

Version 4.0.0

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QUIZMACHINE

The Premier Computer Jump and Scoring Program

USERS GUIDE

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INSTALLING THE PROGRAM

1. Download the install program from www.quizstuff.com. You may download the 30-day free trial program at no risk or cost. Once the 30-day trial period is over a registration code will be required to continue to use the program. A CD version may be requested for an additional \$10 processing fee. **A user profile with administrator authority must be used to install the programs – Y2K, XP, Vista and Windows 7.**
2. Once downloaded (or from a CD), run the install program (QuizMachineInstaller.exe) and review the QuizMachine: Installation Options screen. Version 4.0 is the only version that works with the new USB interface box and Windows 7 operating system from Microsoft. The version is backward compatible with the other MicroSoft operating systems. Version 1.0.a44 is the only version that works with Windows 95.
3. Select the components to install and click the Next button.




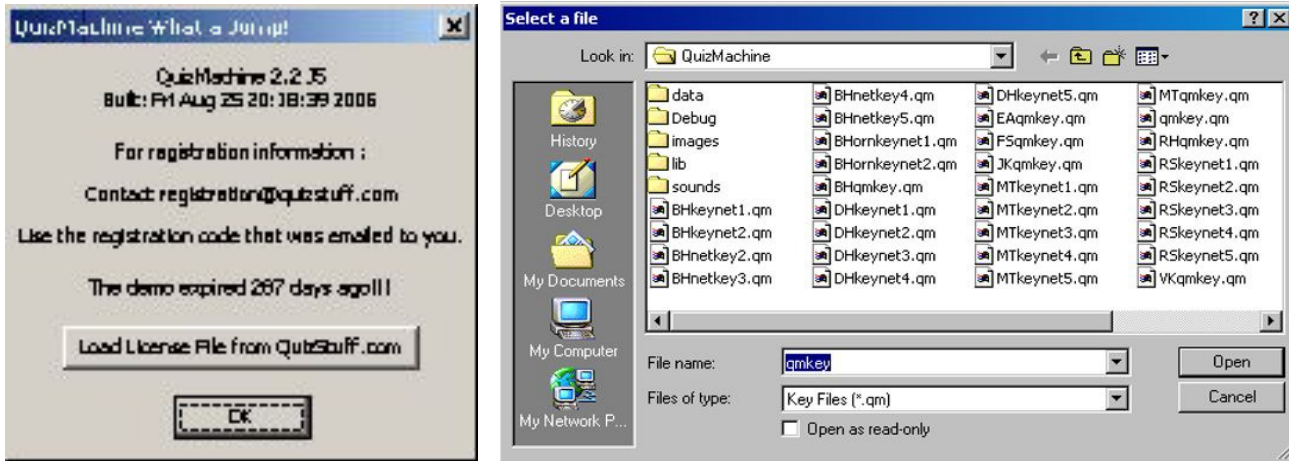
4. Choose the program installation folder. The default location is recommended. The amount of space available on disk and the required amount for QuizMachine. If the amount of space available less than the amount of space required, click the Cancel button, remove enough data and/or programs to have the required space available and restart the install program.



5. Once the folder is entered, click the Install button or press the I key. If the installation was successful, click the OK button to continue. The QuizMachine is now ready to run. If you receive an error message or are having trouble with the installation, contact QuizStuff by email: info@quizstuff.com

STARTING THE PROGRAM

1. To start the QuizMachine program, **double click the icon** on your desktop.  QuizMachine.Ink
2. The first time the program is executed or each time during the 30-day trial period, a registration code entry screen will appear.
3. A Registration Code may be obtained by registering at www.quizstuff.com and placing an online order for QuizMachine. Once payment is received, the Registration Code will be emailed to the registered user or mailed if desired.
4. If this is a 30-day trial, **click the OK button** and the program may be used until expiration of the 30 days.



3. If you have received a Registration Code by paying the fee, **click the Load License File from QuizStuff.com button**. Select the xxx.qm file from the location where it saved from the email. **Select that file** and **click the OK button** to continue or the **click Cancel button** to return to the Main window without applying Registration code. When the Registration Code is accepted, the Thank You screen will appear

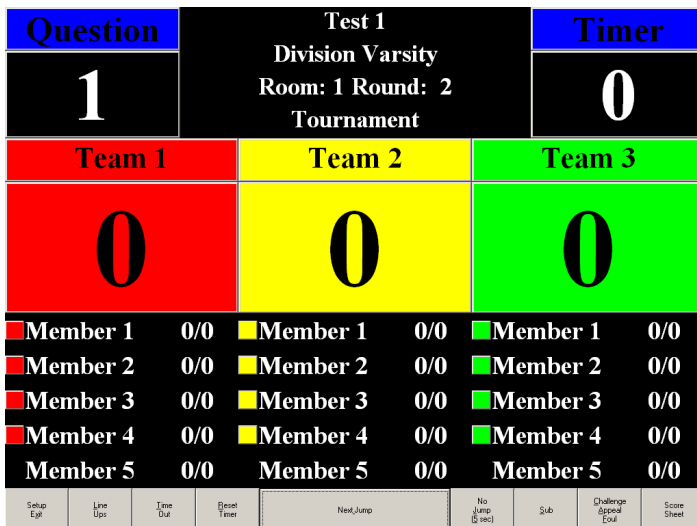


Click the OK button to continue.

4. After the 30-day trial period, a Registration Code will be required to continue. The program contains a "sanity check" and will cease to work after 30 days. You will notice that the program will allow entry of question number 1 but will fail at question number 2.

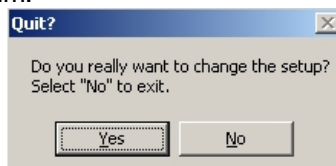
PROGRAM SETUP

1. The Program Setup options screens must be changed with care. Please read through these instructions carefully before making any permanent changes.
 - a. From the Program Main Screen, **click the Setup/Exit button** or the **X key**.



Click here to start

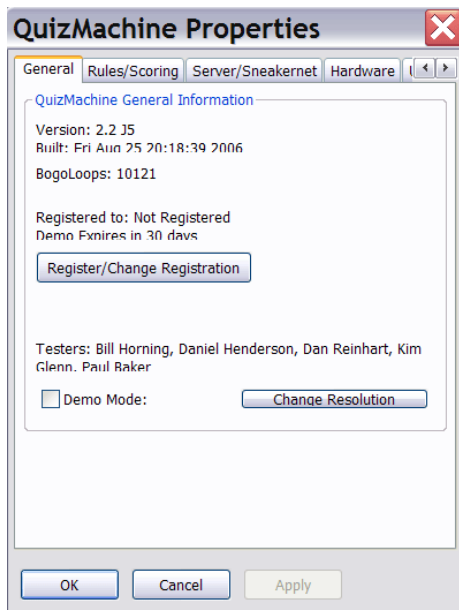
2. The Quit? screen appears. **Click the Yes button** or **press the Y key** to continue with setup or **click the No button** or **press the N key** to exit the program.



3. The QuizMachine Properties screen appears.

QuizMachine Properties:

General Tab

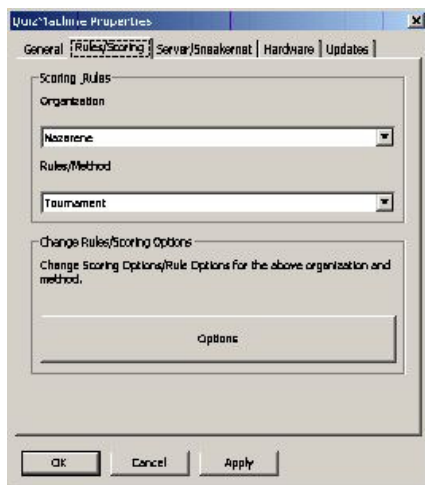


- I. Version – Use this information when contacting a QuizStuff staff person or when emailing customer service.
- II. Built – Date and time this version was created.
- III. BogoLoops – This is a technical number indicating the number of scans the computer makes on the parallel port each second.
- IV. Registered to: - The person who registered the product (email address of contact person) and the registration number (encrypted).
- V. Register/Change Registration – If a new registration code has been emailed, apply the new code at this point. Follow the instructions in the Starting the Program section to apply the code.
- VI. Testers – The people who are instrumental in testing new releases and versions of this program.
- VII. Demo mode – This will put the program in “automatic”. Different pads will be selected at random, emulating a real quiz.
- VIII. Change Resolution – **DO NOT CLICK THIS BUTTON AT THIS TIME.**

Click the OK or Cancel button to return to the Main window.

