



VALLEY CHRISTIAN SCHOOLS  
60 YEARS

*forever*  
**WARRIORS**

*A Quest Ball Virtual Auction & Celebration*



7<sup>TH</sup> ANNUAL  
*Quest Ball*  
VALLEY CHRISTIAN SCHOOLS  
*presented by Extend the Gift*

# VCS

## VIRTUAL QUEST BALL

### INSTRUCTIONS

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HOW TO PREPARE FOR QUEST BALL



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## QUEST BALL CHECKLIST

How to prepare for Quest Ball



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## QUEST BALL PLATFORM

Learn How to Use the Virtual Event Room  
**(Ticketed Guests Only)**



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- 6-9 Platform Overview [\(click here\)](#)
- 10 Table Types [\(click here\)](#)
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# SECTION 1

## QUEST BALL CHECKLIST

How to prepare for Quest Ball

# QUEST BALL CHECKLIST

## How to Prepare For Quest Ball



### STEP 1

#### Register for BidPal

1. **To get BidPal on your phone,** text Questball2021 to 243-725. You will receive a welcome message with a link to register your account.
2. **To get BidPal on your laptop,** [click here](#) or visit <https://tinyurl.com/vcbidpal>
3. Follow the prompted instructions from BidPal to register your BidPal account



### STEP 2

#### Update Google Chrome (Ticketed Guests Only)

1. Our **"Virtual Platform"** works best with the current version of Google Chrome Browser.  
**For Update Instructions -** [click here](#) or visit <https://tinyurl.com/govcchrome>



### STEP 3

#### Set-Up Your Watch Experience View the Live Stream

- Visit | [VCS.NET/QUESTBALL](https://VCS.NET/QUESTBALL)
- On [vcs.net/questball](https://vcs.net/questball), click on the button that says the following:

VIEW THE QUEST BALL  
"LIVE STREAM"  
Click Here  
March 13, 2021 | 6:30pm

#### 1. Quest Ball Ticket Attendees (ticketed guests)

For the best viewing experience, watch the live stream event on your Smart TV or laptop or use AppleTV, Roku, etc., to launch the YouTube app.

We recommend using (3) devices if possible.

- **TV** to watch the live stream (see instructions above).
- **Laptop** to access the virtual event room.
- **Mobile Phone** to bid on auction items.

#### 2. Quest Ball Viewers (no ticket needed)

For the best viewing experience, watch the live stream event on your Smart TV or laptop or use AppleTV, Roku, etc., to launch the YouTube app.

**BONUS!** Home network acting a bit sluggish? Take a look at our help desk article on ways to optimize your home Internet connection to have a great Virtual Quest Ball experience!

[Click here](#) - or visit <https://tinyurl.com/goodnet>



# SECTION 2

## QUEST BALL PLATFORM

Learn How to Use the Virtual Event Room

- 6-9 Platform Overview ([click here](#))
- 10 Table Types ([click here](#))
- 11-14 How to Use Your Table Features ([click here](#))
- 15 Global Chat ([click here](#))
- 16 Auction Quadrant ([click here](#))
- 17 Moderator Features ([click here](#))
- 18 Need Help? ([click here](#))



