

Version 6.0.0
February 13, 2025

QuizMachine

The Premier Computer Jump and Scoring Program

Users Guide / Documentation

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New With Version 6

The most significant difference in moving from version 5 of QuizMachine to version 6 is the architecture that is used: Version 5 uses 32-bit (x86) CPU architecture while version 6 uses 64-bit (x64) CPU architecture.

What does this mean for you, the user? This means that QuizMachine is now MUCH FASTER.

(It also aims to maintain compatibility with future operating systems which are moving away from x86. Computers that support x86 architecture only cannot run version 6 - though this is already covered in the following section on [Compatibility \(link\)](#).)

In addition to the change in architecture, the following changes have been made as well. (Note: This is a non-exhaustive list; for all features of QuizMachine version 6 please see the [Table of Contents \(link\)](#) located directly above this section.):

- The "Setup / Exit" navigation button has been replaced with a "More" menu for ease of access for "Setup" window, "Exit" window plus more to come!
- Files created by the QuizMachine installer are now placed by default in the Program Files folder that is associated with x64 instead of the folder associated with x86. This is the location change:
 - Version 5 is installed in "C:\Program Files (x86)\Quizstuff\Quizmachine5".
 - Version 6 is installed in "C:\Program Files\Quizstuff\Quizmachine"
 - **Note:** Database files and log files are still stored in:
"C:\User\{USERNAME}\AppData\Roaming\QuizStuff\QuizMachine"
- Non-default Rules/Options indicators are now highlighted in an orange background with blue text instead of red background with black text.
- When jump seats (QBox) are not connected, team name displays with orange background and blue text plus appended "(No Seats)" message.
- QMServer now has a new embedded web server that is faster and able to perform better under heavy loads at bigger tournaments.
- Documentation for both QuizMachine and QMServer have been updated (as you may have noticed!)
- Scoresheets that are generated for the web are now under the "web/scoresheets" directory.
- A number of minor edge cases and bug fixes have been fixed along with a number of other technical optimizations that have been added (including moving from Windows-specific code solutions to more cross-platform tools in anticipation for future iterations of version 6 to come.
- Versioning format has changed from x.y-b versioning to x.y.z-b versioning.
- Coming features to be added in future iterations of version 6:
 - Bluetooth wireless seats are on the way.
 - Linux/Raspberry Pi support is on the way.
 - Support for HTTPS is on the way.

Compatibility

To have a great time with QuizMachine and avoid technical issues it is important to install the right version of QuizMachine for your version of computer OS. This section will help you with choosing the right version of QuizMachine to install.

QuizMachine version 6 is the latest version available on [QuizStuff.com \(link\)](https://www.quizstuff.com). You can get a free 30-day trial download, but to continue use after the trial has expired a registration code is required. You can purchase a QuizMachine registration code at [QuizStuff.com \(link\)](https://www.quizstuff.com) or if your Quiz Director has a unique copy from a District Director multiple copies they have purchased.

If you have any questions, feel free to share them with us at quizstuff@quizstuff.com.

QBox (USB Interface Box):

- Compatible with QuizMachine versions 4, 5, and 6 only

Parallel Box :

- All versions prior to (older than/earlier than) version 5

Operating System Compatibility with QuizMachine:

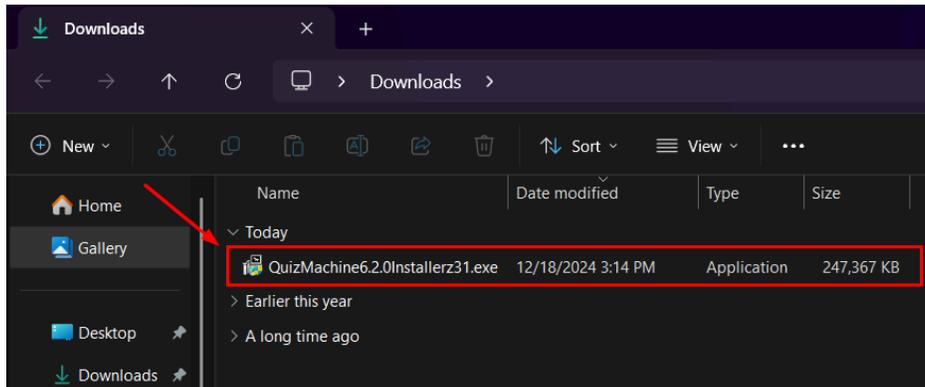
- Any OS other than Windows = Not Compatible
- **Windows 11** = **version 6 (6.2.____; recommended)**; other option: version 5 (5.4.J30 or later)
- **Windows 10** = **version 6 (6.2.____; recommended)**; other option: version 5 (5.4.J30 or later)
- Windows 7 = version 4 (4.2.L55)
- Windows Y2K = version 4 (4.2.L55)
- Windows XP = version 4 (4.2.L55)
- Windows Vista = version 4 (4.2.L55)
- Windows 95 = version 1 (1.0.a44; not compatible with QBox; may not be available)
- Windows 8.1 = version 4 (4.2.L55; has some bugs; Windows 7 is recommended over Windows 8.1)

Installing QuizMachine

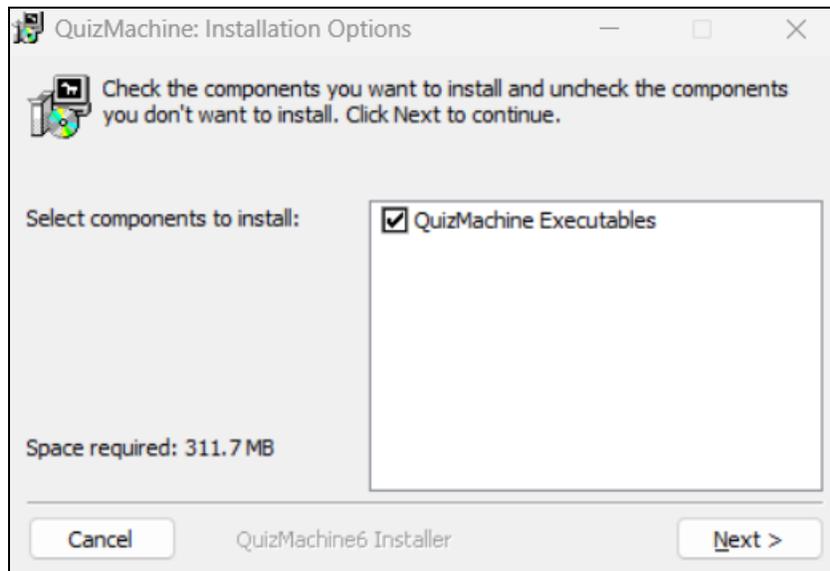
1. Download the right QuizMachine program for your computer from [QuizStuff.com](https://www.quizstuff.com).

Note on Compatibility: It is important that you install the version of QuizMachine that is compatible with your computer's operating system (OS) or you may experience undesirable results and/or bugs. For information on which version of QuizMachine is right for you, please take a look at this section on [Compatibility \(link\)](#).

2. Once downloaded (from [QuizStuff.com](https://www.quizstuff.com)), run the install program by clicking the **QuizMachineInstaller.exe** file. Then review the QuizMachine Installation Options screen.

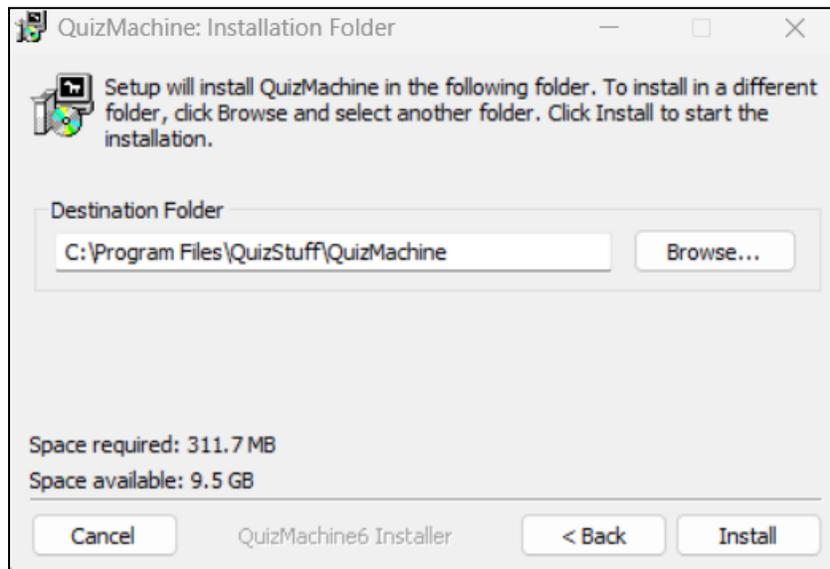


3. Leave the selected component selected. Then click **Next** to continue.

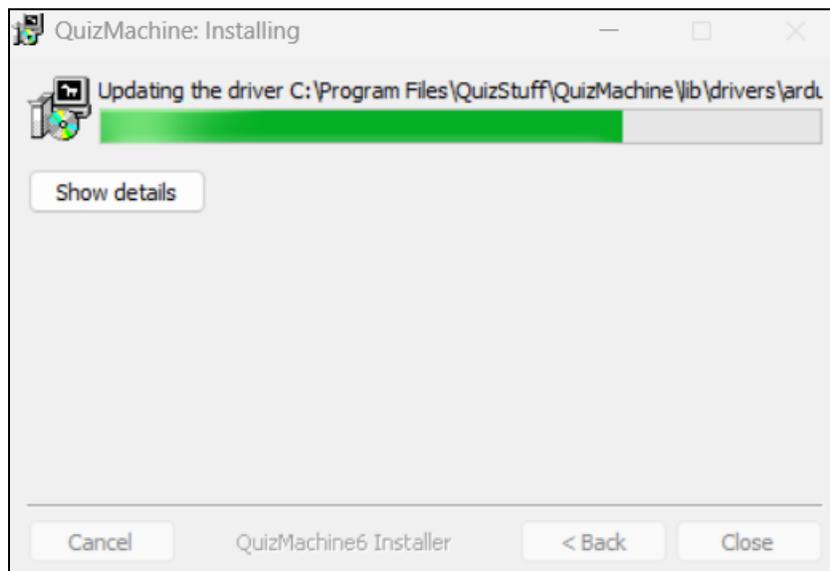


4. Choose the program installation folder. The default location is recommended. Make sure that your computer's internal hard drive has enough space to install the QuizMachine program.

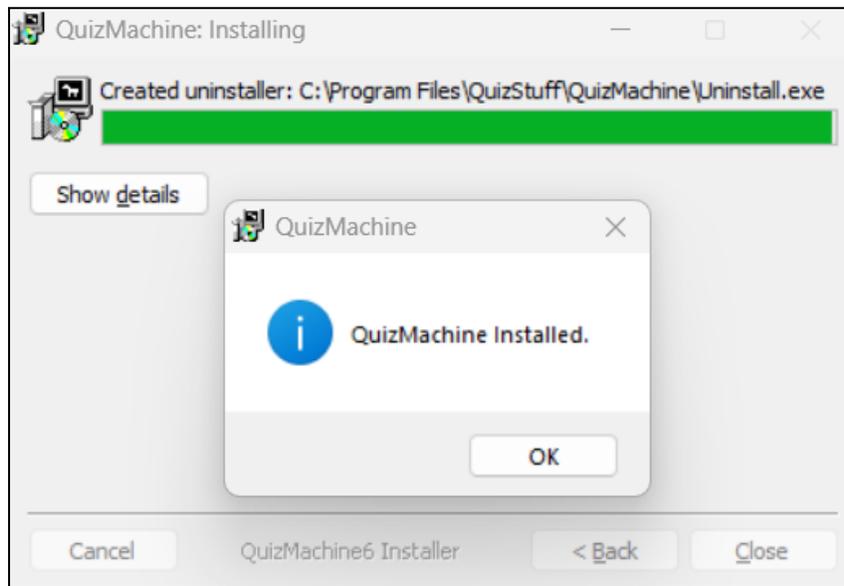
If the amount of space available is less than the amount of space required for installation, click the Cancel button, remove enough data and/or programs to have the required space available and then relaunch the installer (or in other words, restart installation from step 2 above).



5. Once you have confirmed the installation location is where you want it to be installed, click **Install**. You will see a progress bar during the installation:



6. If the installation was successful, click the **OK** button to continue. Then click close to exit the installer.



Your QuizMachine program is now ready to run! If you receive an error message or are having trouble with the installation, please contact QuizStuff by email via quizstuff@quizstuff.com.

Launching QuizMachine

To start the QuizMachine program, **double click the icon** on your desktop.

- If you do not have a QuizMachine shortcut icon on your desktop, please see [this section \(link\)](#) on how to create one for easy access.

You will see the QuizMachine welcome screen, an audio tone will play, and you will then see the scoring (home) interface. You may also be present with the window for registering your QuizMachine program.

Navigating in and out of QuizMachine without Closing the Program

While QuizMachine is open and running, it will automatically enter fullscreen mode. There are two ways that you can navigate out of QuizMachine to a different program on your computer:

1. By clicking "Setup/Exit", then clicking "Exit" and then clicking "Yes" to confirm, closing QuizMachine.

(Or if you want to keep QuizMachine running,)

2. By pressing the shortcut Alt + Tab and then releasing both. (You can also navigate back into QuizMachine by the same means or by clicking on the program icon that shows in the Windows taskbar at the bottom of your screen.)

Registering QuizMachine

These instructions serve as supplements for the instructions that were included with your registration code that is delivered by email.

Please read the instructions here in their entirety before getting started!

About the 30-day Trial period:

- The first time the program is executed (or each time during the 30-day trial period) a registration code entry screen will appear. If you plan on using the 30-day trial version, click the "OK" button. If you choose to utilize the 30-day trial period, once the 30-day trial period expires the program performs a "sanity check" and will cease to work. A registration code (registration code) will need to be entered to continue using the program. Once expired, QuizMachine will allow entry of question number 1 but will fail at question number 2.

Registering QuizMachine using your Registration Code

You will need a QuizMachine registration code for registration. If you don't have a registration code you can purchase one by placing an order at QuizStuff.com. After purchase, your registration code will be sent to you via email to the email address you entered for the purchase of the registration code.

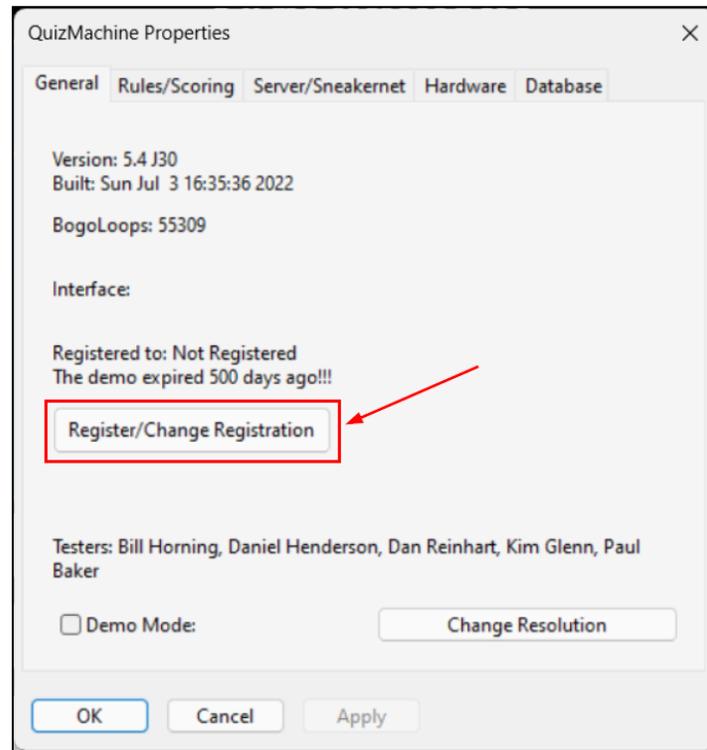
Important to note about the registration code:

- the registration code cannot be opened with any other program except QuizMachine
- only one QuizMachine program can be registered at a time per registration code

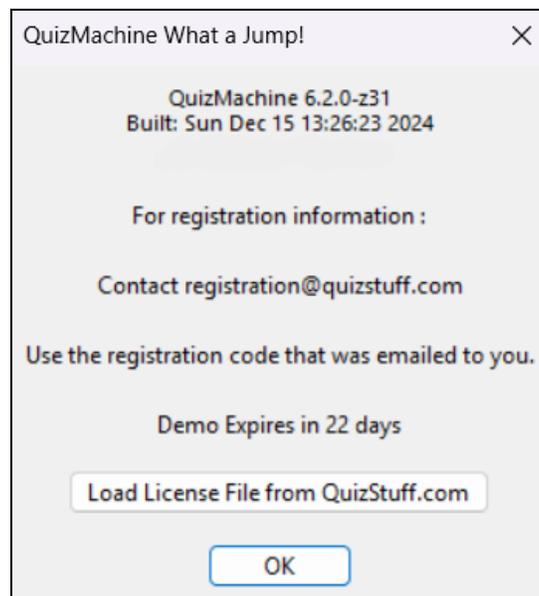
You will also need to have the latest compatible version of QuizMachine installed. If you have not yet installed QuizMachine, please see this section on [how to download and install the latest version of QuizMachine \(link\)](#).

Steps for registering QuizMachine using a Registration Code:

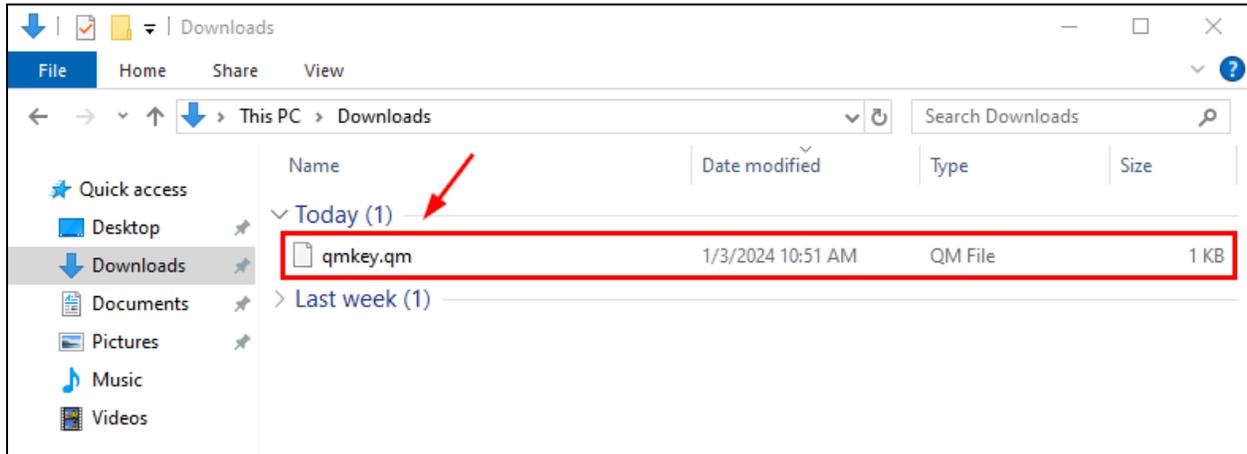
1. Download the code files attached in the email you received. The file has a name similar to this: "qmkey{your_name}.qm". Save the file to a folder on your computer that you can easily remember the location of for access later on.
2. Start QuizMachine.
 - a. For more information please see this section on [launching QuizMachine \(link\)](#).
3. Click the Setup/Exit button (lower left hand corner).
4. Click Yes. You should see the General tab of the Setup window which looks like this:



5. Click **Register/Change Registration** (or if this is the first time you have run QuizMachine, the window may have already opened).
6. Click **Load License File from QuizStuff.com**.



- In the file explorer window, select the registration code file you just detached and saved. Then click “Open”.



- You should see the message, “Thank you for choosing QuizMachine”.



- Click OK.

- Click OK again. You should be all set.

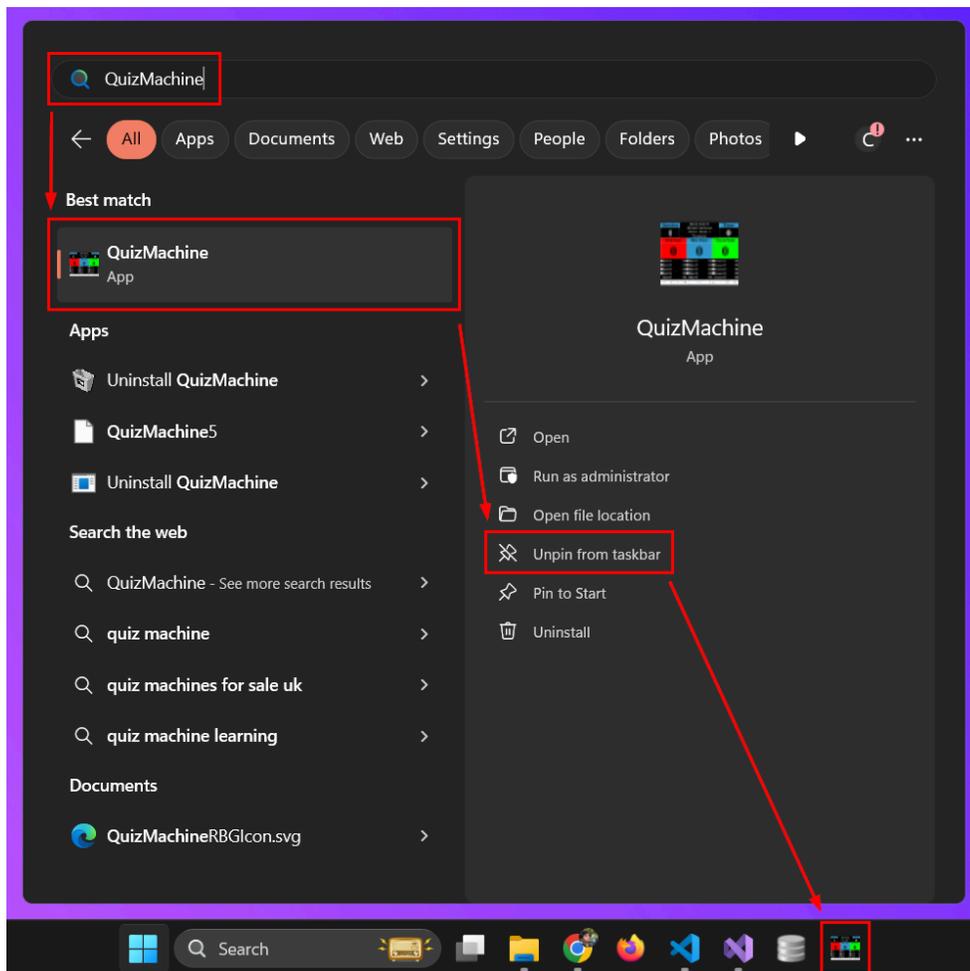
You are responsible for maintaining a copy of each registration code and which computer is registered with it.

Creating Start Menu and Taskbar Shortcuts for Launching QuizMachine

To make it easier to access QuizMachine, you can create shortcuts on your computer. This section will show you how to create shortcuts on (1) your Windows 11 Taskbar, and (2) your Windows 11 Start Menu.

Adding shortcut to Taskbar:

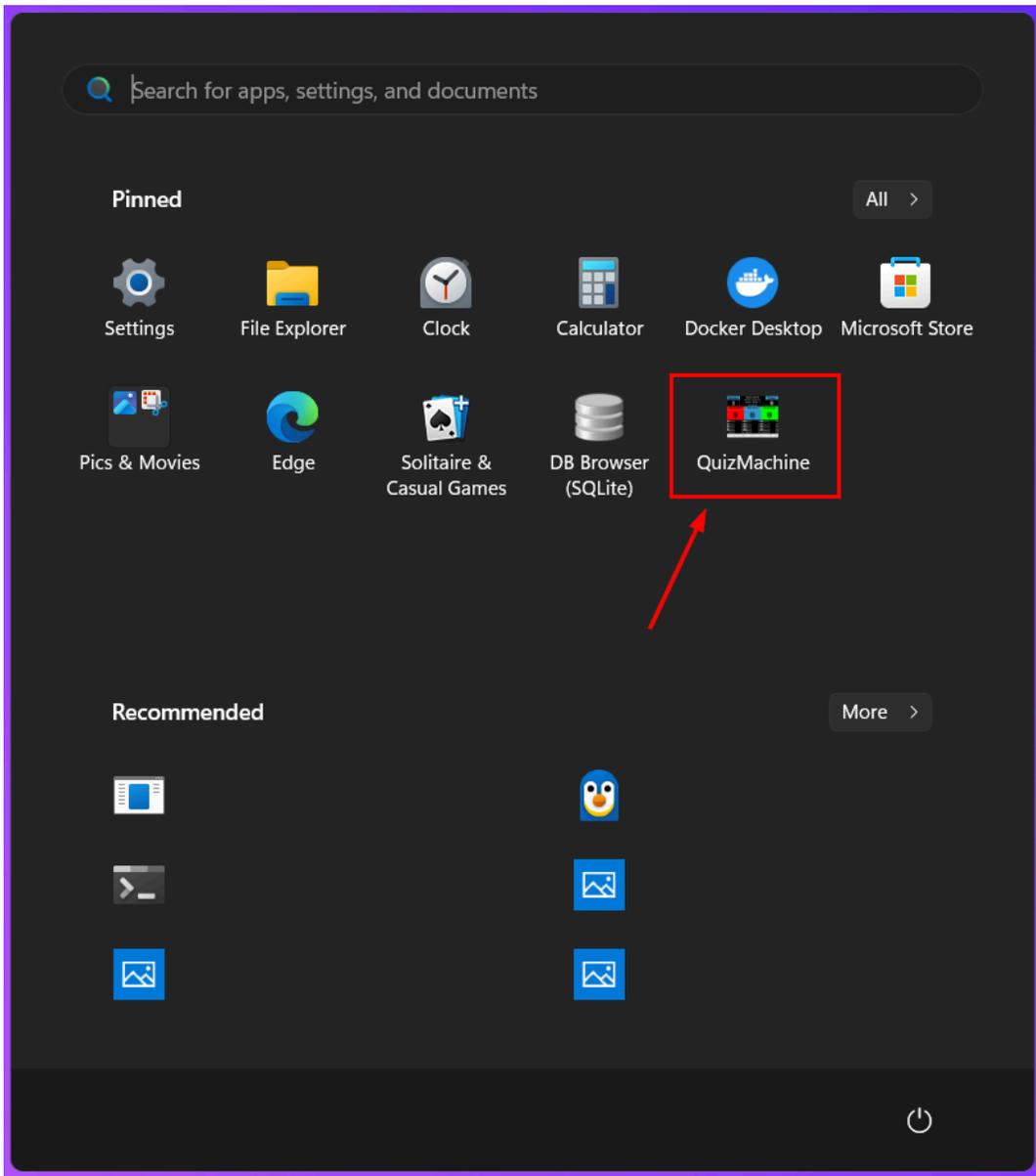
1. Press the Windows Home key on your keyboard (window icon) or click the Windows icon in the taskbar itself. Then type "QuizMachine". You should see something like this:



2. Click "Pin to Taskbar". Once you do you will see the QuizMachine icon appear in the taskbar like it does above and the text you clicked will now show "Unpin from Taskbar" instead.

