

Welcome: Guide for Yaarly for Coaches Version 2.0

This Guide will help you setup Yaarly for your team.

Note—for users, troubleshooting, etc. use the Guide to Yaarly and Troubleshooting.

Written by Steve Johnson and Jim Hanson.

Welcome: Guide for Yaarly for Coaches Version 2.0 1

 MUST DO! 2

Test your internet connection:..... 2

STEP 1: COACHES JOIN YAARLY 3

STEP 2: COACHES INVITE DEBATERS/JUDGES/ETC. TO YOUR YAARLY ORGANIZATION..... 3

STEP 3: COACHES ACCEPT INVITE TO A TOURNAMENT/EVENT 4

STEP 4: TELL YOUR DEBATERS/JUDGES/ETC. TO ACCEPT EMAILED INVITE TO JOIN YAARLY . 4

MUST DO!

1. **You must use a Windows, Mac, or Chromebook computer.** Smart phones do NOT work. Tablets are IFFY.
2. **You must use Chrome, Firefox, NEW Edge browser.** Safari, Internet Explorer and others do NOT work.
3. **You must use wifi or be plugged in with ethernet.** A cell phone hotspot is NOT likely to work. PLEASE SIT CLOSE—within 25 feet—TO YOUR WIFI ROUTER/CABLE MODEM.
4. **Your computer should be fully charged or, preferably, plugged in.** The event is long; your battery may not last as long as the event.
5. **We strongly recommend you don't use a separate microphone;** use the one built into your laptop. Yes, you can use headphones/earbuds but be ready to adjust settings for audio/mic/video.
6. **You should have only one computer connected to Yaatly per room.** Additional computers in the same room running Yaatly create nasty feedback loops that will hurt your ears.
7. **Be ready to provide your cell phone number as a backup.** Have the person with problems call, then put them on speakerphone, and they'll be heard over Yaatly.

Test your internet connection:

<https://www.megapath.com/speedtestplus/>

minimums: download 20mb, upload 5mb

maximums: ping 150ms, jitter 30ms

Your system will be much more likely to experience problems when under those minimums and over those maximums.

If you are regularly getting ping/jitter rates higher than 150ms and 30ms, see below for possible fixes OR contact your internet service provider. Not acceptable.

Is your connection weak?

- 1) Reboot your router-modem and see if it improves.
- 2) Sit next to your router or ethernet plug into your router-modem and see if it improves.
- 3) If that doesn't work, debate without video (use just audio).
- 4) Serious problem? Phone call your judge/climb staff member.
- 5) **No Improvement? Get better internet service.**

Note: our experience is that from 6 to 9:30pm, internet connections are slower and more likely to have problems.

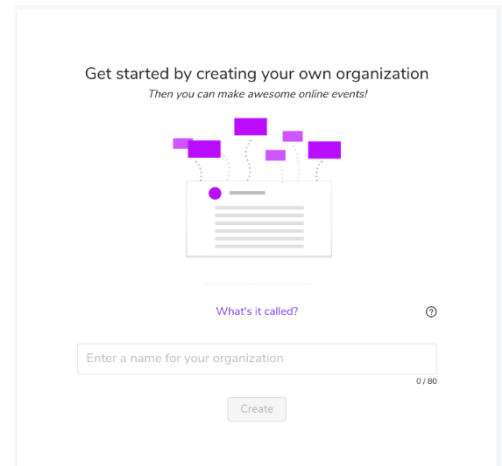
Suggestion: if possible, avoid movie streaming, heavy internet use in your house/location while you are using yaatly especially if your download/upload speed is low.

STEP 1: COACHES JOIN YAATLY

One individual--usually a coach--should be designated as the person to set up your school's Yaatly account. This person will create an "organization" (aka, a school/debate squad) in Yaatly and have control over that organization's presence in Yaatly.

Organizational leaders should follow these steps:

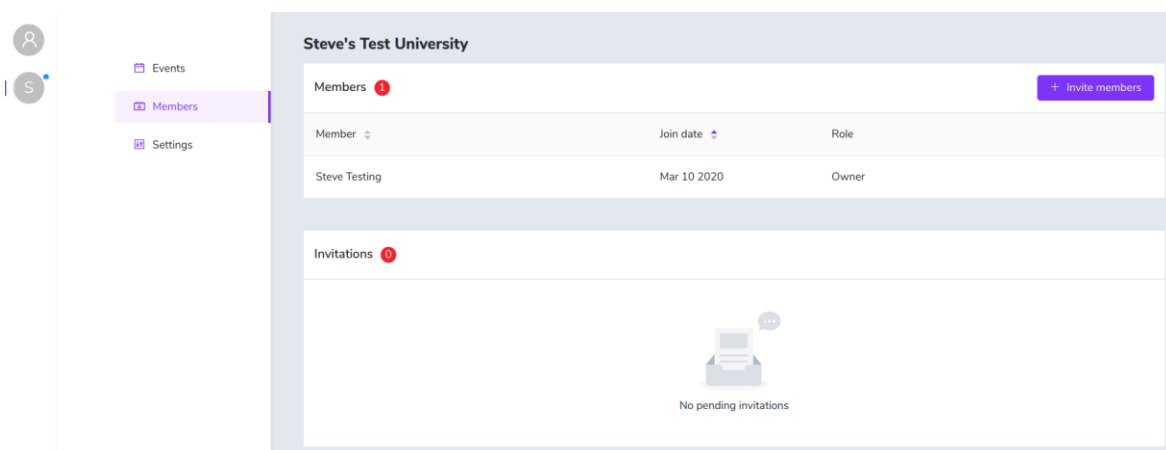
1. Direct your browser to <https://app.yaatly.com/>
2. Create your Yaatly account by completing the registration form
3. Create your organization by entering the name of your team, squad or school's name. This name will be used in Yaatly for your team/squad/school.
4. Once you have an organization, you'll be able to invite your organization's debaters and others to join Yaatly.



STEP 2: COACHES INVITE DEBATERS/JUDGES/ETC. TO YOUR YAATLY ORGANIZATION

TELL YOUR SCHOOL MEMBERS—JOIN YAATLY ONLY WITH YOUR EMAILED INVITATION. They canNOT just join Yaatly on their own—they won't be connected to your school and so won't have access to the tournament.

Invite your debaters, coaches, and judges by choosing your organization from the left hand menu, then selecting "Members." There you'll see the "Invite Members" button in the upper right hand corner.



Each debater or other person affiliating with your organization should create their own account by responding to the email they'll receive.

STEP 3: COACHES ACCEPT INVITE TO A TOURNAMENT/EVENT

The tournament director will send you a link to the tournament. Click that and accept the invitation.

When you accept your invitation—all of your debaters who are members of your Yaatly organization (they have accepted their invitation to your Yaatly organization), have access to the tournament/event.

STEP 4: TELL YOUR DEBATERS/JUDGES/ETC. TO ACCEPT EMAILED INVITE TO JOIN YAATLY

Respond to the email invitation sent to you by your Coach/Team Leader.

Do NOT create a Yaatly account on your own—do it ONLY right after clicking the Invitation email link.

NOTE: The Invitation email is from robot@yaatly.com AND sometimes goes to your junk/spam folder (check there if you don't see it).

Follow the directions to create a Yaatly account affiliated with your organization (your school/squad/team).

Created your account before you got an invite by your coach? Still accept the invitation and that will link you to your organization.

You MUST be JOINED TO YOUR SCHOOL/ORGANIZATION to be able to get into tournaments/events.