# PLATFORM OVERVIEW



1. LANDING PAGE

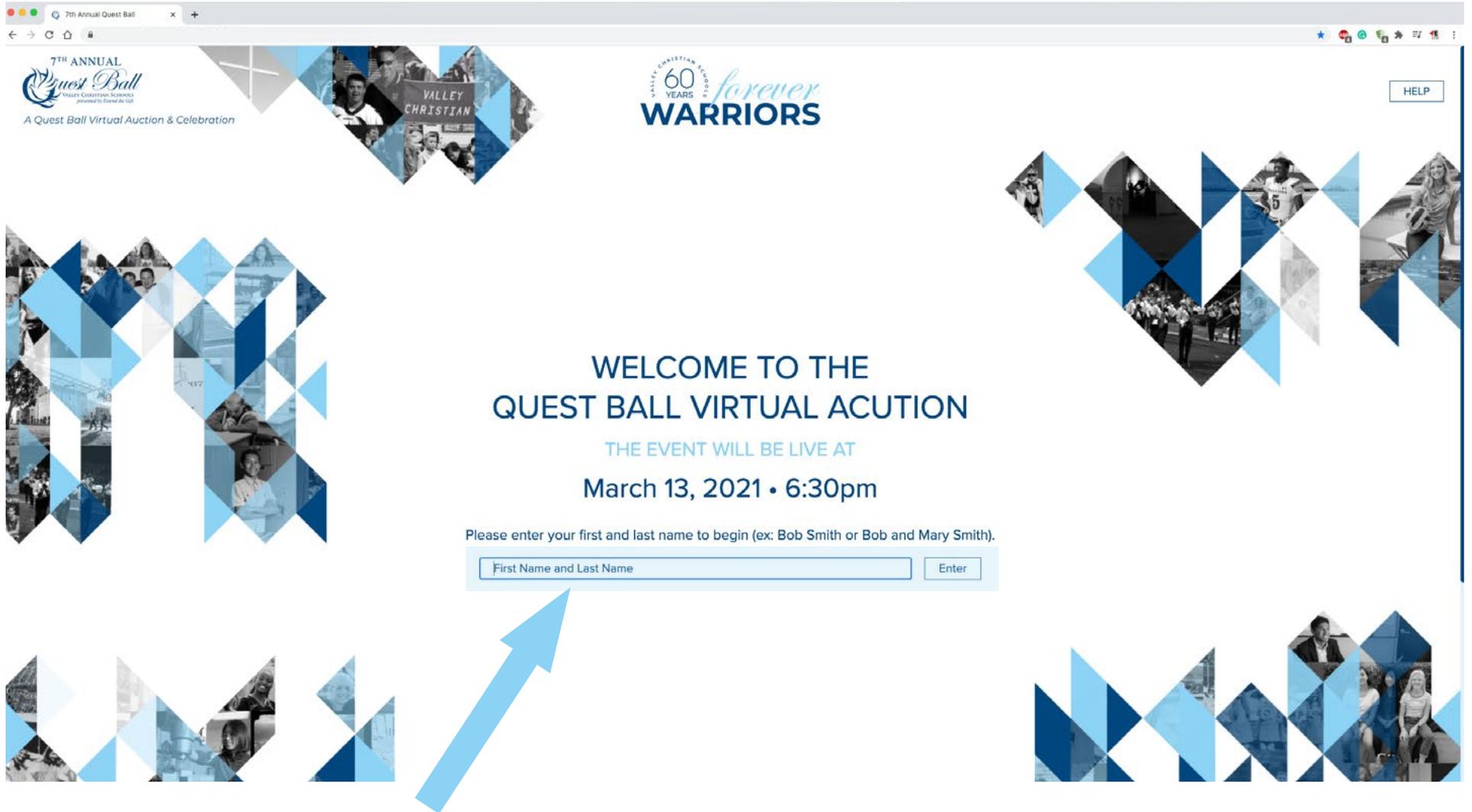


2. INSTRUCTIONAL VIDEO



3. VIRTUAL EVENT ROOM

## LANDING PAGE - CHECK-IN



7TH ANNUAL  
*Quest Ball*  
A Quest Ball Virtual Auction & Celebration

60 YEARS forever WARRIORS

HELP

WELCOME TO THE  
QUEST BALL VIRTUAL ACUTION

THE EVENT WILL BE LIVE AT  
March 13, 2021 • 6:30pm

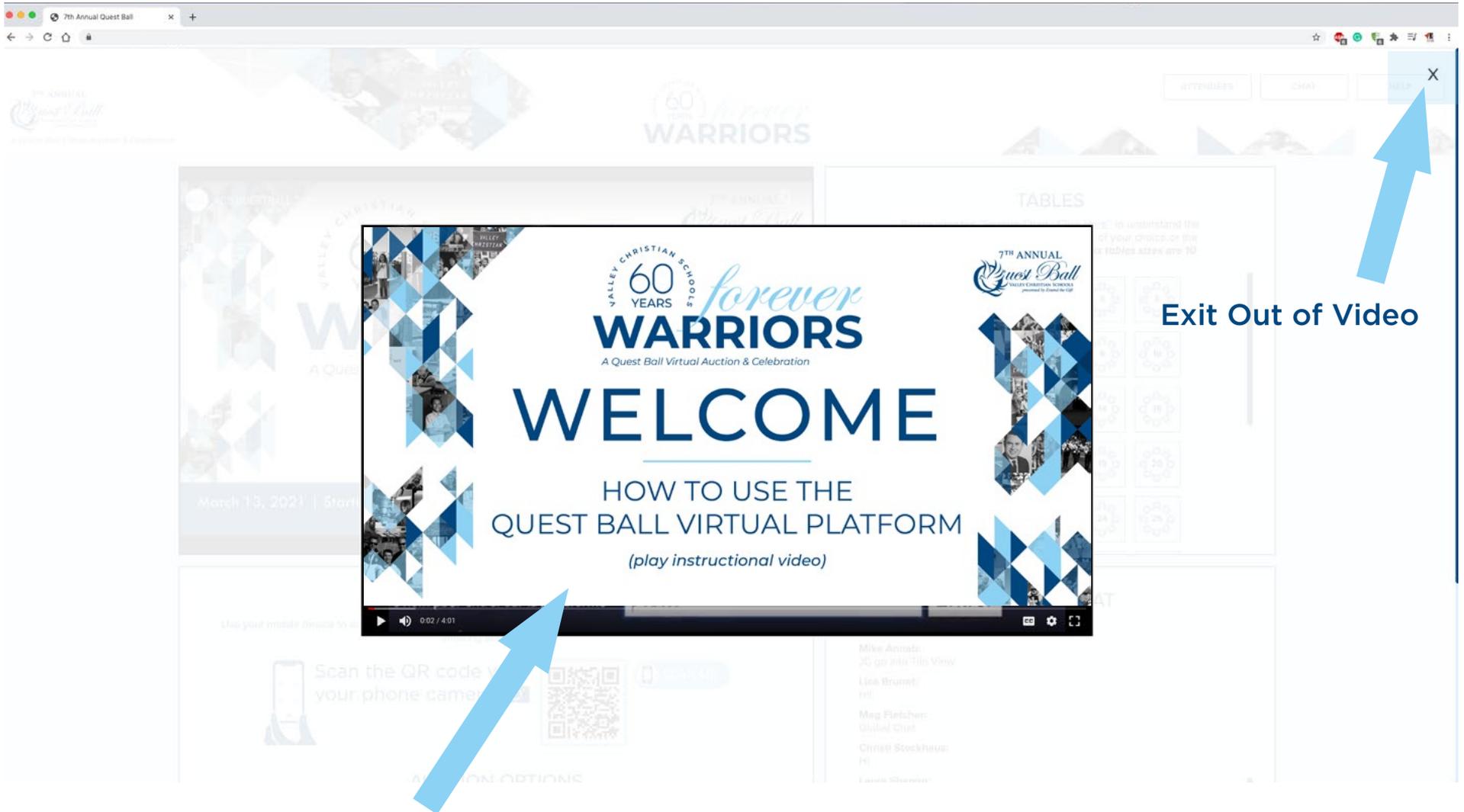
Please enter your first and last name to begin (ex: Bob Smith or Bob and Mary Smith).

First Name and Last Name

### STEP 1: Enter Your First and Last Name

If you are a couple or a family please enter all your **“first”** and **“last”** names in your group.

# INSTRUCTIONAL VIDEO



## STEP 2: Watch the Instructional Video

The instructional video goes over how to use the program. If you have already seen the video simply exit out of the pop-up by clicking the "X" in the upper right corner.

# VIRTUAL EVENT ROOM

**Attendees Button**  
 Let's you view all the attendees checked-in to the event

**Chat Button**  
 Clicking this button moves the guest down to the global chat

**Help Button**  
 Having difficulties? View our help features for assistance

The screenshot shows the event room interface with several key sections:

- Attendees Button:** A button labeled 'ATTENDEES' in the top navigation bar.
- Chat Button:** A button labeled 'CHAT' in the top navigation bar.
- Help Button:** A button labeled 'HELP' in the top navigation bar.
- Main Stage:** A large central banner for the '60 YEARS forever WARRIORS' event, presented by 'the gift', on March 13, 2021.
- Virtual Tables:** A 'TABLES' section containing a grid of 25 numbered table icons (1-25) and instructions for guests to view a seating chart.
- Action Box Part 1:** A 'MOBILE ACCESS TO AUCTION' section featuring a QR code and a 'SCAN ME' button.
- Action Box Part 2:** An 'AUCTION OPTIONS' section with buttons for 'BID ON OUR AUCTION' and 'MAKE A DONATION'.
- Global Chat:** A 'GLOBAL CHAT' section displaying a list of chat messages from attendees.

