

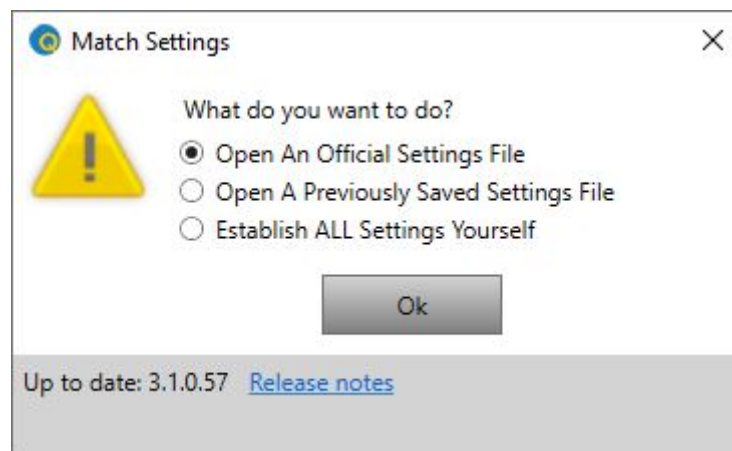


Quick Start Guide for Version 3

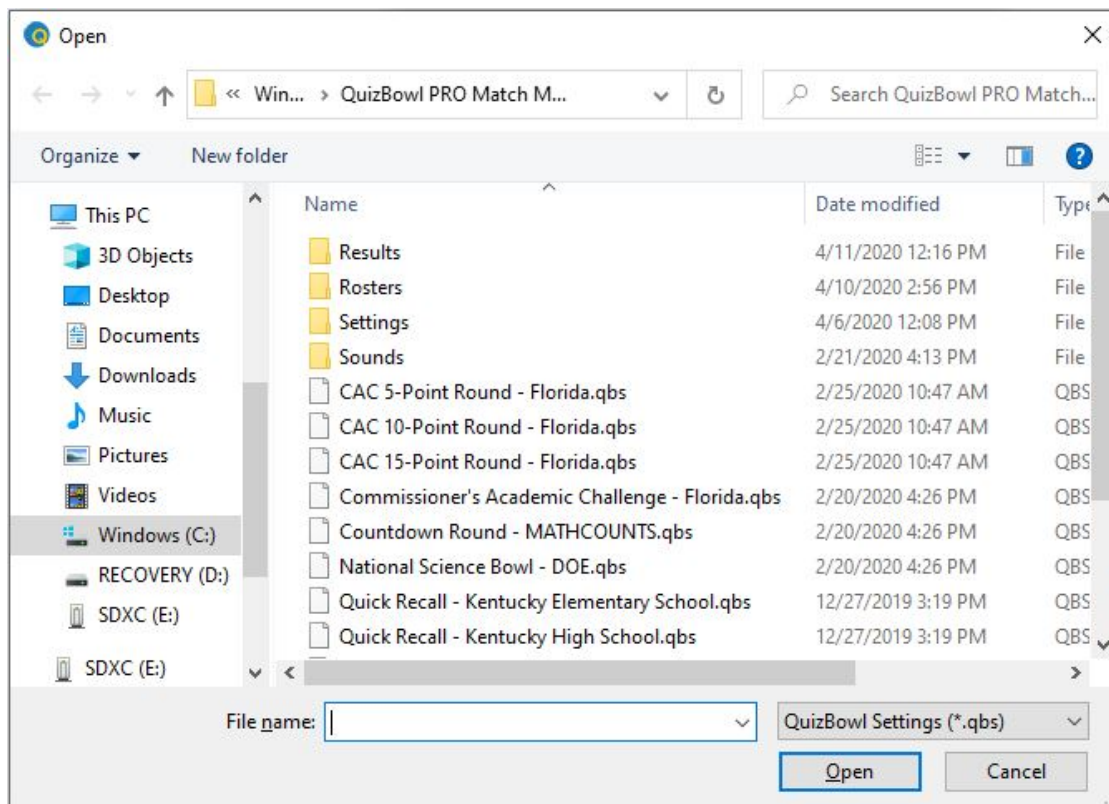
Match Setup

Choosing a Settings File

The opening dialog box in QuizBowl PRO lets you open an official settings (competition rules) file, open a settings file you've already created, or create a settings file from scratch:



The first time you run QuizBowl PRO, you'll want to start with an official settings file.



