

MASTER GUIDE BIBLE EXPERIENCE 2021 (COVID Edition)

This year, due to the COVID-19 pandemic, our Master Guide Bible Experience (MGBE) will be held virtually. Thus, it is vital that you take time to read this guide to prepare your club, MGBE team(s), and tech support team accordingly.

Resources:

1. Books to study for 2021 are as follows:

- [2021 PBE SDA Bible Commentary](#)
- [Hebrews](#)
- [James](#)
- [1st Peter](#)
- [2nd Peter](#)

FRENCH

- [Commentaire Biblique Adventiste](#)
- [Hébreux](#)
- [Jacques](#)
- [1 Pierre](#)
- [2 Pierre](#)

For more info and resources, including sample PBE tests (in English and French), kindly visit www.ontariomasterguides.ca

Instructions for Master Guide Club Directors:

1. Organize teams comprised of 2-7 Master Guides/Master Guide Trainees, all of which have been inducted during this MG year, and are actively participating in the Master Guide program in your local club. The maximum number of team members that can participate in the testing at any one time is six (6). The alternate participant will fill in if a regular team member is unable to attend or becomes ill during the event. The alternate may also switch out with a regular team member at the intermission of the testing. A switch is only allowed once per team, per testing.
2. Register your PBE teams with the Ontario Conference for the MGBE event no later than **January 28, 2021** with a minimal fee of \$20.00 per team. Visit www.ontariomasterguides.ca to download form.
3. Please sign the [Statement of Integrity form](#) and submit to masterguides@adventistontario.org
4. Have all participating Pathfinders and their parents or legal guardians sign the [Videography and Photography Release form](#) to be sent to masterguides@adventistontario.org.
5. You are encouraged to organize a tech team to provide assistance in the use of various devices and applications/platforms for their MGBE practices in preparation for the virtual events. They will also oversee the Zoom meeting as host and co-hosts during the PBE testing using your own church/club Zoom account.
6. Please take note of the important Roles of PBE Team Members and Required Equipment:
 - Team Captain - 1 computer with webcam and microphone (headset highly recommended)
 - Scribe - 1 computer with webcam and microphone (headset highly recommended) preferably with 2 computer monitors/screens (a Smart TV can be used as a second screen by connecting it to your laptop computer using an HDMI cable)
 - It is recommended that somebody who can type fast be chosen for this role.
 - He or she has to be made a Zoom co-host to be able to share his/her screen during the testing.
 - The Scribe's computer display settings should be "Extended." The 1st (main) computer screen will show the zoom participants (PBE teams) and the 2nd screen which shows the Nearpod.com page will be shared to the team.
 - Members - 1 computer/table/phone with webcam per team member (computer with headset highly recommended)
 - A member may be assigned to take care of sending challenges to PBE judges through a Google form (link of which will be provided by the monitor/quizmaster at the beginning of the PBE event). Technical requirement will be the same as that of the Scribe's.
7. As part of your team registration, you will be asked to submit names (including their contact info) of 2 volunteers from your club (i.e., Master Guides, who are 18 and older to serve as team monitor/quizmaster and scorekeeper). Here are their technical requirements:
 - a. Monitor/Quizmaster - 1 computer with webcam and microphone (headset highly recommended)

- b. Scorekeeper - 1 computer with webcam and microphone (headset highly recommended) preferably with 2 computer monitors/screens. Should be familiar in the use of Google or Excel sheets
8. A Zoom link will be provided by the conference in order to join the MGBE general sessions (opening and closing). **Team check-in will be at 2:30 pm.**
9. During the MGBE/PBE testing proper, your team will have to login to a Zoom meeting that you will set up using your own church/club zoom account. Free Zoom account won't work due to its 40-min usage limit, thus you are advised to upgrade or use your church's Zoom account.

In view of this, you are asked to schedule in advance a Zoom meeting for March 6 from 3:00-5:00 pm with the link to be submitted to the conference using a separate form. This link will be provided to the monitor and scorekeeper assigned to your team(s).

10. Encourage all MGBE teams to attend a general PBE/MGBE practice on **Sunday, January 17, 2021 at 4:00-6:00 pm.** Here's the Zoom link for this online practice:

Join Zoom Meeting

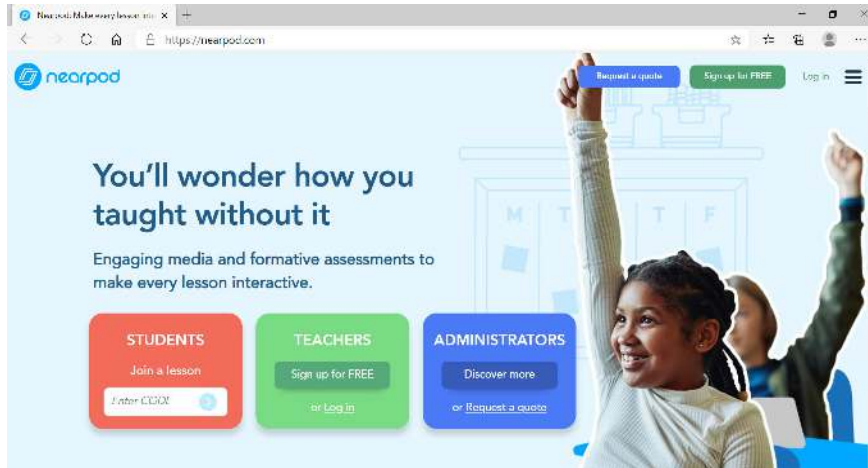
<https://zoom.us/j/94257481895?pwd=S2FEY2d1YWVWTDJSbjR0bUF2dUJ1dz09>

Meeting ID: 942 5748 1895

Passcode: 807120

Instructions for MGBE Coaches:

1. As soon as your MGBE team is formed, encourage your MGs/MGTs to read the assigned books
2. You may assign specific chapters to each MG/MGT to memorize or be well familiar with.
3. Check out <http://readyanswers.org/PathfinderBibleExperience/P21/P21.html> to help you in preparing your team.
4. The North American Division (NAD) will be using Nearpod for this virtual PBE event, thus you are encouraged to familiarize yourself with it and train your Team Scribe in using it. To access the sample PBE questions from NAD, you are to secure a Nearpod account (www.nearpod.com) and register as a teacher.
5. Download PBE Sample Test. These are instructions to add the 2021 PBE Sample Test to your own Nearpod account:
 - a. Create a Nearpod account on <https://www.nearpod.com>

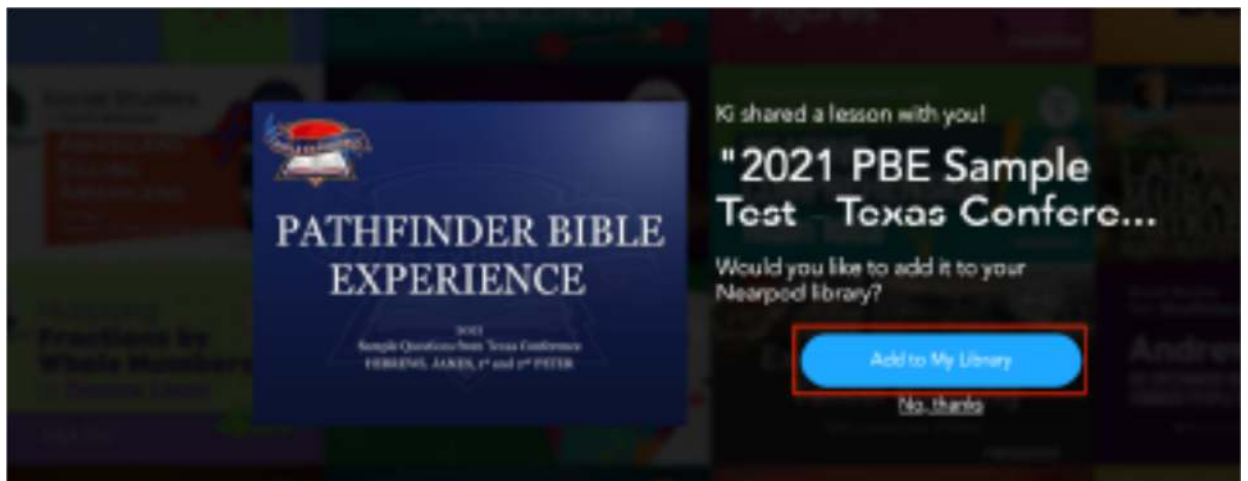


b. If you already have a Nearpod account, login to your Nearpod account.