## STEP 3: REVIEW THE VIRTUAL EVENT ROOM

Diagrammed is a brief overview of the sections that make up the **Quest Ball Virtual Event Room.**

# TABLE TYPES

VIEW THE SEATING CHART AT | [vcs.net/seatingchart](https://vcs.net/seatingchart)

Below is the key of the different tables offered to help you pick the table that best fits your role.

## TABLE KEY | Select the table that applies to your guest experience

 **Locked Table or Lounge**  
 Prevents further guests from joining that table/lounge.


**General Table**  
 Open to general guests


**VIP Reserved Table**  
 Reserved for "Named Guests"


**VIP Wine & Cheese Table**  
 Reserved for guests who purchased the "VIP Wine and Cheese" Ticket

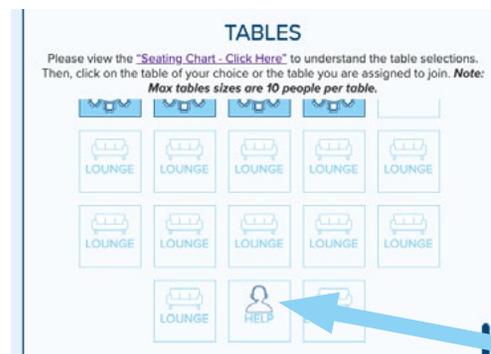

**Lounge - Open to All**  
 Find a friend and decide to meet at the lounge. You have the option to lock the lounge and enjoy conversations with selected guests.

### Help Table

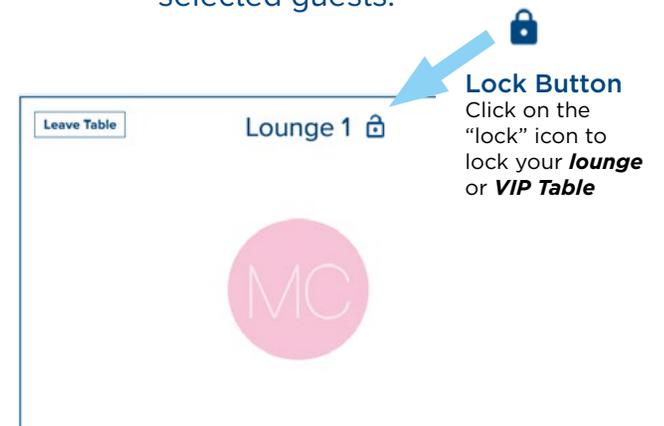
Scroll down to the end of the Tables in the **Virtual Event Room** to find the **Help Table**, where our IT Team is stationed to help anyone in need of technical assistance.



Help Table



Scroll down to find the Help Table



**Lock Button**  
 Click on the "lock" icon to lock your **lounge** or **VIP Table**

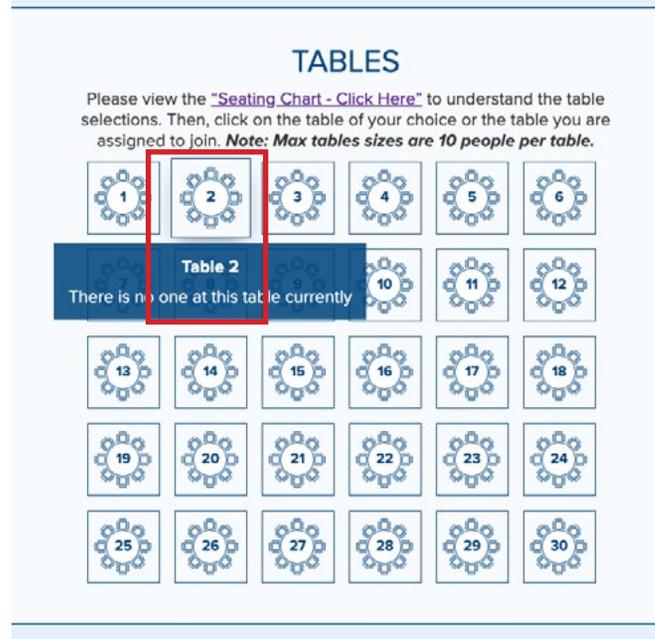
## STEP 4: CHOOSE YOUR TABLE

In the virtual event platform click on the link, "[Seating Chart-Click Here](#)" (located below the header **TABLES**), to view the tables offered in order to help you pick the table that best fits your role.

