

Online Bingocize Facilitator Instructions

General Reminders:

1. Keep your modified exercises instructions handy so you can use them when needed.
2. Watch participation to make sure everyone is following along with the game (turning blue) - if they do not click along with the game there may be a problem and you need to know what it is!
3. Check in verbally with participants who are on the phone every few bingo rolls, just to make sure they're still there and doing alright.
4. The session isn't over until it's over – keep playing after someone wins until the program runs out of material. Just don't forget to note who wins in each session.

Before Starting Each Session

Facilitator:

- Log into Zoom and Bingocize at least 20 minutes before the session begins so you can get the game ready and be on the call before any participants join.
- Know what prize will be awarded to the winner(s)
- Have open or access to:
 - o Facilitator manual
 - o Modified exercise instructions, if needed for the session you will be playing
 - o Attendance log
- Make sure your video and audio will be clear and professional
 - o Your background is free of clutter
 - o Lighting is directed toward your face and is bright enough
 - o Any background noise is minimized (i.e. no dishwashers running in the background, close your door so that you won't get disturbed by other household members during the session, turn your phone on silent, etc.).

Moderator:

- Log into Zoom at least 20 minutes before the session begins so you can get the game ready and be on the call before any participants join.
- Have participants' names, phone numbers, and login information on hand in case support calls are needed
- Have participant addresses on hand in case emergency services are needed

Intro for Session 1

- **Say:** Welcome to our first session of Bingocize!
- **Say:** Can everybody hear me?
 - o **Instructions:** *Wait for confirmation from everyone – call on people if needed. If you can't hear someone's answer let them know they may be on mute, and to check the software they're using to unmute themselves – the moderator will be able to help walk them through this. Allow some time for any quick issues to be addressed. If issues are going to take longer than a few minutes, the moderator should work on these issues with the participant directly via phone (while on mute in Zoom) during the introductions.*



- **Say:** Some of you are joining with video and others are joining by phone. If you don't have video it's okay! I'll be talking through everything, so you still have all the information you need.
- **Say:** This program is a combination of bingo, exercise, and health education. You'll be seeing some multiple-choice questions, some exercises, and some Bingo rolls. I'll help walk you through each step, so please keep your volume on so you can hear me.
- **Say:** Let's start with some introductions. I'll start!
 - o **Instructions:** *Introduce yourself by stating your name, that you'll be the facilitator over the next 10 weeks, and one thing about you.*
- **Say:** Now I'll go around and call on you to introduce yourselves with your name and one thing about you.
 - o **Instructions:** *Call on each person to introduce themselves using your attendance log for reference to make sure you call on everyone.*
- **Say:** I'd also like to introduce our moderator. (Name of moderator) will be on the line with us to help address any technical issues that come up and provide some support. Say hi!
 - o **Instructions:** *Let the moderator say hi. Ask the moderator if there are any outstanding tech issues, or if we're ready to begin the game.*
- **Say:** Now that we all know each other we're ready to get started! If you haven't already, open up a browser and go to the website: Play.bingocize.com.
 - o **Instructions:** *Spell out the website so that anyone who needs to type it in has plenty of time to do so.*
- **Say:** Each of you has your own login information that you received over the phone before today's session. If you haven't already, go ahead and log in. Is everyone logged in?
 - o **Instructions:** *Confirm that each person is logged in, has pressed "Play" and sees a bingo card on their screen. If someone has trouble logging in, walk them through it by making sure they spelled everything correctly and did not capitalize anything by accident.*
- **Say:** Before we begin, I'd like to remind everyone of some safety measures to take before starting any exercises during this program. Please be sure you are sitting in a sturdy chair with no wheels that you can easily get up from. If you have a chair without armrests that would be preferable. Make sure when you're sitting that your feet can be placed flat on the floor. Please wear sturdy shoes. If you're wearing slippers, please wear slippers with grip on the bottom and with backs so that they won't slip off while you're moving around. You are not required to do any of the exercises. However, I strongly encourage that you try as long as you are comfortable. If at any time you feel pain, dizziness, or lightheadedness please stop immediately and let me know. If you live with someone, ask them to check in on you periodically or even come participate with you!
 - o **Instructions:** *Tell the group what prize they're playing for today.*
 - o **Instructions:** *Read aloud the session intro*

Intro for Sessions 2-20

- o **Instructions:** *Say hello and chit chat before the session begins to encourage socialization among participants.*
- o **Instructions:** *Introduce yourself to any new members and allow any new members to introduce themselves to the group.*



- **Say:** Before we begin, I'd like to remind everyone of some safety measures to take before starting any exercises during this program. Please be sure you are sitting in a sturdy chair with no wheels that you can easily get up from. Make sure when you're sitting that your feet can be placed flat on the floor. If you have a chair without armrests that would be preferable. Please wear sturdy shoes. If you're wearing slippers, please wear slippers with grip on the bottom and with backs so that they won't slip off while you're moving around. You are not required to do any of the exercises. However, I strongly encourage that you try as long as you are comfortable. If at any time you feel pain, dizziness, or lightheadedness please stop immediately and let me know. If you live with someone, ask them to check in on you periodically or even come participate with you!
 - o **Instructions:** Make sure everyone is logged into the Bingocize platform and sees the bingo card before you begin.
 - o **Instructions:** Tell the group what prize they're playing for today.
 - o **Instructions:** Read aloud the session intro

Leading Exercises

- o **Instructions:** Before playing your first exercise video...
- **Say:** I'm about to play a video on your screen so you can see the exercise before we do it together. The video will play automatically, and when it's over you may see some other video suggestions on your screen based on what you usually watch on YouTube. Don't click on anything! I'll make sure that you get back to the Bingo game once the exercise video is over. After we watch the exercise video, we'll exercise together for 30 seconds.
 - o **Instructions:** Read or summarize the instructions aloud or play the instructional video if desired, then announce that everyone will be doing the exercises together for 30 seconds and set the timer. Keep people engaged during the exercise by counting or adding instructional reminders (i.e. right arm, now the left arm / 10 more seconds)
 - o **Instructions:** Remember to describe anything that someone may need to see on your video (ex. instead of saying "move your arm like this" say "raise your arm above your head and lean to the left.")

Closing Each Session

- o **Instructions:** Congratulate the winners by name and remind the group what the winner's prizes are.
- o **Instructions:** Share this week's take-home card link as follows
 - Week 1: bit.ly/Bingocize1
 - Week 2: bit.ly/Bingocize2
 - Week 3: bit.ly/Bingocize3
 - Week 4: bit.ly/Bingocize4
 - Week 5: bit.ly/Bingocize5
 - Week 6: bit.ly/Bingocize6
 - Week 7: bit.ly/Bingocize7
 - Week 8: bit.ly/Bingocize8
 - Week 9: bit.ly/Bingocize9
 - Week 10: bit.ly/Bingocize10



- **Instructions:** *Remind everyone when the next session will take place.*
- **Instructions:** *Thank everyone for joining and let them know you will end the meeting in a moment.*
- **Instructions:** *Say goodbye and have the moderator end the Zoom session.*
- **Instructions:** *Press the Stop button in the lower right corner of the Bingocize platform before closing your browser.*

