

How to Keep Time – Quick Reference Guide

For time to be called, the Call Time box must be selected. Make sure your sound is on and the volume is turned up. This Call Time box can be checked on and off at any time, even in the middle of a time countdown (works like mute when not selected).

Official Time is always displayed in the black window. Scoresheet Time is always displayed in the scoresheet screen.

Time is automatically started when necessary when something is clicked on the scoresheet panel. Time is cancelled automatically when a ruling is given (such as correct, error, contest withdrawn, etc).

The Scoresheet Time and Official Time are usually linked (the same) but are separated when any function key is hit.

F1 – cancels Official Time (prevents time from being called)

F3 – starts 30 second Official Timer

F5 – starts 5 second Official Timer

F6 – starts 60 second Official Timer

F12 – transfers Scoresheet Time to the Official Time (separates the timers)

The function keys are most useful for the 5 second timer (F5), quickly cancelling time (F1), and unlinking the timers (F12). The timers should be unlinked if you want to modify the scoresheet without messing up the Official Timer.

If you want to go back and change something on the scoresheet while the timer is running, hit the F12 button. This will separate the timers so Official Time will keep running while you make changes to the scoresheet. Be sure to hit F1 if needed to keep time from being called because it is not automatically stopped since it is unlinked from the scoresheet.

While quizmaster is reading the question, I usually keep my eye on the buzzer so I can see who buzzes in. That way I can have the mouse over the right spot and click it at the exact moment needed for the timer to start.