



A GUIDE FOR BEE COORDINATORS

Running the Bee is the *easy* part.

One adult can run the whole competition. Presenting, judging, and record-keeping are handled for you. The Bee becomes what it should be: a showcase for the math fluency your students are already building.



01

Scoring handles itself

Speech recognition hears each answer and judges it live. No score sheets.

02

One adult, start to finish

No volunteer panel to recruit, train, or schedule around.

03

A real showcase

A projected board and live standings that put fluency on stage.



ORIENTATION

Before you start: what you're running

There's one Bee format. What changes is scale: how many students, whether it's one classroom or the whole school. You make that call once, and it shapes how you set up divisions and plan your timing on the next few pages.

There's no separate instruction set for a small event versus a big one. It's the same Bee, sized to fit whatever you're running.

WHY IT MATTERS

One person can run the *whole* event.

Speech-recognition scoring and the projected board handle presenting, judging, and record-keeping automatically, so a single teacher or counselor can run a real event without recruiting and training a volunteer panel. The rest of this guide shows you exactly how.

WHERE TO FIND IT AGAIN

Once you've created an event, it lives under **Compete** → **My Competitions**. That's where you'll come back to open the Bee Coordinator Panel, whether that's five minutes later or the morning of.

“ *The Bee shouldn't be a surprise. It should be a showcase.* ”

A PHILOSOPHY THAT SHOWS UP ON EVERY PAGE



YOUR FIRST DECISION

Setting up divisions

Divisions can be useful right now, if your school wants that structure. Age brackets keep competition close, especially with a big field. If you don't need that this year, choose **None** and skip it entirely; nothing about running the Bee requires it.

As the Multiplication Bee grows into an organized national event, divisions will matter more. They'll be what makes a school champion and a regional champion comparable to each other, the same way a spelling bee moves from school, to regional, to national. For now, it's your call: useful if you want it, optional if you don't.

A screenshot of a web form titled "Division *". It features a dropdown menu with the placeholder text "Select a division...". The menu is open, showing a list of options: "10U — 10 and under", "12U — 12 and under", "14U — 14 and under", "18U — 18 and under", "Open — Any age", and "None — Not an age-division event".

The fairness rule is the same one used in youth sports: a student can always play up into an older division. A student can never play down into a younger one.

Open division isn't an age bracket at all. It's students and faculty together, for fun, not for certification. If beating a teacher at multiplication gives a kid a reason to level up, that's the whole point.

THE SIMPLE VERSION

Play up, never down.

Choose an age division if you want close competition, Open if faculty are joining in, or None for one pool with no distinctions.



PLAN BEFORE YOU REGISTER

Planning your timing

The Event Time Planner gives you a real estimate of how long your Bee will run, built from the choices you make, not a generic guess.

You configure two blocks, **Preliminary** and **Final**, each with its own round timer. You set how many players are cut each preliminary round. Final rounds always cut exactly one player. “**Finals begin at N students**” sets the number where the event shifts out of preliminary rounds into the final. That's commonly the last two players, head to head, but you decide the number.

As you adjust these, a simple bar chart shows the field narrowing round by round, so you can see the shape of your whole event before it starts.

Once you've registered students, the same settings stay open for fine-tuning against your real headcount. The estimate updates live, and it says plainly what it assumes: about 30 seconds between players, on top of whatever round timer you've set. That's for planning, not a promise.

The screenshot shows the 'Event rules' configuration page. At the top, it says 'Cannot be edited after Round 1 begins'. Below this is a control for 'Finals begin at' with a minus button, the number '2', a plus button, and the text 'students'. The page is divided into two main sections: 'Preliminary' and 'Final'. The 'Preliminary' section shows a duration of '10 min', '3 rounds', and a bar chart with three bars of decreasing height labeled 5, 4, and 3. It includes a 'Cut per round' control set to '1' and a 'Round timer' with options for 15s, 20s (selected), and 30s. The 'Final' section shows a duration of '2 min', '1 rounds', and a single bar of height 2. It also has a 'Cut per round' control set to '1' and a 'Round timer' with options for 15s, 20s, and 30s (selected). Below these sections, it says 'With 5 registered' and shows an 'ESTIMATED LENGTH' of '12 min' for '4 rounds · 14 turns · 5 students'. A disclaimer at the bottom states: 'For planning only. Assumes about 30s between players, on top of each round timer.'

ONE THING WORTH REMEMBERING

This locks the moment Round 1 begins.

