How to Share Session Data – Quick Reference Guide

First set up the tournament on only one computer. This created tournament matrix can then be transferred to the other session computer(s) for use.

<u>With Wireless Internet</u>: After a tournament is initially set up, you can either provide the tournament just to other sessions or to everybody. For everybody, click the Post Results to Website 🌐 button. This will post the initial matrix to the website. Other session computers (and even team coaches) can get the tournament matrix by selecting File – Download Data and pick this tournament from the list. To just provide the new tournament to other sessions (even days in advance), backup the session by selecting the Backup Session to Server Button 📝. Use a unique session name, such as "AWilson". The other sessions can then get it by selecting Edit Menu - Get Initial Backup Session. Each session, after getting the initial backup session, can then click the Backup Session to Server Button 📝 and use a unique session name for their session. Doing this will turn on all live features and no additional action will be needed for that session's data to be live and backed up throughout the tournament.

A session can manually backup the latest results by selecting the Backup Session to Server Button 📝 at any time. This is not necessary if it has already been done as directed above.

To retrieve all backups from the remote server for all of the sessions, from the Edit Menu select Get Backup from Server. This retrieval takes a few seconds so should only be done on a break between quizzes.

<u>Without Wireless Internet:</u> To export data for your session, click the Export button 📤 on the toolbar. Select the location (using the Look In pull down menu) for the exported data. Typically, during a tournament, you would save the data to an external flash drive. It is ok to rename the file if you wish. Click the Export button after making your file naming and location selections.

To import tournament data into your application, select the Import button 📥 on the toolbar. Select the data file that you want to import. Typically this would be located on an external flash drive. Click the Import button to import the selected file. The data will smartly merge with your existing data.

If during the merge there are any differences between team and quizzer names or game scores, you will be prompted to select whether to use the current local data or the imported data. Pay close attention to which information is most trustworthy before making a selection. When in doubt, select to trust the current data until you can ask the other session's scorekeeper about the differences.

If you ever get to a game in your session that needs to be played but your matrix has not been updated to that point, you need to select who won previous games to get to the current game to be played. Later you can obtain the detailed information for the missing games from the other session(s).

**** <u>Post to Website</u> 🌐

ONE quiz 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.