Creating & Loading a Roster File

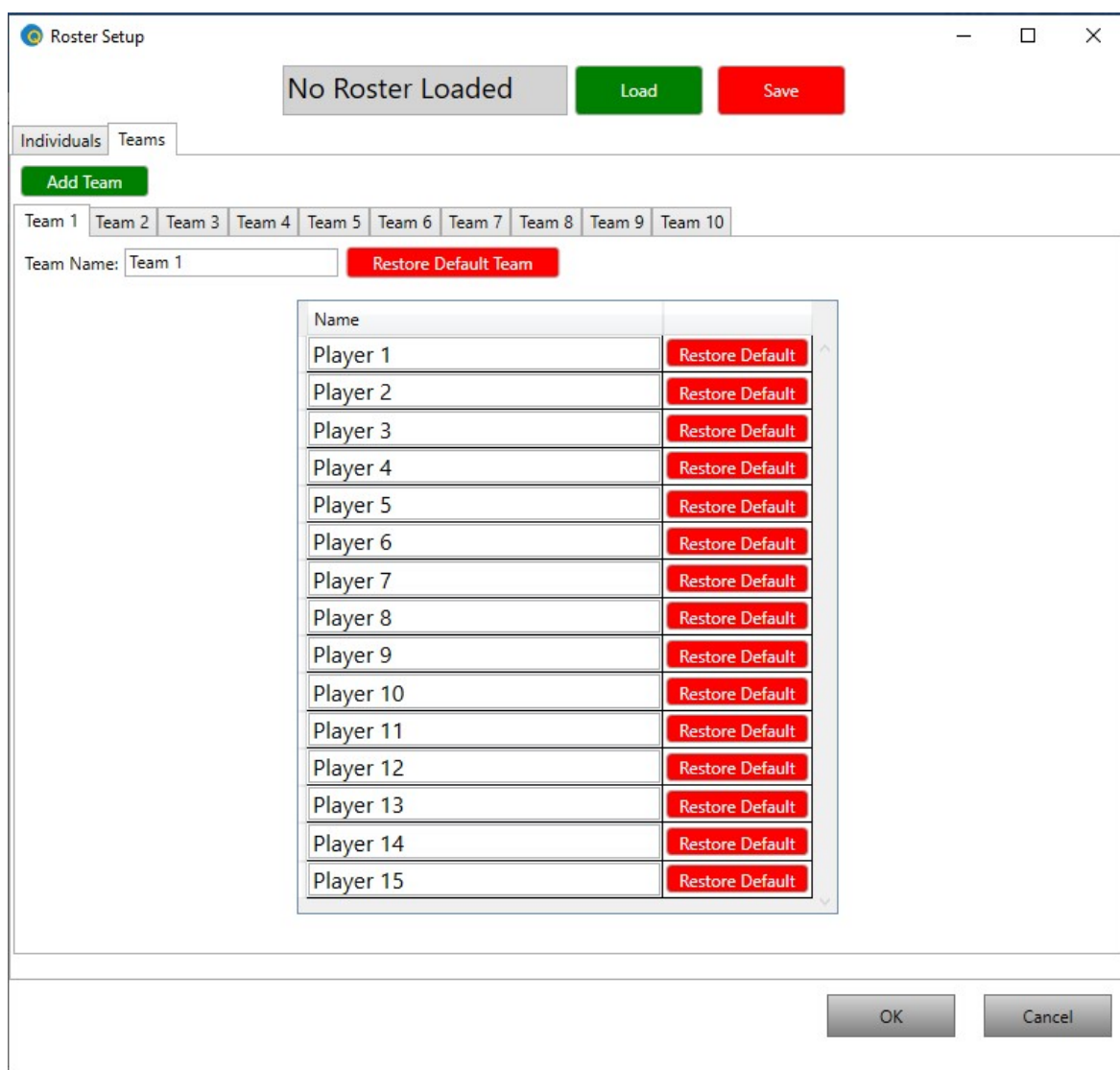
The next step is creating or loading a team roster. Roster files are separate from settings files so that you can use the same team roster with different settings files.

