

# Tournament Director's Guide to Online Tournaments

Welcome to the PACE guide for **directing** an online tournament. This guide is complete for hosting a Discord tournament. Guides for staffing, playing, or coaching at an online tournament can be found [here](#).

This guide assumes that you have staffed at least one in-person quizbowl tournament before. If not, please see [our quizbowl resources page](#) to read about the fundamentals of quizbowl.

## General Information

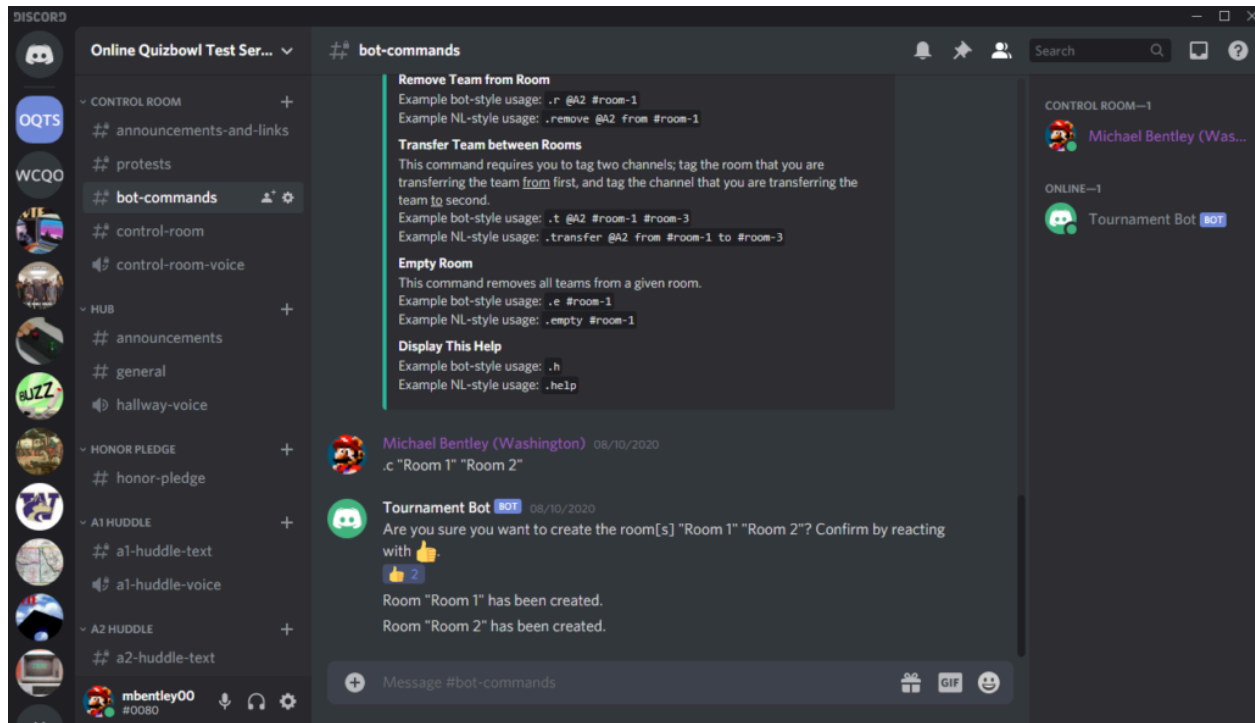
### Software Options for Online Tournaments

This page goes through the most common software options for hosting an online tournament. Most tournaments will use either Discord or Zoom. The main reason you might use something else like Google Meet is if school district policies prevent you from using these.

Different school districts often have different policies around what software they allow. It's a good idea to announce what software you'll be using early on. Sometimes school district policies can be circumvented by asking for exceptions.

### Discord Advantages

Discord is free for all users. While competing apps like Zoom and Google Meet often seem free, typically they're tied to a person's school or job. Those apps also have limits around numbers of participants that Discord does not have.



*Example Discord server*

Discord is built around text chats. This means that it works very well for having different rooms for games, having rooms for announcements, and identifying who is on which team. Discord can be supplemented with bots which make certain tournament tasks easier.

Discord has been used in the majority of online tournaments. There's a lot of existing knowledge to build on.

## Discord Disadvantages

Discord is harder to use and learn than competing apps. Its concepts of servers, text chats, voice chats, roles, per-server usernames, web and desktop apps, etc. add a degree of complexity not seen in an app like Zoom.

We've found that Discord audio is generally a little worse than Zoom.

Discord has historically been used for gaming and online communities. As a result, some school districts consider it a "social network" and have policies discouraging or not allowing its use. This is something you should check.

Discord, like most online services, requires users to be at least 13 years old. Some other services like Zoom have exemptions for this in the case of use tied to an educational institution.

## Zoom Advantages

Zoom is very easy to use and most of your players, coaches and staffers will likely already be familiar with it.

We've found Zoom to have generally excellent audio and video quality.

Compared to Google Meet, Zoom has the advantage of breakout rooms. These allow your tournament to take place on one call (although see exceptions below) with each room happening in a separate breakout room.

Zoom has been used successfully in several online tournaments.

## Zoom Disadvantages

Zoom is tied to paid accounts. To use Zoom at the scale needed for a quizbowl tournament (generally over 100 people if you have a 20 team tournament), your school/company will need to have paid for a premium tier of Zoom.

	SAVE \$60	
<p><b>Basic</b> Personal Meeting</p> <p><b>Free</b></p> <p><a href="#">Sign Up, It's Free</a></p> <ul style="list-style-type: none"> <li>Host up to 100 participants</li> <li>Unlimited 1 to 1 meetings</li> <li>40 mins limit on group meetings</li> <li>Unlimited number of meetings</li> <li>Ticket Support</li> <li>+ Video Conferencing Features</li> <li>+ Web Conferencing Features</li> <li>+ Group Collaboration Features</li> <li>+ Security</li> </ul>	<p><b>Pro</b> Great for Small Teams</p> <p><b>\$14.99</b> /mo/host</p> <p>Purchase up to 9 hosts per account</p> <p><a href="#">Buy Now</a></p> <p>All Basic features +</p> <ul style="list-style-type: none"> <li>Includes 100 participants <a href="#">Need more participants?</a></li> <li>Meeting duration limit is 24 hrs</li> <li>User management</li> <li>Admin feature controls</li> <li>Reporting</li> <li>Custom Personal Meeting ID</li> <li>Assign scheduler</li> <li>1GB of MP4 or M4A cloud recording</li> <li><a href="#">REST API</a></li> <li>Skype for Business (Lync) interoperability</li> <li>+ Optional Add-on Plans</li> </ul>	<p><b>Business</b> Small &amp; Med Businesses</p> <p><b>\$19.99</b> /mo/host</p> <p>Starting at 10 hosts for \$199.9/mo</p> <p><a href="#">Buy Now</a></p> <p>All Pro features +</p> <ul style="list-style-type: none"> <li>Includes 300 participants <a href="#">Need more participants?</a></li> <li>Dedicated phone support</li> <li>Admin dashboard</li> <li>Vanity URL</li> <li>Option for on-premise deployment</li> <li>Managed domains</li> <li>Single sign-on</li> <li>Company branding</li> <li>Custom emails</li> <li>LTI integration</li> <li>Cloud Recording Transcripts</li> </ul>

*Zoom pricing options. If you're hosting a Zoom tournament, try to check with your IT department on the tier you have. If your school has paid for the Pro tier but not the Business tier you may need to split the tournament up into multiple calls to stay under the 100 participants limit. And moderators on the free tier won't be able to create their own calls*

Zoom's text chat isn't as good as Discord. It doesn't log timestamps and provides less notification to moderators when someone buzzes in.

Tournament-wide announcements are harder to make on Zoom compared to Discord.

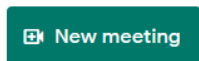
After each round, someone must reassign players to their new breakout rooms. This can be a laborious task for large tournaments and add to significant delays. In contrast, Discord has tools to make this room reassignment easier.

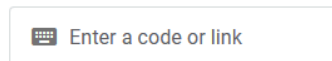
## Google Meet Advantages

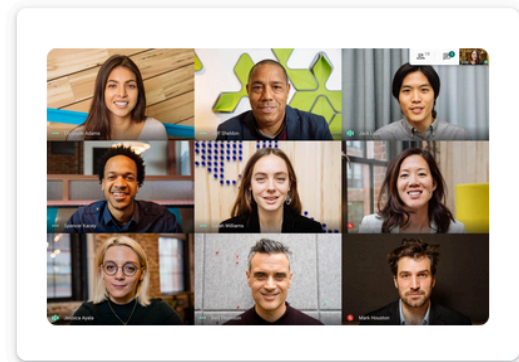
Google Meet is the latest videoconferencing app offered by Google. It works very similar to Zoom. You can either create a new meeting or enter a code to join an existing meeting.

## Premium video meetings. Now free for everyone.

We re-engineered the service we built for secure business meetings, Google Meet, to make it free and available for all.

 New meeting

 Enter a code or link



[Learn more](#) about Google Meet

*Google Meet home page. In a Google Meet tournament, each room would be its own meeting*

We suspect that Google Meet is the software least likely to be banned by district-wide policy.

Most players and coaches will already be familiar with Google software and have a Google account. Google Meet is entirely browser based (when used on a computer) so there isn't any software to install—although this likely means that audio and video quality is worse than what you'd get with a desktop app.

Google Meet is probably the most resilient videoconferencing service. You're less likely to experience a system-wide outage with it compared to Discord or Zoom.


## Google Meet Disadvantages

Google Meet has not been widely used for quizbowl tournaments. Tournaments held on this platform will not benefit from the experience of past online tournaments.

Google Meet lacks a concept of "rooms". You'll need to have separate calls for each room, with players leaving one and then joining another. It doesn't have built-in support for communicating

with everyone in the tournament so you'll need to use some separate system (perhaps even a Discord tournament just for announcements).

By the end of September 2020, Google will be reducing what it offers in the free tier of Google Meet. Meetings created by people on the free tier can be no longer than 1 hour.

	Free	G Suite Essentials	G Suite Enterprise Essentials
	Always free	Free through Sept. 30	Free through Sept. 30
		\$10 USD per active user/month* starting Oct. 1, 2020	\$20 USD per active user/month* starting Oct. 1, 2020
	<a href="#">Get started</a>	<a href="#">Try it free</a>	<a href="#">Contact sales</a>
 <b>MEETING FEATURES</b>			
Meeting length (maximum)	<b>1 hour</b> <small>(24 hours through Sept. 30, 2020)</small>	<b>300 hours</b>	<b>300 hours</b>
Meeting participants (maximum)	<b>100</b>	<b>150</b>	<b>250</b>
Number of meetings	<b>Unlimited</b>	<b>Unlimited</b>	<b>Unlimited</b>
Join from a browser	✓	✓	✓
Invite external participants	✓	✓	✓
Native mobile apps	✓	✓	✓
Live closed captions (English only)	✓	✓	✓
Share your screen and present	✓	✓	✓
Adjustable layouts	✓	✓	✓
US or international dial-in phone numbers		✓	✓

*Google Meet options by price*

## Skype

Skype has been used in the past for online tournaments. It's functional, but has several drawbacks over other options. For instance, every player in the tournament must add all moderators as friends. The moderators must manually add all players to a call before each round. Skype's text chat is very unreliable and is poorly suited for tracking who buzzed in first. In the past, there have been many issues of moderators calling players and not being able to connect.

As a consumer app, schools may have a policy banning the use of Skype.

## Microsoft Teams

Microsoft Teams is similar in many ways to Zoom and Google Meet. As of the writing of this article, Teams is more closely tied to a school/company than those other apps. Teams does not offer a "friends and family" desktop app. If the TD and many staffers already have Teams accounts you could probably make it work, but at the moment it doesn't seem a good option for a quizbowl tournament.

# Microsoft Teams



## How do you want to use Teams?

- For school**  
To connect students and faculty for courses and projects, in a classroom or online
- For friends and family**  
For everyday life, to make audio or video calls
- For work and organizations**  
To work with teammates wherever they are

Next

## Other Software

In principle, any other videoconferencing software suite could work for a quizbowl tournament. However, these software packages haven't been tested for quizbowl tournaments and may have their own quirks.

## Online Tournament Size

The larger the online tournament, the more challenging it is to run. Since teams don't have to travel to online tournaments, you theoretically could attract teams from across the country (or world). PACE advises against this and encourages teams and TDs to mainly stick to the same



circuit as in-person events (although bringing in staffers from outside of your region is definitely encouraged).

**The most important limit on tournament size is the number of staffers you have.** Ideally you should have 1 staffer for every team at the tournament (meaning about 2 staffers per room).

If your tournament will have more than 20 teams, you'll most likely want to split up the tournament into separate Discord servers. The reason for this is because Discord servers tend to degrade when many people are connected to them in a video chat. This document doesn't currently cover this split-server scenario but we hope to add guidance for this in the future.

In general, it's a good idea to start small with your first tournament. Once you get the hang of it, then consider scaling up for your 2nd or 3rd online tournament.

If hosting on Zoom or Google Meet, note that they often have a limit of 100 people per call.

## The Tournament Director's Role

Like in an in-person event, the tournament director is the person ultimately responsible for an online event. The TD will spend a lot of time preparing the Discord server prior to running the event (see detailed steps below).

On the day of the event, the TD's main jobs should be:

1. Enforcing a clear code of conduct and making sure that everyone is treated with respect
2. Posting appropriate announcements in the #announcements channel
3. Getting everyone into their assigned role
  - Often you'll have people joining late, so it's important to monitor the #general chat for people who don't have roles
4. Working with moderators on making sure teams are in the correct rooms for each round
5. Responding to rooms having technical difficulties. Often the best resolution is to swap out one staffer for another (which is why it's so important to have backup staffers)
6. Checking in on what rooms are going slowly and why
  - Make sure that moderators are quickly moving through questions, not giving too much time on answers, etc.
7. Resolving protests in #protests
8. Handling rebracketing, lunch breaks, etc.

This can be a lot of work so it's highly encouraged that you have a separate stats person and you are not directly staffing a room.

## Online Tournament Equipment

Generally, each player and moderator is playing from a **computer** with a **webcam** and a dedicated **headset**. It is technically possible to play an online tournament from a smartphone, but we don't recommend this except as a backup.

**Computer:** Any computer ought to work for a Discord tournament. All videoconferencing apps (including Discord) use a lot of system resources. It's a good idea to close all background apps. If you have multiple different computers available, try to use the most powerful one.

**Headset:** Headsets are **required** for moderators. TDs, do not make any exceptions for this policy. Laptop microphones rarely work well for quizbowl. Players can get by without headsets but it's still strongly encouraged.

**Wired headsets** are better than wireless headsets. These come in both USB and 3.5 mm varieties. If you are using a USB headset, ideally use a more recent one. If you need to purchase a headset, consider spending a little more for a gaming headset which is typically optimized to have lower latency. This [headset](#) that costs around \$40 is one option.



*A headset like this with a dedicated microphone is a requirement for moderators and a great idea for players and coaches too*

If you have a hardware failure and need to fall back to a laptop microphone, ideally plug in any other headphones. **No one on the call will have a good experience if you are using both a microphone and non-headphone speakers.**

**Webcam:** If your computer does not have a built-in webcam, you'll want to order one. Webcams were hard to come by in the beginning of the pandemic. They may be more available by the time you read this. You don't necessarily need a fancy one for quizbowl purposes. Something like an [Amazon Basic camera](#) will work and costs about \$35.



*Example webcam*

For the tournament, the webcam should be pointed at your face. The purpose of the webcam is to (a) make the tournament more personable and (b) discourage cheating. Like any video call, try to sit facing a window so you have good lighting.

**9/27/20 Camera Update:** Some tournaments are requiring stricter camera policies to discourage cheating. For instance, some tournaments require a camera to be pointed at your hands. Some require a camera positioned above and behind you so the moderator can see both your hands and your screen. In this case, a built-in laptop camera won't work. You'll want to

purchase a web cam like above and a USB extension cable long enough to be positioned behind you. You shouldn't need any mounting equipment beyond either tape or something heavy to prop up the camera on.

**Internet:** An ethernet connection is your best bet for an online tournament. This will have the lowest latency and most consistency. If this is not available, see if you can situate yourself close to your wifi router (if you have one).

## Discord Tournaments

### Discord Tournament Direction Overview

Welcome to the guide for directing a quizbowl tournament on Discord. By the end of this guide, you should have the ability to carry out the following tasks:

1. Create a Discord server for hosting your tournament.
2. Invite staffs, players, and coaches to the server, then add them to the appropriate tournament roles.
3. Create the schedules and links to packets/scoresheets for your staffers.
4. Run a tournament where moderators, players, and coaches join a video call to engage in virtual quizbowl matches. The moderators read the questions, the players type "buzz" to buzz in.
5. Manage your staffers, make sure teams get to their new rooms each round, make sure stats are collected, create new schedules for playoffs.
6. Enforce a welcoming environment adhering to PACE's **code of conduct**.

Please read the guide before announcing your tournament, so you know what to expect and what resources are available.

### Discord Basics for Online Tournaments

Discord is a chat and audio/video conferencing app widely used for hosting online quizbowl tournaments.

Download Discord from [here](#). Discord is free for all users. It has a paid option called Nitro, but we've found that this doesn't offer any advantages for quizbowl tournaments.

**Note:** You must be at least 13 years old to create a Discord account.

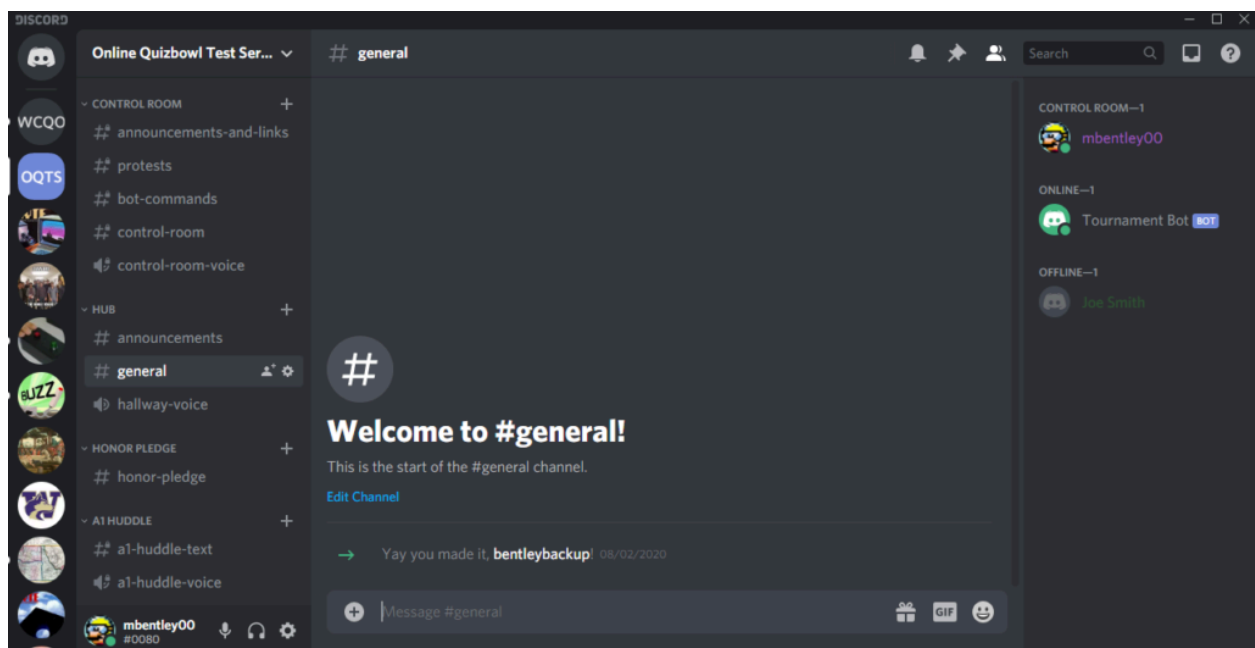
Always use the downloaded desktop app. **Do not use the version of Discord that runs in your browser.** This version has inferior audio and generally leads to more issues.

