Resource checklist for Answer Judges & Quizmasters

1. **Internet Connectivity** – You may not always have Internet at a church. Make sure you have copies of the Reference Material, C&MA Rule Book and PNW Rule Book on your laptop.
2. **Reference Material – Electronic** - It is strongly recommended that you use the Reference Material, on a laptop. That way you can search. Use CBQZ: https://cbqz.org/app/
3. **Laptop – Power** - If you are using a laptop, make sure you have a power cord. If your power cord is 3-prong, make sure you have a 3-prong to 2-prong converter. http://www.amazon.com/CableWholesale-Wholesale-Grounding-Converter-30W1-32200/dp/B000I96AUM
4. **Windows Updates** - If you are using a laptop, make sure either your Windows updates are downloaded and installed or that you have the setting checked to "Download updates but let me choose when to install them"   http://windows.microsoft.com/en-us/windows/change-windows-update-installation-notification#1TC=windows-7   You don't want your computer to auto-restart in the middle of a quiz!!
5. **Quiz Equipment Software** - To run NextGen or NextGenLite, you need to be running Windows. While Acme is currently developing their software for different platforms, it is not ready yet. http://www.acmequiz.com/index.php?l=software Both pieces of software are free!!
    a. You MAY be able to just use an Acme or QuizTime console, which removes the need for using NextGen.
6. **Audio Recording** - I recommend recording your quizzes. I use Audacity for Windows. Or Quick Time for OS X. http://audacity.sourceforge.net/   Audacity and QuickTime are free!!
7. **Peripherals** – All the time I'm using flash drives, mice, printers, microphones and other USB connected peripherals. Make sure you have connected and tested these devices in advance, in case device drivers need to be downloaded.
8. **Video Projection** – Sometimes you may need to connect your laptop to video projection. Most often this happens through VGA. If you have a Mac you'll need the appropriate adapter to VGA.
9. **USB Hubs** – If you're connecting a lot of USB devices, you may need a USB hub (if your laptop doesn't have enough USB ports). HooToo and Anker make good USB hubs. Make sure to get a hub that doesn't need to be plugged into power (powered instead by your laptop)

Quiz Questions Stuff

1. **CBQZ: https://cbqz.org/app/**

Specifics on NextGen and NextGenLite

1. **NextGen Lite**
   a. This is the easiest jump equipment software to use. The ease of turning lights on and off, using the space bar to arm the lights and start/stop timers, and small, simple interface make it easy to use.
   b. If you're using benches, make sure it says "4 x closed"
   c. If you're using benches, make sure it says 3 teams, 4 quizzers per team
   d. If you're using pads, make sure it says 3 teams, 5 quizzers per team
   e. The timer does not start automatically
2. **NextGen**
   a. This is more complicated than NextGenLite, but has more features
   b. For each quiz you'll need teams/quizzers. While you can input these manually, it's much easier to input an XML schedule file before the meet starts. Joe Wilson and Scott Peterson can help with this.
   c. Whether you're running pads or benches, there aren't any configurations to set
   d. The timer can be set to start automatically when a quizzer jumps. It's usually good to set a 1-2 second delay since you take time to identify the quizzer and we want to give them their full 30 seconds.
   e. NextGen also keeps track of the score, time outs, subs, etc. Because of this we'll often project the laptop in Room 1, and just use it as the scoreboard.
   f. Because of this, if you have all your questions on your computer (e.g. in Excel, a PDF or a Word doc), you obviously don't want those projected onto the screen. The easiest thing to do is print out your questions.

Specifics on Acme Console and Acme USB Interface

1. **Acme Console**
   a. This is a pain to use. I haven't used it much so don't have many tips. Just make sure you practice beforehand and are comfortable with it.
   b. Check the quizzer's lights often.
2. **Acme USB Interface**
   a. This "puck" connects the jump equipment cables to your laptop via USB (provided).
   b. Once connected, you can use NextGen or NextGenLite

Troubleshooting problems with jump equipment and software

1. Check where the quiz cables connect to the benches.
2. Check where the quiz cables connect to the USB Interface or Console
   a. Remove/re-insert
3. Check where the USB Interface or Console is connected to the USB cable (black cable that goes from device to laptop)
   a. Remove/re-insert

4. Check where the USB cable is connected to your laptop
   a. Remove/re-insert
5. Close NextGen or NextGenLite – re-start

**Software bug in NextGen

1. Quizzer errs out
2. On a future question, the erred out quizzer's name is shown, but a different quizzer's icon shows as "jumped." The correct person who jumped is the one whose icon has "jumped" not the quizzer whose name is being shown.
3. As quickly as possible, identify the correct quizzer and let them answer the question.
4. You have to click correct/incorrect for the quizzer whose name is shown. Do this.
5. Go into "Match Control" and "Match Review", delete the last event.
6. Go back to the quiz. Tell everyone to sit. Tell the quizzer who answered the question to jump. Then click correct/incorrect based on what happened.
7. Proceed.