Adding QuizMachine shortcut to the Start Menu:

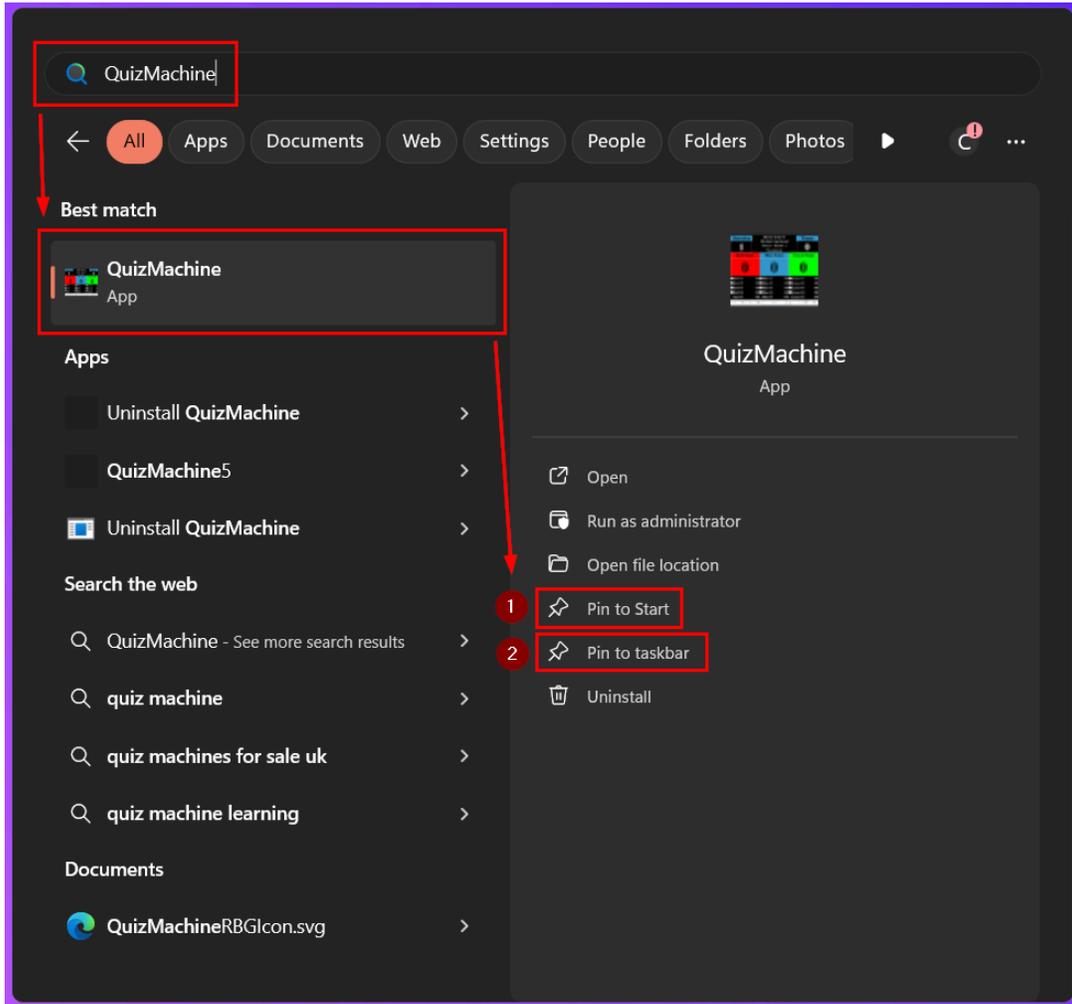
- QuizMachine adds itself to your Start Menu automatically, but if it ever gets removed you can use the steps above and click the "Pin to Start" option which is located just above the "Pin to Taskbar" option. You can find QuizMachine in this location:



Creating Start Menu and Taskbar Shortcuts for Launching QMServer

To make it easier to access QMServer, you can create shortcuts on your computer. This process is very much the same as [creating shortcuts for the Start Menu and Taskbar for QuizMachine \(link\)](#), so you may want to review how that works.

The only difference is that you would search “QMServer” instead of “QuizMachine” when searching for the program to create a shortcut for:



General Use

Scoring Interface (Home)

Overview:

Question	District Invite #1			Timer	
1	Division Experienced			0	
	Room: 1 Round: 1				
	Tournament				
Red Team	Blue Team		Green Team		
0	0		0		
<input type="checkbox"/> Red #1	0/0	<input type="checkbox"/> Blue #1	0/0	<input type="checkbox"/> Green #1	0/0
<input type="checkbox"/> Red #2	0/0	<input type="checkbox"/> Blue #2	0/0	<input type="checkbox"/> Green #2	0/0
<input type="checkbox"/> Red #3	0/0	<input type="checkbox"/> Blue #3	0/0	<input type="checkbox"/> Green #3	0/0
<input type="checkbox"/> Red #4	0/0	<input type="checkbox"/> Blue #4	0/0	<input type="checkbox"/> Green #4	0/0
<small>More</small>	<small>Line Ups</small>	<small>Time Out</small>	<small>Reset Timer</small>	<small>Next Jump</small>	<small>No Jump (5 sec)</small>
				<small>Info</small>	<small>Challenge Appeal Foul</small>
					<small>Score Sheet</small>

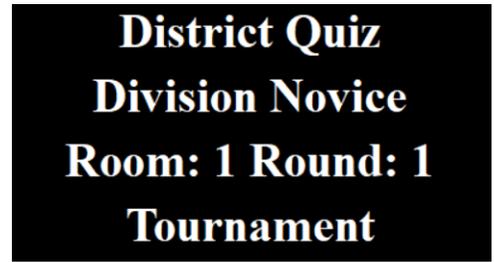
Quiz Round Information:

Question	District Quiz			Timer
1	Division Novice			0
	Room: 1 Round: 1			
	Tournament			

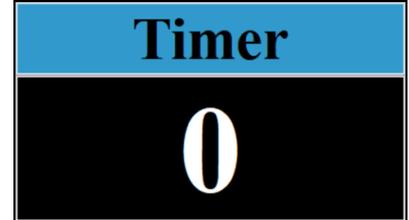
- Question Number
 - Starts at Question 1 even before starting the quiz round
 - Increases by 1 with each completed question
 - After question 20 is answered, will display "DONE", indicating the quiz round has been completed



- General Quiz Round Information
 - Tournament Title
 - Division
 - Room Number & Round Number
 - QuizMachine Rules/Method/Mode (Tournament or Practice)



- Timer
 - Used for various parts of the quiz round such as toss-up question answers, bonus question answers, no-jumps on toss-up questions, timeouts, challenges, rebuttals and appeals



Team Information:

Red Team	Blue Team	Green Team
0	0	0

- Team Names
- Team Scores

Quizzer Information:

<input type="checkbox"/> Red #1	0/0	<input type="checkbox"/> Blue #1	0/0	<input type="checkbox"/> Green #1	0/0
<input type="checkbox"/> Red #2	0/0	<input type="checkbox"/> Blue #2	0/0	<input type="checkbox"/> Green #2	0/0
<input type="checkbox"/> Red #3	0/0	<input type="checkbox"/> Blue #3	0/0	<input type="checkbox"/> Green #3	0/0
<input type="checkbox"/> Red #4	0/0	<input type="checkbox"/> Blue #4	0/0	<input type="checkbox"/> Green #4	0/0
<input type="checkbox"/> Red #5	0/0	<input type="checkbox"/> Blue #5	0/0	<input type="checkbox"/> Green #5	0/0

For each Quizzer:

- Quizzer Light
 - Note: As a Quiz Master, you can click a quizzer's light to open the toss-up ruling window (as an additional option to a quizzer jumping on a toss-up question)
- Quizzer Name
- Quizzer Correct/Error count (for toss-ups only, not for bonuses)

QuizMaster Menu/Navigation Bar:



- More menu
- Lineups window
- Time Out window
- Reset Timer button
- Next Jump button
- No Jump button
- Info button (*takes you to QuizStuff.com)
- Challenge / Appeal / Foul windows
- Scoresheet window

Hot Keys & Shortcuts

QuizMachine comes with a number of keyboard shortcuts (hot keys) for operating and navigating QuizMachine in a quicker and/or different way.

Question	District Invite #1			Timer
1	Division Experienced			0
Room: 1 Round: 1		Tournament		
Red Team	Blue Team	Green Team		
0	0	0		
<input type="checkbox"/> Red #1	0/0 <input type="checkbox"/> Blue #1	0/0 <input type="checkbox"/> Green #1	0/0	
<input type="checkbox"/> Red #2	0/0 <input type="checkbox"/> Blue #2	0/0 <input type="checkbox"/> Green #2	0/0	
<input type="checkbox"/> Red #3	0/0 <input type="checkbox"/> Blue #3	0/0 <input type="checkbox"/> Green #3	0/0	
<input type="checkbox"/> Red #4	0/0 <input type="checkbox"/> Blue #4	0/0 <input type="checkbox"/> Green #4	0/0	
More	Line Ups	Time Out	Reset Timer	Next Jump
				No Jump (5 sec)
				Info
				Challenge Appeal Foul
				Score Sheet

From the Home interface:

- X = opens the “More” menu
- L = opens the “Lineups” window
- T = opens the “Timer” window
- R = Resets the Timer (*after jump on a toss-up)
- [Spacebar] = engages the jump seats / starts the “no jump” timer
- C = opens the “Challenge / Appeal / Foul” window
- A = opens the “Challenge / Appeal / Foul” window
- F = opens the “Challenge / Appeal / Foul” window

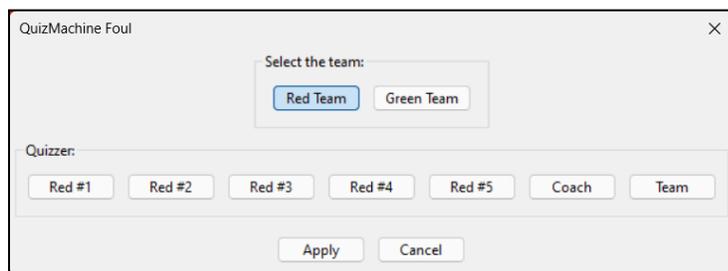


From the Toss-Up / Bonus window:

- C = selects “Correct” and does not submit result
- E = selects “Error” and does not submit result
- [Enter] = submits selected ruling as result
- F = opens the “Foul” window
- P = opens the audio playback window for the question

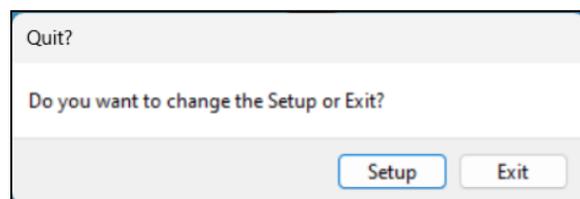
From the “Foul” window (during the ruling of a toss-up or bonus OR from Challenge/Appeal/Foul > Foul):

- A = applies the selected team or quizzer selected to receive a foul



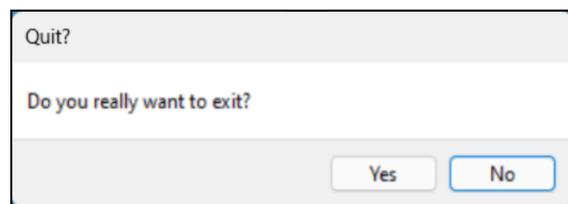
From “Setup/Exit” window (*removed in v6 and greater):

- S = (v5) opens the “Setup” window
- Y = (v4) opens the “Setup” window
- N = (v4) exits/quits the QuizMachine program



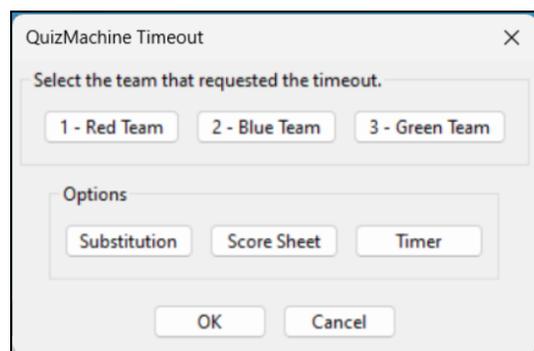
From Exit confirmation window:

- Y = Yes
- N = No



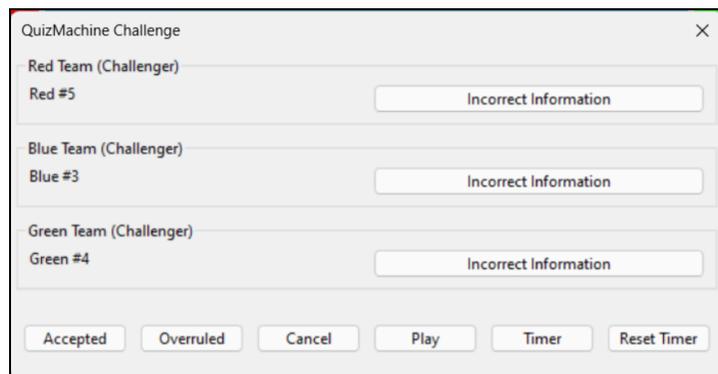
From the "Timeout" window:

- S = opens the Substitution window
- C = opens the Scoresheet
- T = resets the Timer



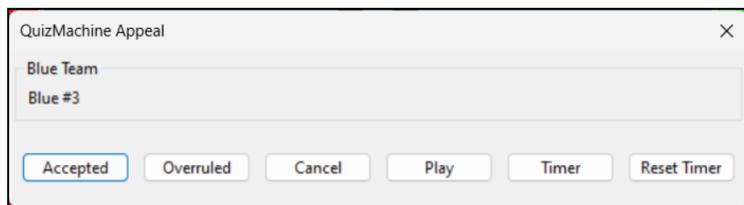
From the "Challenge" window (Challenge / Appeal / Foul > Challenge, select a team):

- A = accept the challenge
- O = overrule the challenge
- C = cancels the challenge
- P = playback the audio recording for the challenge
- T = add time back to the time
- R = reset the timer to zero



From the "Appeal" window (Challenge / Appeal / Foul > Appeal):

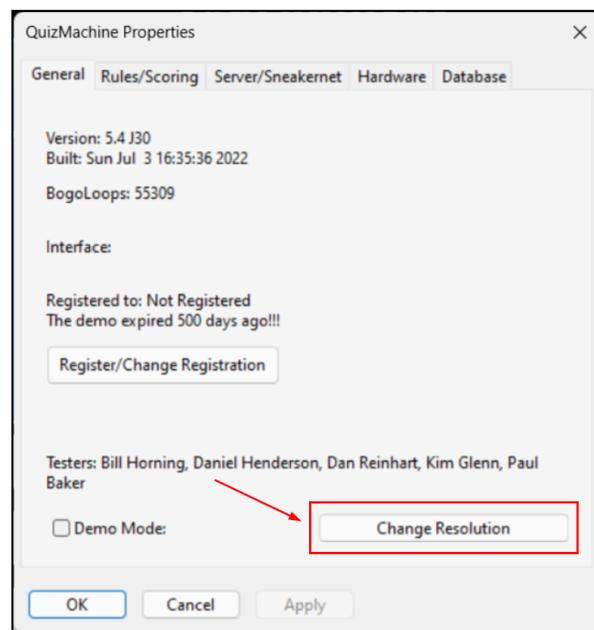
- A = accept the appeal
- O = overrule the appeal
- C = cancels the appeal



What NOT to Do in QuizMachine

(1 of 2) Do Not: Click the “Change Resolution” button in **Setup > General**:

Do not click this button. ->



(2 of 2) Do Not: Click the “Check for Updates” button in **Setup > Updates**:

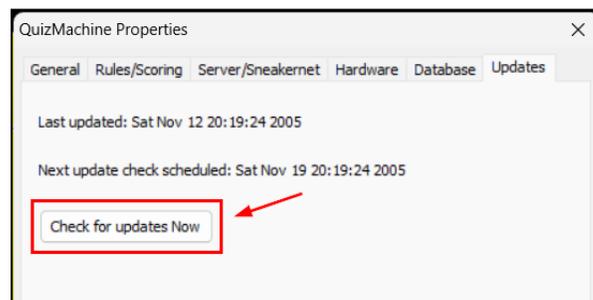
Note: This tab is included in QM version 4 but is not included in QM version 5.

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.

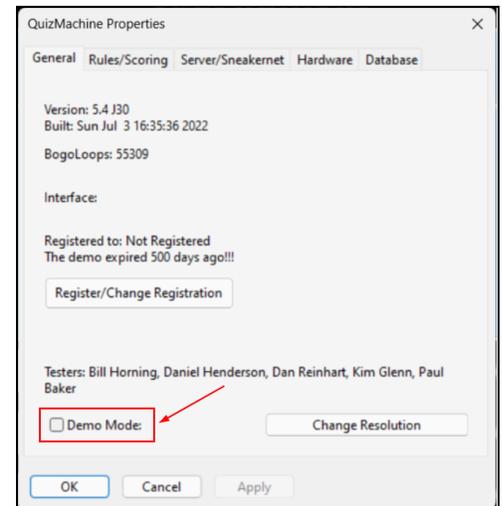
If updates are available, the QuizStuff server will display a download window with a progress window indicating the status of the download and the update progress. When the update is complete, the QuizMachine software will be updated to the newest release with all fixes applied.



Demo Mode

Quiz Machine comes with a mode that will demonstrate the scoreboard appearance as it goes through the changes that will happen throughout multiple rounds (though it will not reset scores after resetting Q20 to Q1 in transitions between rounds).

To enter into Demo Mode, go to **Setup/Exit > Setup > General**, select the “Demo Mode” checkbox, and then click “Apply”. Demo Mode will begin playing. Click OK to exit the Setup window to view the demo mode.

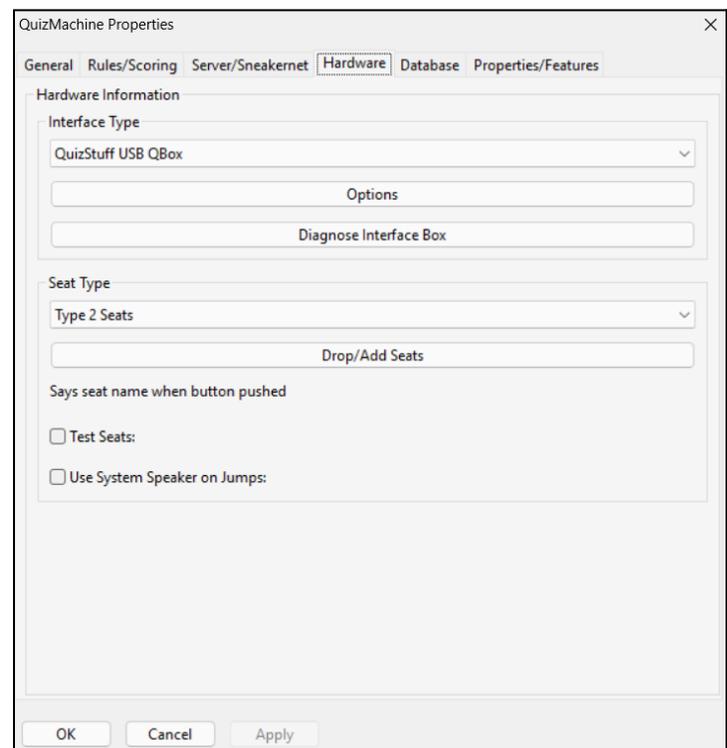


Hardware

(Navigate to **Setup > Hardware:**)

Interface Type

- The default selection is “**QuizStuff USB QBox**”. When using a QBox (made by QuizStuff), the “QuizStuff USB QBox” (aka “QBox”) option should be selected.
 - The QBox requires the installation of a driver on the computer that QuizMachine is installed on. To start the installation of the driver first you have to launch QuizMachine and then connect the QBox to the computer. A Windows operating system message display will appear indicating the driver is loading. Once it is installed QBox can be used with QuizMachine. A message will appear whenever the connection status of QBox changes between being connected or disconnected.



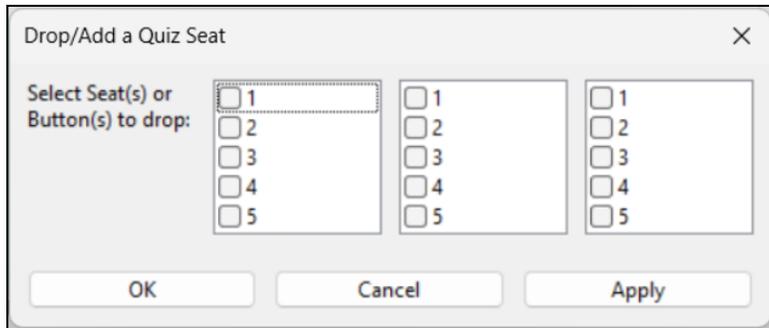
- The **LPT interface** used to utilize connection via parallel port, PCMCIA (or Express) card and LPT box. These have since been deprecated; please use QBox instead. To purchase a QBox please visit QuizStuff.com or if you would like to convert your PLT box to a QBox please submit this request to quizstuff@quizstuff.com.
- All other options visible from this drop-down are experimental and if selected can cause QuizMachine to behave in unexpected ways. It is best to leave this field set to “QuizStuff USB QBox” only.

Diagnose Interface Box button – This button is for use with QBox and not with LPT boxes. This feature has fallen out of use in recent years due to improvement in QBox technology over time. It was originally added to check the connection performance between the QBox and the QuizMachine program. This button can be disregarded.

Seat Type – Identify which type of interface box is present. The technical difference between these two types is that one is for normally-open jump seats and the other is for normally-closed jumpseats.

- **Type 1** was for use with QuizTime seats (makers of the “Red Box”), which is an older brand and NOT sold by QuizStuff.com. You will likely never need to use Type 1. It is recommended to leave this setting set to Type 2.
- **Type 2 (default)** is for seats sold by QuizStuff.com. If you are using QBox, you will need this to be the setting for connecting to QBox.

Drop/Add Seats – Option allows a specific seat(s) to be dropped. This could be used for when there is a bad pad in a string of otherwise good jump pads, or it can be used if a quizzer has a physical handicap preventing them from jumping you could drop seat 4 so that they can use pad 5 as quizzer #4. More than one seat may be dropped for a team or across teams.



1. Click the number of the seat(s) to be dropped.
2. 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.

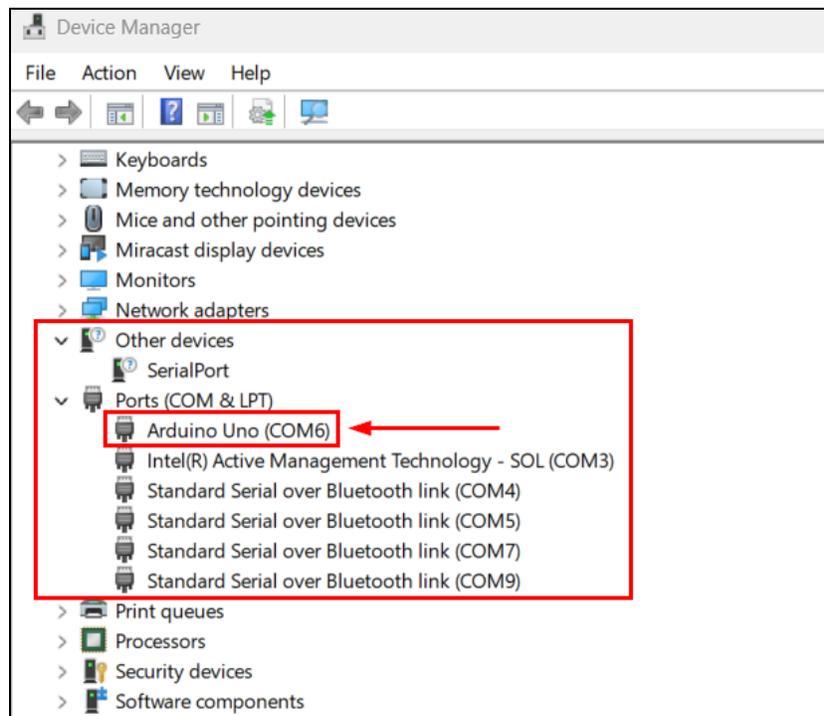
Test Seats checkbox – Mark the check box to have the name of the seat spoken. When the pad for a given seat is pressed, QuizMachine will speak the name of the seat (“Red One”). This only verifies that a seat is working. Make sure to uncheck this box prior to using QuizMachine for a tournament or district quiz. Click the OK button to return to the Main window.

Use System Speaker on Jumps checkbox - By default the audio that plays is the original QuizMachine audio tone contained in a WAV file in QuizMachine. Selecting this checkbox makes it so that a Windows-generated tone is created based on frequency and duration instead. If you are having trouble with producing the audio tone or are experiencing a delay in the audio tone, try switching this checkbox to its opposite value to see if you get an improvement in audio tone playback. If you are not using Windows you should leave this unselected to use the WAV file audio tone.

Connecting QBox to QuizMachine

Upon using QBox for the first time, a driver for the QBox needs to be installed over the internet. Then once the driver is installed you can attempt to connect

1. Connect one end of the cable into QBox (the B end) and the other end into your computer (the A end).
2. Upon first use, QBox will need to install a driver to the computer via the internet. Make sure you have a strong internet connection. With QBox connected and an internet connection present, the driver will begin installing immediately. You will know the driver has successfully installed if QBox succeeds at connecting after completing Step 5 here. If you are having trouble with installing the driver, follow the steps below starting with Step i.
 - a. If the QBox driver does not work or was not installed properly, check to make sure the driver has been loaded successfully.
 - i. Open the **Start** menu by clicking the Windows icon in the toolbar or by pressing the Windows key on your keyboard.
 - ii. Type in and select **Device Manager**. This will open the Windows Device Manager window which looks like this:

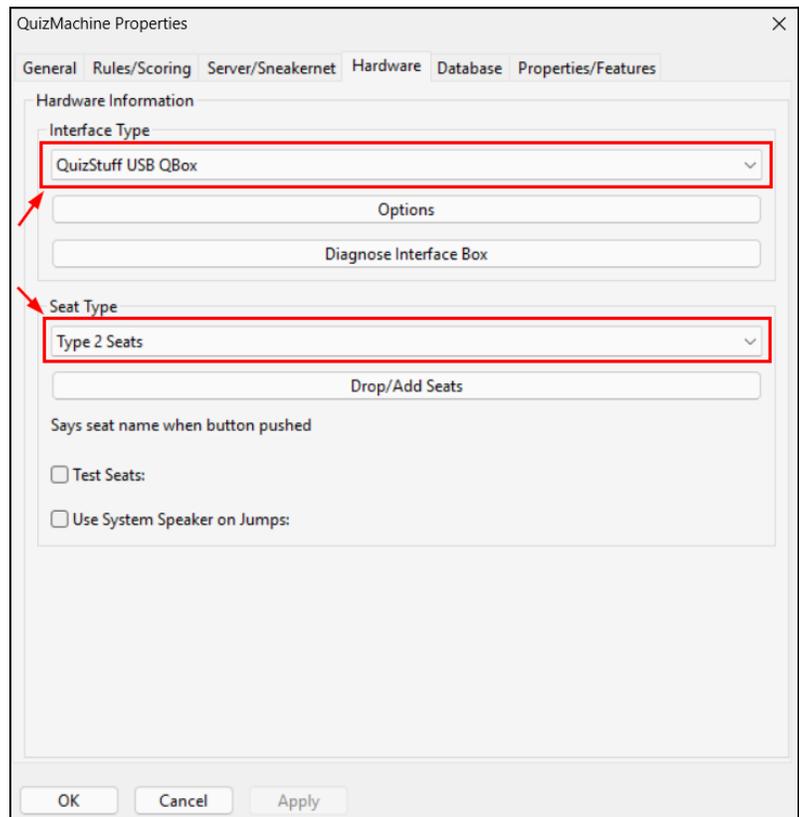


- iii. When the driver has been successfully installed, QBox will display as "Arduino" under either the "Other devices" or "Ports (COM & LPT)" section (it may display with a different COM # too). If there is an item under "Other devices" with a yellow mark, then the driver installation was unsuccessful. If this happens, close QuizMachine and disconnect QBox from your computer. Then attempt to install the QBox driver again by the same method as before.

3. Continuing with steps for connection, open the QuizMachine program. When QBox is not connected it will display an orange background with blue text and an additional “(No Seats)” message is added to the end of the team name like so:

Question	District Invite #1 Division Experienced Room: 1 Round: 10 Tournament			Timer				
1				0				
	Red Team (No Seats)	Blue Team (No Seats)	Green Team (No Seats)					
	0	0	0					
Red #1	0/0	Blue #1	0/0	Green #1	0/0			
Red #2	0/0	Blue #2	0/0	Green #2	0/0			
Red #3	0/0	Blue #3	0/0	Green #3	0/0			
Red #4	0/0	Blue #4	0/0	Green #4	0/0			
Red #5	0/0	Blue #5	0/0	Green #5	0/0			
More	Line Ups	Time Out	Reset Timer	Next Jump	No Jump (5 sec)	Info	Challenge Appeal Foul	Score Sheet

4. Ensure that **Setup > Hardware tab > Interface Type** is set to “QuizStuff USB QBox”. Also ensure that **Seat Type** in that same section is set to “Type 2 Seats” as seen in the image on the right. These are the default selected values that come with QuizMachine so you likely do not need to change these.
5. With QuizMachine open and QBox cable inserted at both ends, wait for up to 30 seconds for the two to connect. If they do not connect, unplug the USB cable from your computer and plug it back in. Wait another 30 seconds until it connects. If connecting takes longer than this, either your computer may not be fit for running QuizMachine or something else is not working correctly. In the latter case please email quizstuff@quizstuff.com for troubleshooting help.