To create or load a team roster, click the Team Roster Setup button on the Match Options tab:



The screenshot shows the 'Match Options' tab with four sub-tabs: 'Match Settings', 'Round Options', 'Sound Options', and 'Display Options'. Under 'Match Settings', there are buttons for 'Starting Scores' (green) and 'Timeout Setup' (red). Below these, it says 'Play as' with radio buttons for 'Teams' (selected) and 'Individuals'. There are also icons for 'Teams' and 'Individuals'. At the bottom, there are dropdowns for 'Number of teams' (set to 2) and 'Players per team' (set to 4). A yellow button labeled 'Team Roster Setup' is on the right, with a red arrow pointing to it from above.

This displays the Roster Setup window:



The 'Roster Setup' window has a title bar with a close button. It features a 'No Roster Loaded' status bar with 'Load' (green) and 'Save' (red) buttons. Below are tabs for 'Individuals' and 'Teams'. An 'Add Team' button is present. A row of tabs for 'Team 1' through 'Team 10' is shown, with 'Team 1' selected. Below this, there is a 'Team Name' field set to 'Team 1' and a 'Restore Default Team' button. The main area contains a table with 15 rows, each representing a player. Each row has a 'Name' column and a 'Restore Default' button.

Name	
Player 1	Restore Default
Player 2	Restore Default
Player 3	Restore Default
Player 4	Restore Default
Player 5	Restore Default
Player 6	Restore Default
Player 7	Restore Default
Player 8	Restore Default
Player 9	Restore Default
Player 10	Restore Default
Player 11	Restore Default
Player 12	Restore Default
Player 13	Restore Default
Player 14	Restore Default
Player 15	Restore Default

At the bottom right, there are 'OK' and 'Cancel' buttons.

Even though you can only play with up to 10 teams at a time, a roster file can hold any number of teams of up to 15 players each. Just click the red “Add Teams” button to add more teams.

Use the red “Save” button to store your roster file for use in other match settings. Next time you use QuizBowl PRO, you’ll click the green “Load” button to load your saved roster.

Arranging (Seating) Teams & Players

Once you have loaded a roster file, click the “OK” button to navigate back to the Match Options tab. Then, use the Team Setup area to arrange the team & player positions for the match:

Teams Individuals

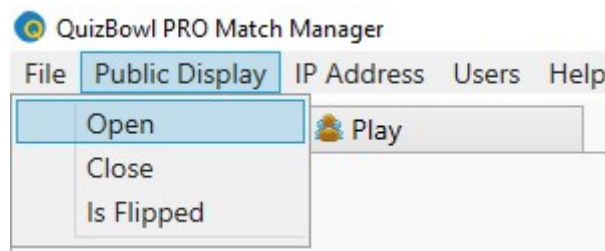
Number of teams 2 Players per team 4 Team Roster Setup

Team Name	Player 1	Player 2	Player 3	Player 4
Burns Middle	Olivia	Annie	Brady	Alex
- Choose Team -	- Choose Player -	- Choose Player -	- Choose Player -	- Choose Player -
Slammer #	1	2	3	4

Opening the Public Display

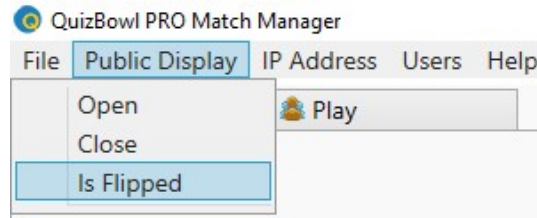
The Public Display is an extended display window that can be opened and dragged onto a projected screen for public consumption. (Set your Windows Display Settings to Extend, not Duplicate, your display onto a projected screen.) The Public Display window provides players and the audience with all the information they need while hiding all your mouse movements and editing from view.

To open the Public Display, click the Public Display menu option at the top of the screen:



Once the Public Display window is open, drag it (left or right) onto your projected screen and then maximize it there.

If the projected screen is behind you and everyone is facing it (you as well), you can flip the public screen so that it reflects where the teams are sitting from the audience's perspective:



Helping Players Sign In

Use the IP Address menu option to display your IP address on the Public Display so that players can enter it into their Player App screens:

