

Event Facilitation Guide

TIPS FOR OPERATION OF THE SOFTWARE AND CARE OF THE RESPONSECARDS:

1. Before the event session:

- a.) Work out the procedure for distributing and collecting keypads.
- b.) Hook your computer up to the projection system test all the settings: Rt click on desktop
 - i. Graphics Options >> Output >> Extended Desktop >> Built in Display - Monitor
 - ii. Properties > Settings > Resolution: 1280 X 768
- c.) Log in to your Turning Point Account (or Mark Lenz's account, depending on the arrangements you've made prior to your event. Mark's log in is: mark@theinteractivechurch.com Password: Genesis1:1)
- d.) Open TurningPoint Software
- e.) Plug in the Receiver – Be sure to plug the receiver in the same USB port on your computer each time you facilitate a session.
- f.) Check to insure that the Receiver is registering: On the Center of the TurningPoint Tool Bar, Under "Live Polling" you will see "Receiver" Click that and then the Connections tab on the left and you should see the ID of the Receiver is listed to the right under ResponseCard Channels and "47" should be to the right of that (which is the channel the keypads are programmed to).

2. Test your ResponseCards by running a Polling Test (*Have someone walk around the entire perimeter of the meeting space with several key pads while testing for a reception.*)

- a.) On the TurningPoint Tool Bar click "Receiver" and click the "Test" button to run a test.
- b.) Each device's ID, Channel & Response will appear if the card is properly programmed.

3. Using two keypads – run through the entire presentation testing all the slides. During polling use the two keypads to select "1/A" and the last multiple choice offered on each slide. All the graphs should line up and each slide should advance as planned.

4. BEFORE you begin Polling – VERY IMPORTANT!

- a.) **Reset the session** to clear out all previous answers. You do not need to save the session.
- b.) Make sure that the setting on the toolbar is for **"Live Polling"**
- c.) **Have the MC explain how to use the keypads using the instruction slide. Also remind people of the importance to turn their keypad in after the convention is complete.**
A good reminder is to communicate one or more of the following - they will not change the channel on your TV or open the garage door and cost \$50 each to replace.

5. AFTER POLLING

- a.) **Have the MC remind people to turn in their keypads as they leave**
- b.) **Save the Session** - You can give it a title and it will automatically be saved in the TurningPoint Session File
- c.) **Create an Excel Spreadsheet Report** – click on "Reports" on the TurningPoint toolbar – and your most recent session will appear
 - i. Select the "Export" Button at the upper left and click on "Excel"

6. Further Keypad Collection Instructions:

- a.) **If for any reason the seams on the plastic sleeves split** – please replace them with the extras enclosed.
- b.) **Bundle the keypads in tens** using the rubber binders. As you are doing this check the keypad, particularly the backs for any cracks or damage. If you find some set them aside to show to whoever is in charge of keypads.
- c.) **Carefully count all the keypads** to be sure you have all of them turned in. You must give the final count to the person in charge so they know if we are short any keypads and/or have any damaged keypads.
- d.) **Tell them that we usually wait a week to see if keypads missing are returned** before billing \$50 each for damaged or missing keypads as per the contract.