

World Trivia Night: The Virtual Edition

Event Tech Guide

Friday, November 12th, 2021

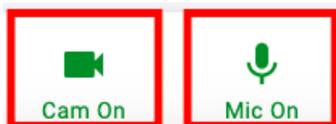
Event Opens @ 6:30PM Trivia Starts @ 7:00PM

Please read this guide prior to attending the event.

If you have any questions or need more information about the event platform, please contact **Cathy Deogrades** at cathy@jmaeventplanning.com or 613-558-9889

TECHNOLOGY REQUIREMENTS

- Internet Browser (**Chrome, Safari, or Firefox**)
- Windows10, Mac10.13+ if using *Chrome*, or Mac13.14.4+ if using *Safari*
- For the best experience, do not cast to your Apple TV, Chrome Cast, etc.
- The event platform is not supported on Tablets or iPads



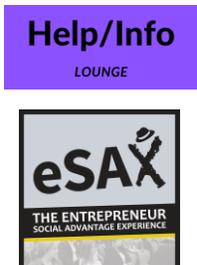
Once in the event, click the Camera and Mic icons at the bottom of your screen to toggle your camera/microphone **ON** or **OFF**.



To effectively communicate with your team members during the event, you will require a microphone & webcam.

Having Tech Issues?

If you need tech help **during the event**, visit the **Help/Info Lounge** (indicated with this icon) for live technical support provided by eSAX.



My camera/microphone is not working.

For **Apple** computers (MacOS), click [here](#) for troubleshooting. For **PC** computers (Windows10), click [here](#) for troubleshooting.

Click [here](#) to test your audio and video capabilities.

Click [here](#) for a complete troubleshooting guide with step-by-step instructions.

ENTERING THE EVENT



World Trivia Night: Virtual Edition 2021

Nov. 12th, 2021

You will receive the event link on November 12th.

After clicking the link, you will see this window. The virtual event doors open at **6:30PM**.

Days Hours Minutes Seconds
01 : 00 : 54 : 54



Click "**Join event now!**" when the doors open to enter the event.

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Children's Aid Foundation
of Ottawa

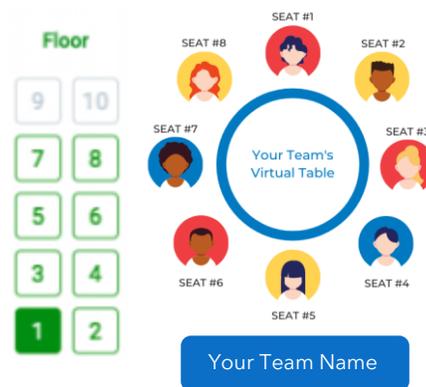
FINDING YOUR TABLE

Once you enter the event, you are **randomly** placed at an open table; this might not be your actual team's table. Teams are organized **alphabetically by floor (starting on Floor 3)**. **If you are a Dare to Dream Champion Team, your team has VIP-seating (on Floors 1 or 2).**

To find your table:

1. **Navigate** floors by clicking on the green numbers shown on the left-hand side of the main event page.
2. **Locate** your team name as indicated under the table.
3. **Double-click** on the center of the table to join your team.

NOTE: You will stay at this table for the duration of the event. You are now able to communicate with your team members by audio, video, and text (through the chat feature).



NOTE: You will be given your team's floor number prior to the start of the event.

Virtual Table Limit

NOTE: Your table has a maximum of **8 virtual seats**. While the player limit per team remains at 10 people, you can have up to 8 audio/video channels at your team's virtual table.

USING THE CHAT FEATURE

There are 3 ways to communicate using the *Chat* feature.

G

General Chat

Public and visible to all attendees.

PURPOSE

Use this feature for any trivia or scoring questions or concerns.



Table Chat

Visible only to players sitting at your table.

PURPOSE

Use this feature to consult with your team about your trivia answers.



Private Chat

Private 1-to-1 message to an attendee.

PURPOSE

Use this feature to privately chat with another attendee.



Accessing the Chat Window

1. Click the *Chat Icon* at the bottom of your screen.
2. Choose the type of Chat you wish to use (General, Table, or Private).
3. Type away!

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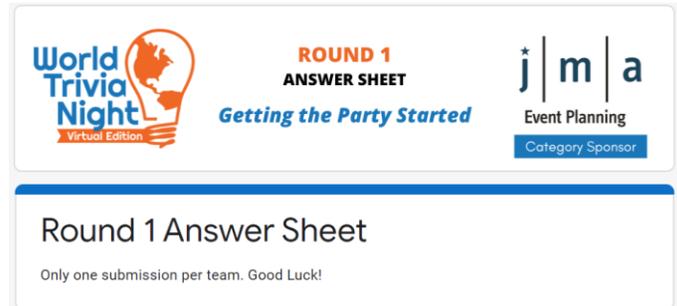
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ANSWER SHEETS

There is one answer sheet per round. All round responses must be submitted before the round's answers are announced.

NOTE: Only **one team member** is required to submit the answer sheet for each round. We suggest that you decide who will be responsible for this before the event.



You will be given access to the answer sheets on event day.

OTTAWA TRIVIA LEAGUE®

This year's trivia questions are brought to you by **Paul Paquet** of Ottawa Trivia League

LIVE SCORING

This event is scored **live**. You will be able to see your team's standing throughout the evening on the event website.

On the night of the event, visit WorldTriviaNight.com to view the live scores.

Looking for your Team Name on the Scoring Sheet?

Quickly search for your team name on the scoring sheet by:

1. Clicking Ctrl + F (PC) or Command + F (Mac)
2. Typing in your team name
3. Clicking "search"



The live scoring system for this event was created by **Russ Friedewald** of Trivia Workshop.

HOW YOU'RE HELPING KIDS

"Thank you for helping brighten the lives of children and youth supported by the Children's Aid Society of Ottawa! Every year, proceeds from *World Trivia Night* help kids in Ottawa access essential, enrichment, and educational opportunities. You are providing them with a bed to sleep in, a lifelong camp memory, a chance to pursue a college or university education, and so much more! And for that, you are truly amazing!"

Walter Noble
Executive Director
Children's Aid Foundation of Ottawa

