

# THE NOTTINGHAM BRIDGE CLUB

## MANAGING NAMES FOR BBO TOURNAMENTS

### Files

Files can be downloaded by going to [www.NottinghamBridge.Club/BBO](http://www.NottinghamBridge.Club/BBO). The master spreadsheet file is password protected – password is 401 – but it has proved too difficult to protect the .txt files.

### Master File

The main source file that holds peoples BBO user names, real names and EBU numbers is called BBO-name-EBU.xlsx. The format should be self-evident. Where the EBU number is not known, it should be entered as 88888888. Some entries are awaiting the BBO user names.

**What follows needs to be done using LibreOffice Calc, not Microsoft Excel. Unfortunately, Excel produces redundant entries.**

### Intermediate Files

Starting with the master File, use “File – Save as” to create a file with the same name, but with type “Text CSV (\*.csv)”. Override any warning that there may be possible data loss, and accept the default field options.

As necessary, use the Data – Sort option on column A, so that all the blank entries for BBO user names are at the bottom of the list.

Delete the rows – not just the entries - with blank BBO user names.

Save the file. Override any warning that there may be possible data loss. This will produce a file “BBO-name-EBU.csv”, with all the entries having BBO user name, first name, last name, EBU number separated by commas.

Using “File – Save as”, save the csv file with the new name “Main include.csv”. For this new file, delete all the columns, except the first which contains the BBO user names. Save the file.

Close LibreOffice Calc.

### Txt Files

In file manager rename both .csv files to become .txt files, ignoring any warnings. So you end up with “BBO-name-EBU.txt” and “Main include.txt”.