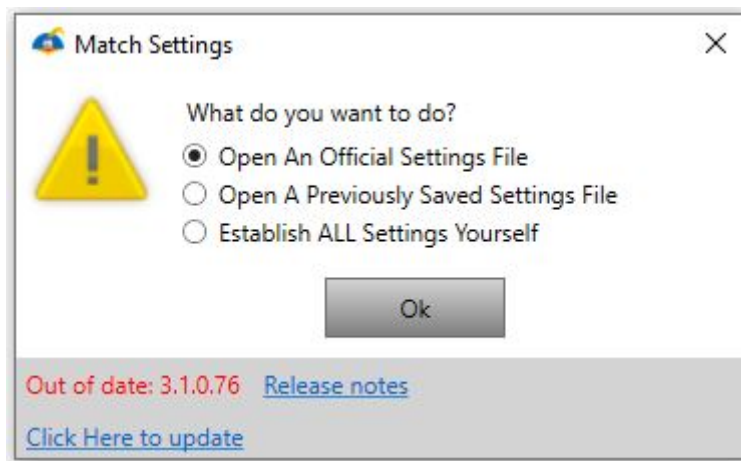# Quick Start Guide
## for Version 3

## Match Setup

**Choosing a Settings File**

The opening dialog box in Slam-In lets you either create a settings (competition rules) file from scratch, open a settings file you've already created, or select an official settings file:



The first time you run Slam-In, you'll want to start with an official settings file. If it doesn't need to be changed in any way, then you'll always start the system this way.
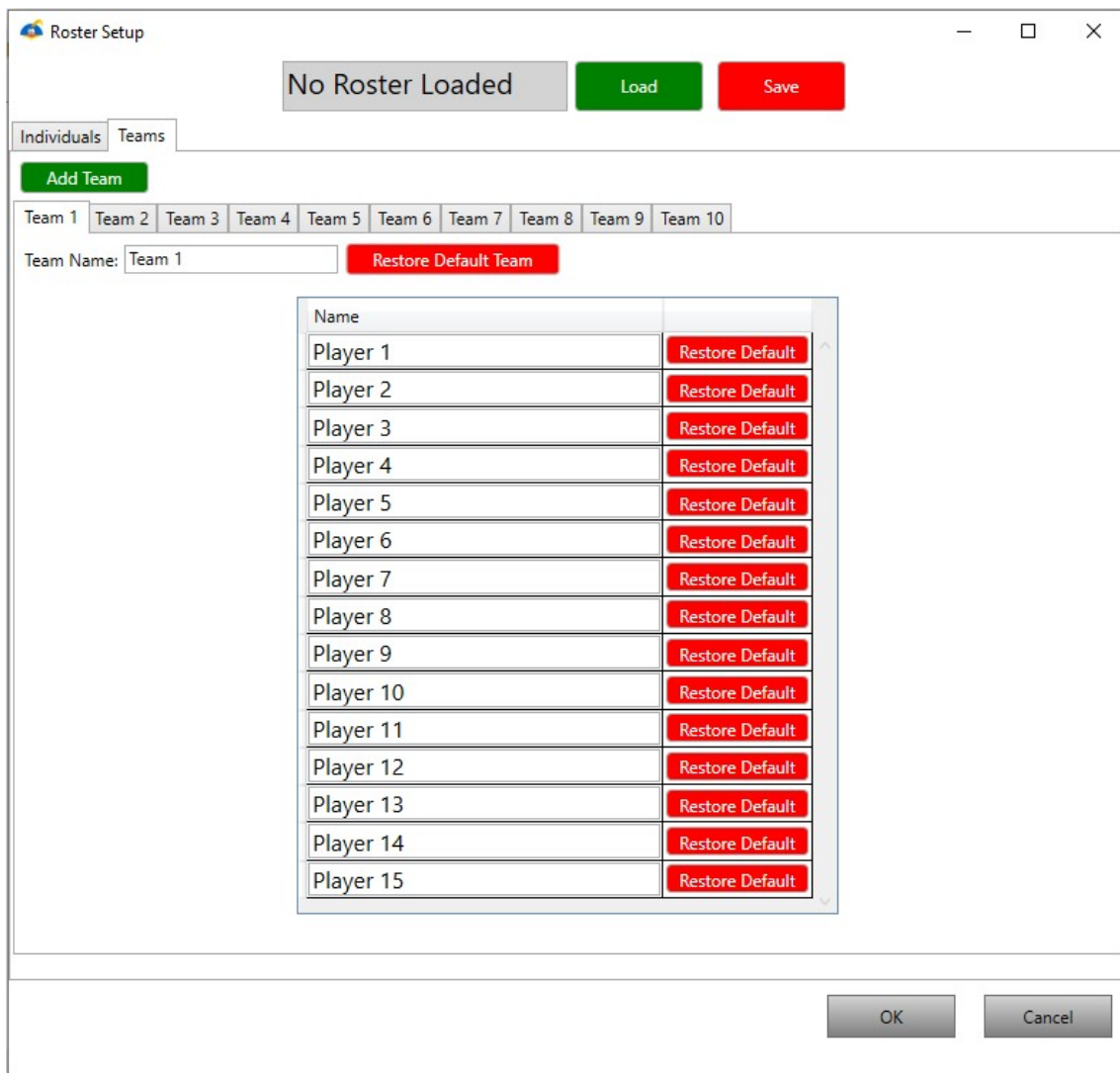
**Creating & Loading a Roster File**

