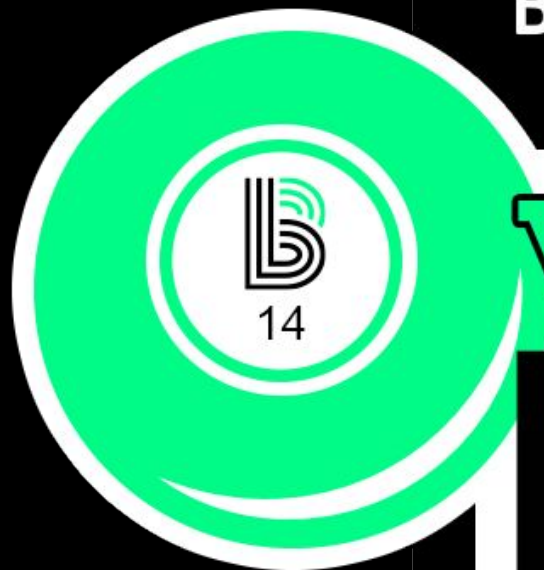




Big Brothers Big Sisters®
OF TAMPA BAY



VIRTUAL
BINGO



BINGO

Hold a BBBS Bingo Fundraiser!



Step 1: Get your team and supplies!

To hold a Bingo event, we've found a team of three volunteers is ideal.

You'll need:

1. Bingo Caller (be a great enunciator!)
2. Master Bingo Card Tracker (attention to detail needed, but you can be behind-the-scenes)
3. Host (be fun! Lead the program and the music)
4. Bingo Cards (\$10 for 100 cards)
5. Zoom Pro account (\$15/mo)
6. Prizes!



Step 2: Create the Campaign

You can use any system you'd like (Venmo, Zelle, PayPal, cash/checks, etc.) in order to collect money and email addresses to process the cards. If you'd like to use the BBBS website to collect funds, we can set up the campaign. Contact Josh Hagg at JoshH@BBBSTampaBay.org.



Caller: Get your Bingo Cards!

The actual Bingo game itself is quite simple, but you'll need to prepare a few things before you can start your event.

First, let's talk about the Bingo Cards.

Navigate to MyFreeBingoCards.com to get your cards. Your first 30 cards are free, then the next 100 cards are \$10, or 250 cards for \$20.

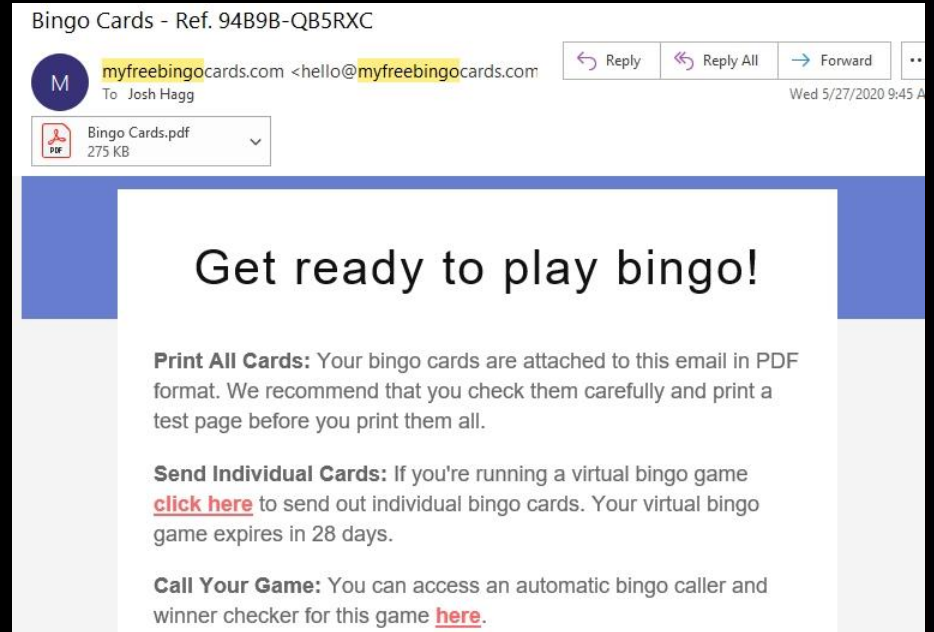
After you purchase, you'll receive an email that will let you customize the cards. This can only be done once, and only within 24 hours of your purchase so make sure you have your text ready to enter.



