

## Things to do BEFORE the day of the first tournament:

1. On Windows computers, perform all Windows Updates. You may need to do this several times, especially if the computer has not been used since last quiz season.
2. (Optional but recommended) Turn off automatic Windows Updates.
3. Make sure that your virus scan software will not run a scan during the tournament.
4. Install BQTournament version 7.0 (previous versions are expired).
5. Activate your BQTournament 2024 license. This process requires an internet connection. You may need to temporarily turn off your firewall and virus scan software during the activation process.

## On the day of the tournament:

### If you are a coach:

1. Silence your computer.
2. If the tournament is posted to UPCquiz, you can go to File – Download Data and load the tournament matrix into your software.

### If you are an official scorekeeper:

1. Connect to the internet.
2. In the main menu of BQTournament, select Edit – Enable Coordinator Features.
3. Import the tournament file. After import, click the Backup Session button on the main toolbar. Name your session something unique (such as quizmaster last name or your session's ID). Backing up your session turns on automatic backups and also activates live features. **You do not have to do anything else to stay “live”.** The exception to this is that ONE official should be designated to officially “Post to Website”. The official “Post to Website” only needs to be done at the creation of the tournament matrix, optionally during extended breaks in quizzing (make sure all sessions are merged), and after the tournament is completed.
4. Connect the usb buzzer system, open a practice scoresheet, and test the connections. Make sure the handles are in the right order.
5. In the scoresheet panel, make sure the “Time” box is checked.
6. If using a printer, test print a practice quiz scoresheet.

Email [ruth@upcquiz.com](mailto:ruth@upcquiz.com) if you have any questions or issues.