QuizMachine Properties:

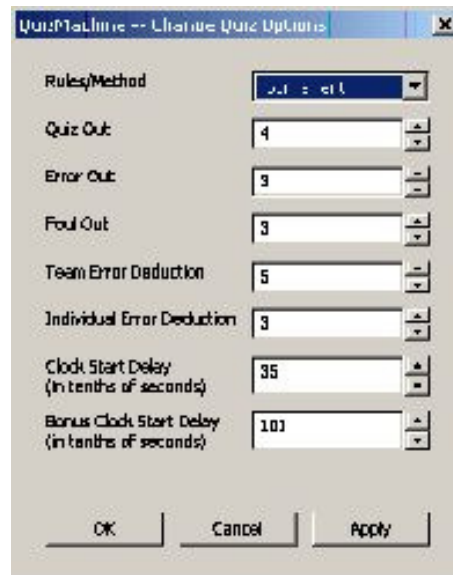
Rules/Scoring



- I. Organization
 - i. At present, the only accepted Organization is Nazarene. In later versions other denominations/quiz groups may be accepted, such as Wesleyan. This sets the allowed parameters, scoring options, pad configuration, etc., for that Organization.
- II. Rules/Method
 - i. Tournament - This is the setting for a normal quiz. Normal Nazarene options may be set. The default options will be set and will allow only 4 active quizzers and 1 substitute. Other settings may be changed under the Options tab. Do not change this setting once the round has started as unexpected results may occur. Nazarene and tournament are the defaults.
 - ii. Practice - This is the setting for team practices. It will allow all 5 seats for up to 3 teams to be used. Other settings may be changed under the Options tab. **Remember to make this setting Tournament before using QuizMachine in a tournament or district quiz.**

- iii. Options
- iv. Rules/Method – see II above.
- v. Quiz Out – The number of correct toss-up questions required for a quiz out. Default is 4.
- vi. Error Out – The number of incorrect toss-up questions required for an error out. Default is 3.
- vii. Foul Out – The number of fouls required to foul out. The default is 3.
- viii. Team Error Deduction – The number of individual errors on a given team when a ten-point deduction occurs for that specific team. The deduction begins with this error.
- ix. Individual Error Deduction - The number of errors for an individual when a ten-point deduction occurs for the individual.
- x. Clock Start Delay – The amount of time before the 30-second countdown begins after a jump has occurred. This number is in tenths of a second. The default is 35 or 3.5 seconds.
- xi. Bonus Clock Start Delay – The amount of time before the countdown begins after the reading of the bonus question has occurred. The number is in tenths of a second. The default is 101 or 10.1 seconds.

To apply the selections, **click the OK button** and return to the QuizMachine Properties screen or **click the APPLY button** to remain in the options window. To return to the QuizMachine Properties screen without making any changes **click the Cancel button**.



QuizMachine Properties:

Server/Sneaker net



Although the Sever version was used at Q2010, please contact us if you plan to use it.

All information should remain the same. DO NOT CHANGE THESE ENTRIES.

- I. When the server version is available, then the fields in the Server/Sneakernet options screen will be defined. See next page.
- II. **Click the OK or Cancel button** to return to the Main window.

QuizMachine Properties: Server/Sneaker Net only

To try QMServer (the program is located in the program files folder, QuizStuff folder, QuizMachine2 folder as QMServer.exe.) start that program to get QMServer running. It looks just like the start of QM but will have a menu driven screen for server functions.

Before the server functions can be used for a quiz, quizzer and team names need to be entered into the client. Then rounds can be entered using the names from that file. The names are entered into a file that is an Excel spreadsheet (or any spreadsheet program with an xls or csv extension). The record layout is simply Column 1 (no header) Team Name, Column 2 (no header) Quizzer Name for all teams and quizzers for that quiz. Use the same computer for the server as for a client.

This file is important because you need the quizzer names to be the same from round to round. If quizmasters enter the names manually, each must be typed in exactly the same for each round or multiple entries will be created for the same quizzer and/or team. This is why a file with names already entered is ideal for QMServer.

Once the file has been created and the quizzer and team names entered, save the file somewhere easy to locate later. Please note that a version 3.1 or later version, of QuizMachine must be on all computer or the current version on the website (QuizStuff.com) for download. To obtain a more current version, please contact Bill Horning (see contact information on page 1 of this document and be aware that you can only get upgrades or new releases if you have purchased the lifetime upgrade option.

Next, start a QuizMachine client and import the name file. This can be accomplished by going to the Setup/Exit screen, then Server/Sneaker Net, then Export/Import Wizard, then Import Names/Schedules. A file browser window will open and then point to the earlier saved spreadsheet file. It will import the file very quickly. Click OK to return to the Server/Sneaker Net screen and make sure the option for using the imported names box is checked. This must be completed for each client. Click OK to return to the main jump screen.

Next, go to the lineup screen (lineups tab) and create a new quiz. When the lineups screen is displayed a window should pop up that states that the file is being imported (the one saved and loaded a little while ago). Now that the file is loaded, the clients are now ready to set the teams and quizzers from drop down lists. If the list of teams is not correct, exit the lineup screen and then go back into the lineups as the file may not have been loaded properly.

As rounds are entered, records are being written to a file that must be exported (either on a network-unlikely at the moment or a memory stick) and brought to the server. To do this, click the Score Sheet tab after the last round is completed (in the top left hand corner of the screen the word DONE should be displayed to indicate the round is complete. If the word is not displayed, that round will not be exported. On the score sheet screen, click the export/import button and a file browser window will open. A name for the file, on the memory stick, must be entered the first time and the program will ask for a new file to be created; the answer is yes. Usually, create the file with a tournament and room designation such as Indy2007R1 for the Indy 2007 quiz and Room 1. The name can be anything as long as it can be remembered and found easily. At this point it is imperative to be patient and let the program export the file. It is best to export today's files but any selection will work. If all is selected or on slower machines, do not be tempted to think the file has been created when it has not. Two windows, one that give an indication of the progress of the export and the second will state the file has been created. Please wait for the second message to appear before striking any other keys on the keyboard or clicking any buttons with the mouse. Failure to do so may cause the program to fail. The rounds from that client are ready and the server can be set to import the records. For testing, it may be best to use the same computer for the client and the server so the file can be saved somewhere on that computer's hard drive rather than a memory stick (USB pen drive).

To set the server, first create a new tournament. On the stats line, right click stats and then add. Give the tournament a name and then click OK. An entry with that tournament name should be displayed. Expand that entry and more entries should display (4 or 5 entries depending on your version). At this point, the rounds previously exported need to be imported. Take the USB pen drive and put it into the server computer and click export/import on the title line of QMServer. Point to the file or files on the USB pen drive (or on the computers hard drive) and all the rounds will import. Next, refresh the file list by clicking the quizzes button again. All the rounds just imported should be displayed. Now, highlight each round for viewing by either clicking a single round or using MS windowing selection options; either the Ctrl or Shift keys to make multiple selections at once. Once the rounds are selected the stats for teams and individuals should be displayed. The options on the name of the tournament are for sorting by wins/losses, modified Olympic points or Olympic points. There are also options for 2 team point calculation when mixing 2 and 3 team quizzing. Unfortunately, your version may not have all the options including the print and file output from the

stats screen unless you get a newer version from me. This may be in the next release. Again, if QMServer is chosen for district statistics, a more recent version may be needed.