c. Click on the link below or copy/paste the link into your browser:

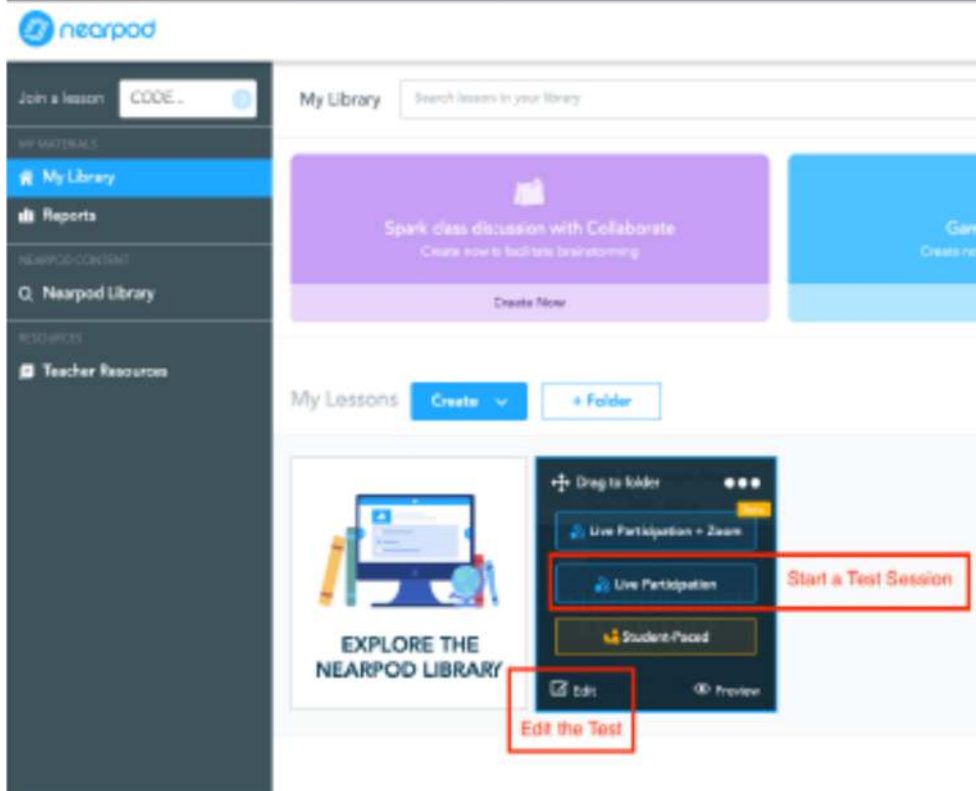
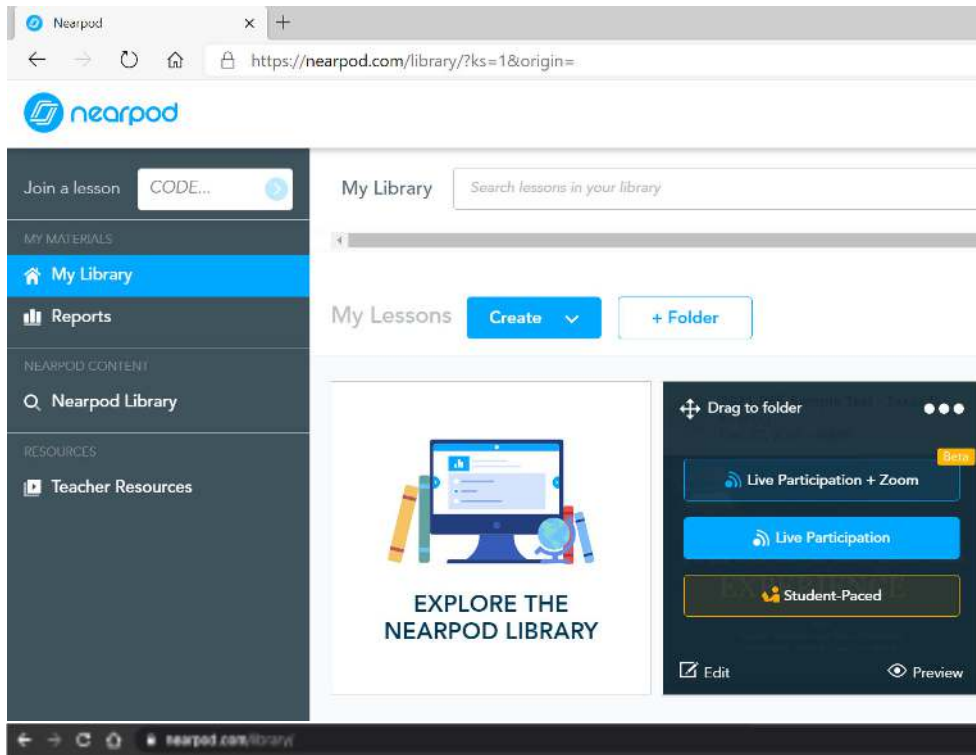
<https://share.nearpod.com/e/YolnP1fW1bb>

d. Click “Add to My Library”



E1. Click “Live Participation” to start a test session

E2. Click “Edit” to edit the Nearpod test



6. A general practice for all registered PBE teams will be held on **Sunday, January 17, 2021 at 4:00-6:00 pm.** Here's the Zoom link for this online practice:

Join Zoom Meeting

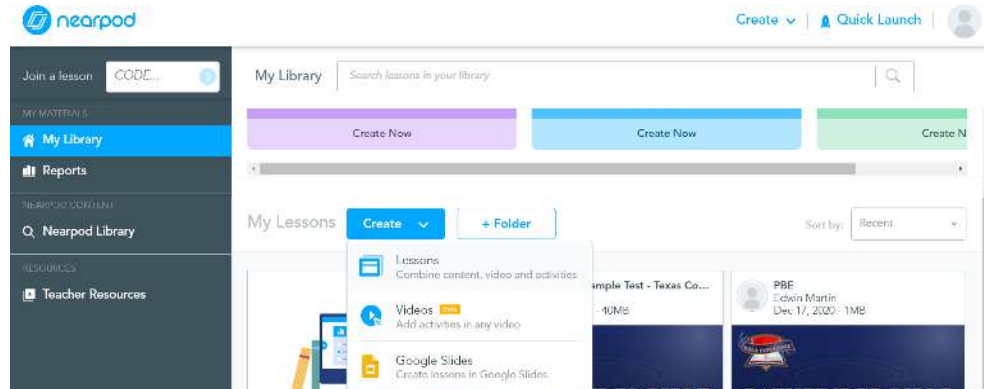
<https://zoom.us/j/94257481895?pwd=S2FEY2d1YWVWTDJSbjR0bUF2dUJ1dz09>

