Rotary Club of Cornwall Sunrise

TRIVIA NIGHT – HOW TO GUIDE

This guide will be broken down into the following sections:

- How to register (p.1-2)
- How to prepare for the event (p. 3-4)
- How to participate on the night of the event (p. 5-7)

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How To Register

1. Visit (click here) the Rotary Club of Cornwall Sunrise (https://cornwallsunriserotary.com/) and click on the *Virtual Trivia Night* image.

2. Enter a donation if you would like to help Rotary's ongoing support of the community.

3. Set the number of participants, then click/tap on "Book Now". (Figure 1)

4. Enter your name, team name and email address, then click/tap on "Confirm Registration". (Figure 2)

5. Check to make sure you received the confirmation email.

6. **KEEP THE CONFIRMATION EMAIL.** It has the Zoom link you will need on the night of the event.

Figure 1

Figure 2

How to Prepare For The Event

Each team (of 1-4 players) can either use 1 or 2 devices:

- **Option 1**: use a desktop/laptop to watch the **Zoom** <u>and</u> enter answers into **Kahoot**. ○ This option is more complicated to set up, but could be easier to use.

- **Option 2:** use one device to watch the **Zoom**, and a second device to answer questions using **Kahoot**. ○ This option is easier to set up, but may be more difficult to use.

Zoom

1. After registering (see above) you should have the link for the Zoom event. Keep this until needed.

2. You can watch the Zoom event in the following ways:
   a. It is **recommended** that you install Zoom as a [program/app](#) on your computer/phone/tablet.
   b. You may also use your [web browser](#).

3. You are **not required** to share any sound or video. This means you do not need a web cam or a microphone. A microphone/camera can be useful though, as you might want to say "Hi" to the other teams, and the hosts will have time before the event to answer questions or concerns.

4. Use a "larger" device for the Zoom call as this is how you'll be seeing the questions. A larger screen is also important if you are using a single device for both Zoom and Kahoot. A laptop or tablet would suffice with a small team; even better would be to view the Zoom on a Smart TV (or a laptop hooked up to a TV).

Kahoot

Kahoot is an educational website and app that is used for short interactive quizzes.

In short,

- you will be seeing/hearing the questions and possible answers on your Zoom device (see above) and
- answering the questions (multiple choice) on your Kahoot device.

You can use Kahoot in 2 ways:

- through a web browser by visiting kahoot.it or,
- if using a smart phone or tablet, install the Kahoot App.

Besides for installing the app (if using a mobile device), **you have nothing else to do to prepare.**

Considerations when choosing Kahoot device:

- Besides for the game number (a 7 digit number) and your team name, there will be **no typing** during the game.
- Small devices are fine. No questions or answers will be displayed on the Kahoot device. (mobile screen shots in Figure 3 in the **How To Participate** section below)
- Some people experience "contact" problems when tapping on a touch screen (needed to answer questions):
    - o Make sure skin and device are clean. o Use a stylus (touch screen tappy stick) o **Use a device with a mouse to avoid this problem**.
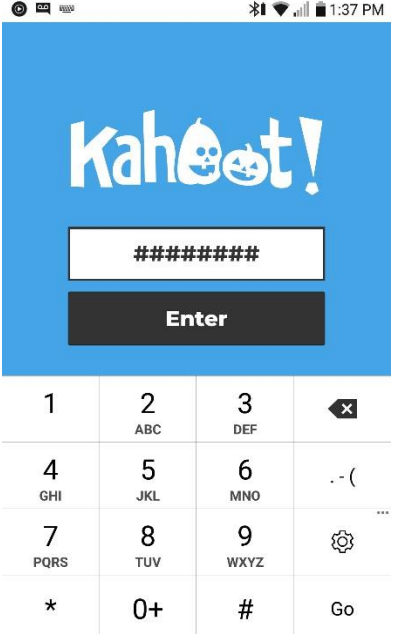
How to Participate on the Night of The Event

1. It is highly recommended to shut down all programs/apps and RESTART your device(s) prior to joining the Zoom event.

2. Important times:
   - 7:00 pm: official start of stream
   - 7:15 pm: Kahoot registration and game instructions
   - 7:30 pm: start of quiz

3. Join the Zoom event by clicking on the link in your **confirmation email**. You should have received this after registering.