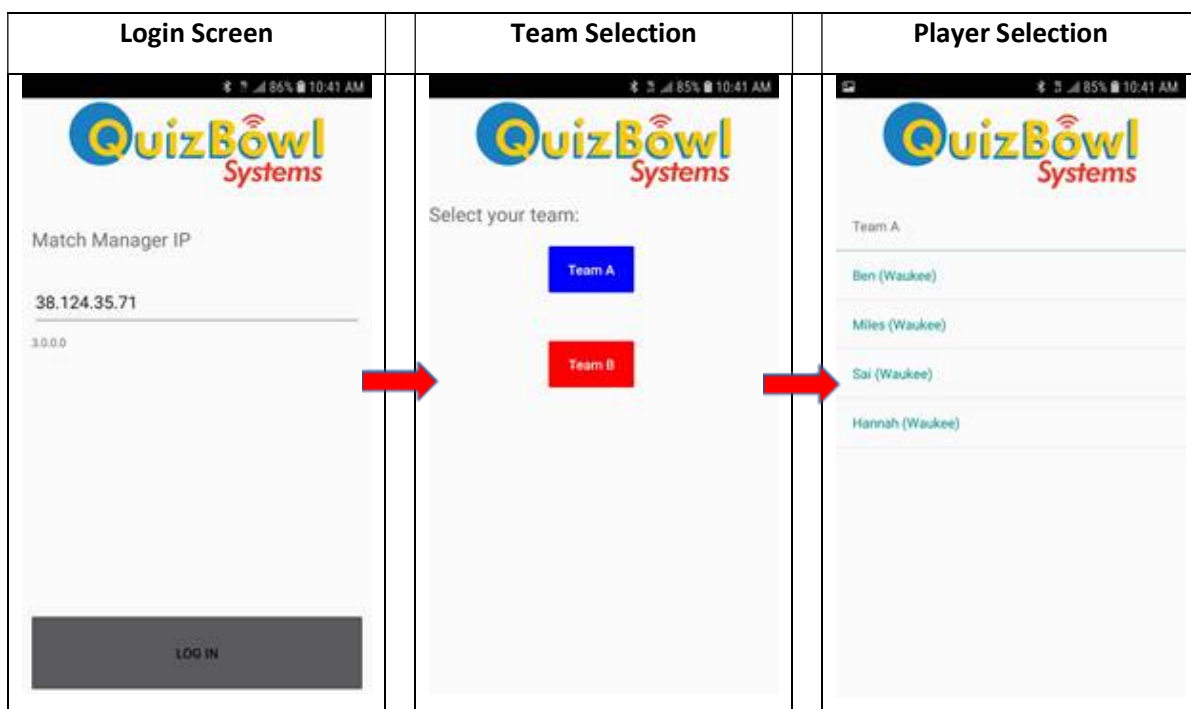


If you're not using a Public Display window, you can make your IP address display on the Match Manager screen by setting the Display IP Address on Match Manager Screen to "Yes":

Display IP Address on Match Manager Screen

The Player App remembers an IP address from session to session, so it's a good idea to assign your PC a static IP address on your network. Then it won't change from session to session, and players won't have to enter a different IP address each time they connect to QuizBowl PRO.

The player sign-in process looks like this:



Players can connect any time after you've loaded a configuration file and a roster. They simply tap their "Log In" button, select a team, and select their name from their team's roster:

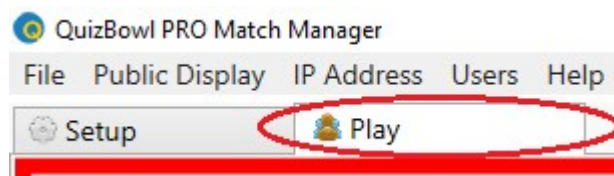
If a player can't connect, then:

- The IP address they're entering isn't correct and/or
- They aren't connected to the same network that you're on. (Everyone – including the Match Manager – needs to be on the same network.)

Match Play

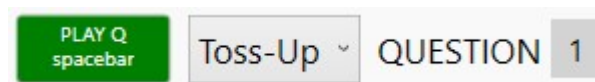
Starting a Match

To start a match, click on the Play tab:



A live Excel-format spreadsheet is running in the background while you're playing, so it's a good idea to launch Excel (or a compatible spreadsheet program) and have it running at the start of a match. More on this later.

Notice that most of the control buttons have both 2 labels: a name (such as "PLAY Q") and a keyboard shortcut ("spacebar"):



This means you can either click on the button with a mouse or touch the appropriate keyboard key. Using the keyboard is much faster and less error prone than using a mouse or touchpad.

