Odyssey of the Mind®

Virtual Tournament Training for Coaches
How to use OdysseyHQ

by Jeff Carter, Scoring IPC

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February 2022 for 2022 Program year

These training guides have been assembled with help and support of many of my Odyssey colleagues and CCI staff. My thanks to everyone for help and support.

Coaches Training: Overview

- This training guide is specific to providing a Coach guidance related to registering for and participating in a Virtual Odyssey Tournament.
- Since everything is being done online there are some additional screens and steps the Coach needs to be aware of.
- As much as possible the traditional registration and team login screens were kept the same. Some additional selections were added.
- The next 8 slides will review the membership and tournament registration steps.
- They will be followed by details on what to expect for communications from the judging team and how to reply.

Team Registration Details – National Membership

- Step 1: National Membership Registration
- Step 2: National Membership login shared with team coaches
- Step 3: Coach logs into the member area using the Membership login
- Step 4: Coach selects "Team Registration"
- This team registration step is often done by a School Coordinator

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Team Registration Details – Team Registration

- Scroll down to "**Register a new team**".

- Select the tournament.

- Select the Prob / Div.

- Click Next.

Register a new team

Tournament	Region 1 Tournament ∨
Problem	∨
Division	∨

Next

Note:
- You are registering a team as NEW YORK MEMBER #90331.
- If this is not your membership number, log out and then log in with the correct membership number.
- Primary team does not need to select a division.

Team Registration Details – Register for Competition

- Coach will see the usual competition registration screens.

- Example here of contact data screen.

- Reminder, only the Primary Coach's email will be used for communication from the OdysseyHQ system.

NEW YORK MEMBER#90331 problem 4 division 4
| Assoc: **NY** Region: *No region* |

Coach's Information

First name	Jeff
Last name	Carter
Home Phone	15857374792
E-mail	jeffcarternysoma@gmail.com

School's Information

school name	NEW YORK MEMBER		
school district	district		
Street	street1		
Street2	street2		
City, State, Zip	Fairport	NY	14450
Coordinator	Jeff Carter		
phone	5857374792		
Fax			
E-mail	jeffcarternysoma@gmail.com		

Number of additional coaches: None
Number of team members: 7

Disability:
Please list any team members' health or accessibility info here.

Schedule:
If any team member is involved in more than one problem, please include problem name, division, number, and membership name & number if different.

Previous step   Next

Team Registration Details – Register for Competition

- Coach will see the usual competition registration screens.
- Example here of team member registration screen.
- Click Next.

NEW YORK MEMBER#90331 problem 4 division 4
| Assoc: NY Region: *No region* |
| Add new team member | K12 School ⦿ | Non-K12 School ○ |

Team member#1

First name	Peter
Last name	Yarrow
Grade	12

Team member#2

First name	Paul
Last name	Stookey
Grade	12

Team member#3

First name	Mary
Last name	Travers
Grade	12

Team member#4

First name	Ringo
Last name	Starr
Grade	12

Team member#5

First name	Paul
Last name	McCartney
Grade	12

Team member#6

First name	John
Last name	Lennon
Grade	12

Team member#7

First name	George
Last name	Harrison
Grade	College

- Coach can not modify existing team members name and grade. Changes on names will need to be approved by tournament director.
- A team can only have up to 7 team members
- New record without firstname OR lastname will be removed

Previous step

Next

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Team Registration Details – Register for competition

- Registration Complete confirmation.
- Confirmation email sent.

Region 1 Tournament

Thank you for registering online.
We received your registration for Region 1 Tournament

Your team **NEW YORK MEMBER#90331 problem 4 division 4** is now registered.

Your username is **jcarter** and your password is **OdYsSeY22**
Please check your email for confirmation.

Submitted on Oct-29 2020
   Note:
- Please check your e-mail for confirmation and contact information.
- Username and password are case-sensitive.

You will be redirected to **NYSOMA** in 2 seconds. Click here to stop redirect.

Team Registration Details – Register for competition

- Almost done.

- Confirmation screen.
  - Check the Terms and Conditions box.
  - Click Next Step.

Region 1 Tournament

Thank you for registering your team to compete in Region 1s tournament!

Due to COVID-19 the regional tournament will be held virtually.

Long-term Solutions may be submitted in any format: video or recorded by conferencing software such as Zoom. The Virtual Tournament Procedures can be found here: https://www.odysseyofthemind.com/virtual-tournament-procedures/

Uploading of videos and paperwork will be through the Members Area on the Odyssey website.