If a correction to the spelling of a name is required, it is best to wait until the end of the day as each time quizzes are imported, the names will get messed up again as the import brings in all the records each time from each round for each client. The name may be changed for any team or quizzier by going to the quiz tab and then either teams or quizzers and highlighting the name that needs to be changed. A window will open with an option to change the name. When the name is changed, all occurrences of that name found in the scoresheets will be changed to the new one.

Statistics may also be viewed or printed (a printer attached to the server is needed; if the server is not a client, then the printer can either be USB or parallel; if the server is a client, then you will need a USB printer as the parallel port is used for the interface box.) Do not use an A/B switch for the parallel port because QuizMachine may not work properly.

One thing that will help make data entry less time consuming is requiring online registrations. Doing it at a district quiz might be a little more difficult unless that district becomes a little more advanced such as CCD has become. They have a web site, www.ccdquiz.org that offers online registration for teams. A copy of the registration file is exported to a spreadsheet and the spreadsheet file is created automatically. This is much less trouble than to do entry while at the quiz or much less effort, anyway. If a team calls in a registration or just shows up at a quiz, the entry is manually entered into the file and then the first thing that happens after the rooms are set is to load the file on the clients and QMServer is ready. For individuals, if someone should quiz in a lesser number of rounds than their team, the average is based on the number of rounds for the team not the individual.

QuizMachine Properties: Hardware – Interfaces and PCMCIA Cards – USB Driver

- I. Interface Type – If a parallel port interface box is used, select Lpt Interface. The other option is for a USB interface box called the QuizStuff USB Qbox. The default is pt Interface. **Click the OK button** to return to the QuizMachine Properties window.
- II. Options – Select this option to change the PCMCIA or Express Card I/O Address. The scroll option window is already populated with the most common addresses.

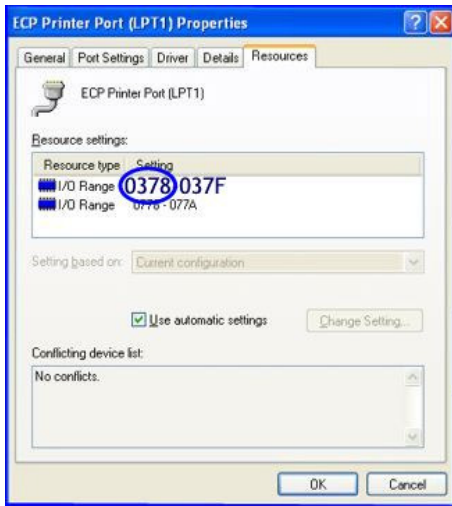


- III. 0x378 is a common address and would be the default if the PCMCIA or Express Card is **not** used. The address to use is found in control panel; system properties; hardware; device manager; ports and

either the ECP Printer port LPT1 or the PCMCIA or Express Card option (do not use the PCMCIA or Express Card entry, it must be under ports); resources tab then I/O address. Please note that the format in QuizMachine will not match exactly to the I/O address in the resources tab. Please use the first I/O address in the range and note that QuizMachine inserts an "x" after the first position of the I/O address in the range. The "x" (without the ""s) must be entered of an **error message will be displayed**. The I/O Range is listed below. Use the first number in the range. **Click the OK button** on any window to return to the QuizMachine. Properties window. All addresses (some from the PCMCIA or express cards might seem somewhat different) must start with 0x (zeroX) and may have 4 digits.



- IV. When using the USB Interface Box, a USB driver must be loaded. This driver is loaded after QuizMachine version 4 is loaded, QuizMachine is started and the USB Interface Box is connected to the computer the first time. A Windows operating system message display will appear indicating the driver is loading and then loaded and may be used. When the box is connected or disconnected, a message indicating the status is displayed.

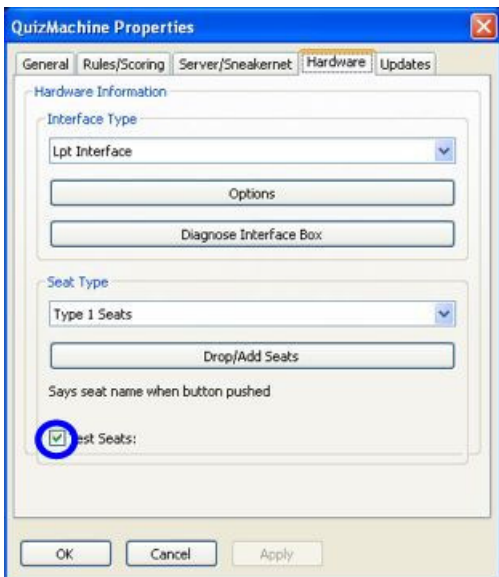
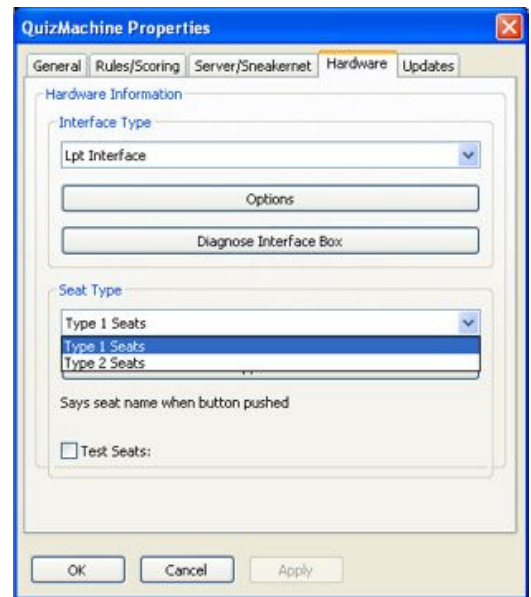
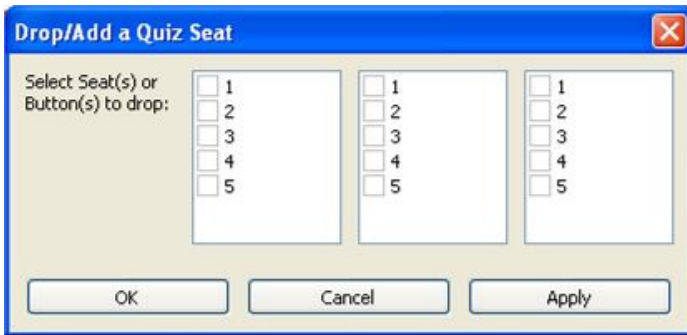


There are some issues using a PCMCIA or Express card driver with Vista. The UAC must be turned off before the drivers can be installed. Follow this procedure:

Using Control Panel

1. Open up Control Panel, and type in "UAC" into the search box. You'll see a link for "Turn User Account Control (UAC) on or off":
2. On the next screen, uncheck the box for "Use User Account Control (UAC)", and then click the OK button.
3. Reboot the computer to make the changes take effect.
4. Install the card per the instructions included with the disk.
5. Check the computer for the I/O Range for the card (LPT not PCMCIA)
6. Change the setting in QuizMachine (follow procedure above)
7. Check to make sure the pads are recognized.

