Set up BART\_Baseline

1. Lay out consent forms and pens on enough computers for sign ups
2. Ensure that computer numbers are placed on all computers
3. Connect computers to mother computer through afp (should be afp://10.201.192.123)
   1. Log in as SNGLab
4. Connect to folder BART\_baseline
5. Drag Run.py into Psychopy coder view
6. Print out SONA sign-up sheet
7. Lay out 3 piles of shuffled contact ID’s

Onboarding

1. When subjects enter ask them to take a number from any of the 3 piles of contact IDs, have them chose there own computer and start filling out consent form
2. Wait until 10 minutes after session official start time and then close door
3. Go around to every computer and set up subjects computer (tell subject to wait until everyone is ready)
   1. Competitive: 0 if not competitive group, 1 if competitive
   2. Computer: computer number on post-it note
   3. ContactID: subject’s contact ID they picked
   4. Leave Restart and skipintro blank

Starting Session

1. Ask subjects to turn off phones or put away anything distracting, tell them about how long the session will likely take (1.5 – 2 hours), and tell them to keep there eyes on their own computers at all times.
2. Once everyone is ready tell them they can start the self paced tutorial and can raise their hand to ask any questions
3. Start Mother computer, enter password for encrypting linker (same as computer password)
4. Once everyone is ready and connected to the mother computer tell them that you are about to start. If everyone is ready, start the mother.

If there’s an issue

You must accurately reenter whether they are in competitive group or not, and you must change Restart to anything but No.

Offloading

1. Once all subjects squares are red on the mother computer, you may press the end button on the mother.
2. Tell the subjects that they are now in the questionnaire part and it Is critical they keep there eyes on their own computer here.
3. Tell subjects that you will leave the room and will be down at the table to pay them, when they are done with the questionnaire, they should LEAVE THEIR CONSENT FORM AND CONTACT ID ON THE DESK, BRING ONLY THE COMPUTER NUMBER, and only come out one at a time.
4. On your laptop, afp into the mother, and open RemotePaymentDisplay.py
5. In payments folder, open “IP\_subjects\_[session number].csv”, this will link their subject ID to computer number.
6. Type subject ID into remotepayment query and see it print the information at the bottom of the psychopy console.
7. Have subject sign and print name on payment form.