



The HBCU National Quiz Championship

Setting up the Database to Play a Game



In this webcast, "Setting up the Database to Play a Game," we will cover:

- Additional remote monitor (desktop monitor) needed
- Entering players into the database
- Printing the Categories by Round sheets
- Loading the players and the game



Most Important Note

To use the database to play games and/or play drills:

- You must first attach the second monitor and power it on BEFORE opening the database.
- Your Windows operating system must be configured for two monitors (extending the desktop to the second monitor).

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To use the database to play games and/or play drills:

- You **must, must, must** first attach the second monitor and power it on BEFORE opening the database.
- Your Windows operating system must be configured for two monitors (extending the desktop to the second monitor). If necessary consult your IT department.



Equipment Set-Up

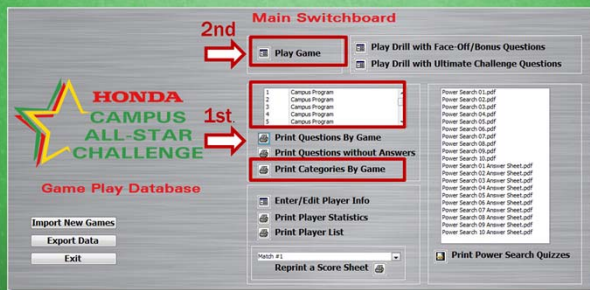
1. Before starting the computer, attach the external monitor to the laptop.
2. Use the power cord for the laptop.
3. Start the computer and open the Game Play Database.
4. Accept the license agreement.

Equipment Set-Up

1. **Before starting the computer, attach the external monitor to the laptop. A 15" or larger desktop monitor is all that is needed. As this is for the players, while using a projector is possible, that will only be useful if the players can see it!**
2. Plug the power cord from the laptop into the wall outlet so that you do not run out of battery power during a game!
3. Start the computer and click the HCASC Game Play Database icon on your desktop.
4. After clicking the "I Accept" button on the license, the Main Switchboard will open.

Start-Up Procedures

5. Print the Categories by Game sheets for the games you will be playing.
6. Click Play Game to start the game set-up.



Start-Up Procedures

5. If you have not already done so, select the game or games you will be playing and then click the “Print Categories by Game” icon. Print two copies of each sheet. You will give these to the players just before the match so that they may decide which player will be answering the Face-Offs in each round.
6. Next click the “Play Game” icon.

Start-Up Procedures

7. If necessary, add players to the database.

The screenshot shows a software interface for the Honda Campus All-Star Challenge. At the top, there are four buttons labeled HL1, HL2, HL3, and HL4, and a 'Make-up Question' button. Below these are two columns of 'Players' with dropdown menus for Round 1, Round 2, and Round 3. A central timer shows '0:00'. To the left, there is a 'Face-Off Question' section with 'Correct' and 'No Answer' buttons, and a 'Bonus Question' section with a timer and navigation buttons. At the bottom, there is an 'ADD PLAYERS' button highlighted with a red box and arrow.

Start-Up Procedures

7. If you have not already done so, you must add the players to the Database. Click the “Add Players” button.



Start-Up Procedures

8. Enter all the required information (name, last 4 digits of SSN, DOB, email, phone, major and year) on the form:

FName	MName	LName	Last 4		E-Mail	Phone	Major	YearInSchool
			SSN	DOB				
Lillian		Parker	1234	1/2/1993	email@domain.com	xxx-xxx-xxxx	Major	freshman
Tish	Lynton	Rose	1234	1/2/1993	email@domain.com	xxx-xxx-xxxx	Major	
Tom		Cunningham	1234	1/2/1993	email@domain.com	xxx-xxx-xxxx	Major	
Frank		Gencur	1234	1/2/1993	email@domain.com	xxx-xxx-xxxx	Major	
Andy		Friedman	1234	1/2/1993	email@domain.com	xxx-xxx-xxxx	Major	
Mary		Oberembt	1234	1/2/1993	email@domain.com	xxx-xxx-xxxx	Major	

Start-Up Procedures

8. Enter all the required information (first and last names, last 4 digits of social security number, date of birth, email, phone, major and year in school) on the form.