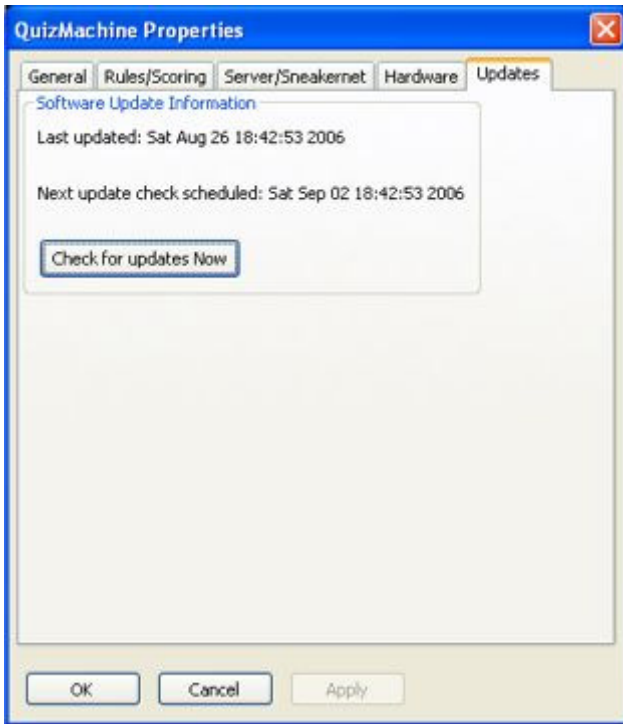
- V. Diagnose Interface Box – This will be available when USB interface boxes are available. This does not work for parallel interface boxes.
- VI. Seat Type – Identify which type of interface box is present. There are two connector and receptacles available. Type 1 is the QuizTime (red box) connector. Type 2 is a specially made connector that is smaller. Most interface boxes are the QuizTime connector style. After making the appropriate selection, **click the OK button** to return to the Main window or **click the cancel button** to return to the Main windows without making any changes.



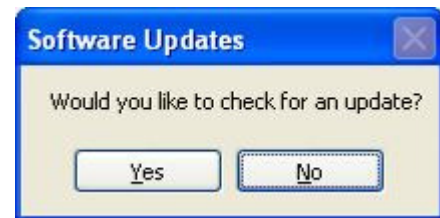
- VII. Drop/Add Seats – Option allows a specific seat(s) to be dropped. This could be the result of a bad pad or if a handicapped person needs to use seat 5 on a specific team. More than one seat may be dropped for a team or across teams. **Click the number of the seat(s)** to be dropped. **Click the OK button** to apply the changes and return to the QuizMachine Properties window. Please remember that the pad must then be removed from use. The default is all boxes checked.
- VIII. Test Seats – **Mark the check box** to have the name of the seat spoken. When the pad for a given seat is pressed, QuizMachine will speak the name of the seat ("Red One"). This only verifies that a seat is working. Make sure to uncheck this box prior to using QuizMachine for a tournament or district quiz. **Click the OK button** to return to the Main window.

QuizMachine Properties:

Updates-OPTION DISABLED UNTIL FURTHER NOTICE!



- I. ***DISABLED!*** The Software Update Information screen allows computers that have lifetime upgrades to check in with the server for any new upgrades/updates/fixes. An Internet connection is required before clicking **Check for updates Now**.
- II. This screen also displays the last update; date and time, and the next scheduled update; this is provided an Internet connection is available. Click the **Cancel** button to return to the QuizMachine Properties menu without making any changes. Click the **Apply** button to remain in the Updates window. Click the **OK** button when finished to return to the QuizMachine Properties window.



If the version does not require an update, this window is displayed. Click the **OK** button to return to the QuizMachine Properties window.

If updates are available, the QuizStuff server will display a download window with a progress window indicating the status of the download and the update progress. When the update is complete, the QuizMachine software will be updated to the newest release with all fixes applied.



LINEUPS

Start a New Quiz (round) from this QuizMachine

Click the **LINEUPS** button or press the **L** key to begin.

Question		Test 1				Timer		
1		Division Varsity Room: 1 Round: 2 Tournament				0		
Team 1		Team 2		Team 3				
0		0		0				
■ Member 1	0/0	■ Member 1	0/0	■ Member 1	0/0			
■ Member 2	0/0	■ Member 2	0/0	■ Member 2	0/0			
■ Member 3	0/0	■ Member 3	0/0	■ Member 3	0/0			
■ Member 4	0/0	■ Member 4	0/0	■ Member 4	0/0			
■ Member 5	0/0	■ Member 5	0/0	■ Member 5	0/0			
Setup Egt	Line Ups	Time Out	Reset Timer	Next/ump	No Jump (5 sec)	Sub	Challenge Appeal Egal	Score Sheet

[Click here to start](#)

- 1) The Create a New Quiz button is used to begin a new tournament, such as the first District quiz. This should be completed only once on each QuizMachine used for that tournament.

QuizMachine Line Ups

Tournament/Division/Room/Round Information

Tournament: District Invite #1

Division: Experienced

Room: 1 Round: 4

Team and Quizzer Information

Team Name:	Red Team	Yellow Team	Green Team
Quizzer # 1	Red #1 <input type="checkbox"/>	Yellow #3 <input checked="" type="checkbox"/>	Green #5 <input checked="" type="checkbox"/>
Quizzer # 2	Red #2 <input checked="" type="checkbox"/>	Yellow #5 <input checked="" type="checkbox"/>	Green #2 <input checked="" type="checkbox"/>
Quizzer # 3	Red #3 <input checked="" type="checkbox"/>	Yellow #2 <input type="checkbox"/>	Green #3 <input type="checkbox"/>
Quizzer # 4	Red #4 <input type="checkbox"/>	Yellow #4 <input type="checkbox"/>	Green #4 <input type="checkbox"/>
Quizzer # 5	Red #5 <input type="checkbox"/>	Yellow #1 <input type="checkbox"/>	Green #1 <input type="checkbox"/>

QuizMachine -- Create a New Quiz

Rules Method
Tournament

Tournament
District Invite #1

Division
Experienced

Room
1

Round
1

a) Rules Method

- i) Tournament – This is the setting for a normal quiz. Normal Nazarene options are set. The default options will be set and allows only 4 active quizzers and 1 substitute. Other settings may be changed under the Options tab. This is the default.
- ii) Practice - This is the setting for team practices. It will allow all 5 seats for up to 3 teams to be used. Other settings may be changed under the Options tab.

- b) Tournament – This is the name of the tournament. **Highlight the entry** and **type over with the new name**. The entry is free form and there is no default. For a tournament that uses a QMServer, each QuizMachine must have the same name for the tournament. Failure to do so creates multiple entries in the database.
- c) Division – This is the division within the tournament. **Highlight the entry** and **type over with the new division**. The entry is free form and there is no default. As with the tournament name, each QuizMachine used with QMServer must have the correct division entered.
- d) Room – This is the room number of this QuizMachine in the tournament. **Highlight the entry and type over with the new room number**. The entry is free form and the default is 1. This option is relevant for scoresheet printing and with QMServer. Otherwise, it is just for display purposes.
- e) Round – This is the round number for this QuizMachine in the tournament. The round number may be updated manually or using the next quiz option. **Highlight the entry** and **type over with the new Round**. The entry is free form and the default is 1. This option is relevant for scoresheet printing and with QMServer. Otherwise, it is just for display purposes.

Click the **Cancel** button to return to the QuizMachine Line Ups menu without making any changes. Click the **Apply** button to remain in the Updates window. Click the **OK** button when finished to return to the QuizMachine Line Ups window.

Load a Previous Quiz (round) from this QuizMachine

- 2) Load another Quiz – When a previous round needs to be loaded from this QuizMachine, select this option.

- a) Tournament – This is the name of the tournament form which a previously completed round will be loaded. **Highlight the desired entry** from the drop down list.
- b) Division – This is the division from which a previously completed round will be loaded within the tournament. **Highlight the desired entry** from the drop down list.
- c) Room – This is the room number from which a previously completed round will be loaded within the tournament. **Highlight the desired entry** from the drop down list.
- d) Round – This is the round number from which a previously completed round will be loaded within the tournament. **Highlight the desired entry** from the drop down list.

Click the **Cancel** button to return to the QuizMachine Line Ups window without making any selections. Click the **Apply** button to remain in the Updates window. Click the **OK** button when finished to display the line up window from the round and room selected. From this window, the scoresheet from that round and room may be viewed and/or printed. When a previous round has been displayed, click the **Cancel** button to return to the QuizMachine Line Ups window. By clicking the Cancel button at this point will reload the most recent round. The next round (quiz) will be ready for line up entry.