Quiz Round Preparation (by the Quiz Master)

Entering Lineups (Teams & Quizzers)

What is important to remember with Lineups & Options is that all settings must be decided before the ruling of the first question is made or before moving to question 2, whichever happens first. Otherwise, if you want to change these settings you will first have to erase all question data from the scoresheet through the beginning of question 1.

The Lineups window includes a button for “Options” which include quiz round rules that apply to the current quiz round. It is important to check that these are correct before the start of each quiz round. For more information please see this section on [the “Options” window \(link\)](#).

Teams & Quizzers

Before every quiz, each quiz team and quizzer’s name must be entered and a captain and co-captain specified. The teams and quizzers can be entered in one of two ways:

1. From a [Names/Schedule file](#); for more information see this section on [importing & loading a Names/Schedule file into QuizMachine \(link\)](#).
2. By manually typing in (or selecting from the drop-downs) the names of each team and quizzer.

If a schedule file is being used, do not manually type in any team’s or quizzer’s name.

- If a team or quizzer’s name is incorrectly spelt then this will mess up any statistics that may be taken from the saved quiz round data for that team and/or quizzer. Instead, select the correct team and quizzer from the available drop-downs for the current scheduled round.
- If you do not see the team or quizzer you are looking for, check that you are on the right round. If you are, then the schedule file may not have been loaded correctly, or a team/quizzer may not have been included in the schedule file. In either of these cases, please refer to your district coordinator for assistance.

If a schedule file is not being used then the quizmaster can enter each team's name and quizzers by manually typing them in. Some quizzes

Number of Teams

To have a round with two teams, leave one of the team names blank (usually the middle/blue team). The same applies for quizzing with a single team. If you are quizzing with three teams then enter all three team names.

Captain and Co-Captain

The "C" and "CC" columns are for designating the Captain and Co-Captain of each team. The current captain is allowed to do some things that the other quizzers of their team cannot, such as Challenging and Appealing. If the Captain and Co-Captain of each team become no longer eligible for jumping on toss-up questions, then QuizMachine will prompt that a new Captain and Co-Captain be specified.

Once you have checked that all Lineups and Options are correct, you can click OK. The Lineups window will close and you will be ready to start the quiz round with question 1.

Options for Quiz Round

The values in the Options window define an essential part of the setup for the following quiz round(s).

The values in this window must be set before the quiz master makes a ruling on question one. Otherwise, these values can only be changed if the round ends or if the round is reset, wiping out all of that round's data.

The Options window can be accessed from two locations:

1. Setup/Exit > Setup > Rules/Scoring > Options
2. Lineups > Options

Note: *Quizzing Out*, *Erroring Out*, and *Fouling Out* makes the quizzer ineligible for toss-up & bonus questions for the remainder of the quiz round.

- **Organization: Nazarene**
 - Indicates the quizzing organization; currently only "Nazarene" is an acceptable option
 - located in Setup/Exit > Setup > Rules/Scoring only

- **Rules/Method:**
 - **Tournament** - for use during Quiz Meets and competitions
 - **Practice** - for use during quiz practices or any non-competition setting
- **Quiz Out** - Number of correctly-answered toss-up questions before a quizzer “quizzes out”.
- **Error Out** - Number of incorrectly-answered toss-up questions before a quizzer “errors out”.
- **Foul Out** - Number of fouls required for a quizzer to “foul out”.
- **Team Error Deduction** - Number of incorrectly-answered toss-up questions (N) before the team begins accruing error penalties. On the Nth error a point deduction (-10) is issued to the team as well as for all subsequent team errors of the quiz round.
- **Individual Error Deduction** - Same as Team Error Deduction (see above) but for the individual quizzer. If this is equal to Errors Out (see above), then the quizzer will receive a point deduction (-10) when they error out.
- **Clock Start Delay** - (In tenths of a second) The amount of time the system waits after a quizzer jumps on a toss-up question before starting the timer. The default should be used in most cases.
- **Bonus Clock Delay** - (In tenths of a second) The amount of time the system waits after the bonus window appears and the start of the bonus timer. The default should be used in most cases.
- **“Set Defaults” Button** - Click this button to reset all numeric values to the defaults used in tournaments.
- **Select Practice Bonus Quizzer** - *Only available when “Rules/Method” = “Practice”. Please see [this section \(link\)](#) for more information.

QuizMachine -- Change Quiz Options

Rules/Method	Tournament
Quiz Out	4
Error Out	3
Foul Out	3
Team Error Deduction	5
Individual Error Deduction	3
Clock Start Delay (in tenths of seconds)	35
Bonus Clock Start Delay (in tenths of seconds)	101

Set Defaults

OK Cancel

Select Practice Bonus Quizzer

- Opposing Team(s)
- Opposing Team(s)
- Randomly

Tournament Defaults vs. “Tournament Modified”

QuizMachine is mostly used for Nazarene Bible Quizzing, and Nazarene quizzing Tournaments nearly always abide by the same default QuizMachine Option values.

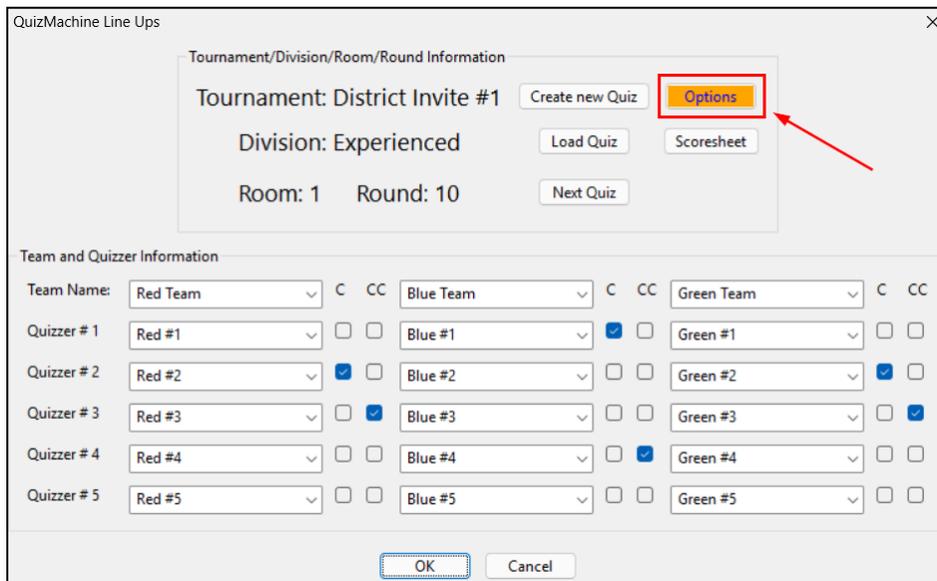
If for whatever reason a value in the Options window is currently not set to the default value typically used for Nazarene quizzing Tournaments, then you will see a few different things depending on where you are in QuizMachine. These are shown below.

Note: If you are intending on using a QuizMachine program and computer that shows the following indicators for a quiz Tournament, you should reset QuizMachine to default values without hesitation, making these indicators no longer visible. **Tournament default values** are provided [here \(link; *see screenshot in this section for default values\)](#).

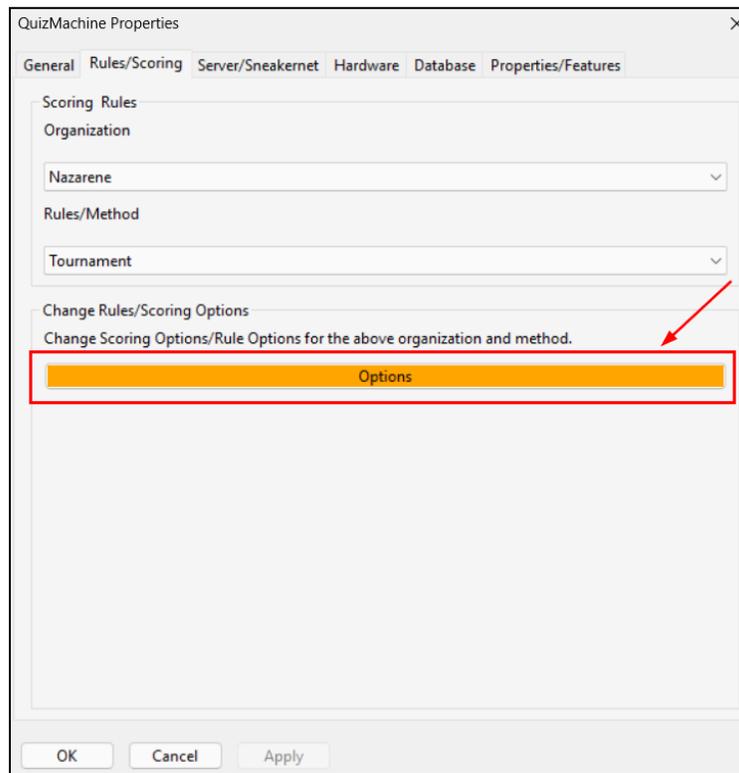
- (1) On the quiz round scoreboard you will see that “Tournament” has been replaced with “Tournament Modified” and it now has an orange background instead of a black one.



- (2) In the Lineups window, the “Options” button will now display in orange as well.



- (3) In **More > Setup > Rules/Scoring** you will see the large “Options” button displayed in orange too.



Practice Option: Assigning Bonus Questions *Randomly*

There are rules for how bonuses are handled during quiz Tournaments - the same number seat on the opposing team(s) get a chance to answer the question that the toss-up winner did not answer correctly for half the points.

But what about during practice? Do bonuses *have* to abide by this pattern while practicing?

The answer is: No, they don't. You can assign bonus questions to quizzers *randomly*.

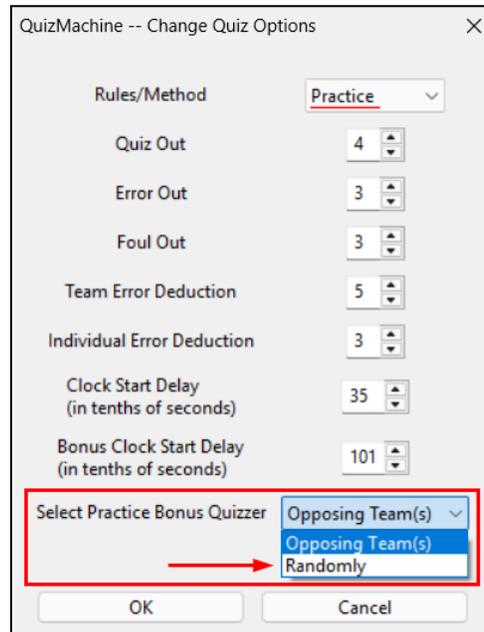
This feature is useful for:

- when you have 4 or fewer quizzers at practice and you want to keep the ability to answer on bonuses but you don't want to set out another string of seats for this singular purpose.
- when you have one or a few quizzers who win toss-ups much more often than others, allowing different quizzers to try for the bonus each time rather than a single quizzers.
- when you want to keep quizzers that are no longer eligible for toss-up questions engaged during practice (due to having quizzed out, error out, or fouled out).
 - * * * This is because of this feature's specific behavior: It will assign bonuses to quizzers *even after they are no longer eligible for toss-up questions*. * * *

Here is how to turn this feature On/Off. Reminder, this can be used only during practices:

1. Open the Lineups window and click the "Options" button.
2. For "Rules/Method" select "Practice".
3. Click OK. This will close the Options window.
4. Click the "Options" button again to re-open the Options window.

You will now have a new option available to you: “Select Practice Bonus Quizzer”



5. Click the dropdown for “Select Practice Bonus Quizzer” and then click “Randomly”.
6. Click “OK” to save and close the Options window.

Practice Option: Ghost Team

Is your team erroring way too much during practice? Would you like an organic way to encourage them to error less often while at the same time making quiz practice a bit more interesting/fun?

Enter the **Ghost Team**. This is not in any way a QuizMachine feature but rather is a method of conducting practice using QuizMachine.

Does it belong in this documentation? Probably not, but consider it a party favor for those who like Bible quizzing, from the Quiz Stuff team (aka, the makers of QuizMachine) to you :)

Credit to Taran Magee who introduced this method of quizzing to us.

So, how does the Ghost Team work?

1. If you normally have 1 or 2 teams during practice, you would add a 2nd or 3rd team (respectively) and give them the team name “Ghost Team”.
 - a. If you normally have 3 teams during practice, we encourage you to introduce another QuizMachine set into your practices, or have your quizzers take turns against the Ghost Team.
2. Create names for your ghost quizzers, or label them one through four. Make sure you have enough ghost quizzers to cover all other human quizzers’ bonuses.
3. Before you begin, if there are jump seats connected to QBox for the Ghost Team, remove them. (Your ghosts will *not* need jump seats, and you will need the seats to *not* register as UP in QuizMachine during the round.)

4. Start the round like normal.
5. If/When a quizzer answers a toss-up question incorrectly, award the bonus ghost quizzer a correct bonus. Do this for ghost quizzers every time a human quizzer errors on a toss-up question.
 - a. Alternate option: Use the “assigning bonus questions randomly” feature mentioned in [this section \(link\)](#) and give your human quizzers a bit of an advantage through being able to be assigned the bonus *randomly*.

Result: Note how the Ghost Team has zero correct and zero erroneous toss-ups. Note also how the total points of the Ghost Team are equal to the number of erroneous toss-ups from the human team times ten: $(0 + 3 + 1 + 2) \times 10 = 60$.

Question		District Invite #1 Division Experienced Room: 1 Round: 1 Practice		Timer	
14				0	
Ghost Team			Grace Community		
60			130		
<input type="checkbox"/>	Ghost #1	0/0	<input type="checkbox"/>	Kate	2/0
<input type="checkbox"/>	Ghost #2	0/0	<input type="checkbox"/>	Chelsea	1/3
<input type="checkbox"/>	Ghost #3	0/0	<input type="checkbox"/>	Nate	4/1
<input type="checkbox"/>	Ghost #4	0/0	<input type="checkbox"/>	John	0/2
More	Line Ups	Time Out	Reset Timer	Next Jump	No Jump (5 sec)
					Info
					Challenge Appeal Foul
					Score Sheet

QuizMastering a Quiz Round

QuizMastering Workflow Basics (QuizMasters: Start Here)

To begin you will need to set up the quiz round. For information on how to do this, please see these sections on [the Lineups window \(link\)](#) and [the Options window \(link\)](#).

Once you (the quizmaster) have set up the quiz round, you are ready for question one. You will see the global interface/scoreboard populated with the teams and quizzers you entered in the Lineups window:

Question	District Invite #1				Timer						
1	Division Experienced Room: 1 Round: 1 Tournament				0						
Red Team			Blue Team			Green Team					
0			0			0					
<input type="checkbox"/> Red #1	0/0	<input type="checkbox"/> Blue #1	0/0	<input type="checkbox"/> Green #1	0/0	<input type="checkbox"/> Red #2	0/0	<input type="checkbox"/> Blue #2	0/0	<input type="checkbox"/> Green #2	0/0
<input type="checkbox"/> Red #2	0/0	<input type="checkbox"/> Blue #2	0/0	<input type="checkbox"/> Green #2	0/0	<input type="checkbox"/> Red #3	0/0	<input type="checkbox"/> Blue #3	0/0	<input type="checkbox"/> Green #3	0/0
<input type="checkbox"/> Red #3	0/0	<input type="checkbox"/> Blue #3	0/0	<input type="checkbox"/> Green #3	0/0	<input type="checkbox"/> Red #4	0/0	<input type="checkbox"/> Blue #4	0/0	<input type="checkbox"/> Green #4	0/0
<input type="checkbox"/> Red #4	0/0	<input type="checkbox"/> Blue #4	0/0	<input type="checkbox"/> Green #4	0/0						
More	Line Ups	Time Out	Reset Timer	Next Jump		No Jump (3 sec)	Info	Challenge Appeal Foul	Score Sheet		

When it comes to reading questions you will follow the following pattern for each question:

- Suggestion: It is usually a good habit to read the question ahead of time before beginning to read the question. This reduces the probability of unintendedly reading the question wrong and having to replace it with another question.
- You (the QuizMaster): "Question 1 is a General question. Question number 1, question:"
 - Each question will have a different type. If the type is not "General", then you would replace "General" with that question type.

- Question types:
 - “G” = “General” (11 Qs/round)
 - “A” = “According To” (4 Qs/round)
 - “X” = “Context” (1 Q/round)
 - “I” = “In what book and chapter” (1 Q/round on years that apply)
 - “S” = “Situation” (1 Q/round on years that apply)
 - “V” = “Verse”; “Finish this verse” (1 Q/round)
 - (*first 5 words of the verse only)
 - “Q” = “Quote” (1 Q/round)
 - (*only the reference is provided)
 - “R” = “Reference”; “Finish this verse and give the reference” (1 Q/round)
 - (*first 5 words of the verse only; reference required after quoting the verse and without a prompt from the QuizMaster for the reference)
- As you proceed with the following questions you would say the number of that question in place of “1” in the example above.
- Then click the “Next Jump” button at the bottom in the center, or alternatively press the Spacebar on your computer’s keyboard to engage the jump seats. You will know the seats have been engaged when the button turns light orange and the text has changed from “Next Jump” to “Waiting for Jump”.
 - If you receive an audio tone when clicking “Next Jump” or pressing spacebar, it is because a quizzer’s light was on (they were not properly seated) when you engaged the jump seats. In this case, allow the quizzer to get situated on the jump seat and then restart this process from the top by saying again, “Question 1 is a General question. . .”
- Once the seats are engaged, the next quizzer to jump will trigger the question ruling window.
- Proceed to read the rest of the question.
 - If the audio tone goes off before you reach the end of the question (and the toss-up question ruling window appears), then a quizzer has pre-jumped and you should stop reading the question. Then the quizzer will be required to both (1) finish the question and (2) provide the answer. The quizzer is allowed to ask “Is the question complete?” and receive an answer from the QuizMaster, such as “Yes”, “No”, “Yes it is”, “No, it is not”, or “It is not”, etc. Be cautious to not share any additional information about the question, especially information about how long the question has left before it is completed.
 - If you (the QuizMaster) reach the end of the question, you can start the “No Jump” timer (5 seconds) by any of these three means: (1) clicking “No Jump (5 sec)”, (2) by clicking the “Waiting for Jump” button, or (3) you can press the spacebar a 2nd time. If no quizzers jump by the time that the “No Jump” timer

reaches zero, then no one receives points. QuizMachine moves to the next question so that you are ready to read the next question right away.

- Sidenote: It is kind to provide the answer to the question that no one jumped on. This allows any curiosities to be satisfied and for quizzers to be ready to jump on the next question without being distracted by their curiosity about what the answer to the previous question actually was.
- When quizzers jump on a question, only the first quizzer to jump is recognized as the winner of the toss-up question, and as their reward they get the chance to answer and receive points for the question.

Using the Quizzer Scoring Window

- At this point, you (the QuizMaster) would listen to the quizzer for their answer. If the quizzer pre-jumped before you finished the question then they would have to provide the rest of the question as well.

After the Quizzer Scoring Window

- After a ruling is made, one of the team Captains may want to challenge the ruling or appeal the question. The Captain may ask the QuizMaster to re-read the question and answer before they decide to challenge or appeal; if the quizzer asks for this, go ahead and re-read the question and answer. For more information please see the following sections on [Challenging a Ruling \(link\)](#) and/or [Appealing a Question \(link\)](#).

Between Questions

- There are certain things that can happen between questions. Please see the following sections for more information on the following:
 - [Timeouts \(link\)](#)
 - [Substituting a Quizzer \(automatic and/or during timeouts\) \(link\)](#)
 - [Viewing the Scoresheet \(link\)](#)
 - [Editing past Questions in the Scoresheet \(Making Corrections\) \(link\)](#)
 - [Challenging a Ruling \(link\)](#)
 - [Appealing a Question \(link\)](#)
 - [Issuing Fouls \(link\)](#)
- You (the QuizMaster) are now ready for the next question. Continue the process described above for all 20 questions in the round.

At the End of the Quiz Round

- Once a ruling for question 20 has been made, the "Question" window will show the word "DONE" in all capital letters and the quiz round has reached its final score.

Preparing for the Next Quiz Round

- If you are using data from an imported schedule file, to set up the next round you would click the “Lineups” button at the bottom of the scoring interface and then click the “Next Quiz” button. You will know if the next quiz has loaded if the team names have changed from the previous round. The scoring interface will also appear as it would at the start of the round.

Quizzer Scoring Window



The purpose is to give a ruling on the answer the quizzer gives for the question. If the quizzer pre-jumped, they would also have to provide the remainder of the question in addition to the answer.

The quizzer scoring window appears when:

- a quizzer jumps on a toss-up question
- a quizzer gets to answer a bonus question
- the QuizMaster clicks on the light of the quizzer

Making a ruling (on a toss-up question) consists of two steps:

1. Clicking “Correct” (or pressing the “C” key) or “Error” (or pressing the “E” key)
2. Then clicking “OK” (or pressing the “Enter” key) to confirm the ruling

To cancel out of the quizzer ruling window, click “Cancel” or press the “N” key.

Bonuses

If the quizzer that won the toss-up gets an error for the question, the corresponding quizzer on the other team will get a chance to answer the same question. For example, if the quizzer on Seat 2 gets the Toss-up wrong, then the quizzer(s) on Seat 2 of the other team(s) will get a chance to answer the Bonus.

For bonuses, the QuizMaster would have the quizzer stand up and then the QuizMaster would read the whole question for the quizzer attempting the bonus.

Ruling on bonuses for two-team quiz match-ups is exactly the same as it is for the original toss-up ruling.

Ruling on bonuses when quizzing with three teams will include two names in the quizzer scoring window. The only difference is that the QuizMaster will have to make a ruling for each of the quizzers before clicking “OK” (or pressing the “Enter” key):



Timer and Timer Reset Buttons

The QuizMaster can control the timer from the quizzing scoring window. They can reset the timer to 0 (zero) by pressing the “Timer Reset” button. They can also add time to the clock by clicking the “Timer” button. For more information please see this section on [working with the timer \(link\)](#).

Foul Button

The quizzing scoring window provides the QuizMaster with a quick navigation to issue a foul for whatever reason. For more information please see this section on [issuing fouls \(link\)](#).

Play Button

The quizzing scoring window provides the QuizMaster with a quick navigation to issue a foul for whatever reason. For more information please see this section on [using the audio playback feature \(link\)](#).

Multiplying

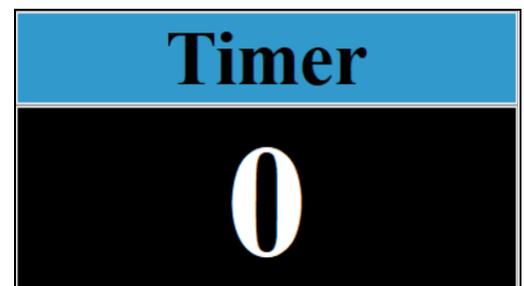
If a quizzing pre-jumps on an according to and declares “multiple”, then the quizzing has chosen to “multiple”, which is to attempt to answer multiple potential questions based on the amount of the question that they have received from the QuizMaster. Multiplying can be performed on According To questions or any other question that provides a Scripture reference (for instance, Context questions will sometimes provide a reference at the start of the question).

- With multiplying, the quizzing must state all of the questions they want to answer and then answer each question in the order that they stated the questions. If they answer the correct question with the correct answer in the correct order, and if all answers to the prior questions were correct, then the QuizMaster can quick-call the correct answer and award the quizzing the points. If any incorrect information was provided for a specific question then the quizzing would be ruled incorrect and receive an error.

Working With the Timer

The timer shows in the upper right corner of the scoring interface and is used in a number of scenarios.

The timer always counts down. When the timer reaches zero an audio tone will play, indicating that time is up.



The following buttons will be available everywhere that the use of the timer is applicable:

- “Timer” button
- “Timer Reset” button

The “Timer Reset” button behaves the same way in all scenarios: Clicking “Timer Reset” sets the Timer to 0 (zero) without playing an audio tone. You can use this button to avoid unexpected interruptions from QuizMachine when it normally would produce an audio tone.

The “Timer” button, however, behaves in the following ways based on where it is being used:

- For Toss-ups and Bonuses, located in the Quizzer Scoring Window:
 - When the quizzer scoring window opens, the timer will wait based on the specified delay (in [Options \(link\)](#)); then the timer will start at 30 seconds and count down to zero.
 - When the “Timer” button is pressed, it will jump back to the nearest 10 seconds above the current time (8 -> 10; 22 -> 30, etc); however, if the “Timer” button is pressed while showing a multiple of 10, then it will add 10 to the timer (10 -> 20; 20 -> 30, etc),
 - The timer will never show more than 30 seconds for toss-ups and bonuses.
- For No Jumps, located in the scoring interface:
 - Timer is started by clicking the “Waiting for Jump” button while seats are engaged, by pressing spacebar while seats are engaged or by clicking the “No Jump (5sec)” button to the right of it. Timer will start counting down from 5 seconds.
 - Pressing the “No Jump” button will put the timer on Hold. In this state, the timer will not be able to be restarted until you press the “Reset Timer” button (on the left of the “Waiting for Jump” button), which sets the timer to zero.
 - The “No Jump” timer will never show more than 5 seconds.
- For Timeouts, located in the Timeouts window:
 - Click the team that requested the timeout to start the timer counting down from 60 seconds. Other than this, the “Timer” button adds time to the timer the same way that it does for Challenges and Appeals (see below).
- For Challenges and Appeals, located in their corresponding windows:
 - When the Challenge or Appeal window is opened, the timer defaults to 0 (zero). To add time to the timer press the “Timer” button. The timer will start counting down. The button adds time in increments of 15 seconds with each click (0, 15, 30, 45, 60). If it is less than and within 2 seconds of the nearest 15-second increment then it will go to the next highest 15-second increment (14 or 15 -> 30; 24 or 45 -> 60, etc). If the timer is not in this range, it will go to the nearest 15-second increment (11 -> 15; 16 -> 30, etc).

Scoresheet

QuizMachine Score Sheets

District Quiz
Novice

Score Sheet
12/15/2023

Area: 1
Round: 1

Red Team		Quizzers with Correct Toss-ups: 0 Over Ruled Challenges: 0										Errors: 0 Time Outs: 0					Fouls: 0					Coach Initials		Place		
Quizzer Names		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	OT	Totals Points		C	E
1	Red #1																						0	0	0	
2	Red #2																						0	0	0	
3	Red #3																						0	0	0	
4	Red #4																						0	0	0	
5	Red #5																						0	0	0	
Bonus/Penalty Points																										
Running Score																							0	0	0	

Blue Team		Quizzers with Correct Toss-ups: 0 Over Ruled Challenges: 0										Errors: 0 Time Outs: 0					Fouls: 0					Coach Initials		Place		
Quizzer Names		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	OT	Totals Points		C	E
1	Blue #1																						0	0	0	
2	Blue #2																						0	0	0	
3	Blue #3																						0	0	0	
4	Blue #4																						0	0	0	
5	Blue #5																						0	0	0	
Bonus/Penalty Points																										
Running Score																							0	0	0	

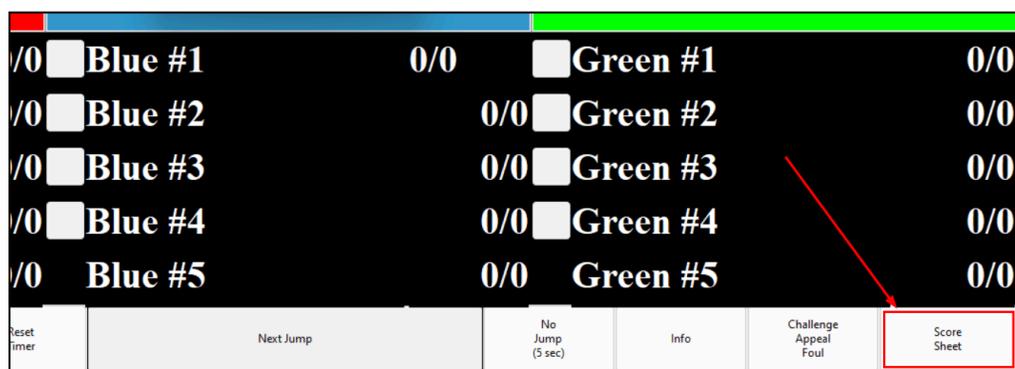
Green Team		Quizzers with Correct Toss-ups: 0 Over Ruled Challenges: 0										Errors: 0 Time Outs: 0					Fouls: 0					Coach Initials		Place		
Quizzer Names		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	OT	Totals Points		C	E
1	Green #1																						0	0	0	
2	Green #2																						0	0	0	
3	Green #3																						0	0	0	
4	Green #4																						0	0	0	
5	Green #5																						0	0	0	
Bonus/Penalty Points																										
Running Score																							0	0	0	

The Scoresheet maintains the information about what happened during the round in a format that emulates a coach's or content judge's physical scoresheet.