Meeting ID: 942 5748 1895

Passcode: 807120

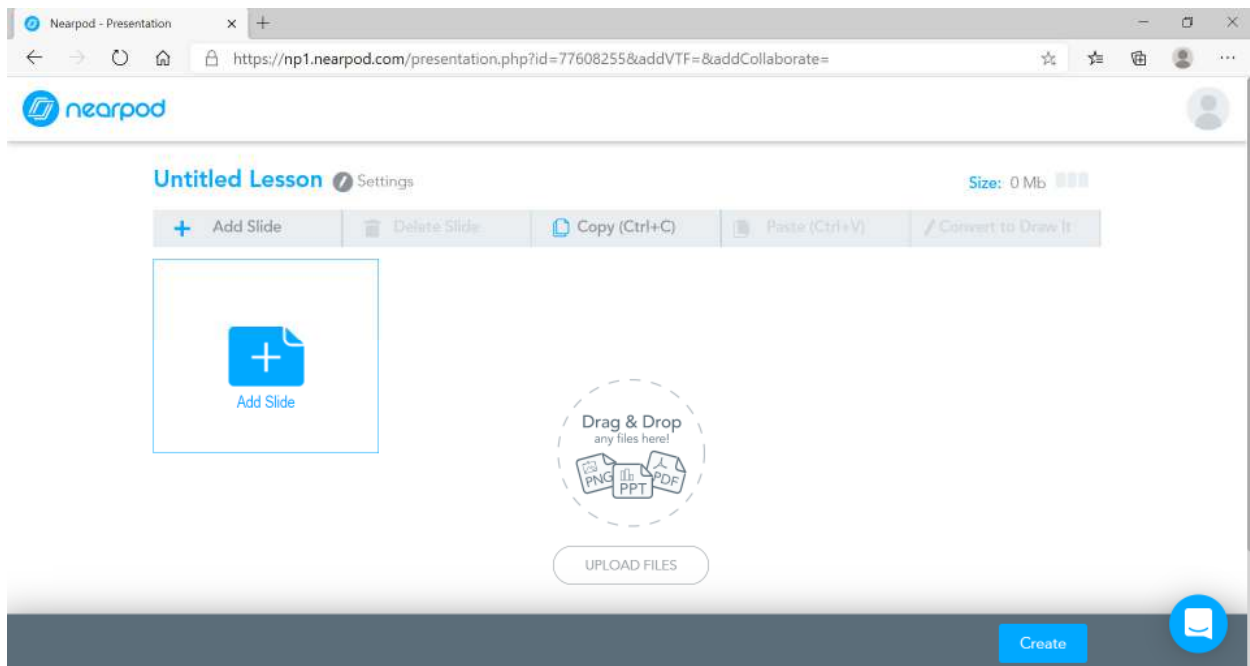
7. Club directors or PBE/MGBE coaches are encouraged to come up with additional practice questions for their teams in PowerPoint formats. Import PPT file to Nearpod by following the instructions below:

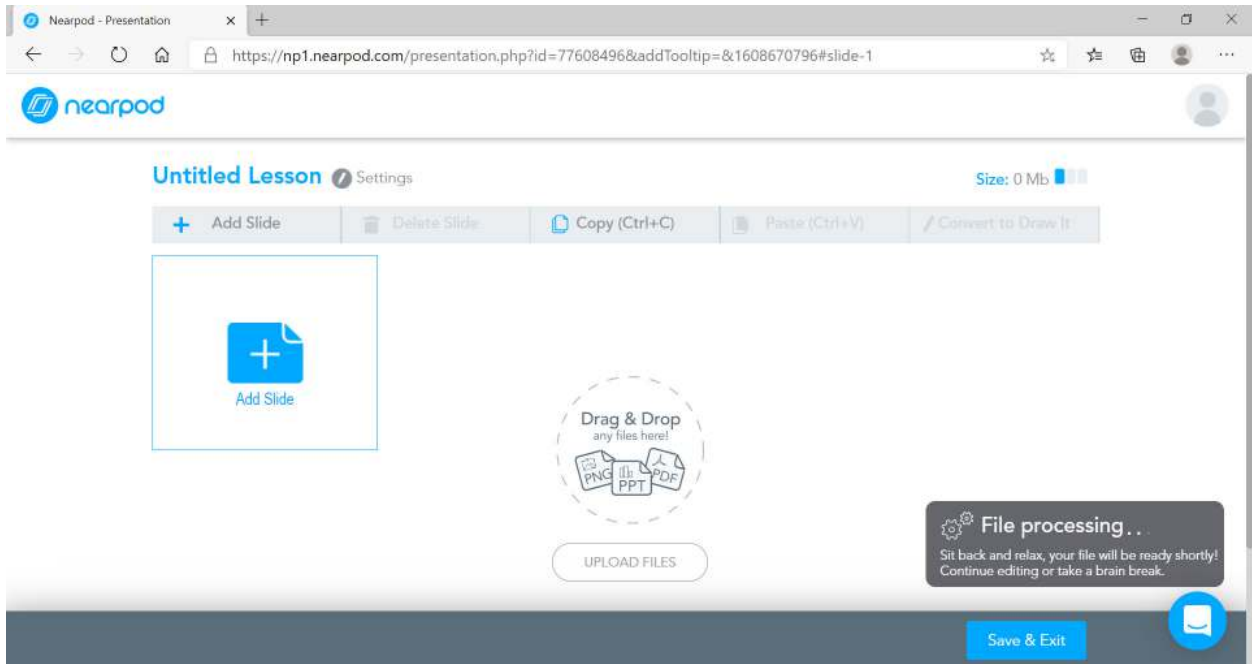
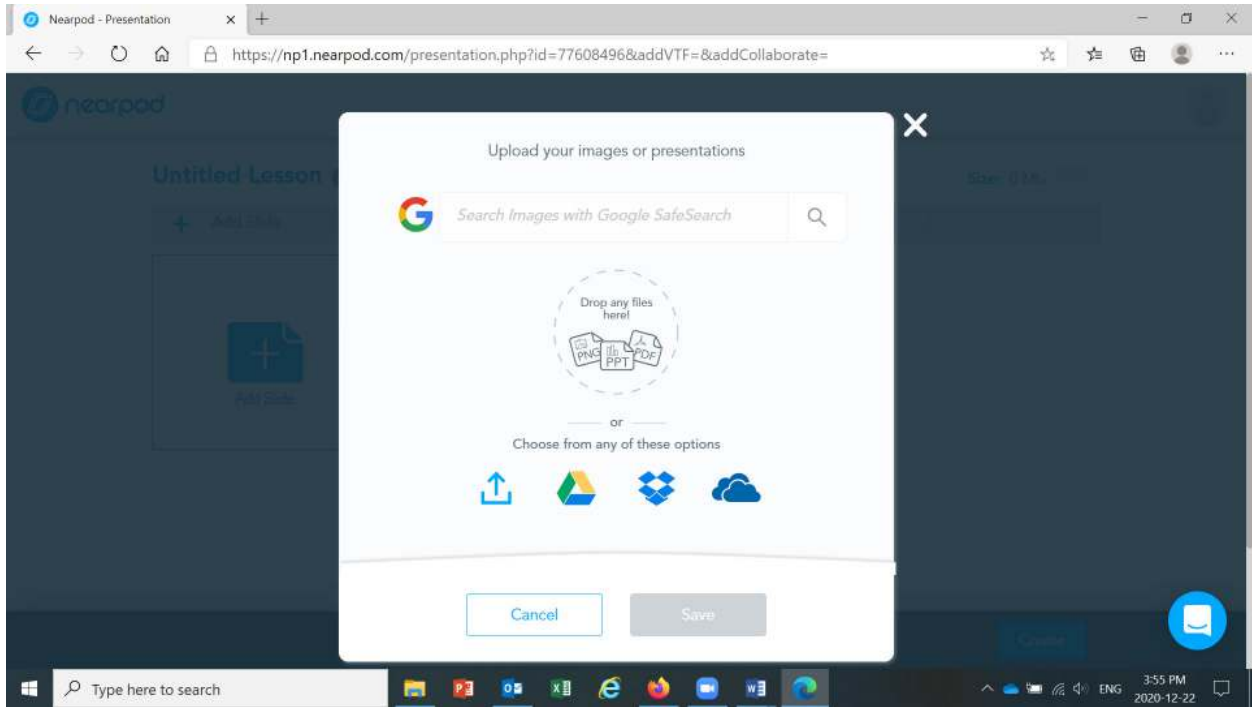
- c. Click CREATE and choose LESSONS