Start the Next Quiz (round) for this QuizMachine

- 3) Next Quiz – Select this option to increment the quiz (round) to the next sequential quiz. PLEASE REMEMBER to set the captain and co-captain for each team as the selections have been cleared. The teams and quizzer names will remain the same from the previous round.

- a) If the previous quiz (round) was not completed (does not say DONE if the question number; upper left corner of the windows), a warning message window will appear.

Question	District Invite #1 Division Experienced Room: 1 Round: 3 Tournament	Timer
Done		0

This could indicate that less than 20 questions were completed. Perhaps the last question was correct but the OK button was not clicked or a time limit for the quiz (round) was reached and 20 questions cannot be completed. This is just a warning to alert the officials to a potential problem.

- 4) Options – Please refer to section QuizMachine Properties Rules/Scoring – Options on Page 5 for detailed information.
- 5) Team and Quizzer Information – Enter the team name (please note that if the name chosen is long, the font will automatically change to fit the computer screen size when displayed) for each team beginning with the team on the quizmaster’s left. If only two teams, please make sure to verify that the pads are plugged into positions one and three on the interface box and then enter the team and quizzer information into the left and right positions. Enter the Quizzers in the appropriate order. If a position is skipped (no quizzer on that seat) make sure that the entry is blank (move the cursor to that position, click the backspace key until the cursor is as far to the left as possible). Make sure the captain and co-captain entries are selected for each team. Duplicate names are not allowed on a specific team. If either a duplicate name or the captain or co-captains have not been selected, a warning message will be displayed.

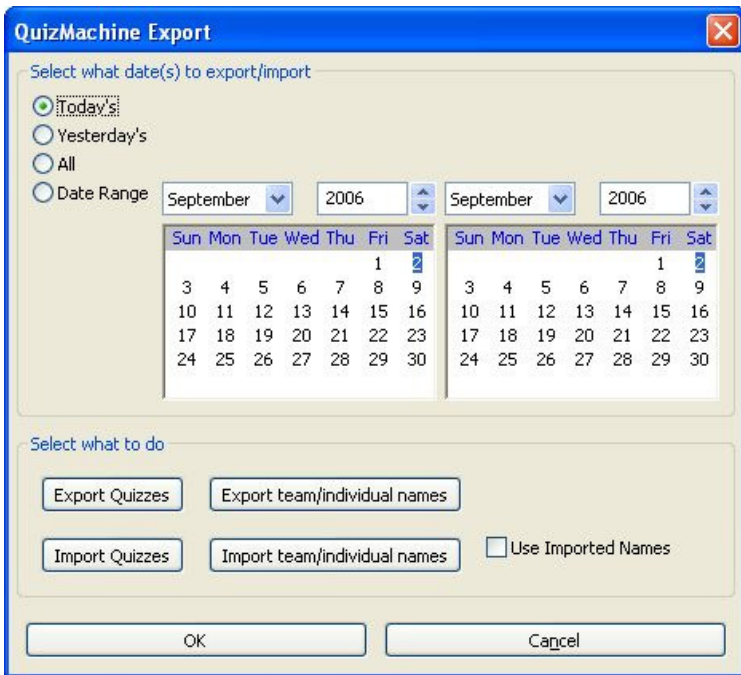
Score Sheets

6) Scoresheet – The current scoresheet may be displayed and printed.

- a) At the end of a round, it is possible to have a tie between teams (2 or 3). In a 2-way tie during a 3 team round, the team not involved in the tie should remain seated until the tie is broken. The Quizmaster will ask a tiebreaker question. If a correct answer is given, that team wins the tiebreaker and the question box for OT will contain a C. If an incorrect answer is given, that team loses the tiebreaker and the question box for OT will contain an E. No points are awarded or deducted to/from either the teams or the individual. If a tie exists between 3 teams, the Quizmaster will ask tiebreaker questions until the final placement is determined. In that case, more than one C or E may be entered in the OT question box. See the picture below.
- b) **Click the fix button** to correct a mistake in entry during the quiz (round).

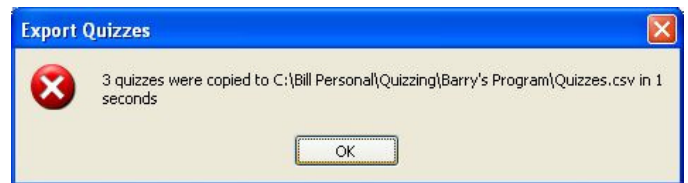
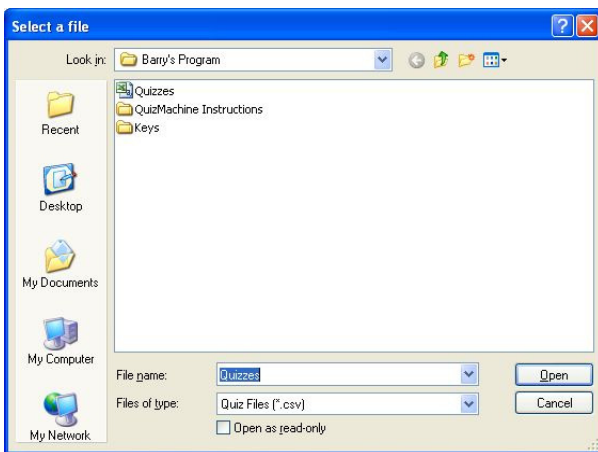
To make a correction, select from the drop down list the question that should be next. The fix can make corrections to any question but all questions after that question must be re-entered. It is then advisable to have at least one coach to have a verified handwritten scoresheet or have written down all entries from the starting question to the question being fixed. **Click the Remove Questions button** to remove all questions in error. Please note that this entry removes all questions before the next starting question number. **PLEASE WAIT UNTIL THE Fixing Score Sheet message is displayed before clicking Done.** The Fixing Scoresheet window is displayed indicating the question(s) was deleted. **Click the OK button** and then **click the Done button** to return to the Score Sheet window.

- c) To print the scoresheet, **click the Print button**. Please note that it is best to have a USB connected printer as the parallel port is used for the interface box. The operating system print window will be displayed and any connected printed may be selected.
- d) To export quiz (round) records to a .csv format, **click the Export/Import button**. A CSV file is a spreadsheet file that will be used with the QMServer version or special reports may be written using this file for statistics, etc.



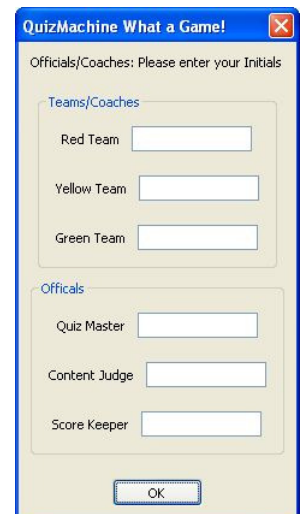
- i) First, select which option is best: Quizzes from **Today's** (all quizzes with the current date on this QuizMachine), **Yesterday's** (all quizzes with yesterday's date QuizMachine), **All** (all quizzes found on this QuizMachine) or **from a specific date range** (choose the range from the drop down lists – the dates may be the same), or use the calendar to select which days within the selected month will be used.
- ii) Next, **click the Export Quizzes button** to create and save a .csv file. A file location browse window is displayed. Choose a name and location for the .csv file. **Click the Open button** to save the file.
- iii) At this time, the Export Quizzes feature is the only option active.

Click the Cancel button to return to the QuizMachine Score Sheet window without making selections. **Click the OK button** to return to the QuizMachine Score Sheet window after the entries have been applied.



- 7) Sign/Initial – Enter the initials for each team's coach and the officials. This is valid for QMServer for final verification of the quiz (round) being complete. The initials of only the coaches will also be printed on the scoresheet.