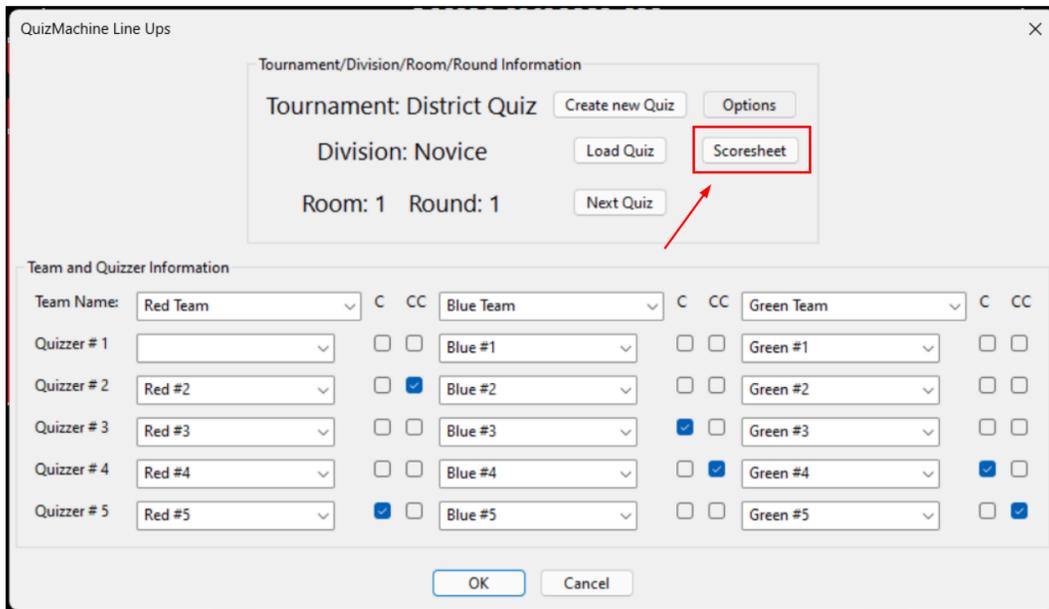
Viewing the Scoresheet

The scoresheet can be access from three locations:

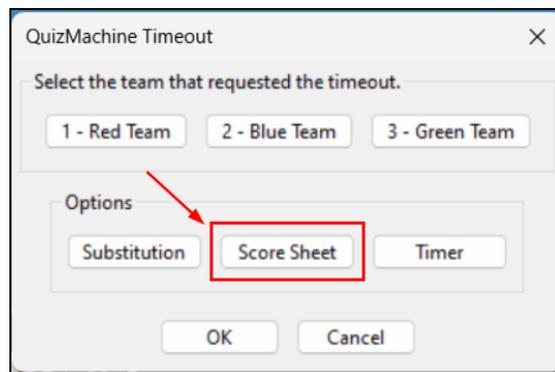
1. From the **scoring interface** by clicking the "Score Sheet" button in the bottom right:



2. From the **Lineups window** by clicking the "Scoresheet" button:



3. From the **Timeout window** by clicking the "Score sheet" button:



Editing Past Questions in the Scoresheet (Making Corrections)

There is only one way to edit the scoring of a past question, and that is by removing data from the scoresheet and going back to the last question you want to edit.

Required: This process deletes quiz round data. Before performing this operation ensure that you have a reliable record of what happened in the quiz round up to the current question. Otherwise, you may lose quiz round data and the round's scoring will be compromised.

To remove the questions, first open up the scoresheet using one of the methods shown above. Then click the "Fix" button. The "Backup Fix" window will appear:

In this window:

1. Enter the question number you want to go back to, or in other words, erase data for (including the specified number).
2. Click the “Remove Questions” button. A window confirming the success of the operation will appear. Click OK to close that alert.
3. Click “Done” to close the Backup Fix window. Close the Scoresheet.

Proceed from the current question number, entering the correct data for each question up to the current question using the external score record. It is most efficient to open each quizzers’ scoring window by clicking their light in the scoring interface (next to the quizzers’ name), making the ruling, and saving the ruling.

Printing the Scoresheet

If you would like to print the scoresheet, you can do so by clicking the “Print” option while the scoresheet is open:

QuizMachine Score Sheets

District Quiz
Novice

Score Sheet
12/15/2023

Area: 1
Round: 1

Red Team		Quizzers with Correct Toss-ups: 0					Errors: 0					Fouls: 0					Coach Initials		Place						
		Over Ruled Challenges: 0					Time Outs: 0												0						
1	Quizzer Names	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	OT	Totals	Points	
1	Red #1																						0	0	0
2	Red #2																						0	0	0
3	Red #3																						0	0	0
4	Red #4																						0	0	0
5	Red #5																						0	0	0
Bonus/Penalty Points																									
Running Score																							0	0	0

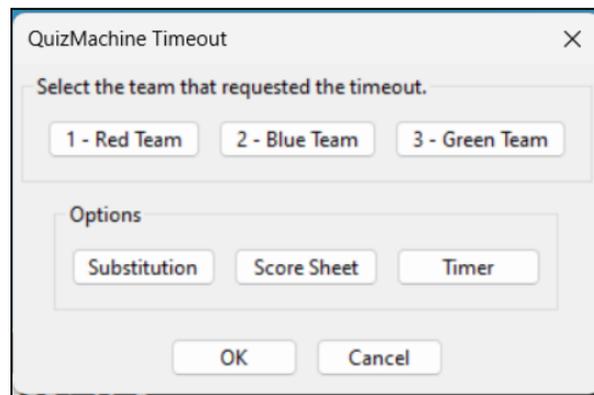
Blue Team		Quizzers with Correct Toss-ups: 0					Errors: 0					Fouls: 0					Coach Initials		Place						
		Over Ruled Challenges: 0					Time Outs: 0												0						
1	Quizzer Names	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	OT	Totals	Points	
1	Blue #1																						0	0	0
2	Blue #2																						0	0	0
3	Blue #3																						0	0	0
4	Blue #4																						0	0	0
5	Blue #5																						0	0	0
Bonus/Penalty Points																									
Running Score																							0	0	0

Green Team		Quizzers with Correct Toss-ups: 0					Errors: 0					Fouls: 0					Coach Initials		Place						
		Over Ruled Challenges: 0					Time Outs: 0												0						
1	Quizzer Names	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	OT	Totals	Points	
1	Green #1																						0	0	0
2	Green #2																						0	0	0
3	Green #3																						0	0	0
4	Green #4																						0	0	0
5	Green #5																						0	0	0
Bonus/Penalty Points																									
Running Score																							0	0	0

Timeouts

The Captain of a team or a coach may request a timeout. The QuizMaster will grant the timeout if the team has not used up all of their timeouts. See official rule book for more on timeouts.

To start the timeout clock, you (the QuizMaster) would click the “Time Out” button. The “Timeout” window will appear:



To start the timeout timer, select the team that requested the timeout. For example, if the Captain of the Red team requested the timeout, you would click “1 - Red Team” to start the timer.

During the timeout there are some other options available, such as making a substitution and resetting the timeout timer.

- For more information please see this section on [substitutions \(link\)](#).
- For more information please see this section on [working with the timer \(link\)](#).

When the timer reaches 0 (zero), the QuizMaster declares “Time-in” and the quizzers and coaches return to their respective seats, ready for the next question.

Substituting a Quizzer

In Nazarene-style quizzing there are 4 active jump seats per team. However, QuizMachine allows 5 quizzers to be entered in the lineup. If your team has more than 4 quizzers, a 5th quizzer can be entered for the round as a substitute.

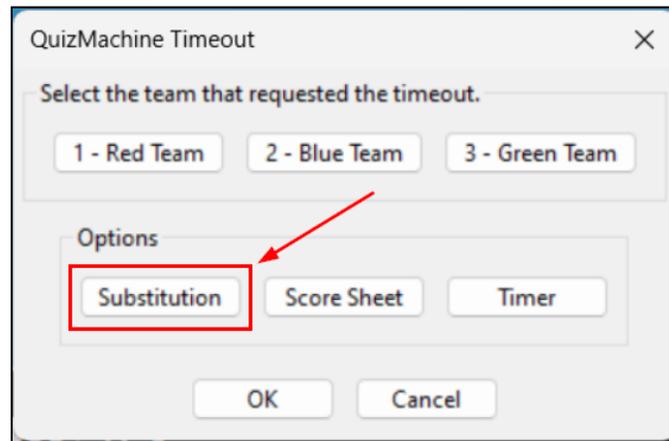
Note: Per the official Bible quizzing rulebook, only one quizzer is allowed to be entered per round as a substitute (or a “5th”). You may have more than 5 quizzers on your team, however, for each round only 5 quizzers maximum may be allowed to participate. (The rest of your team’s quizzers would be considered “alternates”, meaning, they are on your team but are ineligible to quiz in the current round - even as a substitute.)

There are two ways in which substitution may occur:

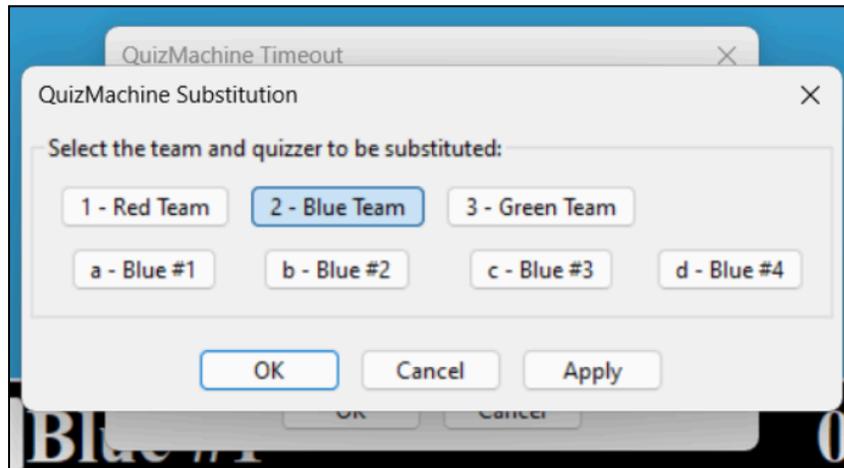
1. During a timeout (in-between questions) ([link](#))
2. Automatically when a quizzer quizzes out, errors out, or fouls out ([link](#))

Substituting during a Timeout (in-between questions)

Please refer to the official rule book for specifics around substitution. Currently the rules state that only one substitution can be made per timeout. There may be other more complex scenarios that arise around substitution; for such scenarios, please refer to the official rule book for how those scenarios would be handled.



During a timeout, you (the QuizMaster) will have the Timeout window currently open in QuizMachine, and in that window you will have the “Substitution” button available to you as an option (seen above). To make a substitution during a timeout, click this button. You will see the Substitution window appear:



In this window:

1. Select the team that wants to make a substitution
2. Then select the quizzer you want to replace your 5th quizzer with. Note that only the active quizzers are shown as options and that the 5th quizzer is not.
3. Then press “Apply” and “OK” to make the substitution

Then wait for the timeout timer to reach zero. The 5th quizzer will now show in the scoring interface where the previous quizzer used to be, indicating that the 5th quizzer is now on the previous quizzer’s seat number.

The QuizMaster should give the teams and spectators the courtesy of announcing the substitution so that everyone is informed of the change.

Substituting Automatically when a Quizzer Quizzes out, Errors out, or Fouls out

This is very straightforward: When a quizzer quizzes out, errors out, or fouls out, if the team has a 5th quizzer entered for the round, then the 5th quizzer will take the seat number of the quizzer that is no longer eligible to answer questions.

You (the QuizMaster) do not have to do anything except to announce the substitution so that everyone in the room is informed of the change. (This announcement would come after the previous announcement of the quiz out, error out, or foul out of the other quizzer.)

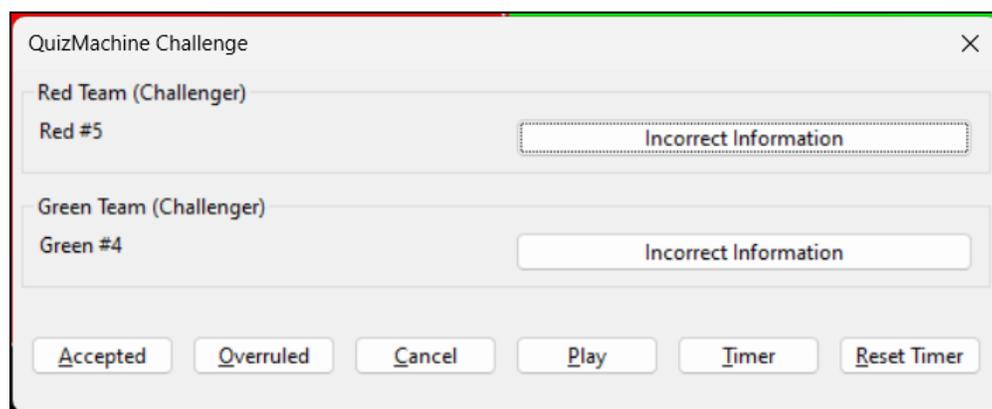
Challenging a Ruling

The Captain on each may challenge a ruling that a QuizMaster has given.

Before issuing the challenge, the Captain may ask for the complete question and answer from the QuizMaster to use as the deciding factor as to whether they want to proceed with issuing the challenge or not. The QuizMaster should honor this request in most scenarios, but the QuizMaster reserves the authority to deny the Captain's request to challenge for any reason (otherwise, the QuizMaster would not be the master of the quiz round; the QuizMaster has the final say in all cases). However, once the quizzer has chosen to challenge, they cannot then receive the question and answer if they ask for it.

Before the Captain begins their challenge, the QuizMaster must have the Challenge window open.

To open the Challenge window, click the "Challenge / Appeal / Foul" button in the scoring interface and then click "Challenge" in the window that appears. Then choose the team of the Captain that wants to Challenge. The Challenge window will be shown (for two-teams matchups):



The buttons that say "Incorrect Information" in this window are for the QuizMaster while the Captains are stating the Challenge and the Rebuttal so that it reminds the Quizmaster if they stated any incorrect information. The QuizMaster can click these buttons and they will show as blue to indicate that incorrect information was given.

During a challenge, the Captain issuing the challenge states their case for why the ruling should be overturned. The amount of time for a challenge can be set using the “Timer” button. For more information see this section on [working with the timer \(link\)](#). Please refer to the official rule book for time given for a challenge.

When the quizzer has finished giving their case for overturning the ruling, the Captain of the other team has a chance to provide their rebuttal. To maintain fairness, if a certain amount of time was given to the first quizzer, then provide the same amount of time to the quizzer providing the rebuttal.

When both sides have given their case, the QuizMaster will decide to Accept the challenge (overrule their original ruling) or Overrule it and keep the original ruling.

The QuizMaster can also play back the audio of a question, answer, challenge or rebuttal to confirm what was said. For information please see this section on [using the audio playback feature \(link\)](#).

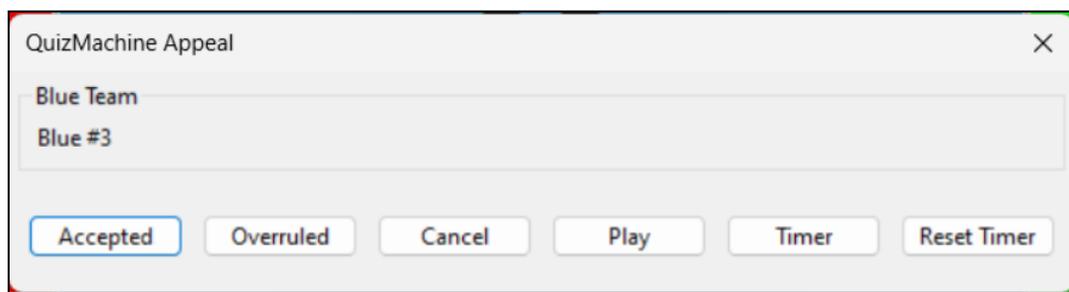
Appealing a Question

Sometimes the question was read incorrectly. Sometimes the answer on the page is incorrect. Sometimes the question is just badly worded or doesn’t make any sense.

In all of these cases, a Captain may request to appeal the question. The Captain may also request the QuizMaster to repeat the full question and answer before choosing to appeal. However, once the quizzer has chosen to appeal, they cannot then receive the question and answer if they ask for it.

Before the Captain begins their appeal, the QuizMaster should have the Appeal window open.

To open the Appeal window, click the “Challenge / Appeal / Foul” button in the scoring interface and then click “Appeal” in the window that appears. Then choose the team of the Captain that wants to appeal. The Appeal window will be shown:



The timer clock will default to 0 (zero) but you may add time to the clock using the “Timer” button. For specific time given for an appeal please refer to the official rule book. For more information please see this section on [working with the timer \(link\)](#).

Once the quizzer has given their case for appealing the question, the QuizMaster may choose to Accept the appeal (throw out the question) or to Overrule the question (keep the question and the ruling for the question).

If an Appeal is accepted, then the system will reset the question as if the previous question had just finished. The QuizMaster then would choose a question with the same question type to read in place of the appealed question.

The QuizMaster can also play back the audio of a question, answer, or appeal to confirm what was said. For information please see this section on [using the audio playback feature \(link\)](#).

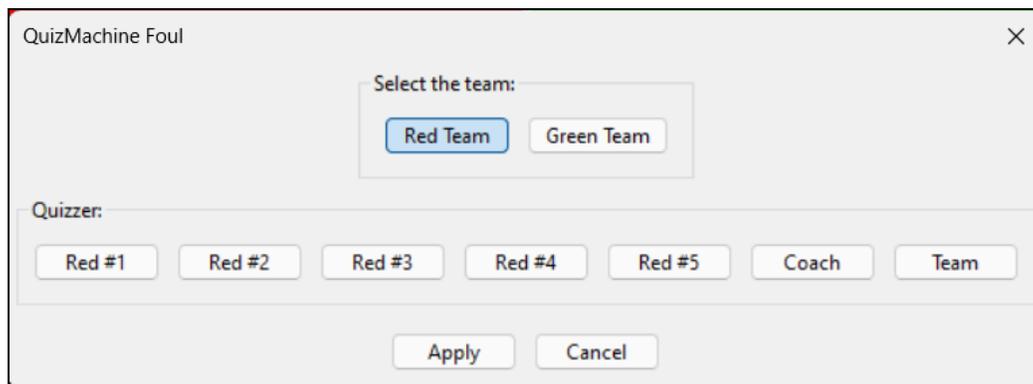
Issuing Fouls

In the world of quizzing, fouls are sometimes necessary. The purpose of fouls is not to be mean-spirited but instead in recognition of why everyone is gathered, which is to have fun competing over knowledge of the Scriptures.

Most fouls are issued either due to audio disruptions and visual distractions. Sometimes fouls are given due to cheating. The QuizMaster is the only person who can issue fouls. The QuizMaster reserves the authority to issue a foul to anyone - including spectators (and even themselves). The QuizMaster is the master of the quiz round. If a spectator receives two fouls, they will be asked to leave the room for the remainder of the quiz round. Please see the official rule book on handling fouls for quizzers and coaches.

Note: Some QuizMasters are gracious and will provide warnings before they choose to issue a foul. Many QuizMasters will issue a foul without any warnings. It is generally a bad idea to expect that you will receive a warning before receiving a foul; in most cases you will not.

To open the Foul window, click the “Challenge / Appeal / Foul” button in the scoring interface and then click “Foul” in the window that appears. The Foul window will appear (for two-team matchups):



Select one person to receive the foul and then press “Apply” to confirm and issue the foul. A point deduction may be applied to the team’s total score after a certain number of fouls has been received across the whole team.

Using the Audio Playback Feature

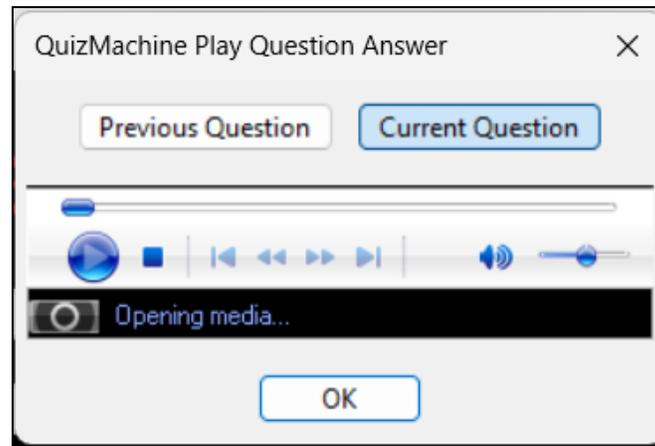
The audio playback feature exists for the playback of:

- Questions and Answers (on Toss-ups and Bonuses)
- Challenges and Rebuttals
- Appeals

Why would you (the QuizMaster) want to play back the audio? Sometimes a quizzer speaks really fast or really quietly. Sometimes the QuizMaster may want to check and see if what they heard is correct. In Challenges, the QuizMaster may want to play back the audio to confirm what the quizzer bringing the challenge has claimed to have as an answer by the other team. Sometimes an appeal of the question is based on a stumble or a mis-read word or words and the QuizMaster may want to confirm if they really did read and say the question correctly.

In general, the audio playback feature allows for quizzing to be more fair for everyone which keeps quizzing fun.

In all three locations, clicking the "Play" button (or pressing the "P" key) will open the audio player window.



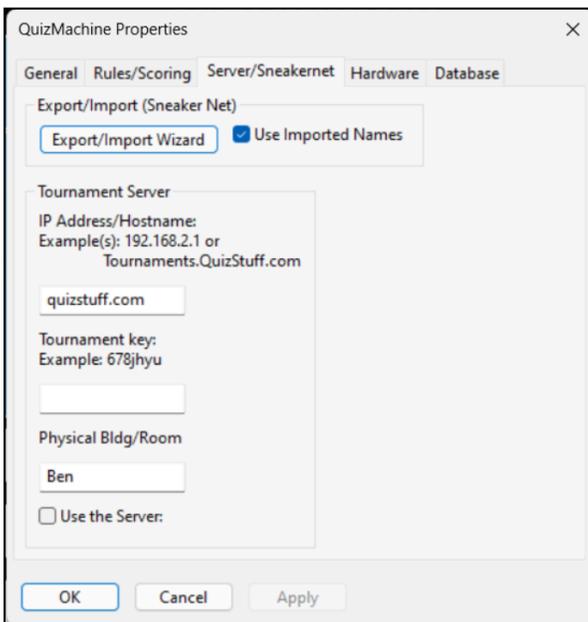
What you can do in the audio window:

- Play audio for the Current or Previous question
- Start and stop the recording
- Control the volume
- Scrub through the audio by dragging
- Skip ahead and fast forward using the standard media icons

Working with Data in QuizMachine & QMServer

QMServer Workflow Overview (for use at a Quiz)

QMServer: A QuizMachine companion program.

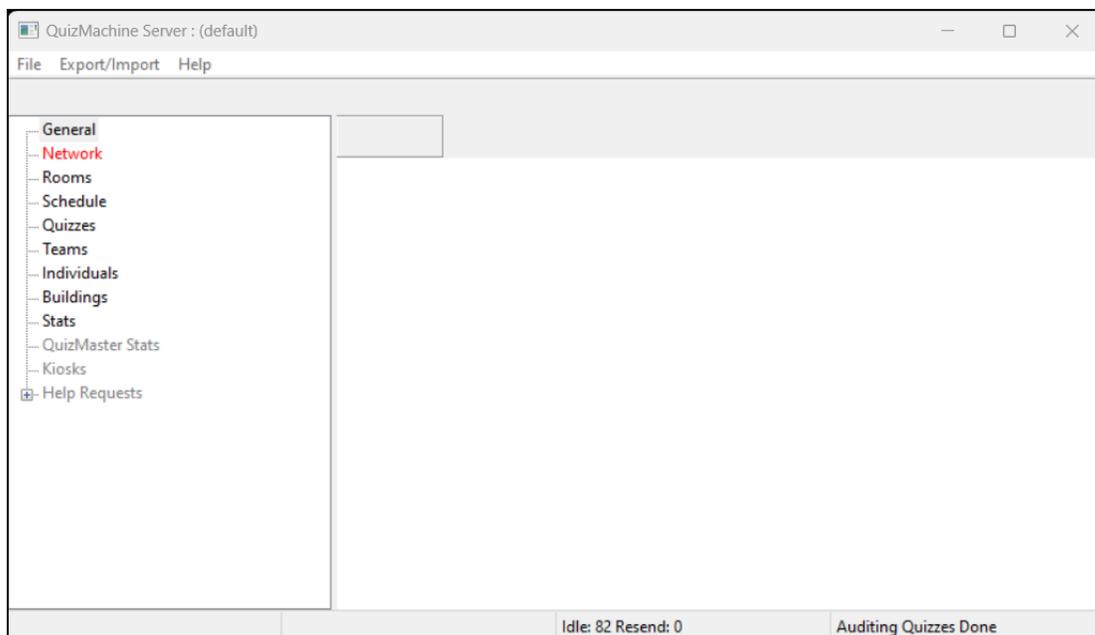


Introduction to QMServer

You can automate some of the steps of your quiz meet and generate stats by using the QMServer companion program. This section will show you how.

When you install QuizMachine the compatible version of QMServer is also installed. To get started, open QMServer. If you don't know how to launch QMServer, please see this section on [how you can create a Desktop shortcut for launching the QMServer program \(link\)](#).

When you open QMServer, it will look like the image below:



Tips and Suggestions when using QMServer

- When testing and becoming more familiar with QMServer use the same computer for the server (QMServer) as for the client (QuizMachine) so that both are being used on the same machine.
- Always use the latest version of QMServer to minimize risk of bugs.

- Registrations (data/flow optimization):
 - One thing that an event coordinator can do is to require online team and quizzer registrations with specific registration open and close dates. Many districts hold online registration for their district quiz events on their district website (most notably different sub-domains of the [NazQuizzing.org \(link\)](http://NazQuizzing.org) website). Once registration has closed, a Names/Schedule file is exported and created, ready to be used at the quiz meet to seed Quizmachine (client) programs with data for the quiz. This is much less trouble than to do entry while at the quiz (or much less effort, anyway).

QMServer Workflow (for use at a Quiz)

1. Required before starting:
 - a. All QuizMachine programs being used in quiz rooms should be installed with the same version of QuizMachine and the same version of QMServer. With one QMServer system being used between all QuizMachine programs, this means that all QuizMachine system versions that are being used should match.
 - i. The most current version of QuizMachine (and therefore QMServer) can be downloaded from [QuizStuff.com \(link\)](http://QuizStuff.com). If you have any questions please submit all questions to quizstuff@quizstuff.com.
2. Optional: Import Names/Schedule File into QMServer
 - a. This step is optional. If you are not familiar with the Names/Schedule file then skip to the next step.
 - b. If you would like to have the Names/Schedule file on-hand in QMServer available for export whenever necessary, then you can import the Names/Schedule into QMServer.
 - i. For more information please see this section on [importing Names/Schedule into QMServer from a file \(link\)](#).
 - c. If the Names/Schedule file needs to be edited in any way, this can be done in a spreadsheet editor such as Microsoft Excel or Google Sheets. Once the file is correct, you can import it into QMServer to have on-hand for the quiz day.
3. Data Transfer 1, Part 1: Get or Create a Names/Schedule File
 - a. Before the server functions can be used for a quiz, quizzer and team names need to be entered into the client (QuizMachine program) in each quiz room. This is so that rounds can be entered using the names and schedule data from the file for ease of use throughout the quiz day for each quiz room.
 - b. For more information please see this section on [creating/getting a Names/Schedule file \(link\)](#).
4. Data Transfer 1, Part 2: Import and Load the Names and Schedule into QuizMachine (client) from the Names/Schedule File
 - a. For information, please see this section on [importing and loading Names/Schedule data into QuizMachine from a file \(link\)](#).