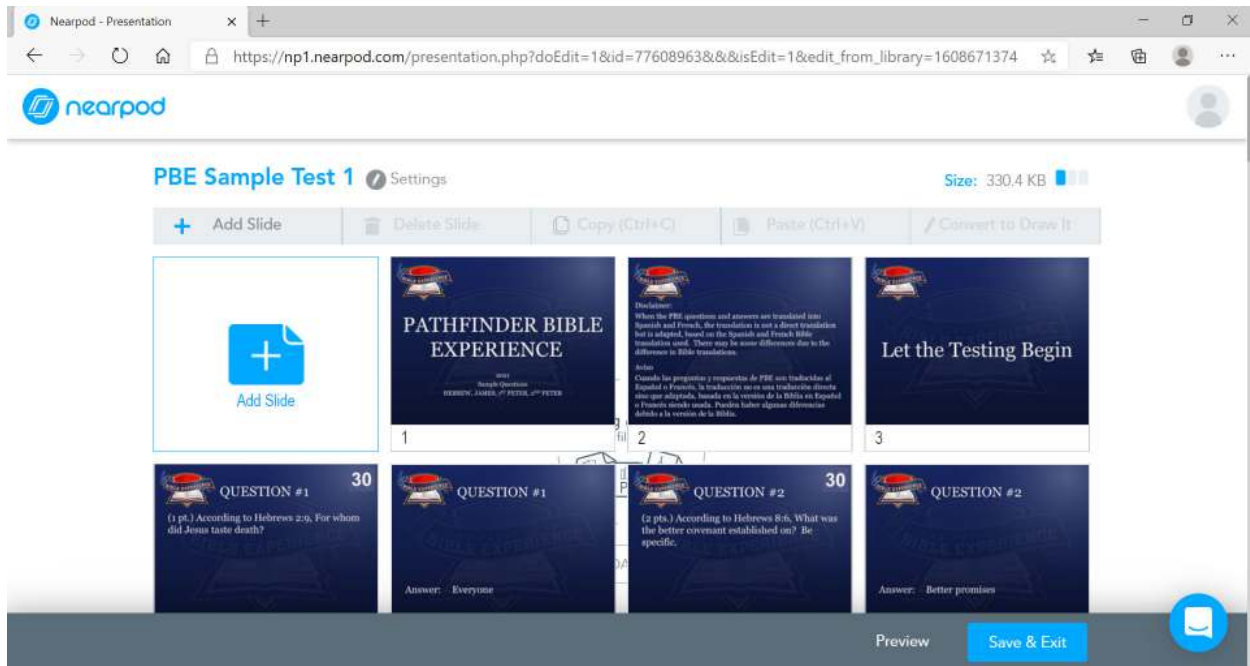
- d. Type Lesson Title

- e. Locate the presentation file and upload it or simply drag and drop it within the dashed circle.

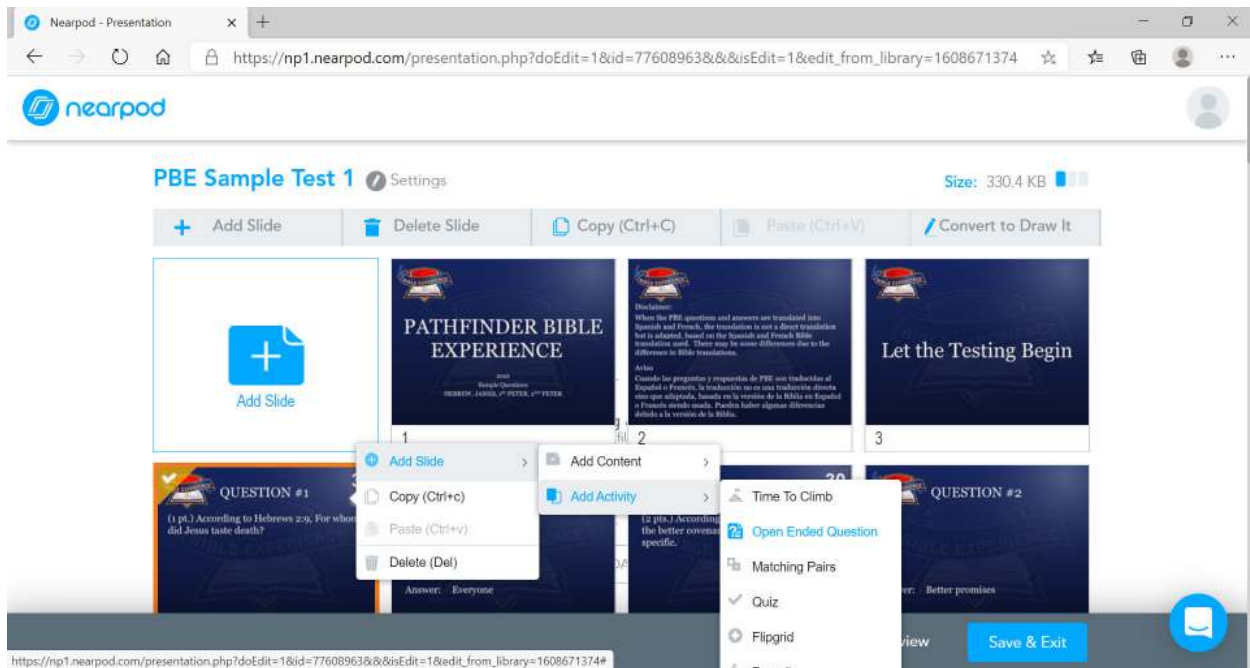




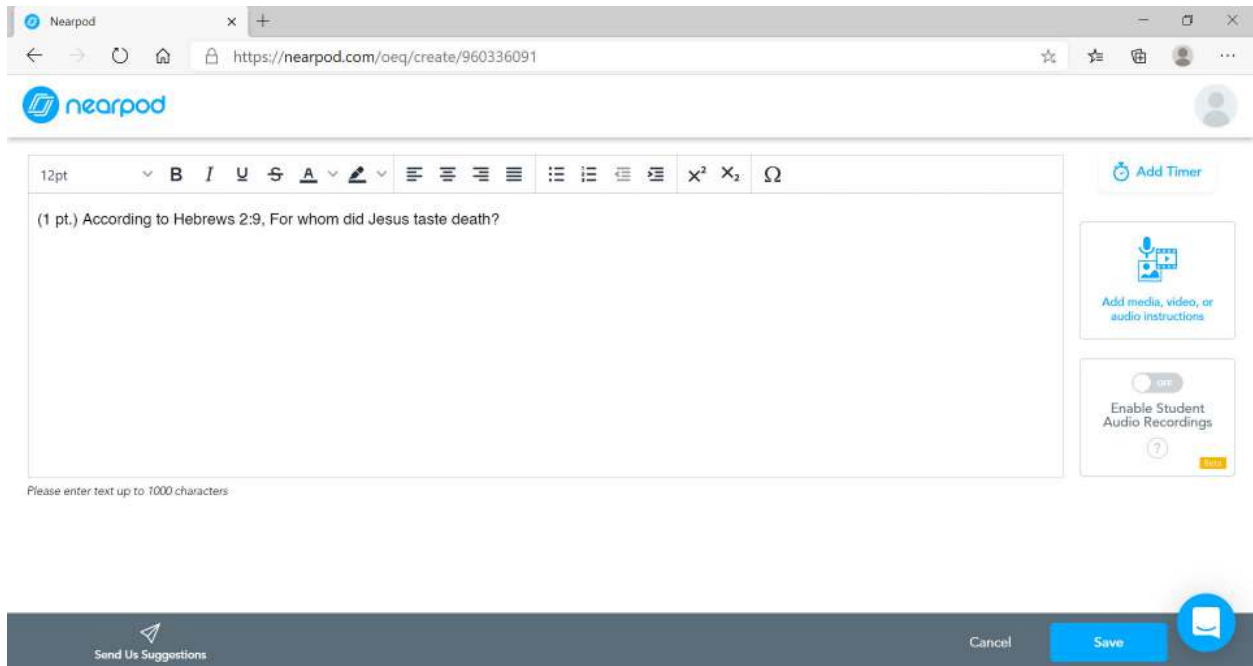
f. When file processing is completed, each slide will become individual pictures.