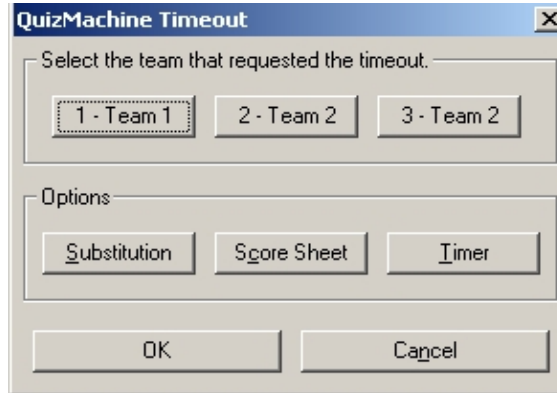
Click the Cancel button to return to the QuizMachine Main window without making any selections. **Click the Apply button** to remain in the QuizMachine Main window after the entries have been applied. **Click the OK button** to return to the QuizMachine Main window after the entries have been applied.



TIMEOUTS

1). To assign a timeout, make a substitution or check the score sheet, **click the Time Out button** or **press the T key**.

Question	Test 1 Division Varsity Room: 1 Round: 2 Tournament		Timer
1			0
Team 1	Team 2	Team 3	
0	0	0	
Member 1 0/0	Member 1 0/0	Member 1 0/0	0/0
Member 2 0/0	Member 2 0/0	Member 2 0/0	0/0
Member 3 0/0	Member 3 0/0	Member 3 0/0	0/0
Member 4 0/0	Member 4 0/0	Member 4 0/0	0/0
Member 5 0/0	Member 5 0/0	Member 5 0/0	0/0



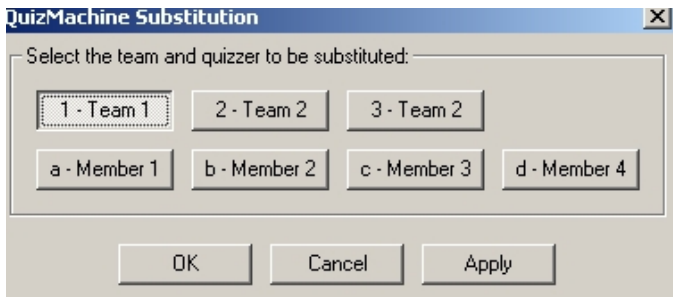
Click here

- Select which team requested the timeout by **clicking the button for that team**.
- When a team has been selected, the timer will reset to 60 seconds and begin the countdown to 0. The timer can be changed to a different starting time by **clicking the Timer button** or **pressing the T key** again. **Clicking the Timer button** multiple times will allow the selection of 0, 15, 30, 45 or 60 seconds. **DO NOT CLICK OK UNTIL THE TIMER REACHES 0. If you click OK you will be taken back to the Main Quizzing Screen.**

QuizMachine Timeout

Substitution

1) During the timeout, a substitution can be made. Click the Substitution button or press the S key.



- Select the team for which the substitute will be used. **Click the desired Team button** or **press the number key for that team**.
- Select the member of the team the substitute will replace. **Click the Member button** or **press the letter key for that member**.
- Click the OK button** when finished or **click the Cancel button** to return to the Timeout window. **Click the Apply button** to accept any changes and remain on this window.

QuizMachine Timeout

Score Sheet

- During the timeout, a score sheet can be displayed. **Click the Score Sheet button** or **press the C key**. See the Score Sheet options on page 12.
- When viewing of the score sheet is complete, **click the OK button** to return to the Timeout screen.

QuizMachine Timeout

Timer

- The timer can be changed to a different starting time by **clicking the Timer button** or **pressing the T key** again. **Clicking the Timer button** multiple times will allow the selection of 0, 15, 30, 45 or 60 seconds. **DO NOT CLICK OK UNTIL THE TIMER REACHES 0. If you click OK you will be taken back to the Main Quizzing Screen**

RESET TIMER

Question	Test 1 Division Varsity Room: 1 Round: 2 Tournament				Timer
1					0
Team 1		Team 2		Team 3	
0		0		0	
Member 1	0/0	Member 1	0/0	Member 1	0/0
Member 2	0/0	Member 2	0/0	Member 2	0/0
Member 3	0/0	Member 3	0/0	Member 3	0/0
Member 4	0/0	Member 4	0/0	Member 4	0/0
Member 5	0/0	Member 5	0/0	Member 5	0/0
Setup Exit	Line Ups	Time Out	Reset Timer	Next Jump	No Jump (5 sec)

Click here

- 1). This option can be used to reset the countdown timer to a specific amount of time; 15, 30, 45 or 60 depending on the current screen within QuizMachine. To change the timer, click the **Reset Timer button** or press the **R key** until the appropriate amount of time is displayed.

NEXT JUMP

Question	District Invite #1 Division Experienced Room: 1 Round: 3 Tournament				Timer
18					0
Red Team		Yellow Team		Green Team	
80		100		140	
Red #1	3/0	Yellow #3	0/0	Green #5	1/0
Red #2	1/0	Yellow #5	0/0	Green #2	1/0
Red #3	1/0	Yellow #2	0/0	Green #3	1/0
Red #4	0/0	Yellow #4	0/0	Green #4	1/0
Red #5	0/3	Yellow #1	4/0	Green #1	1/0
Setup Exit	Line Ups	Time Out	Reset Timer	Next Jump	No Jump (5 sec)

Click here

- 1) This is the button that arms QuizMachine in readiness for the next question to be read. Once this button has been selected, any movement on the pads will cause a jump notification. Click the **Next Jump button** or use the **space bar** and the button changes color to a tan (light yellow) and the message changes to "Waiting for jump". A jump is now anticipated.
- 2) If a foul or mis-jump has occurred, click the **Cancel button** and the main jump screen is displayed.
- 3) When a jump occurs, the toss-up screen appears. The timer starts and the quizmaster waits for an answer. During this time, the timer may be reset using the **Timer Reset button** or the **R key** (see above). If the Timer does not start, the **Timer button may be clicked** or the **T key pressed** to start the timer.

