

Host your own...

# Virtual Pub Quiz

Fundraising event pack



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Registered with  
FUNDRAISING  
REGULATOR

# Let's get started!

## What?

A virtual quiz is a brilliant way to share time with friends and family and exercise those brains!

First thing's first, you'll need to decide what your quiz questions will be. If you're stuck for ideas, contact our fundraising team for a bespoke quiz pack,

You might want to theme your quiz around a film or a TV show and ask your participants to get creative with their fancy dress? Could you take some inspiration from a popular TV quiz to really challenge your participants? There's no end to the possibilities!

## Who?

Now you'll need to decide who you will invite to your quiz. Will you gather a group of friends or colleagues or perhaps just keep it in the family? Just remember they'll need to have access to whichever platform or app you choose to use to host your quiz.

## When?

Pick a day to host your quiz. We know the weekends are popular for lots of virtual events at the moment, so why not consider a weekday to try and maximise attendance. Now is also a good time to consider whether you will make your quiz a regular event. If you want to do something weekly, try and stick to the same day each week.

## How?

You'll find all the information you'll need in this pack but our fundraising team will be happy to help you along the way and provide any extra support you need.

## ...and how to raise funds...

Ask your guests to donate as part of their attendance to the evening. We would recommend a suggested donation of £5 per household or set yourself an overall target and ask them to contribute what they can. You can find more tips on how to raise money during your party later in the pack.

## Where?

You'll need to decide what platform you will use to host your quiz. Will you stream it to all of your Facebook friends via Facebook Live, or will you make it more intimate and host your quiz on Zoom? You could also consider using Instagram live, WhatsApp video calls or House Party! We have included step-by-step instructions on using Facebook live and Zoom in this pack.

## Why?

Your local hospice needs your support now more than ever before. We'll be happy to give you lots of information that you can share to encourage more donations towards your event.

If you have a personal reason for fundraising for us, let people know. This connection can be really inspiring and will engage your guests.

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# Contents

Pages 4 – 5	How to quiz using Facebook Live
Pages 6 – 8	How to quiz using Zoom
Pages 8 - 11	Other Zoom features: <ul style="list-style-type: none"><li>- Breakout rooms (for inter-household teams)</li><li>- Screen sharing (e.g. for picture rounds)</li></ul>
Pages 12 - 14	How to create shared online answer sheets
Pages 15 – 17	Fundraising and setting up a donations page

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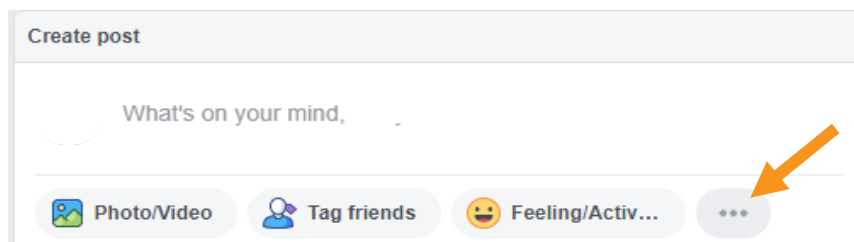
# How to –quiz using Facebook Live

Hosting your quiz on Facebook Live is a great way to reach lots of people. There's no limit to the number of participants you can have, so your friends and family can share the link far and wide. Hosting your quiz this way means your participants don't need to have access to a camera to play, they can simply watch your video to get involved. Once your quiz is finished, the video will be saved to your Facebook account so people can still take part at a time that suits them!

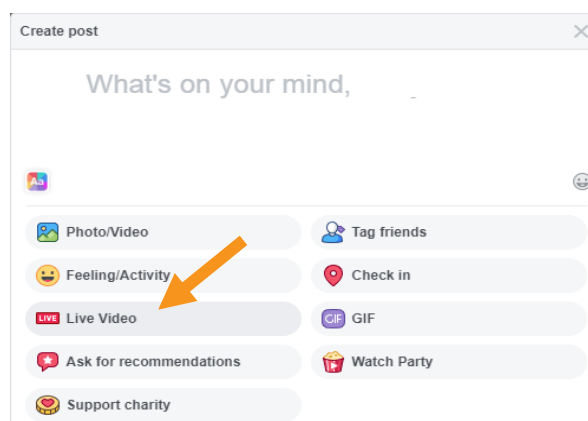
When it comes to hosting your quiz, your entrants can write down their own answers and then self-mark. They can then post their results in the comments for you to announce the winner! Don't forget to keep promoting the charity that you're fundraising for!

Follow our step-by-step guide to see just how easy it is to host a quiz on Facebook live.