The deadline for video and paperwork submissions is Sunday January 31, 2021 by 11:00PM

If there are problems with the links supplied a member of our PRO (Paperwork Review Official) team will contact you. Communication will be done through the Members Area of the Odyssey of the Mind website:

https://www.odysseyofthemind.com/

If you have questions please contact Victoria Rae Sook (Regional Director Region 1): nycrdregion1@gmail.com

☐ I understand and agree with the above terms and conditions.

Odyssey of the Mind respects your privacy. We do not sell or share information you submitted to us to outside companies. We consider your e-mail address and any personal information you provide to be completely private and this information will be kept strictly confidential within Odyssey of the Mind. It is used only for record-keeping and tournament organization purposes.

Next Step

Team Registration Details – Register for competition

- Confirmation email.

- Every association email will be different.

NYSOMA State Membership confirmation e-mail - NEW YORK MEMBER #90331

OO

Odyssey of the Mind <webguy@odysseyofthemind.com>

To   jeffcarternysoma@gmail.com

Cc   jean_oliverio@caboces.org

↩ Reply   «

Hello Jeff,

NEW THIS YEAR:

- **All NYS Regionals and the NYS Finals will be Virtual Tournaments**
- **There is NO $90 State Membership charge, this year only**

Please register all teams by January 8 here: https://www.odysseyofthemind.com/teams/

If you have questions or need further information, contact me or your Regional Director.

Have a greatOdyssey season!

Thanks,

Jean Oliverio
NYSOMA Registrar
joliverio@nysoma.org

Team Registration Details – Coach redirected to Team Member Resources

- Coach and Team now has access to all the team resources.

- Scroll down to Team Login details.

- Login as Team to see team resources and details.

PROGRAM GUIDE   **VIEW CLARIFICATIONS**   **DIVISION FINDER**   **FREQUENTLY ASKED QUESTIONS**

Helpful Links

Fall 2021 Newsletter (PDF)
Quick Tips for Coaches
Team Recruitment Flier
Visit Odyssey Academy
General Program Flier
GPS to Great Problem Solving
COU Scholarship Flier
Membership Application
Problem Synopses Flier

Team List Forms

Problem 1: Escape vroOM *(coming soon)*
Problem 2: Odyssey reOMvention *(coming soon)*
Problem 3: Classics…(Name Here) The Musical Production *(coming soon)*
Problem 4: Matryoshka Structure *(coming soon)*
Problem 5: Life is a Circus! *(coming soon)*
Primary: Tri-Cycle Transport *(coming soon)*

Competition Info & Forms

Style Form (PDF) (Word)
Cost Form (PDF) (Excel)
Outside Assistance Form (PDF)
Team Contract (PDF)
Spontaneous Procedures
Structure Testing

Coaches Training: Team Login

- This screen is what the Coach will see with a Team login.

- Select Competition Record.

- Competition record screen is where Coach will enter the team's urls.

ALASKA MEMBER #90021

Problem 3 - Classics... (Name Here): The Musical Production

Division 2

Assoc: AK

Coach: Peter Yarrow

Membership is not paid

Change username and password

Tournament registration

Membership status

Members Area(Forms, Problems, and Icons)

Judge/Volunteer List

Tournament(s):

Virtual Tournament

Date: **TBA**

| Competition Record |

| Team Paperwork Review Status |

| Team Raw Score Page |

| Summary |

Coaches Training: entering url data

- Right hand column is the list of 4 urls. Coach should copy/paste urls into each field.
- Make sure urls are publicly accessible:
  - Judges will be accessing each item provided by a url
  - Judge can be anywhere world-wide.
- URLs can be hosted on any file sharing platform of team's choosing that is accessible in the host site's geographical area.
- There will be a separate Guide for how to assemble the files the urls point to.

Coach's Information

First name	Peter
Last name	Yarrow
Street	Main St
Street2	
City	Anywhere
State	AK
Zip	
Home Phone	555-555-5555
Work Phone	
E-mail	jeffcarternysoma@gmail.com

Number of additional coaches   0

Number of team members   0

URL(s)

- Performance Video URL
  - www.google.com/performance
- Explanation Video URL
  - google.com/explanation_url
- Document & Form URL
  - www.google.com/paperwork
- Photo URL
  - www.google.com/photo
- Trap Video URL
  - www.google.com/trap_video_url

By submitting your links you give permission for the organizers and sponsors of the Odyssey of the Mind Program to use video and photographs of participants in lawful publicity purpose(s). No names will be revealed without the express permission of those individuals.

