**Step 1**: Log into BBO, then click on the "Account" tab (on the right or at the bottom of your screen, depending on your current settings).





<u>Step 3</u>: Locate the two settings "Confirm bids" and "Confirm cards". (NB. By default, both toggle switches will be in the OFF position.)

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<u>Step 4</u>: Click each switch to toggle between **ON** (displays green) and **OFF** (displays grey) according to your preferences. (NB. You can do this at any time, even while playing in a tournament.)



<u>Step 5</u>: With "Confirm bids" turned ON, you start by selecting your bid in the usual way (alerting and explaining when required) – i.e. by clicking "1" and then clicking the "♠" suit symbol, in the example shown here. When you have selected your bid, an OK button will appear which you must click to confirm your bid.



<u>Step 6</u>: With "Confirm cards" turned ON, you click on a card <u>once to select</u> it and <u>a second</u> <u>time to confirm</u> you wish to play it. When selected, your card is highlighted as shown in these examples. (NB. If you realise you have selected the wrong card, just click once on the correct card and a second time to play it.)



Example 1: When playing with pictures of cards



Example 2: When playing with hand diagrams