Discord updates frequently. It's a good idea to boot it before the tournament so you're not stuck waiting for an update.

You'll have one Discord account. However, you'll often be joined to multiple Discord servers (one for each tournament, plus non-tournament servers like the Quizbowl discussion Discord). On each server, you can set a different display name. For tournaments you'll want to set this to your real name and affiliation (i.e. school).

The tournament director will create a server and then send a link to the server to players, coaches and staff via email or some other form of communication.

Discord divides up servers into channels. Channels can be either text or voice + video. A tournament server usually has a combination of text channels for general announcements, staff discussion, and game rooms. Plus a separate set of voice + video channels for game rooms.



*Example Discord Quizbowl Server*

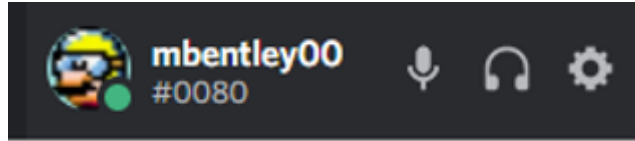
Once you've got Discord installed, you'll want to set up your audio settings to be ready for online quizbowl. Click [here](#) for a guide on how to do that.

## Discord Audio Settings

**When:** After installing the Discord desktop app and (if necessary) purchasing your audio/video equipment.

Once you've installed the Discord desktop app and have your headset plugged in, you'll want to configure the audio settings so they work best for quizbowl.

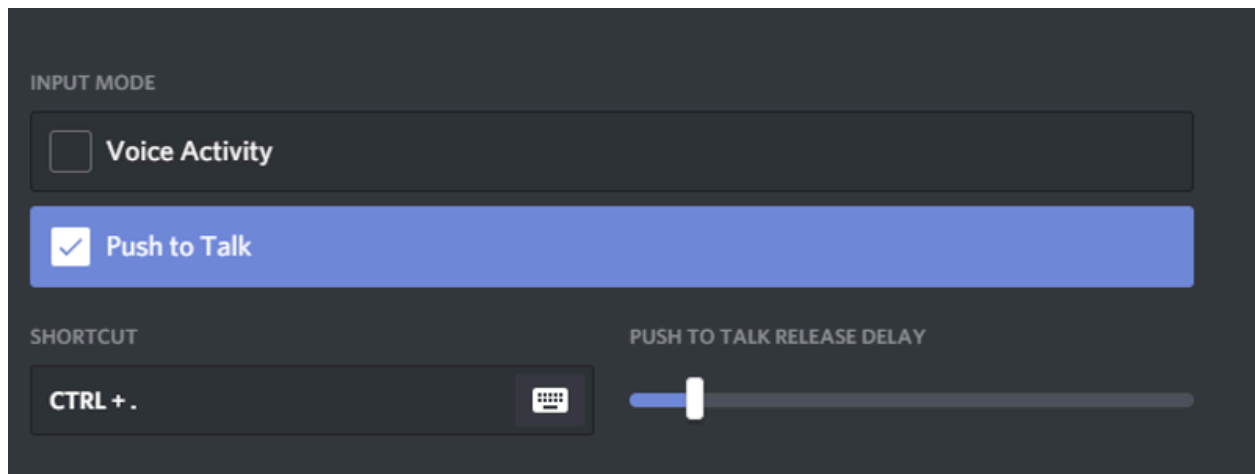
Click on the "User Settings" gear button that should be at the bottom left of your screen:



*Click on the gear button next to your username to open the settings*

Go to App Settings -> Voice and Video

I personally prefer using Push to Talk. This lets me control when my audio is coming through by pressing a hotkey (in my case, Control + dot). Important: Make sure that the Push to Talk Release Delay to around 200 MS so that it doesn't cut you off at the end of talking.



Increasing the push to talk release delay helps prevent Discord from cutting off your statements. Pay attention to the shortcut key you chose. In this case, it's Control + dot which I need to hold to talk

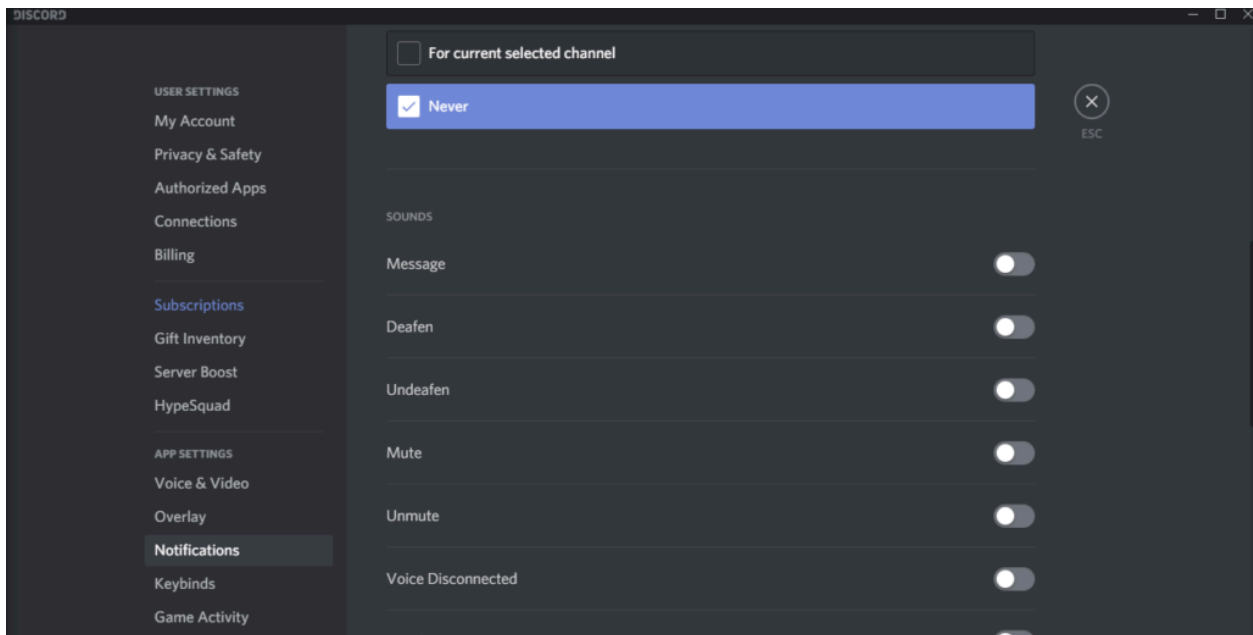
Many people find it easier to use the Voice Activity option. If you do this as a moderator, turn off the "automatically determine input sensitivity" and move the slider all the way to the left:



*For moderators, when using “Voice Activity” make sure to set your input sensitivity low. For players, if you set this to a low value make sure you’re vigilant about muting when not speaking*

Once you have this configured, use this dialog to test your mic and video to ensure that you’re coming through clearly.

You may also want to change notification sounds, as these can be distracting when you’re playing or moderating a match. You can find these in the “notifications” section below “Voice & Video” and then scrolling down:



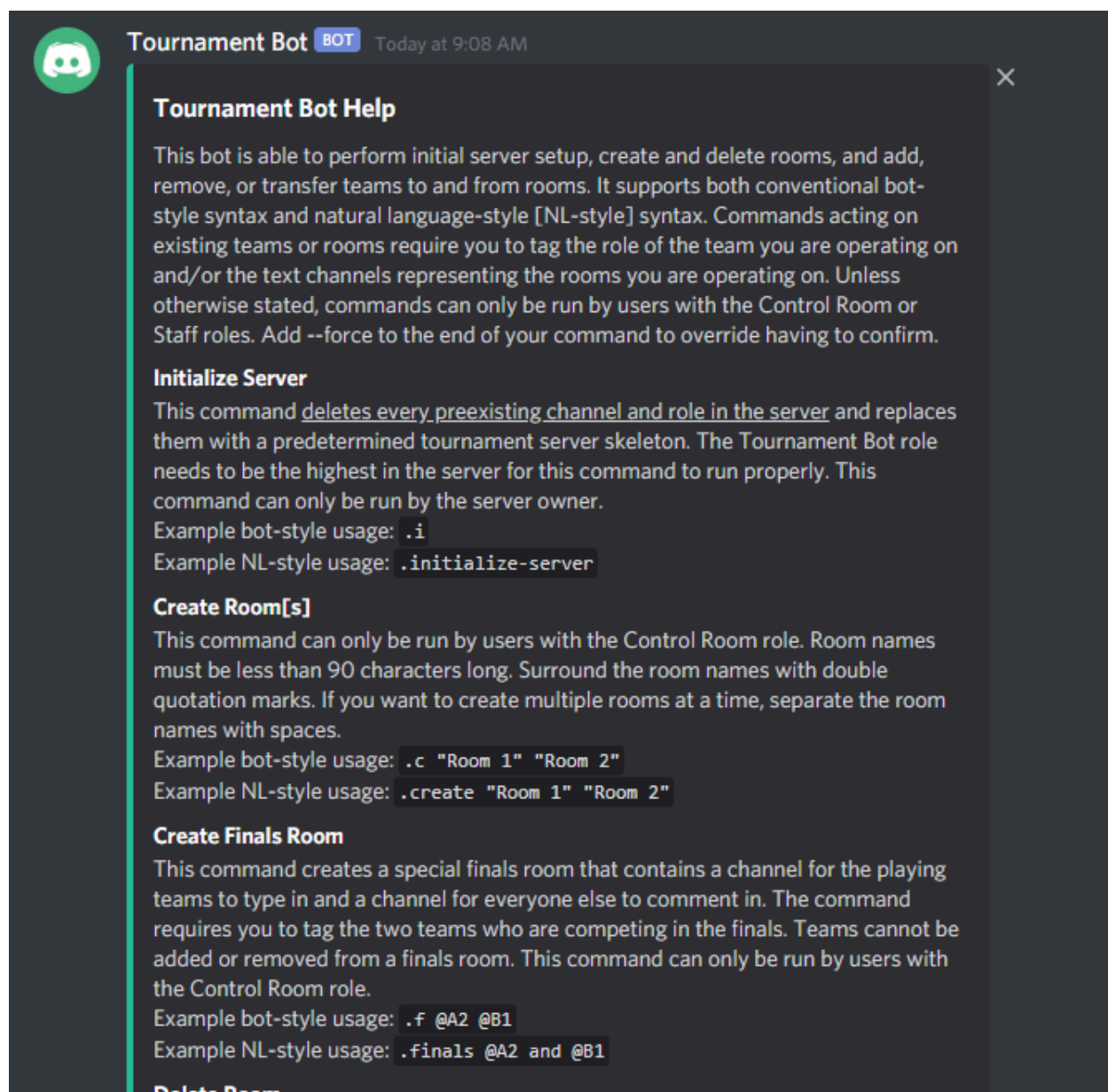
*Discord notification sound settings*

## Discord Bot Overview

A newly created Discord server will not be configured for running a quizbowl tournament. You’ll need to create the channels and roles (i.e. permissions, such as who is a player, who is a

staffer). Depending on the size of your tournament, this can be a lot of work. This is where the [Discord Quizbowl Bot](#) comes in.

With a few simple commands that you type into the Discord chat, this bot will create rooms and team roles for your tournament. And before each round, the TD or staffers will use the bot to remove the old teams from their rooms and add the new teams. See the below step-by-step guide for more specific information.



The image shows a screenshot of a Discord chat window with the 'Tournament Bot' header. The bot's name is followed by a 'BOT' label and the time 'Today at 9:08 AM'. The main content is a help message titled 'Tournament Bot Help'. The help message explains the bot's capabilities, such as performing initial server setup, creating and deleting rooms, and adding or removing teams. It also provides examples of bot-style and natural language-style commands for initializing the server, creating rooms, and creating a finals room. The bot-style commands are shown in a dark grey box, and the natural language-style commands are shown in a light grey box.

**Tournament Bot** BOT Today at 9:08 AM

### Tournament Bot Help

This bot is able to perform initial server setup, create and delete rooms, and add, remove, or transfer teams to and from rooms. It supports both conventional bot-style syntax and natural language-style [NL-style] syntax. Commands acting on existing teams or rooms require you to tag the role of the team you are operating on and/or the text channels representing the rooms you are operating on. Unless otherwise stated, commands can only be run by users with the Control Room or Staff roles. Add --force to the end of your command to override having to confirm.

#### Initialize Server

This command deletes every preexisting channel and role in the server and replaces them with a predetermined tournament server skeleton. The Tournament Bot role needs to be the highest in the server for this command to run properly. This command can only be run by the server owner.

Example bot-style usage: `.i`

Example NL-style usage: `.initialize-server`

#### Create Room[s]

This command can only be run by users with the Control Room role. Room names must be less than 90 characters long. Surround the room names with double quotation marks. If you want to create multiple rooms at a time, separate the room names with spaces.

Example bot-style usage: `.c "Room 1" "Room 2"`

Example NL-style usage: `.create "Room 1" "Room 2"`

#### Create Finals Room

This command creates a special finals room that contains a channel for the playing teams to type in and a channel for everyone else to comment in. The command requires you to tag the two teams who are competing in the finals. Teams cannot be added or removed from a finals room. This command can only be run by users with the Control Room role.

Example bot-style usage: `.f @A2 @B1`

Example NL-style usage: `.finals @A2 and @B1`

#### Delete Room

*Example commands from the Discord Bot*



# Tournament Preparation

**When:** As you're preparing to announce your tournament

1. Make sure to read this guide for tournament directors from beginning to end, so that you have a complete understanding of your responsibilities well before the tournament.
2. Make sure that you personally have the hardware requirements described in the [equipment section](#) (webcam, headset, good internet connection, computer with minimal other apps running).
3. Announce your tournament like you usually would (hsquizbowl.org forums, hsquizbowl.org TournamentDB, emails, etc.). In the announcement, link to this guide.
4. Recruit staff for the tournament. Ideally you'll have 2 staffers for each room and at least 1 dedicated tournament director. **Having backup staff is extremely important.** It's very common for moderators to have hardware issues that cannot be resolved. Without a backup for them, the whole tournament can get behind.
5. Ideally try to get practice with Discord before hosting the tournament. Run your team's practice over Discord (use a separate server). Play in another Discord tournament from an experienced online tournament TD. Join one of the PACE-run TD training sessions.

## Handling Cheating and Misconduct at Online Tournaments

### Cheating

Cheating is a serious concern at online tournaments. Because players aren't in the same physical room as the moderator, it's much easier for them to look up answers to questions.

There are four main deterrents to cheating at online tournaments. First, all tournaments should use video chat. This makes it harder for cheating players to look up answers on their phone and can be used to identify if someone is typing during a question.

Second, tournament directors and moderators should have players sign an honor code. They should let players and coaches know that cheating is not acceptable.

Third, moderators should be encouraged to keep matches moving as quickly as possible. Cheating is more difficult when there is little downtime in between questions or long pauses in the middle of tossups.

Fourth, we encourage tournament directors to require that all teams attending high school and middle school tournaments have a coach or chaperone present. This individual doesn't need to physically be in the same room as a player. But the presence of an authority figure can help discourage cheating and is another set of eyes to raise suspicious behavior.

These measures are by no means foolproof. If you suspect cheating may be happening, please report it. **TODO: Instructions**

## Misconduct

Misconduct can happen at both physical and online tournaments. Tournament directors can help reduce misconduct by requiring that all participants agree to PACE's Code of Conduct before playing the tournament and emphasizing the key points in that document throughout the tournament. Participants should be empowered to contact the TD for any violations of the policy.

To report an incident of misconduct, please see here:

<https://hsquizbowl.org/forums/viewtopic.php?f=297&t=24183&sid=7257e120f48a308a30838506b08e0329>

## Online Tournament Rules

This page contains a list of rules to handle cases specific to online quizbowl tournaments. These rules supplement the [Official PACE Ruleset](#).

**Tossup Recognition:** In online tournaments, players buzz in on tossup questions by typing "buzz" in the text chat. Saying "buzz" via voice is **not** a valid way to buzz in. But a simultaneous text and voice buzz is a good practice to get the moderator attention, especially in Zoom tournaments. **Players must be recognized by the moderator before giving an answer.** The buzz order the moderator sees is the official order. It may be different than what a player sees on their screen. Players who give an answer without being recognized will be penalized for conferring if they were not truly the first player to buzz on the moderator's screen.

**Alternate Tossup Recognition:** Some tournaments may choose to use a separate buzzer app such as [buzzin.live](#) for recognizing buzzes. These apps will serve as the "source of truth" for who buzzed in first. The tournament director should make the buzz-in policy clear before the tournament.

**Tossup Timing:** Players will have 8 seconds to answer a tossup after buzzing in. The timing for tossups going dead does not change. It remains 5 seconds.

**Bonus Timing:** Teams will have 8 seconds to confer on bonus parts. Tournaments that use bouncebacks should give teams 5 seconds to answer a bounceback. If the team starts the "our" in the phrase "our answer is" within the 8 seconds they will be given an opportunity to complete their answer, so long as they don't pause.

**Withdrawing:** Players may not "withdraw" their buzz, e.g., by typing "wd" upon recognition instead of an answer. Any player who is recognized and attempts to withdraw will be considered to have given an incorrect answer. After an incorrect answer, the buzzers are "cleared" and a player on the other team must buzz again if they still wish to answer.

**Moderators Failing to Recognize Buzzes:** Moderators will make their best effort to see buzzes and stop reading right away. However, it's common at online tournaments for there to be some delay before this happens.

The official buzz point is when the moderator stopped reading. Consider a tossup like this:

**Manne Siegbahn introduced the notation used in spectroscopy based on this radiation, which includes the k alpha transition. ESCA [Player Buzzes] uses this phenomenon to induce the (\*) photoelectric effect.** Because this radiation has wavelengths on the same scale as interatomic spacing, crystal lattices serve as effective diffraction gratings [Moderator Recognizes Buzz]

Even if a player “knew” the answer at the buzz point after ESCA, they will not be granted power on this question since the moderator didn’t recognize them until after power.

Players should do their best to yell “someone buzzed” if they see this happening.

**Moderators Incorrectly Recognizing Someone:** If a moderator has determined that they incorrectly recognized the player who buzzed in and the incorrectly recognized player gave an answer, then the tossup will be thrown out and a replacement read that’s open to both teams.

This also applies to situations where the moderator ambiguously recognizes someone. For instance, consider the case where Team A has a player named Mike A. and Team B has a player named Mike B. On a tossup, Mike A buzzes in slightly before Mike B. The moderator only recognizes “Mike.” Mike B then gives an answer. In this case, the tossup will be thrown out. However, if a player not named Mike gives an answer, that will be considered conferring and ruled incorrect.

**Giving Answers on Tossups:** Players can either say the answer (after unmuting) or type in their answer. When typing out an answer, players must give the full answer. Typing a shorthand like “hf” when the answer is “Huck Finn” is not acceptable.

**Spelling:** Exact spelling for typed answers is not required. Any plausible spelling that follows the existing rules around vowels and syllables will be accepted.

**Giving Answers on Bonuses:** For bonuses, teams can either type their answer using ALL CAPS or by saying the phrase “Our Answer Is [Answer]”. Other answers (such as lower case text or other spoken answers without “our answer is”) will be considered conferring and not a directed answer.

*Warning:* Some potential answers, like NATO, are naturally typed in all caps. Players should take extra care when conferring that they don’t accidentally type these answers in all caps.

Like in an in-person event, what the moderator accepts is not subject to protest.