Get it right beforehand. There's no adjusting on the fly once the Bee is live.



ALSO BEFORE YOU START

Deck, ties, and language

These three settings sit right below the Event Time Planner, on the same setup page. The defaults shown here are the most common choices, and most Bee Coordinators won't need to touch any of them.

01

Deck

Pick one times table, sequential or shuffled, for a smaller or first-time event, or choose **Full Gauntlet** for the complete, mixed 1–12 experience. It's one setting for the whole event. Starting a classroom Bee on just the 4s, shuffled, is a perfectly good first event.

02

Language

English or Español. This sets speech recognition for every player at the station. It's one decision for the whole event, made once, not per student.

TIES AT THE CUT LINE

One call, made once, before Round 1.

Keep tied players advances everyone tied at the line, so the field can run slightly larger than planned that round. **Cut tied players** eliminates everyone tied at the line together, with one exception: the Bee never cuts the whole field, so if that would leave nobody standing, they all stay for that round. A tie for first goes to a championship tiebreak between only the tied players, until one wins. The default (Keep) is what most events use.



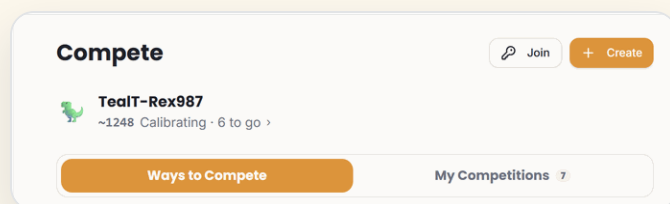
GETTING STUDENTS IN

How students register

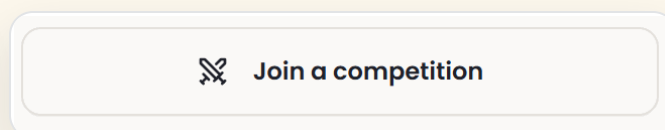
Every event gets its own code, shown right on your setup screen. Students join at a single link, enter the code and their name, and set a 4-digit PIN. It's the same PIN they'll use at the Player Station when it's their turn.



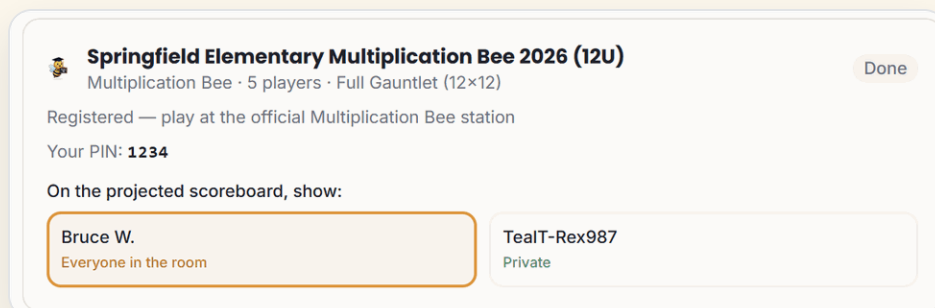
That link isn't the only door in. Anyone who already has an account can join the same event with the same code, right from where they already are.



The Join button, top of Compete



Join a Competition, bottom of the homepage



PLAYER PRIVACY ON THE BOARD

Students choose what the projected Leaderboard shows: their real name, visible to everyone in the room, or a private display name instead. Either way, their registration stays under their own account, PIN included and saved as a reminder. A forgotten PIN doesn't have to become your problem to solve. Most rooms feel more alive with real names on the board, but the choice belongs to each student.



GET THIS RIGHT

Microphones

Many microphones that plug in over USB use voice activation: the mic waits to detect sound before it starts capturing. That gap can clip or miss the first fraction of a second of a student's answer, and speech recognition needs the whole answer to score it correctly.

The **built-in laptop microphone** doesn't have that problem. It's always live, capturing from the moment a student starts talking. It's also the easiest thing in this whole guide to test: play a few practice games on the actual event laptop beforehand, and you'll know it works.

THE SIMPLE RULE

Simple beats fancy. Use the *built-in* mic.

No external hardware to buy, no activation delay to fight, nothing to test except pressing play.

