

Scoreboard keyboard, soundboard and microphone are located in the sound closet (unlocked by Site Manager)

Scoreboard Set-Up

1. Plug power cord into wall below the counter
2. Plug auxiliary cord into wall outlet below counter (make sure to twist to lock it in place)
3. Switch on the power (on the right side)
4. It will ask “do you want to start where you left off?”
5. Press “No” on the keyboard (upper right corner)
6. It will ask for an ID Number. Enter “717” and select “yes” on the keyboard to confirm.

Time & Period Buttons

1. Press “Set” then press “Time” on the keyboard.
2. Enter the half/quarter length (example: 20 minutes will be “2”, “0”, “0”, “0”, “0”)
 - a. See Chart below for times
3. Then press “yes” (upper right corner) to confirm.
4. It will ask for the period number.
5. Enter the period number and press “yes” to confirm.
6. To start the time, press the switch on the handset to the right.
7. To stop the time, press the switch on the handset to the left.
8. The button on the handset will trigger the scoreboard siren.
9. Flip the time switch to the left at the end of the time to turn of the siren.

Minutes per quarter/half

Football

- Junior High – 8 minute quarters
- Freshman – 10 minute quarters
- Junior Varsity – 12 minute quarters
- Varsity – 12 minute quarters

Lacrosse

- Junior High – 8 minute quarters
- Junior Varsity – 10 minute quarters
- Varsity – 12 minute quarters

Soccer

- Junior High – 30 minute halves
- Junior Varsity – 36 minute halves
- Varsity – 40 minute halves

**Halftime is 10 minutes*

**Between games, set time to 5 minutes before scheduled start time of the next game*

Score Buttons

1. Press “Home Score/ Away Score” (bottom left corner)
2. Enter the number being added to the current score (example: 1, 3 or 6)
3. To make a correction to the score
 - a. Press “Set” then “Home Score/ Away Score” then the correct number. Press “Yes” to confirm the entry.

Line of Scrimmage/ Down/ Yard to gain

1. Press “yes” to confirm is not necessary for below
 - a. Press “set” then “Line of Scrimmage” then the number
 - b. Press “set” then “Down” then the number
 - c. Press “set” then “yard to gain” then the number

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Music & PA Set-up

Soundboard Set-up

1. Plug in soundboard power cord to the outlet below the counter.
2. Plug audio auxiliary cord into outlet on the wall below the counter. (3 hole outlet)
3. Switch on the soundboard.
4. Plug in microphone cord into top left outlet on soundboard (Mic 1)

Music Set-up

1. Turn on the power switch in sound closet (top white switch, a green light will turn on)
2. Play warm-up CD (must press “play” button after entering CD)
3. Turn on “repeat all” (press “continuous” button twice, located directly below CD drive)
4. It will say “repeat all” on the screen

NATIONAL ANTHEM

1. Play blank CD that is in the case listed “National Anthem”
2. Play before the first Varsity game of the day

Close Up

1. Turn off soundboard and scoreboard keyboard
2. Unplug power cords
3. Unplug auxiliary cords
 - a. Twist scoreboard cord to unlock before pulling out
 - b. Press button to release sound cord from wall outlet
4. Place all equipment on the shelf in the sound closet
5. Lock up the sound closet (done by Site Manager)