A note about privacy – we adhere to a strict privacy policy and will not give out a players information to anyone. We use it to create a “unique identifier” for each player so as to track years of eligibility.

Start-Up Procedures

9. Enter the Team Left and Team Right names. Give each team a unique name.
10. Select player names for each round using the drop-downs.

The screenshot shows a software interface with two columns for team names, 'Team Left' and 'Team Right', each with an empty text input field. Below these are two columns labeled 'Players'. The left 'Players' column has three dropdown menus for 'Round 1', 'Round 2', and 'Round 3'. The 'Round 1' dropdown is open, showing a list of player names: Parker, L; Rose, T; Cunningham, T; Gencur, F; Friedman, A; and Oberembt, M. A mouse cursor is pointing at the 'Parker, L' option. The right 'Players' column has three empty dropdown menus. At the bottom of each column are buttons labeled 'Round' and 'Round 3'.

Start-Up Procedures

9. Enter the Team Left and Team Right names. Be sure to give each team a unique name.
10. Select player names for each round using the drop-downs

Start-Up Procedures

11. At this point the player portion of your control screen should look like this:



The screenshot shows a control screen for a game. At the top, it says "Team Left" and "Team Right". Under "Team Left" is a text box containing "Hilman". Under "Team Right" is a text box containing "Atlanta Tech.". Below this, there are two columns of "Players" for "Round 1", "Round 2", and "Round 3". Each round has two dropdown menus. For Round 1, the first dropdown is "Parker, L" and the second is "Rose, T". For Round 2, the first is "Gencur, F" and the second is "Cunningham, T". For Round 3, the first is "Friedman, A" and the second is "Oberembt, M". To the right of these dropdowns is a "Game Number" dropdown menu with "1" selected, which is circled in red. Below the dropdowns is a "Start Game" button. At the bottom, there are three buttons labeled "Round 1", "Round 2", and "Round 3", and a larger "ADD PLAYERS" button.

12. Select the Game Number and Click the Start Game button.

Start-Up Procedures

11. At this point the player portion of your Control Screen should look like this.
12. Select the Game Number that matches the category sheet you printed for the teams. Click the "Start Game" button to load the categories for Round 1.

Before the game starts, you must decide which team will pick the first category. The moderator will use a "coin toss" to determine which player picks first. As soon as that is done, you are ready to play the game.

Start-Up Procedures

13. As soon as you click the Start button, both the Control Screen and the Player Screen will display the categories in the round:

The screenshot shows the game control interface. At the top, there are four category buttons: "OVER SUMMER VACATION", "MISSION IM-POSSIBLE", "WORDS AND LANGUAGE", and "20TH CENTURY LEADERS". Below these is a "Make-up Question" button. In the center, there is a "Face-Off Question" section with buttons for "Correct", "Incorrect", and "No Answer". To the right, there is a "Team Left" section with "Hillman" and a score of "0", and a "Team Right" section with "Atlanta Tech" and a score of "0". Below the teams, there are three round selection dropdowns: "Round 1" (Parker, L), "Round 2" (Gencur, F), and "Round 3" (Friedman, A). A central timer displays "4:00". At the bottom, there are two "Bonus Question" sections, each with a score display and buttons for "Correct" and "Incorrect". The score displays show "0" and "5" for both teams. An "ADD PLAYERS" button is at the bottom right.

Start-Up Procedures

13. As soon as you click the Start button, both the Control Screen and the Player Screen will display the categories in the round. However, the game will not actually start until you click the first category selection.

REMINDER: In this example, ONLY Parker, L from Hillman and Rose, T from Atlanta Tech will answer Face-Offs for Round 1. The entire team may confer on and answer Bonuses.

To ensure your success:

- Practice with the database using games 1 and 2.
- Enter the players well in advance to save time at game time.

Tips

To ensure your success:

- Practice with the database using games 1 and 2.
- Enter the players well in advance to save time at game time.

That's it for this webcast. If you have any questions, please call or email us. We're happy to help you!