# HOW TO USE YOUR TABLE FEATURES

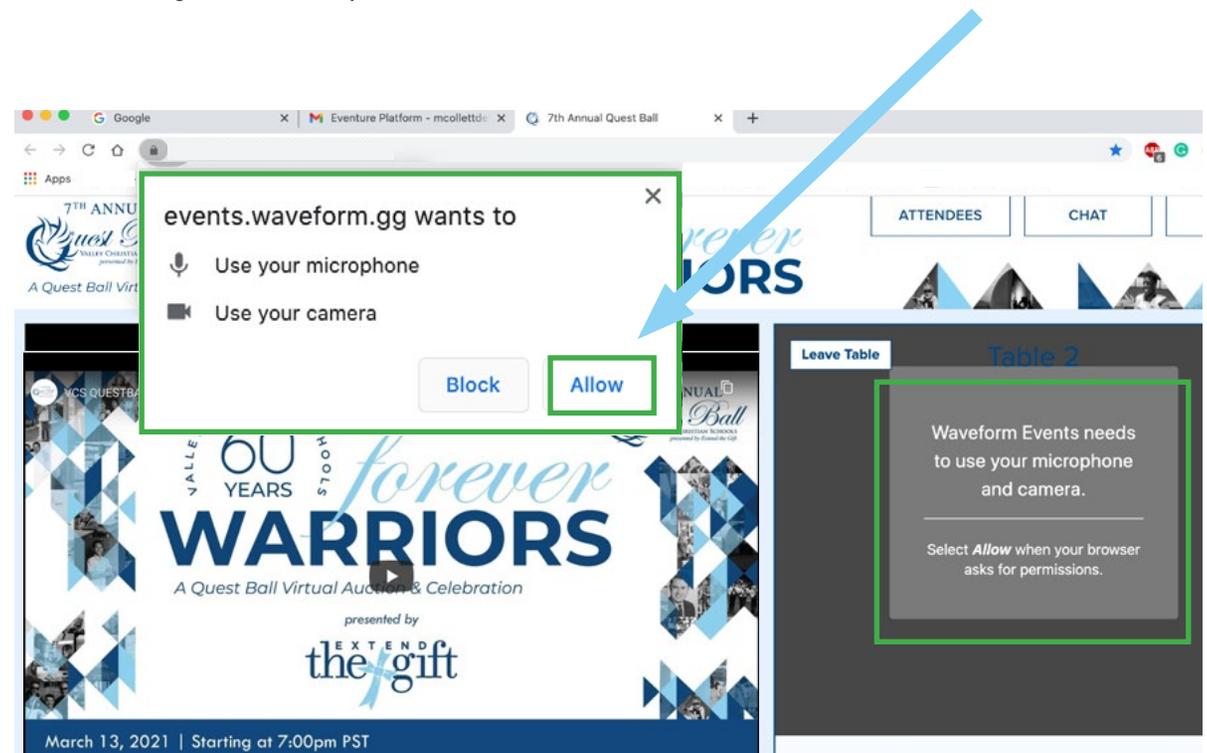
## 1. Select a Table

Hover over the table of your choice and **click on that table**. If you hover over the tables the blue bar will tell you the table name and guests already at that table.



## 2. Click "Allow" on the Pop-Up

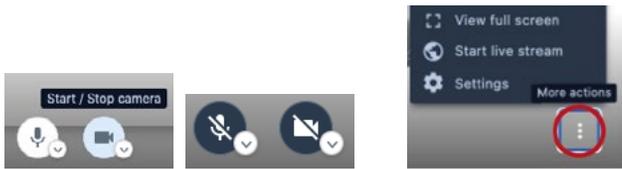
Once you enter a table a pop-up appears asking to allow access to your microphone and video. **Make sure to allow access.**



## STEP 5: ENTER YOUR TABLE & **CLICK "ALLOW" ACCESS**

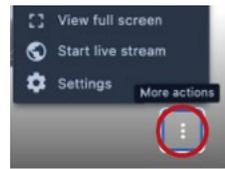
**1.** To join a table **click on a "Table Icon."** **2.** Once you enter your table your web browser will have a **pop-up** that **prompts you to "Allow"** access to your microphone and video. **Make sure you click "ALLOW"** as this is a crucial step to being able to enjoy the event. You can later turn those features off.

# TABLE OVERVIEW



## 1. Microphone/Camera Icons

Activate & Disable Mic/Video  
Please keep your camera on for the best experience for all attendees



## 2. Three Dots - Settings

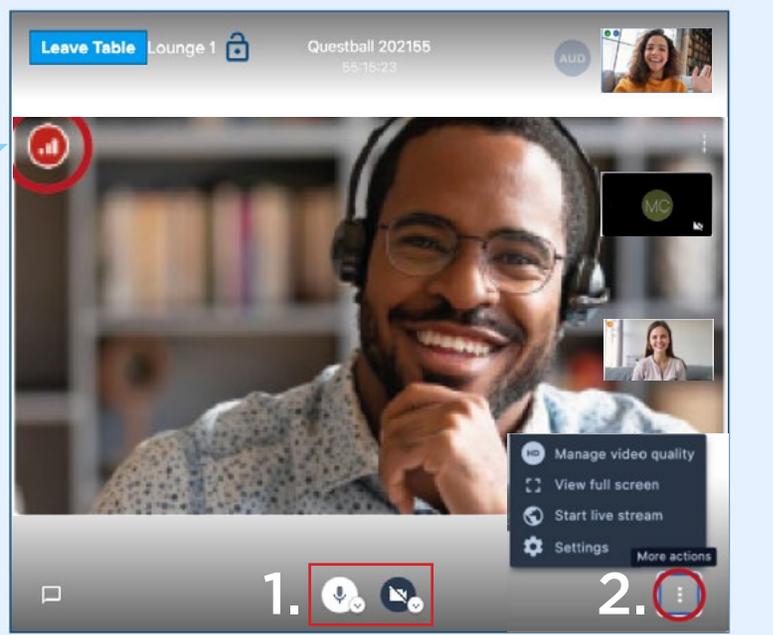
Allows you to change to "View Full Screen" & adjust settings



## 3. Square Icon - Toggle Views

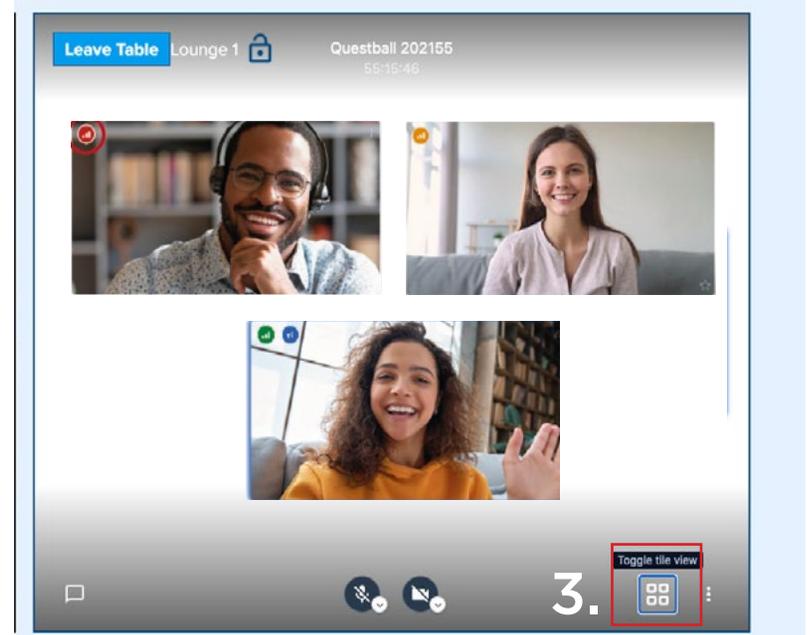
Click to change between speaker view and grid view

