



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: Invite Your Friends

Collect payments from your participants and friends using your Bowl For Kids' Sake team fundraising link. Be sure to ask everyone for their email address so you can send them their cards. If you have questions about a Virtual Bingo Fundraiser, 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.

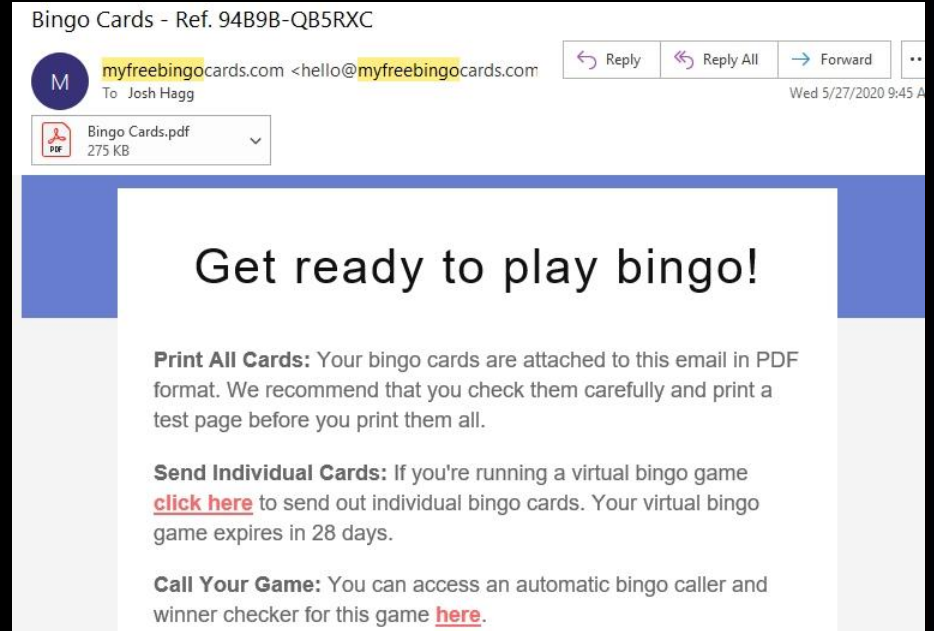
After you purchase, you'll receive an email that will let you customize the cards. This can only be done once, and only within 24 hours of your purchase so make sure you have your text ready to enter.



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.



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' website. On the left is a navigation menu with categories like 'Popular', 'Bingo Card Generator', 'Numbers', 'Occasions', 'Kids', 'Movies', 'Funny', 'Human Bingo', 'Music', 'School', 'Sport', 'Templates', 'Travel', and 'TV'. The 'Numbers' category is selected. The main content area is titled 'BBBS Bingo! BINGO' and includes an 'Order ref.' field. Below the title are links for 'Invite Players', 'Print All', 'Call Game', 'Add-ons', and 'Help'. A preview of a bingo card is shown, titled 'BBBS Bingo!' with a grid of numbers. The 'Invite players' section explains that 100 virtual bingo cards have been generated and that the set expires in 9 days. The 'Invite many players with one link' section provides instructions on how to share a single link. The 'Invite individual players by email' section is circled in red and contains a text input field for pasting email addresses, a dropdown menu for 'Bingo cards per player' set to 1, and a 'Send Invites' button.

Popular

Bingo Card Generator

1-75 Bingo

1-90 Bingo

Virtual Bingo

Find My Order

Help & FAQs

Numbers

Occasions

Kids

Movies

Funny

Human Bingo

Music

School

Sport

Templates

Travel

TV

BBBS Bingo! BINGO

Order ref:

Invite Players

Print All

Call Game

Add-ons

Help

BBBS Bingo!

B I N G O

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

Invite players

We've generated 100 virtual bingo cards for you. Your players can print their own bingo card or play online. We offer several ways to invite players to your game.

This set of virtual bingo cards expires in **9 days**.

Invite many players with one link

Get a single link to share with many players. After they follow the link they must enter their email address. They will then receive the links to their individual bingo cards by email.

Bingo cards per player: 1 [Get Link](#)

Invite individual players by email

Paste or type a list of addresses here (separated by commas, spaces, or one per line).