Caller: Send the Bingo Cards

About 2 hours before the event you'll want to email the Bingo cards to your attendees.

Find the email that was sent to your Email box and click the link to Send Individual Cards.



Bingo Cards - Ref. 94B9B-QB5RXC

myfreebingocards.com <hello@myfreebingocards.com>
To Josh Hagg

Wed 5/27/2020 9:45 A

Bingo Cards.pdf
275 KB

Get ready to play bingo!

Print All Cards: Your bingo cards are attached to this email in PDF format. We recommend that you check them carefully and print a test page before you print them all.

Send Individual Cards: If you're running a virtual bingo game [click here](#) to send out individual bingo cards. Your virtual bingo game expires in 28 days.

Call Your Game: You can access an automatic bingo caller and winner checker for this game [here](#).

Caller: Send the Bingo Cards

Use the email option on myfreebingocards. Send the cards out to everyone who purchased. Please note that you can select the number of cards to send to each email. You will need to organize your list by number of cards purchased. Send the first batch to everyone who purchased 1 card, then you can change the number of cards from the drop down and send to the next set of emails until you've sent to your entire list.

The screenshot shows the 'BBBS Bingo! BINGO' interface. On the left is a navigation menu with categories like 'Numbers', 'Occasions', 'Kids', 'Movies', 'Funny', 'Human Bingo', 'Music', 'School', 'Sport', 'Templates', 'Travel', and 'TV'. The main content area has a header with 'BBBS Bingo! BINGO' and 'Order ref:'. Below the header are links for 'Invite Players', 'Print All', 'Call Game', 'Add-ons', and 'Help'. A 'BBBS Bingo!' card is displayed with a grid of numbers: 14, 30, 41, 53, 74; 4, 28, 35, 57, 68; 10, 23, BBBS, 46, 75; 8, 16, 43, 48, 70; 12, 27, 39, 56, 66. The 'Invite players' section explains that 100 virtual bingo cards were generated and provides instructions on how to invite players. A 'Bingo cards per player' dropdown is set to '1' with a 'Get Link' button. The 'Invite individual players by email' section is circled in red and contains a text input field for pasting email addresses, with a 'Bingo cards per player' dropdown set to '1' and a 'Send Invites' button.





Caller: Call the Bingo Cards

Watch this video for quick instruction on how to use the calling program:

<https://www.youtube.com/watch?v=IJCHPtDjdeE>

Follow the link in your email from myfreebingocards.com and the link under “Call your game.”

Choose your call sequence at random and click “Start your game.”

Best practices for reading Bingo calls has been to call a new number in 10-15 second intervals. During the interval, say the letter and then the number with the first time being the actual number and the second time reading each numerical digit. For example, I-29...I...2...9.



Caller: Checking a Winner

When someone calls out Bingo, you will ask them to share their card number with you so you can check if they've won (this can be found in the top right section of the bingo card). Enter their card number to bring up their card and it will indicate if they have a good Bingo.

If they have completed all the requirements for the style of game you are playing (regular bingo, four corners, kite, cover-all, etc.) you have a winner!

Ask if anyone else has a Bingo before you close the game. If you close out too soon, you risk losing those additional winners. Record the winner(s) and their card number(s) for your records to send prizes later.



Tracker: Master Bingo Card

It is helpful to have a Master Bingo Card available in case someone doesn't hear what is called. They can refer back to this card at any time during the game.

(insert image of bingo card on Zoom screen)

Once you have your program, download the Master Bingo Card Tracker from our website and save it to your computer.

<https://www.bbbstampabay.org/userfiles/events/Bingo/MasterBingoCard.pdn>



Tracker: Master Bingo Card

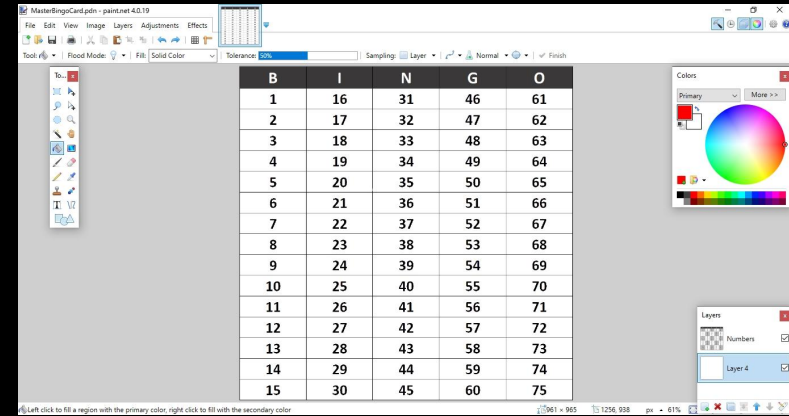
You'll need a semi-advanced image editor that can display layers, such as Photoshop. If you want to make things simple, download paint.net. It is free and easy to use. <https://www.getpaint.net/download.html>