School's Information

school name	Jeff Carter
school district	anywhere CSD
Street	Main St
Street2	
City	Anywhere
State	AK
Zip	
Coordinator	jeff
E-mail	jeffcarternysoma@gmail.com

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Coaches Training: Communication with PRO

- New to the Virtual Tournament judging team is the role of PRO (Paperwork Review Official).
  - The PRO will be the first judging team contact the team Coach will have.
  - The first week of the tournament is reserved for the PRO to:
    - Check and make sure all urls are publicly accessible.
    - Check all the paperwork to be sure it is usable and ready to be used by the judging team.
    - If the PRO finds a problem the team Coach will receive a notification email with the feedback. The Coach should not respond to the email. A reply will not be seen.
    - The Coach should resolve the issue raised.
    - The Coach should use the Team login to leave a reply for the PRO.
    - The PRO will send a confirmation to all coaches when all the URLs are OK.
    - See the next page for details.

Coaches Training: Communication with PRO

- To see the feedback left by the PRO, select "Team Paperwork Review Status".

- Long Term Only.

ALASKA MEMBER #90021

Problem 3 - Classics... (Name Here): The Musical Production

Division 2

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Tournament(s):

Virtual Tournament

Date: **TBA**

| Competition Record |

| Team Paperwork Review Status |

| Team Raw Score Page |

| Summary |

Coaches Training: Communication with PRO

- The Coach should resolve the issue raised.

- The Coach should send the PRO a reply when the update is complete or if they have a question.

- If any of the posted items are changed after posting, the Coach should send the PRO a reply to let them know.

- Just fill in the Reply block and click "Reply".

MEMBER AREA   CLARIFICATIONS   DOWNLOADS   LOGOUT

Virtual Tournament Paperwork Review Status

ALASKA MEMBER #90021 Problem 3 Div 2

- On Dec-4-2021 07:12pm
  - Performance Video URL: www.google.com/performance
    Checked-OK
  - Explanation Video URL: google.com/explanation_url
    Checked-OK
  - Document/Form URL: www.google.com/paperwork
    Checked-OK
  - Photo URL: www.google.com/photo
    Checked-OK
- On Dec-1-2021 05:07pm
  Coach reply:*Jeff, access to the performance video has been fixed and we updated the list if style items, please review again. Thanks.*
- On Dec-1-2021 09:53am
  Coach reply:*testing, please ignore*
- On Nov-30-2021 04:58pm
  - Performance Video URL: www.google.com/performance
    Invalid/unable to open - url was not publically accessible
  - Explanation Video URL: google.com/explanation_url
    Checked-OK
  - Document/Form URL: www.google.com/paperwork
    Missing information - item 3 in the style list is not available to be judged for style since it is a long term item, please submit a different item for style #3. Thanks.
  - Photo URL: www.google.com/photo
    Checked-OK

Paperwork Review Reply

Reply

Coaches Training: Communication with PRO

- Example email To Coach, From PRO.

← Reply	← Reply All	→ Forward	···

OO Odyssey of the Mind <webguy@odysseyofthemind.c(

To   jeffcarternysoma@gmail.com

Wed 12/1/2021 5:15 PM

Odyssey of the Mind®

Dear Coach Peter,

  My name is Jeff and I have reviewed your team's paperwork and tested the links. If you don't see three "checked-OK" below then I have left you a comment in the Team Log-in Area. Please login to the Team Login Area to review any comments or if you wish to leave one. It is important that your team addresses any issues that have been indicated in the comment. Thank you and good luck to you and your team in the upcoming event!

  Please do not reply to this email directly. It is sent by an automated system and no one will see the reply. To respond to the paperwork reviewer please use the Team Login to see the message sent and to leave a reply.

Virtual Tournament Paperwork Review Status

ALASKA MEMBER #90021 Problem 3 Div 2

- On Dec-1-2021 17:11
  - Performance Video URL: www.google.com/performance *Checked-OK*
  - Explanation Video URL: google.com/explanation_url *Checked-OK*
  - Document/Form URL: www.google.com/paperwork *Checked-OK*
  - Photo URL: www.google.com/photo *Checked-OK*
- On Dec-1-2021 17:07
  Coach reply:*Jeff, access to the performance video has been fixed and we updated the list if style items, please review again. Thanks.*
- On Dec-1-2021 09:53
  Coach reply:*testing, please ignore*
- On Nov-30-2021 16:58
  - Performance Video URL: www.google.com/performance *Invalid/unable to open - url was not publically accessible*
  - Explanation Video URL: google.com/explanation_url *Checked-OK*
  - Document/Form URL: www.google.com/paperwork *Missing information - item 3 in the style list is not available to be judged for style since it is a long term item, please submit a different item for style #3. Thanks.*
  - Photo URL: www.google.com/photo *Checked-OK*