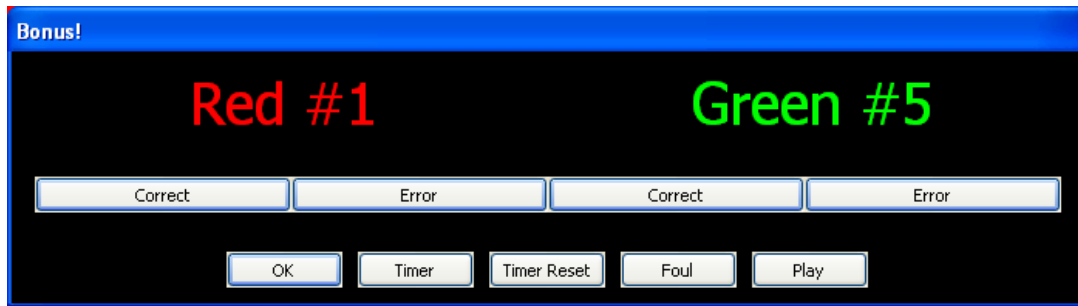
Yellow #3

Correct

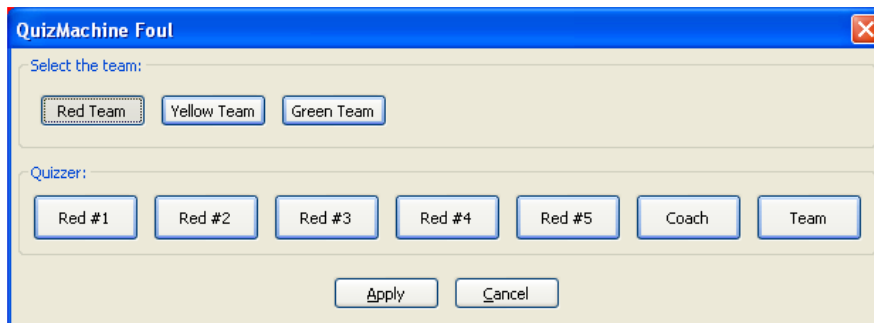
Error

OK
Cancel
Timer
Timer Reset
Foul
Play

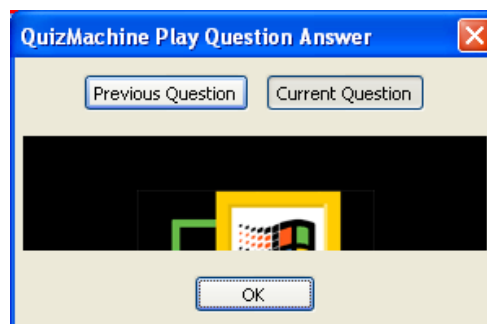
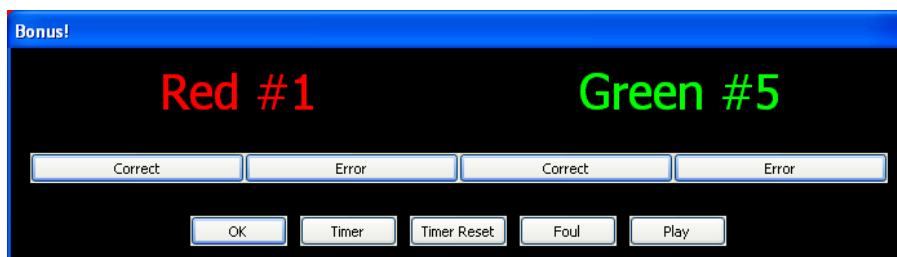
- 4) If the quizzer answers correctly, **click the Correct button** or **press the C key**. **Click the OK button** or **press the enter key** and the program returns to the main jump screen and the question number is incremented by 1.
- 5) If the quizzer answers incorrectly, **click the error button** or **press the E key**. **Click the OK button** or **press the enter key** and a bonus screen will appear for all corresponding seats.



- 6) Once the bonus question has been asked and the quizzers have answered, **click the appropriate Correct or Error button** or **press the C or E button for each team**. If more time is needed, **click the Timer Reset button** the number of times needed for an additional 30 seconds. If a foul has occurred, **click the Foul button** or **press the F key**. First, click the Team that had the foul, then click either the Quizzer # on that team, the coach or the Team button. When finished, **click the Apply button** or **press the A key** to register the foul or **click the Cancel button** or **press the C key** to cancel the foul and return to the Bonus window.



- 7) If a microphone is attached to QuizMachine, it is possible to record and playback questions, answers, rulings, challenges, rebuttals and appeals. **Click the Play button** or **press the P key** to playback a recording. A Microsoft audio player will be displayed with the option to playback either the current or previous questions.



NO JUMP

Question		Test 1 Division Varsity Room: 1 Round: 2 Tournament				Timer		
1						0		
Team 1		Team 2		Team 3				
0		0		0				
Member 1	0/0	Member 1	0/0	Member 1	0/0			
Member 2	0/0	Member 2	0/0	Member 2	0/0			
Member 3	0/0	Member 3	0/0	Member 3	0/0			
Member 4	0/0	Member 4	0/0	Member 4	0/0			
Member 5	0/0	Member 5	0/0	Member 5	0/0			
Setup Eg1	Line Up	Time Out	Reset Timer	Next Jump	No Jump (5 sec)	Sub	Challenge Appeal Out	Score Sheet

Click here

- 1) After arming QuizMachine and no jump has occurred, click the No Jump button or press the space bar. The countdown timer starts at 5 seconds. If someone jumps during the 5-second countdown, the Next Jump logic is executed. If the timer reaches 0, then the question number is incremented to the next question and QuizMachine waits for the next arm. If a No Jump condition occurs and the No Jump button is not selected, a manual 5 second countdown should occur and then the No Jump button should be used to increment the question number.

SUBSTITUTION

Question		Test 1 Division Varsity Room: 1 Round: 2 Tournament				Timer		
1						0		
Team 1		Team 2		Team 3				
0		0		0				
Member 1	0/0	Member 1	0/0	Member 1	0/0			
Member 2	0/0	Member 2	0/0	Member 2	0/0			
Member 3	0/0	Member 3	0/0	Member 3	0/0			
Member 4	0/0	Member 4	0/0	Member 4	0/0			
Member 5	0/0	Member 5	0/0	Member 5	0/0			
Setup Eg1	Line Up	Time Out	Reset Timer	Next Jump	No Jump (5 sec)	Sub	Challenge Appeal Out	Score Sheet

Click here

- 1) To make a substitution click the Sub button or press the S key. Please remember that under normal circumstances, a substitution may only occur during a timeout, a quiz out or an error out of some sort. Please follow the instructions for substitution on Page 10 when a valid reason for a manual substitution occurs. This could be used as an official's timeout substitution or when an official misses a substitution during a timeout. For all other substitutions, use the timeout window and follow normal substitution rules.

CHALLENGE/APPEAL/FOUL

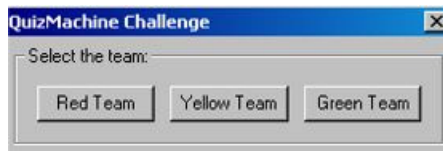
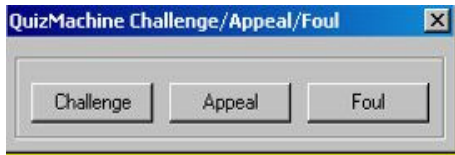
CHALLENGES AND REBUTTALS

1) If a Challenge, Appeal or Foul occurs, **click the Challenge/Appeal/Foul button** or **press the C, A or F key**.

Question		Test 1 Division Varsity Room: 1 Round: 2 Tournament				Timer	
1						0	
Team 1		Team 2		Team 3			
0		0		0			
Member 1	0/0	Member 1	0/0	Member 1	0/0	Member 1	0/0
Member 2	0/0	Member 2	0/0	Member 2	0/0	Member 2	0/0
Member 3	0/0	Member 3	0/0	Member 3	0/0	Member 3	0/0
Member 4	0/0	Member 4	0/0	Member 4	0/0	Member 4	0/0
Member 5	0/0	Member 5	0/0	Member 5	0/0	Member 5	0/0
Setup Eg1	Line Up1	Time Out	Reset Time	Next/Jump	No Jump (B,sec)	Sub	Challenge Appeal Etc
						Score Sheet	

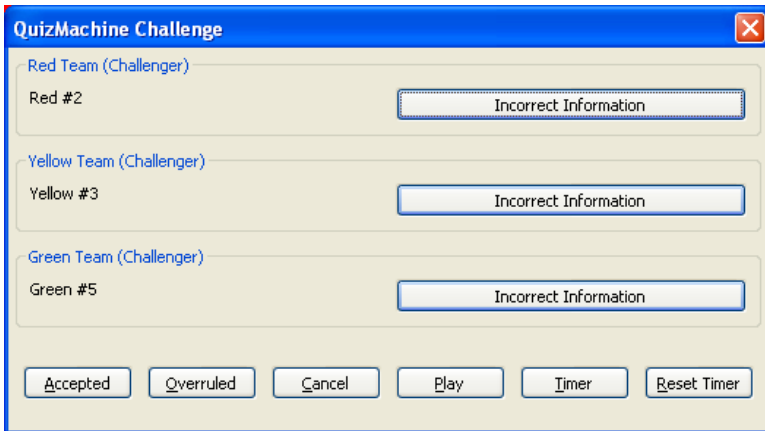
2) To enter a Challenge, **click the Challenge button** or **press the C key**.

Click here



3) **Click the Challenge button**.