Tracker: Master Bingo Card

Once you have your program, download the Master Bingo Card Tracker from our website and save it to your computer.

<https://www.bbbstampabay.org/userfiles/events/Bingo/MasterBingoCard.pdn>

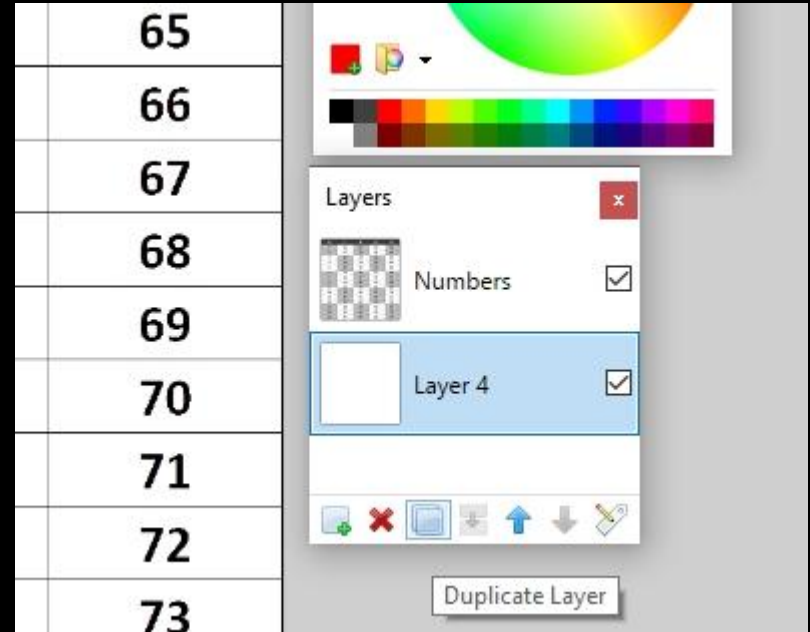
Open the tracking software on Paint.net
(or other program you've chosen).



Tracker: Master Bingo Card

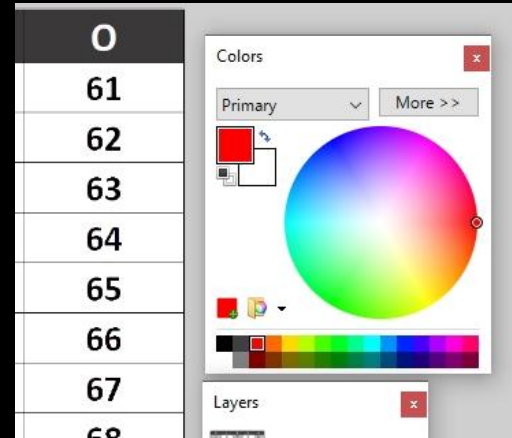
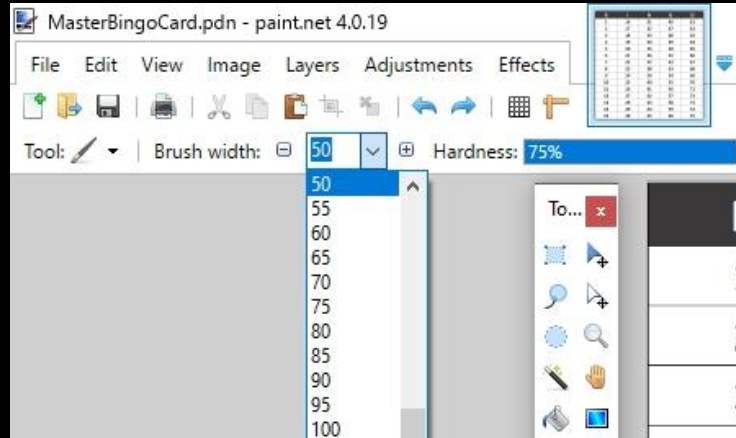
First, click on the lower layer and select duplicate.