**Equipment Failure and Technical Difficulties:** It’s the responsibility of players to immediately let a moderator know if they cannot hear the question. When this happens, moderators should pause and attempt to resolve the issue. Tossups and bonuses that go through the entire cycle without the moderator being alerted of a technical issue will not be replaced. It’s up to the

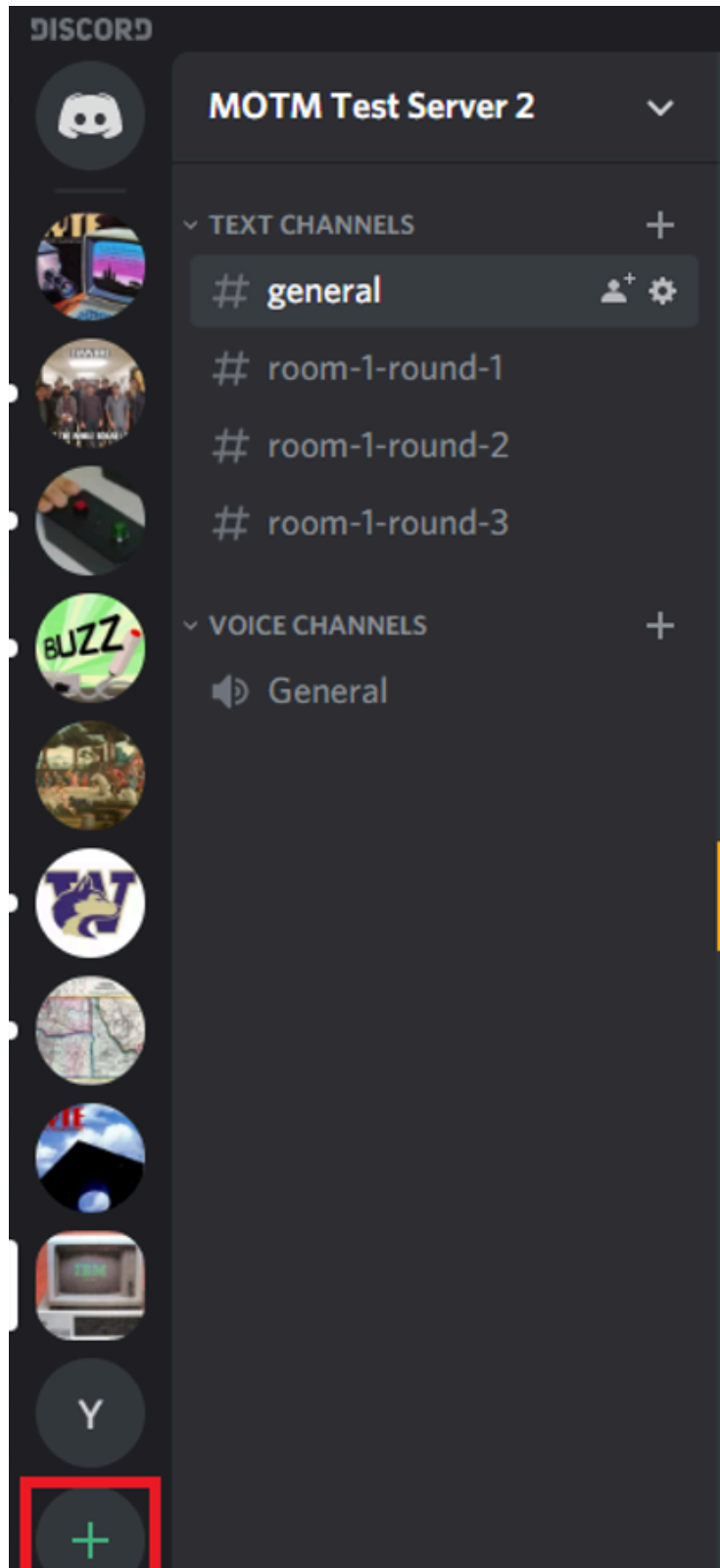
moderator to decide whether to repeat any/all parts of a question a player had difficulty hearing while that question is still being read.

Moderators and tournament directors have the discretion to give up trying to solve a technical issue for player(s) who are having repeated issues. See this [troubleshooting guide](#) for tips on fixing issues.

## Discord Server Creation

**When:** As soon as you announce your tournament

Create a Discord server for your event. You can do this by clicking the + button on the left of the Discord client



The "+" button is how you create a new Discord server for your tournament

## Oh, another server!

**Create** a new server and invite your friends.



Create a server

**Join** a server with an invite code or link.



Join a server

*Dialog you'll see after hitting the "+" button. Choose "Create a Server"*

## CREATE YOUR DISCORD SERVER

Make a place for you to hang out with your communities and friends.

SERVER NAME

My Tournament

By creating a server, you agree to Discord's [Community Guidelines](#).



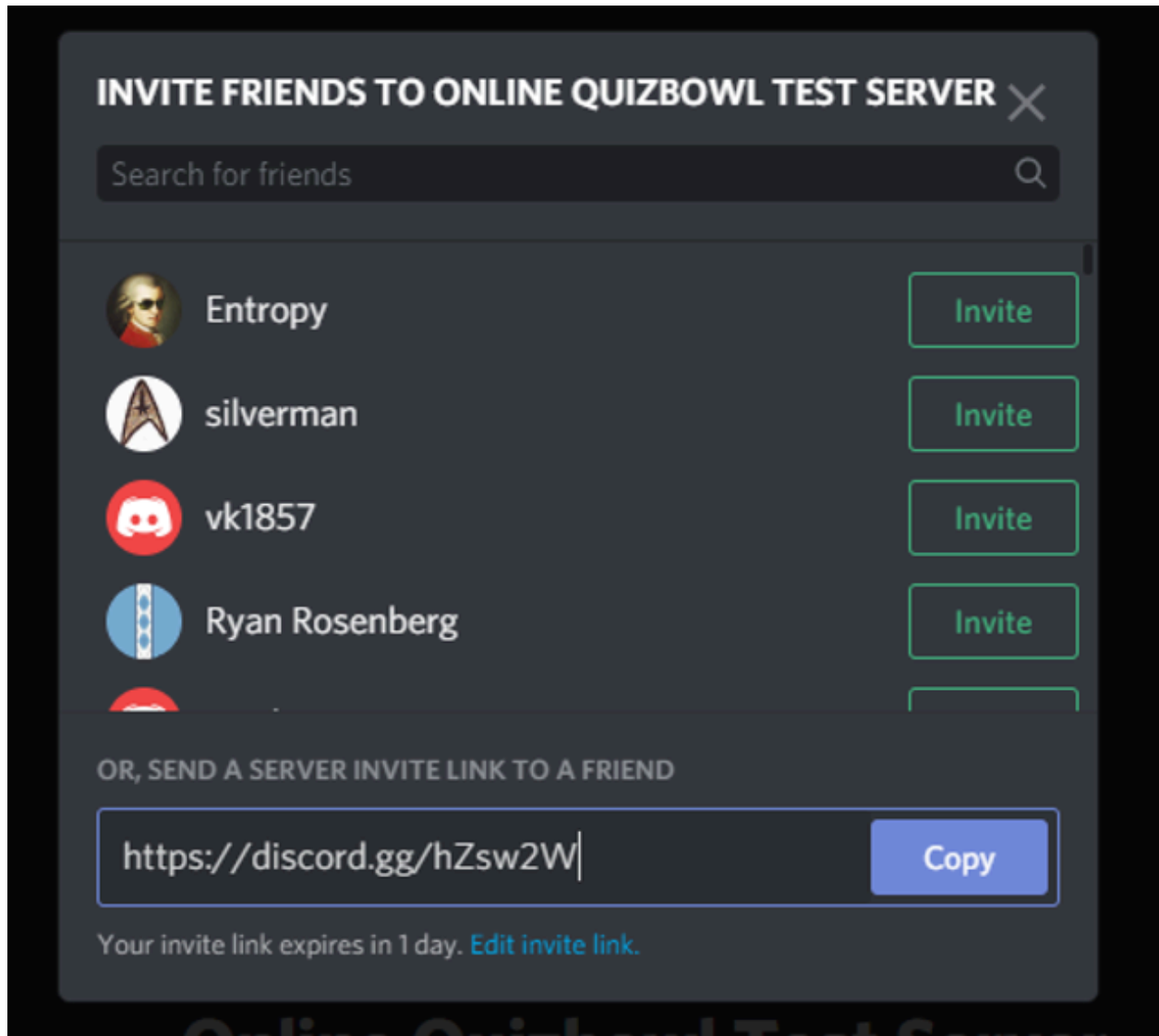
Remove

← BACK

Create

*Name your server for your tournament and optionally give it an image*

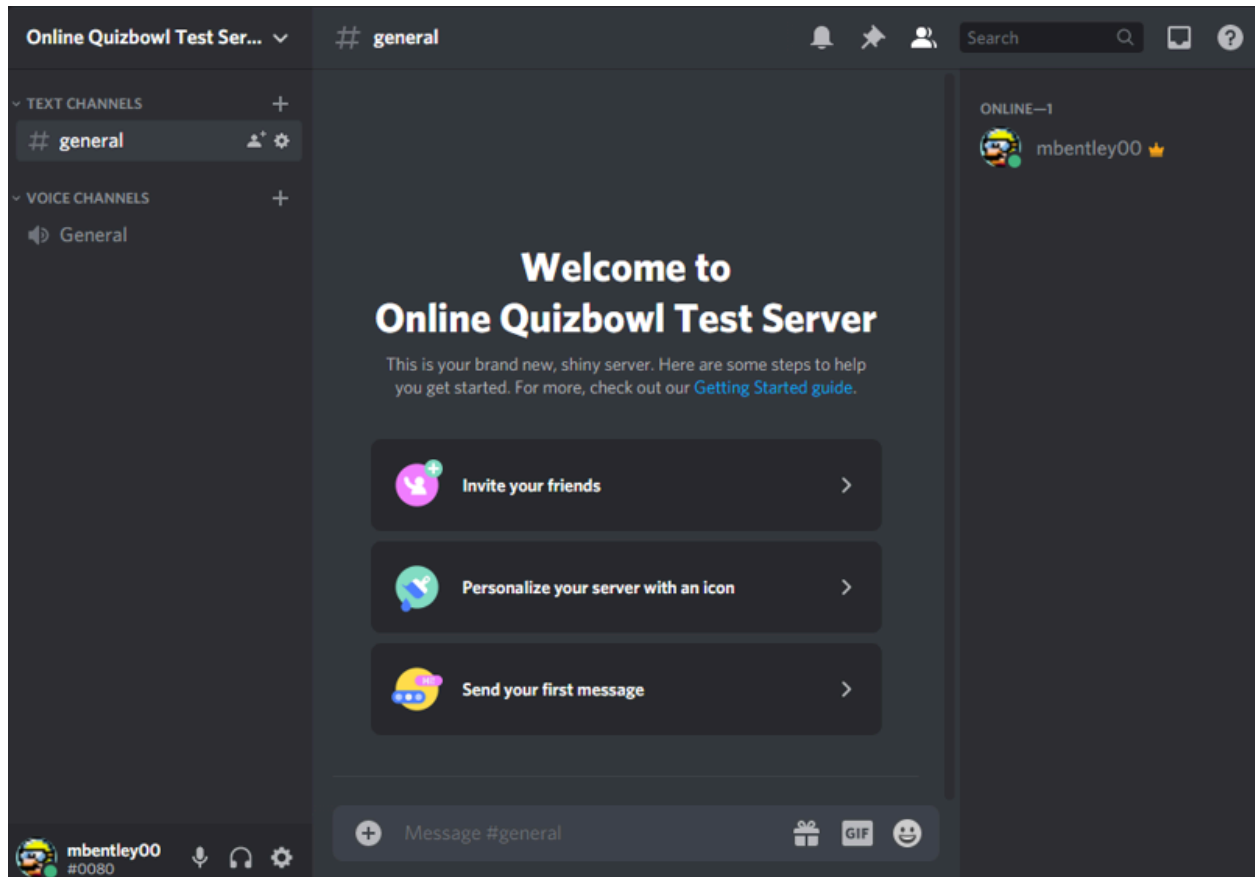
After the server is created, the first thing you'll probably see is a message like this saying to invite people to your server. Dismiss that for now (the X in the top right), as you're not ready to do so yet.



*Close this dialog. It's not time to invite people to your server yet.*

You should now see an empty server that looks like this:

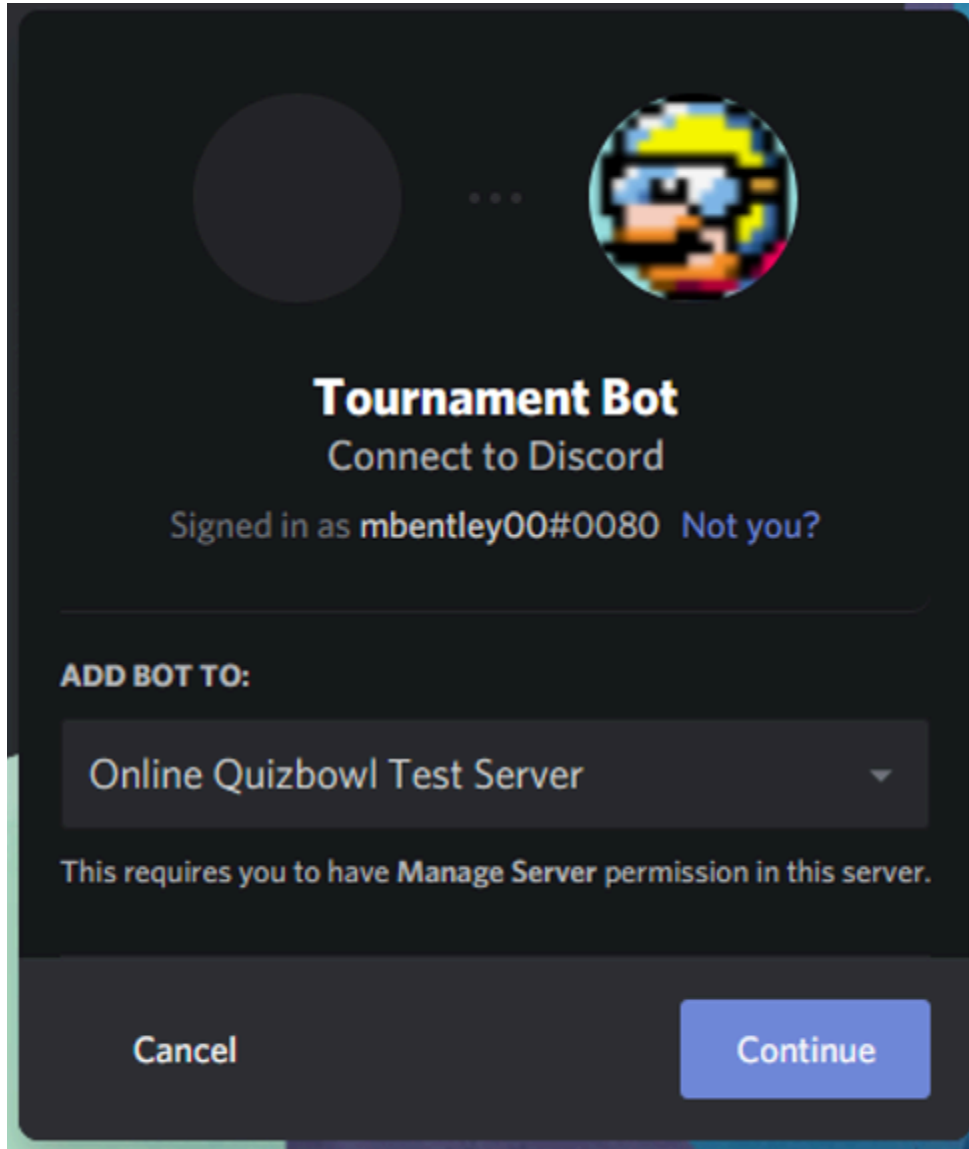




*Newly created Discord server*

Add the Discord bot to your server by using [this link](#). This will load a Discord login page in your browser. Log in with your same Discord username/password.

On the next screen, you'll be asked to connect the Tournament Bot to one of your servers. Click on the name of the server you just created and hit "Continue."



*Select your server to add the Tournament Bot to*

Hit "authorize" on the next screen:




## Tournament Bot


Connect to Discord


Signed in as [mbentley00#0080](#) [Not you?](#)

Confirm that you want to grant **Tournament Bot** the following permissions on **Online Quizbowl Test Server**:

**Administrator**

 Active since Apr 3, 2020

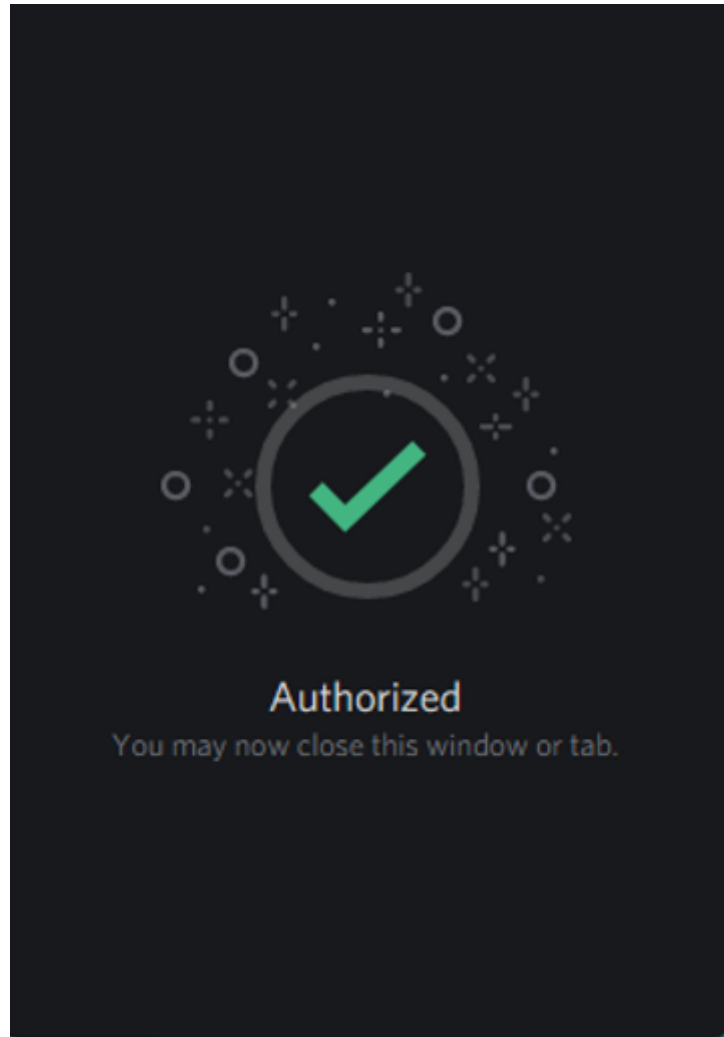
 Used in 10 servers

 This application cannot read your messages or send messages as you.

