CHAPERONES' CHEAT SHEET

Before volume (match) begins:

1) Download PowerPoint files for the match using provided link onto a PC laptop/computer (with PowerPoint 2013 or newer) OR a Mac laptop/computer (with PowerPoint 2011 or newer).
2) Open *A Reader's Guide to the PowerPoint* to test that the videos work, show this PowerPoint to your players as well so they learn the new terminology.
3) Set up competition room
   a. Table with school banner and enough chairs for everyone
   b. Chaperone's scoresheet
   c. Dry erase boards and markers
   d. Smartphone for taking pictures of answers in case of disputes
   e. VP to connect with other team and their VP number
   f. Laptop/desktop to show PowerPoint file to team
   g. TV/smartboard/screen to show larger display of PowerPoint file or VP connection **(optional)**
   h. Books for the division (in case players object)
4) Review the volume (match) procedures with the team—especially important for new players.
   a. 12 questions per chapter (round): mix of MC, True/False, and short answer questions
   b. Question will be shown, then timer starts right after the character (book signer) stops signing (teams can start discussing **before** the signer stops)
   c. When team has given dry erase board to the person bringing the answer to the VP, the dry erase board cannot be taken back for last minute changes
   d. Teams must stop writing before the timer has expired and the page (slide) turns. If they are still writing when the timer has expired, the answer will not be accepted.
   e. We will not accept teams' answers if they are attempting to decide between two dry erase boards after the timer has expired.
   f. Changes, strikeouts, and corrections must be clear. If the answer is unclear, the chaperones will not be able to accept the answer.
   g. All proper nouns (names and places) must be capitalized
   h. Names, book titles, and places must be spelled correctly (everything else should be spelled as close as possible to the answers)
   i. Chaperones will decide if answer is acceptable or not
   j. Objections can be made by any player on either team. Chaperones will then decide to accept or not.

      k.   Substitutions can be made at any time after each answer and before the next question is shown

5) Warn audience to be quiet. They can cheer after each answer.
6) Connect with opposing school

During volume (match):

1) Chaperones introduce themselves (make sure you describe your room setup to the other team), then have the players introduce themselves (name, grade, favorite book out of the three books they read).
2) Start PowerPoint presentation, show characters (book signers) first (so they know who is signing for each book). The character (book signer) videos will not be shown in the 2nd and 3rd volumes (matches) as the book titles appear on each question slide.
3) Show question and wait for both teams to submit their answers OR for the page (slide) to turn.
4) Click ONCE to show the answer, then show each team's answers.
5) Accept/Decline teams' answers.
6) In case of a dispute, chaperone with disputed answer needs to take a picture of the disputed answer and email it to [vivienne.schroeder@gallaudet.edu,](mailto:vivienne.schroeder@gallaudet.edu) with school name, division, volume (match) #, chapter (round) #, and question #, and CC the other school's chaperone (she will reply to both chaperones with Gallaudet's judges' decision). **Note: All emails should be sent AFTER the volume (match) ends.**
7) Fill out scoresheet after each question and check with each other frequently to make sure scoring is accurate

After volume (match):

1) **Agree on final score for each school (pending disputes), then both chaperones need to submit their scores using the Google Form at this link:**
   https://docs.google.com/forms/d/e/1FAIpQLScjHEtbBfTy5DPxWlqmwFsBdzlCC_mvrf 7MY9G7NyyBHpr88g/viewform?usp=sf_link