





How to Keep Score – Quick Reference Guide

Make sure that the quizzers at the tables match with the assigned buzzer positions. If not, click on each quizzer menu  to reveal that team's quizzers and select the quizzer to assign to that buzzer. If you realize mid-game that they are out of order, go back and fix on Q1.



Only on question 1, the red bonus and yellow bonus check boxes are visible to indicate whether or not a team gets their 10 point bonus for being on time.

At the beginning of a question, indicate the question type(s), such as 2-part CR.


For no response to a question, click the **No Response** button  (works for re-reads too).

When a quizzer buzzes in, either click that quizzer's button  or that quizzer's Interruption field . Doing so will automatically start the 30 second timer and will highlight the Correct and Error fields  as a reminder that you are awaiting the ruling.

For **timeouts**, the timeout will be indicated on the previous question since the software automatically advanced after the question ruling. For **contests**, the software automatically returns to the previous question since the software smartly advanced after a ruling. If the contest is then withdrawn or denied, the software will advance to the next question again. If the contest is granted, it will remain on that question awaiting further action.

There is a **Reset** Button  provided to quickly clear out fields on a reversed ruling. Note that the Reset Button only clears out response fields; fouls, timeouts, and contests are not cleared. The buzzer clear button  only clears the buzzer system and leaves the response fields alone.

You can quickly jump to a question by clicking on the question line on the Scoresheet (this will stop all timers, so use wisely). To correct mistakes in scorekeeping, just go back to the question and change the responses as needed. You can unclick choices, click correct choices, use the reset button to clear choices, etc. If you do go back and make changes, be sure to click the End Quiz Button again so that your changes are reflected on the scoresheet final summary. You can click F12 to separate the timer so it will keep running while you make changes to the scoresheet. F1 cancels all timers.

When the quiz is officially closed, you must hit the **End Quiz** button to display high scorers at the bottom of the scoresheet. The End Quiz Button does not appear until the last question of the quiz. The scoresheet can be printed at any time by clicking the Print  button. Click Exit to return to the tournament matrix.

Command Field Keyboard Shortcuts

r1c, r2c, r3c, y1c, y2c, y3c	Correct response	rto, yto	Timeout
r1ic, r2ic, r3ic, y1ic, y2ic, y3ic	Interrupted correct	rcd, rcw, rcg, ycd, ycw, ycg	Contest denied, withdrawn, granted
r1e, r2e, r3e, y1e, y2e, y3e	Error response	d, 2, 3, 4, m	Direct, 2 part, 3 pt, 4 pt, multiple pt
r1ie, r2ie, r3ie, y1ie, y2ie, y3ie	Interrupted error	qt, qc	Quotation, quotation completion
r1f, r2f, r3f, y1f, y2f, y3f	Individual foul	cr	Cross reference
rf, yf	Team/Coach foul	l	Locate
res	Reset question	n	Jump to notes/lookup field
rn	No response	`	Jump back to command field