“ *The equipment shouldn't be what decides whether a correct answer counts.* ”

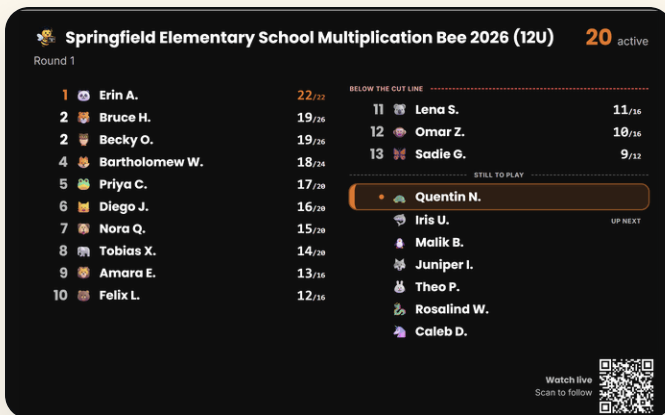
WHY THIS PAGE EXISTS



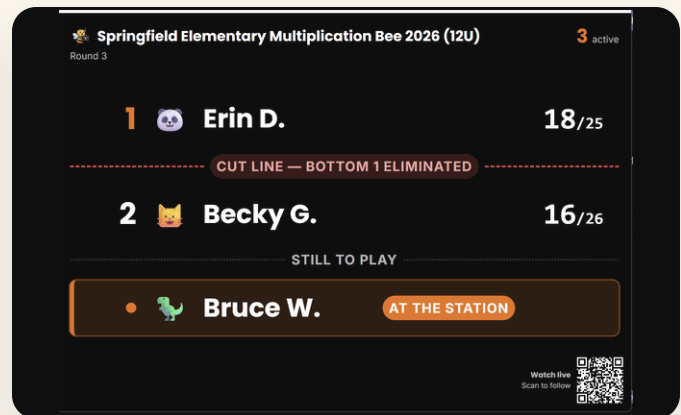
WHAT THE AUDIENCE SEES

Projecting the Leaderboard

The Leaderboard is built to be opened on its own, on any device with a screen: an external monitor, a projector, whatever the room already has. No pairing, no mirroring, nothing extra to set up. Just open the link.



Round 1: full field



Round 3: narrowed to 3

Ranked list, updating live. Each score shows correct answers over cards attempted (18/25, not just 18), so accuracy is visible, not just speed. **The cut line** is drawn right into the board and labeled plainly. **Still to Play** shows the remaining queue, with whoever's mid-answer marked At the Station and whoever's next marked Up Next. A running **active count** in the corner makes the shrinking field visible at a glance, round over round. There's also a **QR code**, labeled "Watch live, Scan to follow," for anyone in the back of the room, in overflow seating, or not able to be there in person.

WORTH CHECKING BEFORE YOU START

An unattended device projecting for an entire event can go to sleep mid-round if its power settings aren't checked first. Disable sleep and screensaver on whatever device is running the Leaderboard.



THE PAYOFF

At the end

When the last round finishes, the Leaderboard changes one final time. The ranked list gives way to a single screen: the Champion, by name, with confetti on entry.

Underneath are the event's own stats, rounds played and players who competed, so the moment carries its own context, not just a name and a trophy emoji.

This is the moment the whole event has been building to.



BEYOND THE EVENT ITSELF

The page doesn't disappear when the Bee ends.

Bookmark it, and a student can come back later. Anyone who couldn't be there can follow the link too, live or after the fact, from their own phone.

“*Gather everyone in front of the screen before anyone heads out. It's the photo you'll actually want later.*”