5. Now you are Ready to Quiz! During the Quiz:

- a. Allow all rooms to proceed as usual with each quiz round.
- b. If it is discovered that a name (team or quizzer) was misspelled in the Names/Schedule file that was imported in the QuizMachine programs, DO NOT try to change it during the quiz. Make sure your QuizMasters are aware that any name changes or typo corrections can be done later when computing statistics at the end of the quiz day and that they should NOT manually make a typo correction to the name.
 - i. Reason #1: This creates more work to correct for those compiling the stats. With certain events having many rooms and many quiz rounds with many teams and many quizzers - this can amount to a lot of work. It can even lead to loss of statistical data, which nobody wants to happen.
 1. In thinking of the interests of others above our own and doing unto others as you would have them do unto you, please be considerate and kind to the people who are working hard to give everyone a great quizzing experience during the event by following this policy. It will be greatly appreciated by the people compiling the stats.
 - ii. Reason #2: QuizMachine recognizes each unique name as a separate entity (team or quizzer), and if the typo is manually corrected in one room but not all rooms across all rounds, then the stats for that team or quizzer could be split between two or more “teams” or two or more “quizzers”.
 1. An example of what can happen: If a name with a different spelling is added by a QuizMaster it will cause a new individual to exist for each different spelling of the Quizzer’s or Team’s name in the end results. The best policy on name changes is to not tolerate them until the end of the day when stats are being computed.

6. Data Transfer 2, Part 1: Export Quiz Round Data from QuizMachine (Client)

- a. For information please see this section on [how to export quiz round data from QuizMachine \(client\) to a file \(link\)](#).
- b. Alternatively, you may want to learn [how to transfer quiz round data from a QuizMachine \(client\) program to QMServer via your local WiFi network \(LAN\) \(link\)](#).

7. Data Transfer 2, Part 2: Import Quiz Round Data into QMServer from a File

- a. For information please see this section on [importing quiz round data into QMServer \(link\)](#).

8. Set up a Tournament for Getting Stats in QMServer

- a. The remainder of this workflow is included in this section on [getting teams and individual statistics in QMServer \(link\)](#). This section contains many more sets of instructions related to statistics in QMServer. If you haven’t checked it out go ahead and take a look!

SneakerNet/QView

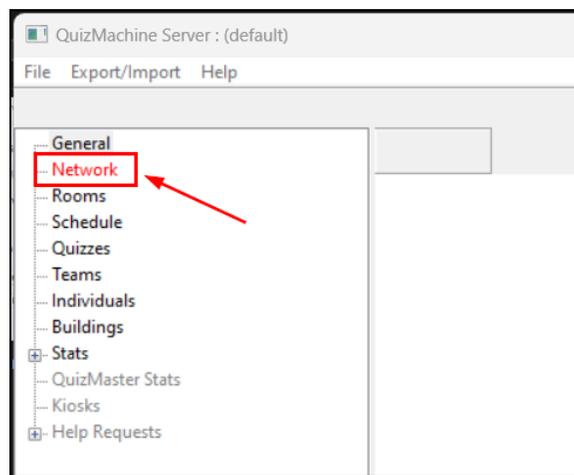
Enabling Network Connectivity to QMServer

This is a required step in connecting QuizMachine to QMServer via a network connection.

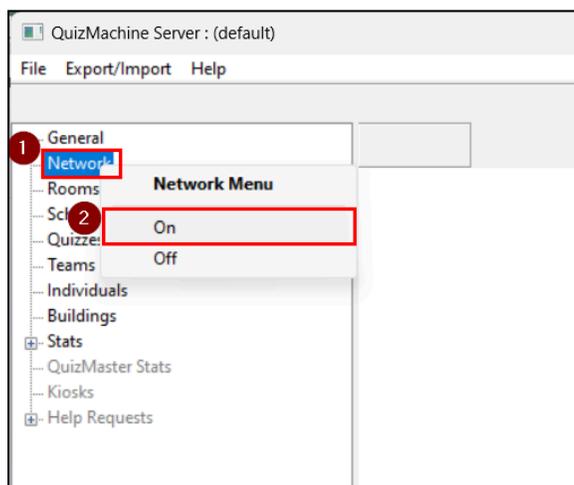
Note: QMServer opens on Port 80. Quizmachine opens on Port 6258.

1. Launch QMServer.
 - a. Once QMServer is running, note that it opens Port 80 for sending data. (By contrast, when QuizMachine launches, it opens Port 6258.)

You will notice QMServer's "Network" menu item starts out in a red font color:

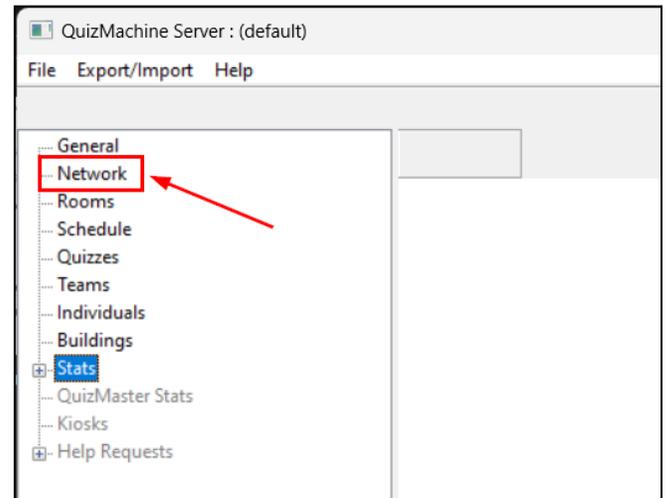


2. Right click "Network". Then click "On" to turn on network availability.



3. When the mouse menu closes upon clicking “On” you will see “Network” is now in a black font color. When “Network” is black, you know that the network availability of QMServer is currently active.

- a. Note that the server is active on the connected network only so long as the QMServer application is open. If QMServer closes, the server shuts off and all connections are terminated between QMServer and all previously connected QuizMachine clients.



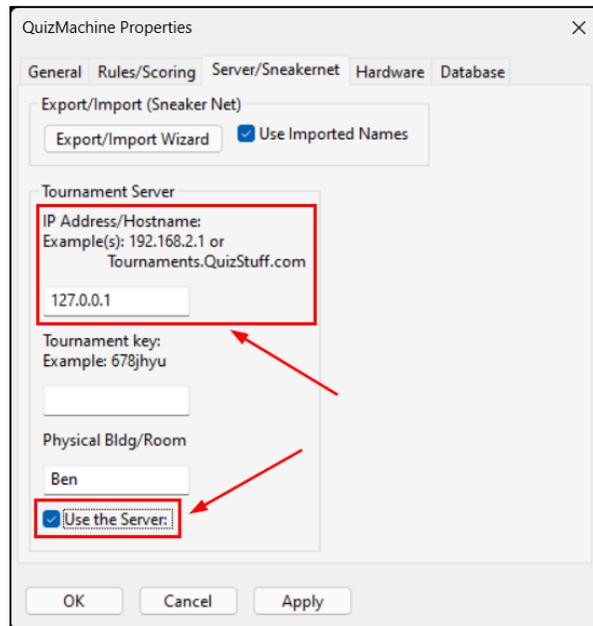
Connecting QuizMachine to QMServer via Network Connection

Connecting QuizMachine to QMServer over a network required having (1) QMServer currently open & running on a computer AND QMServer’s network capabilities turned on and connected to a network.

- For more information see this section on [enabling network connectivity in QMServer \(link\)](#).

Once the above requirements are set up, do the following:

1. Launch QuizMachine.
2. Click “Setup/Exit”. Then click “Setup” (or press the “S” key).
3. Click “Server/SneakerNet” to view the server options. There are two places here that require attention:



4. Near the bottom, select the “Use the Server” checkbox. This tells QuizMachine to try to load data over network connection from QMServer, however, QuizMachine needs to know where the QMServer is located via IP address, so the next step is also required:
5. Enter the IP address of QMServer. QuizMachine will use this IP address to load data when the “Lineups” window is opened. (The above example is using “localhost” to access QMServer on the same computer that QuizMachine is running on.)
6. Then close the Setup window.

To test the connection, follow the steps included in this section on [getting team & quizzer names from a Schedule file that has been imported into QMServer \(link\)](#).

With a connection between QuizMachine and QMServer established, you should see the Room appear in the top-level “Rooms” section in QMServer:

Bldg/Room	Chkd In	Tournament	Division	Room	Round	Question	Host/IP	QMVersion	Pending	Status/Error	Resend
Ben	16:06	Some Quiz Soon	Experienced	1	13	1	127.0.0.1	5.4 J30	0		

Note: Every connected QuizMachine client sends a [ping message](#) to QMServer once a minute with information about the state of the QuizMachine program, letting QMServer know that it is still connected to QMServer. The information that is sent with each ping is shown by the columns in the table of the image above.

Sending Messages from QuizMachine to QMServer Over Network Connection

You can send messages from QuizMachine to QMServer when both are connected via network connection. The message function is normally used at larger quiz meets to communicate with the operator of QMServer to notify that there is an issue with the QuizMaster's QuizMachine program.

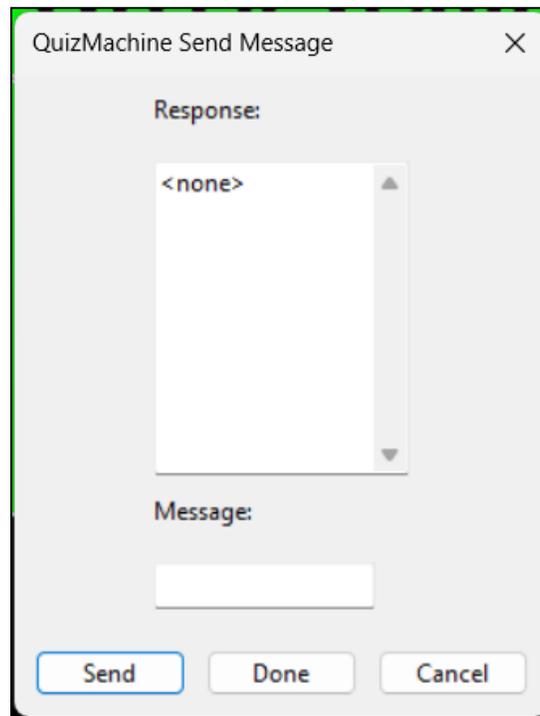


Here is how you can use the Message function of QuizMachine:

1. Connect to QMServer. Make sure that the Network functions have been turned on in QMServer before proceeding.
 - a. For more information please see this article on [connecting to QMServer via network connection \(link\)](#).
2. Open the Lineups window to set up the quiz round.
3. When you close the Lineups window, the scoring interface should update with the changes, as well as with the "Msg" (Message) button shown below in the bottom right corner:



- a. Note: You might not see this button if the right-most team has a 5th quizzier entered in Lineups. Otherwise, if you do not see this button then you may have an issue with your connection to QMServer.
4. Click the "Msg" (Message) button and you will see this window:

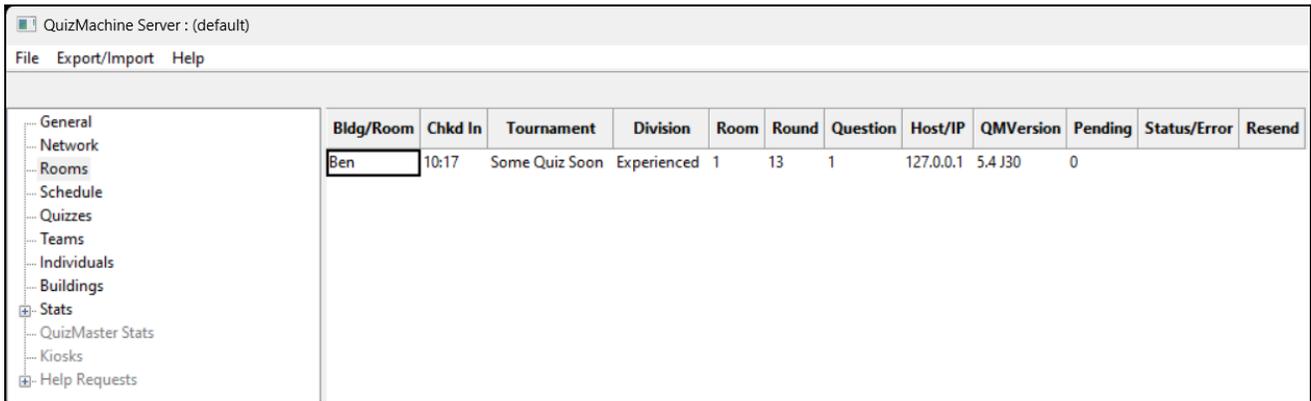


5. To send a message to QMServer, type your message in the “Message” text box. When you are ready to send, click “Send”. When you see the message in the “Response” text box above then you can know that the message was successfully delivered.
6. The following steps cover what is shown on the QMServer side of the message transmission:
 - a. All messages are received as a ping communication in the top-level “Room” section of QMServer. The QuizMachine client will show here whenever the client is connected to QMServer.
 - b. When a user opens the “Msg” (Message) window, the room still shows in white, as normal.
 - c. When a message is sent from a room, the room will show in red as such with the message showing in the “Status/Error” column:

Bldg/Room	Chkd In	Tournament	Division	Room	Round	Question	Host/IP	QMVersion	Pending	Status/Error	Resend
Ben	10:13	Some Quiz Soon	Experienced	1	13	1	127.0.0.1	5.4 J30	0	Hello World!	

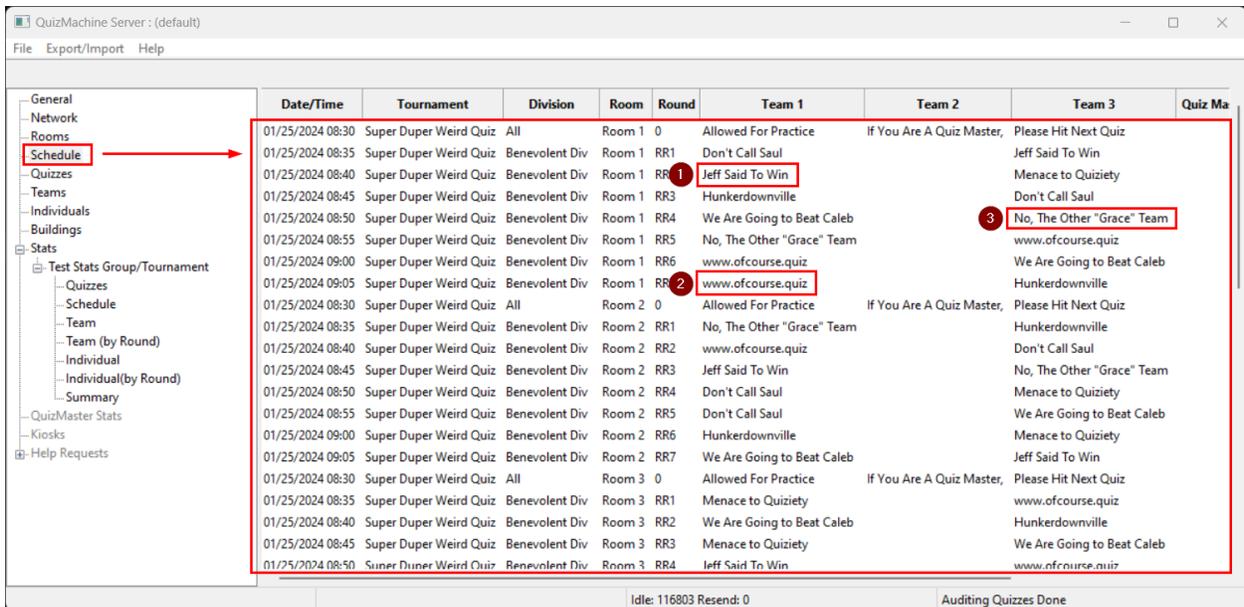
- d. This row will remain red as long as the QuizMachine client continues to have the Send Message window open.

- e. When the window is then closed, the room will return back to white and appear as such, having erased the message sent by the QuizMachine client user:



Getting Team & Quizzer Names from QMServer via Network Connection

Make sure a Schedule file is currently loaded/imported in QMServer at the top level (not a stats group) with teams and quizzers in it. Also ensure that Quizmachine is connected over the network to QMServer with the correct IP or website address. For more information please see this section on [connecting QuizMachine to QMServer via network connection \(link\)](#).

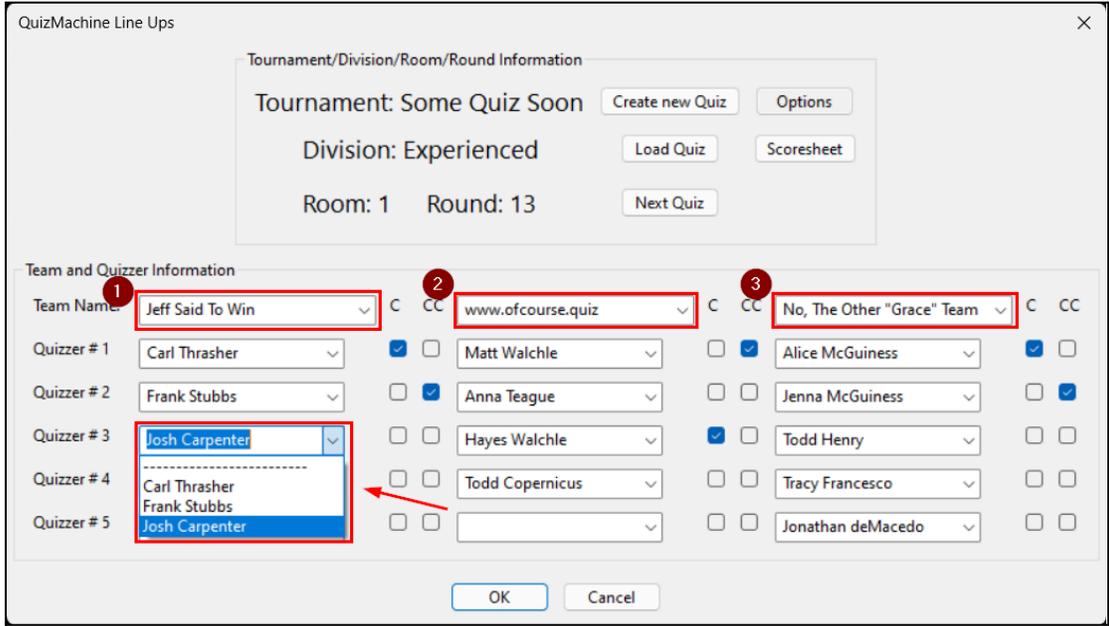


After the Schedule file is imported into QMServer, do the following:

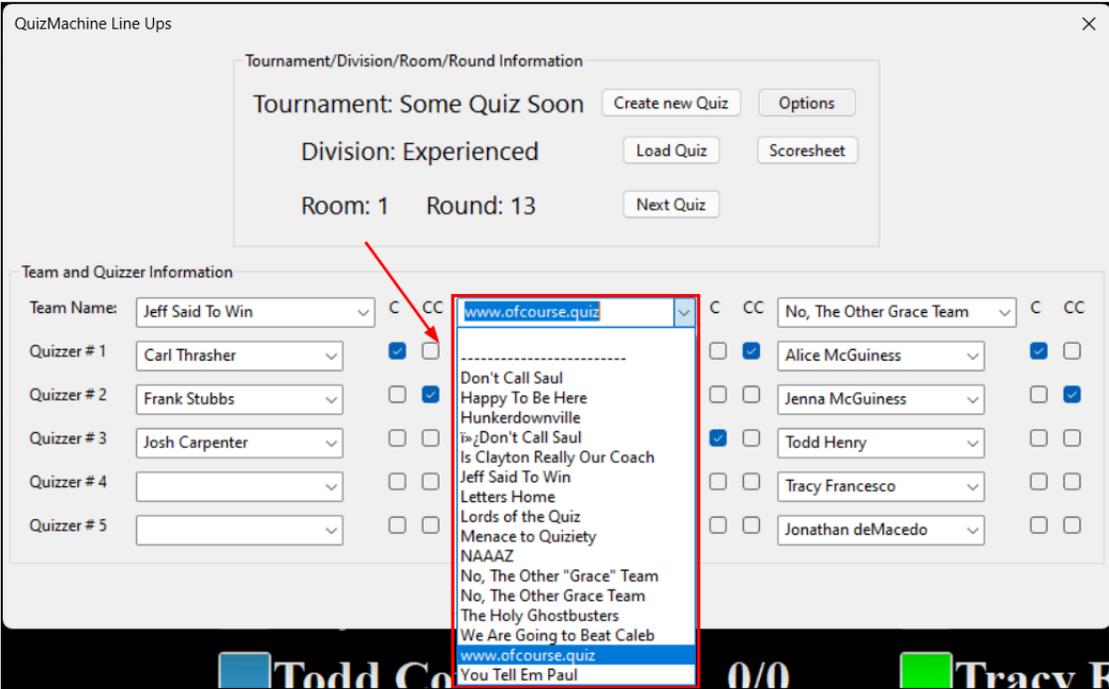
1. Launch QuizMachine.
2. Click "Lineups" to open the Lineups window. You may see a loading progress window flash on your screen in most cases and then the Lineups window will appear.

- a. Troubleshooting: If you get a message stating that QuizMachine cannot connect to the server, check the following: (1) Check that the IP or website address in QuizMachine > Setup > Server/SneakerNet is correct. (2) Check that QMServer is running on the computer that has that IP or website address. (3) Make sure that network functions are turned on in QMServer. (4) Ensure that a Schedule file is loaded in QMServer in the top-level "Schedule" section.
3. In the Lineups window, click the drop-down field for one of the teams. You should see the team names of the Schedule file imported in QMServer when you click the team drop-down field. When you select a specific Team you should then also see the team's quizzers as options in the quizzer drop-down fields.

Quizzer Names:



Team Names:



Pulling Quiz Round Data into QMServer from QuizMachine Clients via Network Connection

To get quiz round data from QuizMachine clients all that is needed is to maintain a network connection between QuizMachine (client) and QMServer. These factors contribute to maintain that connection; these can be used to troubleshoot connectivity issues:

- Check that the IP or website address in QuizMachine > Setup > Server/SneakerNet is correct.
- Check that QMServer is open and running on the computer that has that IP or website address.
- Make sure that network functions are turned on in QMServer ([more info \(link\)](#)).
- Ensure that a Schedule file is loaded in QMServer in the top-level "Schedule" section.

How do you know if data is coming across correctly? Here is the primary way plus an additional way to check this:

The first and primary way to check connectivity is to ensure that the QuizMachine client for that specific room currently has a connection to QMServer by looking at the top-level "Rooms" section in QMServer. The room will show here if the QuizMachine client in that room is connected. If it is not here then it is not connected to this instance of QMServer. This is what it would look like when the room is connected:



Bldg/Room	Chkd In	Tournament	Division	Room	Round	Question	Host/IP	QMVersion	Pending	Status/Error	Resend
Ben	16:06	Some Quiz Soon	Experienced	1	13	1	127.0.0.1	5.4 J30	0		

The second way is to check the data coming into the top-level "Quizzes" section (or the equivalent section in any stats group) to see if the data that currently shows there for that room matches the expected round that the quiz room should be on. One example of something that should not happen is if a later round, say round 5, is complete while a previous round, like Round 4, is not complete. This is something that would need manual attention to resolve the issues of.

Another example is in the image below where you are expecting to see all rooms on Round 8 or 9 but you see one of the rooms is in the middle of Round 6. This would require manual attention to resolve by finding out what has happened in that room.

- Note: it is important to work with the most recent quiz round data. To view the latest quiz round information you will need to click on any other section and then navigate back to the "Quizzes" section.

QuizMachine Server : (default)

File Export/Import Help

	Tournament	Division	Room	Round	Question	Done	DataOk	Selected	Information
General	District Invite #1	Experienced	1	6	4	N	N		Question 4: No correct toss up/errors or nojump
Network	District Invite #1	Experienced	1	5	21	Y	Y		
Rooms	District Invite #1	Experienced	1	4	21	Y	N		Missing an event
Schedule									
Quizzes									
Teams									
Individuals									
Buildings									
Stats									
QuizMaster Stats									
Kiosks									
Help Requests									

Sidenote (off-topic): You will notice in the image above that Round 4 has value “N” for column “DataOk” with a message of “Missing an event”. This means that a required event for the quiz round is absent and needs attention. To troubleshoot something like this, take a look at the scoresheet by (1) clicking the correct round to highlight it in blue, (2) right-clicking on the scoresheet to reveal the mouse menu and then (3) select “Scoresheet”.

QuizMachine Score Sheets

District Invite #1
Experienced

Score Sheet
02/09/2024

Area: 1
Round: 4

Quizzer Names	Quizzes with Correct Tossups: 3 Over-Rated Challenges: 0										Points: 0					Coach Infracts			Totals	OT					
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18			19	20	C	C	C
1	20															20	20	20	30	C			110	5	0
2	20															20	20	20	30	C			110	5	0
3 Red #1																							0	0	0
4 Red #3																20	20	20	30	C			110	5	0
Bonus/Penalty Points	10																						0	0	0
Running Score	30															50	70	90	120				120	5	0

- What do we have here? There is only one team showing with two quizzers and records for only 5 of the 20 questions, with a big gap of missing quiz round records. There is clearly an issue with the data recorded for this round. Resolving this would involve communicating with the QuizMaster, the Coaches and anyone else who kept score for the round to manually correct the quiz round for this room on the client QuizMachine program.

Names/Schedule Data

Creating/Getting a Names/Schedule File

The schedule file is used to import quiz team, quizzers, room and round seed data into each QuizMachine program in each quiz room before the start of a quiz.

Note: You may want to have the Names/Schedule file on-hand at all times by importing it into QMServer so that you can export it at any time for your own convenience. For more information see this section on [how to import a Names/Schedule file into QMServer \(link\)](#).

Names/Schedule File Benefits of Use

There are a handful of benefits that come with using a schedule file to set up quiz rooms:

1. Allows for consistent and accurate data throughout the quiz across all QuizMachine programs.

2. Decreases probability of quiz meet procedural errors concerning which team is competing against which, in what room, and on what round (in other words, it keeps track of which round is next for a room).
3. Reduces work done by the quizmaster before each round (smoother experience).
4. Allows quiz round data (from the digital scoresheet) to be exported and processed much more efficiently after all quizzing for that room has concluded.

Obtaining the Names/Schedule File

You can get the schedule file by exporting it from QMServer ([click here for more \(link\)](#)), by retrieving it from an online source (such as from Registrations for the quiz meet on the District Bible Quizzing website), getting it from your quiz director, or by creating the file yourself.

Creating the Names/Schedule File

If you need to you can create a Names/Schedule file with the appropriate information using this section on [Names/Schedule data file formatting \(link\)](#). Recommend that this be done only as a last resort.

Editing the Names/Schedule File

If you would like to edit the Names/Schedule file - say, if there is a typo or a team name change - then you can edit the CSV file using a spreadsheet editing software such as Microsoft Excel or Google Sheets. Be sure that if you do this that you also export/save the file in CSV format. Otherwise, the file will not be able to be imported into QuizMachine or QMServer.

