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: <receives form>

*If Pressure*

A: My colleague is getting your money. Here is a form for you to read and sign please.

*If No Pressure*

A: We will go get your money. Here is a form for you to read and sign please.

Q: <attempts to give form back to CFPB staff>

A: Actually, the person who pays you will take this form.

Q: What is this?

A: This is information from the study’s sponsor, CFPB.

Q: What does this say?

A: I am not sure. It is information from the study’s sponsor, CFPB. Please read and sign the form.

Q: What is the CFPB?

A: The Consumer Financial Protection Bureau. I could give you their URL if you’re interested in learning more (consumerfinance.gov)