



Thank you so much for joining in the Hundred Grand for Sands Quiz!

For a nation in isolation a virtual quiz is a great way to have some fun, stay in touch with family and friends and raise vital funds for a good cause.

This guide will take you through all the steps to make your quiz a success.

Getting Started

Step #1: Sign Up to Take Part

Let Sands know you're supporting the Hundred Grand for Sands Quiz by signing up on our website, www.sands.org.uk/sandsquiz

Step #2: Choose a Hosting Platform

We recommend using Zoom to host your quiz as it's free to use, easy to set up and allows you to see your quiz participants.

Sign up to Zoom here <https://zoom.us/signup>

NB: The free version of Zoom lasts for 40 minutes. You can log out and back in but it's worth considering this time constraint when planning your quiz – although a short recess could be a great opportunity for a comfort break or a visit to JustGiving.com.

Once you've signed up to Zoom, set up your quiz meeting (scheduling in advance) then share your link with your friends and family.

- Please also explain to them that to play this exciting interactive quiz they will need two devices – 1 to hear/see the host on (via zoom) and one to enter quiz answers (via kwbite.com).
- You could also use this invite to share your JustGiving page to start collecting donations.

It's worth testing your Zoom account before the quiz itself so you're comfortable with how it works.

Step #3: Set up a JustGiving Page

To raise funds through your quiz please set up your fundraising page via our Hundred Grand for Sands JustGiving campaign page www.justgiving.com/campaign/sandsquiz

- Simply select 'Start fundraising' and follow the steps.
- It's a good idea to suggest a minimum donation for your participants to join in the quiz.

Step #4: Go to Kwizzbit.com

Time to get started with Kwizzbit – our official quizzing platform. To host a quiz you will need:

- 1 hosting device (laptop recommended).
- Access to Kwizzbit account (via kwizzbit.com - login details will be provided by Kwizzbit after registration).
- Access to a video chat website (Zoom recommended).

You might want to head to the Kwizzbit dashboard to choose the quiz you want to use.

That's it – you're all set!

What to do on quiz night

Step #1: Choose your Quiz

Login to kwizzbit.com, head to the dashboard to choose a quiz then click 'Play Now'.

Step #2: Login to Your Zoom Meeting

Click 'share screen' to show the Kwizzbit page and playpin to join the game.

Step #3: Time to Quiz!

Welcome your players to the quiz and explain how to play:

- Go to kwbit.com and enter the playpin (being shown on your screen) to register the team.
- Explain team names have to be less than 15 characters to be accepted and quiz entry granted. Correctly entered teams will appear on the screen once T&Cs accepted.

When all teams are registered start the quiz.

Top Tips for Hosting!

It's a good idea to:

- Make sure to select 'gallery view' in the top right corner as it allows you to see all your players at once. Check your view of players doesn't block your viewing of questions or the leader board.
- Ask if people can hear you ok before starting the quiz.
- Think about muting players. If teams are all individuals you can leave everyone unmuted but if teams have multiple players mute them during the questions so they don't give away answers during their discussions.
- Remind players that the faster your players answer, the more points they get! You'll get all the excitement of a game show and a quiz rolled into one.
- Commentate on the action:
 - You can see which player was the fastest with the correct answer - they'll get 10 bonus points. You can also see who got it right... and who got it wrong!
 - The leaderboard is updated in real time after every question.
- Share your JustGiving page details again at the end of the quiz.