D50 Virtual Online Contest – Sr. Sergeant- At- Arms Role

Before the Contest:

- Attend the briefing for the contest. This should be held in advance of contest. Ensure that the second SAA attends as well and gets familiar with the ENTIRE process in case there is tech issues during the contest and they need to step into your role.
- Practice your role at the briefing. Please get comfortable with the following – Moving people in and out of Breakout rooms, muting-unmuting audio/video, and private messaging/responding. Practice these with the SAME zoom account which will be eventually used for the contest. Many of these are driven by account level settings, so this is critical.
- Ensure you know who the role holders are (i.e. ballot counters, chief judge, contest chair and contest master)
- Ask the contest chair to email you a copy of the program – keep a hard copy handy.
- Ask chief judge to confidentially e-mail the Sr SAA list of judges before the contest, in case you need to move them to a breakout room for a protest. DO NOT SHARE THIS INFO with anyone.
- Ask contest chair to provide cell phone numbers for all role holders (critical roles - Ballot counters, Chief Judge and Contest Chair). Keep a list of all role holders cell phone numbers handy in case you need to reach them outside of the meeting due to tech issues. Ask if the Contest Chair can create a message group (WhatsApp or otherwise) with just you, the ballot counters and the CJ for the duration of the contest.
- Ask questions if necessary

Day of Contest:

- Please log onto meeting at least 30 minutes before meeting starts.
- As Sr. SAA, you will serve as host of the meeting. Make sure the chair assigns you the host.
- Make your second SAA as the co-host so that they can operate the Waiting rooms.

Co-host
Allow the host to add co-hosts. Co-hosts have the same in-meeting controls as the host.

- When assigned host, be sure to change name to Sr. SAA – Name
- Ensure you know who the role holders are (i.e. ballot counters, chief judge, contest chair and contest master). Ensure that all of them role holders change their names to "Ballot Counter-xxxx" and "Chief Judge – xxxxx" So that you can locate them easily among the list of attendees.

Waiting Room

Make sure that the "Waiting Room" is enabled in the settings for the zoom account as follows**.**

Waiting room
When attendees join a meeting, place them in a waiting room and require the host to admit them individually. Enabling the waiting room automatically disables the setting for allowing attendees to join before host.
Choose which participants to place in the waiting room:
All participants
Guest participants only
Customize the title, logo, and description

Designate this function to the second SAA. People will join the meetings at all times during the contest. Admit them ONLY during announcements or breaks, just like a regular contest. No one is to be admitted while a contestant is speaking.

D50 Virtual Online Contest – Sr. Sergeant- At- Arms Role

If waiting room is turned on for the meeting, you will allow participants to enter. You can admit attendees one by one or hold all attendees in the waiting room and admit them all at once. You can send all participants to the waiting room when joining the meeting or only guests, participants who are not on your Zoom account or are not signed in.

When meeting room is enabled, participants will see the message:

PLEASE WAIT, THE MEETING HOST WILL LET YOU IN SOON.

Note: When participants are in the meeting and a phone number instead of name is listed, private chat with them to change phone number to name. If they can't do so, you can:

1. Hover your mouse over your name in the "Participants" list on the right   side of the Zoom window. Click on "Rename".
2. Enter the name you'd like to appear in the Zoom meeting and click on "OK".


Muting and Hiding Video:

When speaker is speaking, ALL participants EXCEPT the contest master (will hide themselves after intro of speaker), timer, and speaker must mute and hide video.   The Contest master will ask before each contestant is about to speak, 'Sr. SAA, please confirm that all meeting participants' are muted and video is hidden." Check to verify this. If not, turn off by clicking MUTE ALL and/or HIDE VIDEO for each participant. Take care to keep videos on for the speaker, contest master and

Once you have confirmed that all videos are audio are muted, the speaker can begin his/her speech.

Note: You could possibly receive private chat from meeting participants that they can't turn back on video. This is due to them not turning off before you, the host did. Please turn back on video when appropriate. (this may not be possible; it may be a "request to turn video back" option)

Breakout Rooms

Make sure that the "Breakout Rooms" is enabled in the settings (In Meeting – Advanced)
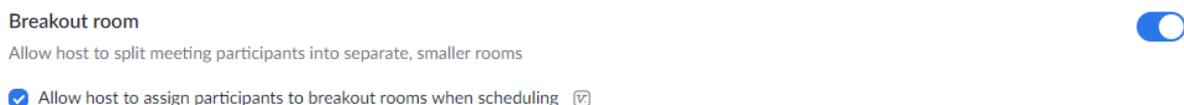
This the most critical function of your role, practice this and get comfortable beforehand.

D50 Virtual Online Contest – Sr. Sergeant- At- Arms Role

Breakout rooms are sessions that are split off from the main Zoom meeting. They allow participants to meet in smaller groups. Breakout rooms can be used for collaboration and discussion of the meeting. Ensure that the AD/DD is not a ballot counter since they will need to leave for the breakout room during announcements. Check with the contest chair.
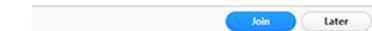
How to Setup Breakout Rooms:

1. In the contest meeting, click breakout rooms.
2. Select the number of rooms (1) you would like to create, and how you would like to assign your participants to those rooms and assign meeting members manually to the meeting. After the Tall Tale and International Speech Contest, the Contest Master will ask you, the Sr. SAA to move the Ballot Counters (3 of them) and the Chief Judge to a breakout room. There is no need to change the default names of the room (Breakout Room 1).
3. Click Create breakout rooms.
4. Confirm members in the breakout rooms.
5. When prompted by the contest master to move the CJ and the Ballot counters to the breakout room, Click on "Open All Rooms" so that the individuals are actually moved out. The grey dots in front of their names will turn green, indicating that they are successfully connected to the breakout room.

Ballot Counters and Chief Judge Responsibilities:

You will receive an invite:

D50 Virtual Online Contest – Sr. Sergeant- At- Arms Role

Leaving the Breakout Room:

Leaving the breakout room

You can leave the breakout room and return to the main meeting session at any time, or you can leave the meeting entirely from the breakout room.

1. Click **Leave Breakout Room.**

2. Choose if you want to leave the breakout room or the entire meeting.
3. When the host ends the breakout rooms, you will be notified and given the option to return to the main room immediately, or in 60 seconds.

District Table Topics Contest:

For the district table topics contest, ALL contestants EXCEPT the speaker #1 will be moved to same breakout room. Once they are called by the Contest Master, please move the speaker out of the meeting room. **Note: only one speaker should be moved at a time and only when called upon by the Contest Master.**

Dealing with Protest:

If there is a protest, the chief judge will let you know which participants to move to the breakout room. If needed, create another breakout room (Breakout room 2) for this purpose. The only participants in this breakout room should be the protestor, (contestant or judge). When protest is heard from protestor, the judges must be brought into the breakroom to hear protestor as well. The Chief Judge will let the SSAA know when to move over the contestant to the Break-Out Room where the judges are located. This contestant will be interviewed by the judges in the Break-Out Room. The Chief Judge will let the SSAA know when they are complete with the interview by text or private chat. The room should be used for as long as needed. The Chief Judge will communicate to SSAA when the room is cleared.

Announcing Winners:

One more breakout room is needed WHEN the district announcements are done for the chief judge, Contest Master, and Contest Chair. Once names are given, Contest Master will read the notification of winners as written and Contest Chair will update slides in PowerPoint presentation.

Ending the Meeting:

If Contest Chair doesn't do so, the Sr. SAA can end the meeting.
From the meeting menu start End Meeting button and select:
End Meeting for All to end a meeting for which you are a host.