Bingo cards per player: 1 [Send Invites](#)



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

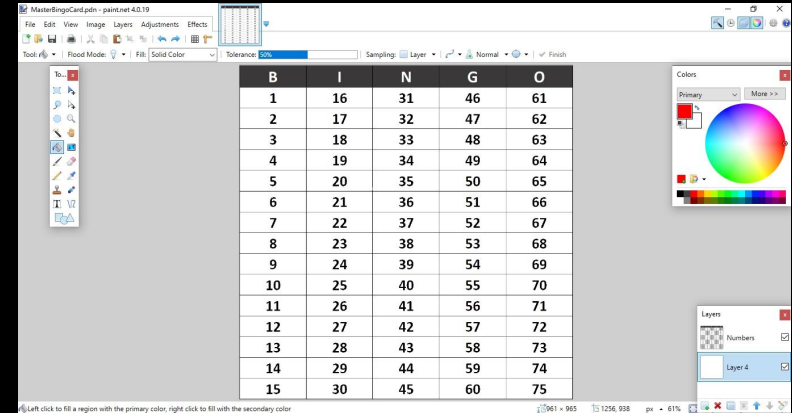
You'll need a semi-advanced image editor that can display layers, such as Photoshop. If you want to make things simple, download paint.net. It is free and easy to use. <https://www.getpaint.net/download.html>

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>

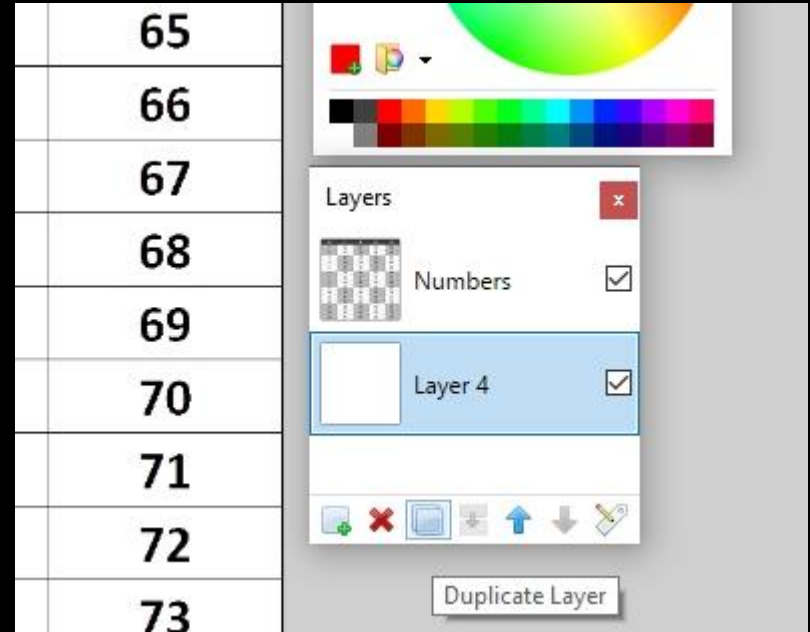
Open the tracking software on Paint.net
(or other program you've chosen).



Tracker: Master Bingo Card

First, click on the lower layer
and select duplicate.

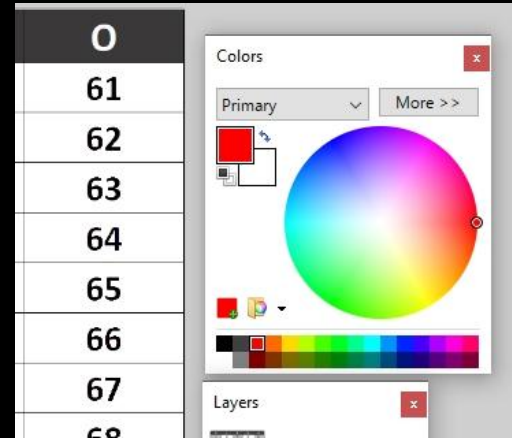
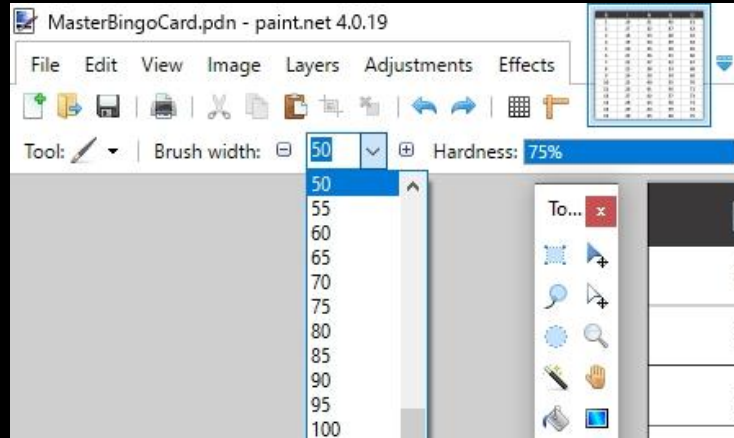
This will give you a blank layer under
the numbers to mark and leave your
upper layer showing the numbers for
all the viewers to see.