1. Head to your Facebook homepage. At the top of the screen is a section to 'create a post'. Click on the 3 dots



2. Click on the button labelled 'Live Video'



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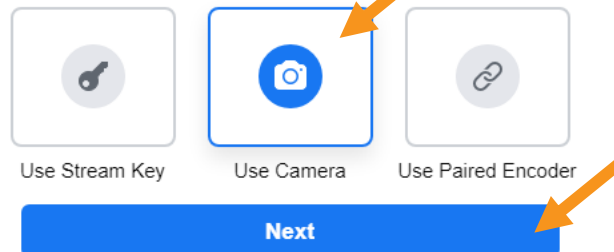
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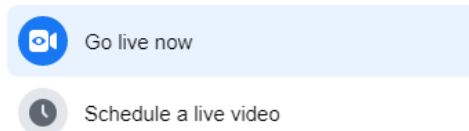
- On the next page, select 'use camera' to stream your quiz directly from the device you are using. Click the 'next' button to move to the next screen

### Live video setup

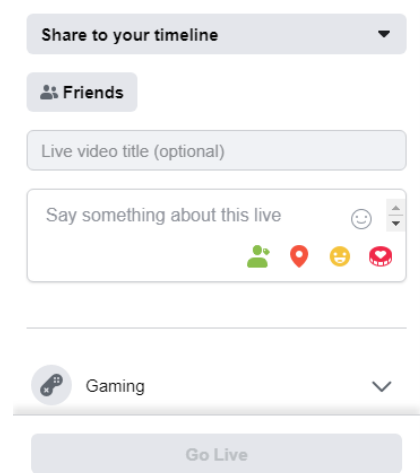
Choose how you want to start setting up your live video.



- Decide if you will go live now, or if you will schedule a time to go live on a later date



- If you go live now, you will have the option to say something about your live video which will accompany the video on your feed. This is a good place to remind people to donate and share a link to an online fundraising page if you have one! Then you can click on the 'go live' button and wait for your viewers to join the stream!



### Announcement post

Time of live video

Date: 24 Apr 2020 Time: 20:00 WEST

Share to your timeline

Schedule Live Video

- If you schedule a live video, Facebook will create an announcement post for your feed with a time for the stream. Your friends and family can opt in to receive a notification to remind them about the stream shortly before it begins. Then, all you have to do is be ready for the scheduled time and you're good to go!

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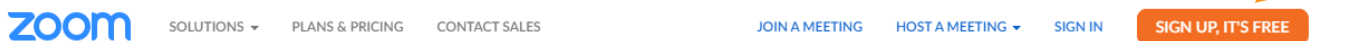
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# How to quiz using Zoom

Using Zoom is a more interactive way to host your quiz. With Zoom, participants can join your meeting with a camera and a microphone so it will be more personalised for you as the host! With a basic Zoom account, you can have up to 100 participants join your meeting at one time, however there is a meeting time limit of 40 minutes. With this in mind, you can either host one half of the quiz and take a 10 minute break for bathrooms and drink re-fills and re-start the meeting, or upgrade your account – please note that this will cost you £11.99 a month. Your participants can access the meeting directly from the website, although Zoom do recommend downloading the app onto your device or desktop to make it easier to join the meeting. It's also worth pointing out that your attendees don't need to create an account to join in, they can sign in as a guest.

Follow our step-by-step guide to see just how easy it is to host a quiz on Zoom. If you need more help – Zoom have live walkthrough videos on their website.

1. The first step to hosting your quiz via Zoom is to create an account. Visit [zoom.us](https://zoom.us) and click the 'sign up' button on the toolbar. A basic account should be sufficient to host your quiz and is free



2. Once you have set up your account and logged in, your toolbar will give you the option to host a meeting



3. The next screen will allow you to schedule your meeting. From here, you can title your quiz and provide a description, as well as setting the date, time and duration of your meeting

A screenshot of the 'Schedule a Meeting' form in the Zoom web interface. At the top, it says 'My Meetings > Schedule a Meeting'. Below this is the title 'Schedule a Meeting'. The form has two main sections. The first section has a 'Topic' field with 'My Meeting' entered and a 'Description (Optional)' field with the placeholder text 'Enter your meeting description'. The second section is titled 'When' and contains a date picker set to '04/21/2020', a time picker set to '4:00', and a PM/AM toggle set to 'PM'. The third section is titled 'Duration' and contains a dropdown set to '1' hour and another dropdown set to '0' minutes.

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- Zoom will automatically generate a meeting ID which you can share with all of your participants. Further down the page, you will have the option to set a meeting password for your participants to join. If you choose not to set a password, you will have to admit each participant to the meeting from the waiting room once the meeting has started

Time Zone	(GMT+1:00) London
<input type="checkbox"/> Recurring meeting	
Meeting ID	<input checked="" type="radio"/> Generate Automatically <input type="radio"/> Personal Meeting ID
Meeting Password	<input checked="" type="checkbox"/> Require meeting password <input type="text" value="8s3V4p"/>

- Once you are happy with the meeting details, scroll to the bottom of the page and select save. You will then be presented with a summary of your meeting, including the meeting ID, password and URL which can be shared with the participants

[My Meetings](#) > Manage "My Meeting"

[Start this Meeting](#)

Topic	My Meeting		
Time	Apr 21, 2020 04:00 PM London		
Add to	<a href="#">Google Calendar</a>	<a href="#">Outlook Calendar (.ics)</a>	<a href="#">Yahoo Calendar</a>
Meeting ID	797-9445-5963		
Meeting Password	***** <a href="#">Show</a>		
Join URL:	https://us04web.zoom.us/j/79794455963?pwd=cIVGZUowY09ROct5R1Azc05JRTJXZz09		<a href="#">Copy the invitation</a>

