

Seventh-day Adventist Church

ALBERTA CONFERENCE

PATHFINDER CLUB
REGIONAL PBE
VIRTUAL EVENT 2022

Dear **SCOREKEEPER**, we want to thank you in advance for your willingness to help and support the 2022 Pathfinder Bible Experience Regional Event. Below you will find a summary of the main duties and expectations, please read carefully and reach out if you have questions.

- The scorekeepers are responsible for logging the scores of the team using a Google sheet.
- Scorekeepers need to have a *@gmail.com* email account.
- Link to the Google sheet will be provided by the event coordinator/conference.
- From the perspective of the Scorekeeper, and with the "Extended," computer display setting, you will see the zoom session of the PBE team on your 1st screen and, and with a separate web browser opened to the Google sheet, drag it to your second monitor (2nd screen), or set you can split screen to view two browsers simultaneously; and in doing so, you will see both the answers of the team and the online scoresheet. The scoresheet should not be shared with the team.
- **EATING DURING THE TEST:** There will be no food consumed during the testing period. Each team member may have a water bottle with them during testing, but all snacks or food should be eaten before the testing, during the intermission, or after the testing is complete.
- **STOPPING FOR BIO-BREAKS:** The testing will not stop to accommodate someone going to restroom. As in normal testing, if a person leaves the testing environment during the first half, they will not be allowed to return until intermission. If they leave during the second half, they will be out of the testing for the remainder of the day. Obviously, dire medical emergencies will supersede this rule.
- **SUBSTITUTING WITH AN ALTERNATE:** The alternates can only join the team at intermission or at half-time. Once the testing begins the team composition will be unchanged until intermission. For the second half, you cannot substitute in a team member at any point. Obviously, dire medical emergencies will supersede this rule.



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VIRTUAL ETIQUETTE to be followed by anyone who will be present via virtual media.

- The participant will not engage in any conduct that is disruptive, disrespectful, or threatening.
- The participant will not engage in any conduct that creates or interferes with testing operations.
- The Participant's Camera/video is to be **ALWAYS ON**.
- **Do not use virtual background**, the participant should be visible in the camera from the waist up at a minimum. In other words, the monitor should be able to ensure that no outside notes or materials are being utilized to answer the questions.
- Your microphone should be muted unless they are answering a question. Please remember to unmute before answering the question. The monitors should be watching the screens to check to see if anyone is talking and not being heard. If that occurs the monitor should remind the participant to unmute and restate the answer

OTHER CONSIDERATIONS:

- The use or presence of any communication or recording devices, such as phones, watches, tablets, eyewear with any electronic modification is not allowed, except for the device that is used to view testing and to answer.
- Even though you are at home, use of bathroom/restroom should be done ahead of testing period and/or during the intermission after the 45th question. If a Pathfinder must, they will need to wait until the second portion of testing. If the Pathfinder leaves during the second portion they must wait until testing is completed before joining their team.
- As much as possible connect to the internet via an ethernet cable, as this will provide a better and more stable connection than Wi-Fi.
- Test your camera ahead of time, to ensure that it is working. Ensure you have a backup camera in case it is needed.

LIGHTING: Do not sit directly in front or beside a bright light source. Adjust, so the team can be seen easily and not shadowy. Find a room with plenty of natural light, but do not sit with a window behind you

- No background noise, music, or ambient sounds.

Note: The host should disable private chat on Zoom