[Back](#)

[Authorize](#)

*Authorize the bot with admin permissions on your server*

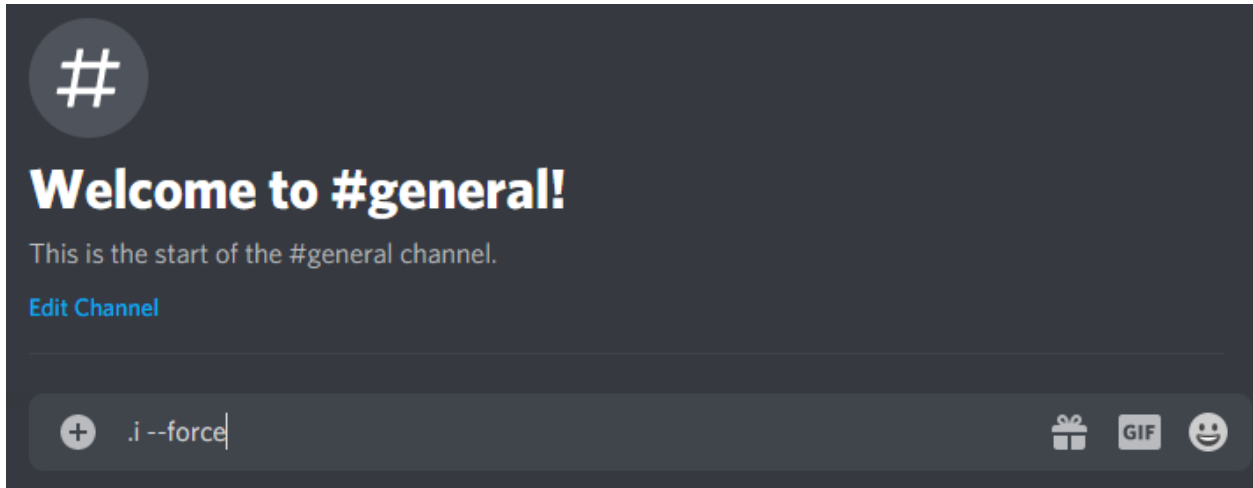


*Success message for adding the bot to your server*

Go back to the Discord desktop app. You should now see the “Tournament Bot” having joined your server.

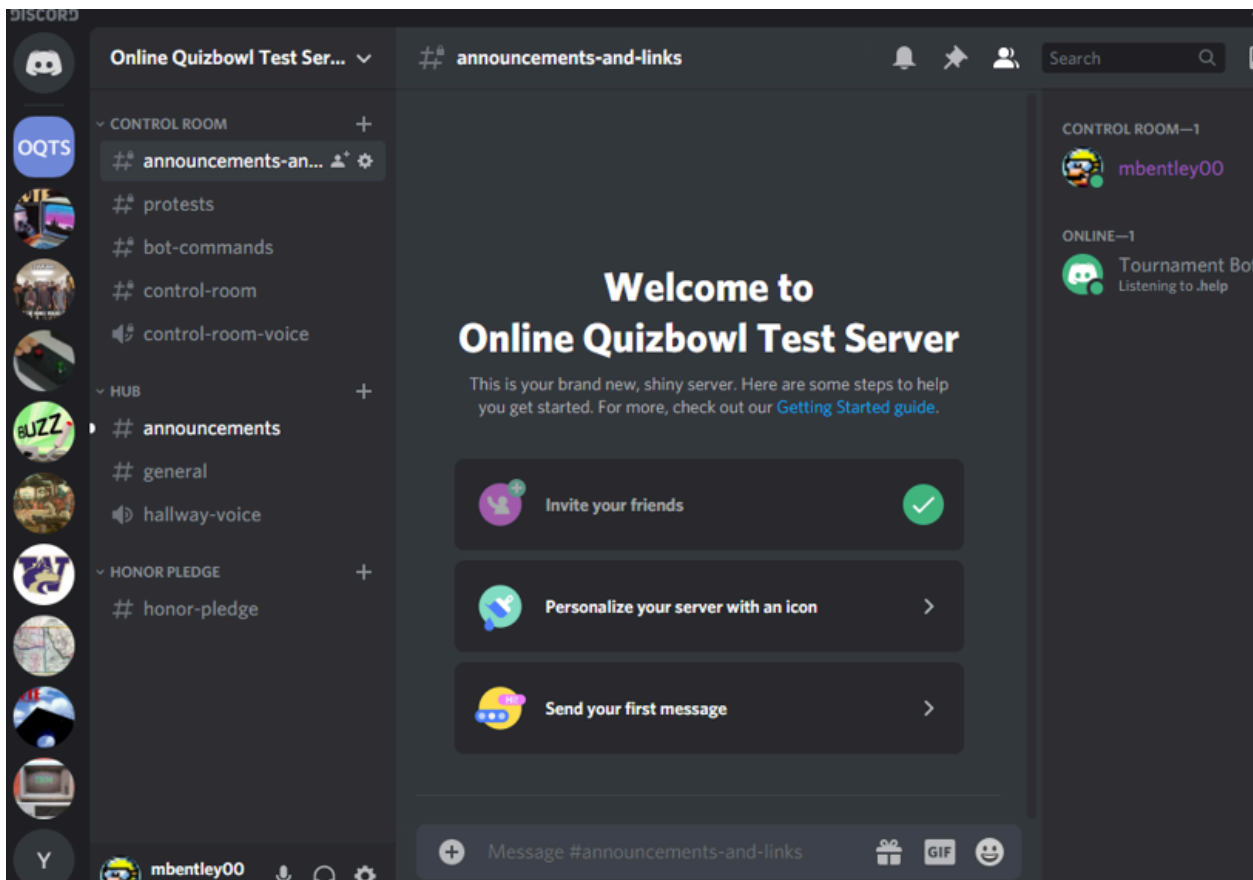
Type the following command in the chat bow in the #general channel to initialize your server:

**.i –force**



*Command to type to initialize the server*

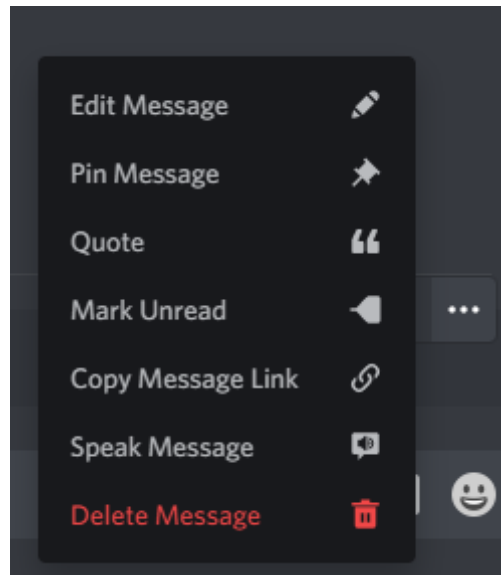
You should see it creating a bunch of channels. After a few seconds it should look like this:



*Newly initialized online quizbowl server. Notice it has created channels for the control room, announcements, honor pledge, etc.*

Go to the #honor-pledge channel. Paste in the code of conduct for this tournament. TODO: Link.

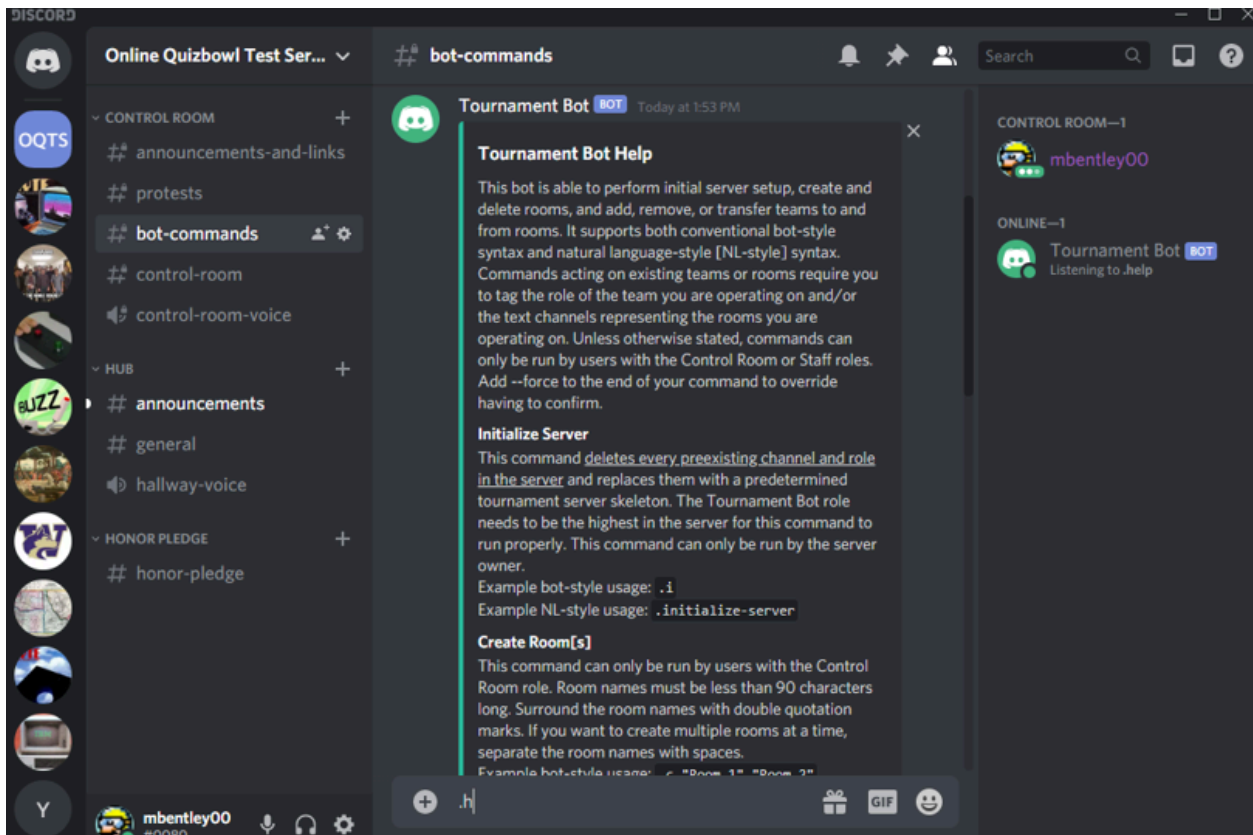
Pin the message you've just typed by moving your mouse over it, selecting the "...", and then choosing "Pin Message".



*Pinning the honor code message*

Head over to the #bot-commands channel and then type the following message to see the list of available commands from the bot:

**.h**



*Bot help commands*

At this point, the basics of your server will be set up.

## Room and Team Creation on Discord

**When:** Once you have the [server created](#) and the schedule finalized. Ideally about 7 to 4 days before the tournament date.

Load the Discord app and connect to your server.

Go to the #bot-commands text channel.

Create the teams for the tournament. I suggest using simple names like A1 and B4 for your team names.

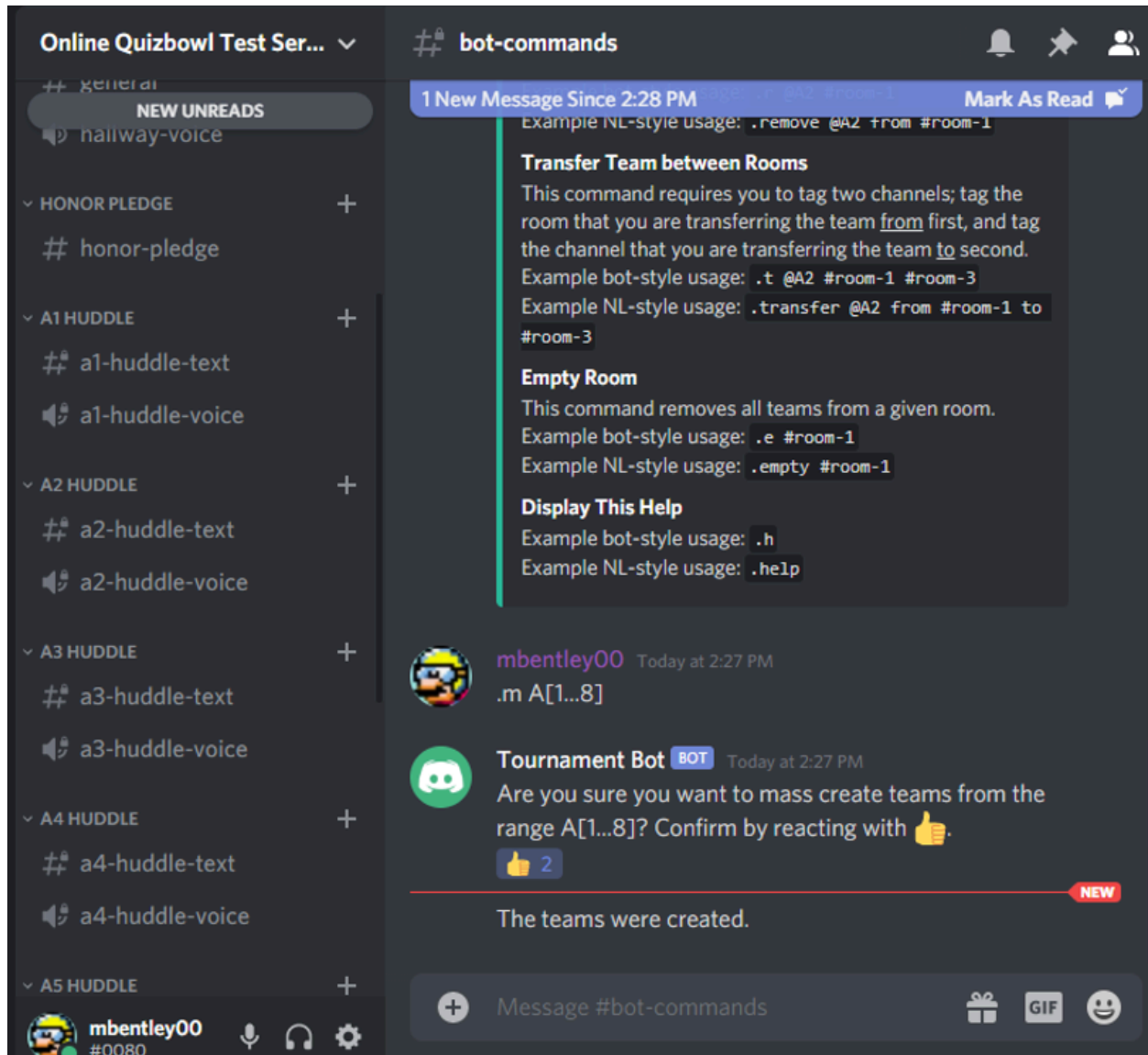
To create teams all at once, run a command like the following:

**.m A[1-8] --force**

This will create roles for Teams A1, A2 through A8. Change the “8” above to the number of teams in your tournament. You may want to use a separate letter for each bracket (i.e. run once for A[1-8] and again for B[1-8] if you have a 16 team tournament with two brackets of 8 teams).

**Note:** If you're getting an error running the above command, make sure you're using a standard hyphen (i.e. "-") and not some similar looking punctuation mark.

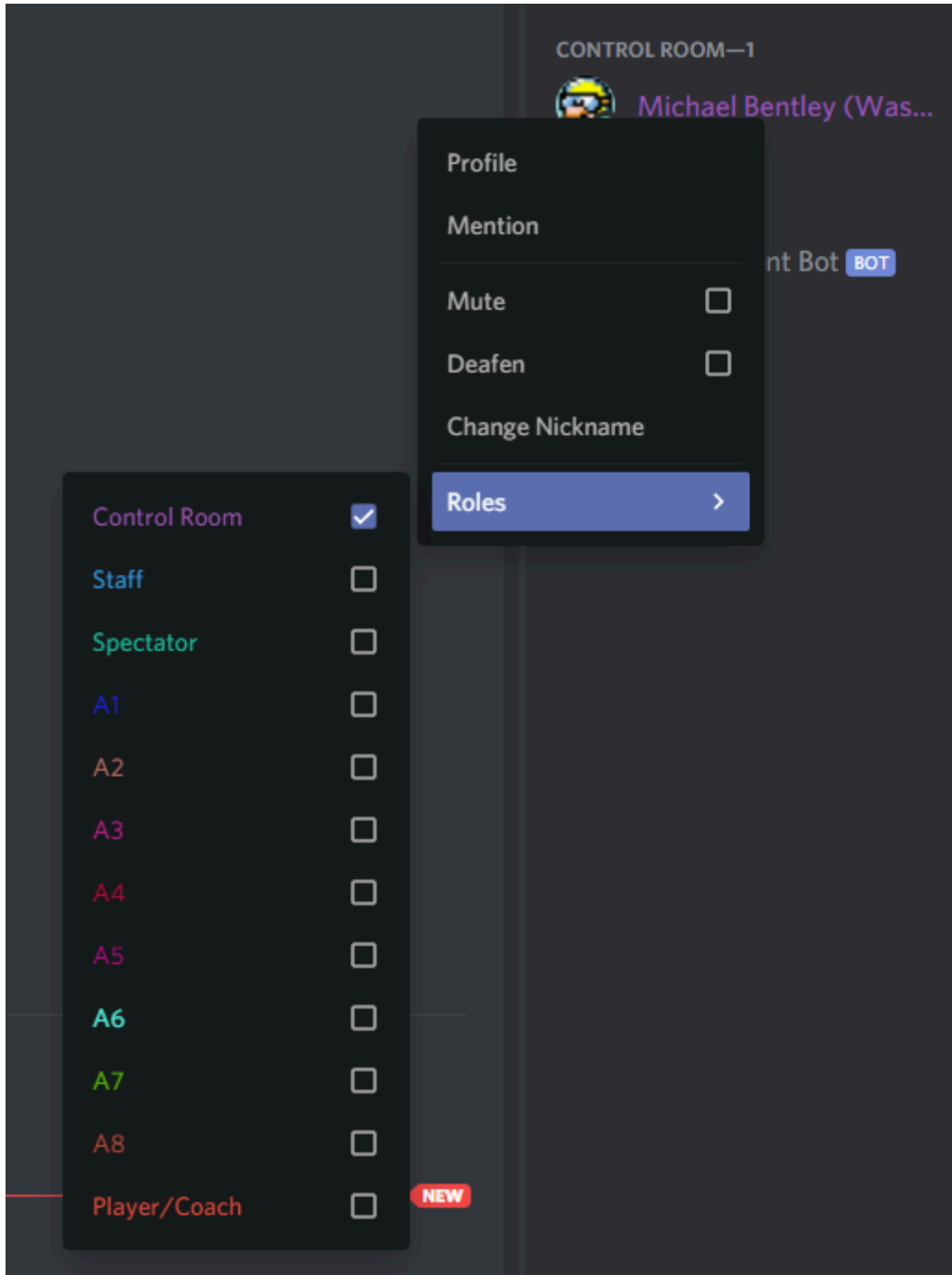
A few seconds after running the ".m" command, you'll a confirmation message saying "The Teams were created."



*Successful team creation. Note: Since making this screenshot, the huddle channels won't be created.*

You should also see new roles created for each team. For instance, if you right click on someone in the chat and go to "Roles", you'll now see a list of team roles like this:





*Roles A1 through A8 represent the team roles*

If your tournament will have rebracketed playoffs, we suggest you create team roles for playoffs too. For instance, if you have an 8 team tournament you may want to create roles like XA1 through XA8 using a command similar to above. When it comes time to rebracket, you will use the remap command to assign a prelim role to a playoff role like as follows:

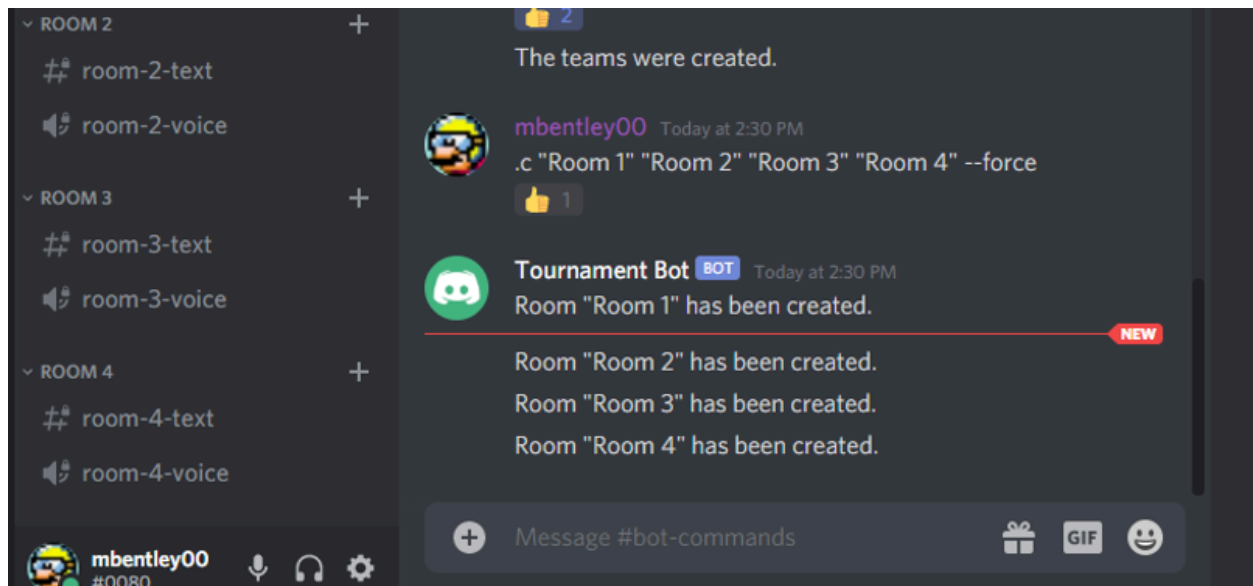
**.p @A1 "XA3"**

The above command will assign the team seeded A1 in the prelims to XA3 in the playoffs (i.e. this team came in 3rd in that bracket). This will make it easier to match teams to your playoff schedule.

