



GSIS Technician Gameday Checklist

1. Confirm you have all your expected equipment (laptops, Chromebooks, cables, mice, etc.)
2. Plug each laptop into power and confirm they are charging
3. Connect each laptop to Wi-Fi and confirm the connection works, then turn the Wi-Fi off and plug them in to ethernet
4. Verify network connectivity by running a speed test (www.speedtest.net) for each port
5. Check for Windows updates on each laptop and download/install them if you have time
 - a. If you do not have time, confirm that Active Hours are set from 8:00am to 2:00am and click the Pause Updates button, then process any updates after the game instead
6. Check that the Chrome browser is up to date on each laptop
7. Verify the function lock is enabled on every laptop
8. Confirm that you can navigate to and log in to the following GSIS websites:
 - a. <https://entry.nflgsis.com/>
 - i. If the desktop shortcut does not work, try typing the URL directly in the browser
 - b. <http://www.nflgsis.com/>
 - c. <https://support.nfl.net/>
9. Confirm printer connectivity and print a test page from the laptop you will use to print in game
10. On each Chromebook, check that the Chrome OS is up to date and process any updates
11. Test DVR video about 2 hours before gametime
 - a. On the DVR laptop, delete previous DVR recordings to ensure enough memory
12. Connect the laptop you will use for the Teams Audio Bridge to the Snowball microphone
 - a. On that laptop, log in to Teams and start the Audio Bridge meeting
13. Confirm ref mic audio in the stat booth is turned on

If you have any questions or run into any issues, please reach out to the WhatsApp group.

Refer to the [Stadium Test Procedure](#) for further details on any of these steps.