



LifeSmarts

Learn it. Live it.

Quiz Bowl Pro Operator

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You will be running Quiz Bowl Pro on your computer and sharing your screen with the room in Zoom. You will set up a unique match for every competition in your virtual room.

For every Competition Match there will be 2 separate Matches via Quiz Pro Bowl; Team Plus, and Challenge Round. The Lightning Round will not be timed via quiz pro bowl.

The rosters for all 4 teams have been preloaded. If a name is incorrect, please let us know, but do proceed with the matches.

To set up a match:

1. Review the [Competition Format](#) and [Match Master List](#) list to follow.
2. Login to Quiz Bowl Pro (<https://online.quizbowlsystems.com/>) using the credentials assigned to you above
3. You will be directed to the “Match” homepage where you’ll see your version of this:

MATCHES TEAMS MATCH SETTINGS				
CREATE MATCH				
Your Matches				
Match ID	Match Name	Match Date ▼	Match Status	Actions
NJSR4C	TESTING WITH J AND Z	Apr 7, 2021	Started	Edit Delete
ETLKKQ	Practice 1	Apr 7, 2021	New	Edit Delete

4. Matches have all been preset by the Hawaii LifeSmarts staff. Please see the Match Master List or Competition Format for a list of corresponding Matches and IDs.
5. Click on that six digit code hyperlink on quiz por bowl to start the match for everyone

6. Share the link <https://online.quizbowlsystems.com/> and the unique six digit Match ID in the chat function of ZOOM for everyone to see; that way the students can login immediately once you share it (the Match ID is also on your home screen in the upper left corner)

Template Message:

Aloha Players:

Today you will be using the QuizPro Bowl buzzers to play two buzzer rounds.

1. Go to “ <http://www.quizbowlsystems.com/> “ and click on “Join a Match”.
2. Team Plus Match ID:
3. Challenge ID:

Note: No Buzzers for Lightning Round

**IMPORTANT NOTICE IF PLAYER ANSWERS THE QUESTION WRONG OR HAS NOT ANSWERED
DO NOT CLICK WRONG. QUESTION MASTER HAS TO ASK THE QUESTION FIRST.**

To run a match:

1. Team Plus

- a. Click “ring-in test”
- b. QM to ask players to ring-in, going down the line (prompt if needed)
- c. After all players have successfully rung in, click “end ring-in test”
- d. In the drop down list select Toss-up.
- e. Click “Play Q” and all students now have a ring-in buzzer on their device
- f. When the QM finishes reading a question, click “Start ring-in timer.” If a student buzzes in before the QM finishes a question you do not have to click this timer. You can let this timer run (it does not buzz when it zeroes out)
- g. After a player buzzes in the QM calls on them by name. Start your Answer timer. Pause the answer timer when the student has answered, or let it run down to buzz when time is up
- h. When you click “Right” the team gains 5 points
- i. If the first player’s answer is incorrect. PAUSE the question master will ask the question to the next team. After the QM asks the question again, click “wrong” and the first team is grayed out and cannot buzz in again, only a player from the other team can buzz in if they wish.
 - i. In case this does not work, verbally say that only team X may answer. You may have to hit “Play Q” again so that students have ring-in buzzers on their devices. But this happens automatically when the first team is grayed out.
- j. If a team init

2. Challenge

- a. Click “ring-in test”
- b. QM to ask players to ring-in, going down the line (prompt if needed)
- c. After all players have successfully rung in, click “end ring-in test”
- d. Click “Play Q” and all students now have a ring-in buzzer on their device
- e. When the QM finishes reading a question, click “Start ring-in timer.” If a student buzzes in before the QM finishes a question you do not have to click this timer. You can let this timer run (it does not buzz when it zeroes out)
- f. After a player buzzes in the QM calls on them by name. Start your Answer timer. Pause the answer timer when the student has answered, or let it run down to buzz when time is up
- g. When you click “Right” the team gains 10 points
- h. If the first player’s answer is incorrect, then you click “wrong” and that team is grayed out and cannot buzz in again, only a player from the other team can buzz in if they wish
 - i. In case this does not work, verbally say that only team X may answer. You may have to hit “Play Q” again so that students have ring-in buzzers on their devices. But this happens automatically when the first team is grayed out.

3. Ending a match

- a. When the match has ended, click “end match.” The scores will be recorded, and the match remains in the back end, but you cannot return to this match to run additional competition

Notes:

1. Edit the date on your current match so it’s the latest date of all matches in the system. This way it will be the top match every time you come back to switch question types.
2. If for whatever reason the teams in a match are different than a pre-set match you have to create a new one and give the players the new code.
3. If the score does not change when you click “right” it might be an internet connectivity issue. Don’t click “right” again, but refresh your window and it should reflect the correct score.
4. You will use “edit score” to enter scores for lightning rounds. Challenge questions will be scored automatically (10 points for correct answers).
5. Sub players right on your screen; never touch the original roster. Select the spot of the student leaving, and select the alternate’s name.
 - a. Have the alternate do a ring-in test
6. Two things you will use all the time:
 - a. Use the pencil icon under “actions” to edit the match
 - b. Use the hyperlinked six-character code to go back to the match
7. You may have to leave the sound on your computer so that the other officials and players can hear the buzzer. The sound cue is helpful. Also make sure that Share Sound is checked on Zoom controls.
8. Remind players that when they gray out on your screen it is probably due to their phone going to sleep. (They should prevent this by changing their display settings on their phone prior to the match)