In the same #bot-commands text channel, create the rooms for your tournament. Do this with a command like the following:

**.c "Room 1" "Room 2" "Room 3" "Room 4" --force**

You should get a confirmation message and now see voice and text channels for Rooms 1 through 4 (or however many rooms you created):



*Successful room creation message*

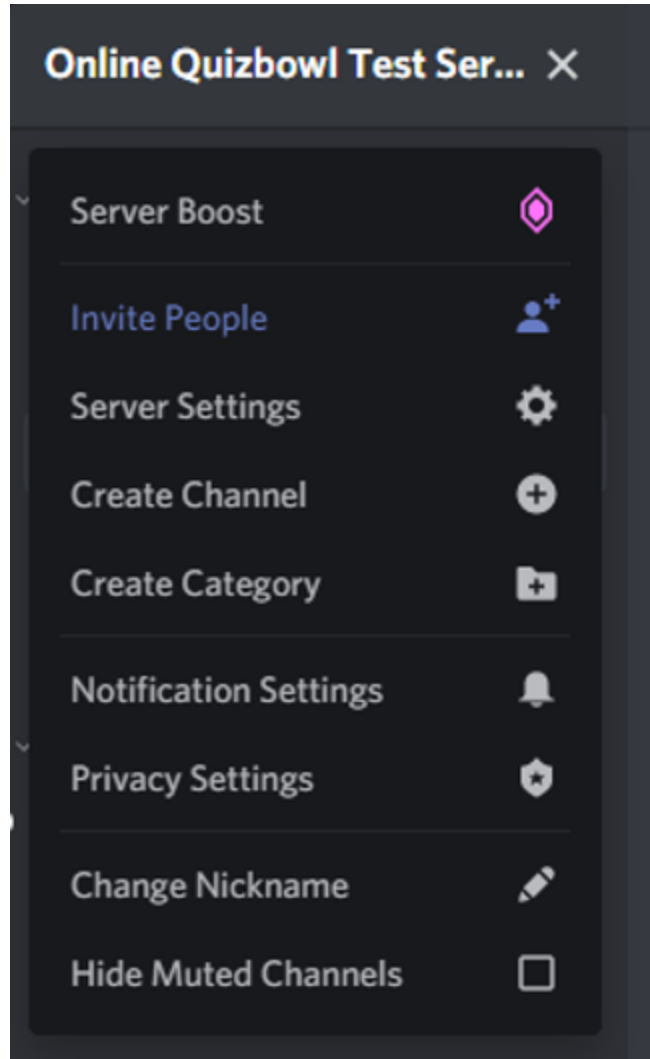
By default, your staffers will have access to all game rooms. Teams won't have access to any of the rooms until you add them (see [adding teams to rooms guide](#)). Staffers will generally stay in one room for the course of the tournament.

## Adding Staff, Players, and Coaches to Your Discord Server

**When:** Can start as soon as you've [created your server](#) and [created the rooms and teams](#) for your server. No later than 2 days before the tournament date.

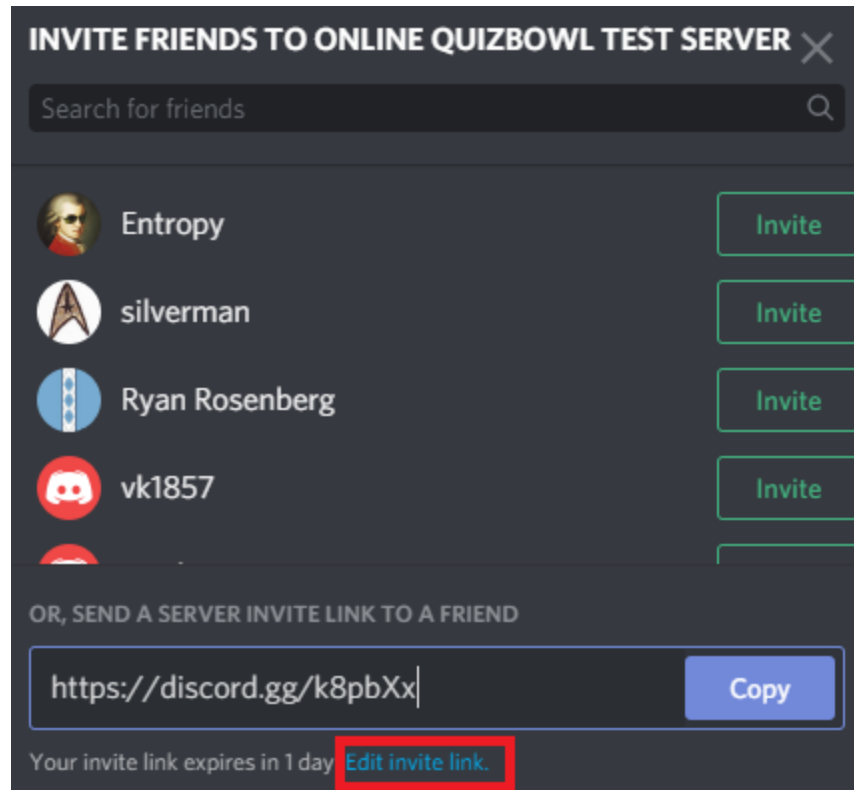
Open the Discord app and click on your tournament server.

Click on the name of the server and go to "Invite People":



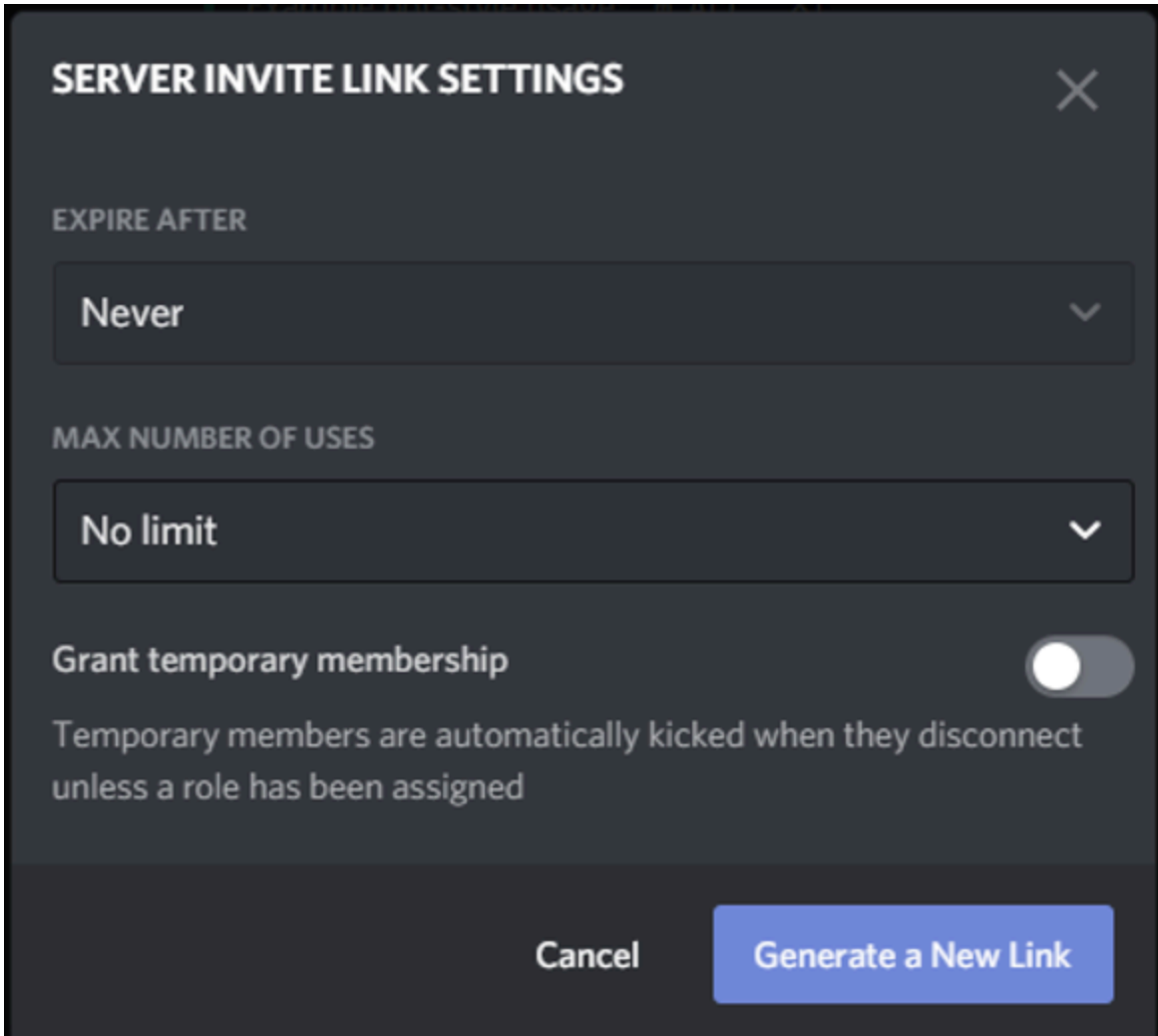
*Invite People option on the server*

On the screen that pops up, select "Edit invite link."



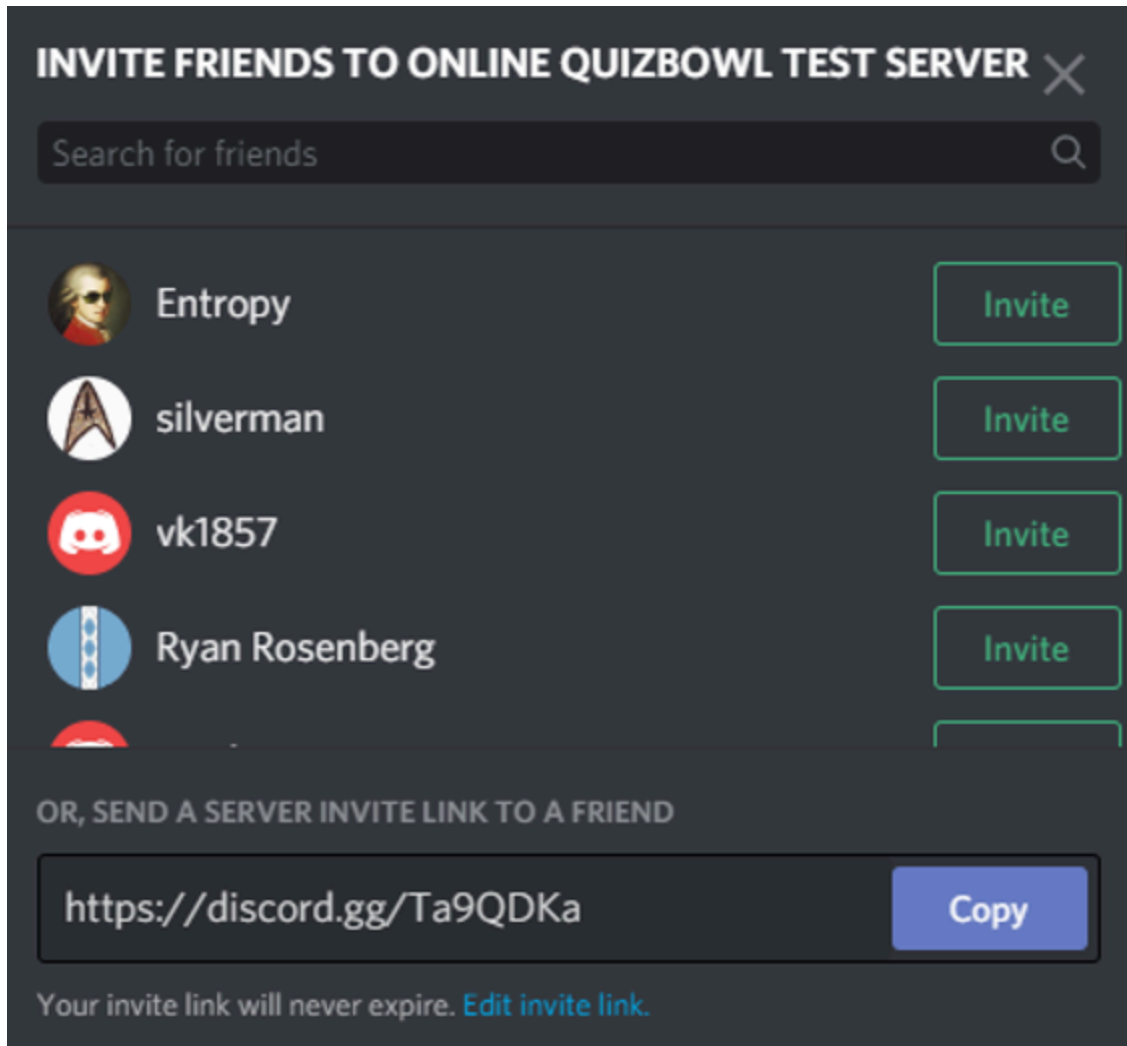
*Click on "edit invite link"*

On the next screen, choose the following settings and then click on "Generate New Link":



*Set the invite link to never expire*

This will send you back to the main invite screen. On this screen, click on "Copy" to get the link you'll use to invite players, coaches and staff to the tournament. It will look something like "https://discord.gg/[some code]":



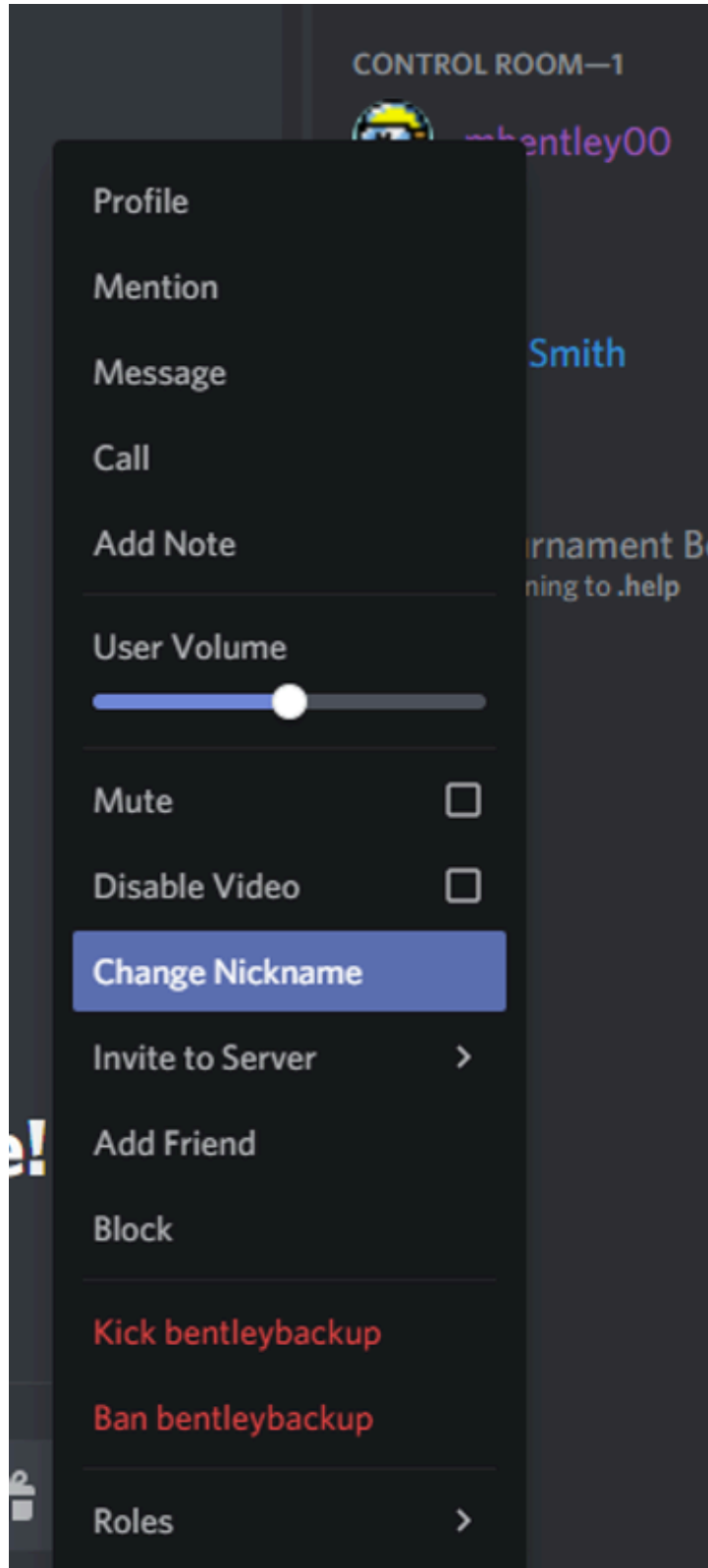
*Click copy to get your invite link*

Include this link in the mail that you send to staffers, players and coaches. Note that you'll want to include links to the [staffer guide](#), [coach guide](#), and [player guide](#) when sending this link.

Ask anyone joining your server to rename themselves to their real name. They should use a format like "Jane Doe (Central High)" or "John Smith (Central High Coach)" or "Joe Schmoe (Staff)". They can easily change their nickname by typing a command like this in any chatroom once they've joined the server:

**`/nick John Smith (Central High School Coach)`**

You can also manually rename people by finding them in the chat list in #general, then right clicking on their name and choosing "Change Nickname":



*How to change someone's nickname*

## CHANGE NICKNAME

Nicknames are visible to everyone on this server. Do not change them unless you are enforcing a naming system or clearing a bad nickname.

