



## How to run your own charity online quiz

Virtual quizzes have become increasingly popular and for good reason. They're fun, easy to set up and a great way to stay in touch with your friends and family. Plus, you can do all this while generating vital donations for our good cause!

This guide will take you through all the key elements of making your quiz a success! In just 5 easy steps

### 1. Choose your equipment

All you need is a functioning laptop, tablet or mobile device which has a camera.

*Useful tip: We recommend using a laptop as they are generally easier to manage the quiz on.*

### 2. Choose your hosting platform

We recommend one of two platforms for hosting your quiz

#### a. Zoom

Zoom is the most popular way to host quizzes at the moment. It's free to use, easy to set up and allows you to see all your quiz participants (if they turn their camera on!)

- Sign up to Zoom here <https://zoom.us/signup>
- Set up your meeting and [schedule in advance](#)
- Share your link with your friends and family (more on this below)

It's important to note that the free version of Zoom lasts for 40 minutes.

#### b. Facebook live.

Facebook live is an easy way to host your own quiz, all you need to do is:

- Set up a [facebook event](#)
- When you're ready to go live, select *live video* within your event and follow the instructions
- Your guests will be able to see you and interact with you via comments

*Useful tip: We strongly recommend testing either of these before the quiz itself so you're comfortable with how it all works.*

### 3. Raising funds for us from your quiz

- a. Set up your fundraising page via our quiz for a cure [JustGiving page](#)
- b. Simply select 'Start fundraising' and follow the steps
- c. Suggest a minimum donation for your participants to join in the quiz

#### **4. Create your quiz**

- a. We recommend 4 or 5 rounds, with 10 questions within each round...but it's your choice how you want to structure it.
- b. You may have quiz questions already in mind but if you need some help there are lots of handy sites out there:
  - <https://www.quiz-zone.co.uk/>
  - <https://www.paulsquiz.com/free-quiz-questions/complete-pub-quizzes>
  - <https://readymadepubquiz.com/pub-quizzes-main-menu/>

Useful tip: Variety is key, aim for a mixture of questions to keep your participants engaged!

#### **5. Invite your friends and family**

Once you have the link to the Zoom event, or FB live event then it's time to get it out there! You can share on whatsapp, Facebook, twitter – any way you connect with your friends and family.

*Useful tip: As part of the invite, remember to also direct them to the JustGiving page and encourage a donation. Also let them know they'll need a pen and paper to write down their answers!*

#### **6. The quiz itself**

- a. Go live at least 5 – 10 minutes earlier than the start time. This will help iron out any minor issues with set up.
- b. If you're using Zoom, make sure to select 'gallery view' in the top right corner. This will enable you to see everyone at once.
- c. Once everyone has arrived and been welcomed, ask if people can hear you ok.
- d. Set any ground rules for your guests, including not using Google and being honest with their scores!
- e. Feel free to have some music in the background, as there may be the odd silence in between questions! Again, ask people if the volume is ok. Breaks in between categories are the perfect time to ask your participants to donate – put your JustGiving page in the link and them to donate during the quiz and again at the end if they haven't already.
- f. We suggest going through the rounds, asking all the questions first and waiting until the end to provide the answers.
- g. Ask people to share their scores and declare a winner. This relies on good faith from your guests!

Overall, if you aim to have fun and encourage donations then your quiz is sure to be a success!