Coaches Training: Communication with HJ

- Just like at an In-Person competition the HJ (Head Judge) is the leader of the judging team.
  - HJ may send the team Coach a message if needed.
  - When the team has been judged and scored the HJ will send the team Coach a notification email that will have the Raw Scores Report and the judge's comments.
  - The team Coach will have up to 48 hours to reply if needed. Do not reply to the notification email received. Coach needs to use Team Login to see the message left and to provide a reply there.
  - All communication with HJ and judging team is done thru the team login.
- Long Term Only.

Coaches Training: Communication with HJ

- Example notification email
  To Coach, From HJ.

- Under Raw Score Conversation

  - Coach will see any comments from HJ.

  - Click on raw score pdf to open the Coach copy of the Raw Score Report.

- Under OM-a-Note will be the feedback from the members of the judging team.

↩ Reply   ↩ Reply All   → Forward   ···

OO   Odyssey of the Mind <webguy@odysseyofthemind.co
     To   jeffcarternysoma@gmail.com   Wed 12/1/2021 5:30 PM

Odyssey of the Mind®

Dear Coach Peter,
  Congratulations on your team successfully completing its participation in our Virtual Tournament! My name is Jeff and I was the Head Judge for your team. The raw scores (not yet calculated) are available for your review. Please login to the Members Area and navigate to team login area to review the scoring and comments from the judging team. It is important that your team reviews the scoring as soon as possible. You have until May 23rd noon EDT to indicate you have received and reviewed the scores and believe there is a mistake.
We all hope your team enjoyed solving the problem and participating in this tournament. The judges enjoyed watching the performance of the teams' solution.

Please do not reply to this email directly. It is sent by an automated system and no one will see the reply. To respond to the Head Judge please use the Team Login to see the message sent and to leave a reply.

Virtual Tournament Raw Scores

ALASKA MEMBER #90021 Problem 3 Div 2

Raw Score Conversation

- On Dec-1-2021 17:27, **Head Judge** wrote:
  the team's performance was very funny. Very colorful costumes.
  | raw score pdf |

OM-a-Note

Coaches Training: Communication with HJ

- To view this in the Member Area and reply to the HJ login and select "Team Raw Score Page".

- LT Only.

ALASKA MEMBER #90021

Problem 3 - Classics... (Name Here): The Musical Production

Division 2

Assoc: AK

Coach: Peter Yarrow

Membership is not paid

Change username and password

Tournament registration

Membership status

Members Area(Forms, Problems, and Icons)

Judge/Volunteer List

Tournament(s):

Virtual Tournament

Date: **TBA**

| Competition Record |

| Team Paperwork Review Status |

| Team Raw Score Page |

| Summary |

Coaches Training: Communication with HJ

- This page shows the same information as the notification email received.

- Use the <u>Raw Scores Reply</u> to send any messages back to the HJ.

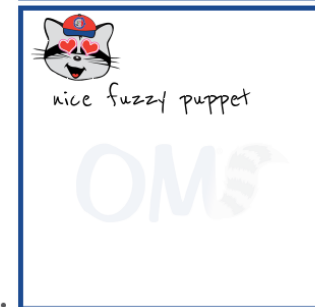- The system will send the HJ a notification when "Reply" is clicked.

Coaches Training: Spontaneous

- To compete in the Spontaneous Problem, the Coach / Team log into the Team Area.

- There are 2 Spontaneous options available.
  - "Spontaneous Practice"
  - "Spontaneous Competition".

- The Spontaneous Competition option will only be available during the spontaneous competition window for your tournament.

- To see how the competition screens look and work use the "Spontaneous Practice" option.

Odyssey of the Mind®

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ALASKA MEMBER #90021

Problem 3 - Classics... (Name Here): The Musical Production

Division 2

Assoc: AK

Coach: Peter Yarrow

Membership is not paid

Change username and password

Tournament registration

Membership status

Members Area(Forms, Problems, and Icons)

Judge/Volunteer List

Spontaneous Practice #1

Spontaneous Practice #2

Spontaneous Practice #3

Buy additional spontaneous problems (one pack of 10 problems)

Tournament(s):

Virtual Tournament

Date: Wed, Mar-9-2022

| Competition Record |

| Spontaneous Competition |

| Team Paperwork Review Status |

| Team Raw Score Page |

| Summary |

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Coaches Training: Spontaneous Practice

- To experience the online spontaneous problem process, select "Spontaneous Practice".

