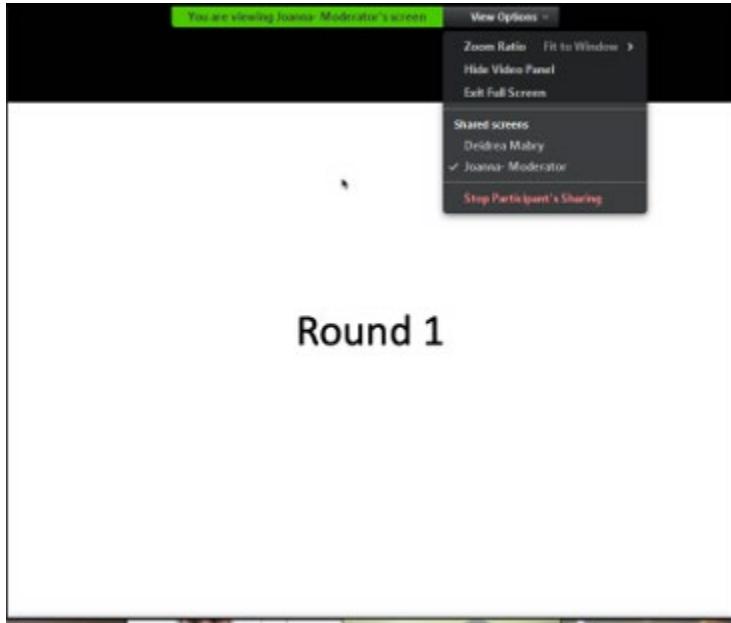


Helpful tips for Zoom screen setup and Buzzin.Live:

- **Calling in via phone and using a headset is the most recommended way of participating in audio for the Quiz Bowl. This set up reduces background noise, reduces the potential for audio delays due to slow internet speed, and may improve the video connection because less bandwidth is devoted to audio.** Computer audio and phone audio options will both be available, so you are still welcome to use what works best for you.
- **Change your phone settings so that your phone will not fall asleep during the round!** Since you are buzzing in using your phone, the last thing you want to happen is for your screen to be asleep when you are trying to buzz in. The Buzzer Operator will watch out for students that have disconnected (which usually just means the phone is asleep) and notify you if they see this, but it will ultimately be the students' responsibility to make sure their phones are ready to buzz in. Once the moderator has begun reading a question, the game will NOT be paused in the middle of the question to allow a student to reconnect their phone.
- Since you'll be using your phone so much, make sure you are keeping it charged it during the Quiz Bowl!
- If you have had issues being kicked out of Zoom before due to your internet speed, please let the moderator and judges know so they can look out for this. If you are accidentally kicked out, the game will be paused to allow you to rejoin.
- **It is extremely important that you are in a quiet room with no background noise!** Background noises will affect how the game goes for everyone, including your own teammates, because they can interrupt and distort the moderator's sound as they ask questions. Judges will be monitoring the video feed to see if certain contestants are causing interference and may pause the game to ask them to fix any noises. Calling in via phone and using a headset is the best way to reduce background noise.
- Ask your housemates to limit the use of the internet, including streaming, during the competition.
- You may want to remove all of the screens for the individuals in the "room" that aren't screen sharing or using video. Zoom instructions for this can be found at https://support.zoom.us/hc/en-us/articles/201362323-How-Do-I-Change-The-Video-Layout-#h_7fbf4fed-9ea2-44ed-83d4-11f1b7b689cd. To hide non-video participants, make sure you are in Gallery View, then right click on any participant that has no video or screen sharing. Click "Hide Non-Video Participants".

- As a competitor, you will want the moderator's screen to be your main display screen. To change this, mouse over the top of the screen until "View Options" appears, click, and select the shared screen you wish to display.



- **The buzzer operator will be announcing the score after every question.** A judge will be keeping track of the score separately from the BuzzIn.Live scoring system. Audience members (coaches and faculty) are welcome to monitor the score as well by either focusing on that screen, or using a dual monitor setup which will allow both the moderator and BuzzIn.Live screen to be displayed. Because the rounds will be recorded, any disagreement on the final score can be verified by the Committee if an objection is given during or immediately following the round.
- Practice with BuzzIn.Live prior to the competition. In the committee's tests, even members who had a very slow internet connection had no actual delay that we could detect, but this is still a potential possibility. Make sure prior to competition that you will be in a spot with adequate internet connection.