### Speaker View

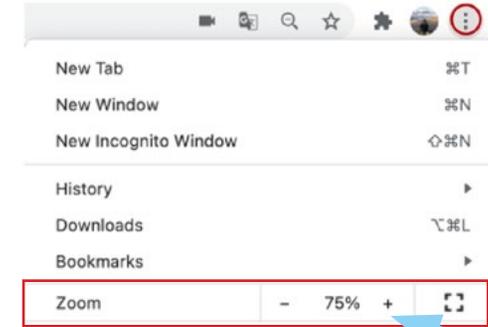


Internet Connection  
Green: good  
Orange: average  
Red: poor  
Grey: lost

### Grid View



## Optimization



To optimize your table view **change your zoom preferences.** Find the three dot icon in the upper right corner of your Google Chrome Browser and click it.

Adjust the zoom size to 75%.

## STEP 6: UNDERSTAND YOUR TABLE SETTINGS

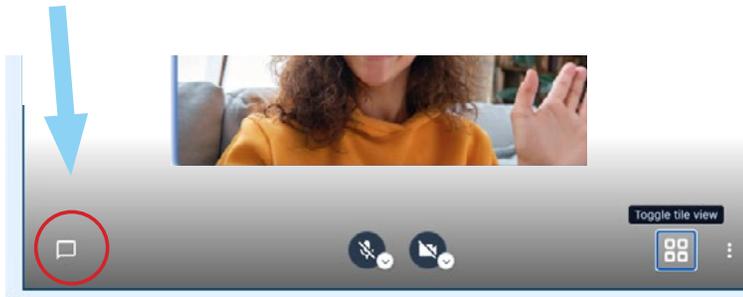
Now that you are inside your table let's review the basic table features.

1. Microphone/Camera
2. Settings - Find Full Screen View
3. Toggle View Feature

# TABLE CHAT FEATURES

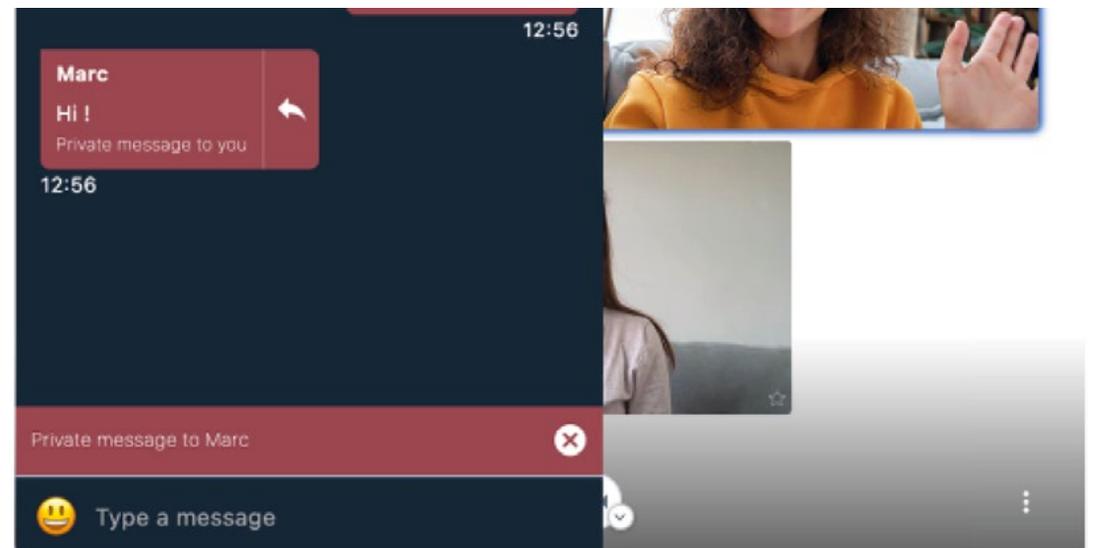
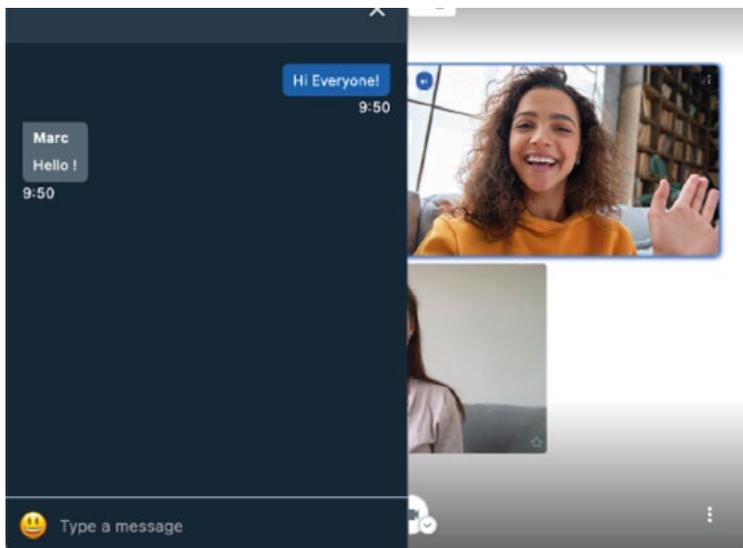
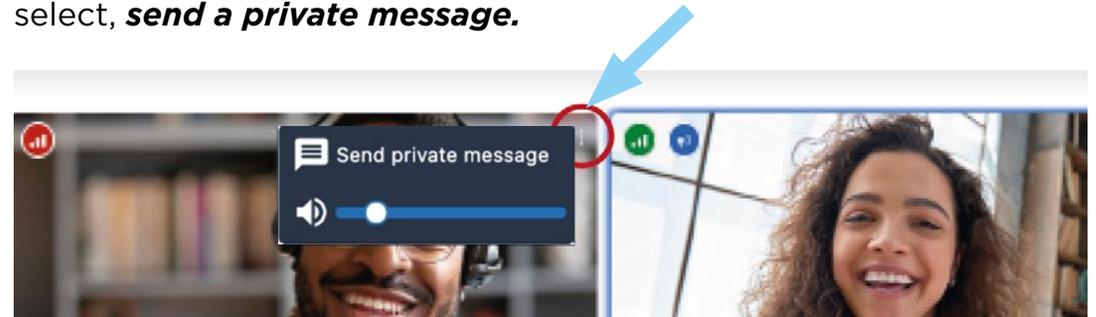
## 1. Table Group Chat

Click on the speech bubble icon in the bottom left corner to chat with the entire table.



