



Virtual Volunteer Checklist

Before the Event

- 1. Download the Zoom app on your computer or update it to the newest version.
- 2. Watch training video on your specific role or attend a training session.
- 3. Practice arranging your screen so you are ready the day of. (Ex: scorekeepers need to see Zoom window, official score form and chat box.)

Morning of Event

- 1. Check in with the coordinator at either Science Bowl Central link or attend the opening meeting.
- 2. Have your Master Schedule open and ready. This will have your schedule for the day as well as all of the links for each Zoom room.
- 3. Moderators & Question Judges- have your question sets open.
- 4. Moderators- have a timer ready on your screen.
- 5. Scorekeepers- have the official scoresheet open and ready.

Zoom Checklist for Host (Moderator)

- 1. Arrive to the Zoom Room 10 minutes early. If you are not the host you will have to “claim host” using the host key provided in the Master Schedule
- 2. Make sure that the recording is on.
- 3. Make sure that everyone can hear and be heard.
- 4. Make sure everyone is looking at the gallery view.

Zoom Checklist for Scorekeeper/Recognizer

- 1. Arrive to the Zoom Room 10 minutes early and Make sure:
- 2. 1st device audio is working (have everyone unmute themselves).
- 3. 2nd device is disconnected from audio (or there will be feedback).
- 4. Everyone has their correct name on both devices.
- 5. You can properly see each student raise their hand and their workspace.
- 6. You know proper pronunciation of student names.