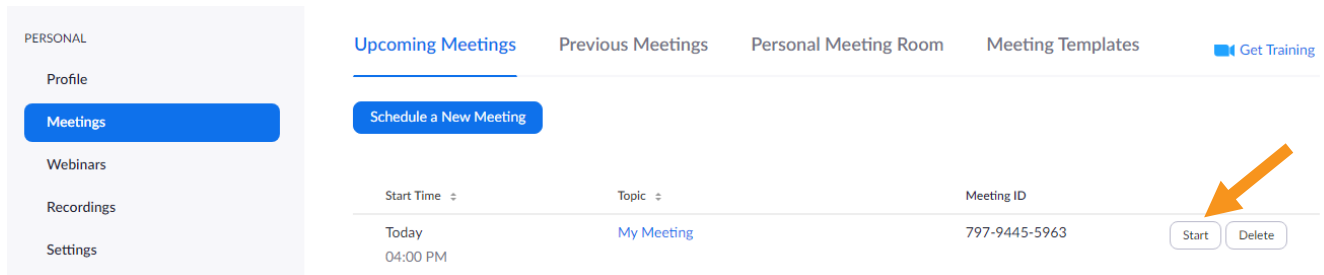
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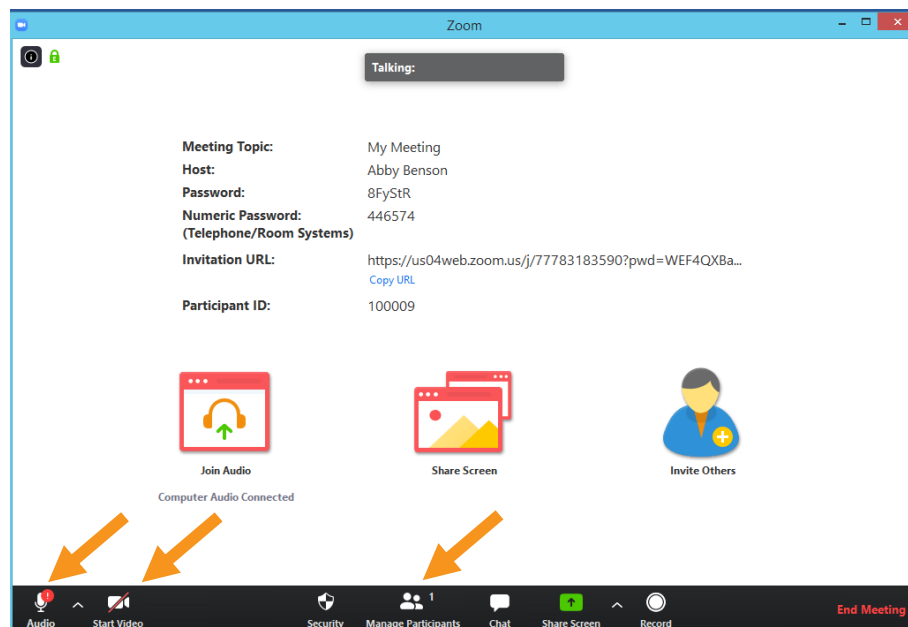
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- On the day of your quiz, log into your zoom profile and head to 'meetings'. You should be able to see your scheduled meeting, with an option to 'start'. Your participants will not be entered into the meeting until you have started the meeting



- From here, you will be taken to the main page of the meeting, where you can start your video streaming, mute/unmute audio, manage your participants amongst other things



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## Other Zoom features

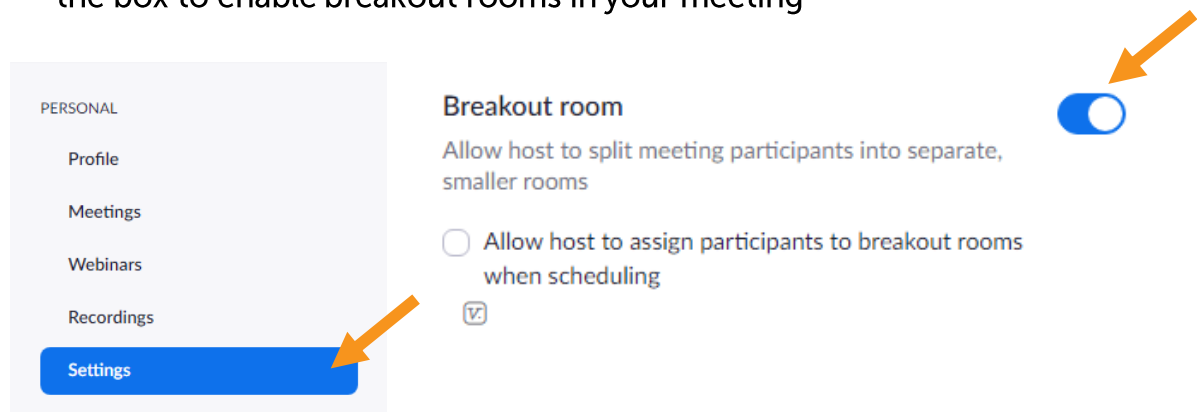
Zoom does also have a few features that can make it a great platform for hosting an interactive quiz.

