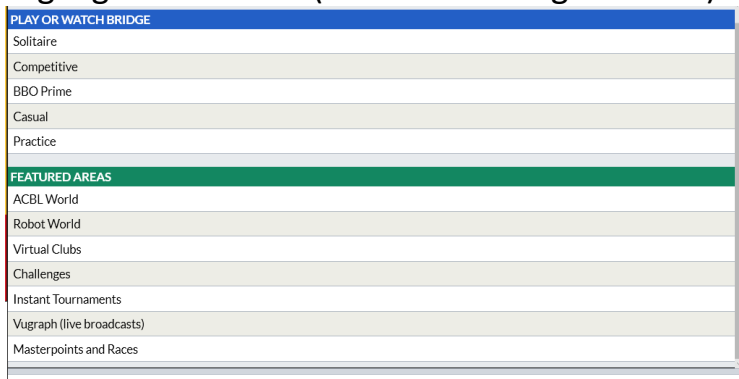


LOG INTO YOUR ACCOUNT ON BBO (OR CREATE AN ACCOUNT)

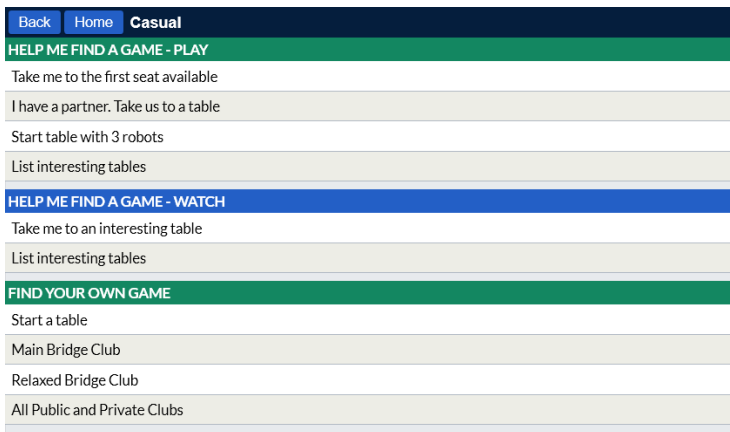
On the left side of your screen choices will appear as I've shown below...

Highlight and select (left-click if using a mouse) Casual

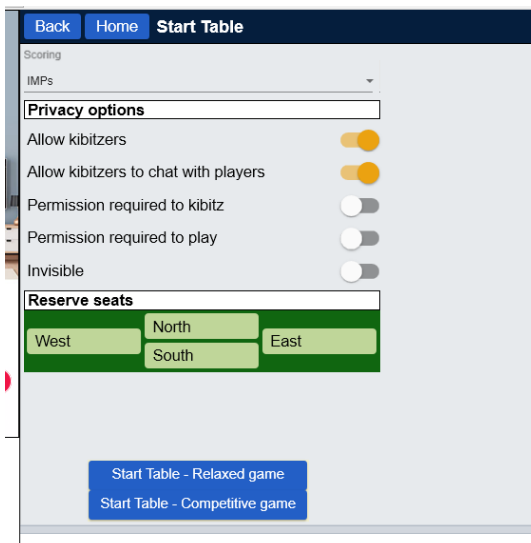


Under FIND YOUR OWN GAME - Select (left-Click) Start a Table

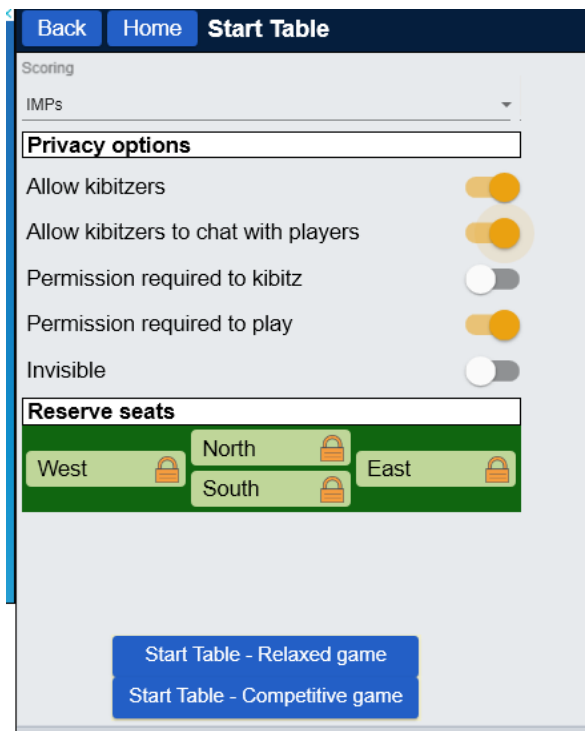
Above the square to the left where it says Scoring, click on the drop down and choose Total Points, IMPs or Matchpoints. You must select this now or it will use a default of IMPs



The round buttons (to the right) allow you to choose yes or no with regards to the option listed. For example, the allow kibitzers button is slid to the right and colored gold – this indicates that kibitzers are allowed.