This will give you a blank layer under the numbers to mark and leave your upper layer showing the numbers for all the viewers to see.



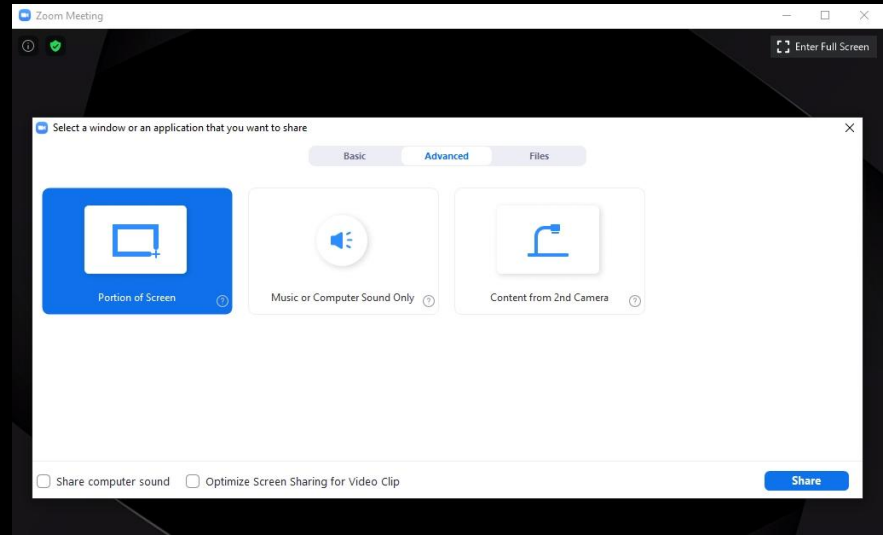
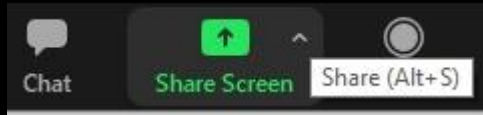
Tracker: Master Bingo Card

Select the paint brush tool, select a width of 50, and the primary color red.



Tracker: Master Bingo Card

Now it's time to begin sharing your screen. You'll need to click the share screen button on the zoom chat, then select the advanced tab at the top. From there, choose the Portion of Screen option.



Tracker: Master Bingo Card

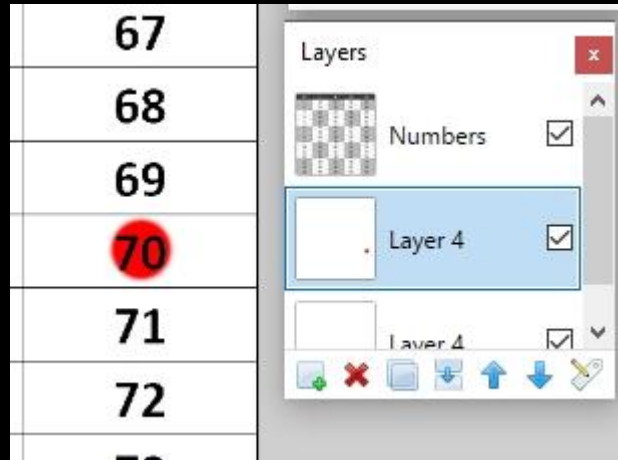
Make sure to resize the green box indicating which portion of the screen you are sharing. You want to show the entirety of the Bingo Card, especially the bottom.

IMPORTANT: switching between windows at this point will share exactly what is shown on your screen so do not switch unless you stop sharing first.

| | B | I | N | G | O |
|----|----|----|----|----|---|
| 1 | 16 | 31 | 46 | 61 | |
| 2 | 17 | 32 | 47 | 62 | |
| 3 | 18 | 33 | 48 | 63 | |
| 4 | 19 | 34 | 49 | 64 | |
| 5 | 20 | 35 | 50 | 65 | |
| 6 | 21 | 36 | 51 | 66 | |
| 7 | 22 | 37 | 52 | 67 | |
| 8 | 23 | 38 | 53 | 68 | |
| 9 | 24 | 39 | 54 | 69 | |
| 10 | 25 | 40 | 55 | 70 | |
| 11 | 26 | 41 | 56 | 71 | |
| 12 | 27 | 42 | 57 | 72 | |
| 13 | 28 | 43 | 58 | 73 | |
| 14 | 29 | 44 | 59 | 74 | |
| 15 | 30 | 45 | 60 | 75 | |