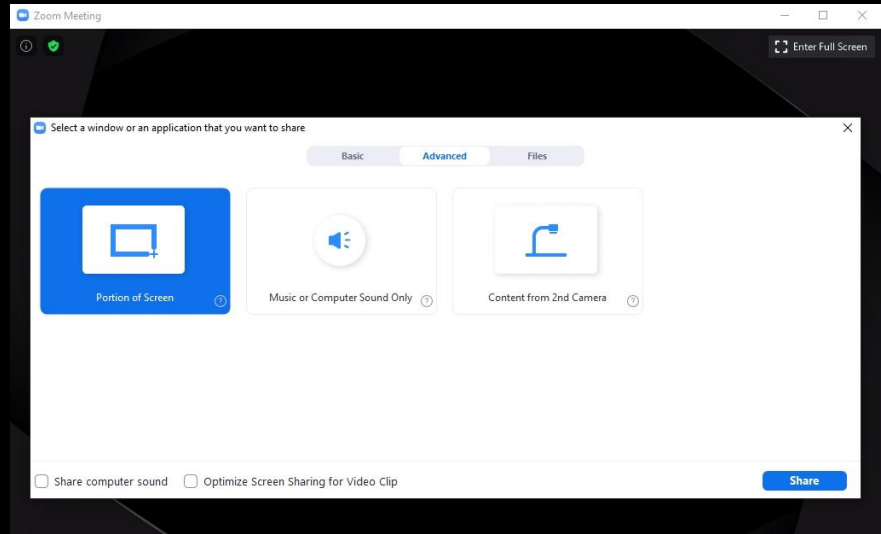
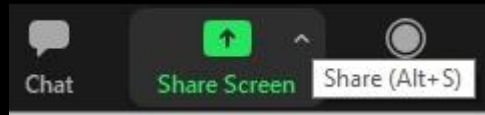
Tracker: Master Bingo Card

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



Tracker: Master Bingo Card

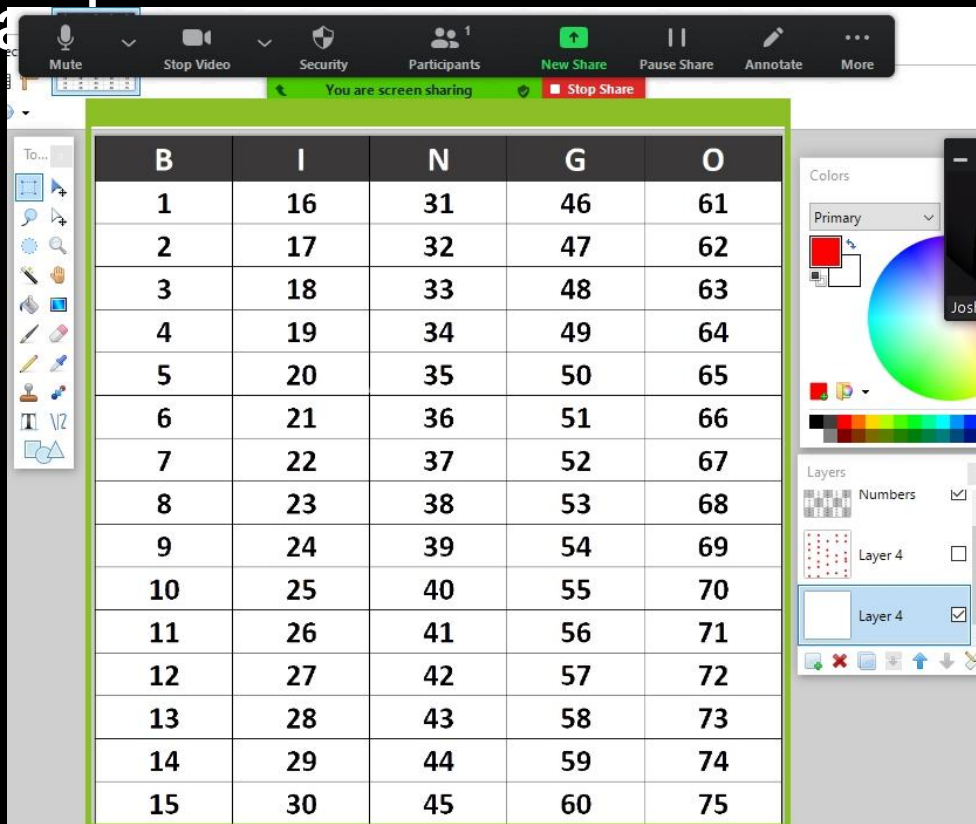
Now it's time to begin sharing your screen. You'll need to click the share screen button on the zoom chat, then select the advanced tab at the top. From there, choose the Portion of Screen option.