- This provides the team an opportunity to see exactly how the spontaneous system works.
  - You may use each practice only once.

ALASKA MEMBER #90021

Problem 3 - Classics... (Name Here): The Musical Production

Division 2

Assoc: AK

Coach: Peter Yarrow

Membership is not paid

Change username and password

Tournament registration

Membership status

Members Area(Forms, Problems, and Icons)

Judge/Volunteer List

Spontaneous Practice #1

Spontaneous Practice #2

Spontaneous Practice #3

Buy additional spontaneous problems (one pack of 10 problems)

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Tournament(s):

Virtual Tournament

Date: Wed, Mar-9-2022

| Competition Record |

| Spontaneous Competition |

| Team Paperwork Review Status |

| Team Raw Score Page |

| Summary |

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Coaches Training: Spontaneous Practice / Competition

- When either Practice or Competition are selected this screen will appear.

- Read all the directions carefully before clicking "Start Spontaneous Practice."

Spontaneous Practice #1 Problem 3 Division 2

Below is your team's link to the problem and response form.
DO NOT CLICK ON THE LINK UNTIL YOUR TEAM IS READY TO SOLVE THE PROBLEM.

1. Make sure all team members and the coach can hear each other.
2. Verify that the coach and all team members are logged in as the correct team. (Check Team Name, Membership Number, Problem and Division at the top of this page.)
3. The coach should make sure all team members can view this Welcome Page at the same time before going any further.
4. Once confirmed, team members should now click on the link "Real Time Spontaneous Response View Page" at the bottom right of this page. The Team View will not show the spontaneous problem until the coach clicks on the "START SPONTANEOUS" link at the bottom left of this page.
5. Once the problem is opened the official 20-minute timer will start. The coach should immediately read the problem out loud to the team.
6. The team view page will show the problem. As team members give responses and the coach types them onto the form, team members will see those as well. There is a brief delay as the team view is updated every few seconds.
7. Team members should each have a pencil and paper to write down their individual ideas. This is not mandatory but might help them remember their ideas.
8. A team member should set a countdown timer to 18 minutes and start it once the problem link opens. When it beeps, that team member should warn the rest of the team that time is running out.
9. All responses that have been entered onto the form will be saved once the coach hits submit, and/or time runs out.
10. WARNING! Clicking the Submit button ends the competition. Make sure the team is happy with the responses.

Start Spontaneous Practice (for Coach)   Real time spontaneous response view page (for team member)

Coaches Training: Spontaneous Practice / Competition

- There are two basic approaches for a team to get together online to participate in a Spontaneous Practice or Competition. There are many variations which we will not go into here.

- <u>Approach 1:</u> Using a teleconference tool
  - Pick a teleconference tool like Zoom or something similar.
  - Coach gets all team members connected together and shares their desktop so all team members can see it.
  - Coach logs into the team area.

- <u>Approach 2:</u> All team members log-in separately
  - Coach and each team member individually log into the Team Area.

Spontaneous Practice #1 Problem 3 Division 2

Below is your team's link to the problem and response form.
DO NOT CLICK ON THE LINK UNTIL YOUR TEAM IS READY TO SOLVE THE PROBLEM.

1. Make sure all team members and the coach can hear each other.
2. Verify that the coach and all team members are logged in as the correct team. (Check Team Name, Membership Number, Problem and Division at the top of this page.)
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8. A team member should set a countdown timer to 18 minutes and start it once the problem link opens. When it beeps, that team member should warn the rest of the team that time is running out.
9. All responses that have been entered onto the form will be saved once the coach hits submit, and/or time runs out.
10. WARNING! Clicking the Submit button ends the competition. Make sure the team is happy with the responses.

Start Spontaneous Practice (for Coach)   Real time spontaneous response view page (for team member)

Coaches Training: Spontaneous Practice / Competition

- <u>Approach 1:</u> Using a teleconference tool
  - Pick a teleconference tool like Zoom or something similar.
  - Coach gets all team members connected together and shares their desktop so all team members can see it.
  - Coach logs into the team area.
  - Coach selects the "Start Spontaneous Practice" button.
  - Only the Coach can enter responses.
  - Team members see what is on the Coach's screen.

