**Running an Online Experiment at York**

This presentation guides you through the steps involved in setting up and running an online experiment. The order is important.

1. **Set up a Zoom link for the participants**. You will need later to copy the Zoom link into the confirmation email in *hroot*. You can use the same link for all sessions.
2. **Get hroot organised**. You need to specify the email invitations and the confirmation emails. We suggest you use the templates that you can find on the EXEC [website](https://www.york.ac.uk/economics/exec/) *under Information for potential users of our online lab,* appropriately modified. You then need to set up sessions, assign subjects to the experiment, and the send out invitations.
3. **Set up a session** (you will need to do this for each session). Go to *hroot* and the particular session, and using ‘Data’ under Participants, save the participants to an Excel file. It will be called *users.xls* and probably saved in your downloads directory. Run the Matlab program *ReadingUsersNames* (on the EXEC [website](https://www.york.ac.uk/economics/exec/) *under Information for potential users of our online lab*) in the same downloads directory. This produces a *csv* output file called *allusernames.csv.* This will be useful for *permman*. Check that all are valid York usernames, starting with their username and finishing with @york.ac.uk.

If you find that one or more is not, you will have to replace their email address on *hroot* with username@york.ac.uk.

You can find their username at <https://www.york.ac.uk/directory/user.yrk/search.cfm?login=1>.

Go to [*https://permman.york.ac.uk*](https://permman.york.ac.uk); copy the *allusernames.csv* file into the column ‘read-only access’ in exec/participants. Add your own York username into the column headed ‘Administrator access’. You will have problems with users who have entered their email address rather than their username followed by *@york.ac.uk.*

This permman step is necessary so that subjects can enter the online lab.

1. **Running a session** Open the Zoom meeting, and tell them all to connect to the VDS. They will have got a link in the confirmation email telling them how to do this. The link is <https://drive.google.com/file/d/1McRkDPDSE1XaAAJaMvlspz-J3XBgONzU/view?usp=sharing>. Guide the ones who have not. When all have, tell them to note the big number in white at the top of the screen; this is their subject number and they will have to enter this when the experiment starts (“No number, no payment’). Then tell them to click on the ‘EXEC’ icon to get into the lab, and then click on the icon ‘Instructions’. When that has finished running, and you have answered any questions, tell them to click on the icon ‘experiment’ and the experiment will start.
2. **At the end of the experiment, save your data.**