

# EvalFest

## The Care & Keeping of your EvalFest iPads

*EvalFest uses iPads and QuickTap to collect data in the field. This sheet details iPad care for our partners who participate in this data collection process and can be adapted for your organizational use.*

### **When your iPads arrive...**

- Email to confirm receipt of the iPads
- Turn your iPads on/off by holding the button on the top right corner down
  - Are they fully charged?
  - Is there any visible damage to the iPads?
  - Is each iPad labeled?
  - Do any iPads lag or load slowly?
  - Can all iPads connect to the internet?
  - Do all iPads have QuickTap?
    - Can you sign in to QuickTap with your username?
    - Can you access the correct survey(s) on QuickTap?
- Check your supplies:
  - Does each iPad have a protective case?
  - Are any of the chargers, cases or shoulder straps visibly damaged?
  - Are you missing any chargers, cases or shoulder straps?
  - Do you have the shipping labels and contact information for the next festival to receive the iPads?

If your iPads or supplies are damaged, missing, or do not work properly, please contact *<insert contact information for your organization here>* immediately.

### **Maintenance and use...**

Your iPads have a protective case and screen cover, but this does not mean that they can't be damaged! Please treat them gently; these are a community resource and we want to keep them in excellent condition for all of our festival partners to enjoy.

- Keep your iPads dry and out of the rain
  - If it is raining on the day of your event, make sure your data collectors have umbrellas to keep the screens dry and clean each iPad with a clean, dry paper towel prior to storage
- When not in use, keep your iPads in their protective cases and store in a cool, dry locked room that the public and unauthorized staff cannot easily access
- **DO NOT** use iPads for entertainment, social networking, or other personal use
- Charge iPads in their storage case with the provided chargers
- **DO NOT** fully close and lock the case while iPads are charging, this may cause them to overheat
- Do not leave iPads in cars or vehicles if you are transporting them to a festival site or expo
- Do not stack iPads precariously or underneath heavy objects



# Eval Fest

## The Care & Keeping of your EvalFest iPads

### *After your event...*

- Download your survey responses from QuickTap by clicking Send/Receive on each iPad then sign out
- Charge, clean and turn off your iPads
- Check iPads and supplies for visible damage or any software malfunctions
- Pack iPads and supplies securely in their storage case with all instructions and remaining shipping labels
- Place the correct shipping label on the case and arrange for pickup **on or before your shipping deadline**



UNC  
MOREHEAD PLANETARIUM  
AND SCIENCE CENTER



karen peterman  
CONSULTING