Spontaneous Practice #1 Problem 3 Division 2

Below is your team's link to the problem and response form.
DO NOT CLICK ON THE LINK UNTIL YOUR TEAM IS READY TO SOLVE THE PROBLEM.

1. Make sure all team members and the coach can hear each other.
2. Verify that the coach and all team members are logged in as the correct team. (Check Team Name, Membership Number, Problem and Division at the top of this page.)
3. The coach should make sure all team members can view this Welcome Page at the same time before going any further.
4. Once confirmed, team members should now click on the link "Real Time Spontaneous Response View Page" at the bottom right of this page. The Team View will not show the spontaneous problem until the coach clicks on the "START SPONTANEOUS" link at the bottom left of this page.
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7. Team members should each have a pencil and paper to write down their individual ideas. This is not mandatory but might help them remember their ideas.
8. A team member should set a countdown timer to 18 minutes and start it once the problem link opens. When it beeps, that team member should warn the rest of the team that time is running out.
9. All responses that have been entered onto the form will be saved once the coach hits submit, and/or time runs out.
10. WARNING! Clicking the Submit button ends the competition. Make sure the team is happy with the responses.

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Start Spontaneous Practice (for Coach)   Real time spontaneous response view page (for team member)

Coaches Training: Spontaneous Practice / Competition

- ## Approach 2: All team members log-in separately

  - The Coach and each team member individually log into the Team Area.
  - The Coach instructs each team member to click on "Real time spontaneous response view". The view area appears when the Coach starts the Competition.
  - After each team member confirms they have the view page visible, the Coach can click on "Start Spontaneous Practice"

Below is your team's link to the problem and response form.
DO NOT CLICK ON THE LINK UNTIL YOUR TEAM IS READY TO SOLVE THE PROBLEM.

1. Make sure all team members and the coach can hear each other.
2. Verify that the coach and all team members are logged in as the correct team. (Check Team Name, Membership Number, Problem and Division at the top of this page.)
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9. All responses that have been entered onto the form will be saved once the coach hits submit, and/or time runs out.
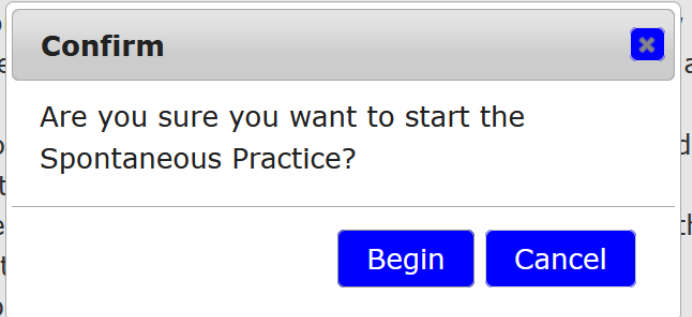10. WARNING! Clicking the Submit button ends the competition. Make sure the team is happy with the responses.

Start Spontaneous Practice (for Coach)   Real time spontaneous response view page (for team member)

Coaches Training: Spontaneous Practice

- When the Coach clicks on the "Start Spontaneous Practice" button, they will get a pop-up asking if they are sure they are ready to start.

- Once the session starts, it CAN NOT be stopped.

- For Competition, once the team starts the spontaneous competition, it can not be stopped or reset. This is a onetime event.

Spontaneous Practice #1 Problem 3 Division 2

Below is your team's link to the problem and response form.
DO NOT CLICK ON THE LINK UNTIL YOUR TEAM IS READY TO SOLVE THE PROBLEM.

1. Make sure all team members and the coach can hear each other.
2. Verify that the coach and all team members are logged in as the correct team. (Check Team Name, Membership Number, Problem and Division at the top of this page.)
3. The coach should make sure all team members can view this Welcome Page at the same time before going any further.
4. Once confirmed, team members should now click on the link "Real Time Spontaneous Response View Page" at the botto___ ___ ___ at the spontaneous problem until the ___ the bottom left of this page.
5. Once the problem is opened the o___ ___ immediately read the problem out ___
6. The team view page will show the ___ ___ the coach types them onto the form, t___ brief delay as the team view is up___
7. Team members should each have a pencil and paper to write down their individual ideas. This is not mandatory but might help them remember their ideas.
8. A team member should set a countdown timer to 18 minutes and start it once the problem link opens. When it beeps, that team member should warn the rest of the team that time is running out.
9. All responses that have been entered onto the form will be saved once the coach hits submit, and/or time runs out.
10. WARNING! Clicking the Submit button ends the competition. Make sure the team is happy with the responses.