Whether open an existing settings file or create your own, the next step is creating or loading a team roster.

Roster files are separate from settings files so that you can use the same team roster with different settings files. You might use the same roster file when playing your state's competition format as well as when playing a national format.

Roster files can hold an unlimited number of teams with up to 15 players each, so you'll probably only need one. (However, you can create as many as you want.)

If already have a roster file, click the green "Load" button and select your saved roster file. If you don't already have a roster, then use the Team Roster Setup dialog box to enter team & player names into a roster file:



Even though you can only play with up to 10 teams at a time, a roster file can hold any number of teams of up to 15 players each.

Use the red "Save" button to store your roster file for use in other match settings.
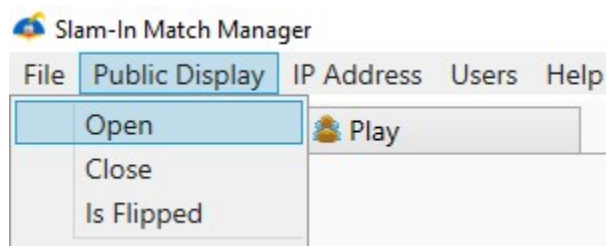
**Arranging (Seating) Teams & Players**

Once you have loaded a roster file, navigate back to the Match Options tab and use the Team Setup area to arrange the team & player positions for the match:



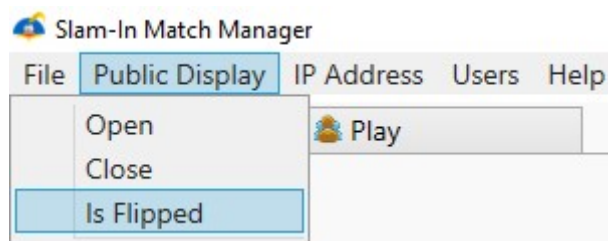**Opening the Public Display**

The Public Display is an <u>extended</u> display window that can be opened and dragged onto a projected screen for public consumption. (Set your Windows Display Settings to Extend, not Duplicate, your display onto a projected screen.) The Public Display window provides players and the audience with all the information they need while hiding all your mouse movements and editing from view.

To open the Public Display, click the Public Display menu option at the top of the screen:



Once the Public Display window is open, <u>drag it</u> (left or right) onto your projected screen and then maximize it there.

If the projected screen is behind you and everyone is facing it (and you), you will want to flip the public screen so that it reflects where the teams are sitting from the audience's perspective:



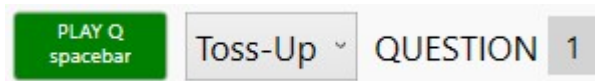## Match Play

### Starting a Match

To start a match, click on the Play tab:



A live Excel-format spreadsheet is running in the background while you're playing, so it's a good idea to launch Excel (or a compatible spreadsheet program) and have it running at the start of a match. More on this later.

### Keyboard Shortcuts

Notice that most of the control buttons have both 2 labels: a name (such as "PLAY Q") and a keyboard shortcut ("spacebar"):



This means you can either click on the button with a mouse or touch the appropriate keyboard key. Using the keyboard is much faster and less error prone than using a mouse or touchpad.

### Color-Coded Information

We have used color (particularly red and green) to help you understand where you are and what you should do next:

- **Green** means "go", so it's no surprise that "PLAY Q" and "Ring-In Test" are green.

- **Red** means "stop", which is why "End Match" is red. Also, once you've started a ring-in test, for example, you'll see a red button labeled "End Ring-In Test".

Color is also used around the border of the screen (both your Match Manager screen and the Public Display) to indicate when it's possible for players to ring-in. Before you start a toss-up question, the screen border is red. Once you click "PLAY Q", the border is green.

**Playing Match Questions**

Though there are many variations on the Toss-Up/Bonus question format, this structure underlies the rules used in the vast majority of academic competition settings in the US.

1. Click the "PLAY Q" button (or press the spacebar) to play a Toss-Up.

2. Click the "Start Ring-In Timer" button (or press the spacebar) when you've finished reading the question. This starts the Ring-in Timer countdown.

