

Wisconsin Civics Games - Instructions

Change Your Zoom Display Name Prior to Competition

To help facilitate moving players in and out of the rooms where live gameplay is occurring, each participant will be asked to change their display name according to the following format:

[First Name] [Last Name], [Team Name]

If you are representing a school with multiple teams, please be sure to include your team number. (This was sent to you via email.)

If you are the team captain, please indicate so by putting an asterisk at the beginning of your name, like follows:

*[First Name] [Last Name], [Team Name]

How to change display name: On the Zoom website

1. Sign in to the Zoom web portal.
2. Click Profile in the left sidebar.
3. Click Edit, located to the right of your name.
4. Enter your display name as follows.
5. Scroll down and click Save.

How to change display name: On the desktop app

1. Open the app and log into your account, if needed.
2. Click your profile icon, located in the top-right corner of the window.
3. Select My Profile from the dropdown menu — this will prompt a pop-up window to open.
4. Click Edit, located to the right of your name.
5. Enter your display name.
6. Click Save.

How to change display name: On the mobile app

1. Open the app (iOS, Android) and log into your account, if needed.
2. Select Settings, located on the bottom-right corner of the screen.
3. Select the banner with your name and email address at the top of the screen.
4. Tap Display Name.
5. Enter your display name and tap Save.

Accessing BuzzIn.Live

Judges will provide a link to access BuzzIn.Live at the beginning of each round. When asked for your name, please provide as many characters as the system allows. Click "Join Team" and select your team. (Be sure you know your team number as provided via email by the WNA.)

Buzzing: Players can join via the link provided. Afterwards, they will have a buzzer button appear on their screens that, when clicked, will buzz in. The space bar will also activate the buzzer.

Latency Correction: BuzzIn.Live accounts for each player's connection delay (up to a one second delay) in the ordering of the buzzes. Because of this you may notice buzzes reordering a split-second after they appear.

Disconnecting/Reconnecting: Devices (both players and host) will try to automatically reconnect if their connection fails. While a device is disconnected you will see "(Disconnected)" by the name. Players who manually reload or navigate away from the page will not be able to reconnect to their old player profile and will have to rejoin as a new player.

Reassigning Teams: Once assigned, a team can be changed by clicking on the team's name beside the player.

Introductions & Buzzer Test Run

Prior to beginning the Games, we will call a roll for each team. At that point, team members should introduce themselves and test their BuzzIn.Live setup.

Responding to a Question

Each match will consist of 12 questions. When a question is read, participants will have 10 seconds to buzz in. A participant may buzz at any time after the judge begins to read the question. However, at that point, the judge will stop reading the question, and signal to the participant to answer. **A participant may not respond until after being acknowledged by the judge as an eligible respondent.** If a participant responds out of turn, their answer will be deemed ineligible.

If an incorrect answer is given, the question will be read again and the opposing team will be given an opportunity to answer.

Teammates may not consult with one another except in the instance of a tie-breaker.

Audio Requirements & Best Practices

The single most important factor to the competitive legitimacy and overall educational value of the virtual Civics Games is audio quality.

Unlike most videoconferencing scenarios, participants need to be able to understand every word, and much of the content cannot be repeated to correct problems. Players must be able to hear every word of a complex, rapid question, and moderators must be able to discern slight variations in responses to properly judge them. As a result, every participant should do all they can to improve their own audio quality. Requirements, best practices and tips include:

- **REQUIRED:** Use the downloadable Zoom client app (not the Zoom web app).
- Use a headset, headphones or earbuds. If any participants are using external speakers, their microphone may be picking up what's being played back, causing other attendees to hear an echo. If a microphone is too close to external speakers, this can cause loud audio feedback. That is why it's recommended for all players to compete with, at the very least, headphones or earbuds. Moderators should also use headphones/microphone combination. (Wired headsets will give better sound quality than wireless ones.)
- Make sure primary (i.e., non-headphone) speakers are not also playing audio.
- Remove all sources of background noise: close windows, turn off fans, etc.
- Ask your family/roommates to minimize their background noise during the tournament.
- Silence your phone and other devices that might activate during a game.
- When you join a game, spend the time before the match actually starts to verify that other participants can clearly hear you. If not, adjust your audio settings in Zoom to see if things can be improved.
- Here are more tips on [Managing echo](#)

You may also want to adjust these settings:

- Suppress background noise.
- Echo cancellation.