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.

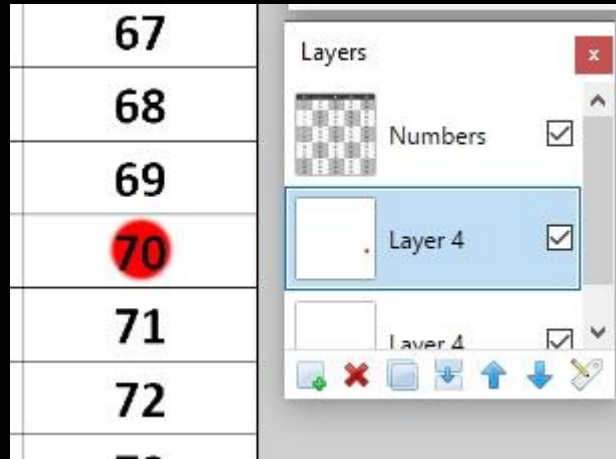


The screenshot shows a Zoom window with a screen sharing overlay. The sharing area is highlighted with a green border. The bingo card is a 15x5 grid with columns labeled B, I, N, G, O and rows numbered 1 to 15. The sharing controls at the top include Mute, Stop Video, Security, Participants, New Share, Pause Share, Annotate, and More. A status bar at the top of the sharing area says "You are screen sharing" and "Stop Share". On the right side, there are color and layer selection tools.

	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

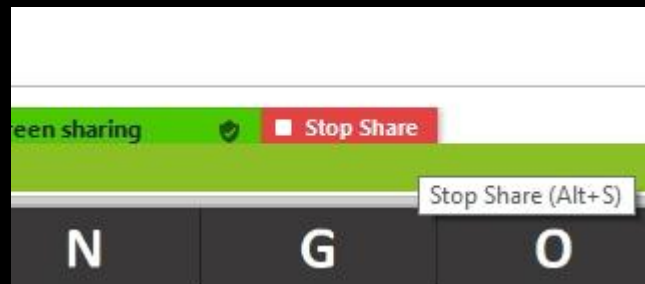
Mark the bingo number called by placing a dot on the under layer. It should appear under the number. Voila! You have marked the master bingo card successfully. Continue as numbers are called.



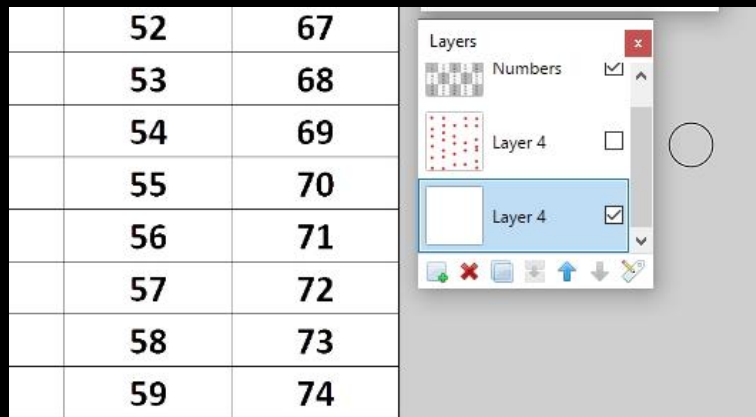


Tracker: Ending a round, resetting your card

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.