### Breakout rooms

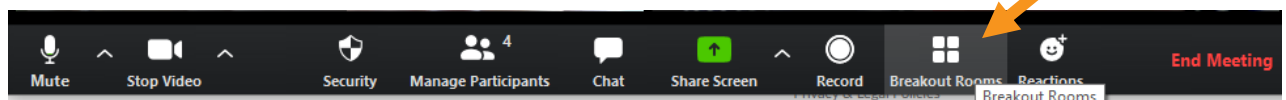
Zoom has the ability to add your participants into their own 'Breakout Rooms' which is great if you have players who want to enter a team for your quiz but aren't in the same house! As the host, you can ask the question and then send your teams into the breakout rooms to discuss their answer.

We've put together a handy guide on enabling and using Breakout rooms.

1. Firstly, you will need to update the meeting settings to ensure breakout rooms are enabled **before** the quiz is due to start. Head to settings and then scroll down to the 'In Meeting (Advanced)' settings. From here, check the box to enable breakout rooms in your meeting



2. When you start your meeting, you should see the breakout room option on the control panel at the bottom of the screen



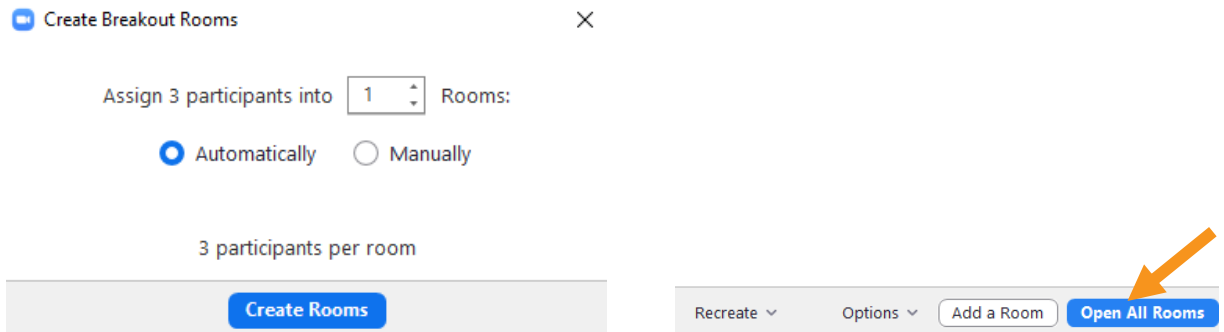
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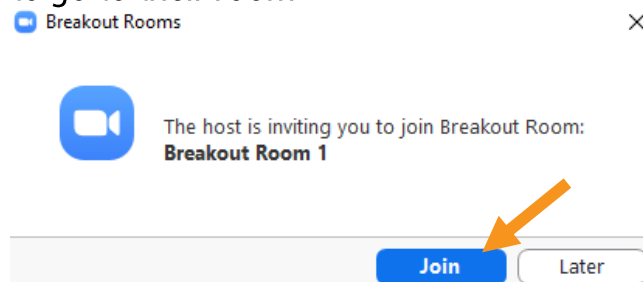
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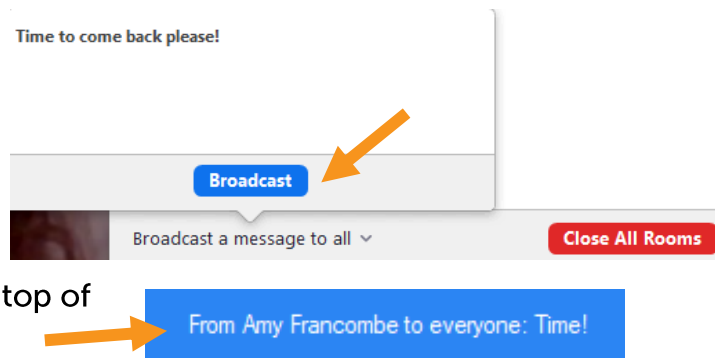
- Once you click on the 'breakout room' button, a 'create breakout room' pop-up will appear where you can assign your participants into their own room. Once you've asked your questions, click 'open all rooms' to send your teams off to discuss their answers



- Each participant will see the following message and will need to click join to go to their room



- As the host, you can send your teams a message by using the 'broadcast' button, giving them a time update, or asking them to return to the main meeting. The message will appear at the top of their screen like this



6. Participants can return to the main meeting in one of two ways

- a. They can click the 'leave breakout room' button which should be in the bottom right hand corner of the screen. This will prompt a pop-up confirming that they want to leave the breakout room

Leave Breakout Room

Leave Breakout Room

Do you want to leave this Breakout Room and return to the main session?

