CFPB Staff #2 Step-by-Step

1. Assist CFPB #1. He has a lot to do. Ask if he needs help
   1. Signing in computers
   2. Getting computer to appropriate URLS
   3. Get gburg receipt forms and pens ready
2. Make sure gburg staff has what they need
   1. Participant list from ORSEE to check people in
   2. Arrival -> Station mapping sheet

AFTER EXPERIMENT STARTS

1. Try to sign up extra show-ups for future experiments
   1. Create sessions in ORSEE 2-3 days in advance
   2. Do this in the back room
   3. It is important that payment stations not be set up at the time that participants or future-participants are back there.
2. Set up payment station.
   1. Make sure timing sheets at stations match the master randomization sheet
3. Prepare for meta experiment
   1. Get privacy statements ready. (make sure they are in numeric order!)
   2. Call out participants 1-by-1.
      1. Watch as participant gets close. When they get close, give signal to CFPB#1 to start timer.
   3. If Pressure, hand participant sheet and stand there until Gburg staff arrives
   4. If No-pressure, hand participant sheet and then walk away
4. Make sure CFPB #1. Got the data.
   1. GET THE DATA!
5. If this is the last session, help #1 log off the computers and lock the doors behind you.

## Meta Example Q&A

Q: <experimenter gives form to participant>

*If Pressure*

A: My colleagues are getting your money. In the meantime, please read and sign this form.

*If No Pressure*

A: We will go get your money. In the meantime, please read and sign this form.

Q: <participant attempts to give form back to CFPB staff> or <participant attempts to give CFPB staff their locker key> or <participant attempts to give CFPB staff their payment receipt>

A: You can just leave that here (point to the table). The person who pays you will take the form.

Q: <participant attempts to walk away before being paid>

A: Please stay put. The person with your payment will pay you here in just a minute.

Q: <participant attempts to make small talk>

A: <experimenter replies politely, but does not engage in discussion>

Q: What is this? What does this say? Can you summarize this for me?

A: I am actually not sure.

Q: So you want me to initial here?

A: If you are interested in what the form says, you should initial there.

Q: <participant looks up expectantly after signing>

A: It will be just a minute.

Q: <participant enters the payment room>

A: Please go ahead and get your stuff form your locker

Q: <participant returns with things>

*If door remains open to the computer lab*

A: Please shut the door