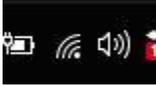


How to prepare you laptop for an Invitational Quiz.

These instructions will walk you through updating or suspending updates for the duration of the quiz. If you just want to suspend your updates so that it won't interfere with the quiz, do steps 4 through 6a.

Updating your system

1. Start by ensuring you system has a connection to the internet. If at any time you need assistance, please contact the Quiz Tech Team at 501-352-4646 by sending a text with your contact information and a member of the Tech Team will contact you.

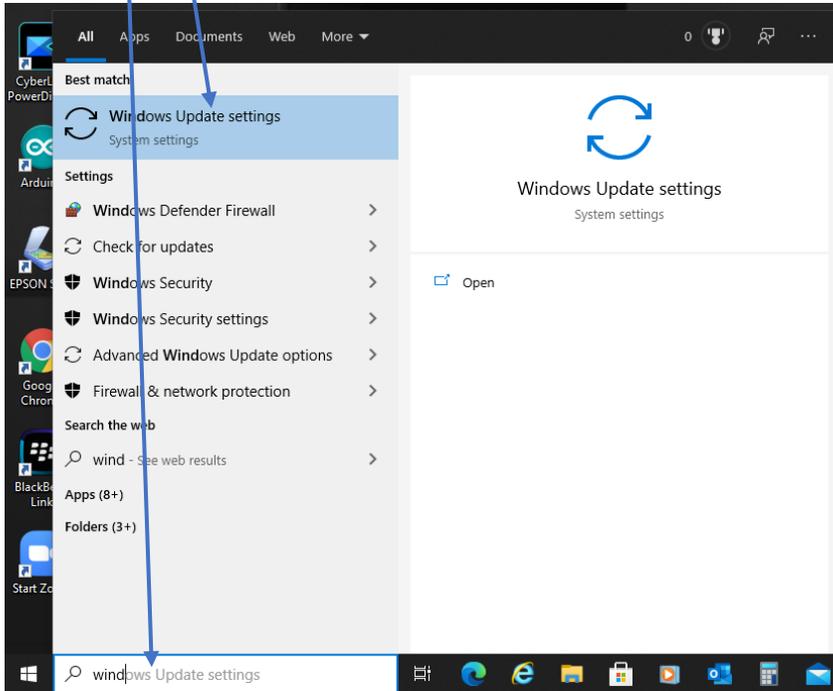


2. You can validate your connection by going to <http://stats.q2020.org/> where you should see the following site.

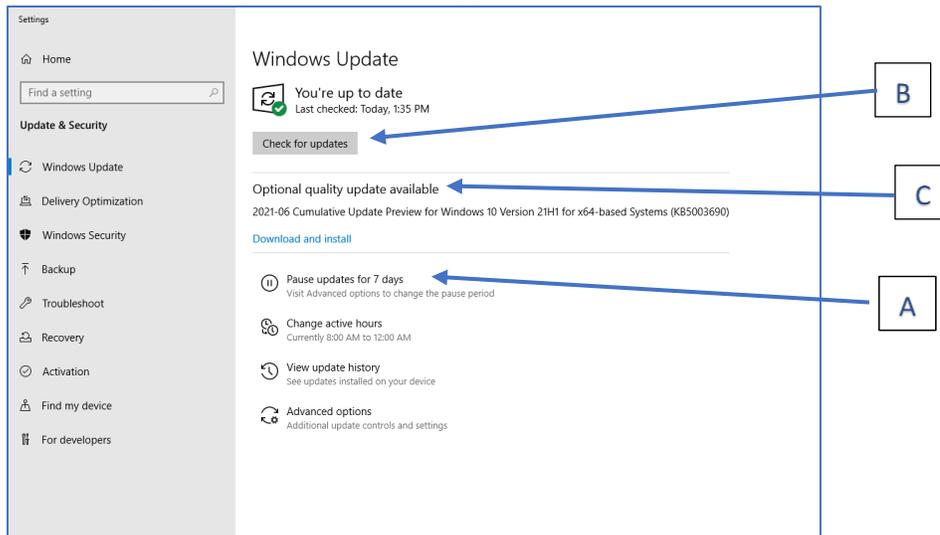


3. The “BEST” option is to plug in and turn on your system and let it run about one week prior to any event. Let the system do what it is suppose to do and update during the inactive hours. You will need to check the system every once in awhile as it may require reboots to install certain patches or updates. If you prefer you can manually force the system to update, this will require more of your attention.

There are several ways to get to Windows Update, If you have the search feature turned on you can just start typing “Windows Update” and it will auto populate as a best match, when it does click on “Windows Update settings”. Alternately you can click on the Windows ICON or Start button and just start typing and the option will appear.



4. The following settings screen should appear.



5. On this window you will see several options that I will explain here.

- a. First let me point out the PAUSE option, if you don't have time to run updates then suspending them is your best option. Click on “Pause updates for 7 days”, See “A” above.

NOTE: Updates will resume after 7 days. Let me stress the best way to protect your system from the bad actors is to keep it up to date. If your QM system is not a daily use

system then plan on updating it at least one week before each quiz, as described in step 3.

- b. The “REALLY” important updates will be listed in the first section of this page. If there aren’t any updates listed there you can force your system to check for updates by clicking on “Check for updates” button. See “B” above.

NOTE: You may have to check, install, reboot, and repeat this process until it says “You’re up to date”

- c. The 2nd section, see “C” above, will list “Optional quality updates”, don’t let the term “optional” mislead you, these are important and more often than not you should update these as well, you will have to manually intervene here and tell your system to download and install. These may also require the rinse and repeat method described in step 6b.

If at any time, you have issues please contact Quiz Tech Team supporting your quiz as noted at the beginning of these instructions or an IT professional that you trust to help you with updating and keeping your system up to date and functioning at peak performance.