Leave Meeting

Return to Main Session

Cancel

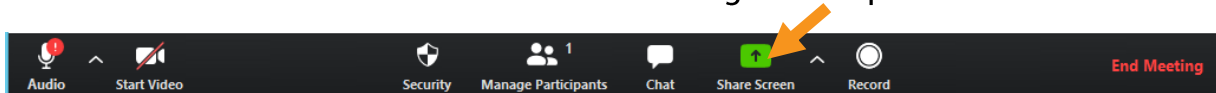
- b. The host can close the breakout rooms which gives the participants 1 minute to leave their rooms before they shut and automatically return everyone to the main meeting

Close All Rooms

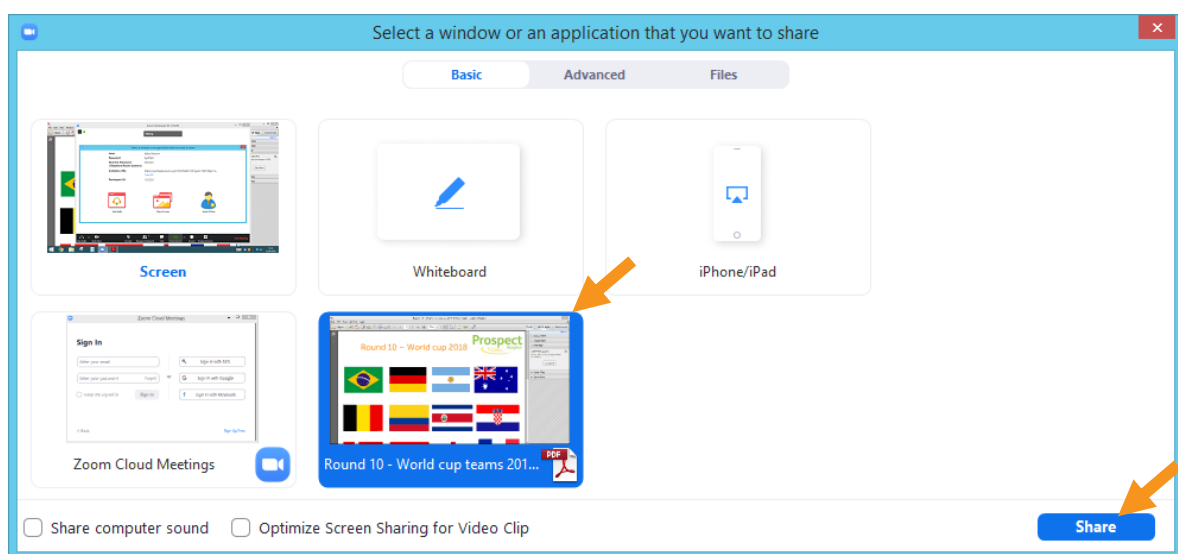
## Screen Sharing

Zoom allows its hosts to share their screen which provides a really easy way to include picture or anagram rounds into your quiz.

Simply have a document available on your device for the round in question and select the 'Share Screen' button from the meeting control panel.



This will give you the option to share your whole screen, or one specific document. Once you select share, your participants will see the document you are sharing with them, and their videos will move to the right hand side of the screen.



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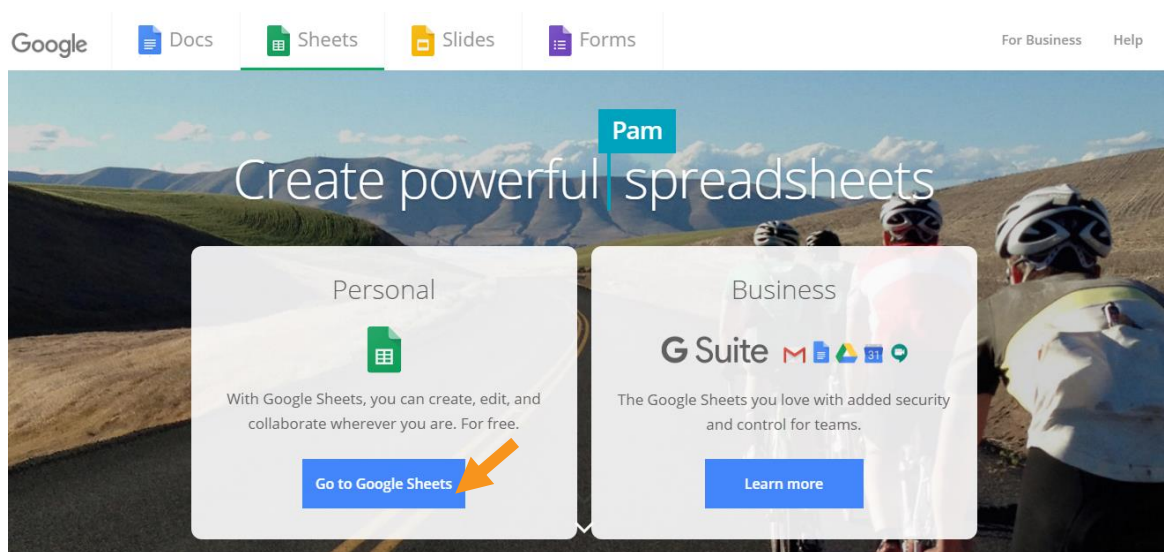
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# Shared answer sheets