NICKNAME

[Reset Nickname](#)

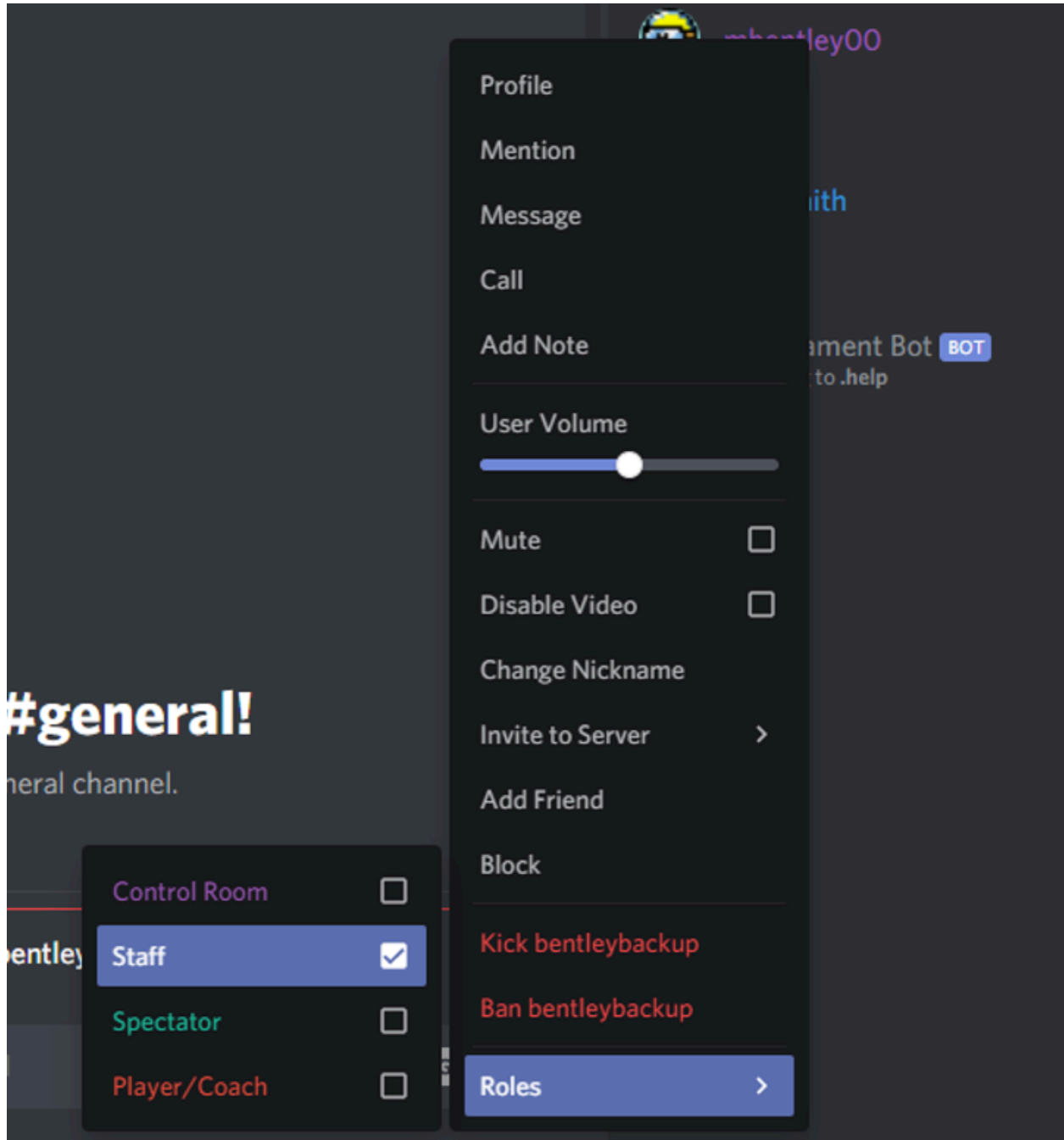
Cancel

Save

### Staffer Setup:

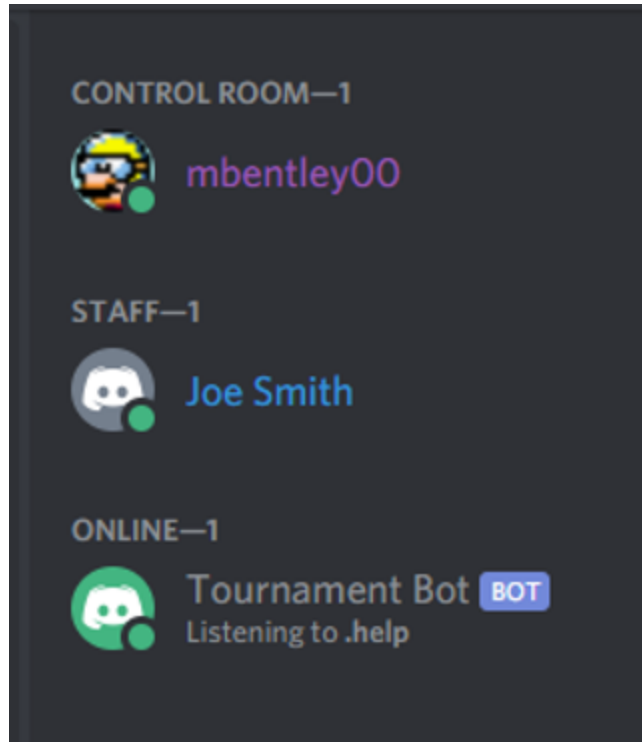
Once **staffers** have joined your server, right click on their name in the user list in the #general chat and find "Roles" in the menu. Select the "Staff" role.





*Adding the Staff role for moderators, scorekeepers and other staff*

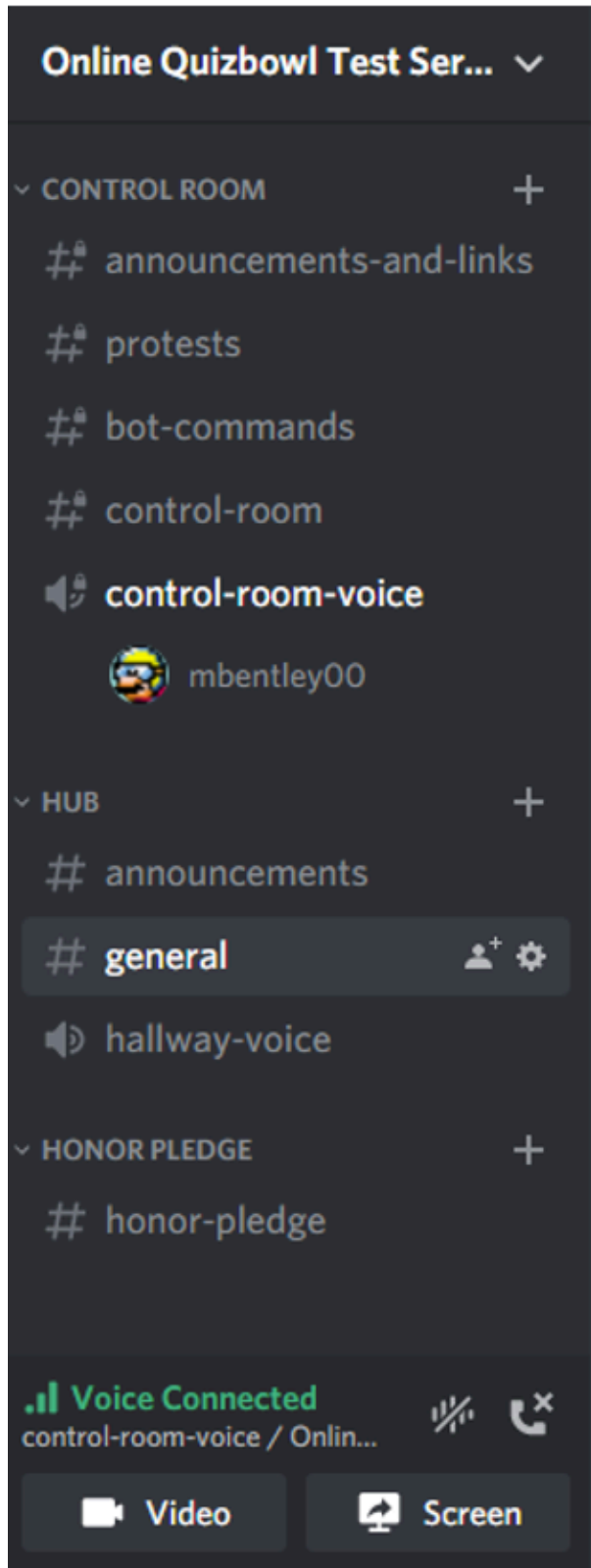
You should now see the moderator/scorekeeper listed under "Staff":



*“Joe Smith” in this example now has the Staff role*

Remind the staffer to set up their equipment properly (see [this section](#) of the guide on Discord audio settings).

**Important:** Do an equipment check with the staffer in the control-room-voice channel. To join this channel, just click on it. And then hit the “Video” button to make it a video call. Have the staffer read a few questions to make sure everything is coming through loud and clear. Give them feedback about any issues with their audio/video quality (for instance, they may be too close to the microphone, it may be too quiet, etc.). Take notes on how good the quality was so you can rank your top staffers by audio fidelity.



*Joining the control-room-voice channel for an equipment test*

Note that a moderator having a good connection in a test call isn't a guarantee that everything will go smoothly during the event itself.

Make sure that staffers can access packets, scoresheets and whatever other resources you're using. Have the moderators practice having packets, the Discord chat, the Discord video window, and scoresheets all open at once on their screen. It's usually not common for people to have so many windows open at once. See the [moderating guide](#) for more info.

### PACE Tech Support Setup:

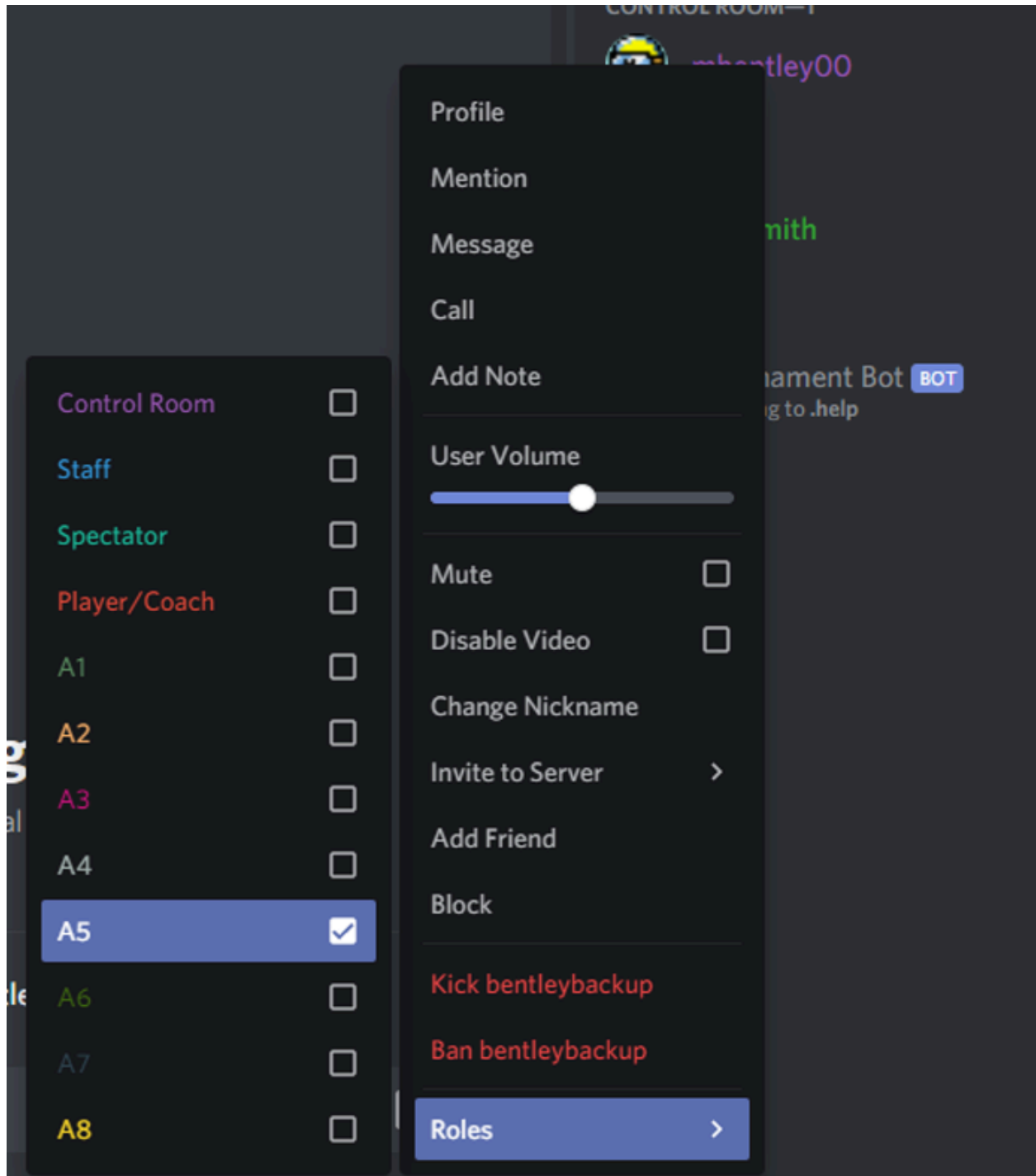
If you'd like PACE Tech Support before/during the tournament, please email the invite link to [mbentley@pace-nsc.org](mailto:mbentley@pace-nsc.org). And then add all PACE accounts to the Control Room role. PACE will provide more details after you've sent the initial invite.

### Player/Coach Setup:

Note this step assumes you've already [created the rooms and teams](#) for your server.

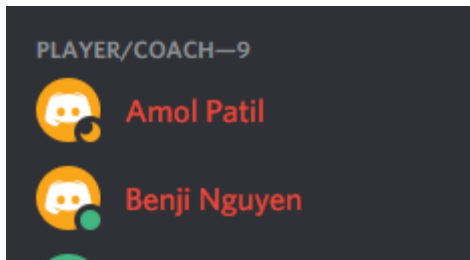
After players and coaches have signed the honor pledge in the #honor-pledge channel, you can start adding them to their proper team role.

To do this, right click on their username (which will appear in the #general or #honor-pledge channel) and then go to Roles ->. Select the role that corresponds to their team name, e.g. A5:



*Adding a player/coach to team A5*

You should now see the player/coach listed under Player/Coach:



Users who have been added to the player/coach role

## Creating Schedules

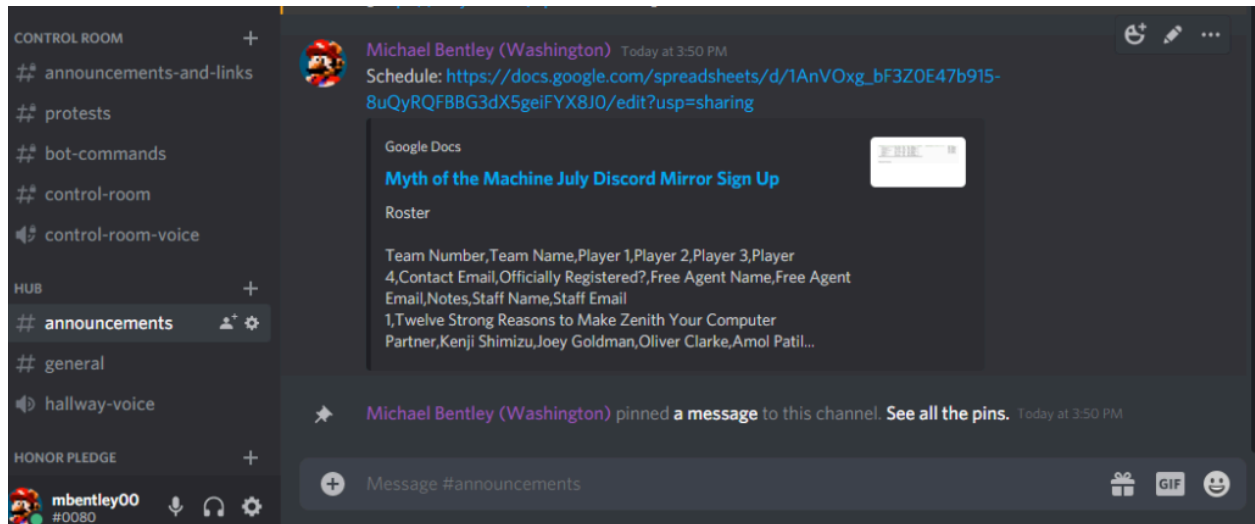
**When:** Once you've locked down the field. Ideally about 4 days before the tournament date.

You'll want to create a schedule in a place where everyone (players, coaches, moderators) can access it. A shared Google Sheets doc is a common way to do this. Make sure this doc has a mapping from the team codes above (i.e. A1, B4) to the team names. It's a good idea to include the full rosters on this sheet too.

Myth of the Machine July Discord Mirror Sign Up												
File Edit View Insert Format Data Tools Add-ons Help Last edit was on July 18												
Bracket A												
Round	Room 1 - Mike	Room 2 - Matt	Room 3 - Rahul	Room 4 - Crossbracket - Eric	Team	Name	Player 1	Player 2	Player 3	Player 4		
1	A2/A6	A1/A4	A3/A5	A7	A1	Clisty the Clustering Engine	Jason Thompson	Ryan Rosenberg	Jerry Vinokurov	Mike Sorice		
2	A1/A7	A3/A4	A2/A5	A6	A2	Playing Ms. Pac-Man To Win	Michael Coates	Eric Chen	Natan Holtzman	Nick Jensen		
3	A1/A6	A5/A7	A2/A3	A4	A3	bruh	Tejas Raje	Assem Keyal	Benji Nguyen	Billy Busse		
4	A4/A6	A1/A5	A3/A7	A2	A4	The Kids' Pocket Calculator Game Book	Joe Nutter	Anderson Wang	David Galban	Bhanodai Pippala		
5	A4/A5	A2/A7	A3/A6	A1	A5	Twelve Strong Reasons to Make Zenith Your Computer Partner	Kenji Shimizu	Joey Goldman	Oli Clarke	Amol Patil		
6	A2/A4	A6/A7	A1/A3	A5	A6	My 8 to 5 miffoppy now works nights and weekends	John Lawrence	Dan Passner	Pratyush Jaishar	Arthur Delot-Vilain		
7	A5/A6	A1/A2	A4/A7	A3	A7	The iPod of Computers	Swagnil Garg	Edgar Lin	Derek Yen	Alexander Young		
Bracket B												
Round	Room 5 - Justin / Antonio	Room 6 - Aurore	Room 7 - Jade / Vikhar	Room 4 - Crossbracket - Eric	Team	Name	Player 1	Player 2	Player 3	Player 4		
1	B2/B6	B1/B4	B3/B5	B7	B1	The Virgin Virgin vs. The Chad Dynamo	Matt Weiner	Evan Adams	Cody Vought	Jonathan Ratliff		
2	B1/B7	B3/B4	B2/B5	B6	B2	The Tournament Use of Tournament Beings	Rob Carson	Alex Damisch	Will Hedger	Dr. Mike Cheyne		
3	B1/B6	B5/B7	B2/B3	B4	B3	Plan Your Postwar Kitchen Now!	Kevin Wang	Corry Wang	Dylan Minarik	Boyang Jiao		
4	B4/B6	B1/B5	B3/B7	B2	B4	Lava Ex Machina	James Lasker	Tamara Vardomskaia	Doug Graebner	Mik Larsen		
5	B4/B5	B2/B7	B3/B6	B1	B5	Modern Plastics	Michael Zhuang	Albert Zhang	Ankit Aggarwal	Daniel Fernandes		
6	B2/B4	B6/B7	B1/B3	B5	B6	The Brayton (cycle) bunch	Matt Mitchell	Lalit Mahajan	Taylor Haney	Zach Foster		
7	B5/B6	B1/B2	B4/B7	B3	B7	I tip my Red Hat to you	Nick Pruitt		Alex Khalilov	Chris Grubb		

An example Google Sheets tournament schedule

Once you have this schedule, post and pin it in the #announcements channel in the HUB so everyone can access it.



*Example pinned schedule in #announcements*

## Rebracketing at Online Tournaments

Rebracketing should largely work as it does in a physical tournament. You compile team records and then assign them new seeds. I suggest creating a new tab in your existing roster to post the playoff seeds. You'll want to use the same team names/codes from the prelims so your moderators can easily add the right teams to their rooms.