Confirm ✖

Are you sure you want to start the Spontaneous Practice?

[Begin] [Cancel]

Start Spontaneous Practice (for Coach)   Real time spontaneous response view page (for team member)

Coaches Training: Spontaneous Practice

- The practice screen looks just like the actual competition screen.

- You see the spontaneous problem at the top of the screen in RED Text. Read it carefully.

- Below the Problem is the timer. Team has 20 mins to fill in it's answers.

Spontaneous Problem: **Describe all foods you would give a dog and why they would like it.**

Remaining time 3:27

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.
11.
12.
13.
14.
15.
16.

Submit

Coaches Training: Spontaneous Practice

- Below the timer you see a series of blank response fields.

- Each field is numbered.

- The number of fields depends on the problem.

- The fields area scrolls so the team has more response slots than are visible.

- The coach can scroll thru the response fields area while still leaving the problem description and timer visible.

Spontaneous Problem: **Describe all foods you would give a dog and why they would like it.**

Remaining time 3:26

10.
11.
12.
13.
14.
15.
16.
17.
18.
19.
20.
21.
22.
23.
24.
25.

Submit

Coaches Training: Spontaneous Practice

- The coach can type responses into each field.

- Only one "Coach" connection is permitted.

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CCI Virtual Tournament
ALASKA MEMBER#90021 Problem 3 Division I

Spontaneous Problem: **Describe all foods you would give a dog and why they would like it.**

Remaining time 0:30

1. bacon
2. crispy bacon
3. red bacon
4. blue bacon
5. green bacon
6. bacon dipped in bacon fat
7. bacon dipped in peanut butter
8. peanut butter
9.
10.
11.
12.

Coaches Training: Spontaneous Practice

- For the second connection approach, the team member screen will show the responses as the Coach types them in.

- The team member can scroll up and down to see all the responses.

Odyssey of the Mind

Remaining time 3:34

Virtual Tournament

ALASKA MEMBER #90021 (3/1)

Spontaneous Problem: **Describe all foods you would give a dog and why they would like it.**

Spontaneous started at Dec-3-2020 08:47am

Spontaneous Reply #1 **bacon**
Spontaneous Reply #2 **crispy bacon**
Spontaneous Reply #3 **red bacon**
Spontaneous Reply #4 **blue bacon**
Spontaneous Reply #5 **green bacon**
Spontaneous Reply #6 **bacon dipped in bacon fat**
Spontaneous Reply #7 **bacon dipped in peanut butter**
Spontaneous Reply #8 **peanut butter**
Spontaneous Reply #9
Spontaneous Reply #10
Spontaneous Reply #11
Spontaneous Reply #12

Coaches Training: Spontaneous Practice

- The Coach may only record the team's responses.

- Only team members may decide which responses are recorded.

- Responses may be changed if time allows.

- If the team finishes before the timer "runs-out" they can click on the "Submit & Close" button.

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CCI Virtual Tournament
ALASKA MEMBER#90021 Problem 3 Division I

Spontaneous Problem: **Describe all foods you would give a dog and why they would like it.**

Remaining time 0:30

1. bacon
2. crispy bacon
3. red bacon
4. blue bacon
5. green bacon
6. bacon dipped in bacon fat
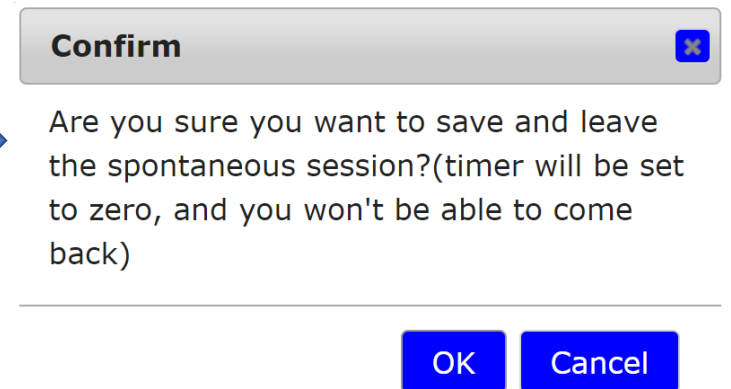7. bacon dipped in peanut butter
8. peanut butter
9.
10.
11.
12.