Color-Coded Information

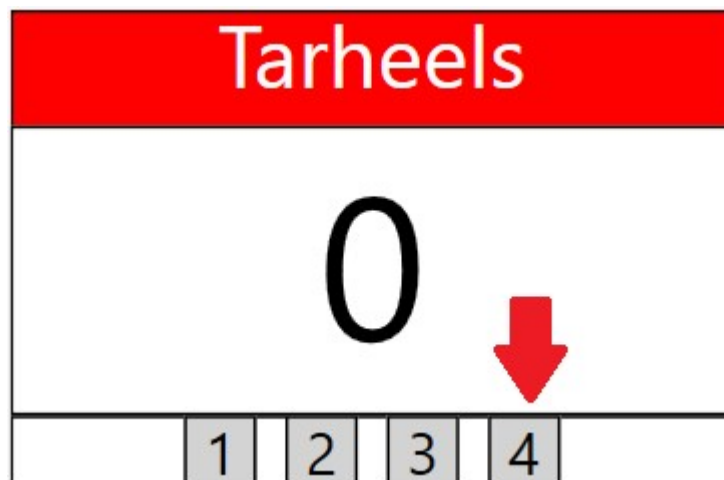
We have used color (particularly red and green) to help you understand where you are and what you should do next:

- **Green** means "go", so it's no surprise that "PLAY Q" and "Ring-In Test" are green.
- **Red** means "stop", which is why "End Match" is red. Also, once you've started a ring-in test, for example, you'll see a red button labeled "End Ring-In Test".

Color is also used around the border of the screen (both your Match Manager screen and the Public Display) to indicate when it's possible for players to ring-in. Before you start a toss-up question, the screen border is red. Once you click "PLAY Q", the border is green.

Practicing Without Players

When you're learning to use QuizBowl PRO, your students' devices don't have to be connected. You can simulate their ringing-in to answer questions by clicking on players' icons located within the teams' scoreboxes. If the system is "clear" (that is, if the border around the screen is green, indicating that we're open for ring-in activity), just click on a player's numbered icon to simulate a ring-in:



Player Ring-In Sequence

Most of the time, though, you'll have players logged in and connected to you. Their app screens will look like the screen on the left (below), most of the time. However, when they touch the app anywhere except for the "Logout" button – and if they're the first to do so – their screen will highlight in their team color, as shown below on the right:



Playing Match Questions

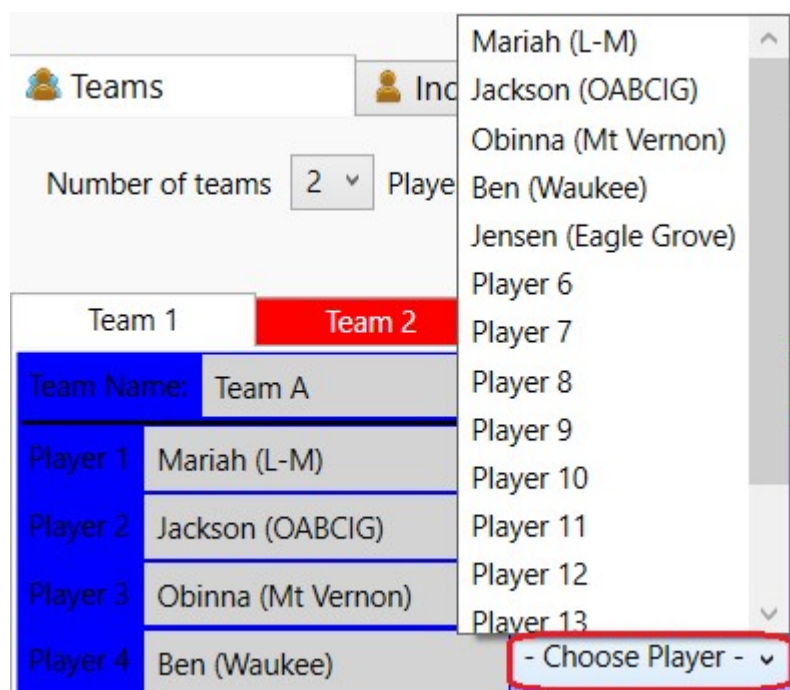
Though there are many variations on the Toss-Up/Bonus question format, this structure underlies the rules used in the vast majority of academic competition settings in the US.