Rebracketing is a great time to have a lunch break. Pay attention to when the last round finishes so your lunch break isn't too short. We recommend lunch breaks be no longer than 30 minutes to keep things moving.

Post updates about the new seeds in the #announcements channel.

## Handling Protests at Online Tournaments

Moderators should report protests to the #protests channel for the TD to resolve. They should @mention the TD to make sure they have their attention.

Like in an in-person tournament, moderators should not reveal the identities of the teams protesting until the decision has been made.

Tournament directors, you may need to resolve a protest by having teams play a replacement question. If the teams have already moved on from their rooms, you may want to add them to an empty room [using the same process for adding teams to normal rounds](#).

Set editors, it can be helpful to go back through the #protests channel after the tournament for possible revisions to questions.

## Troubleshooting Discord Technical Issues

This section documents some common things that go wrong with Discord tournaments and how to fix them.

If you've gone through this guide and still have a technical issue, PACE Online Quizbowl tech support can help. See [here](#) for details.

### The moderator is speaking but can't be heard

First, make sure the moderator is in the correct voice channel.

Next, check if the moderator is lighting up as green in their listing in the voice channel. If not, this means that Discord doesn't think they're talking. The most common reason for this is that the moderator is either muted or has push-to-talk enabled and isn't hitting the push-to-talk keyboard shortcut. Check Discord's audio settings.

Another thing to check is if the moderator is using the web version of Discord (i.e. they're using Discord via their web browser). If so, have them download the desktop app and try there.

Some moderators may be using a microphone with a volume or hardware mute button on it. Check to make sure the volume is turned up on the device and that it's not muted.

Tournaments can continue without the player being heard (so long as they can hear the moderator). It's not ideal, but players can communicate solely via text.

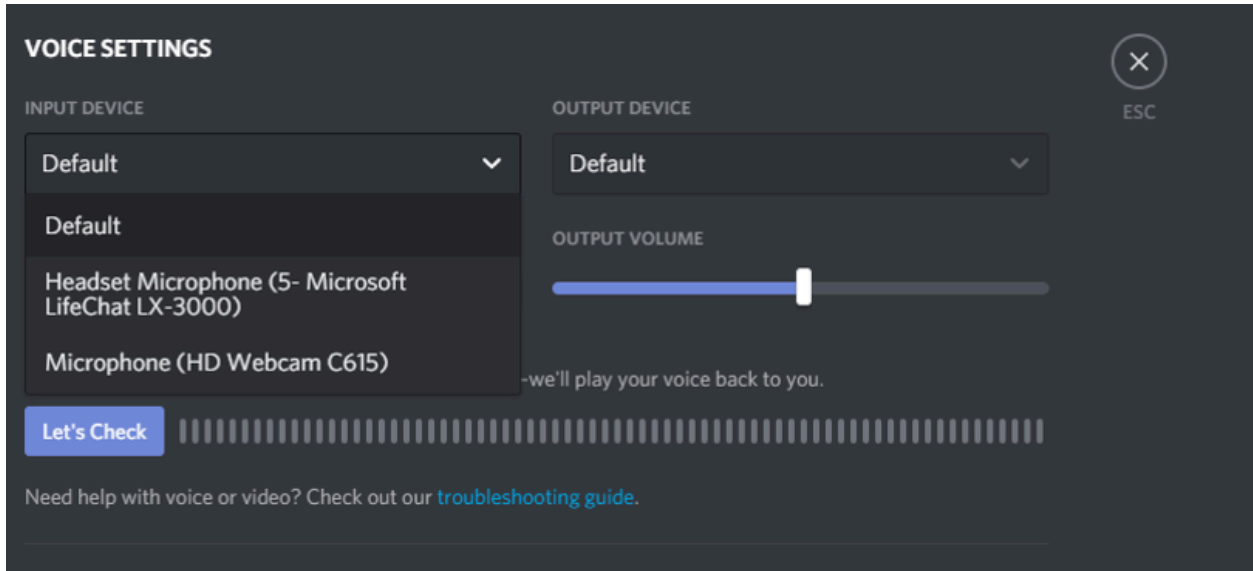
### Moderator or player is on slow internet connection and video is lagging

It's important for players to keep their video feed on to prevent cheating. However, if they're having bandwidth issues they can try disabling the video of other people in the call. You can do this by right clicking on someone's video in the Discord video window.

### The moderator is speaking but can't be heard well

The most common source of this problem is that Discord isn't using the correct microphone as input. Have the moderator load their audio settings and make sure that they've set the input device to the correct value. Chances are it's set to use their laptop microphone instead which will be of lower quality.

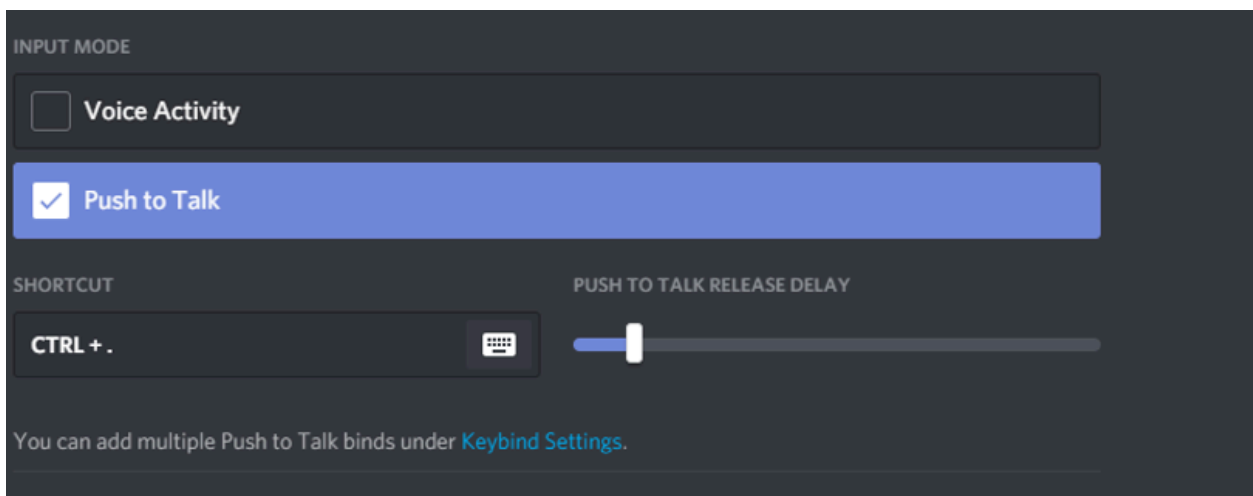
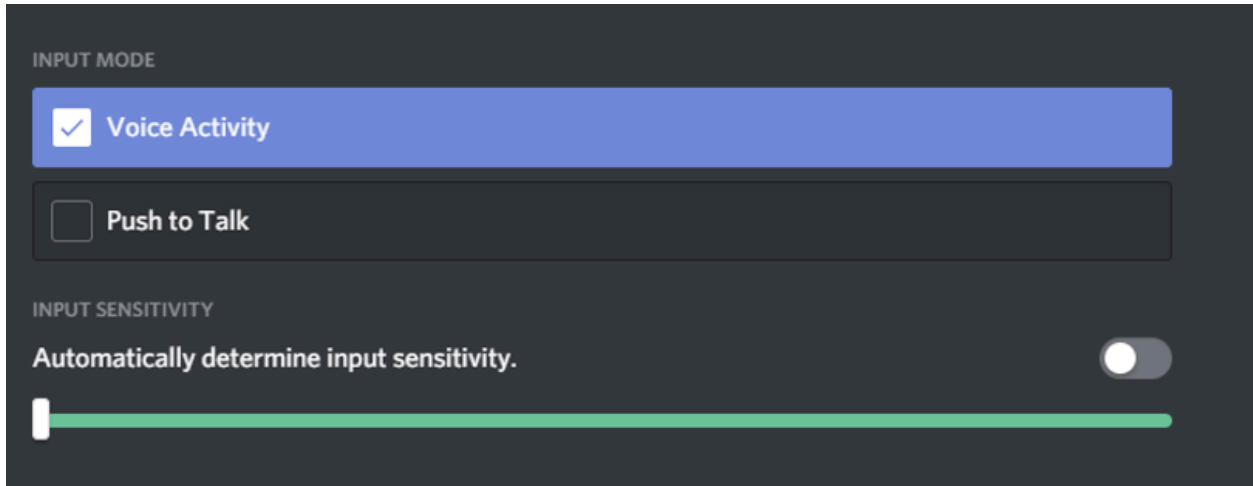




Sometimes this problem can be a bandwidth issue. Have the moderator turn off their video feed (but not audio feed) and see if that improves things.

Moderator is cutting out, especially at the beginning/end of questions

This is commonly due to moderators not having their audio settings configured correctly. Moderators should check in Discord's Voice & Video settings that they have their input mode configured in one of the two ways:



Sometimes, though, this is due to a bad connection on the moderator and/or players and cannot be easily fixed. If it keeps recurring the TD may need to replace the moderator.

As an extreme backup, moderators may try joining the call on the Discord app on their phone. Moderators should still do the rest of the tournament from their computer, but using just the audio on the phone sometimes produces better results than relying on desktop audio.

A player or moderator can't see the rounds they need to join

Staffers, make sure that you've assigned this person the correct Discord role. Right click on their name in the chat and assign them to either Staff or the appropriate team role.

Room role.

server's settings. Make  
the Player/Coach role, do  
e.

Room role. Specify a prefix  
t... End? The bot will  
ed r

- Control Room
- Staff
- Spectator
- A1
- A2
- A3
- A4
- A5
- A6
- A7
- A8
- Player/Coach

Profile

Mention

Mute

Deafen

Change Nickname

Roles [>](#)

Sometimes this can also happen if the team hasn't been added to the room where they're playing their next match. Staffers, use the Discord tournament bot to run a command like this (by typing it into the #bot-commands chat channel and hitting enter):

```
.a @A2 #room-1
```

## Moderator can't open the packet

This is best prevented by having the moderators check ahead of time that they can open the packets. Have them try other apps. If possible, send them the packets in another format.

## "Checking ICE" or "No Route" error when joining a video chat

This usually indicates that the player can't join a video chat for some reason. The player should restart Discord and try again. And/or use another internet connection if possible. If this problem persists, it can sometimes be resolved by changing the match to be audio only (everyone will have to leave the video chat first).

## Chat messages are delayed

Chat messages sometimes take a long time to be delivered on busy Discord servers. This can be a big problem for getting buzzing timing correct.

The most immediate remedy is for players to yell "buzz" when this is happening if they're trying to buzz in.

This problem often goes away on its own. If it persists, tournament directors may want to create a new temporary server for handling chat messages.

## The Tournament Bot is not present on the server

Follow the steps [here](#) to add the Tournament Bot to your server.

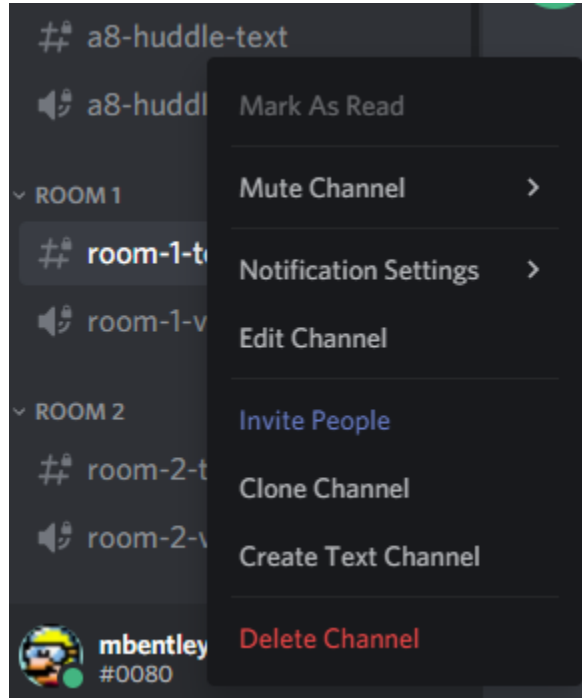
## The Tournament Bot is offline

If the Tournament Bot is offline (you see it in the #bot-commands channel but it's listed in the Offline section), this can only be remedied by the bot owner. Please contact PACE via the instructions in the PACE Tech Support section to get this resolved.

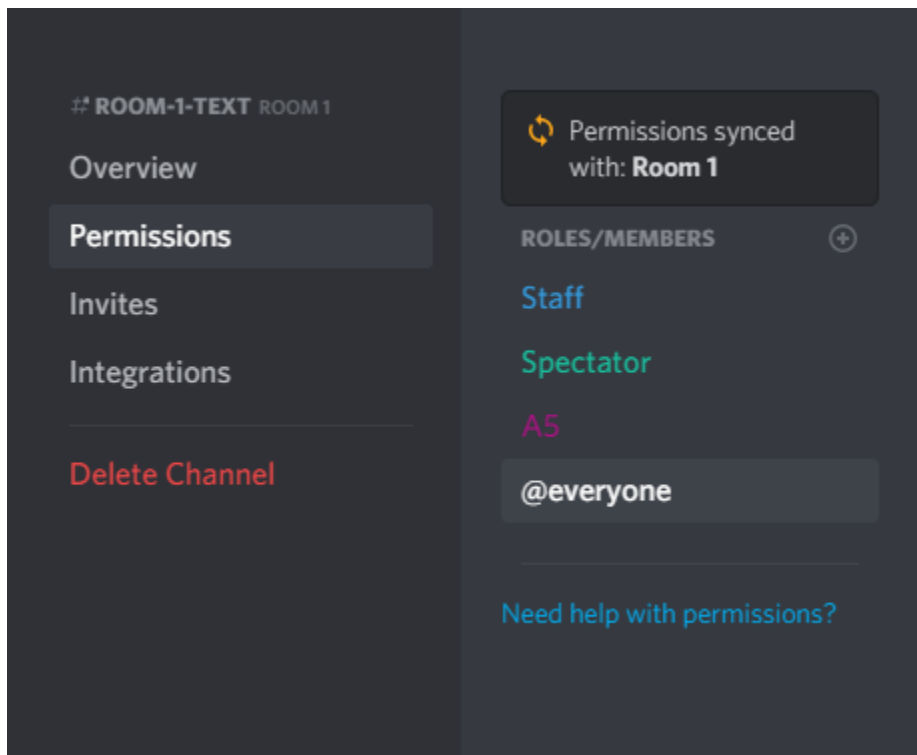
**If the bot is offline for an extended period of time during the day of the tournament, here's how to manually change room permissions.**

Assuming the tournament has already been set up, the main things you'll need to do is manually change role permissions for rooms.

For both the text and voice channels for a room, right click on it and select “Edit Channel”.

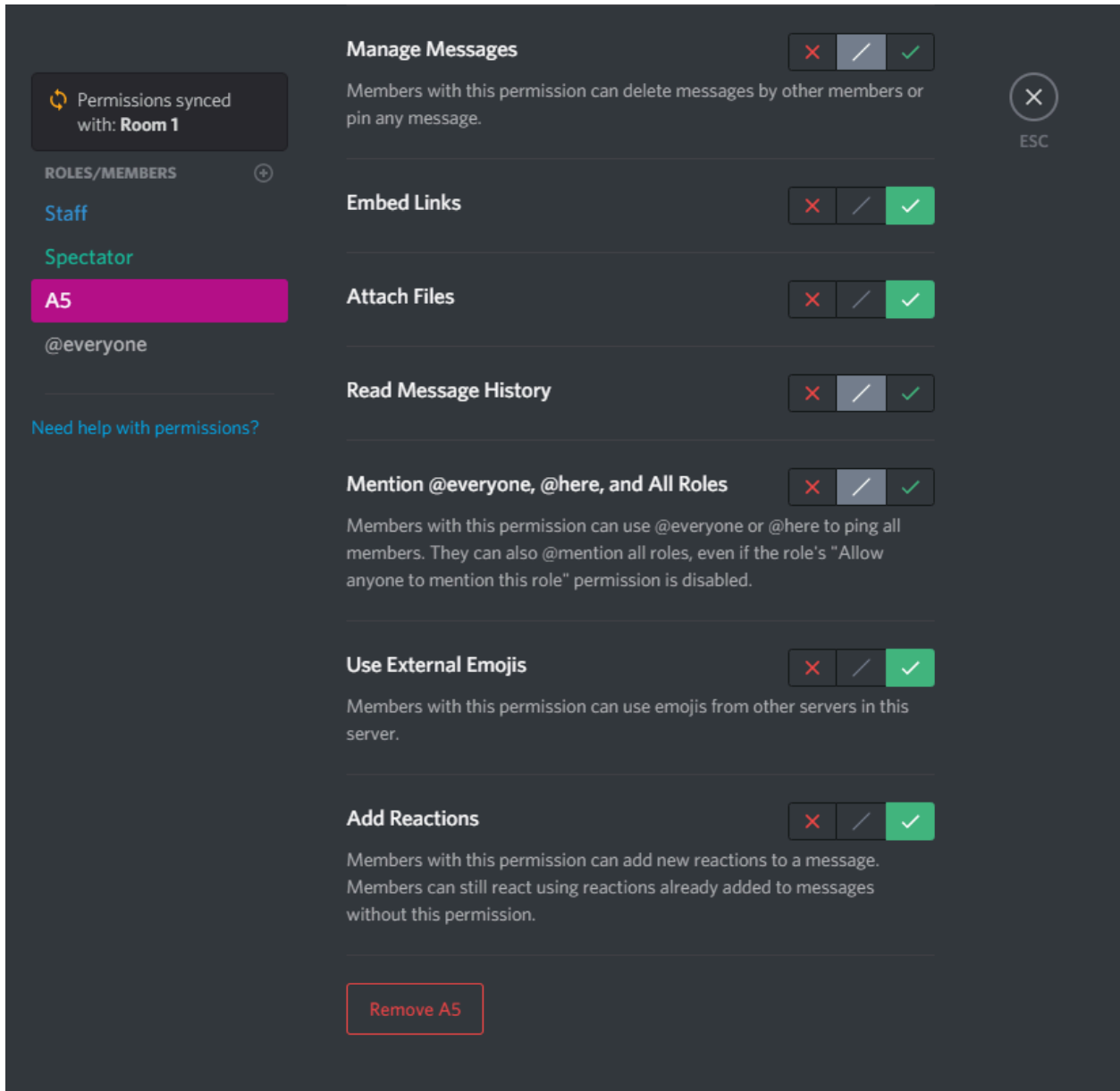


Then go to “Permissions”. You’ll see something that looks like this:



*List of permissions for a channel*

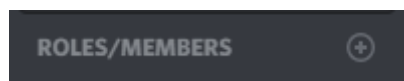
You'll always want to keep the Staff and Spectator roles in the channel. To remove any existing teams that have access to this channel (for instance, A5 in the above screenshot), click on it and then scroll down the bottom to find the remove button:



*The Remove permission button is at the bottom of a team's permissions*

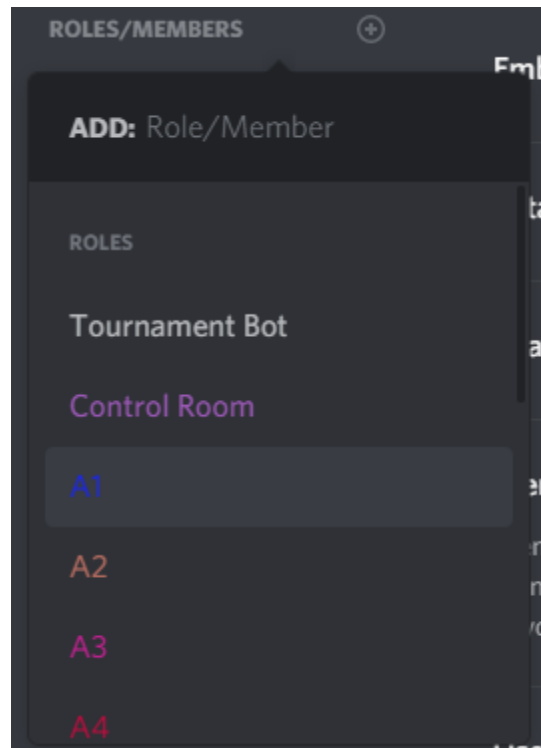
Click this Remove button and hit okay at the confirmation dialog.