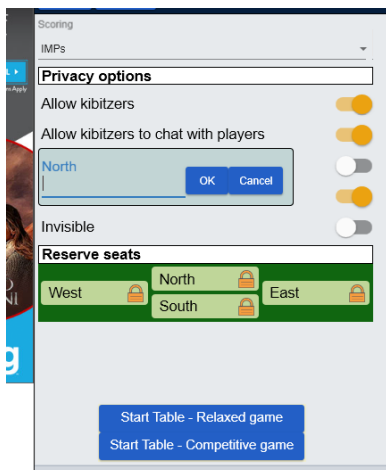


For you, the important choice will be to move the button for the option of “permission required to play” to the right. At this point it will turn gold and the reserve seats diagram box will appear with a “lock” that represents that this seat is reserved – see below.

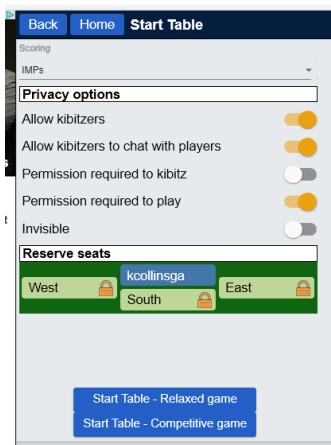


Next click on the seat (East, West, North or South) that you wish to sit in....

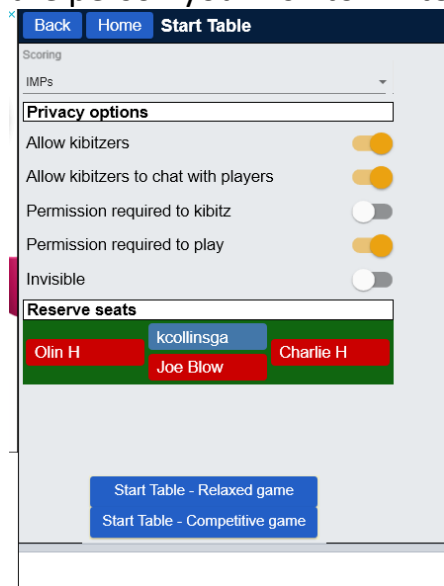
For this example I clicked on North and the screen should look like the one below.



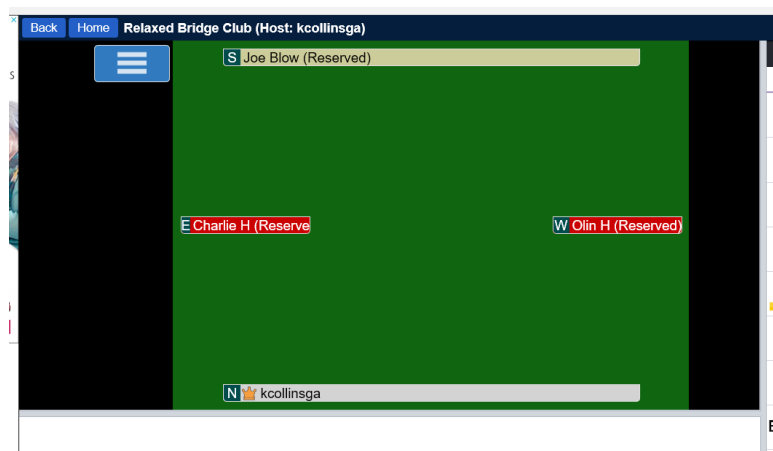
Type in your BBO username....for this exercise I signed in kcollingsga...
Then hit the ok button...your screen should look like the screen below.



Repeat this process for your table by clicking on a seat and entering the BBO username of the person you wish to invite....



Click on the “start Table – Relaxed Game” and you should see a screen like the one below



The program will send an ‘invitation’ to each of your table members, asking them to join.