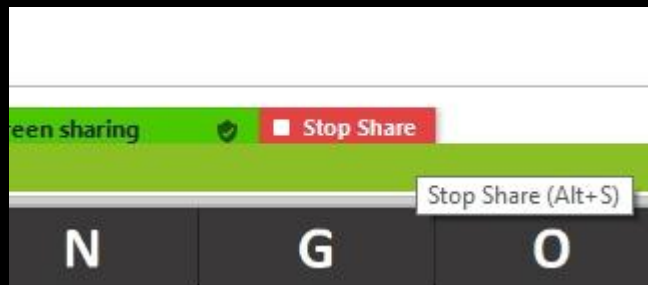
Tracker: Master Bingo Card

Mark the bingo number called by placing a dot on the under layer. It should appear under the number. Voila! You have marked the master bingo card successfully. Continue as numbers are called.



Tracker: Ending a round, resetting your card

When the round is over, stop sharing your screen.



Then simply delete the under layer or mark it as invisible then add a new layer for the next round.

| | | |
|--|----|----|
| | 52 | 67 |
| | 53 | 68 |
| | 54 | 69 |
| | 55 | 70 |
| | 56 | 71 |
| | 57 | 72 |
| | 58 | 73 |
| | 59 | 74 |

A screenshot of a 'Layers' panel in a software application. The panel has a title bar with a close button (red 'x'). Below the title bar is a list of layers. The first layer is 'Numbers' with a grid icon and a checkmark icon. The second layer is 'Layer 4' with a grid icon and an unchecked checkbox. The third layer is 'Layer 4' with a white square icon and a checked checkbox. At the bottom of the panel are several icons: a green plus sign, a red 'x', a blue square, a blue square with a white 'x', a blue square with a white arrow pointing up, a blue square with a white arrow pointing down, and a blue square with a white eraser icon.

Tracker: Resetting to a new card

Once you have reset your card, and the Host and Caller are ready to move on to the next game, you can begin sharing your screen again.

Make sure you double check that the portion of your screen you are sharing still covers the Bingo card, often the bottom of the card won't show unless you resize the portion of the screen at that part.



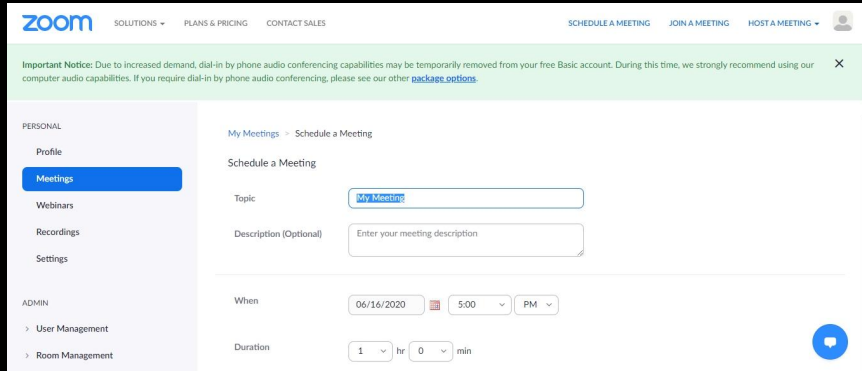
Host: Set up the Zoom Chat

You'll need a Pro Zoom account to host this virtual event (the free Zoom accounts only allow for a 40-minute meeting). Schedule the Zoom meeting.