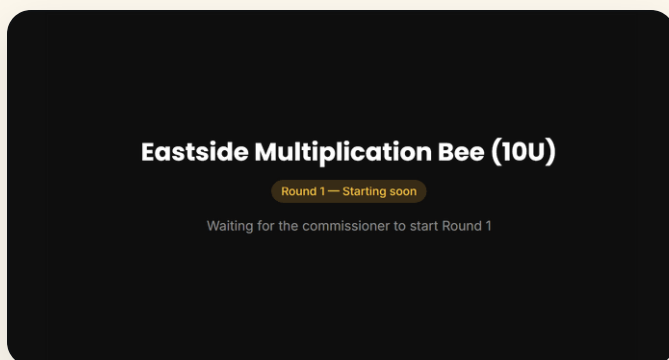
TAKE THE PHOTO



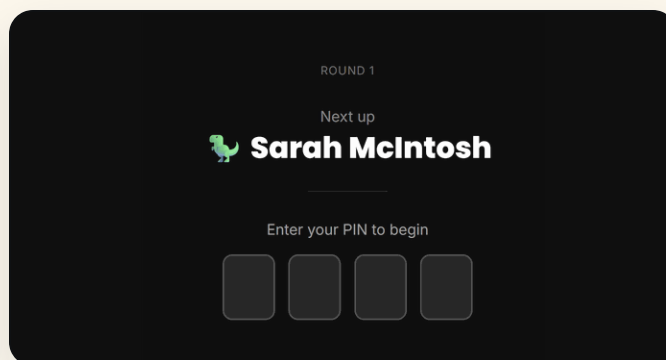
WHAT EVERY STUDENT SEES

The Player Station, step by step

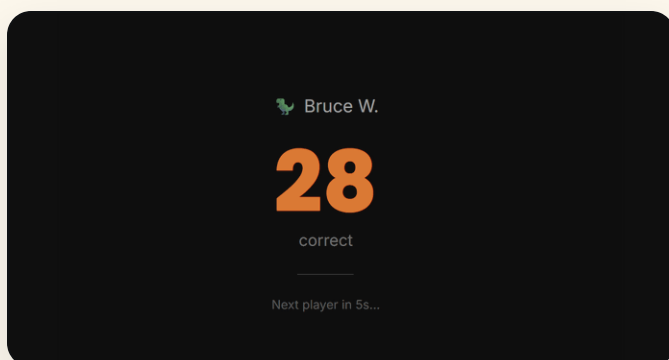
The Player Station cycles through a few states. Knowing all of them means nothing on screen ever looks broken when it's actually just waiting.



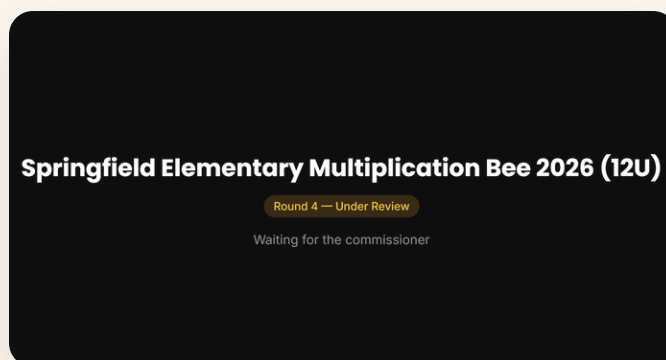
1. Before the round starts



2. Ready for the next player



3. Score reveal (holds a few seconds)



4. Between rounds

Only the player named on screen can enter a PIN: one PIN, one turn, no jumping the line. More on this in Fair Play. After a turn ends, the station shows the result for a few seconds, then resets itself automatically to the next player's PIN entry. Nobody has to touch anything to advance it.

Steps 1 and 4 look almost identical on purpose. Only the label changes, “Starting soon” versus “Under Review.” That consistency is what keeps the station from ever looking broken, no matter which quiet moment it's actually in.



YOUR ACTUAL JOB

Running the rounds

THE HAPPY PATH

Watch. Confirm. *Advance.*

That's the job, almost every round: the round finishes, you close it and review the cuts, confirm the eliminations, and begin the next one.

Round 4 — 2/2 complete

1.	Erin D.	24
2.	Bruce W.	28

Close Round & Review Cuts

Close Round & Review Cuts

Round 4 — Cut Preview

Bruce W.	28	safe
Erin D.	24	cut

Cancel

Confirm — Eliminate 1

Cut Preview, before you confirm

BRING YOUR PHONE

Watch, Confirm, and Advance all work from a phone, not just the laptop. Once the Bee starts, you don't have to stay tied to a screen. Sit with the audience, enjoy it, and confirm cuts and start the next round from wherever you are. One logistical call is yours: whether players leave the stage after their turn or stay through the round. If they leave, give it a moment before starting the next round so everyone's back in place.

Round 1's order is randomized. After that, order is set automatically from lowest score to highest, so every round builds toward the strongest performers going last. You'll never need to manage this. It happens on its own.



THE EXCEPTIONS

When something goes wrong

Built in for the exceptions. Most events never need any of these. A typical Bee runs start to finish on Watch, Confirm, Advance alone, with the Bee Coordinator never once opening this section.

01

No-show

The active player isn't there when their turn comes. Mark them No-show and move on. The player is removed from the event right away, so this is usually the only step needed.

02

Rerun

A technical issue happened mid-turn. Let the player retry. They're added to the back of the queue, at the end of that same round.

03

Override

A judgment call. If a student answered correctly but it didn't score right, you can correct their score. This can change who gets cut, so use it sparingly. Every override shows you exactly what the system heard, problem by problem, so the correction is never a guess.