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.



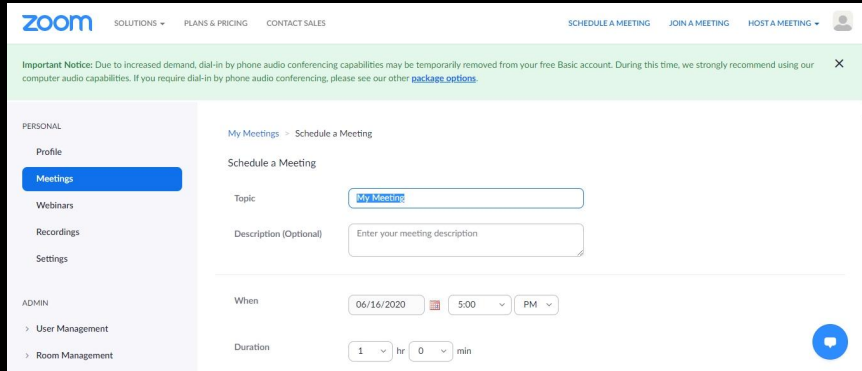
Host: Set up the Zoom Chat

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.

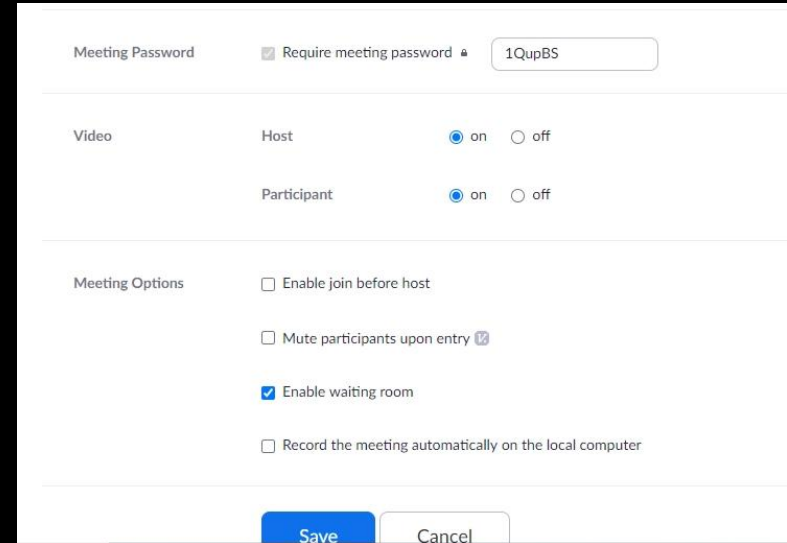


Host: Set up the Zoom Chat

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



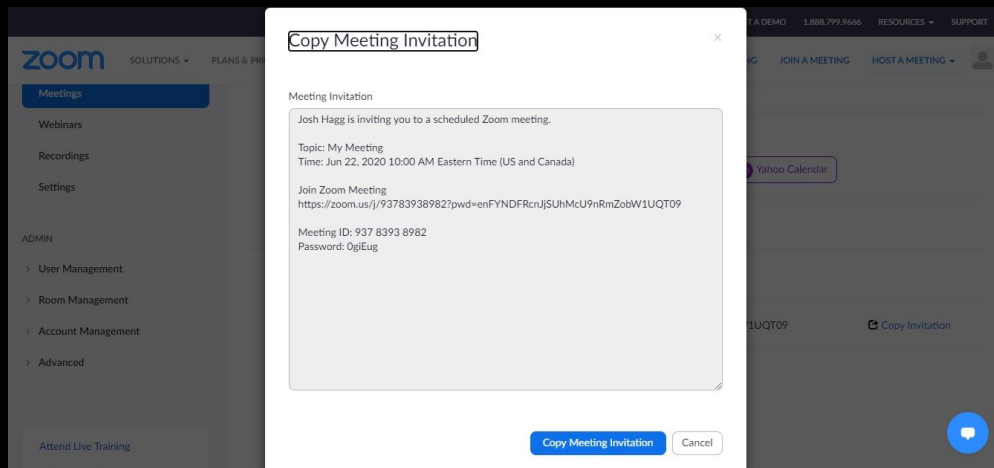
The screenshot shows the Zoom web interface for scheduling a meeting. The top navigation bar includes 'SOLUTIONS', 'PLANS & PRICING', 'CONTACT SALES', 'SCHEDULE A MEETING', 'JOIN A MEETING', and 'HOST A MEETING'. A left sidebar contains 'PERSONAL' (Profile, Meetings, Webinars, Recordings, Settings) and 'ADMIN' (User Management, Room Management). The main content area is titled 'My Meetings > Schedule a Meeting'. It includes a 'Topic' field with 'My Meeting', a 'Description (Optional)' field, a 'When' section with date '06/16/2020', time '5:00', and 'PM', and a 'Duration' section with '1' hour and '0' minutes. A blue chat icon is in the bottom right corner.