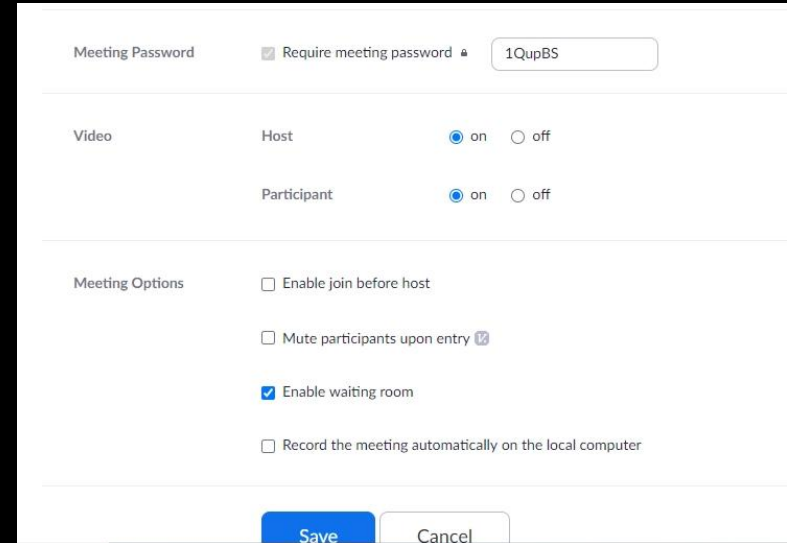


Host: Set up the Zoom Chat

You will likely want to enable the waiting room upon setting up the Zoom meeting, and disable “join before host.”



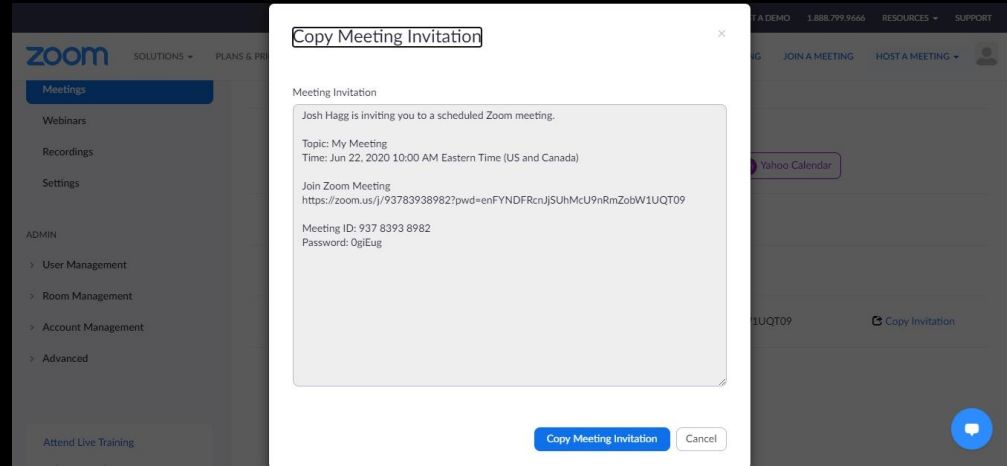
The screenshot shows the Zoom web interface for scheduling a meeting. The top navigation bar includes 'zoom', 'SOLUTIONS', 'PLANS & PRICING', 'CONTACT SALES', 'SCHEDULE A MEETING', 'JOIN A MEETING', and 'HOST A MEETING'. A notification banner at the top states: 'Important Notice: Due to increased demand, dial-in by phone audio conferencing capabilities may be temporarily removed from your free Basic account. During this time, we strongly recommend using our computer audio capabilities. If you require dial-in by phone audio conferencing, please see our other [package options](#).' The left sidebar has 'PERSONAL' (Profile, Meetings, Webinars, Recordings, Settings) and 'ADMIN' (User Management, Room Management) sections. The main content area is titled 'My Meetings > Schedule a Meeting' and contains the following fields: 'Topic' (input field with 'My Meeting'), 'Description (Optional)' (input field with 'Enter your meeting description'), 'When' (date '06/16/2020', time '5:00', and 'PM'), and 'Duration' (1 hr, 0 min). A blue chat icon is visible in the bottom right corner of the form.



The screenshot shows the Zoom meeting options configuration panel. It is divided into three sections: 'Meeting Password', 'Video', and 'Meeting Options'. 'Meeting Password' has a checked 'Require meeting password' checkbox and a text input field containing '1QupBS'. 'Video' has 'Host' and 'Participant' options, both with 'on' selected via radio buttons. 'Meeting Options' includes: 'Enable join before host' (unchecked), 'Mute participants upon entry' (unchecked), 'Enable waiting room' (checked), and 'Record the meeting automatically on the local computer' (unchecked). At the bottom, there are 'Save' and 'Cancel' buttons.

Host: Set up the Zoom Chat

Send the Zoom link at least 2 hours ahead of time to your email list of attendees. Keep the Zoom link handy for those who are having trouble finding the invite in their email, and you can quickly send for last minute participants.



