### HOLLAND BLOORVIEW PRESENTS: EVENT IN A BOX

# **BINGO NIGHT**

- 1. Pick a day for your bingo night.
- 2. If you're planning to host a virtual bingo night, set up a viewing platform (eg. Zoom, Google Meet etc.) and share the link and log-in instructions with your attendees.
- 3. Create an invite for your party and include the link to your fundraising page.
- 4. Send an invite to your guests and ask them to make a donation instead of buying you a present, or a party host gift.

### On the day of the event

- 1. Go to myfreebingocards.com/virtual-bingo
- 2. Select the type of bingo you want to play- 1-75, 1-90 or custom bingo cards.
- 3. Once you select the type of cards, you have the option to customize the title and column, pick a theme, select free space for your game and how many cards per page.
- 4. Once you complete the customization, select 30 cards for free and you will see your virtual link which can be shared with your party.
- 5. If you are hosting a virtual party, get on a video call (Zoom, Google Meet) with your guests and share the virtual link.
- 6. When your guests click on the link, they will get a card randomly. Two participants may get the same bingo card.
- 7. If you want to ensure everyone has a different card, you can click on individual links, copy the individual link and send it to each person.

## Celebrate with us!

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### **Event Instructions**

#### **Host instructions**

- 1. To start your bingo, go to Call Bingo and press Start Game and the system automatically picks a number.
- 2. To go to next number, press next call.
- 3. The bingo caller does not send the bingo calls to players so you need to tell the players the number called.
- 4. The participant needs to yell bingo if they have a pattern.
- 5. To verify the numbers, select the bingo card ID and click view card.
- 6. Once this game is over, you can restart the game and then select a different call sequence.
- 7. There are 3 different call sequences to choose from. Each call sequence will pick out your bingo numbers in a different order.

#### **Participant instructions**

- 1. Once your host sends you the link, click on the link and you can view your card.
- 2. When your host calls out the number and if your card has it, then click on the number to mark your card.
- 3. If you got the pattern on your card, yell BINGO.
- 4. For your host to verify the numbers, provide your bingo card ID number which is on the left corner of your card.

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