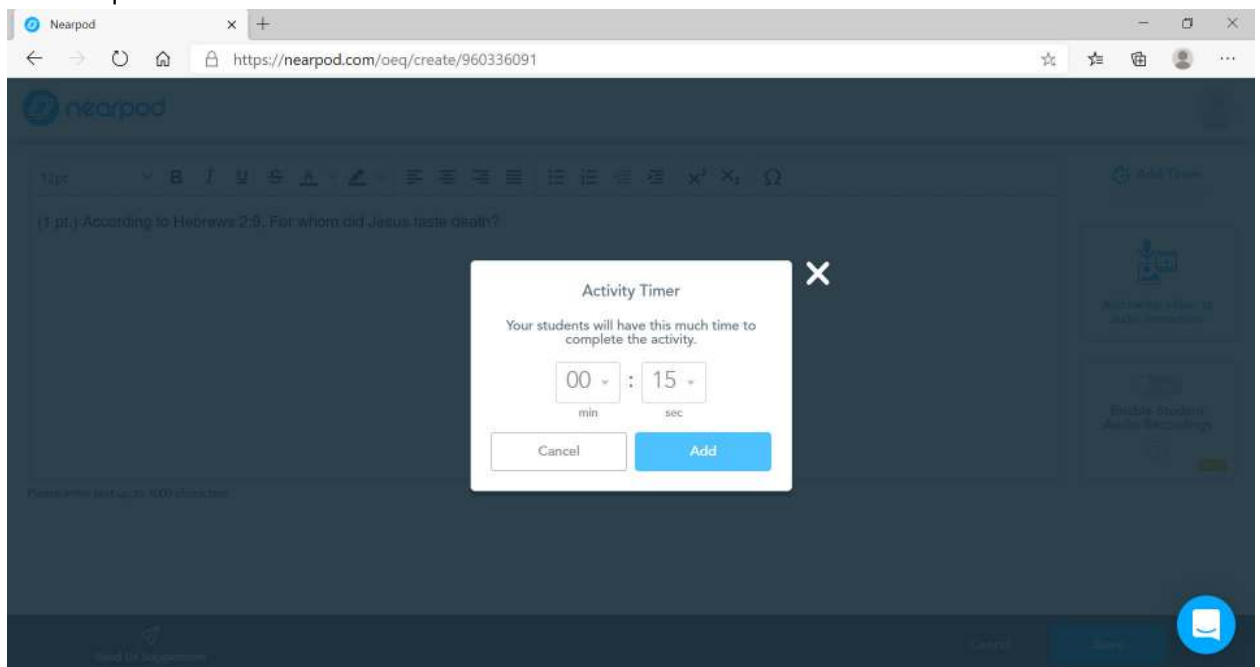
- g. Right-click the slide that you want an activity be added. Move cursor to Add Slide – Add Activity – Open-ended Question.



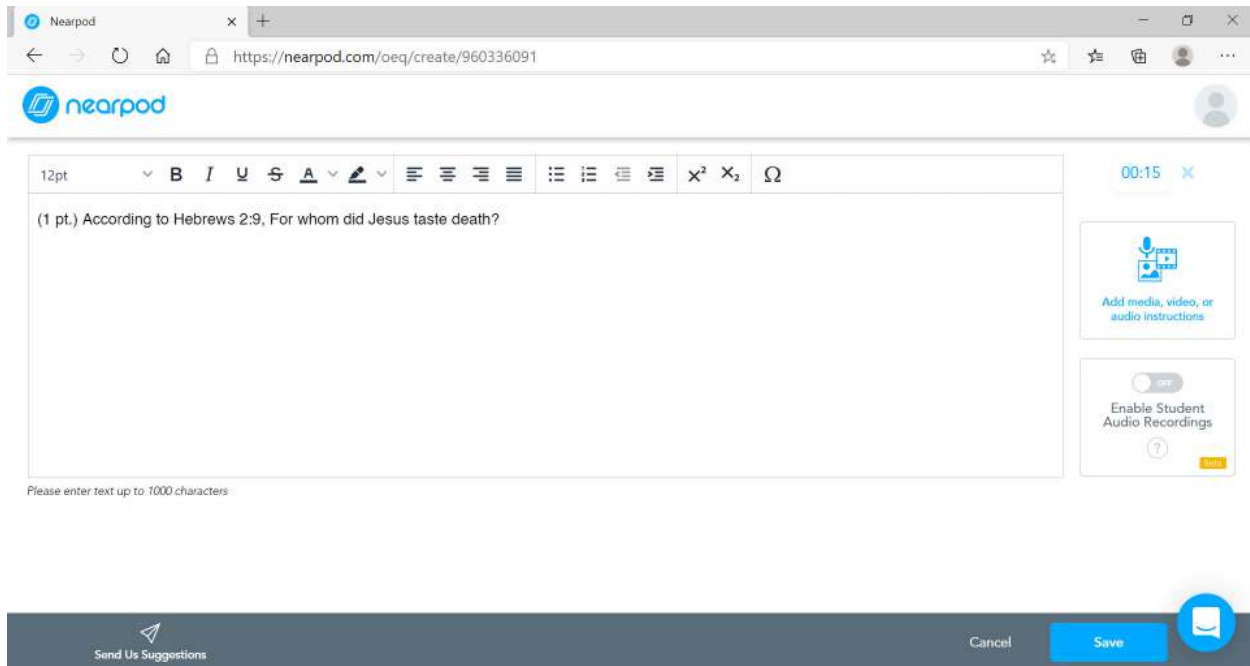
- h. Copy and paste your question. Then choose to add Timer.



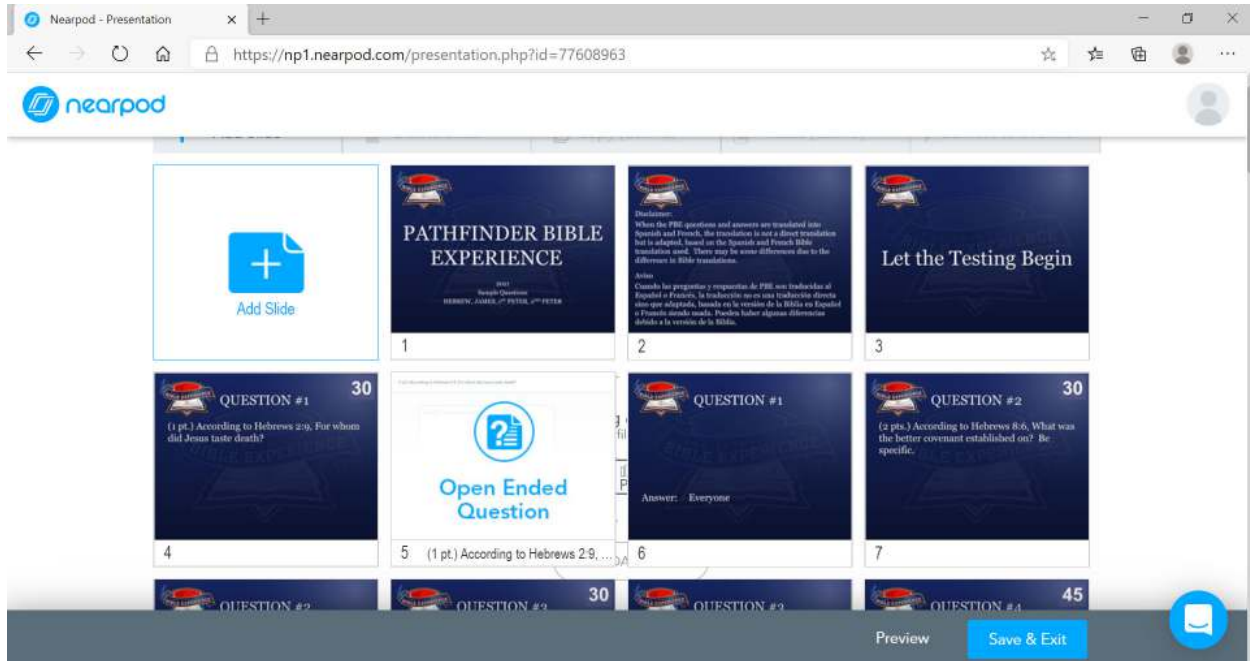
- i. Set your Activity timer to 15, 30 or 45 secs depending on the point value of the question. Then click ADD.