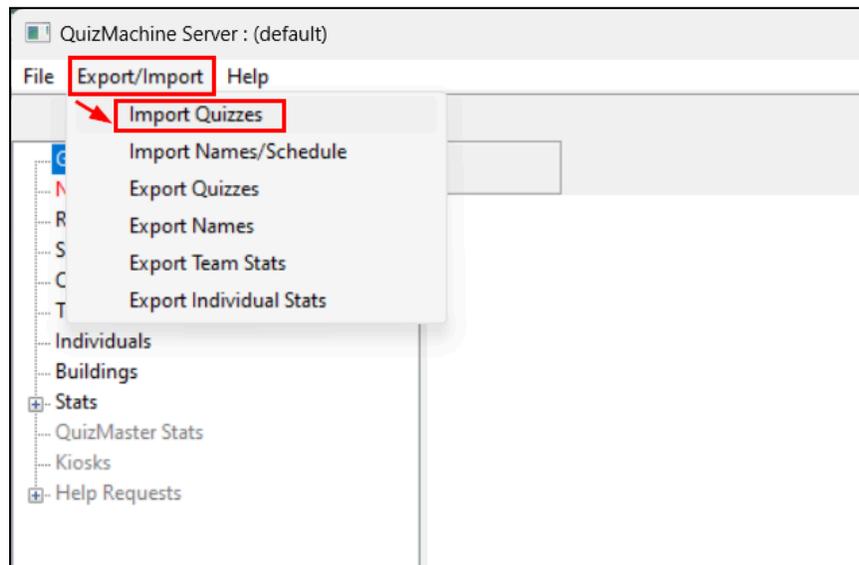
Manually Validating the Data in the Names/Schedule File

Before importing you should always verify that the spellings of the names for each team and quizzers in the schedule file are correct and consistent throughout each line. This is necessary to ensure proper use of the schedule file by QuizMachine once it is imported.

For example, if a team name is spelt one way on one line and another way on another line, when the Quiz File file is loaded into QuizMachine it will create one team for each different spelling of the team name. (Additionally, quizzers appreciate when their names are shown with the correct spelling in the QuizMachine interface, just the same as you or I would appreciate our names having the correct spellings!)

Importing Names and Schedule Data into QMServer from a File

1. Launch QMServer.
 - a. If you don't know how to launch QMServer, please see this section on [how you can create a Desktop shortcut for launching the QMServer program \(link\)](#).
2. In the top menu to the left click "Export/Import".
3. Then in that menu click "Import Quizzes":



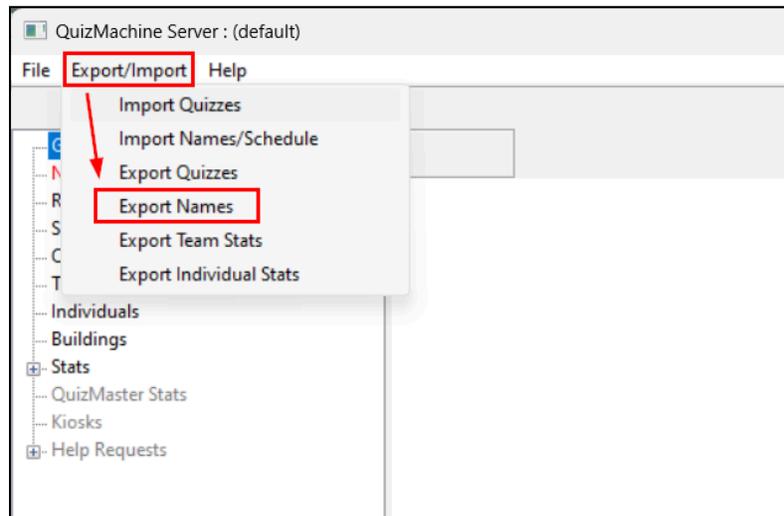
4. A file explorer window will appear. In the file tree of your computer's operating system, navigate to the inserted USB thumb drive that you are using to transfer the quiz results from the QuizMachine (client) programs of each quiz room to the QMServer computer. It is important that all quiz rooms data is included before proceeding.
 - a. Note: If you are wondering which files are quiz round data files, please know that QuizMachine exports quizzes with the default file name "Quizzes.csv".

If you ever want to remove all schedule data from QMServer (clearing the data out) you can always create a blank CSV file and import that file by the same means described above.

Exporting Names & Schedule Data from QMServer to a File

To export names and schedule data from QMServer (for top-level only and not stats groups):

1. Click "Export/Import" in the upper left-hand corner.
2. Then click "Export Names":



3. A file browser window will appear. Give the file a name and choose the location to save the file to. Then click "Save". The names & schedule will begin exporting to a file for that location.
 - a. If this is to be imported later into QuizMachine (client) then you may want to save it directly to the USB thumb drive.

Importing/Loading Names & Schedule Data into QuizMachine from a File

You can set up your quiz rooms' QuizMachine programs using a Names/Schedule file so that your QuizMasters will always have the right teams for their room and the right quizzers for each team. Using a names/schedule file is also ideal if you want to generate stats after the quiz using QMServer.

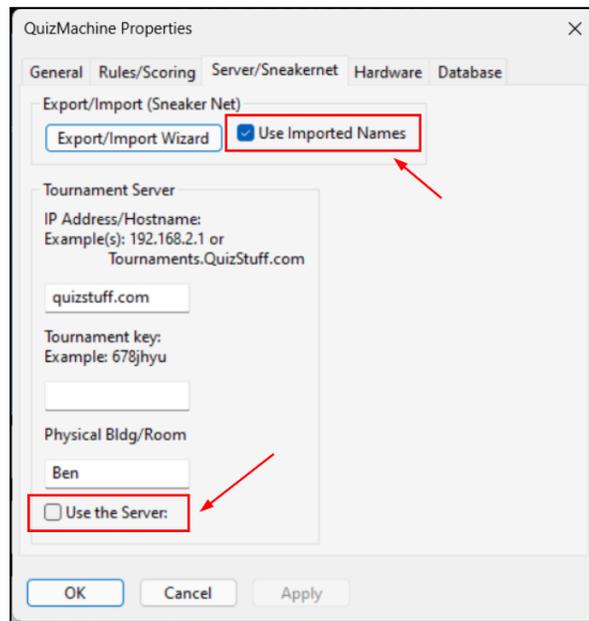
If you would like to learn more please see this section on [how to create or get a names/schedule file for your quiz \(link\)](#).

Importing Names & Schedule from a file:

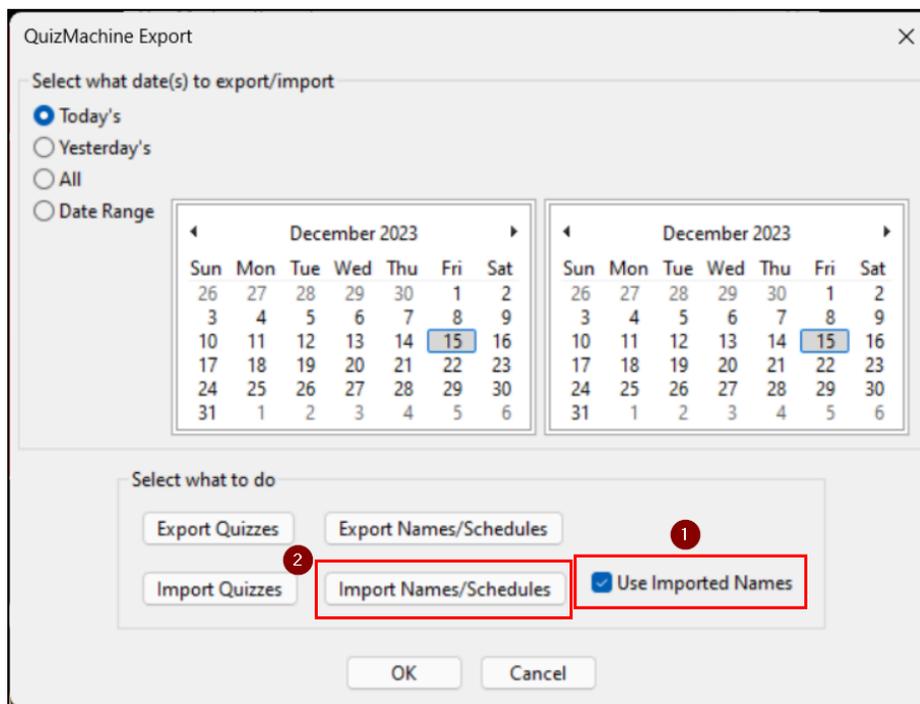
1. First, launch the QuizMachine program.

Next you will navigate to the Export/Import window. There are multiple paths that you can take to get to the Export/Import window but only one path includes two important checkboxes that you need to check on your way there that pertain to QuizMachine set up for the day's quiz rounds.

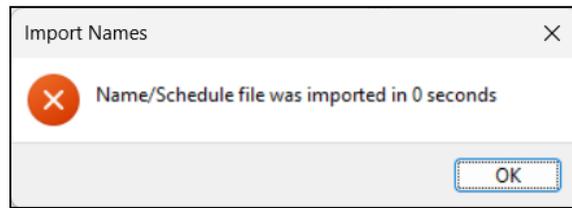
2. Go to **Setup > Server/Sneakernet**. While here, please check the following:
 - a. (1) Make sure the "Use Imported Names" checkbox is checked.
 - b. (2) Make sure the "Use the Server" checkbox is **NOT** checked.



- After having checked these three checkboxes, click the “Export/Import Wizard” button. You will see the Export/Import window shown here:



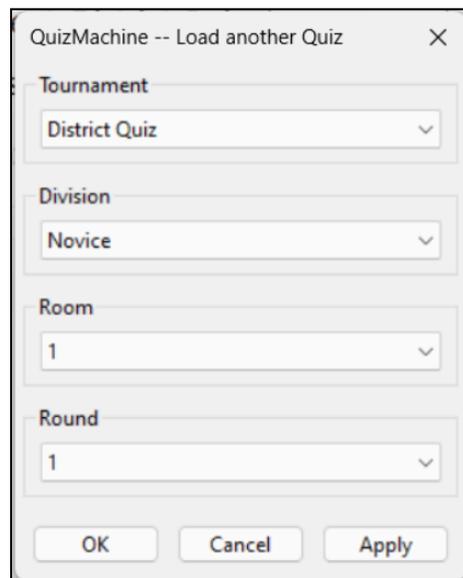
- Make sure the “Use Imported Names” checkbox is selected. Then click “Import Names/Schedules”. A file browser window will appear.
- Select the file to load names and schedules from. Then click “Open”. QuizMachine will begin loading the names and schedule and will conclude with a message similar to this (probably in more than 0 (zero) seconds):



6. Press “OK” to close. Then exit out of the Export/Import window and return to the scoring interface.

Next, Load the Names & Schedule data for Setting QuizMachine for the first quiz round:

7. Click “Lineups”.
 - a. Note: There is a window that flashes very quickly while the Lineups window is opening. This window appears if schedule data has been loaded into QuizMachine; the window indicates the progress of loading the schedule and names into the Lineups window’s fields.
8. Click “Load Quiz”. The “Load another Quiz” window will appear:



9. The drop-down options should populate with the schedule data that you imported if the import succeeded. If you don’t see the Tournament you are looking for, something may have gone wrong with the import.
10. Select the Tournament, Division, Room, and Round by clicking the drop-down arrows to the right of each drop-down option.
 - a. The schedule included in the file that you imported may have a “dummy” round that has no teams attached to it. This is often added as a buffer round for loading quizzes as well as a way to offer teams who are waiting to start their first quiz to have a practice round that will not be saved in any way or apply to the official stats later on.
11. Once you have the correct information selected, click “OK”. The schedule data should show as loaded in the Lineups window. Check that the teams shown in the Lineups window match the teams for that room’s first round (if the room has a BYE for the first round, then it would be the second round’s teams that should match).

- a. If no data has appeared or changed in the Lineups window, it may be because the first round was a dummy round added as a buffer to the names/schedule file and that the true first round starts after clicking “Next Quiz”. If this applies to you, in the Lineups window click “Next Quiz”. Then click “Yes” to confirm the action. You should then see the team names populated. The quizzer lineups may or may not also be pre-populated into the drop-downs, however, the quizzers’ names should appear as options when you click on the quizzer drop-down for the team that they are on.

When the QuizMaster sits down for the first round, they will select the names of the quizzers from the drop-down options and assign the Captain (C) and Co-captain (CC) and then click “OK” to close the Lineups window and start the round.

One last thing...

QuizMachine computers that are used at a quiz can come from a number of different places including churches that use QuizMachine regularly for their practices. For this reason the settings may not be set up the way they need to be for use in a quiz tournament. The last step involves checking the quiz Options (plus one other thing).

12. With the Lineups window still open, click “Options”. The following window will appear. Ensure that all QuizMachine systems show the values shown below for quiz tournament use:

QuizMachine -- Change Quiz Options

Rules/Method	Tournament
Quiz Out	4
Error Out	3
Foul Out	3
Team Error Deduction	5
Individual Error Deduction	3
Clock Start Delay (in tenths of seconds)	35
Bonus Clock Start Delay (in tenths of seconds)	101

OK Cancel

If everything went as planned, the QuizMachine program should be set up with the data to start the quiz for the room with the correct options configured. Proceed with repeating this process for each QuizMachine program in each quiz room to be used in the quiz.

- Note: If a name is spelled wrong in the drop-downs, do not edit it round-by-round. Unless it ends up spelled the same exact way at every occurrence, QuizMachine will treat each spelling as a distinct quizzier. This can cause problems later on when you try to run stats. It is best just to leave it alone; it can be corrected later.

Setting Up Quiz Rooms Without a Names/Schedule File with Plans to Run Stats Afterward

If you are wanting to run stats at the end of your quiz it is highly suggested that you use a Names/Schedule file to seed the QuizMachine programs that you will use in each quiz room before the start of the quiz.. The major reason for this is because running stats is dependent on the exact spelling of the names of the teams and quizzers/individuals. It is the same reason why it is advised that names that were imported into QuizMachine are not changed during the quiz rounds because the changes could cause problems when calculating stats.

This method is suggested so strongly that it has been decided to not include instructions for entering data for setting up quiz rooms without a names/schedule file with plans to run stats afterward.

For more information on the suggested process above please see this section on [how to set up QuizMachine using a Names/Schedule file \(link\)](#).

Quizzes Data

Exporting Quiz Round Data from QuizMachine to a File

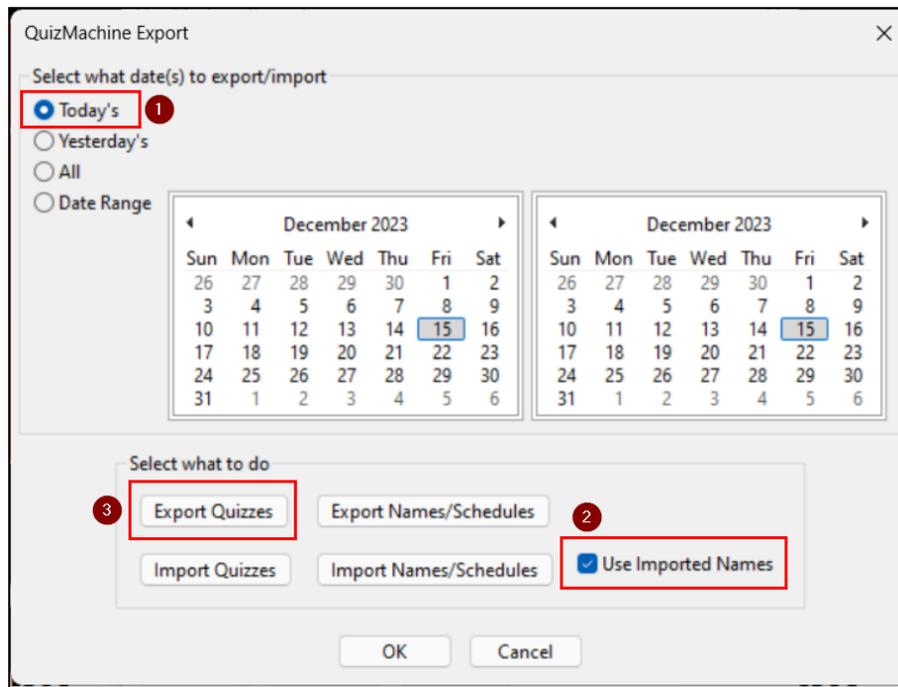
QuizMachine data is written to a file throughout the progression of each quiz round. This allows you to export the quiz round data later after the last quiz round.

There are two ways to transfer data from QuizMachine (client) to QMServer: (1) Over a LAN (local WiFi), and (2) Via a file on a USB thumb drive. This section covers the USB method. For sending over LAN please see this section for [sending quiz round data over LAN \(WiFi\) \(link\)](#).

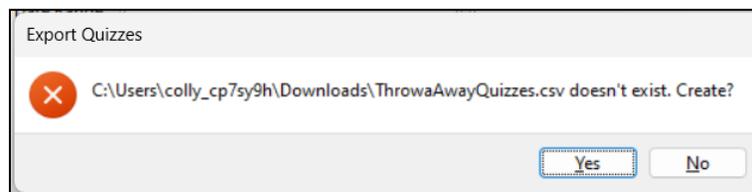
Note: For testing QMServer and QuizMachine together it may be best to use the same computer for the client (QuizMachine) and the server (QMServer) so that the file can be saved somewhere on that computer's hard drive rather than a USB thumb drive.

Exporting quiz data to a file on a USB thumb drive:

1. First, note whether the current quiz round in the scoring interface shows "DONE" in the current Question box. If it does not, then the current round will not be included in the export; if it does say "DONE" then the current round will be included in the export.
2. Next, navigate to the Export window. This can be navigated to from the Setup window or the Scoresheet window where they are navigable to:
 - **Scoresheet > Export/Import**
 - **Setup > Server/Sneakernet > Export/Import Wizard**
 - **Lineups > Scoresheet > Export/Import**
 - **Timeout > Scoresheet > Export/Import**
3. You will see the Export/Import window shown here:

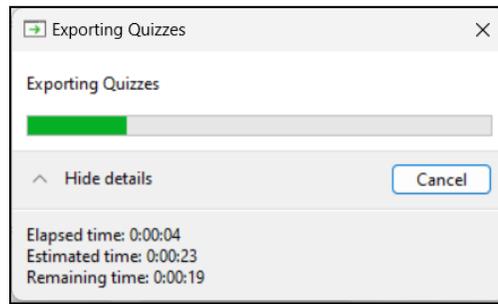


4. It is best to select “Today’s” quiz rounds to export only today’s quizzes, but any option will work for date range.
5. Make sure the “Use Imported Names” checkbox is selected.
6. Then click “Export Quizzes”. A file browser window will open.
7. In the file browser window give the file a name and choose the location that you want to save the file (which is probably the inserted USB thumb drive). Then click “Save”.
 - a. It is suggested that you name the quiz file with the tournament name and room designation (such as “Indy2007R1” for Room 1 of the Indy 2007 quiz). Ultimately what matters is if you can tell where the data came from.
8. If QuizMachine shows this window, press “Yes” to start the quizzes export process:

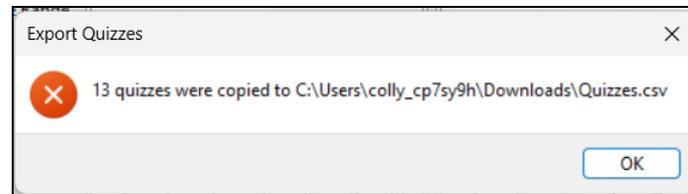


9. Please be patient while QuizMachine exports the quiz round data. Do not shut off QuizMachine. Do not strike any keys on your keyboard or click any buttons with the mouse as this may interfere with the export process and cause it to fail. This is especially the case for slower computers. While the file is exporting a status window will show. Wait until you have received the second window with a confirmation message from QuizMachine that the file has been created.

- The quizzes export progress window looks like this:



- The export success window will look like this:

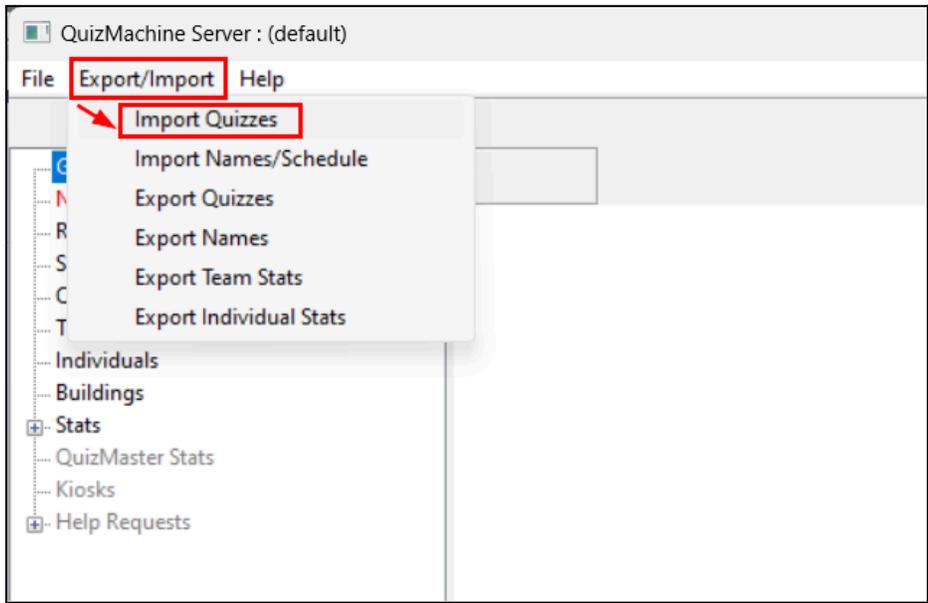


Importing Quiz Round Data into QMServer from a File

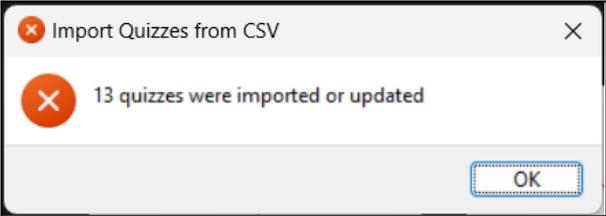
Importing quiz round data usually happens at the end of a quiz day. The data is normally exported from QuizMachine onto a USB thumb drive to be imported into QMServer for running stats. Please see this section for information on [how to export quiz round data from QuizMachine to a file \(link\)](#).

Once you have the quizzes file (default name is "Quizzes.csv"):

1. Launch QMServer. (If you don't know how to launch QMServer, please see this section on [how you can create a Desktop shortcut for launching the QMServer program \(link\)](#).)
2. Click "Export/Import" in the upper left.
3. Then click "Import Quizzes":



- A file browser window will appear. Find and select the file with the quiz round data in it. If you are importing data from multiple rooms you will need to select multiple quiz files (using Ctrl+click or Shift+click).
- Once all quizzes are selected then click "Open". You will see a loading progress window while loading the quizzes. Once complete you will see a window that looks like this:



- You can check in the "Quizzes" tab at either the top level or in a stats group/tournament level. You should see quizzes populate that look something like this (*this list shows Quizzes from the top level):

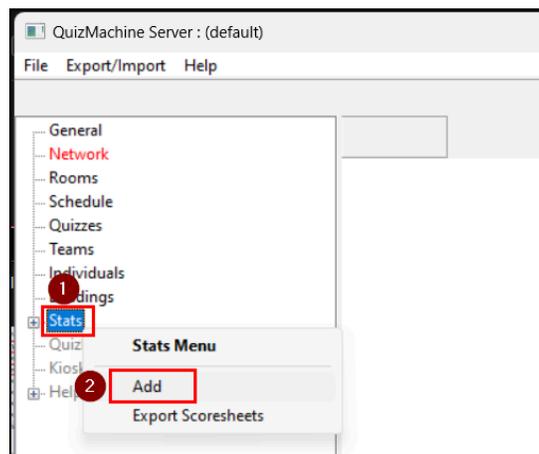
	Tournament	Division	Room	Round	Question	Done	DataOk	Selected	Information
MS 9-16-2023	Experienced	Room 1	RR1	1	N	N		Question 1: No correct toss up/errors or nojump	
MS 9-16-2023	All	Room 1	0	1	N	N		Question 1: No correct toss up/errors or nojump	
MS 9-16-2023	Awesome	Room 1	0	1	N	N		Question 1: No correct toss up/errors or nojump	
District Quiz	Experienced	1	1	21	Y	Y			
District Quiz	Novice	1	1	3	N	N		Question 3: No correct toss up/errors or nojump	
Local Practice	Novice	1	1	1	N	N		Question 1: No correct toss up/errors or nojump	
MS 9-16-2023	Awesome	1	RR1	1	N	N		Question 1: No correct toss up/errors or nojump	
Local Practice 12/13	Awesomeness	5	2	21	Y	Y			
Local Practice 12/13	Novice	1	2	1	N	N		Question 1: No correct toss up/errors or nojump	
Local Practice 12/13	Novice	1	1	1	N	N		Question 1: No correct toss up/errors or nojump	
Local Practice 12/12	Something New	2	5	21	Y	Y			
Local Practice 12/13	Something Else	4	4	21	Y	Y			
Local Practice 12/13	Awesomeness	5	3	22	Y	Y			

Stats

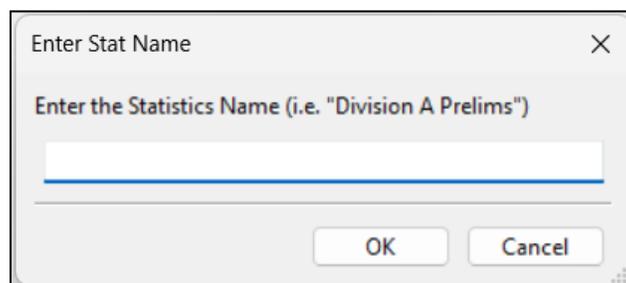
Creating a Stats Group/Tournament in QMServer

Some people refer to the following as how to set up a “Tournament” in QMServer. In this section and elsewhere in this documentation this “Tournament” will be referred to as a stats group due to its structure and functionality. For each quiz your run stats for you will want to create a new “Tournament” or stats group in QMServer. Here is how to create one:

1. Launch QMServer. (If you don't know how to launch QMServer, please see this section on [how to create a Desktop shortcut for launching the QMServer program \(link\).](#))
2. At the bottom of the left-hand menu you will see an item called “Stats”. When there is neither a plus sign (+) nor a minus sign (-) to the left of this menu item then you will know that there are currently no stats groups entered in this QMServer program. If you do see (+) or (-) next to “Stats” then stats groups currently exist in your QMServer program.
3. Right click “Stats” and click “Add”.

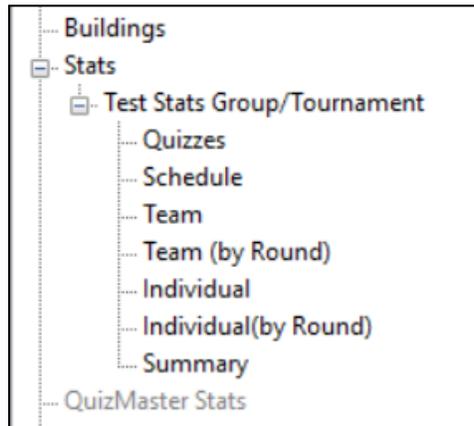


4. You will see this window appear:



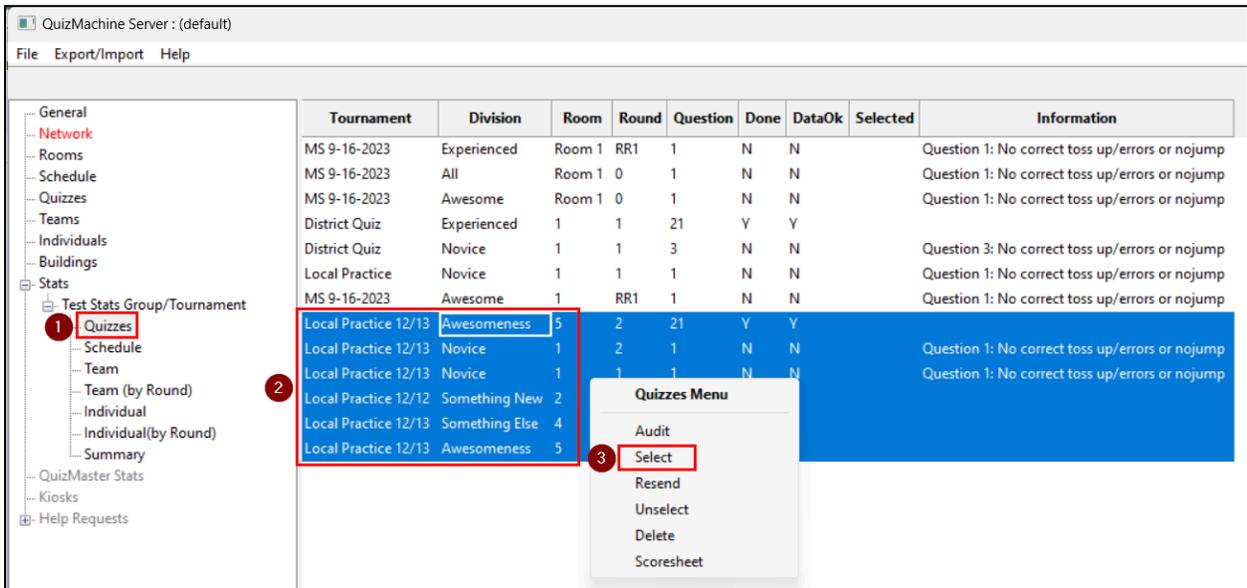
5. Type in a name for the stats group and click “OK” .
 - a. You will probably want the name to be the same as the Tournament of which the stats will be run for.
 - b. Please note that you cannot change this name later but that you can delete the stats group entirely and create a new one with the proper name.