## 2. Table Private Chat

To send a private message **click on the 3 dot icon** in the upper right corner of another user's screen (while in grid view) and select, **send a private message**.



## STEP 7: CHAT WITH YOUR TABLE

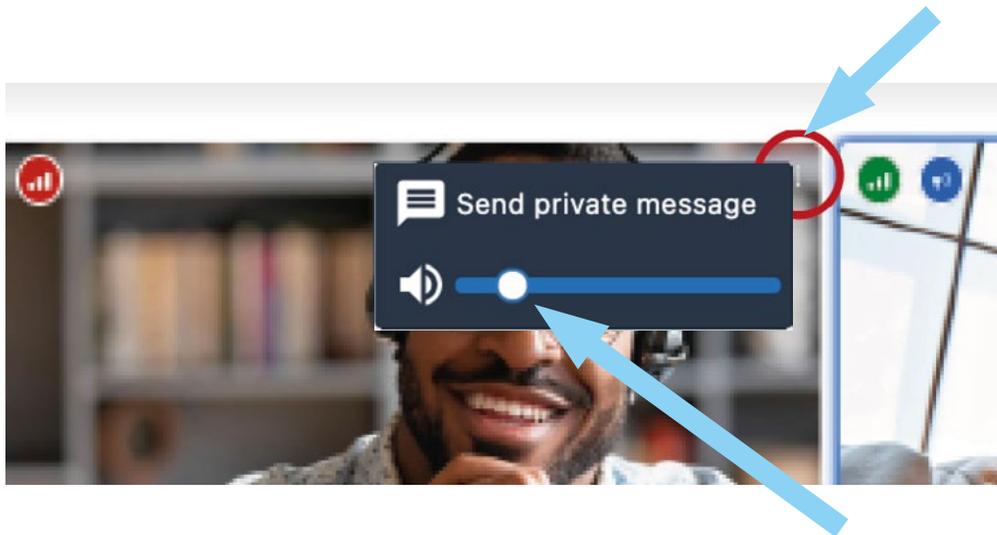
Inside your table you can chat with your entire table or just a selected member of your table.

## SOUND FEATURES

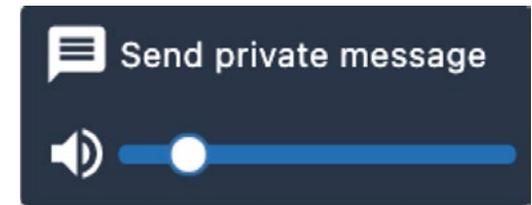
### Mute a Guest

To mute a guest **click on the 3 dot icon** in the upper right corner of another user's screen (while in grid view) and click on the blue slider to move the volume control all the way down to the left.

*Note: It won't mute this guest for everyone at your table, only for you.*



Slide Blue Bar to adjust guests volume



You can adjust the volume of other guests to 20% or 0% and keep the volume of the person you want to only hear and talk to at 100%.



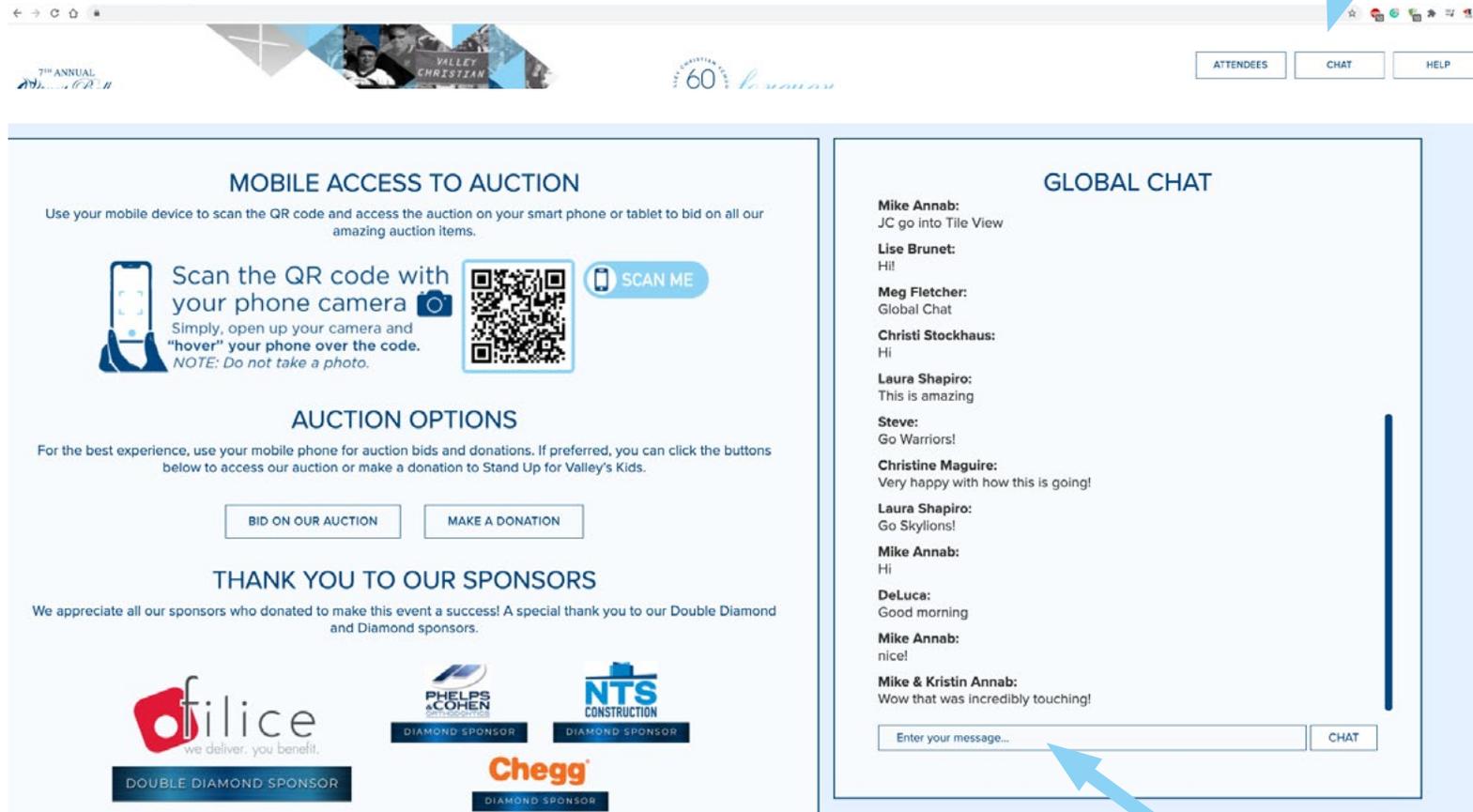
For the best user experience, please wear headphones or at least MUTE yourself while not speaking.