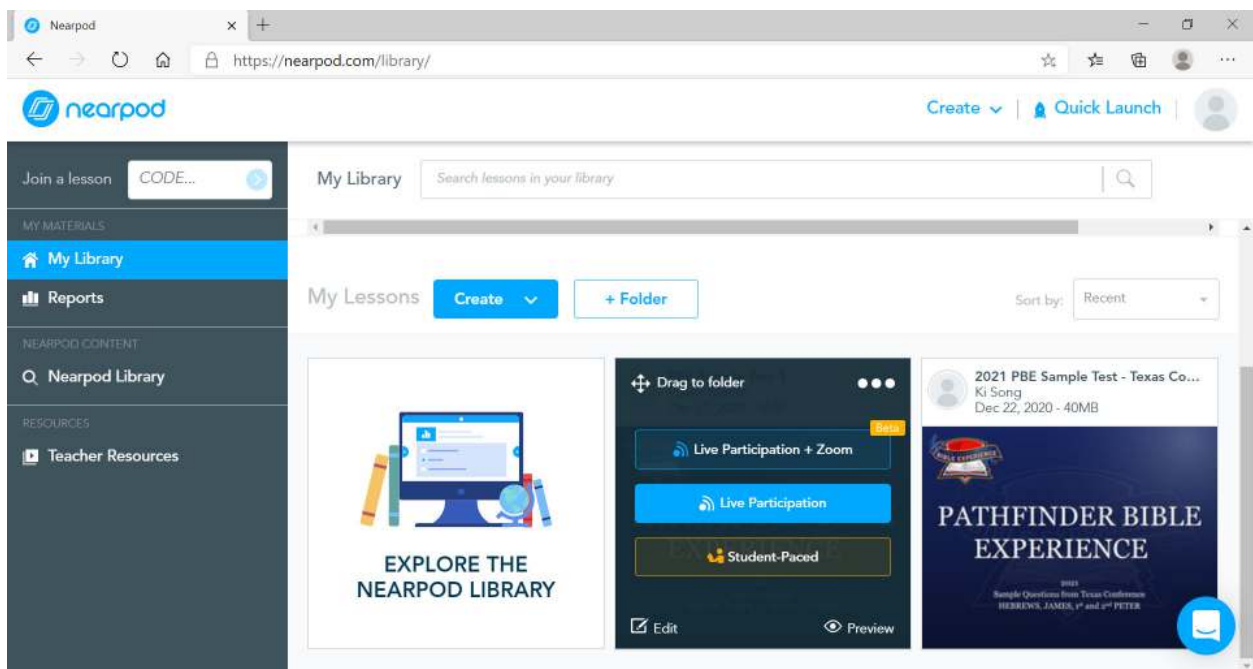
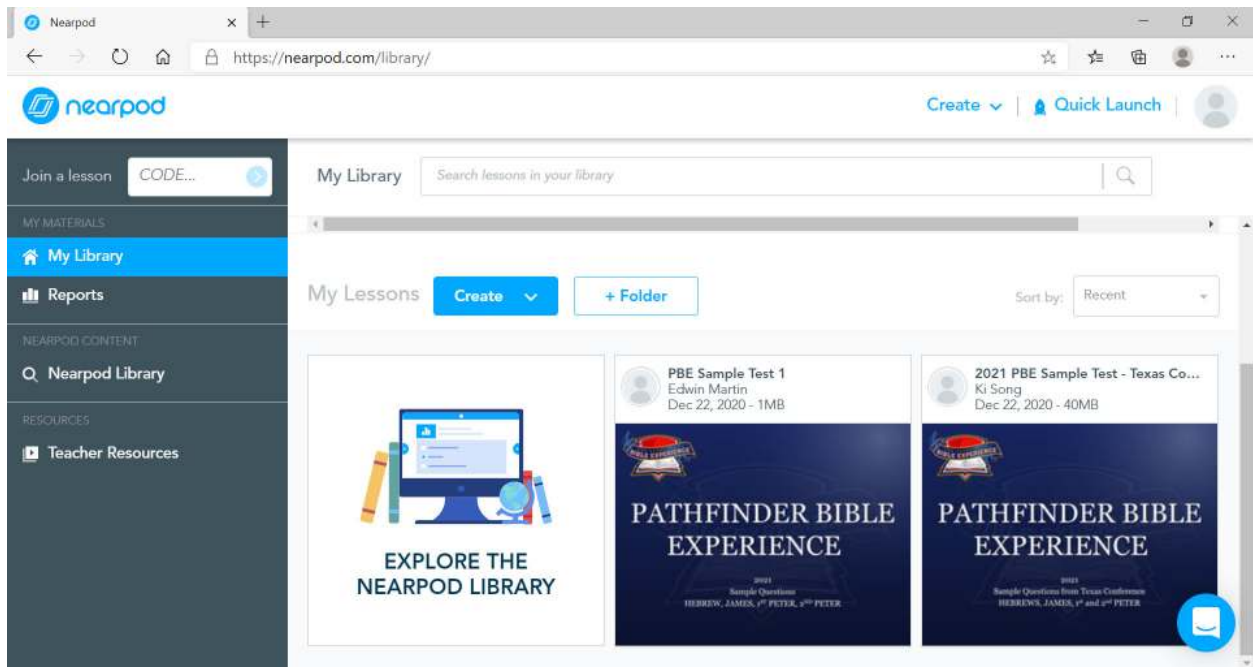
- j. With the question and timer already set, kindly click SAVE.