Host: Test the chat

About 30 minutes before the Bingo Party, log in with your Caller and Tracker and check to make sure you have your connection set up. Test and share the following to make sure your event runs smoothly:

- Music (we recommend sharing desktop audio and adjust volume accordingly)
- Videos (make sure you are able to share your screen and that audio plays through)
- Tips and hyperlinks



Host: Start the event

About 15 minutes before the event starts, begin letting people into the room and ask people to share screens, and help troubleshoot anyone having issues.

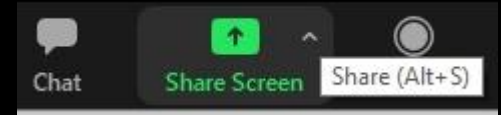
When the event begins, you should have a small script or notes prepared of highlights to go over about the event (mute/unmute to speak, using the chat, explanations of the games, announce sponsors, show promo videos, and start up the music. The fun is ready to begin!

It is a good idea to plan for some type of activity in between rounds or during an intermission (trivia questions, special raffle drawing, cocktail crafting, etc.).

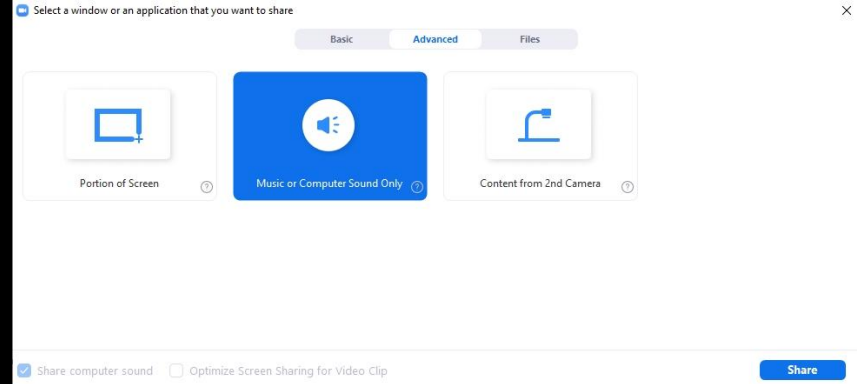


Host: Share the music

The Host can easily share music playing directly from their computer to the rest of the chat. Once you have the chat started you can select “Share Screen” from the bottom.



On the Advanced tab, select the option for music or Computer Sound Only.



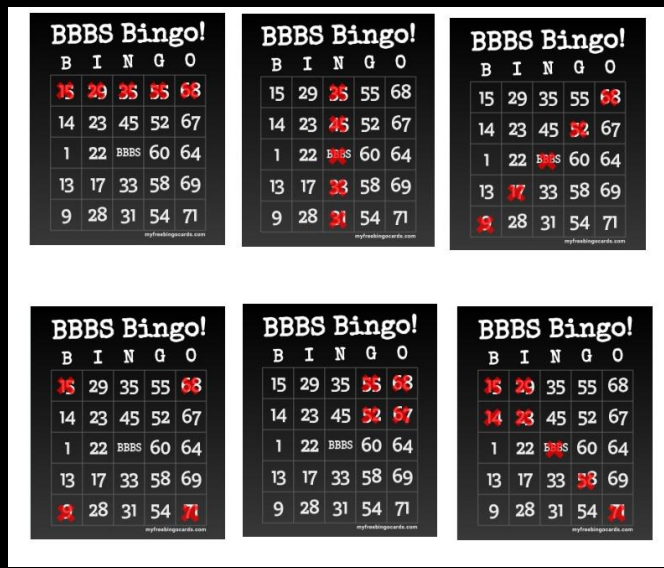


Host: Explain the rules

It is helpful to provide a visual so everyone understands what the winning combinations are. If you need a quick example sheet you can find one [here](#) that shows some of the basics like:

- “Five in a row”
- “Four corners”
- “Postage Stamp”
- “Kite”

There are many other options and feel free to pick from whatever game variant you would like and create your own or download online.



Host: Promote your sponsors, play videos

If you have any sponsors, make sure to give them shoutouts before, during, and after the match. It is also a good idea to start off playing a video or two of your choosing. If you'd like to promote something from BBBS. Take a look at what we have on our [Youtube channel!](#)

Feel free to share more than one!



Host: Record the winners, end the game

At the end of each round, record the winners and their card number so you can easily refer back and send the prizes.

After all games have been played, a few players may want to stay on and keep chatting. Make sure you are available to answer any questions and keep the conversation going. Plan on about 15-20 minutes but it could be more or less depending on the crowd.

Good luck and have fun!