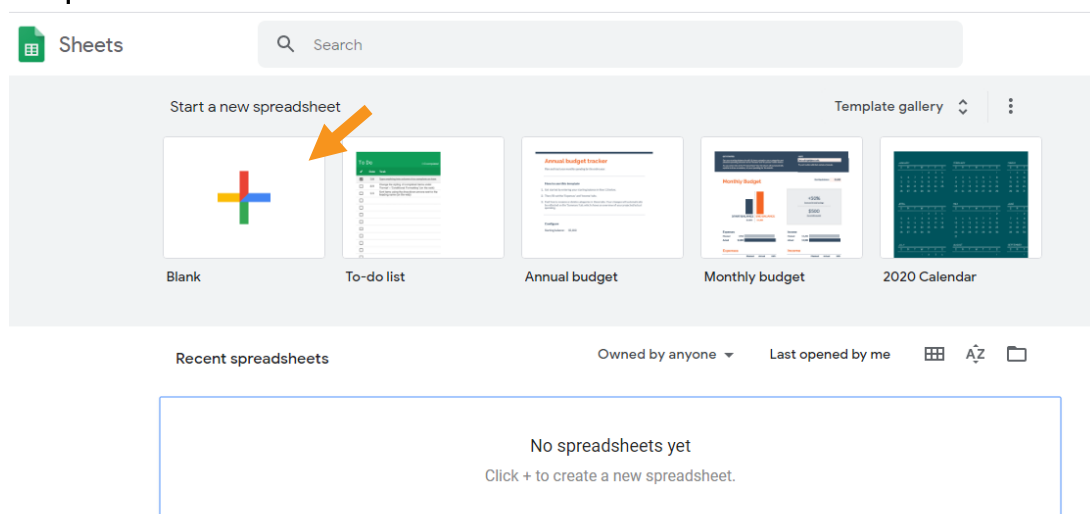
We know most virtual quizzes are run with teams recording their own answers on paper, but we wanted to give you an alternative option which allows your teams joining from different households to contribute online. This method also allows the quizmaster to keep an eye on each team's scores and answers.

## Google Sheets

1. Head to [www.google.co.uk/sheets/about/](https://www.google.co.uk/sheets/about/). From the website, click on 'go to Google Sheets'. This will take you to a page to log in or set up an account for Google



2. This will bring you to the main homepage where you can start a new spreadsheet



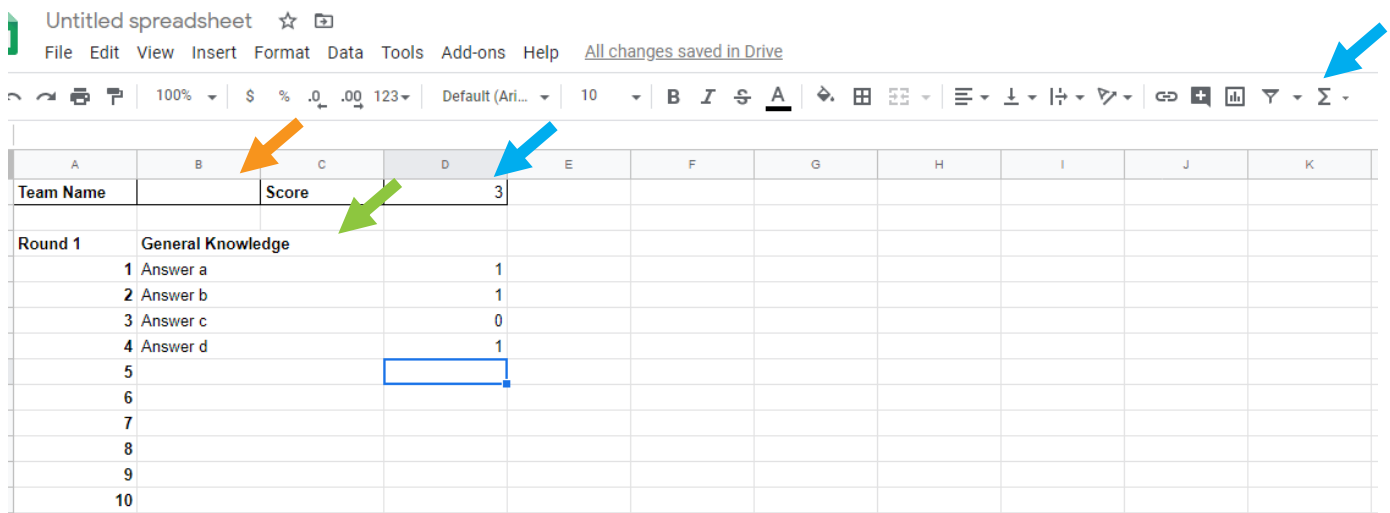
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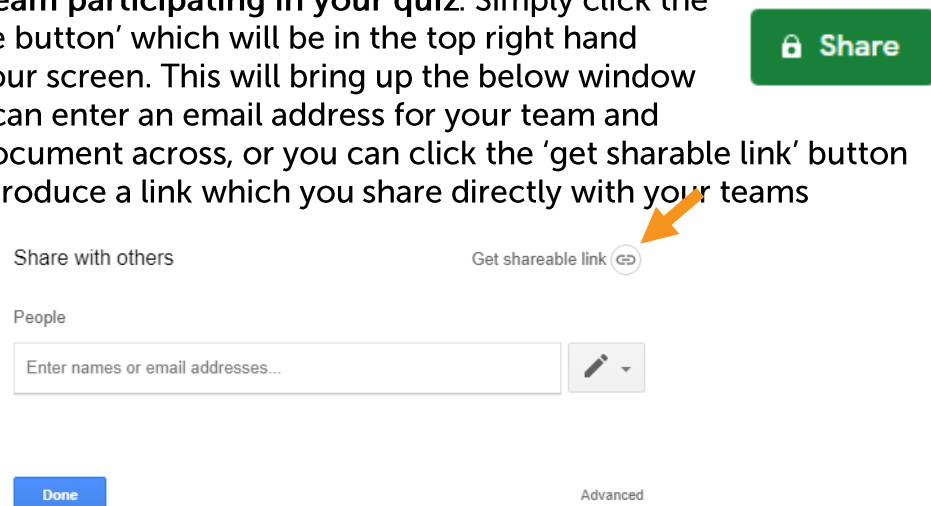
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- In a brand new sheet, you can build your answer sheet exactly how you would like it. As an example we have allowed a space for a team name (orange arrow) and details of the round subject (green arrow). We have also added a feature to automatically calculate the team's scores by using the sum button (blue arrow)