### STEP 8: CONTROL YOUR SOUND

Like at a live event, this platform allows you to have a discussion with one of the guests at your table while having the murmuring of other discussions in the background. You can adjust the volume of other guests for this affect.

# GLOBAL CHAT

**Chat Button**  
Clicking this button moves the guest down to the global chat



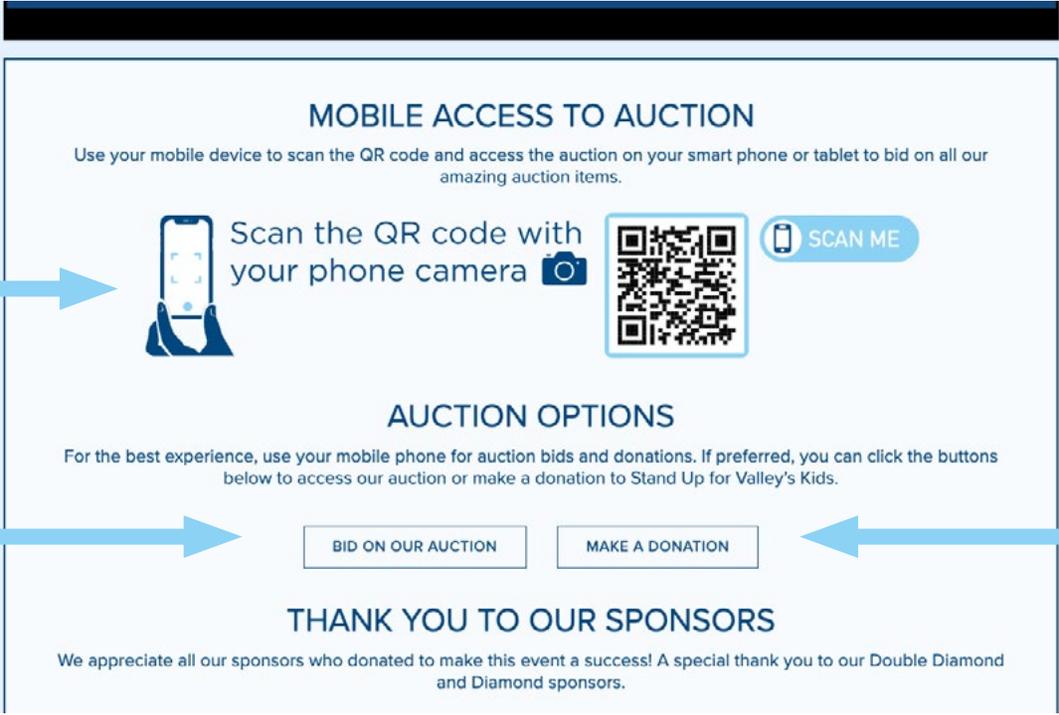
The screenshot shows a web browser interface for the Quest Ball Platform. At the top right, there are three buttons: "ATTENDEES", "CHAT", and "HELP". The "CHAT" button is highlighted with a blue arrow pointing to it from the "Chat Button" text above. The main content area is split into two columns. The left column contains promotional text for mobile access to the auction, a QR code, and a list of sponsors including Filice, Phelps & Cohen, NTS Construction, and Chegg. The right column is titled "GLOBAL CHAT" and displays a list of messages from attendees such as Mike Annab, Lise Brunet, Meg Fletcher, Christ Stockhaus, Laura Shapiro, Steve, Christine Maguire, and Mike Annab. At the bottom of the chat area, there is a text input field labeled "Enter your message..." and a "CHAT" button. A blue arrow points from the "Group Chat Box" text below to this input field.

**Group Chat Box**  
Type your message to "All" Quest Ball attendees

## STEP 9: USE THE GLOBAL CHAT

The "Global Chat" is a message platform that allows you to communicate with **ALL GUESTS** at the event. Make sure to use this sparingly or when you are trying to find friends to meet-up at a table.

# AUCTION QUADRANT



**MOBILE ACCESS TO AUCTION**  
Use your mobile device to scan the QR code and access the auction on your smart phone or tablet to bid on all our amazing auction items.

**Access the Auction on Your Mobile Device**  
Scan the QR Code to access the BidPal Auction site on a phone.

Scan the QR code with your phone camera  

**AUCTION OPTIONS**  
For the best experience, use your mobile phone for auction bids and donations. If preferred, you can click the buttons below to access our auction or make a donation to Stand Up for Valley's Kids.

**"Bid on Our Auction" Button**  
Click this button to go to our Auction Site. Use this button if you are on your desktop.

**"Make a Donation" Button**  
Click this button to access our donation site to make a donation to either "Stand Up for Valley's Kids" or "Sauce Up for Valley Challenge"

**BID ON OUR AUCTION**   **MAKE A DONATION**

**THANK YOU TO OUR SPONSORS**  
We appreciate all our sponsors who donated to make this event a success! A special thank you to our Double Diamond and Diamond sponsors.