1. Click the “PLAY Q” button (or press the spacebar) to play a Toss-Up.
2. Click the “Start Ring-In Timer” button (or press the spacebar) when you’ve finished reading the question. This starts the Ring-in Timer countdown.
3. When a team rings-in and answers, click either the “Right” or “Wrong” button or the +/- keys if you use the keyboard.
4. If a Toss-Up is answered correctly, click “Play Bonus” (or press the spacebar) to start a Bonus. (If you’re in Fast Mode, you don’t have to do this. The system “jumps” automatically into Bonus mode.)
5. Click “Start Answer Timer” (or press the spacebar) when you’ve finished reading the question. This starts the Answer Timer countdown.
6. Click either the “Right” or “Wrong” button or the +/- keys If the Bonus is answered incorrectly, it automatically bounces back to the other team.

Substituting Players

To substitute players, follow this 3-step process:

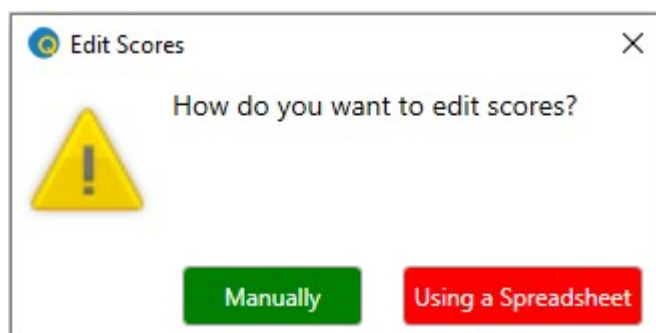
1. Have the player leaving the match logout of the Player App.
2. Navigate back to Setup and use the “Choose Player” button to “seat” the new player on that team:



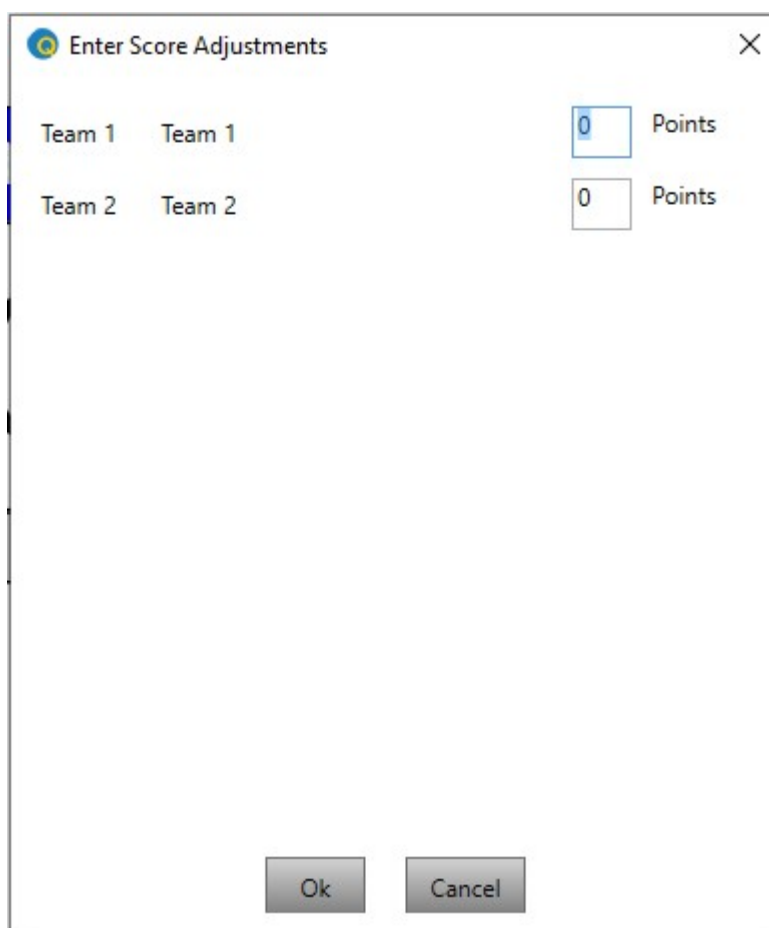
3. Have the player entering the match login using the Player App.

Editing Scores

Clicking the yellow “Edit Scores” button will present you with a choice between making quick, manual adjustments to overall team scores vs. opening the match’s spreadsheet in Excel:



If you choose “Manually”, a team score editing dialog will appear, allowing you to enter amounts to add to (or subtract from, if your numeric entry is preceded by a minus sign) each team’s score:



After entering the amounts by which you want overall team scores to change, click OK.