- With the new stats group added, click the plus icon (+) to the left of “Stats” to open it and view the stats groups nested below it. When “Stats” is open, the (+) will change to (-) and you will be able to see the items that are nested under “Stats” like so:



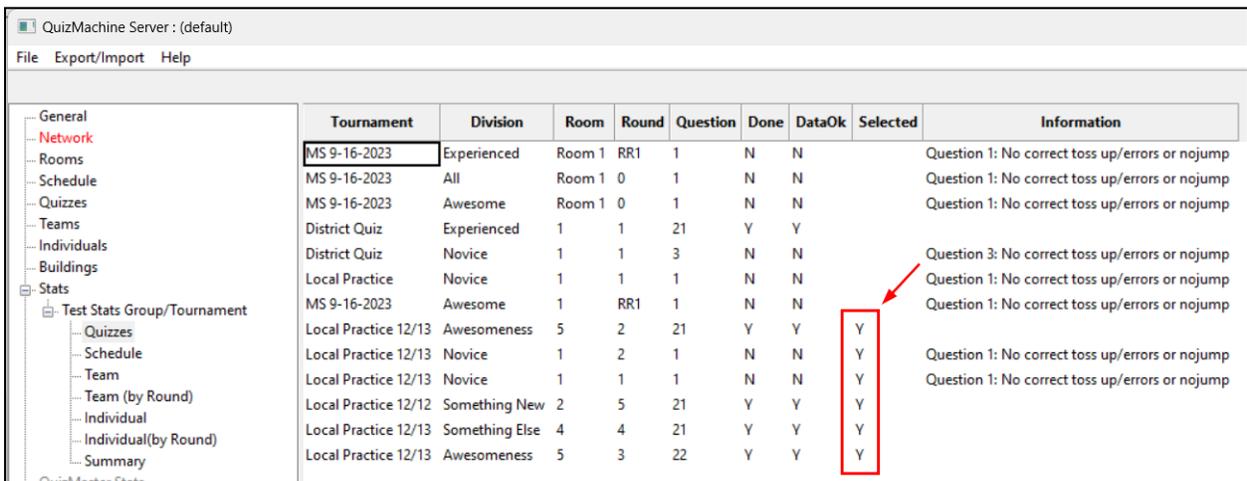
Getting Stats (Team & Individual) from Quiz Round Data

- First, you will need to import quiz round data into QMServer from a file. For information on how to do this, please see [this section \(link\)](#). Alternatively, you can also transfer this data from QuizMachine (client) to QMServer over your local WiFi network. For more information please see [this section \(link\)](#).
- Next, create a Stats group (“Tournament”) in QMServer. For information on how to do this please see this section on [creating a stats group/tournament in QMServer \(link\)](#).
- Under the new stats grouping that you created, click “Quizzes”; the quizzes currently in your QMServer program (stored locally) will display to the right (*see next image below for reference).
- Select which quizzes you want to include in your stats group. You will see all quizzes currently uploaded to the QMServer program installed on your computer, but you will most likely want to run stats only for the quizzes from today.
 - You can click the column headers to change the sorting of the quizzes list to make it easier to find the quizzes that you want to select.
- Here is what selecting quizzes looks like:



6. You can select quizzes in a few different ways:

- a. The first is one-by-one: Right click on the quiz you want to select for stats and then click “Select”.
- b. The second way is to click and drag your mouse to select multiple quizzes that are directly above or below each other, then right click the blue selection area and click “Select”.
- c. You can also hold down Shift to select the first and last item in a range of quizzes to select. Then right click one of the highlighted quizzes (in blue), right click and click “Select” in the mouse menu.
- d. You can hold CTRL and click specific quizzes that you want to select. Then right click one of the highlighted quizzes (in blue), right click and click “Select” in the mouse menu.
 - i. You can tell which quizzes are selected by looking at the “Selected” column for each quiz. If the quiz has “Y” in the “Selected” column, then it is currently selected. Otherwise, the quizzes that are not selected will show nothing in the “Selected” column.



- ii. You may want to check that each quiz that you select is Done (“Y” in the “Done” column) and the Question equals “21” to ensure the round’s data is complete for that room. (For example, the image above has 2 rounds selected that are not completed.)
- iii. If you do not see “Select” as an option when right-clicking on a highlighted quiz, you may be looking at the wrong “Quizzes” section. Make sure you are looking at the “Quizzes” section that is nested below the stats group you created.

7. With the appropriate quizzes selected the stats are now ready to be viewed. Click the other menu items under the stats section, such as “Team” to view team stats or “Individual” to view stats for each individual quizzier.

If you are wanting to deselect quizzes you can utilize the above methods in the same manner with the only difference being the click on the “Unselect” mouse menu option instead of the “Select” option.

Handling Stats for Quizzers who have Quizzed in Fewer Rounds than the Total Rounds for the Day

- For individuals, if someone quizzes in fewer rounds than their team, the team average is based on the number of rounds for the team, not the individual (otherwise for instance, a quizzier could potentially quiz one perfect round and if anyone else missed a question across all their rounds then the quizzier who quizzed one round would have a higher point percentage).

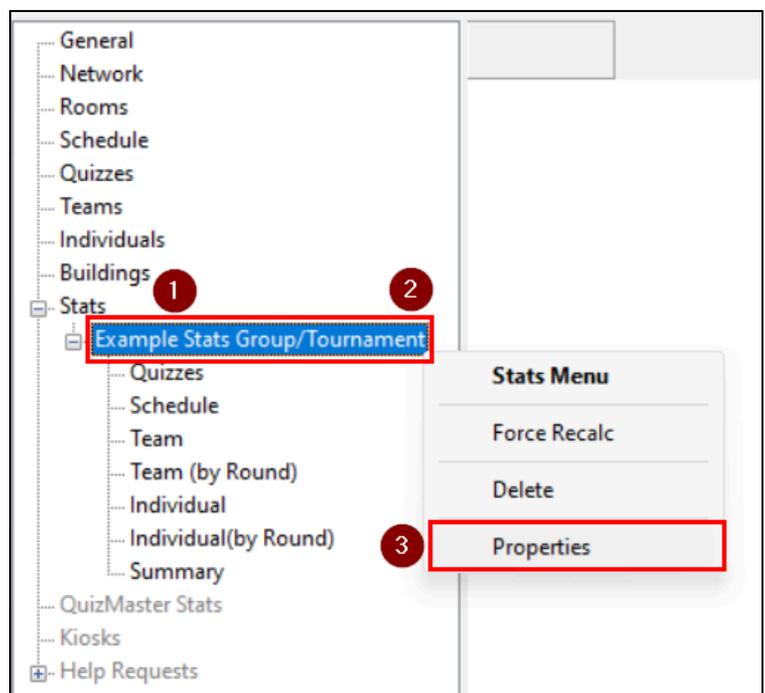
Sorting Stats

You can adjust the settings for sorting and scoring stats.

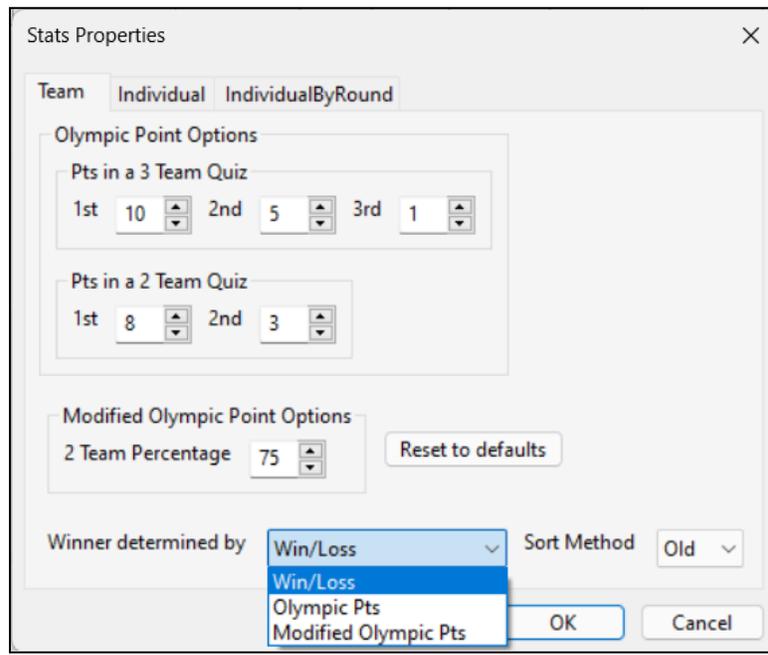
You need to have created a stats group before viewing the stats group’s properties window.

To view a stats group’s properties:

1. Click the name you gave to the stats group that you created (to focus your mouse on it).
2. Then right-click on the stats group’s name. A mouse menu will appear.
3. Click “Properties”.



A window like this will appear:



- If this window does not appear when you click “Properties” in the Stats mouse menu, then you likely did not click the name of the stats group before right-clicking it and then clicking “Properties”.

Each of the tabbed sections at the top of the window pertains to that specific item in the sidebar menu in the chosen stats group.

In the first tab named “Team” you have the following options:

- At the bottom, “Winner is determined by” is the most significant field here. It defaults to “Win/Loss” which sorts teams by their team win/loss record.
- Alternatively, you can also choose “Olympic Pts” (Olympic points) to utilize Olympic scoring methods involving only the top-most box located in the same window tab.
- If you would like to score using Olympic scoring and have quiz rounds of 2-team and 3-team match-ups, then you may want to select the “Modified Olympic Pts” option (*more on Olympic points below).
- *(What does “Sort Method” do? It has values “Old” and “New” and does not gray-out when the “Winner is determined by” drop-down value changes despite the selected value, meaning, it supposedly applies to all of the options. I would have thought that this means there is an old and a new option for one of the available options, and since “Win/Loss” is the default/most popular I would have thought it applies to that one.)*
- Ability to sort stats based on Olympic Points awarded. Choose the number of points you want to award for 1st and 2nd place for 2-team quiz rounds and 1st, 2nd and 3rd place for 3-team quiz rounds if these are also being utilized.
- If 2-team AND 3-team quiz rounds are being utilized, then you can set the 2-team point modifier to adjust the point values awarded to teams that participate in 2-team match-ups to make the points awarded to the teams near equivalent to the points awarded during 3-team quiz rounds.
 - If you ever want to reset the system default for this value, click “Reset to Defaults”.

Renaming/Correcting a Quizzer's or Team's Name

Renaming requires that (1) you have already created a Stats Group in QMServer (for the current quiz tournament) and (2) have already selected the appropriate quizzes to include in stats. Please see the instructions in the previous sections for how to do each of these steps before proceeding.

1. Go to **Stats > {stats group/tournament you created} > Individual (or Team)**.
2. Click the quizzer or team that you would like to make a name correction to. Then right-click to view the mouse options.

The screenshot shows the QuizMachine Server interface. On the left is a tree view with 'Individual' selected under 'Test Stats Group/Tournament'. The main area displays a table with columns: Place, Individual, Team Name, Rnds, Score, Avg, and Correct. Row 3 is highlighted in blue, with 'Tyler Blevins' in the 'Individual' column. A context menu is open over this row, with 'Rename a Quizzer' selected. Red circles and boxes highlight these elements: 1 on the tree view, 2 on the table row, and 3 on the menu option.

Place	Individual	Team Name	Rnds	Score	Avg	Correct
1	Red #2	Red Team	4 (4)	160	40.00	8
2	Blue #1	Yellow Team	4 (4)	160	40.00	8
3	Tyler Blevins	Red Team	4 (4)	150	37.50	7
4	Blue #3	Yellow Team	4 (4)	160	40.00	7
5	Red #5	Red Team	4 (4)	100	25.00	6
6	Red #4	Red Team	4 (4)	100	25.00	5
7	Red #1	Red Team	4 (4)	100	25.00	5
8	Green #4	Green Team	1 (1)	20	20.00	1
9	Blue #2	Yellow Team	4 (4)	70	17.50	4
10	Blue #5	Yellow Team	4 (4)	60	15.00	3
11	Blue #4	Yellow Team	4 (4)	10	2.50	1
12	Green #5	Green Team	1 (1)	0	0.00	0
13	Green #1	Green Team	1 (1)	0	0.00	0
14	Green #2	Green Team	1 (1)	0	0.00	0

3. Click "Rename a Quizzer" (or "Rename a Team"). A window will appear that looks like this:

The 'Quizzer Rename' dialog box has a title bar with a close button. It contains the following text: 'Old Quizzer Name: Tyler Blevins', 'Team Name: Red Team', and 'New Quizzer Name:'. Below the text is a dropdown menu with 'Red #3' selected. A red arrow points to the dropdown, and a red box highlights it. At the bottom are 'OK' and 'Cancel' buttons.

4. Type in a name where the drop-down selector is. Then click "OK" or press the "Enter" key. All occurrences of that name found in the scoresheets will be changed to the new one.

Saving/Printing Stats

After having completed the steps for getting stats (listed above):

1. Make sure you have a printer connected to your computer or one that is WiFi capable of connecting over your building's local network. Some things to keep in mind:
 - a. You will want to choose the printer option that is more reliable based on what is available.
 - b. Ensure the printer has adequate paper and ink.
2. Right click the menu item, such as "Team" or "Individual", of the stats grouping that you want to print.
3. Click "Print". Your computer's printer dialog window will open. If you want to save the stats to a PDF select the option for saving to a PDF. Otherwise select the printer to print to. Once you have chosen the options you want for printing, click "Print".

Stats Catalog: Generating More Stats (for more Awards and such)

This section serves as a catalog of different stats that can be generated from QuizMachine as well as some stats that are not but which you may find useful.

There are three descriptive terms used for each stat below. This is the legend of descriptive terms that are used for each stat:

- **When?: District-Monthly / District-Year-End / Fields (Regionals)**
- **Who?: Per Division / Most Competitive Division Only**
- **How?: QuizMachine Stats / Manually-Calculated Stats**

Note: The following stats and awards were taken from the regular awards that the MidSouth District and SouthEast Field incorporate into their events. These are being shared here as a sample of stats that you can use in your district and/or field events. Feel free to use these, not use these, modify these, change the award names as you see fit etc. for the purposes of your specific district / field.

Please make sure to test each stats generation method before using in a quiz meet.

Top 3 Teams - District-Monthly, Per Division, QuizMachine Stats

1. Create a stats group for a specific division's current quiz meet stats. For information on how to do this, please see [this section \(link\)](#).

- If you haven't already, import the quiz rounds you need into QMServer. You can do this [by importing quizzes from a file \(link\)](#) or [by transfer over WiFi/LAN \(link\)](#).
- Then in the newly created stats group, click "Quizzes" and select quiz rounds to include that are for the current quiz meet day and for the division that the stats group is for.
- Click "Team", then view the top 3 teams by "Total Pts".
- Left-click then Right-click "Team" then click "Print" or "Export" in the mouse menu.

The screenshot shows the QuizMachine Server interface. On the left is a navigation tree with categories like General, Rooms, Schedule, Quizzes, Teams, Individuals, Buildings, Stats, and Help Requests. The 'Stats' section is expanded to show 'Example Stats Group/Tournament' and 'MidSouth Nov'. Under 'MidSouth Nov', 'Quizzes' and 'Schedule' are visible, and 'Team' is highlighted with a red box. A context menu is open over 'Team', showing options: 'Print' and 'Export Team Stats', both also highlighted with red boxes. The main area displays a table of team statistics.

Place	Team Name	#Quizzes	Wins	Losses	Olympic Pts	Mod. Olympic Pts	Total Pts	Tie Breaker (Manual)
1	N.A.A.A.	8	7	1	59	129	1690	Jack-Jill
2	Wild Turkeys	8	7	1	59	83	1080	Jack-Jill
3	Jason Chapel Jedi Council	8	4	4	44	55	610	Jack-Jill
4	Hoof Hearted	8	1	7	29	46	660	Jack-Jill
5	Feel the Zeal	8	1	7	29	42	460	Jack-Jill

- If "Print" Save to PDF in Landscape orientation.
- If "Export Team Stats" then save to local drive. Then in Excel or Sheets, adjust/format as necessary and Print to PDF.

Top 15 Individual Quizzers - District-Monthly, Per Division, QuizMachine Stats

Note: This is based on total points accumulated for the quiz. In cases where there is a tie then errors are normally used for breaking the tie. Number of rounds quizzed by a quizzier is disregarded in these stats.

[Note: There is an option to Print and save to PDF. This option, even in landscape orientation, leaves off some columns from the page. Therefore, the better option is the following:]

- Create a stats group for a specific division's current quiz meet stats. For information on how to do this, please see [this section \(link\)](#).
- If you haven't already, import the quiz rounds you need into QMServer. You can do this [by importing quizzes from a file \(link\)](#) or [by transfer over WiFi/LAN \(link\)](#).
- Then in the newly created stats group, click "Quizzes" and select quiz rounds to include that are for the current quiz meet day and for the division that the stats group is for.
- Click "Individual" to view the top 15 individual quizzers.

- Left-click then Right-click "Individual" then click "Export Individual Stats" in the mouse menu. This will save the data in a CSV file on your local computer.

The screenshot shows the QuizMachine Server interface with a table of quiz stats. The table has columns for Place, Individual, Team Name, Rnds, Score, Avg, and Correct. A context menu is open over the 'Individual' column, with 'Export Individuals Stats' highlighted. The table data is as follows:

Place	Individual	Team Name	Rnds	Score	Avg	Correct
1		N.A.A.A.	8 (8)	690	86.25	32
2		Hoof Hearted	8 (8)	650	81.25	31
3		Wild Turkeys	8 (8)	630	78.75	30
4		N.A.A.A.	8 (8)	410	51.25	21
5		Wild Turkeys	8 (8)	390	48.75	19
6		N.A.A.A.	8 (8)	360	45.00	19
7		Jason Chapel Jedi Council	8 (8)	310	38.75	15
8		Feel the Zeal	8 (8)	260	32.50	15
9		Feel the Zeal	8 (8)	220	27.50	11
10		N.A.A.A.	8 (8)	140	17.50	7
11		Jason Chapel Jedi Council	8 (8)	140	17.50	8
12		Jason Chapel Jedi Council	8 (8)	120	15.00	6
		Wild Turkeys	8 (8)	60	7.50	4
		Hoof Hearted	8 (8)	20	2.50	1
		Wild Turkeys	8 (8)	0	0.00	0

- In a spreadsheet editor such as Microsoft Excel or Google Sheets you can proceed with saving the spreadsheet as a PDF after formatting it the way you want to display it. Make sure to check the PDF preview contains all columns of data before saving as a PDF.
 - It is recommended that you save as a PDF before printing so that you are able to maintain a copy of the stats the way they were printed.

Error King and Error Queen - District-Monthly, Per Division, QuizMachine Stats

[Note: There is an option to Print and save to PDF. This option, even in landscape orientation, leaves off some columns from the page. Therefore, the better option is the following:]

- Create a stats group for a specific division's current quiz meet stats. For information on how to do this, please see [this section \(link\)](#).
- If you haven't already, import the quiz rounds you need into QMServer. You can do this [by importing quizzes from a file \(link\)](#) or [by transfer over WiFi/LAN \(link\)](#).
- Then in the newly created stats group, click "Quizzes" and select quiz rounds to include that are for the current quiz meet day and for the division that the stats group is for.
- Export to CSV by left-clicking then right-clicking "Individual"; then click "Export Individual Stats" in the mouse menu.

Place	Individual	Team Name	Rnds	Score	Avg	Correct
1		N.A.A.A.	8 (8)	690	86.25	32
2		Hoof Hearted	8 (8)	650	81.25	31
3		Wild Turkeys	8 (8)	630	78.75	30
4		N.A.A.A.	8 (8)	410	51.25	21
5		Wild Turkeys	8 (8)	390	48.75	19
6		N.A.A.A.	8 (8)	360	45.00	19
7		Jason Chapel Jedi Council	8 (8)	310	38.75	15
8		Feel the Zeal	8 (8)	260	32.50	15
9		Feel the Zeal	8 (8)	220	27.50	11
10		N.A.A.A.	8 (8)	140	17.50	7
11		Jason Chapel Jedi Council	8 (8)	140	17.50	8
12		Jason Chapel Jedi Council	8 (8)	120	15.00	6
		Wild Turkeys	8 (8)	60	7.50	4
		Hoof Hearted	8 (8)	20	2.50	1
		Wild Turkeys	8 (8)	0	0.00	0

5. Open the CSV file in Excel or Google Sheets
6. Apply a filter to the "Errors" column so that the highest numbers (floats) are listed toward the top for that column.
7. The top rows are the quizzers with the most errors.
8. From here, find the highest number for both male and female by looking at the name and determining if they are male or female.
9. The male with the most errors is the Error King for the division and the female with the most errors for her division is the Error Queen.
10. In a spreadsheet editor such as Microsoft Excel or Google Sheets you can proceed with saving the spreadsheet as a PDF after formatting it the way you want to display it. Make sure to check the PDF preview contains all columns of data before saving as a PDF.
 - a. It is recommended that you save as a PDF before printing so that you are able to maintain a copy of the stats the way they were printed.

Top 3 Memory Verse Quizzers - District-Monthly, Per Division, Manually-Calculated Stats

1. Have each of your quizmasters record the quizzers + memory verse type per round and division on a piece of paper.
 - a. In the MidSouth District we have a formatted colored paper for this specific purpose that is put inside of each quizmaster's questions + resources folder.
2. At the end of the quiz day, collect all of the sheets that the quizmasters filled out from each room.
3. Tally the stats manually, organizing the information how you see fit to give you the event's memory quizzers stats.

- a. You may wish to put this information into a program that allows you to format and print the results so that they can be posted somewhere for all to see, if you so desire.

At the end of the season, the monthly results can then be combined to find the Top 3 Memory Verse Quizzers for the season.

Note: All of the previous awards can also be run for the entire season; the only difference is the End-of-Season awards include quiz rounds from the same division for ALL past quiz meets for this season instead of just one/the current quiz meet.

Most Prolific Jumper (Speed and Quantity) - District-Year-End, Most Competitive Division Only, QuizMachine Stats

[Fun Fact: In the MidSouth District this is called the "Jumpmaster" Award.]

Note: This is based on the total correct and erroneous tossup answers. This means these stats / awards really aren't based on how the quizzer answers at all.

[Note: There is an option to Print and save to PDF. This option, even in landscape orientation, leaves off some columns from the page. Therefore, the better option is the following:]

1. Create a stats group for a specific division's season-long stats. For information on how to do this, please see [this section \(link\)](#).
2. If you haven't already, import the quiz rounds you need into QMServer. You can do this [by importing quizzes from a file \(link\)](#) or [by transfer over WiFi/LAN \(link\)](#).
3. Then in the newly created stats group, click "Quizzes" and select quiz rounds for the most competitive division for all of the district quiz meets that have happened this season.
4. Export to CSV by left-clicking then right-clicking "Individual"; then click "Export Individual stats" in the mouse menu.

QuizMachine Server : (default)

File Export/Import Help

	Place	Individual	Team Name	Rnds	Score	Avg	Correct
1			N.A.A.A.	8 (8)	690	86.25	32
2			Hoof Hearted	8 (8)	650	81.25	31
3			Wild Turkeys	8 (8)	630	78.75	30
4			N.A.A.A.	8 (8)	410	51.25	21
5			Wild Turkeys	8 (8)	390	48.75	19
6			N.A.A.A.	8 (8)	360	45.00	19
7			Jason Chapel Jedi Council	8 (8)	310	38.75	15
8			Feel the Zeal	8 (8)	260	32.50	15
9			Feel the Zeal	8 (8)	220	27.50	11
10			N.A.A.A.	8 (8)	140	17.50	7
11			Jason Chapel Jedi Council	8 (8)	140	17.50	8
12			Jason Chapel Jedi Council	8 (8)	120	15.00	6
			Wild Turkeys	8 (8)	60	7.50	4
			Hoof Hearted	8 (8)	20	2.50	1
			Wild Turkeys	8 (8)	0	0.00	0

Stats Menu

- Print
- Export Individuals Stats

5. Open the CSV file in Excel or Google Sheets.
6. You can create a new column with this value by creating a formula in a spreadsheet cell that takes the values of columns "Correct" and "Errors", adds them together and displays them in their own column for each row.
7. Once you have this column with the appropriate data you can apply a filter to the column to sort it so that the highest number of jumps is at the top of the list.
8. The top row will show the quizzier with the most total jumps.
9. In a spreadsheet editor such as Microsoft Excel or Google Sheets you can proceed with saving the spreadsheet as a PDF after formatting it the way you want to display it. Make sure to check the PDF preview contains all columns of data before saving as a PDF.
 - a. It is recommended that you save as a PDF before printing so that you are able to maintain a copy of the stats the way they were printed.

Highest Individual Average, QuizMachine Method - District-Year-End, Most Competitive Division Only, QuizMachine Stats

[Fun Fact: In the MidSouth District this is called the "Top Gun" Award.]

Note: This is also a manual process. Each quizzier's scores from the monthly quizzes are put into a spreadsheet and totaled.

[Note: There is an option to Print and save to PDF. This option, even in landscape orientation, leaves off some columns from the page. Therefore, the better option is the following:]

1. Create a stats group for a specific division's season-long stats. For information on how to do this, please see [this section \(link\)](#).

- If you haven't already, import the quiz rounds you need into QMServer. You can do this [by importing quizzes from a file \(link\)](#) or [by transfer over WiFi/LAN \(link\)](#).
- Then in the newly created stats group, click "Quizzes" and select quiz rounds for the most competitive division for all of the district quiz meets that have happened this season.
- Export to CSV by left-clicking then right-clicking "Individual"; then click "Export Individual Stats" in the mouse menu.

The screenshot shows the QuizMachine Server interface with a table of quiz rounds. The table has columns for Place, Individual, Team Name, Rnds, Score, Avg, and Correct. A context menu is open over the 'Individual' column, with 'Export Individual Stats' highlighted.

Place	Individual	Team Name	Rnds	Score	Avg	Correct
1		N.A.A.A.	8 (8)	690	86.25	32
2		Hoof Hearted	8 (8)	650	81.25	31
3		Wild Turkeys	8 (8)	630	78.75	30
4		N.A.A.A.	8 (8)	410	51.25	21
5		Wild Turkeys	8 (8)	390	48.75	19
6		N.A.A.A.	8 (8)	360	45.00	19
7		Jason Chapel Jedi Council	8 (8)	310	38.75	15
8		Feel the Zeal	8 (8)	260	32.50	15
9		Feel the Zeal	8 (8)	220	27.50	11
10		N.A.A.A.	8 (8)	140	17.50	7
11		Jason Chapel Jedi Council	8 (8)	140	17.50	8
12		Jason Chapel Jedi Council	8 (8)	120	15.00	6
		Wild Turkeys	8 (8)	60	7.50	4
		Hoof Hearted	8 (8)	20	2.50	1
		Wild Turkeys	8 (8)	0	0.00	0

- Open the CSV file in Excel or Google Sheets.
- Apply a filter to the "Avg" column so that the highest numbers (floats) are listed toward the top for that column.
- The top rows are the quizzers with the highest individual average.
- In a spreadsheet editor such as Microsoft Excel or Google Sheets you can proceed with saving the spreadsheet as a PDF after formatting it the way you want to display it. Make sure to check the PDF preview contains all columns of data before saving as a PDF.
 - It is recommended that you save as a PDF before printing so that you are able to maintain a copy of the stats the way they were printed.

Highest Individual Average, Manual Method - District-Year-End, Most Competitive Division Only, QuizMachine Stats

[Fun Fact: In the MidSouth District this is called the "Top Gun" Award.]