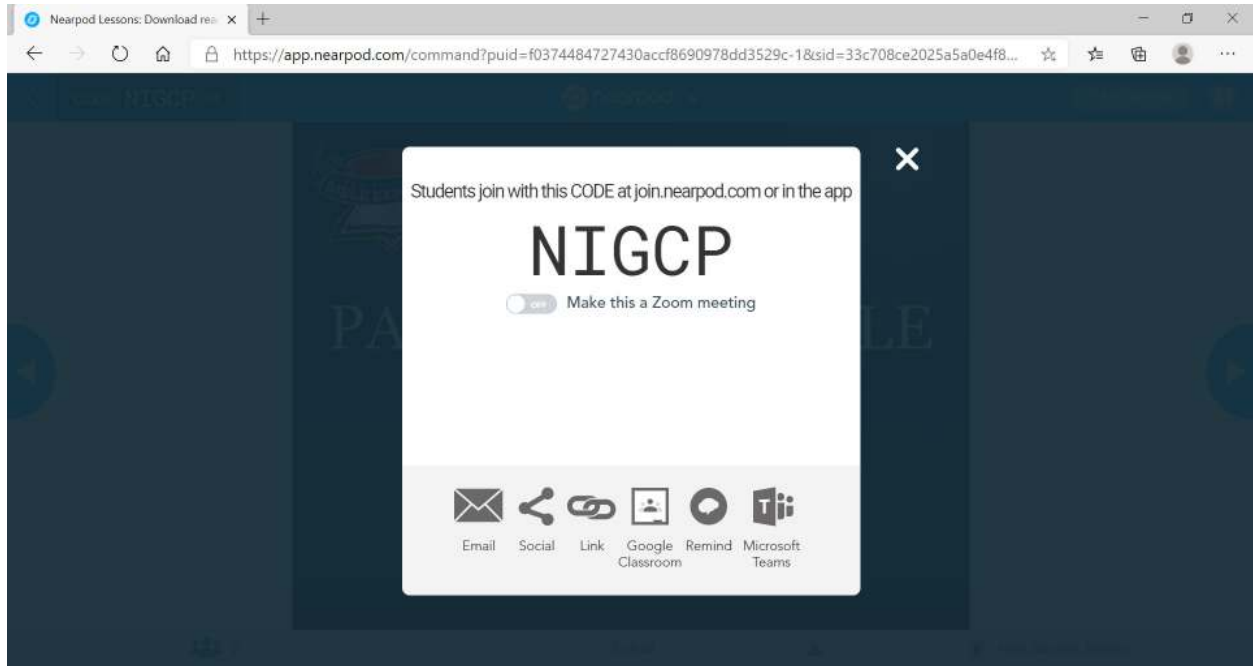
- k. Do the same procedure with the rest of the slides/questions and then SAVE and EXIT.



- l. Go to Nearpod's MY LIBRARY and locate the presentation. Move your cursor to the file and choose LIVE PARTICIPATION.



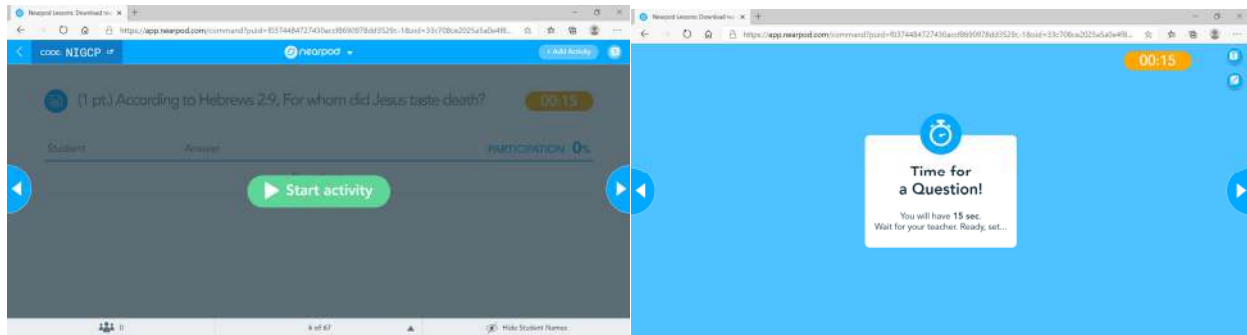
- m. When you click LIVE PARTICIPATION, a student code will be generated automatically, which you will share to the team scribe only (as he/she is the one responsible in typing and submitting the team's answer to every question) via email or Zoom's chatroom privately)



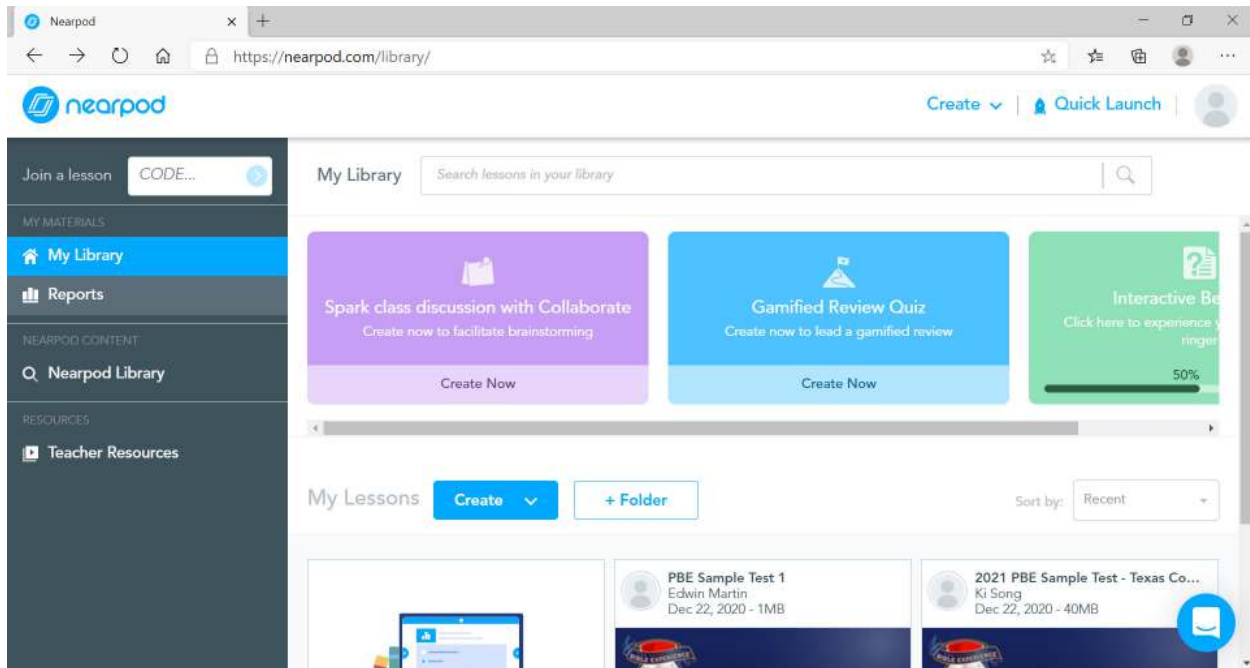
- n. After reading the question, the monitor/quizmaster has to click **Start Activity** to allow Scribe to type in the team's answer.

QUIZMASTER/TEACHER'S VIEW

SCRIBE/STUDENT'S VIEW



- o. When testing is over, go to REPORTS and download the results either in pdf or csv (Excel) format.



Testing Procedures

TEAM COMPOSITION. The maximum number of team members that can be participating in the testing at any one time is six (6). The alternate will not be able to be on the social media platform with their teammates while they are not participating in the testing.

ATTIRE: All participant, including staff, monitors/quizmasters, scorekeepers, judges, etc. are required to be in full dress uniform as described by the latest version of the NAD Pathfinder Staff Manual. Before the testing commences, the assigned monitor/quizmaster will inspect the participants' uniform.

QUESTIONS: There will still be 90 questions divided into two 45 question sessions with an intermission between them. The questions will be: True or False, Fill in the Blank, or Short Answer as in the past. The fact that we are moving to an online platform will not result in a major change to the testing methodology.

STANDING/RANKING: 90 questions will be asked at each level of play. Points are awarded correct answers. Rankings are established by grading on the curve. Ranking is as follows:

- ❖ A score of 90% or above, as compared to the top score earned at the event, earns the team a first place standing
- ❖ A score of 80-89%, as compared to the top score earned at the event, earns the team a second place standing
- ❖ A score of 79% or below, as compared to the top score earned at the event, earns the team a third place standing

SCRIBE: Each team will have a scribe who will be responsible for entering the answers into the record. What will change is instead of recording the answer on a sheet of paper, the scribe will be typing the

answer on www.Nearpod.com as a “student.” Hence, please have your scribe be familiar with technology and typing.