The screenshot shows the 'Meeting Options' settings for a Zoom meeting. The 'Meeting Password' section has 'Require meeting password' checked and the password '1QupBS'. The 'Video' section has 'Host' set to 'on' and 'Participant' set to 'on'. The 'Meeting Options' section has 'Enable join before host' unchecked, 'Mute participants upon entry' checked, 'Enable waiting room' checked, and 'Record the meeting automatically on the local computer' unchecked. 'Save' and 'Cancel' buttons are at the bottom.

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.

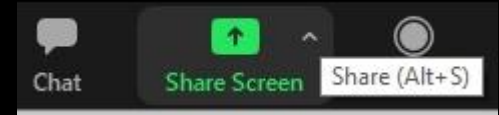
When the event begins, you should have a small script or notes prepared of highlights to go over about the event (mute/unmute to speak, using the chat, explanations of the games, announce sponsors, show promo videos, and start up the music. The fun is ready to begin!

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.).

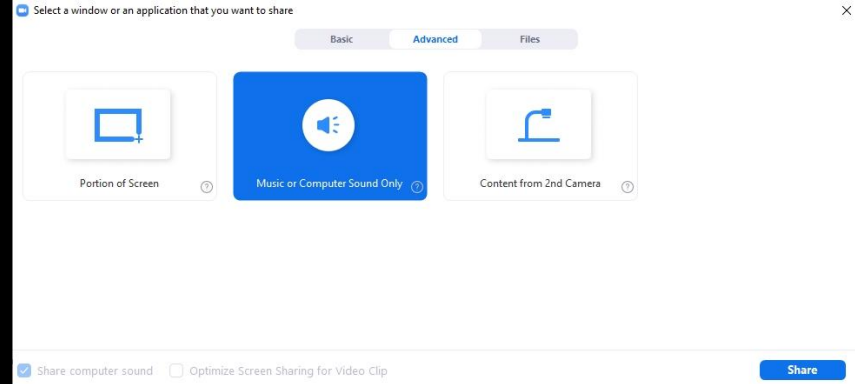


Host: Share the music

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.



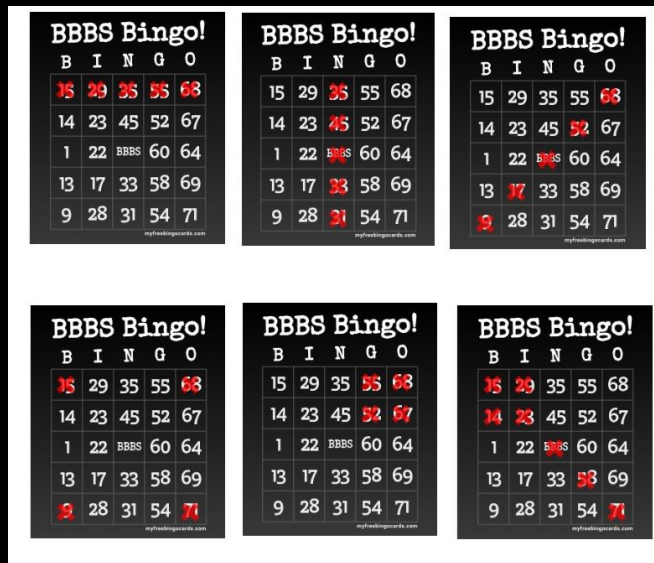


Host: Explain the rules

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!