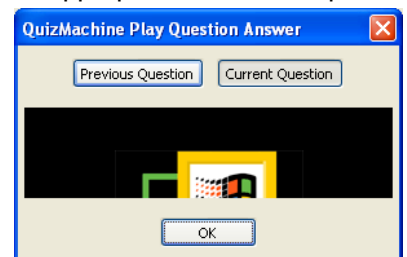
4) **Click the appropriate team button**.



5) After selecting the appropriate team and hearing the challenge and rebuttal, **click either the Accepted or Overruled button** or **(press the A or O key)** or **click the Cancel button** (or **press the C key** to return to the QuizMachine Main window). If the challenge accepted, the decision on the score sheet is changed and either the question decision is changed to correct and points are awarded or points are removed and a bonus question is asked. If the challenge is overruled, points stand as originally awarded and an overruled challenge is entered for the team that challenged. Please see page 14 of the Official Rules and Guidelines; Section C, 12, h for point deductions. The Main Jump

window is then displayed for either the bonus or the next question. See either the Bonus or Next Jump screen instructions. If a playback is required and a microphone is being used, click the Play button or press the P key to playback the previous or current question. The timers can also be reset.

6) If any erroneous information is given **click the Incorrect Information button** for the appropriate team and quizzier who is the captain. A deduction of 10 points from the selected team is entered on the score sheet. This deduction may be taken for more than 1 team on this window. **Click the Incorrect Information button** before **clicking the Accepted or Overruled button** to finish the Challenge. To enter erroneous information deduction later, a fix on the score sheet must be entered to remove that question and be re-entered. Please see page 14 of the Official Rules and Guidelines; Section C, 12, h, i & j for point deductions and page 12 of the user manual, Score Sheets section in Lineups for information about fixing a question.

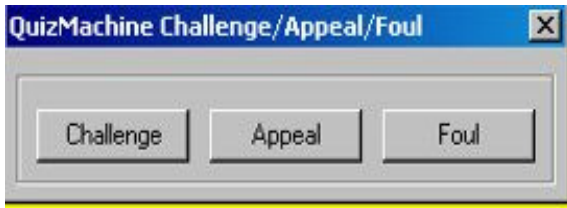


APPEAL

Question	Test 1 Division Varsity Room: 1 Round: 2 Tournament				Timer
1					0
Team 1	Team 2		Team 3		
0	0		0		
Member 1	0/0	Member 1	0/0	Member 1	0/0
Member 2	0/0	Member 2	0/0	Member 2	0/0
Member 3	0/0	Member 3	0/0	Member 3	0/0
Member 4	0/0	Member 4	0/0	Member 4	0/0
Member 5	0/0	Member 5	0/0	Member 5	0/0
Setup Eg1	Line Up	Time Out	Reset Timer	New Jump	No Jump (Q, Inc)
					Sub
					Challenge Appeal
					Score Sheet

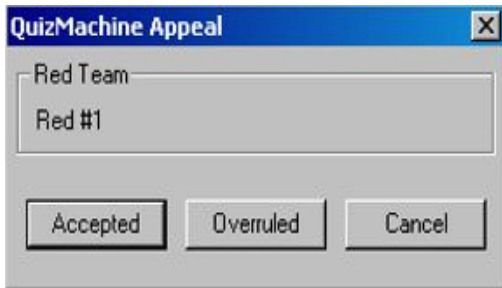
Click here

7) To enter an Appeal, click the Challenge/Appeal/Foul button or press the A key.



8) Click the Appeal button.

9) Click the appropriate team button.



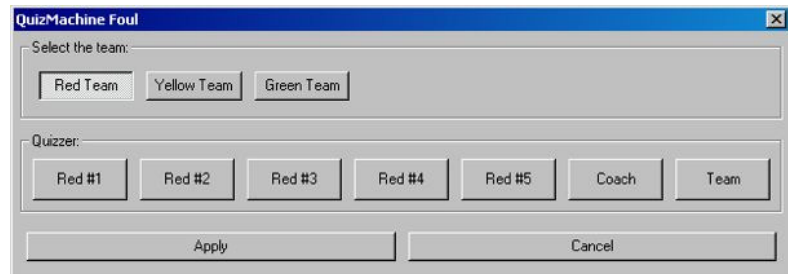
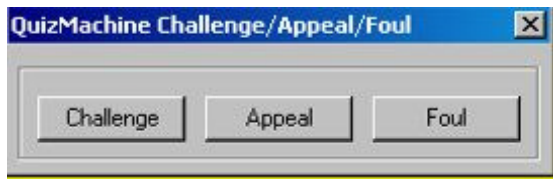
10) After hearing the appeal and then ruling, click either the Accepted or Overruled button or press the A or O key. To return to the QuizMachine Main window without entering any Appeal information, click the Cancel button. If the appeal is accepted the QuizMachine Main window is displayed and the question is ready to be completed again. If the appeal is overruled the QuizMachine Main window is displayed and the next jump is ready.

FOULS

Question	Test 1				Timer
1	Division Varsity Room: 1 Round: 2 Tournament				0
Team 1		Team 2		Team 3	
0		0		0	
Member 1	0/0	Member 1	0/0	Member 1	0/0
Member 2	0/0	Member 2	0/0	Member 2	0/0
Member 3	0/0	Member 3	0/0	Member 3	0/0
Member 4	0/0	Member 4	0/0	Member 4	0/0
Member 5	0/0	Member 5	0/0	Member 5	0/0
Setup Eg	Line Ups	Line Out	Beest Time	Next/ump	No Jump (5 sec)
				Sub	Challenge Appeal Foul
					Score Sheet

Click here

11) To enter a Foul click the Challenge/Appeal/Foul button or press the F key.



12) Click the Foul button or press the F key.

13) Click the appropriate team button.

14) Click the Team and Quizzer buttons for who committed the foul or click the Coach or Team button.

15) Click the Apply button or press the A key to apply the foul. QuizMachine will keep track of the number of fouls on an individual and for total fouls. Refer to page 16 of the Official Rules and Guidelines; section C, 14,c & d for foul deductions. The QuizMachine Main Window is the displayed and is ready for the next question.

DISPLAYING THE SCORESHEET

- 1) To display the scoresheet, **click the Scoresheet button** (no key is supplied)

Question	Test 1 Division Varsity Room: 1 Round: 2 Tournament				Timer
1					0
Team 1		Team 2		Team 3	
0		0		0	
Member 1	0/0	Member 1	0/0	Member 1	0/0
Member 2	0/0	Member 2	0/0	Member 2	0/0
Member 3	0/0	Member 3	0/0	Member 3	0/0
Member 4	0/0	Member 4	0/0	Member 4	0/0
Member 5	0/0	Member 5	0/0	Member 5	0/0
Setup Exit	Line Ups	Time Out	Event Timer	Next Jump	No Jump (Direct)
				Sub	Challenge Appeal Exit
					Score Sheet

Click here

- 2) To view and print the scoresheet, follow the instructions on page 12 of the LINEUPS and SCORESHEET instructions.

EXITING THE PROGRAM

Question	Test 1 Division Varsity Room: 1 Round: 2 Tournament				Timer
1					0
Team 1		Team 2		Team 3	
0		0		0	
Member 1	0/0	Member 1	0/0	Member 1	0/0
Member 2	0/0	Member 2	0/0	Member 2	0/0
Member 3	0/0	Member 3	0/0	Member 3	0/0
Member 4	0/0	Member 4	0/0	Member 4	0/0
Member 5	0/0	Member 5	0/0	Member 5	0/0
Setup Exit	Line Ups	Time Out	Event Timer	Next Jump	No Jump (Direct)
				Sub	Challenge Appeal Exit
					Score Sheet

Click here

1. To exit the program, **click the Setup/Exit button** or **press the X key**. The Quit? screen appears. Click the **No button** or **press the N key** to exit the program.
2. When the Quit screen appears **click the Yes button** or **press the Y key** to exit.