Note: This is also a manual process. Each quizzer's scores from the monthly quizzes are put into a spreadsheet and totaled. This is used to determine which quizzer had the highest average score per round for the year.

[Note: There is an option to Print and save to PDF. This option, even in landscape orientation, leaves off some columns from the page. Therefore, the better option is the following:]

1. Create a stats group for a specific division's season-long stats. For information on how to do this, please see [this section \(link\)](#).
2. If you haven't already, import the quiz rounds you need into QMServer. You can do this [by importing quizzes from a file \(link\)](#) or [by transfer over WiFi/LAN \(link\)](#).
3. Then in the newly created stats group, click "Quizzes" and select quiz rounds for the most competitive division for all of the district quiz meets that have happened this season.
4. Export to CSV by left-clicking then right-clicking "Individual"; then click "Export Individual Stats" in the mouse menu.

The screenshot shows the QuizMachine Server interface. On the left is a tree view with 'Stats' expanded to 'MidSouth Nov' and 'Individual' selected. A context menu is open over 'Individual' with 'Export Individuals Stats' highlighted. The main table displays quiz results with columns: Place, Individual, Team Name, Rnds, Score, Avg, and Correct.

Place	Individual	Team Name	Rnds	Score	Avg	Correct
1		N.A.A.A.	8 (8)	690	86.25	32
2		Hoof Hearted	8 (8)	650	81.25	31
3		Wild Turkeys	8 (8)	630	78.75	30
4		N.A.A.A.	8 (8)	410	51.25	21
5		Wild Turkeys	8 (8)	390	48.75	19
6		N.A.A.A.	8 (8)	360	45.00	19
7		Jason Chapel Jedi Council	8 (8)	310	38.75	15
8		Feel the Zeal	8 (8)	260	32.50	15
9		Feel the Zeal	8 (8)	220	27.50	11
10		N.A.A.A.	8 (8)	140	17.50	7
11		Jason Chapel Jedi Council	8 (8)	140	17.50	8
12		Jason Chapel Jedi Council	8 (8)	120	15.00	6
		Wild Turkeys	8 (8)	60	7.50	4
		Hoof Hearted	8 (8)	20	2.50	1
		Wild Turkeys	8 (8)	0	0.00	0

5. Open the CSV file in Excel or Google Sheets.
6. Apply a filter to the "Avg" column so that the highest numbers (floats) are listed toward the top for that column.
7. The top rows are the quizzers with the highest individual average.
8. In a spreadsheet editor such as Microsoft Excel or Google Sheets you can proceed with saving the spreadsheet as a PDF after formatting it the way you want to display it. Make sure to check the PDF preview contains all columns of data before saving as a PDF.
 - a. It is recommended that you save as a PDF before printing so that you are able to maintain a copy of the stats the way they were printed.

Top 3 Memory Verse Quizzers - District-Year-End, Per Division, Manually-Calculated Stats

This is similar to the monthly event version shown in a previous section. The only difference is that for the end-of-year you take the results from all of the past monthly district events and then tally those along with the current quiz meet's memory verse stats to get the season-long stats for memory quizzers.

Award for Quizzers Who Memorized All Memory Verses for the Season - District-Year-End, Per Division, Manually-Calculated Stats

- Note: You may want to consider recording each quizzer's memory verse recitation for verification that they have memorized all memory verses. It may also be good to ensure that the quizzer reciting is not reading off of anything that is hidden off-camera. Plus, there may be relatives or even the quizzer themselves who may like having the recording of the memory verse recitation session to keep as a memory or as proof of what they accomplished years ago as a quizzer.

- There are 2 options for this award:

- Option 1: Have quiz program leaders at each church take time and have each memory quizzer who has memorized all memory verses this year in their program recite all memory verses. Then have those leaders report the results to district leadership.
- Option 2: Do the same as Option 1 except at the current quiz event. This option offers the ability to be there in-person to verify the results.

Note: All previous stats and awards can be used at the Field / Regional level also.

Top 15 Individual Quizzers - Fields (Regionals), Per Division, QuizMachine Stats

At field / regional events, quizzers of the same division may be broken up into pools. Each pool may have a different number of teams and therefore a different number of rounds. For this reason, the individual quizzer's average score is used to determine individual quizzer placement for the entire event instead of total points scored.

For calculating this, please use one of the two methods above for finding "Highest Individual Average".

Data File Format Information

Format: Names/Schedule File

The schedule file's format is **.csv** format (Comma Separated Value) and can be edited using Microsoft Excel or Google Sheets. If you do edit the file, make sure that you save the file in .csv format - otherwise, you may not be able to import the file into QuizMachine.

The following formatting is based on what QuizMachine (versions 4 & 5) will accept as input:

1. Section 1: Names (Teams and Quizzers)
 - a. Column A: Name of the team that the Quizzer is on
 - b. Column B: First and Last name of the Quizzer
 - i. Both names will be shown exactly as entered in the QuizMachine interface
 - ii. If any quizzer has a different team name then they will not be shown as a quizzer for that team
2. Three or four blank rows of separation.
3. Section 2: Quiz Schedule, All Rooms and Rounds (*see *important note* directly following these column descriptions)
 - a. Column A: Date and Time
 - b. Column B: Tournament
 - c. Column C: Division
 - d. Column D: Room
 - e. Column E: Round
 - f. Column F: Red Seats Team Name (Team 1)
 - g. Column G: Blue/Yellow Seats Team Name (Team 2)
 - i. Only used for 3 team quizzing. Leave blank if it is a two-team quiz round.
 - h. Column H: Green Seats Team Name (Team 3)
 - i. Column I: Leave blank
 - j. Column J: Quiz Division again (This must match the entry in Column C.)

Important Note: Enter a single dummy round as the first entry for each quiz room. While this is a requirement of QuizMachine for successfully preparing the first quiz round, this dummy round can also serve as an impromptu practice round of sorts before quizzing for that room before the first quiz round begins (something that happens more often at larger quiz meets).

Schedule File Example

	A	B	C	D	E	F	G	H	I	J
1	Better Call Paul	Ben Bull								
2	Better Call Paul	Jacob Bull								
3	Better Call Paul	Jak Kahle								
4	Better Call Paul	Emma Bogue								
5	Better Call Paul	John Kahle								
6	Carleblazeli	Caleb Stubbs								
7	Carleblazeli	Blaze Carpenter								
8	Carleblazeli	Carli Tharp								
9	Clarksville Grace	Jonathan Garcia								
10	Clarksville Grace	Jenna Hartssock								
11	Clarksville Grace	Alice Gooding								
12	Clarksville Grace	Lily Pawley								
13	Clarksville Grace	S.J. Smith								
14	Gloster	Trenton Varnado								
15	Gloster	Austin Varnado								
16	Gloster	Devin Kilcrease								
17	Gloster	Nick Wheeler								
18	Gloster	Ryan Johnson								
19	Hendersonville	Ben Meikrantz								
20	Hendersonville	Gabe Meikrantz								
21	Hendersonville	Evie Ellis								
22	Hendersonville	Israel McBay								
23	Is Clayton Really Our Coach	Franklin Thole								
24	Is Clayton Really Our Coach	Annaclaire Thole								
25	Is Clayton Really Our Coach	Elliott Stubbs								
26	Is Clayton Really Our Coach	Gavriel Stubbs								
27	Jason Chapel JC	Josiah Wallace								
28	Jason Chapel JC	Briley Patalano								
29	Jason Chapel JC	Savannah Greene								
30	Jason Chapel JC	Avery Greene								
31	Jason Chapel JC	Jacob Swaw								
32	Lords of the Quiz	Beatrice Spun								
33	Lords of the Quiz	Evey Lennon								
34	Lords of the Quiz	Caleb Clark								
35	Lords of the Quiz	Dallas Smith								
36	Menace to Quiziety	Landen Boyd								
37	Menace to Quiziety	Lincoln Adkins								
38	Menace to Quiziety	Kacie Gardner								
39	Menace to Quiziety	Audrey Gardner								
40	NAAAZ	Zach Bibb								
41	NAAAZ	Abby Bogue								
42	NAAAZ	Audrey Turnquist								
43	NAAAZ	Andrew Turnquist								

	A	B	C	D	E	F	G	H	I	J
44	NAAAZ	Nate Potter								
45	Nashville Grace	Marley Middendorf								
46	Nashville Grace	Jed Staub								
47	Nashville Grace	Will Hicks								
48	Nashville Grace	Eli Williams								
49	The Holy Ghostbusters	Mason Williams								
50	The Holy Ghostbusters	Josie Fincher								
51	The Holy Ghostbusters	Kieran Smith								
52	The Holy Ghostbusters	Shea Hagerty								
53	The Holy Ghostbusters	Karlee Paperski								
54	The Holy Ghostbusters	Patelynn Williams								
55	The Holy Ghostbusters	Charidy Taylor-Currie								
56	The Holy Ghostbusters	Virginia Council								
57	The Holy Ghostbusters	Ahnyia Guthrie								
58	Walchle Wombo Combo	Joshua Walchle								
59	Walchle Wombo Combo	Beth Walchle								
60	Walchle Wombo Combo	Lisa Walchle								
61	Walchle Wombo Combo	Collin Montgomery								
62	We Are Going to Beat Caleb	Brooke Stubbs								
63	We Are Going to Beat Caleb	Lily Stubbs								
64	We Are Going to Beat Caleb	Connor Piercey								
65	We Are Going to Beat Caleb	Kalena Stubbs								
66	We Are Going to Beat Caleb	Shaila Piercey								
67										
68										
69										
70										
71	2023-09-16-08:30:00.000000	MS 9-16-2023	All	Room 1	0	Allowed For Practice	If You Are A Quiz Master,	Please Hit Next Quiz		All
72	2023-09-16-09:00:00.000000	MS 9-16-2023	Experienced	Room 1	RR1	Better Call Paul		Carleblazeli		Experienced
73	2023-09-16-09:30:00.000000	MS 9-16-2023	Experienced	Room 1	RR2	Carleblazeli		Menace to Quiziety		Experienced
74	2023-09-16-10:00:00.000000	MS 9-16-2023	Experienced	Room 1	RR3	Hendersonville		Better Call Paul		Experienced
75	2023-09-16-10:30:00.000000	MS 9-16-2023	Experienced	Room 1	RR4	We Are Going to Beat Caleb		Clarksville Grace		Experienced
76	2023-09-16-11:00:00.000000	MS 9-16-2023	Experienced	Room 1	RR5	Clarksville Grace		Walchle Wombo Combo		Experienced
77	2023-09-16-11:30:00.000000	MS 9-16-2023	Experienced	Room 1	RR6	Walchle Wombo Combo		We Are Going to Beat Caleb		Experienced
78	2023-09-16-12:00:00.000000	MS 9-16-2023	Experienced	Room 1	RR7	Walchle Wombo Combo		Hendersonville		Experienced
79	2023-09-16-08:30:00.000000	MS 9-16-2023	All	Room 2	0	Allowed For Practice	If You Are A Quiz Master,	Please Hit Next Quiz		All
80	2023-09-16-09:00:00.000000	MS 9-16-2023	Experienced	Room 2	RR1	Clarksville Grace		Hendersonville		Experienced
81	2023-09-16-09:30:00.000000	MS 9-16-2023	Experienced	Room 2	RR2	Walchle Wombo Combo		Better Call Paul		Experienced
82	2023-09-16-10:00:00.000000	MS 9-16-2023	Experienced	Room 2	RR3	Carleblazeli		Clarksville Grace		Experienced
83	2023-09-16-10:30:00.000000	MS 9-16-2023	Experienced	Room 2	RR4	Better Call Paul		Menace to Quiziety		Experienced
84	2023-09-16-11:00:00.000000	MS 9-16-2023	Experienced	Room 2	RR5	Better Call Paul		We Are Going to Beat Caleb		Experienced
85	2023-09-16-11:30:00.000000	MS 9-16-2023	Experienced	Room 2	RR6	Hendersonville		Menace to Quiziety		Experienced
86	2023-09-16-12:00:00.000000	MS 9-16-2023	Experienced	Room 2	RR7	We Are Going to Beat Caleb		Carleblazeli		Experienced

	A	B	C	D	E	F	G	H	I	J
87	2023-09-16-08:30:00.000000	MS 9-16-2023	All	Room 3	0	Allowed For Practice	If You Are A Quiz Master,	Please Hit Next Quiz		All
88	2023-09-16-09:00:00.000000	MS 9-16-2023	Experienced	Room 3	RR1	Menace to Quiziety		Walchle Wombo Combo		Experienced
89	2023-09-16-09:30:00.000000	MS 9-16-2023	Experienced	Room 3	RR2	We Are Going to Beat Caleb		Hendersonville		Experienced
90	2023-09-16-10:00:00.000000	MS 9-16-2023	Experienced	Room 3	RR3	Menace to Quiziety		We Are Going to Beat Caleb		Experienced
91	2023-09-16-10:30:00.000000	MS 9-16-2023	Experienced	Room 3	RR4	Carleblazeli		Walchle Wombo Combo		Experienced
92	2023-09-16-11:00:00.000000	MS 9-16-2023	Experienced	Room 3	RR5	Hendersonville		Carleblazeli		Experienced
93	2023-09-16-11:30:00.000000	MS 9-16-2023	Experienced	Room 3	RR6	Clarksville Grace		Better Call Paul		Experienced
94	2023-09-16-12:00:00.000000	MS 9-16-2023	Experienced	Room 3	RR7	Menace to Quiziety		Clarksville Grace		Experienced
95	2023-09-16-08:30:00.000000	MS 9-16-2023	All	Room 4	0	Allowed For Practice	If You Are A Quiz Master,	Please Hit Next Quiz		All
96	2023-09-16-09:00:00.000000	MS 9-16-2023	Novice	Room 4	RR1	Gloster		Is Clayton Really Our Coach		Novice
97	2023-09-16-09:30:00.000000	MS 9-16-2023	Novice	Room 4	RR2	Is Clayton Really Our Coach		Naaaz		Novice
98	2023-09-16-10:00:00.000000	MS 9-16-2023	Novice	Room 4	RR3	Lords of the Quiz		Gloster		Novice
99	2023-09-16-10:30:00.000000	MS 9-16-2023	Novice	Room 4	RR4	The Holy Ghostbusters		Jason Chapel JC		Novice
100	2023-09-16-11:00:00.000000	MS 9-16-2023	Novice	Room 4	RR5	Jason Chapel JC		Nashville Grace		Novice
101	2023-09-16-11:30:00.000000	MS 9-16-2023	Novice	Room 4	RR6	Nashville Grace		The Holy Ghostbusters		Novice
102	2023-09-16-12:00:00.000000	MS 9-16-2023	Novice	Room 4	RR7	Nashville Grace		Lords of the Quiz		Novice
103	2023-09-16-08:30:00.000000	MS 9-16-2023	All	Room 5	0	Allowed For Practice	If You Are A Quiz Master,	Please Hit Next Quiz		All
104	2023-09-16-09:00:00.000000	MS 9-16-2023	Novice	Room 5	RR1	Jason Chapel JC		Lords of the Quiz		Novice
105	2023-09-16-09:30:00.000000	MS 9-16-2023	Novice	Room 5	RR2	Nashville Grace		Gloster		Novice
106	2023-09-16-10:00:00.000000	MS 9-16-2023	Novice	Room 5	RR3	Is Clayton Really Our Coach		Jason Chapel JC		Novice
107	2023-09-16-10:30:00.000000	MS 9-16-2023	Novice	Room 5	RR4	Gloster		Naaaz		Novice
108	2023-09-16-11:00:00.000000	MS 9-16-2023	Novice	Room 5	RR5	Gloster		The Holy Ghostbusters		Novice
109	2023-09-16-11:30:00.000000	MS 9-16-2023	Novice	Room 5	RR6	Lords of the Quiz		Naaaz		Novice
110	2023-09-16-12:00:00.000000	MS 9-16-2023	Novice	Room 5	RR7	The Holy Ghostbusters		Is Clayton Really Our Coach		Novice
111	2023-09-16-08:30:00.000000	MS 9-16-2023	All	Room 6	0	Allowed For Practice	If You Are A Quiz Master,	Please Hit Next Quiz		All
112	2023-09-16-09:00:00.000000	MS 9-16-2023	Novice	Room 6	RR1	Naaaz		Nashville Grace		Novice
113	2023-09-16-09:30:00.000000	MS 9-16-2023	Novice	Room 6	RR2	The Holy Ghostbusters		Lords of the Quiz		Novice
114	2023-09-16-10:00:00.000000	MS 9-16-2023	Novice	Room 6	RR3	Naaaz		The Holy Ghostbusters		Novice
115	2023-09-16-10:30:00.000000	MS 9-16-2023	Novice	Room 6	RR4	Is Clayton Really Our Coach		Nashville Grace		Novice
116	2023-09-16-11:00:00.000000	MS 9-16-2023	Novice	Room 6	RR5	Lords of the Quiz		Is Clayton Really Our Coach		Novice
117	2023-09-16-11:30:00.000000	MS 9-16-2023	Novice	Room 6	RR6	Jason Chapel JC		Gloster		Novice
118	2023-09-16-12:00:00.000000	MS 9-16-2023	Novice	Room 6	RR7	Naaaz		Jason Chapel JC		Novice
119										

Format: Quizzes File (Quiz Round Data File)

This is the format that QuizMachine (client) will export quiz round data in:

Columns:

- A. Key
- B. Tournament
- C. Division
- D. Room Number
- E. Round Number
- F. Question Number
- G. Sub-question record identifier (for multiple rows per specific question)
- H. Names
- I. Team Number
 - a. Red=0, Blue/Yellow=1, Green=2
- J. Seat Number
 - a. based on entered quizzer name prior to question 1
- K. Record Descriptor (2-letter identifier)
 - a. "RM" = Room setup data
 - b. "QT" = Quiz Type (almost always "N" for Nazarene)
 - c. "TN" = Team Name
 - d. "QN" = Quizzer Name (overwrites Quizzer name for that seat on the team)
 - e. "SS" = Team Captain or Co-captain
 - f. "SC" = Team captain or co-captain
 - g. "TC" = Toss-up, Correct
 - h. "TE" = Toss-up, Error
 - i. "BC" = Bonus, Correct
 - j. "BE" = Bonus, Error
 - k. "QO" = Quiz Out

- l. "EO" = Error Out
 - m. "SB" = Substitution
 - n. "TO" = TimeOut
 - o. "DE" = Data Entry (generic)
 - p. "A+" = Appeal, Accepted
 - q. "C-" = Challenge, Overruled
 - r. "F-" = Foul
- L. NULL - not used
- M. NULL - not used
- N. DateTime of when the record was entered

Example of a single quiz round, exported (2-team matchup; see next page):

	A	B	C	D	E	F	G	H	I	J	K	LM	N
1	'0000000065c2be3'	'District Invite #1'	'Experienced'	'1'	'3'	'1'	'0'	'Tournament'	0	0	'RM'	" "	'2024-02-09-16.03.24.000000'
2	'0000000065c2be3'	'District Invite #1'	'Experienced'	'1'	'3'	'1'	'1'	'N'	0	0	'QT'	" "	'2024-02-09-16.03.24.000000'
3	'0000000065c2be3'	'District Invite #1'	'Experienced'	'1'	'3'	'1'	'2'	'Red Team'	0	0	'TN'	" "	'2024-02-09-16.03.24.000000'
4	'0000000065c2be3'	'District Invite #1'	'Experienced'	'1'	'3'	'1'	'3'	'Red #1'	0	0	'SC'	" "	'2024-02-09-16.03.24.000000'
5	'0000000065c2be3'	'District Invite #1'	'Experienced'	'1'	'3'	'1'	'4'	'Red #2'	0	1	'QN'	" "	'2024-02-09-16.03.24.000000'
6	'0000000065c2be3'	'District Invite #1'	'Experienced'	'1'	'3'	'1'	'5'	'Red #2'	0	1	'SS'	" "	'2024-02-09-16.03.24.000000'
7	'0000000065c2be3'	'District Invite #1'	'Experienced'	'1'	'3'	'1'	'6'	'Red #3'	0	2	'QN'	" "	'2024-02-09-16.03.24.000000'
8	'0000000065c2be3'	'District Invite #1'	'Experienced'	'1'	'3'	'1'	'7'	'Red #4'	0	3	'QN'	" "	'2024-02-09-16.03.24.000000'
9	'0000000065c2be3'	'District Invite #1'	'Experienced'	'1'	'3'	'1'	'8'	'Red #5'	0	4	'QN'	" "	'2024-02-09-16.03.24.000000'
10	'0000000065c2be3'	'District Invite #1'	'Experienced'	'1'	'3'	'1'	'9'	'Green Team'	1	2	'TN'	" "	'2024-02-09-16.03.24.000000'
11	'0000000065c2be3'	'District Invite #1'	'Experienced'	'1'	'3'	'1'	'10'	'Green #5'	1	0	'QN'	" "	'2024-02-09-16.03.24.000000'
12	'0000000065c2be3'	'District Invite #1'	'Experienced'	'1'	'3'	'1'	'11'	'Green #2'	1	1	'QN'	" "	'2024-02-09-16.03.24.000000'
13	'0000000065c2be3'	'District Invite #1'	'Experienced'	'1'	'3'	'1'	'12'	'Green #2'	1	1	'SS'	" "	'2024-02-09-16.03.24.000000'
14	'0000000065c2be3'	'District Invite #1'	'Experienced'	'1'	'3'	'1'	'13'	'Green #3'	1	2	'QN'	" "	'2024-02-09-16.03.24.000000'
15	'0000000065c2be3'	'District Invite #1'	'Experienced'	'1'	'3'	'1'	'14'	'Green #4'	1	3	'QN'	" "	'2024-02-09-16.03.24.000000'
16	'0000000065c2be3'	'District Invite #1'	'Experienced'	'1'	'3'	'1'	'15'	'Green #1'	1	4	'QN'	" "	'2024-02-09-16.03.24.000000'
17	'0000000065c2be3'	'District Invite #1'	'Experienced'	'1'	'3'	'1'	'16'	'Green #1'	1	4	'SC'	" "	'2024-02-09-16.03.24.000000'
18	'0000000065c2be3'	'District Invite #1'	'Experienced'	'1'	'3'	'1'	'17'	'Red #1'	0	0	'TC'	" "	'2024-02-09-16.04.25.000000'
19	'0000000065c2be3'	'District Invite #1'	'Experienced'	'1'	'3'	'2'	'0'	'Red #2'	0	1	'TC'	" "	'2024-02-09-16.04.27.000000'
20	'0000000065c2be3'	'District Invite #1'	'Experienced'	'1'	'3'	'3'	'0'	'Green #2'	1	1	'TC'	" "	'2024-02-09-16.04.29.000000'
21	'0000000065c2be3'	'District Invite #1'	'Experienced'	'1'	'3'	'4'	'0'	'Green #2'	1	1	'TE'	" "	'2024-02-09-16.04.33.000000'
22	'0000000065c2be3'	'District Invite #1'	'Experienced'	'1'	'3'	'4'	'1'	'Red #2'	0	1	'BE'	" "	'2024-02-09-16.04.34.000000'
23	'0000000065c2be3'	'District Invite #1'	'Experienced'	'1'	'3'	'5'	'0'	'Green #2'	1	1	'TC'	" "	'2024-02-09-16.04.36.000000'
24	'0000000065c2be3'	'District Invite #1'	'Experienced'	'1'	'3'	'6'	'0'	'Green #2'	1	1	'TC'	" "	'2024-02-09-16.04.39.000000'
25	'0000000065c2be3'	'District Invite #1'	'Experienced'	'1'	'3'	'7'	'0'	'Green #4'	1	3	'TC'	" "	'2024-02-09-16.04.41.000000'
26	'0000000065c2be3'	'District Invite #1'	'Experienced'	'1'	'3'	'8'	'0'	'Red #2'	0	1	'TC'	" "	'2024-02-09-16.04.45.000000'

	A	B	C	D	E	F	G	H	I	J	K	LM	N
27	'0000000065c2be3'	'District Invite #1'	'Experienced'	'1'	'3'	'9'	'0'	'Red #3'	0	2	'TE'	" "	'2024-02-09-16.04.47.000000'
28	'0000000065c2be3'	'District Invite #1'	'Experienced'	'1'	'3'	'9'	'1'	'Green #3'	1	2	'BE'	" "	'2024-02-09-16.04.49.000000'
29	'0000000065c2be3'	'District Invite #1'	'Experienced'	'1'	'3'	'10'	'0'	'Red #4'	0	3	'TC'	" "	'2024-02-09-16.04.51.000000'
30	'0000000065c2be3'	'District Invite #1'	'Experienced'	'1'	'3'	'11'	'0'	'Red #4'	0	3	'TE'	" "	'2024-02-09-16.04.55.000000'
31	'0000000065c2be3'	'District Invite #1'	'Experienced'	'1'	'3'	'11'	'1'	'Green #4'	1	3	'BC'	" "	'2024-02-09-16.04.56.000000'
32	'0000000065c2be3'	'District Invite #1'	'Experienced'	'1'	'3'	'12'	'0'	'Green #5'	1	0	'TC'	" "	'2024-02-09-16.05.00.000000'
33	'0000000065c2be3'	'District Invite #1'	'Experienced'	'1'	'3'	'13'	'0'	'Green #5'	1	0	'TE'	" "	'2024-02-09-16.05.04.000000'
34	'0000000065c2be3'	'District Invite #1'	'Experienced'	'1'	'3'	'13'	'1'	'Red #1'	0	0	'BC'	" "	'2024-02-09-16.05.06.000000'
35	'0000000065c2be3'	'District Invite #1'	'Experienced'	'1'	'3'	'14'	'0'	'Green #5'	1	0	'TC'	" "	'2024-02-09-16.05.09.000000'
36	'0000000065c2be3'	'District Invite #1'	'Experienced'	'1'	'3'	'15'	'0'	'Green #3'	1	2	'TC'	" "	'2024-02-09-16.05.12.000000'
37	'0000000065c2be3'	'District Invite #1'	'Experienced'	'1'	'3'	'16'	'0'	'Green #3'	1	2	'TC'	" "	'2024-02-09-16.05.16.000000'
38	'0000000065c2be3'	'District Invite #1'	'Experienced'	'1'	'3'	'17'	'0'	'Red #1'	0	0	'TE'	" "	'2024-02-09-16.05.20.000000'
39	'0000000065c2be3'	'District Invite #1'	'Experienced'	'1'	'3'	'17'	'1'	'Green #5'	1	0	'BC'	" "	'2024-02-09-16.05.21.000000'
40	'0000000065c2be3'	'District Invite #1'	'Experienced'	'1'	'3'	'18'	'0'	'Red #1'	0	0	'TC'	" "	'2024-02-09-16.05.23.000000'
41	'0000000065c2be3'	'District Invite #1'	'Experienced'	'1'	'3'	'19'	'0'	'Red #1'	0	0	'TC'	" "	'2024-02-09-16.05.26.000000'
42	'0000000065c2be3'	'District Invite #1'	'Experienced'	'1'	'3'	'20'	'0'	'Red #1'	0	0	'TC'	" "	'2024-02-09-16.05.33.000000'
43	'0000000065c2be3'	'District Invite #1'	'Experienced'	'1'	'3'	'20'	'1'	'Red #1'	0	0	'QO'	" "	'2024-02-09-16.05.33.000000'
44	'0000000065c2be3'	'District Invite #1'	'Experienced'	'1'	'3'	'20'	'2'	'Red #5'	0	0	'SB'	" "	'2024-02-09-16.05.33.000000'
45	'0000000065c2be3'	'District Invite #1'	'Experienced'	'1'	'3'	'20'	'3'	'Red #5'	0	0	'QN'	" "	'2024-02-09-16.05.33.000000'
46	'0000000065c2be3'	'District Invite #1'	'Experienced'	'1'	'3'	'20'	'4'	'Red #1'	0	4	'QN'	" "	'2024-02-09-16.05.33.000000'
47	'0000000065c2be3'	'District Invite #1'	'Experienced'	'1'	'3'	'20'	'5'	'Red #1'	0	4	'SC'	" "	'2024-02-09-16.05.33.000000'

Setup > Properties/Features Tab Explained

If you are familiar with older versions of QuizMachine, this tab may seem new to you. This tab is included with QuizMachine for use by the tech crew at major quizzing tournaments and is not usable by non-developers. Please disregard this tab entirely.