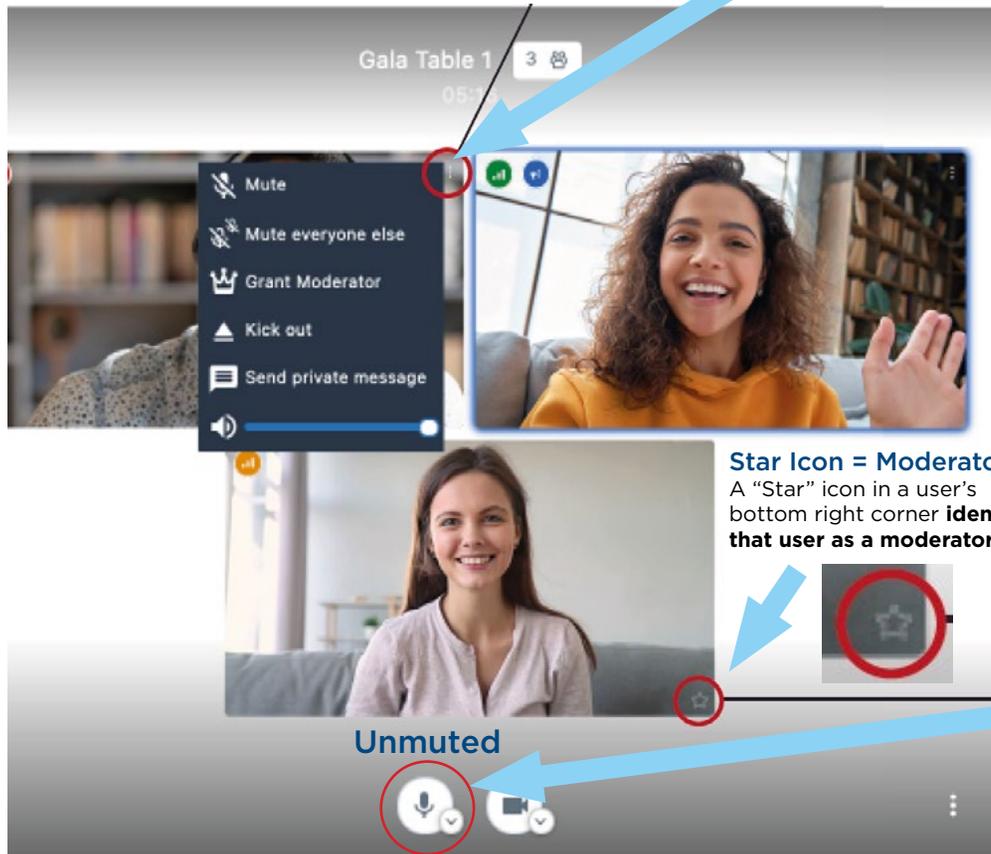
## STEP 10: ACCESS OUR QUEST BALL AUCTION & DONATION WEBSITES

Participate in our auction! Scan the QR code to access the auction on your phone or click on the buttons below to access the auction and donation pages.

# MODERATOR FEATURES

## Moderator Features

To access these features **click on the 3 dot icon** in the upper right corner of another user's screen (while in grid view).



## Moderators have additional features:

- Mute one guest
- Mute everyone at the table
- Grant moderator status to another guest
- Kick out a disturbing guest

## How to Mute Everyone at a Table Except You

1. Choose any guest and click on their screen's 3 dot icon in the upper right corner.
2. Select the "Mute Everyone Else" feature.
3. Then, click on that guest's 3 dot icon again and select "Mute" (this mutes that guest).
4. Finally, at the bottom of your screen "unmute" yourself by clicking the "mic" icon to white.

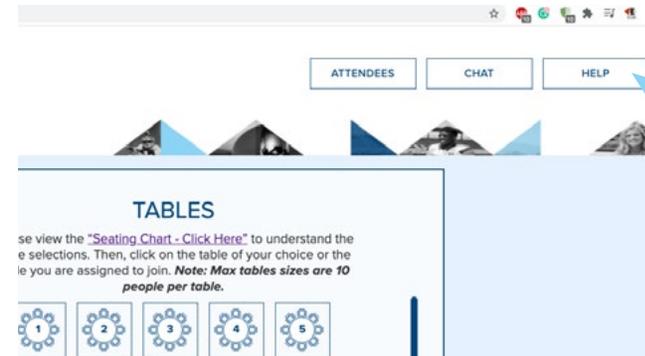
## MODERATOR DETAILS

By default the moderator is assigned to the **first user who arrives at the table**. ***If you are a moderator, please ensure that you arrive at your table well in advance of the event.*** If you leave the table you will lose your moderator status; be sure to reassign a moderator status to another table member before you leave.

# HELP WITH THE VIRTUAL PLATFORM

## 1) HELP BUTTON

If the **"Help Button" FAQ** does not solve your issue, feel free to **TEXT or call 514-600-9027** and a member of our support team will assist you. If the event has started, a technician is reading the inbox at all times and will be able to help you so you can enjoy the event.



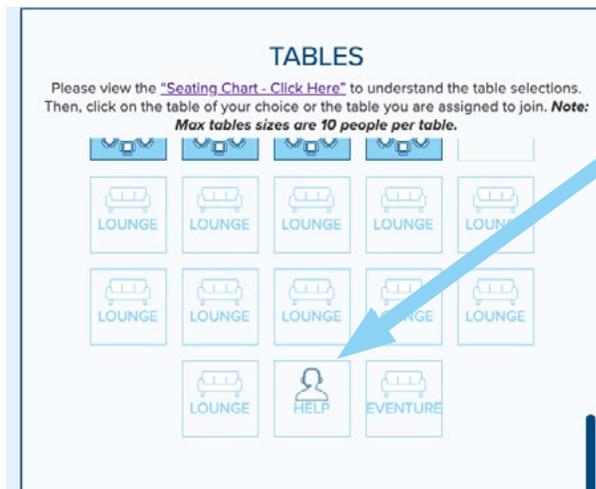
**Help Button**  
Having difficulties?  
View our help features  
for assistance.

## 2) HELP TABLE

Scroll down to the end of the Tables **in the "Virtual Event Room"** to find the "Help Table," where our IT Team is stationed to assist anyone in need of technical support.



Help Table



Scroll down to find  
the Help Table

## NEED HELP!

We have features in place to help if anyone is in need of technical assistance.

THANK YOU!  
Enjoy the Event

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