Notes for CFPB Experimenter #1

## 0. Lab setup

* Log in every other computer
* After you set up the otree session (see the next step), at each computer, open Chrome and type in a participant’s unique URL (do this in order, starting at the front of the room with participant 1, and working you way to the right (facing front)) and back)
  + You may want to bookmark the participant’s url in the browser just in case the browser gets closed
* Press F11 to enter kiosk mode

## 1. Setting up an otree session room

* Navigate to [IP-address]/rooms/
* Click “Gettysburg Econ Lab”
* From the “session config” dropdown select “duopoly”
* Click “Configure Session”
  + Enter the date as a string “YYYMMDD”
  + Enter the time as a string in military time “HHMM” where HH \in [0,23]
  + Edit the treatmentorder list. This should be a list of the form “#, #, #”. The commas are important to include here. **Make sure this ordering matches the order planned for this session. [Consult the document XXXX.doc. Then double check it. Then triple check it.]**
    - Remember, 1=”1 price”, 2=”8 prices”, 3=”16 prices”
  + Don’t change the participation fee or the real\_world\_currency\_per\_point
* Enter the number of participants: 12
* Click “Create”

## 2. Signing in Participants

* In the “Room” interface (click the “Room” tab at the top of the page), you should be able to view “Participant-specific URLs”

## 3. Editing Metadata

* After you create a session, you will be brought to the session page (…/SessionStartLinks/<session\_code>)
* Click the “Edit” Tab
  + Under “Label” enter “**Gettysburg\_<date>\_<start-time>**”
  + Under “Experimenter name” enter your initials (e.g., “dhb”)
  + Leave Participation fee and exchange rate unchanged
* Click “Next”. You should see a “Properties have been updated” banner.
* Click the “Monitor” tab

## 4. Advancing slowest users

* You will need to manually advance the experiment at two places, including at the beginning of the experiment. To do this, go to the “Monitor” tab of the admin panel, and click the button “Advance slowest user(s)”
  + IntroductionSplash. After everyone is seated and ready to play, introduce yourself and advance to the next slide (intro e.g., “Hi, I am Mohin, I will be here throughout the experiment and available to answer any questions. If there are no questions now, we will get started.”)
  + PracticeEnd. After the practice matches end, players will be asked if they have any questions. You should also ask aloud, “Are there any questions before we begin the paid matches?” If yes, answer the questions. If no, advance to the next screen.

## 5. Payments

* As soon as players begin the survey, go to the “Payments” tab of the admin panel
  + Print this page to the printer in the control room
  + Make sure the other experimenter or the Gettysburg helper receives this paper

## 6. Payment and Meta Experiment

* Before the experiment begins, make sure payment stations are set up in the back room.
  + Make sure timing sheets at the stations match the master experiment sheet.
* After printing the payments form, get the Gettysburg payment forms from the control room.
* As participants take the survey, announce that you are handing out payment forms and pens and say participants should fill out the forms after they complete the survey.
  + Eg “I am now passing out payment receipt forms. Please fill these out as much as possible after you finish the survey.”
* Announce that we will call people to be paid one-by-one to be paid through the door they entered when they arrived.
  + Eg “When you finish the surveys we will call you one-by-one to be paid. When you hear your participant number, please gather your belongings and exit through the door you entered when you arrived today.
* Monitor the experiment. Let the other experimenters know when participants finish the survey.
* Head to the annex.
  + When the Gburg experimenter retrieves a participant payment, begin a stopwatch.
  + When the stopwatch reaches the time specified at the payment station, tell the Gburg experimenter to proceed.
  + Repeat this process for all 12 participants.

## 7. Data

* After each participant is paid, go to the “Report” Tab in the admin panel (alternatively, you can visit …/duopoly/data/)
* Click “Download” next to the following items AFTER EVERY SESSION:
  + Ask Data
  + Combined Data
  + Response Times
* Click “Download” next to the following items after all sessions are complete:
  + Contract Data
  + Market Data
  + Survey Data
  + Codebook
* You may click the “view” button next to any item at any time to get an idea of how the data is shaping up. Try to avoid this so that you do not induce experimenter bias (ie if you react to what you see somehow), but the view button is a good tool for troubleshooting.