32

Coaches Training: Spontaneous Practice

- When the practice session has timed-out or the "Submit & Close" button is clicked, you will see this screen.

- If you click "Submit & Close", you will see a Confirmation window pop-up, once you say "OK", session is complete.

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CCI Virtual Tournament
ALASKA MEMBER#90021 Problem 3 Division I

Time! Your responses have been saved.

Confirm ✖

Are you sure you want to save and leave the spontaneous session?(timer will be set to zero, and you won't be able to come back)

OK   Cancel

Coaches Training: Spontaneous Practice

- To repeat a Practice session you will need to Reset your session.

  - Click on the "Go back to team area".
  - The team can now choose to use another Spontaneous Practice session or move on.
  - Each team gets to use each of the 3 Practice sessions only once.

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CCI Virtual Tournament
ALASKA MEMBER#90021 Problem 3 Division I

Time! Your responses have been saved.

Go back to team area

Coaches Training: Spontaneous Competition

- Now that the team has been thru practice and is ready, time to select "Spontaneous Competition".

- Read all the directions carefully before clicking "Start Spontaneous Competition."

Welcome to the Online Spontaneous Competition.

Virtual Tournament Problem 3 Division 1

Below is your team's link to the problem and response form.

DO NOT CLICK ON THE LINK UNTIL YOUR TEAM IS READY TO SOLVE THE PROBLEM.

1. Gather all team members using your local health guidelines. The coach should ensure that all team members can see the computer's screen, either in person or via "screen sharing."
2. Team members should each have a pencil and paper to write down their individual ideas. This is not mandatory but might help them remember their thoughts.
3. Once opened, the form will display the team's spontaneous problem, and the official 20 minutes timer begins.
4. The coach should read the spontaneous problem aloud to the team. The coach will enter responses on the form as team members respond.
5. A team member should set a countdown timer to 18 minutes and start it once the problem link opens. When it beeps, the team member should warn the team time is running out.
6. All responses that have been entered onto the form will be saved once the coach hits submit, and/or time runs out.

Start Spontaneous Competition(for Coach)   Real time spontaneous response view page(for team member)

Coaches Training: Spontaneous Competition

- When the Coach clicks on the "Start Competition" button, they will get a pop-up asking if they are sure they are ready to start.

- Once the session starts, it CAN NOT be stopped. It is a one-time event. Make sure all the team members are ready!

Welcome to the Online Spontaneous Competition.

Virtual Tournament Problem 3 Division 1

Below is your team's link to the problem and response form.

DO NOT CLICK ON THE LINK UNTIL YOUR TEAM IS READY TO SOLVE THE PROBLEM.

1. Gather all team members using your local health guidelines. The coach should ensure that all team members can see the computer's screen, either in person or via "screen sharing."
2. Team members should each have a pencil and [...] latory but might help them remember their thought[...]
3. Once opened, the form will display the team's [...] gins.
4. The coach should read the spontaneous prob[...] e form as team members respond.
5. A team member should set a countdown time[...] hen it beeps, the team member should warn the tea[...]
6. All responses that have been entered onto th[...] runs out.

Confirm ✖

ARE YOU SURE YOU WANT TO START THE SPONTANEOUS COMPETITION?

[Begin] [Cancel]

Start Spontaneous Competition(for Coach)   Real time spontaneous response view page(for team member)

Coaches Training: Spontaneous Practice

CCI Virtual Tournament
ALASKA MEMBER#90021 Problem 3 Division I

Time! Your responses have been saved.

- When either the "Submit & Close" button is clicked or the timer expires, the team's responses are saved. You are done.
- If, during the spontaneous competition session the coach loses their internet connection.
  - They should quickly reconnect to the spontaneous competition screen.
  - The timer keeps running.
  - You can reconnect and keep going.
  - Make sure you have a good internet connection before starting your team's spontaneous competition session.
- The team should practice using the competition screens to determine how they are most effective at sharing ideas and responses so team members do not talk over each other and answers are clearly heard and recorded. Make effective use of the 20 mins.

Coach: Wrap-up

- This guide is intended to provide Team Coaches the details needed to navigate and use the Odyssey HQ system.

- This guide is part of a collection of user guides. Please check the Odyssey of the Mind website for all the available guides. Contact info@odysseyofthemind.com if you need something not listed.

- If there are any further questions about this guide, please contact:
  - info@odysseyofthemind.com, OR
  - spontaneous@odysseyofthemind.com , OR
  - JeffCarter@odysseyofthemind.com