While on Zoom together with other team members, the scribe will need to open a browser to login to www.NearPod.com as a Student. During the actual event, a code will be provided by the assigned monitor/quizmaster. The scribe will type the name of the team for identification. The scribe will need to share his/her screen with the team on Zoom so that everyone can see the countdown and confirm that the scribe is entering the correct answer.

MONITORS/QUIZMASTERS: Monitors will check the attendance and uniform and see to it that those in the Zoom room are registered MGBE participants and their number is no more than 6 MGs/MGTs. They will also serve as quizmasters by reading each question twice from the screen as shared by the Team Scribe. Using another mobile device, the monitor will connect with the district or conference tech team via WhatsApp for any technical issues.

The monitor will also ensure that the testing is being conducted in a fair manner that is consistent with the Pathfinders remaining Pure, Kind, and True.

Note: The host should disable private chat on Zoom

SCOREKEEPER: Will be responsible in logging the scores of the team using a Google sheet. Link to the Google sheet will be provided by the district coordinator or conference. From the perspective of the Scorekeeper, and with the “Extended,” computer display setting, you will see the zoom session of the PBE team on your 1st screen and, with a separate web browser opened to the Google sheet, drag it to your second monitor (2nd screen), and in doing so, you will see both the answers of the team and the online scoresheet. This scoresheet should not be shared with the team. As the scorekeeper records the score, he/she may announce, “You got 2 points for question number 45”.

EATING DURING THE TEST: There will be no food consumed during the testing period. Each team member may have a water bottle with them during testing, but all snacks or food should be eaten before the testing, during the intermission, or after the testing is complete.

STOPPING FOR BIO-BREAKS: The testing will not stop to accommodate someone going to restroom. As in normal testing, if a person leaves the testing environment during the first half, they not be allowed to return until intermission. If they leave during the second half, they will be out of the testing for the remainder of the day. Obviously dire medical emergencies will supersede this rule.

SUBSTITUTING WITH AN ALTERNATE: The alternates can only join the team at intermission or at half-time. Once the testing begins the team composition will be unchanged until intermission. For the second half, you cannot substitute in a team member at any point. Obviously, dire medical emergencies will supersede this rule.

VIRTUAL ETIQUETTE to be followed by anyone who will be present via virtual media

- The participant will not engage in any conduct that is disruptive, disrespectful or threatening.
- The participant will not engage in any conduct that creates or interferes with testing operations.
- The Participant’s Camera/video is to be ON at all time

- **Do not use virtual background,** the participant should be visible in the camera from the waist up at a minimum. In other words, the monitor should be able to ensure that no outside notes or materials are being utilized to answer the questions.
- Your microphone should be muted unless they are answering a question. Please remember to unmute before answering the question. The monitors should be watching the screens to check to see if anyone is talking and not being heard. If that occurs the monitor should remind the participant to unmute and restate the answer.
- The use or presence of any communication or recording devices, such as phones, watches, tablets, eyewear with any electronic modification is not allowed, except for the device that is used to view testing and to answer.
- Even though you are at home, use of bathroom/restroom should be done ahead of testing period and/or during the intermission after the 45th question. If a Pathfinder must, they will need to wait until the second portion of testing. If the Pathfinder leaves during the second portion they must wait until testing is completed before joining their team.
- As much as possible connect to the internet via an Ethernet cable, as this will provide a better and more stable connection than Wi-Fi.
- Test your camera ahead of time, to ensure that it is working. Ensure you have a backup camera in case it is needed.
- Lighting: Do not sit directly in front or beside a bright light source. Adjust, so the team can be seen easily and not shadowy.
 - DAY: Find a room with plenty of natural light, but do not sit with a window behind you
 - NIGHT: Do not sit with a bright ceiling light or lamp behind you.
 - No background noise, music or ambient sounds.

Rules Associated with ALL-VIRTUAL TEAMS

ALL MEMBERS OF THE TEAM: Shall follow the procedure described in Virtual Etiquette to be followed by anyone who will be present via virtual media

MULTIPLE TEAM MEMBERS ON THE SAME SCREEN: It is understood that at times there will be family members that are on the same team. It is perfectly acceptable for multiple members of the same family who also happen to be on the same team be physically present with each other and virtually present to their team on the same monitor. However, if family members are on different teams, they will each need to have their own connections into the testing and with their team and they should be placed within their home such that one family member's screen volume cannot be heard by the other family

MULTIPLE TEAMS FROM THE SAME CLUB: Please create breakout rooms based on the number of MGBE teams from your club. Club's Tech Team or host should make the team scribe and monitor/quizmaster as co-hosts.

Program Outline:

Event Preparation by the Event Staff - 2:00 pm

1. Pray session with staff/tech team
2. Briefing of all Monitors, Scorekeepers, and judges.
3. Check all Zoom settings and review the flow of the program
4. Checking of uniform

Team Check-in - 2:30 pm (Login using the Conference's Zoom Link)

- The conference's MG director welcomes everyone and introduces the staff and the participating teams.

Opening Exercises - 2:35 pm (parts to be assigned beforehand – if possible, pre-recorded)

- Prayer
- Pledge and Law
- Pathfinder Song

Song Service (Pre-recorded) - 2:40 pm

- Two or three songs

Instructions - 2:45 pm

- The PBE/MGBE coordinator reviews the PBE rules to be shared on the screen, including the grounds for disqualification and expulsion. Remind also everyone to “Do their honest part” while taking the PBE test.
- Answer questions, if any.
- Offer special prayer for all participants and PBE support staff
- Dismiss everyone and remind them to return using the same Zoom link for the closing ceremonies after the testing.

Quiz Part 1 - 3:00 pm (Teams and assigned monitors/scorekeepers to login using the club's Zoom Link)

- Club's Zoom host will make the Monitor/Quizmaster(s) and team scribe(s) as co-hosts. If there are multiple teams from the same club, breakout rooms should be created.
- Monitor/Quizmaster will check attendance of participants. He or she will put those who are not supposed to be there in the waiting (Note: Host should enable “Waiting Room”)
- Monitor/Quizmaster will check the WhatsApp group chat and wait for the Nearpod Student Code and the link to the Google form for challenges. Monitor then will provide the code to the scribe and the challenge form link to the assigned team member in the private chat
- Scribe will access Nearpod on student mode and share his/her screen. Instead of typing the name of the scribe, type the name of the club/team.
- If the team feels that the Scorekeeper scored them incorrectly, they may say “Challenge.” Then the assigned member of the team will send the challenge to judges using a Google form to be provided at the beginning of the testing
- At the end of the half the Monitor/Quizmaster announces intermission/bio-break.

Intermission - 3:50 pm

- 10 minutes
- Washroom break/Snack time
- During intermission, a team may choose to replace one of their team members with their designated alternate.

Quiz Part 2 - 4:00 pm

- The second half of the questions are asked.
- Testing proceeds in the same manner as outlined in Quiz Part 1.
- At the end of the PBE/MGBE testing, the Monitor/Quizmaster announces to all to login in to the Conference's Zoom Meeting for the Closing and Awarding Ceremonies

Devotional and/or Testimonies - 4:50 pm

- A 10 minute devotional based on the section of scripture that is being covered.
- Judges to finalize team rankings

Presentation of Awards - 4:00 pm

- The Conference's PBE/MGBE staff present the awards earned during the event. Every team receives an electronic award, as all are winners as the children of God.
- To lessen the competitive spirit, exact points are not given or stated publicly during the program. Only the place standings are announced.
- Standings are announced by calling the clubs in alphabetical order and stating their standing. It is PBE/MGBE policy that specific scores are never announced or released.
- Each team receives a certificate of participation.
- Each individual participant will receive a PBE pin with the year and level (to be mailed out after the event)

Acknowledgment and Announcements

- Appreciation to all PBE/MGBE participants, coaches, tech team, support staff, etc.
- Announcements

Closing Prayer – To be assigned