Team Name	Score
Round 1	General Knowledge
1 Answer a	1
2 Answer b	1
3 Answer c	0
4 Answer d	1
5	
6	
7	
8	
9	
10	

- Once you're happy with your answer sheet, all you need to do is share it with your teams. **You will need to make sure you have one answer sheet per team participating in your quiz.** Simply click the green 'share button' which will be in the top right hand corner of your screen. This will bring up the below window where you can enter an email address for your team and email the document across, or you can click the 'get shareable link' button which will produce a link which you share directly with your teams



Share with others

Get shareable link

People

Enter names or email addresses...

Done

Advanced

- On the day of your quiz, multiple members of a team can open the document and contribute answers to make it a shared experience!

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## Fundraising

We want to help you raise as much money as possible during your quiz night, which is why we've put together some handy tips on how to fundraise. When doing this virtually, we would recommend setting up an online donation page for your supporters to use. You can use this to set a target for yourself and keep an eye on how much has been raised on the night!

- The most obvious way to raise money through your quiz is by asking your participants to donate an entry fee. We would suggest £5 per team, but you can choose an amount, or just ask your supporters to donate what they can
- Remind your supporters throughout the quiz that you are raising money for Prospect Hospice and encourage them to donate if they haven't done so already
- Include a link to your donation page or the Prospect Hospice website with your quiz invitation and make sure it's easily accessible during the quiz – either with your post on Facebook or in the chat box in Zoom
- You could even add some "extras" into your quiz to help your teams score and raise money. Why not try a "get out of jail free" card where participants can get extra points in a round that they're struggling with, or receive some clues for a picture round? Or you could give each team a Joker card to double their points on one round of their choice, but they can only use it if they donate again? The choice is yours – get creative and have fun!

## Online fundraising pages

We would recommend setting up an online fundraising page for your quiz, so your participants have a direct link to donate to and you can keep a running tab on how much you have raised. This is a great idea if you are planning on hosting regular quizzes – you would be surprised how much you can raise over a few weeks! Using a fundraising page also allows you to personalise your message to your supporters and let them know why you have chosen to raise money for Prospect Hospice.

Alternatively, you can ask people to donate directly via the Prospect Hospice website, but please make sure you ask them to include a note that they are donating because of your quiz so we can give you a grand total for your donations!

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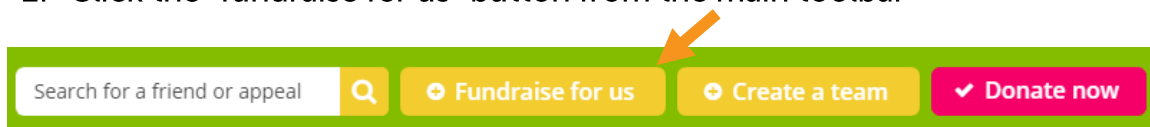
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We have included instructions on setting up a fundraising page via our platform Enthuse.

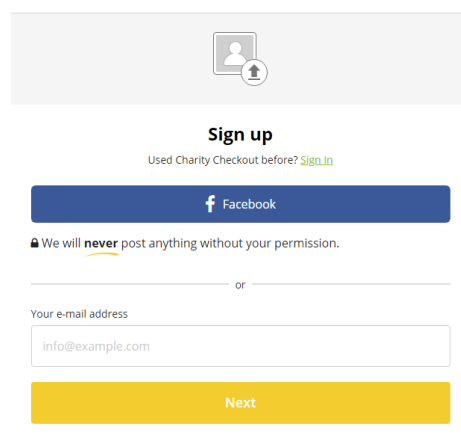
1. Follow the following link to the Charity Checkout Virtual Quiz page.  
<https://prospecthospice.enthuse.com/cf/virtual-quizzes-in-aid-of-prospect>



