## **BINGO Instructions**

- 1. All players must be pre-registered by 4:00pm on game day with a valid email address.
- 2. Each individual player or family will need at least one device with zoom capabilities. (Zoom is where you will see and hear the bingo numbers being called, utilize the chat box to type BINGO and to verify winning cards.)
- 3. If you are strictly playing on a cell phone, you will first need the Zoom app. To get the Zoom app you can 1. Download it from the App Store, or 2. Click on the Zoom Meeting link that we will email to you at 4:00pm on game day, and you can download the app from there. (To download the App, you must have you Apple ID.)
- 4. You will receive a BINGO card for each valid email address. (One card per email address) For example: A family of 5 can be sitting around one device that is streaming the Zoom meeting, and each individual can be playing their own BINGO card on their own cell phone, ipad, etc.
- 5. At 4:00pm on Friday, an email will be sent to all registered players that will include a link to the Zoom Meeting and a link to your Bingo card.
- 6. Depending on your device, you may have to minimize your screens to access both the Zoom meeting AND the Bingo card at the same time. You don't have to watch the zoom screen, just keep it open so you can hear it and type "BINGO" in the chat box if you win.
- 7. For other devices being used only for Bingo Cards, simply click the link to receive your playing card. (Remember, you only need one device in the room to have the Zoom Meeting playing. All other devices just need to open the link to access the Bingo card.
- 8. If you don't see our emails, check your SPAM or JUNK folders.
- 9. After clicking the link to the Bingo card, you will be prompted to enter your email address to receive your card. One email address per card. (Your email address will be linked to a one of a kind Bingo card with its own number. This is how we will validate winning cards, regulate the Prize Rounds, and contact winners of prizes.)
- 10. At 5:00pm on game day, we will open the Zoom meeting. This will give you time to troubleshoot and get set up. If you can't access the chat to ask questions, you can call 791-7695 up until 6pm.
- 11. Bingo will begin at 6:00pm.
- 12. If your number is called, simply tap or click the number on your card for the red "X" to appear.
- 13. IMPORTANT NOTE: All participants will be MUTED on Zoom. You must communicate with us using ONLY the chat box. (You will be able to hear us, but we won't be able to hear you.)
- 14. If you get a BINGO, you must type BINGO in the chat box. We will then pause the game, ask for your card number and verify your card.
- 15. The first 45 minutes of play will be the QUALIFYING ROUND. All winners from the Qualifying Round will advance to the PRIZE ROUND.
- 16. The last 15 minutes of play will be the PRIZE ROUND. Only winners of the QUALIFYING ROUND will play against each other for prizes. (Those not qualified can still watch, but are not invited to play for a prize.)
- 17. The Prize Round will consist of no more than three games.
- 18. Remember, each Bingo Card number is connected to a specific email. (We will know if you are not qualified to win a prize in the prize round, SO DON'T EVEN TRY IT!!)
- 19. Have FUN!!