Virtual Competition Cheat Sheet – TEAMS

PRIOR TO START OF GAME:

• Log into the online meeting platform (details provided by the Regional Coordinator) about 10 minutes early*
• You will be in a waiting room or waiting for entry until the volunteers are ready to bring you into the online competition room
• Rename yourself in the participant list - first name and school, coaches and captains should include those titles before their first names
• Once in the room, ensure your video and microphone are working
• Coaches will be muted and their videos will be turned off during buzzers rounds but turned back on during TCQs and any breaks
• Everyone will be disabled from private chat and only allowed to chat openly with everyone in the online competition rooms
• Officials are not allowed to score any of the conferring that takes place in the chat box

*If for any reason you have issues with logging in or your internet connection, notify Regional Coordinator immediately. All cell #s will be provided with room info.

DURING BUZZER QUESTIONS:

• Once the team and volunteers are ready and have introduced themselves, the Moderators will read the abbreviated rules
• Then the Moderator will begin reading the questions in the first buzzer round
• Moderators will read each toss-up question in its entirety. A student can “buzz” in by entering “b” into the chat box at any time during the question and until 5 seconds after the question has been read in its entirety.
• Once the moderator has finished reading each toss-up (multiple choice) question completely, the official recognizer will announce which team member buzzed in first and has the opportunity to answer the question.
• The bonus (short-answer) will then be read if team got the toss-up correct. The Moderator will move on to the next toss-up if the answer was incorrect.
• Teams will have 20 seconds to verbally confer on the bonus question as usual. However, the captain should answer a bonus question by beginning with “My answer is...” to be scored.
• Run through the remaining questions in the provided buzzer rounds
Science challenges are still allowed. If needed, the Moderator and Science Judge will be sent to a “breakroom” to discuss a science challenge privately. Reminder, the decision made by the Science Judge is final.

At end of the buzzer questions, the Scorekeeper will announce the final buzzer score (total of all rounds of buzzer questions)

The team captain will be asked to verify the score both verbally and in the chat box

Team and volunteers will then be asked if they need a short 2-minute break

**DURING TEAM CHALLENGE QUESTIONS:**

- 1st TCQ will be projected in the online competition room
- Students may work on a communal Google doc, so they may all be typing. If it appears a team member is trying to Google or look at any information off screen, officials will kindly remind them that they should be looking forward and be working together as a team. If a second monitor is being used to simultaneously view the online competition room and Google doc during the TCQ portion, students should use the primary monitor/monitor with camera for typing/facing the judges during the TCQ time.
- TCQs should be submitted to [you will be provided with an email address on competition day] in one of two ways: 1) in the body of the email or 2) in a word file. Google Doc links will NOT be accepted.
- Captain will have 3 minutes to email the TCQ answers – NOT to continue working on the answer. When time is called, all typing of answers must stop. Captains should communicate with the competition officials if they are experiencing technical difficulties.
- Staff will confirm when the 1st TCQ answer is received via email
- Begin 2nd TCQ
- Staff will confirm when the 2nd TCQ answer is received via email
- Scorekeeper will project TCQ answers for the team to review.

**FINALIZE COMPETITION:**

- Ensure the Moderator or Scorekeeper has told the team their final buzzer question score, if not done prior
- Ensure the team captain has verified the final score verbally and in chat box, if not done prior
- Staff will remind the team that their TCQ scores will be sent later in the day, as well as any necessary instructions about tie-breaker/elimination rounds