4. Open Kahoot on your Kahoot device (app or website).
   - See **Appendix A** for instructions on using a single device (laptop or desktop) for both Zoom <u>and</u> Kahoot.

5. The hosts will provide a **GAME PIN** @ 7:15. Enter this into Kahoot. (see **Figures 3** for Kahoot screenshots)
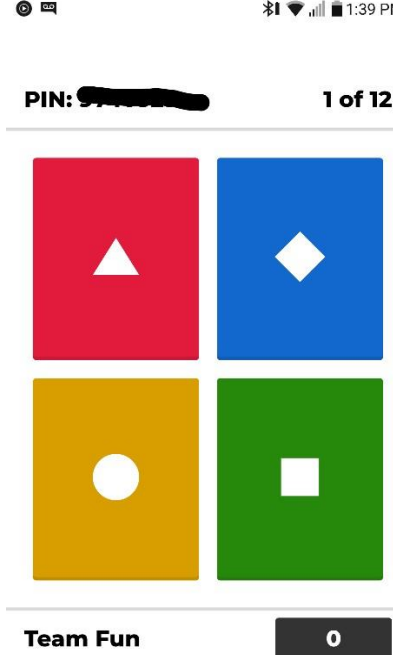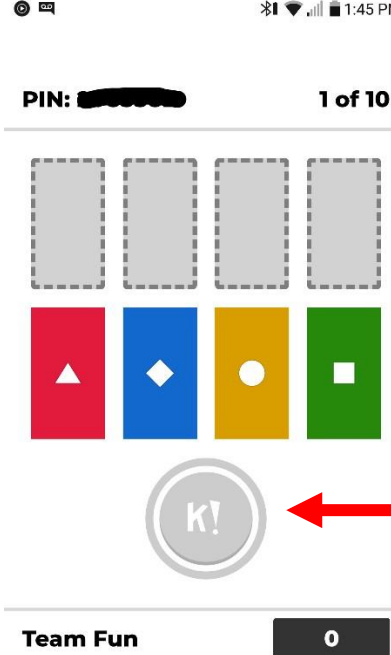
6. Enter your team name into Kahoot.
   NOTE: if your connection with Kahoot is lost during the questions, do this:
   - take a deep breath…you WILL miss questions, but hey, it's just trivia :P
   - reopen the app or website (if necessary)
   - reenter the game pin (this will always be displayed)
   - reenter your team name, **BUT add a number**
   - Team Fun (original name)
   - Team Fun 1 (name after rejoining)

7. Await further instructions from the hosts! Have fun!!!

Figures 3: Mobile Kahoot Screenshots

Main Screen. Click "Enter PIN" to begin	Enter Game PIN (only provided on night of event) and Team Name	Waiting screen (after entering Game PIN and Team Name)

Kahoot Game Play

Multiple Choice answer pad	Puzzle (ordering) answer pad

APPENDIX A   Using One (1) Device for both Zoom and Kahoot

Using one device (such as a laptop or desktop) can be simpler during game play but may be tricky to set up (don't fret! keep reading).

In short, you will need to:
- Join the Zoom event (in either the app or a web browser)
- Open kahoot.it in a web browser (e.g. Chrome, Edge).
- Tile the 2 windows (see **Figure A1**) o "Tiling" windows means to resize the program windows o THIS step will potentially difficult/frustrating part. Give yourself a few minutes to get it right.
  - o Here is a **YouTube video** demonstration:
    - ✦ https://youtu.be/D6XgSbqebOk

Figure A1 : Tiled Zoom and Kahoot Windows

- Zoom window showing the Kahoot main • kahoot.it in a web screen browser
- this is where you see the questions   • this is where you answer

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