1. North keeps score.
2. If you are the first to play a board, mark the board number on the top right hand corner.
3. Score on the line corresponding to your pair number, ie. If you are pair 5, score on line 5.
4. Write the contract in the first column.
5. Write who the declarer was.
6. Successful contracts go in the “made” column, while unsuccessful contracts go in the “down” column.
7. Record the plus score in the appropriate column.
8. Write down the EW pair number.
9. Place the traveller in the middle of the table so that EW can see and check the result.
10. Fold the traveller and place it into the board.