If you need to make a detailed change (such as taking points away from a specific player and/or awarding them to another player), you will need to edit scores “Using a Spreadsheet”. This will launch your computer’s spreadsheet program and open the current match’s results for editing.

[If you already have Excel running in the background, this will happen more quickly.](#)

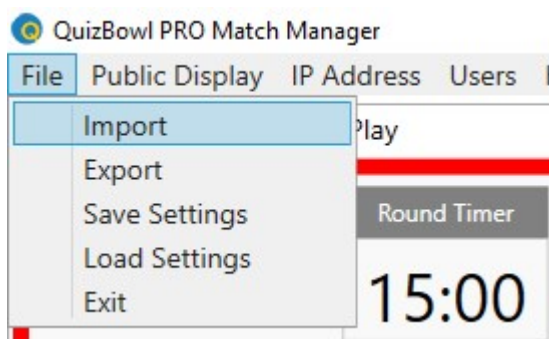
Once the match spreadsheet is open, edit entries in cells that have a white background – for example, on Player #1's score on Toss-Up Question #7:

Team 1									
TeamName									
Players	Standard Match Questions								
Player 1							15		
Team Question									
Bonus Points									
Question Total	0	0	0	0	0	0	15	0	0
Running Total	100	100	100	100	100	100	115	115	115
Question	1	2	3	4	5	6	7	8	9

Blue & black cells are not editable in the spreadsheet.

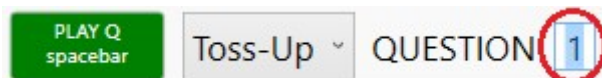
Once your changes are complete:

1. Save the spreadsheet.
2. Close the spreadsheet – not Excel – using File/Close. This will close the spreadsheet but leave Excel running in the background in case you do further editing later in the match.
3. In QuizBowl PRO, use the File/Import menu option to update your scoreboard:



Editing Question Numbers

Sometimes you need to replay a question on behalf of a team, perhaps as the result of a mistake or a challenge. To replay a particular question #, double-click on the question # field to allow you to enter a value:



This value indicates which question number column in the match spreadsheet should receive the results of the question you're about to play.

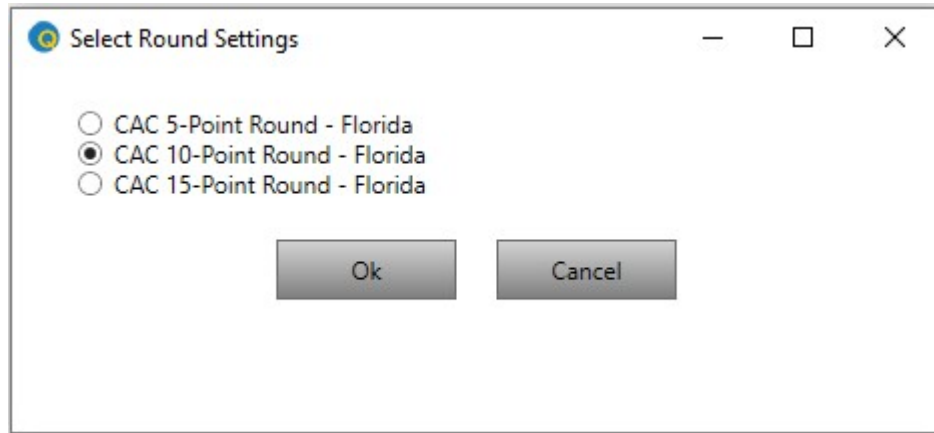
Managing Time

Any time you want to call a timeout, click the red "Timeout" button. Then select the timeout you want to activate. (Some competition formats have several types with different lengths.)

If you were playing a timed round format, the Round Timer will stop. You may edit the Round Timer's value by double-clicking on the current value and entering a new value in MM:SS format.

Selecting Different Rounds

Some competition formats allow for the use of different rules in different rounds. If your format involves different rounds, you may change rounds (i.e., change rules) at any time by clicking the red “Select Round” button, which allows you to select a new round format:



Ending a Match

Click the red “End Match” button to end a match. This will close the match spreadsheet and display a “MATCH OVER” message on your screen.

Match results spreadsheets are saved in your QuizBowl PRO Match Manager /Results folder, and their file names have the pattern:

Results-YEAR-MM-DD-HH-MM-SS.xlsx