Next, add the roles for the teams that will be playing in this room for the next match. Do this by hitting the + button next to "Roles/Members":



*The plus button to add roles to a room*

Then, find the role for the team you're adding. In this case, I'm adding A1:



*Select A1 from this list to give permissions to Team A1 to join*

You should not need to change any other permissions for the team you've added.

Repeat the process for the second team and repeat it for the voice/text channel.

## The server invite link isn't working

This can sometimes happen if you generate a new link or the original was set up to expire. The easiest way to fix this is to generate a new link in the process described in [this section](#).

# Zoom Tournaments

## Zoom Tournament Basics

Quizbowl tournaments played over Zoom are similar to classes and other virtual meetings held on Zoom. Players, coaches and tournament staff join a Zoom meeting set up by the tournament director. They'll be assigned to breakout rooms where the matches take place. After each match, they're moved back into the main meeting room to wait for assignment to the next match.

In a Zoom tournament, everyone connects via audio and video. Moderators read questions just like in-person quizbowl matches. Players will use the chat feature in Zoom to type “buzz” to buzz in. They can collaborate via voice or text on bonuses.

Because Zoom’s chat notifications aren’t very noticeable, some Zoom tournaments have players say “buzz” at the same time as they type “buzz” (the text being the official buzz). Other Zoom tournaments use a separate online buzzer system such as [buzzin.live](https://buzzin.live) for buzzing.

## Staff Communication over Zoom

During a Zoom tournament, your staffers will typically each be in a different breakout room. You cannot be part of multiple breakout rooms at once. This makes it difficult to have a “control room” in Zoom. While you can create a dedicated breakout room for this, we suggest that you instead use a separate communication method for tournament staff.

For instance, you could create a Discord server just for the staffers, or you can use any existing group messaging app. This will allow your staffers to switch between games (in Zoom) and staff communication (elsewhere, in a different window or tab).

## Zoom Meeting Setup

Every Zoom tournament consists of one or more meetings. On the most common Zoom account used for education, Zoom meetings can have up to 100 people. You can check out the limits for your organization’s Zoom account by signing in and going to your [profile](#).

User Type	Licensed ⓘ
Capacity	Meeting 100 ⓘ


*This account can host a Zoom meeting with up to 100 participants.*

Depending on your tournament size, you’ll generally want one meeting for every bracket in your tournament. If you end up needing multiple meetings, you’ll want to designate a staffer to be co-TD for each meeting you create. Each co-TD will be responsible for admitting people to the meeting, assigning them to breakout rooms, and doing all other TD tasks for the players/coaches/staffers on that meeting.


To schedule a meeting, head to the [Schedule a Meeting](#) section of the Zoom website. You’ll want to fill out the settings similar to as follows:



### Schedule a Meeting

Topic  

Description (Optional)

When  

Duration  hr  min

Time Zone

Recurring meeting

Registration  Required

Meeting ID  Generate Automatically  
 Personal Meeting ID 463 720 1478

Security  Passcode   Waiting Room


Video Host  on  off

Participant  on  off

Audio  Telephone  Computer Audio  Both

---

Meeting Options

- Enable join before host
- Mute participants upon entry 
- Only authenticated users can join
- Automatically record meeting

---

Alternative Hosts

mystaffer1@gmail.com;mystaffer2@gm

Save

Cancel

*Example meeting options. Note that a passcode is set, no waiting room is required, video is turned on, only computer audio is allowed, and you've added your staffers as alternative hosts. The meeting is also set to last for 24 hours (the max allowed).*

Once you've created your meeting, you should see a confirmation screen like the one listed below, which contains an invite link and the passcode. Send this to all the tournament contacts, along with links to the [player](#), [coaches](#) and [staffer](#) guide to online tournaments.

Start this Meeting

Topic My Quizbowl Tournament

Time Sep 5, 2020 07:00 AM Pacific Time (US and Canada)

Add to



Google Calendar



Outlook Calendar (.ics)



Yahoo Calendar

Meeting ID 722 2682 2127

Security Passcode \*\*\*\*\* [Show](#) Waiting Room

Invite Link

<https://us04web.zoom.us/j/72226822127?pwd=WXh2NWE1cTZjOHk4QjZBUVdJUi92UT09>

Copy Invitation

*Meeting confirmation, which includes link and passcode.*

Note that Zoom also has an option for a Webinar. These are different than Meetings and not what you want for a quizbowl tournament.

## Creating Schedules

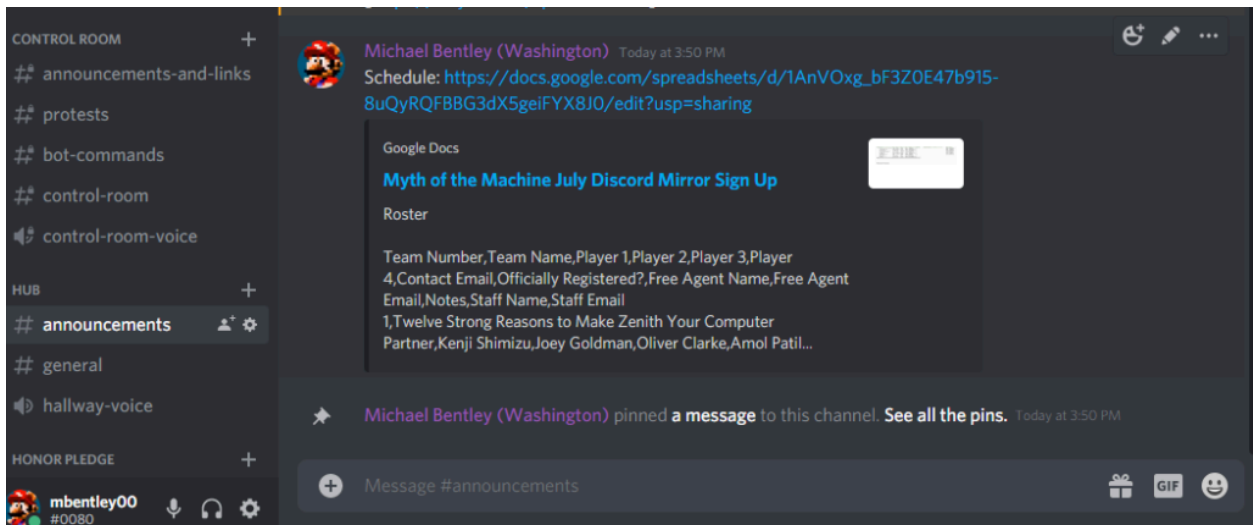
**When:** Once you've locked down the field. Ideally about 4 days before the tournament date.

You'll want to create a schedule in a place where everyone (players, coaches, moderators) can access it. A shared Google Sheets doc is a common way to do this. Make sure this doc has a mapping from the team codes above (i.e. A1, B4) to the team names. It's a good idea to include the full rosters on this sheet too.

Myth of the Machine July Discord Mirror Sign Up															
File Edit View Insert Format Data Tools Add-ons Help Last edit was on July 18															
100% 8 % 0.05 123+ Default (Arial) 10 B I U A															
Bracket A															
1	Bracket A														
2	Round	Room 1 - Mike	Room 2 - Matt	Room 3 - Rahul	Room 4 - Crossbracket - Eric	Team	Name	Player 1	Player 2	Player 3	Player 4				
3	1	A2A6	A1A4	A3A5	A7	A1	Clusty the Clustering Engine	Jason Thompson	Ryan Rosenberg	Jerry Vinokurov	Mike Sotice				
4	2	A1A7	A3A4	A2A5	A6	A2	Playing Ms. Pac-Man To Win	Michael Coates	Eric Chen	Natan Holtzman	Nick Jensen				
5	3	A1A6	A5A7	A2A3	A4	A3	bruh	Tejas Raje	Assem Keyal	Benji Nguyen	Billy Busse				
6	4	A4A6	A1A5	A3A7	A2	A4	The Kids' Pocket Calculator Game Book	Joe Nutter	Anderson Wang	David Galban	Bhanodai Pippala				
7	5	A4A5	A2A7	A3A6	A1	A5	Twelve Strong Reasons to Make Zenith Your Computer Partner	Kenji Shimizu	Joey Goldman	Oliver Clarke	Amol Patil				
8	6	A2A4	A6A7	A1A3	A5	A6	My 8 to 5 minifloppy now works nights and weekends	John Lawrence	Dan Passner	Pratyush Jaschar	Arthur Deloit-Vilain				
9	7	A5A6	A1A2	A1A7	A3	A7	The iPod of Computers	Swapnil Garg	Edgar Lin	Derek Yen	Alexander Young				
10															
11	Bracket B														
12	Round	Room 5 - Justin / Antonio	Room 6 - Aurora	Room 7 - Jade / Vikash	Room 4 - Crossbracket - Eric	Team	Name	Player 1	Player 2	Player 3	Player 4				
13	1	B2B6	B1B4	B3B5	B7	B1	The Virgin Virgin vs. The Chad Dynamo	Matt Wiener	Evan Adams	Cody Vaight	Jonathan Ratliff				
14	2	B1B7	B3B4	B2B5	B6	B2	The Tournament Use of Tournament Beings	Rob Carson	Alex Damsch	Will Nediger	Dr. Mike Cheyne				
15	3	B1B6	B6B7	B2B3	B4	B3	Plan Your Postwar Kitchen Now!	Kevin Wang	Cory Wang	Dylan Mnank	Boyang Jiao				
16	4	B4B6	B1B5	B3B7	B2	B4	Lava Ex Machine	James Lasker	Tamara Vardomskeya	Doug Graebner	Mik Larsen				
17	5	B4B5	B2B7	B3B6	B1	B5	Molom Plastics	Michael Zhuang	Albert Zhang	Ankit Aggarwal	Daniel Fernandes				
18	6	B2B4	B6B7	B1B3	B5	B6	The Brayton (cycle) bunch	Matt Mitchell	Lalit Mahajan	Taylor Haney	Zach Foster				
19	7	B5B6	B1B2	B4B7	B3	B7	I tip my Red Hat to you	Nick Pruitt		Alex Khalilov	Chris Grubb				
20															

An example Google Sheets tournament schedule

Once you have this schedule, post and pin it in the #announcements channel in the HUB so everyone can access it.

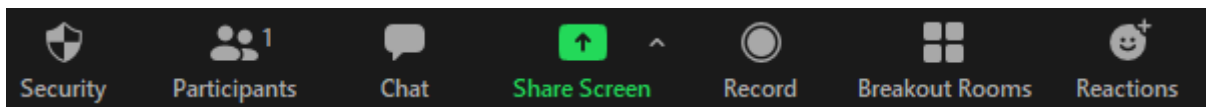


Example pinned schedule in #announcements

## Breakout Rooms for Zoom Tournaments

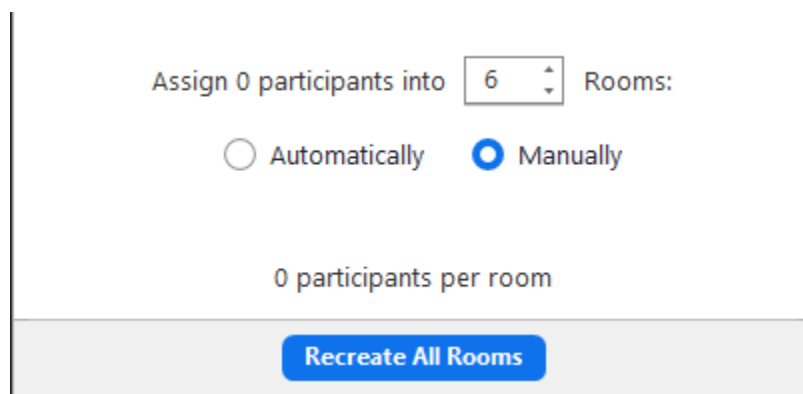
In a Zoom tournament, many teams will typically be connected to one meeting. Within this meeting, teams will play games in breakout rooms.

To create breakout rooms, join your meeting via the invite link. On the bottom of the Zoom window you should see an option for "Breakout Rooms." Click on this.



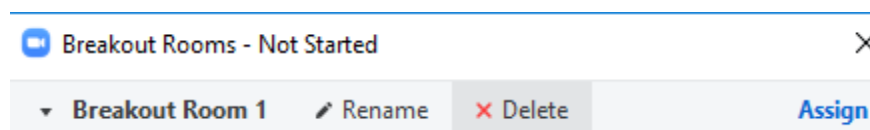
The Zoom toolbar has an option for breakout rooms

You'll then be shown a window where you can specify the breakout room options. Create rooms based on the number of rooms you'll have in this meeting (i.e. number of rooms in the bracket). You may want to create an extra room for staff discussion, although we recommend you use another solution such as Discord or any other chat app for this purpose.



*Make sure to set the "manually" option here*

You'll also likely want to rename your breakout rooms to match the name of the staffer or room number on the schedule.



*Rename the breakout room to have a friendly name*

Once the tournament is underway, you can use this Breakout Rooms dialog to assign players to the correct room for the round. Note that you'll need to reassign each individual player/coach which can take a long time. This is one of the big disadvantages of Zoom compared to Discord.

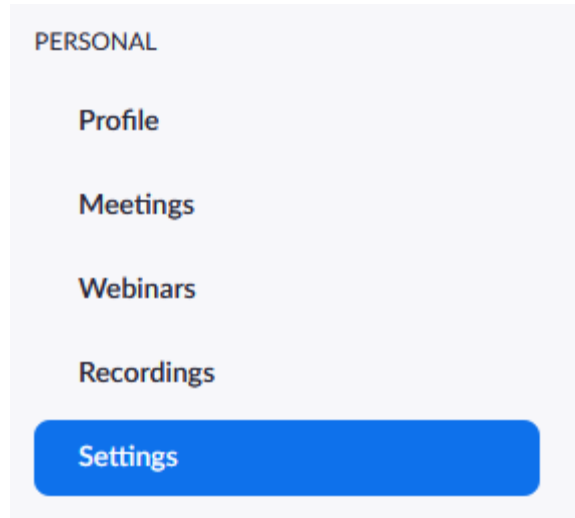
People can only be in one breakout room at a time. After a match, players should leave their breakout room and go back to the main room.

Players won't automatically be sent to the breakout room. They'll need to go on their own once you've given them permission.

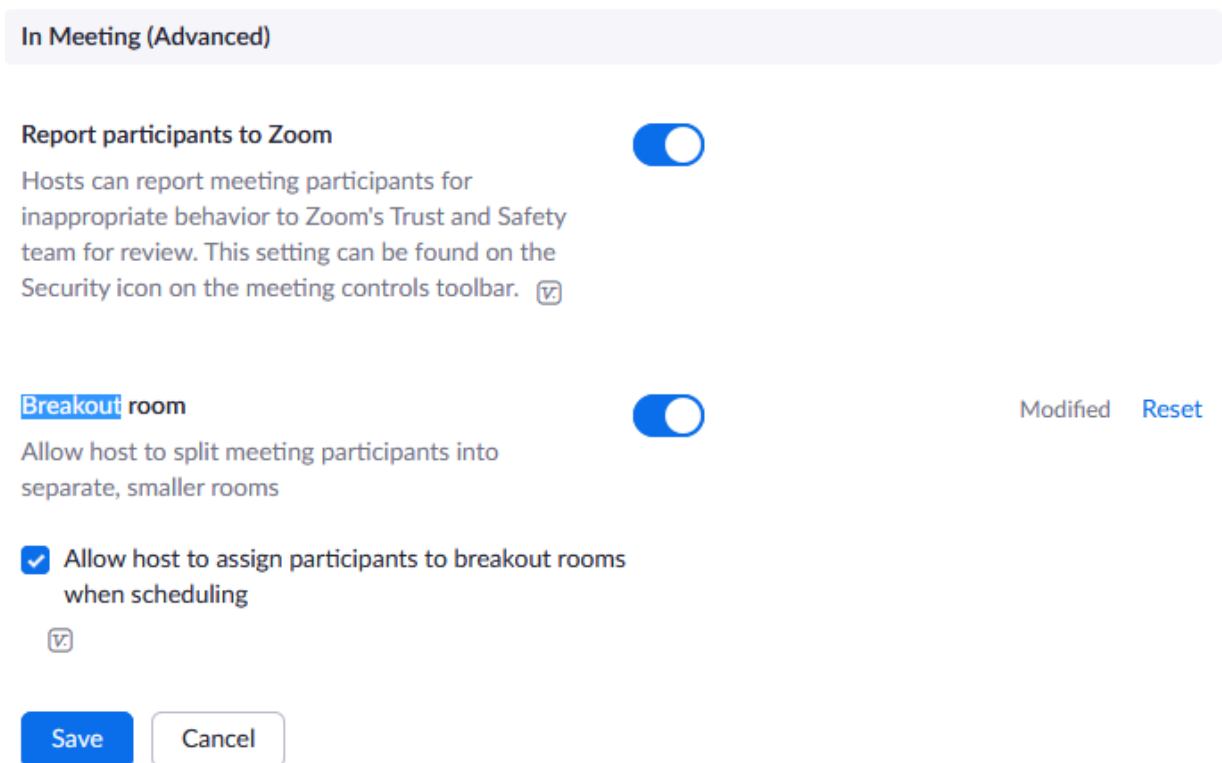
The main room is where you can make announcements. You may want to mute everyone else when making an announcement.

### **Troubleshooting:**

If you have purchased your own Zoom Pro account to run the tournament, make sure that you enable the Breakout Room option in your [user settings](#) on the Zoom website.



*Zoom user settings tab*



*Make sure breakout room setting is enabled*

## Rebracketing Zoom Tournaments

Rebracketing at a Zoom tournament will work similarly to at a physical tournament. You'll ideally want to time rebracketing so that it happens during a lunch break.

We suggest adding the new playoff seeds in the same Google Sheet you're using for a prelim schedule.

To make rebracketing go quickly, it's important to have a running record of team win/loss and points per game. You don't want to have to compile all stats at the start of the rebracketing period.

If your tournament is split over multiple Zoom meetings, you'll need to make sure to communicate the proper meeting links to each team (as these may have changed since the prelims).

## Handling Protests Over Zoom

When a team lodges a protest in a Zoom tournament, the moderator should relay this protest to the tournament director via whatever means you agreed on for [staff communication](#).

Once the tournament director rules on the protest, they can get into contact with the teams and moderators involved in the main (non-breakout) Zoom room during the next break in the tournament. You may need to send these teams to a temporary breakout room to resolve the protest.

## Zoom Tournament Troubleshooting

This page lists some common problems encountered at Zoom tournaments and how to go about fixing them.

### TD can't make a new Zoom meeting

Make sure you're doing so on the correct Zoom account. (i.e. the one linked to your school / work).

### Meeting person limit hit

Zoom places a limit on the number of people you can have in a meeting. This limit varies based on what options the organization that manages your Zoom account has paid for. The most common limit is 100 people.

If this happens, you can either create a new meeting or temporarily sign up for an account that supports more people on the call. While the latter is expensive, you may be able to cover this as a tournament expense if you cancel immediately after the tournament is held.

## No Breakout Rooms

Check the options in the Zoom meeting settings. Sometimes breakout rooms are disabled at the organization level. It's best to make breakout rooms ahead of the tournament to know if this will be an issue for you.

## No Chat

## Player can't join a breakout room

Zoom often doesn't automatically move someone to the breakout room. Instruct players to check the breakout room options once they've been assigned to one.