2. Click the "fundraise for us" button from the main toolbar



3. You will then be prompted to sign up which you can do using your email address or Facebook account

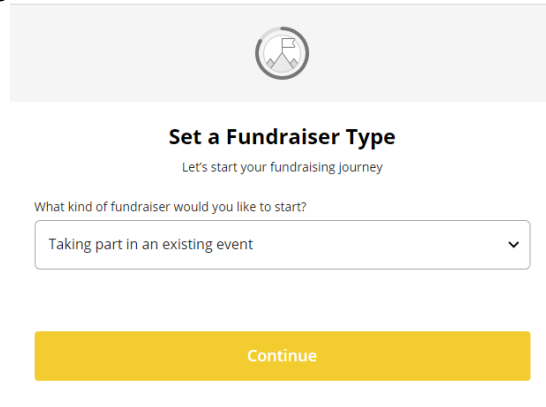


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- Once you have created an account, you can pick the type of fundraiser you would like to start. Make sure you select "take part in an existing event" and click "continue"



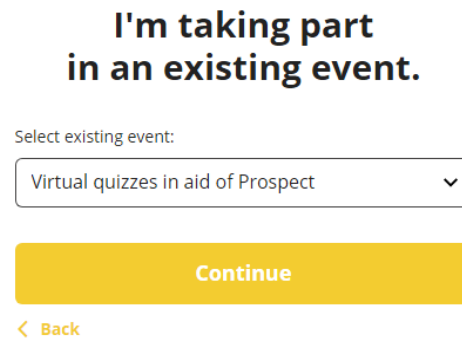
**Set a Fundraiser Type**  
Let's start your fundraising journey

What kind of fundraiser would you like to start?

Taking part in an existing event

Continue

- The next page will confirm the vent you are creating a page for. Make sure this says "virtual quizzes in aid of Prospect" and click "continue"



**I'm taking part in an existing event.**

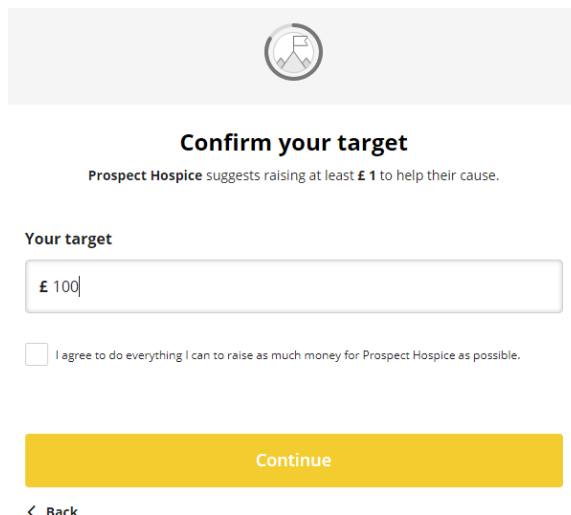
Select existing event:

Virtual quizzes in aid of Prospect

Continue

[< Back](#)

- Set yourself a fundraising target and you're almost good to go!



**Confirm your target**  
Prospect Hospice suggests raising at least £ 1 to help their cause.

Your target

£ 100

☐ I agree to do everything I can to raise as much money for Prospect Hospice as possible.

Continue

[< Back](#)

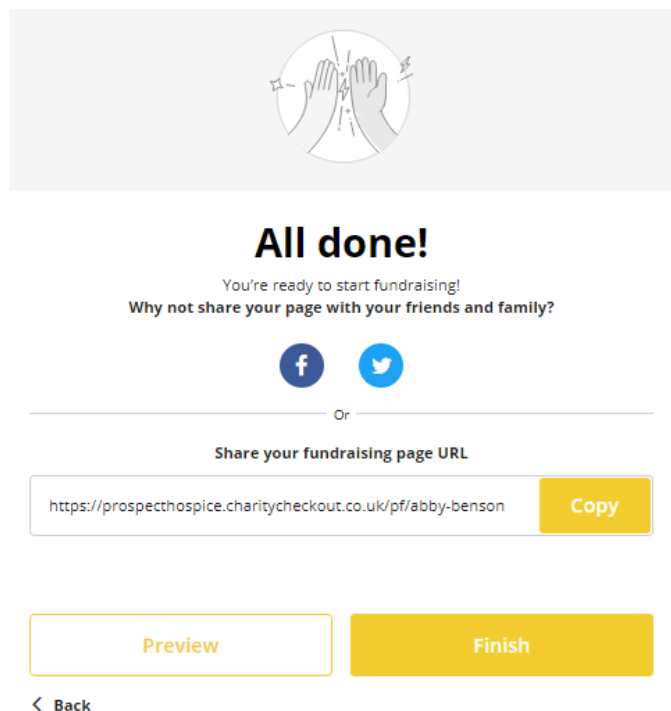
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7. The next few pages will ask you to upload a profile photo and a cover image to personalise your fundraising page. You also have the opportunity to write your story and tell people why you are fundraising for Prospect Hospice. We would recommend that you do try to personalise your page as much as possible so your supporters know it's yours and why the cause means so much to you. You can also personalise your URL to make it easier for your supporters to find your page
8. Once you've personalised your page, you will be asked to complete your Prospect Hospice marketing preferences and then you're done! You should now see the below page with the link for your page which you can share via email, or you can follow the links to share via social media. If you click the "finish" button you will be taken to your fundraising page where you can keep an eye on your fundraising total!



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