3. When a team rings-in and answers, click either the "Right" or "Wrong" button or the +/- keys if you use the keyboard.

4. If a Toss-Up is answered correctly, click "Play Bonus" (or press the spacebar) to start a Bonus. (If you're in Fast Mode, you don't have to do this. The system "jumps" automatically into Bonus mode.)

5. Click "Start Answer Timer" (or press the spacebar) when you've finished reading the question. This starts the Answer Timer countdown.

6. Click either the "Right" or "Wrong" button or the +/- keys If the Bonus is answered incorrectly, it automatically bounces back to the other team.

**Substituting Players**

To substitute players, follow this 3-step process:

1. Click on the Setup tab.

2. Use the "Choose Player" buttons to "seat" new players on the appropriate team(s).

3. Click on the Play tab

At this point, the new player(s) will probably want to do a ring-in test.

**Editing Scores**

Clicking the yellow "Edit Scores" button will open the match's spreadsheet in Excel. <u>If you already have Excel running in the background, this will happen more quickly.</u>
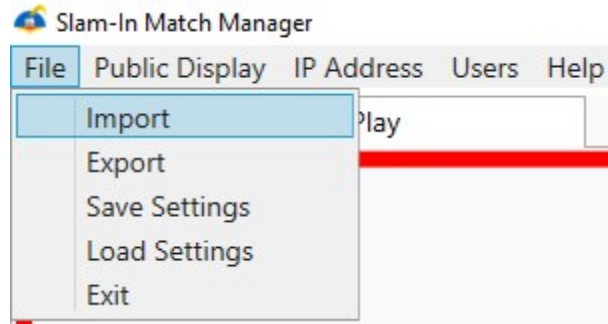
Once the match spreadsheet is open, edit entries in cells that have a white background – for example, on Player #1's score on Question #7:



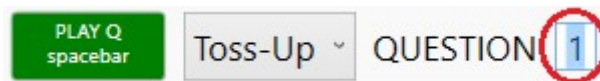Blue & black cells are not editable in the spreadsheet.

Once your changes are complete:

1. Save the spreadsheet.

2. Close the spreadsheet – <u>not Excel</u> – using File/Close.  This will close the spreadsheet but leave Excel running in the background in case you do further editing later in the match.

3. In Slam-In, use the File/Import menu option to update your scoreboard:



**Editing Question Numbers**

Sometimes you need to replay a question on behalf of a team, perhaps as the result of a mistake or a challenge.  To replay a particular question #, double-click on the question # field to allow you to enter a value:



This value indicates which cell in the match spreadsheet should receive the results of the question you're about to play.

**Managing Time**

Any time you want to call a timeout, click the red "Timeout" button.  Then select the timeout you want to activate.  (Some competition formats have several types with different lengths.)

If you were playing a timed round format, the Round Timer will stop.  You may edit the Round Timer's value by double-clicking on the current value and entering a new value in MM:SS format:



**Selecting Different Rounds**

Some competition formats allow for the use of different rules in different rounds.  If your format involves different rounds, you may change rounds (i.e., change rules) at any time by clicking the red "Select Round" button, which allows you to select a new round format:
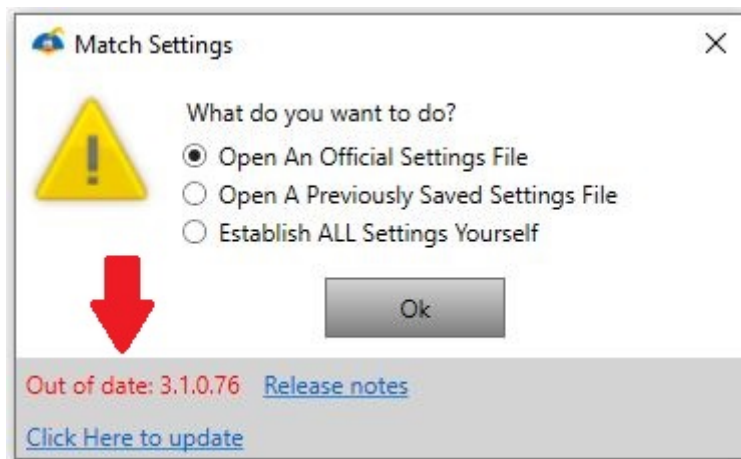
**Ending a Match**

Click the red "End Match" button to end a match.  This will close the match spreadsheet and display a "MATCH OVER" message on your screen.

# Troubleshooting

**Updating Software**

It's important to keep your Slam-In Match Manager software up to date.  Periodically, we add features and/or fix bugs that we find in the system, and updates to your software version are always free.

When we release an update, we notify users via e-mail, but the software itself notifies you of its status every time you launch it:



If your software is <u>not</u> up to date, the version number displayed on the initial Match Settings dialog will appear in red <u>and</u> a "Click Here to Update" link will display below it.  To download the latest version number, click this link or visit our Downloads page.