CREED Example Lab Guide (Modify for Your Experiment)

Steps for Setup

Print Session Attendance List

1. Log into `creedexperiment.nl` (see last section for login info).

2. Open the existing experiment.

3. Select the experiment (e.g., `EX...`).

4. Go to *Show sessions*.

5. *Lablist* the session and print the attendance list.

Before Session — In Lab

1. Start servers on the control PC:

   - Run `oTree_start_experiment`.
   - Set session configuration & number of participants, but **do not** create the session yet.

2. Boot up participant computers and open the session experiment window (link in lower right).

   - Start as many computers as people listed on the attendance list.

3. On the control PC, check that the correct number of computers are present in the session room.

Before Session — Participants

1. Check in participants:

   - Cross-reference student ID with the Session Attendance List.
   - If anyone must be sent away, pay 5 show-up fee.

2. Guide participants into the waiting room.

3. Update setup based on show-ups:

   - Close any unnecessary server windows.
   - On the control PC, confirm the correct number of computers are waiting in the session.
   - Create the session **now**.

Entering Participants into Lab

1. Introduce yourself to participants in the waiting room.

2. Individually hand out cubicle number cards and send participants to the corresponding PC.

After Session

1. Save all data onto a USB stick and/or the researcher folder on the desktop.

2. Fill out the `creedexperiment.nl` session log:

   - Go to the session page.
   - Finish session.
   - Enter participant status (show, late, no-show, sent away).
   - Record any session errors.
   - Finish session (finalise).

3. Stop the server (`CTRL+C`).

4. Close out and shut down all computers.

Login Info (Fill In)

- Website: <https://www.creedexperiment.nl>
- Username: _____
- Password: _____
- Notes: _____