ONE MORE CONTROL WORTH KNOWING

You can pause the station at any point. It's useful when prelims and finals aren't happening back to back, during an awards moment, or any other gap where the station needs to sit without confusing the next student who walks up. Students see a clear "Station Paused" screen, not an error.



NOTHING IS A GUESS

Seeing what the system heard

The screenshot shows a mobile app interface for 'Score Overrides'. At the top, there are two buttons: 'Cancel' and 'Confirm — Eliminate 1'. Below this is a section titled 'Score Overrides' with a dropdown arrow. It lists two players: 'Martin L. (34 correct of 34)' and 'Zan T. (24 correct of 25)'. Each player has 'Rerun' and 'Override' buttons. Under 'Zan T.', it says '24 correct of 25 attempted'. Below this is a table with three columns: 'Problem', 'Heard', and 'Result'.

Problem	Heard	Result
5 × 12	60	✓
5 × 9	45	✓
9 × 2	18	✓
8 × 11	88	✓
11 × 4	44	✓
11 × 7	77	✓
7 × 7	49	✓
7 × 6	42	✓

Every Score Override starts here: the full record of a player's run, problem by problem. You see what appeared, what the system heard, and how it was scored.

Before you correct anything, you can see exactly what happened. A correction is never a guess, and it's never just your word against the system's.

This same detail view is what makes Override trustworthy enough to actually use: the evidence is right there, every time.

WHEN IN DOUBT, BE GENEROUS

This isn't a mission-critical event.

Nobody's safety depends on a ruling going exactly by the book. What's actually at stake is a kid's relationship with math: whether they walk away feeling like they're good at this, or feeling like some unfair technicality took it from them. No-show, Rerun, and Override exist for that reason. When something's unclear, the benefit of the doubt goes to the student. That's not a loophole. That's the whole point.



COMPETITIVE INTEGRITY

Fair play: how timing works

Use a wired external keyboard. The spacebar is what triggers Next, and that's the whole reason the keyboard matters more here than it would for an ordinary app.

01

Zero-distance readiness

A finger can rest lightly on the spacebar without triggering anything. Only a real press counts, so there's nothing left to do when the answer's ready but press.

02

Nothing to bump

No trackpad within reach to accidentally click or shift focus mid-turn.

03

Wired, not wireless

No battery to die mid-event, no pairing lag.

04

More reliable than touch

Touchscreens read the natural conductivity in skin, and a dry finger can miss or need a second tap. Not a risk worth introducing into a competitive round.

THE CORE SKILL

Answer, *then* press.

Say the answer, then press Next. It's the same motion, words leading the button by a beat. There's a small buffer after pressing Next, but it's small. Answering after the press is a real risk of being too late. Every turn is also PIN-protected, so the fairness runs in both directions: nobody plays out of turn, and a player who's practiced their timing gets the benefit of it.

“ *Practice this long before the Bee, not for the first time on stage.* ”

PRACTICE THE MECHANICS, NOT JUST THE MATH

[PRINT THIS PAGE](#)

Day-of checklist

- ☐ **Divisions set**
Age-based, Open, or None. Decided and configured.

- ☐ **Timing planned**
Preliminary and Final rounds configured; estimate reviewed against your real headcount.

- ☐ **Built-in microphone tested**
A few practice games played on the actual event laptop.

- ☐ **Wired keyboard connected**
At the Player Station, spacebar within easy reach.

- ☐ **Leaderboard projected**
Opened independently on its own screen or projector.

- ☐ **Sleep and screensaver disabled**
On the device running the Leaderboard.

- ☐ **Player Station mirrored, if the audience should see it**
Unlike the Leaderboard, it doesn't stay in sync as a second copy. Mirror the student's actual device to show live play, not the idle screen.

- ☐ **Event code ready to share**
Posted, projected, or handed out for student registration.

- ☐ **Students have practiced answer-then-press**
The mechanics are familiar before they're on stage.

- ☐ **You know where No-show, Rerun, and Override are**
Rarely needed. Good to find quickly when they are.

“ *Watch. Confirm. Advance. That's the job.* ”

EVERYTHING ELSE IS A WHAT-IF



MISSION

By building fluency in foundational math facts, Multiplication Bee helps every student build the confidence and number sense they need for a lifetime of learning.

VISION

To give every student the fluency they need to go *further* in math.

[Open your Competitions dashboard](#)

whattimeswhat.com · multiplicationbee.com · classicmathgames.com

A program of the Classical Education Foundation