



The (ACBL Club 131102) Monthly Report by Bob Gruber

ACBL requires clubs to submit a report of player attendance and points won on a monthly basis. ACBL also assesses a fee based on a number of factors, chief of which is the number of tables. The process for doing this report changed drastically starting on 1 March 2020.

Starting 1 February 2020, all ACBL-sanctioned clubs had to upload their gamefiles to ACBL *Live for Clubs*. If available, BWS files and/or PBN files are optionally uploaded. The files uploaded are merged together and displayed on the ACBL web site.

Prior to 9 P.M. Pacific Time on the 4th of the next month, the report should be submitted to the ACBL. This is accomplished by paying the Game Fees ([Pay Game Fees](#)), which may be accomplished by automatic payments. In any case, timely submittal requires all gamefiles, including corrected gamefiles, be uploaded prior to 9 P.M. Pacific Time on the 4th of the next month.

Paying Game Fees

If automatic payments have been previously set up, no action is necessary and you may skip this section.

For manual payments, the 1st step in paying the Game Fees is to open the ACBL website and login to MyACBL. Next, go to *Live for Clubs*. When there, the *Live for Clubs* banner (the dark blue strip across the top) should look something like the snapshot below. (The *Logout* option appears when you click on your name on the right.)

Before clicking on [Pay Game Fees](#), if you manage multiple clubs, make sure the right club is selected in the *Managing Club:* window. Click on [Pay Game Fees](#).

The screenshot shows the ACBL Live for Clubs website. The top navigation bar is dark blue with white text for 'Upload', 'Manage', 'Help', 'My Results', and 'Bob Gruber'. A 'Logout' button is positioned to the right of the user name. The main content area has a white background with a dark blue header that says 'ACBL LIVE FOR CLUBS'. Below this, the title 'Manage Live for Clubs Results' is displayed. A 'Managing Club:' dropdown menu is set to 'Ventura Unit Bridge Club'. Three green buttons are visible: 'Pay Game Fees', 'Upload a Game', and 'Payment History'. At the bottom, there is a 'Show 10 entries' indicator and a search box.

Another screen comes up with the billing information as depicted on the next page.




1 Billing Info 2 Confirmation

131102 Ventura Unit Bridge Club Billing

Balance Due: \$26.50

Ventura Unit Bridge Club is enrolled in automatic payments. Your outstanding balance will be charged on the 5th of each month.

Payment Method: 

Exp: 02/2022

[AUTOPAY PREFERENCES](#)

Select Club
Ventura Unit Bridge Club

Filter Results

[Feedback](#)

Since Autopay was already selected, there is nothing to do here, but it's what the screen would look like in general. Notice that autopay occurs on the 5th of the month (Horn Lake, MS time). Also notice, you may select the club on this screen also.

If Autopay has not been setup, the screen might look like:

143636 Las Posas CC/Bridge Club Billing

Balance Since Last Statement: \$ 6.50

Your club is not enrolled in automatic payments

[PAY FULL BALANCE](#)

Select Club
Las Posas CC/Bridge Club

Filter Results

Games Since Last Statement Total: \$6.50 [PAY FULL BALANCE](#)

Date	Name	Rating	Session	Section	Boards	Tables	Table Rate	Additional Rate	Total Balance
2020-03-04	LP Wed Morn Inv Prs - FcR	Club Rating Point	7	A	28	6.5	1.00		6.50

[Feedback](#)

Now there are buttons to pay the balance. If you click one of those buttons, another screen for you to enter credit card information and actually pay comes up



143636 Las Posas CC/Bridge Club Billing

Balance Since Last Statement: \$ 6.50

Your club is not enrolled in automatic payments

Amount Paid

\$ 6.50

 Card Number

1111 1111 1111 1111

 Expiration

MM/YY

 CVV

111

Email

robertmgruber@aol.com

Enroll in AutoPay

PAY NOW

Copying the Gamefile to the the Dropbox

The Ventura Unit is keeping copies of all gamefiles in the Dropbox associated with the CommonGame. Each director is responsible for copying the final version of the gamefile to the Dropbox. As soon as possible, copy the gamefile to Dropbox > GAMEFILE > Archive folder for the appropriate month.