



TIPS FOR HOSTING AN ONLINE QUIZ

1. Choose the video platform to host your online quiz

Use a platform you and your co-hosts are comfortable with. If you haven't used any online video platforms before we suggest you do a little research into options and take the time to read/watch the user guides to familiarise yourself before hosting your quiz.

The platform we'd suggest is Zoom. There is a cost for your account if your session runs longer than 40mins. You can read more about using zoom here: <https://explore.zoom.us/resources>

Additional platforms include:

- Skype: <https://www.skype.com/en/>
- Google Hangouts: <https://hangouts.google.com/>
- Microsoft Teams: <https://www.microsoft.com/en-gb/microsoft-teams/group-chat-software>

2. Pick a date and get your invitations out early

What date, between the 1-7th June, are you going to host your quiz? Try select a date and time that works best for you and your quizzers. Remember, you will not be able to suit everyone so go with the majority!

Suggestion: The Big Lunch takes place over the weekend of the 5th-6th of June this year. So why not host your quiz during an online Big Lunch with your volunteers? You could invite your volunteers to join in and make their favourite lunch or snack and host an online 'Thank You Big Lunch Volunteers' Week Quiz!' Find out more about the Big Lunch here: <https://www.edenprojectcommunities.com/the-big-lunch>

Inviting your volunteers: We suggest you send your invites to the quiz at least 2 weeks before the scheduled date of your quiz. You could send out an email invite or set up a Facebook event with the invitation and event details. Then follow up with the event link around 24 hours before the quiz is due to start.



3. Planning your quiz

Consider your timings: Think about how long you want the quiz to run. Depending on your group size we recommend that your quiz is no longer than 2 hours but a minimum of 30 mins. Always allow time for technical glitches, off topic chatting and general catching up amongst participants.

Structure of your quiz: Decide the number of rounds you are going to have and the number of questions per round.

- We would suggest 10 questions per round and 3 – 5 rounds depending on the time you wish to spend.
- Consider how many people will be taking part and how that will affect your overall timings (as a whole and per round) i.e., the bigger the group, the longer the quiz will take. People will always have questions and bigger groups will take longer to mark.

Be as inclusive as possible: You should consider the ‘types’ of rounds you’re going to have and figure out if this will be an issue for any of your quizzers. i.e., Will Image rounds or music rounds be suitable for all users? Take the time to design your quiz to suit everyone participating.

Decide when and how you’ll mark your quiz: We suggest that after each round you do a quick rundown of that rounds questions again, allow quizzers to ask any questions then go over the answers.

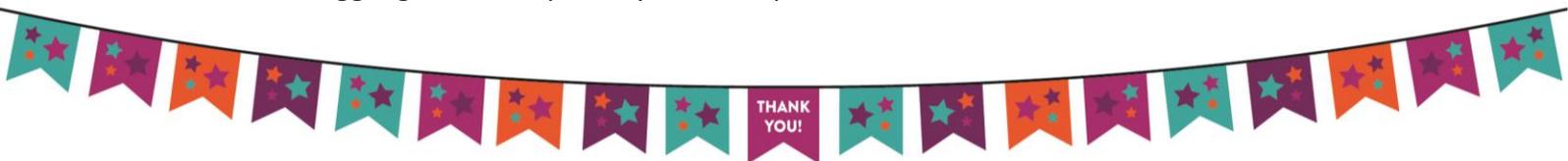
- Hoping you’ve got an honest bunch; it should be fine to allow them to mark their own quiz. Perhaps then you could use the chat function to have quizzers share their score for that round. You could also plan for little prizes to award the winners of each round/the quiz overall, but it’s completely up to you how you do it.

4. Designing your quiz

Variety is key, but don’t over complicate things!

A lot of us have participated in a lockdown quiz or two in the last year and the key to keeping them fun is variety! Some of our suggestions are:

- **Assign a theme to your Quiz or each of the individual rounds:** You could use facts about your organisation, the sector you’re in, Volunteering in general, general knowledge, Scotland facts, Pop culture, 2020 etc... anything really that you think your quizzers would enjoy! You can find general Quiz Templates online if you’re struggling to come up with your own questions.



- **Mix up the rounds:** Why not try an Image or Video round. Maybe throw in some multiple choice for your harder rounds. You could do an Anagram round or Emoji Pictionary? But remember who your participants are and try not to make it harder than it needs to be.
- **You could have multiple hosts:** Why not assign a different Volunteer Manager, Key figure from your organisations or Volunteer to host a round?

Note: We have provided Volunteers' Week branded templates for PowerPoint that you can use for designing your quiz. There is also Zoom Background images that your Hosts can add to their screen, so users know who's hosting.

5. How to keep things running smoothly

Make sure you do some general housekeeping at the start of your quiz. Things like:

- **An Event Overview:** Give your participants rundown of what's to come. Let them know who the hosts are, what the themes are/titles of each round, how many questions there are going to be, what the proposed timings are etc. Basically, your event schedule.
- **Planned Breaks:** Inform participants if/when there will be a break period between rounds. For a quiz that is 5 rounds, we'd suggest a 5-10 min break after 3 rounds for people to take a quick comfort break and have a quick chat and catch up with other quizzers.
- **Online event good practice:**
 - **Muting:** Reminding your participants to go on mute when the quiz is taking place (only to unmute when they are asked to). This will remove any unnecessary background noises, chatter etc.
 - **Cameras:** If possible, encourage participants to have their cameras on! It's not fun to look at an avatar/not see who is talking. It's also important to note that with their camera on they might want to think about their surroundings and lighting. Most online platforms offer background options if they'd rather not show their surroundings.

Additional things to remember:

- **Prepare for tech troubles:** If physical events have hitches, virtual events have glitches. Before kicking things off, test your Internet connection and have your co-hosts do the same. Remember that not all your guests will be tech savvy so anticipate the troubles



your quizzers might have. If possible, share with them a user guide for the platform you're using beforehand.

- **Share contact info:** Some quizzers might have issues before even joining so make sure you share a phone number or email address for quizzers to contact if they need a little more help and guidance.
- **Rehearse your Quiz:** Take the time a few days before to fully run through your quiz with a few colleagues/friends. This will give you the opportunity to familiarise yourself with the structure, timings, glitches etc and fix anything that isn't quite working.
- **Plan for chatting:** Anticipate that there might be some catching up happening before, during the rounds and after your quiz. Allow your volunteers the time to catch up and chat away but try keep it all within your time limits if you can.
- **Remember to have fun!** Volunteers' Week is all about having fun, thanking and celebrating volunteers. If things don't go quite to plan, don't worry about it!



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