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1. HOW TO REGISTER AS A CALLER

1. If you are new to Home Bingo click on the Register as Caller Button and follow the next instructions. If you are already registered as a player, then go to Section 2 'How to Create a Bingo Group'.
2. Enter you details on the Registration screen and click the tick box to accept the Terms and Conditions. You can review the Terms and Conditions by clicking on that link.

Caller Registration

* required fields

First Name*:

Surname*:

Email Address*:

Nickname*:

Password*:

[Show/Generate](#)

TERMS AND CONDITIONS *
By ticking the box and clicking Submit, I confirm that I have read the T's & C's and I AGREE to be bound by them

3. You will be directed to a screen that shows:

Thanks for registering!

Your confirmation email is on its way. Please click the link in the email to complete the registration.
If you don't receive the email, please check your Spam / Junk Folder

4. The following email will be sent to the email address you registered with.

Hello [Your Name]

Thanks for your registration with HomeBingo Please click the link below to confirm your registration.
<https://www.homebingo.co.uk//confirmreg.php?code=abcdefg12345678951fc12>

Regards,
HomeBingo Team

5. Click on the link in the email and you will be taken to a screen that tells you that registration is complete and you can click on a link to login.
Separately, you will also receive an email confirming registration is complete.
6. All Done! You are registered as a Caller. Login, invite your players, schedule your Home Bingo Sessions and Have Fun!!



2. HOW TO CREATE A BINGO GROUP

1. Click on the Login Button on homebingo.co.uk
2. Enter your details on the login screen

Login

* required fields

Email Address:

Password:

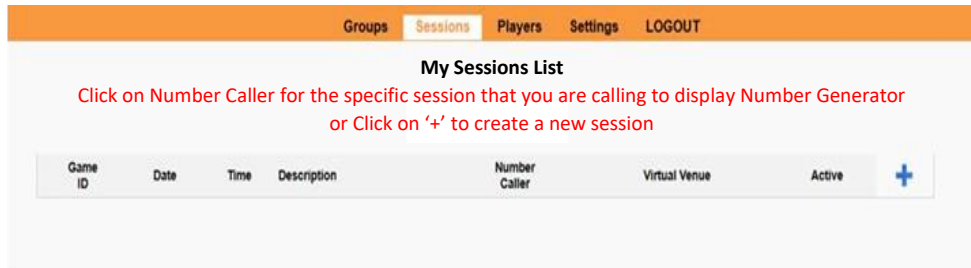
[Forgot Password?](#)

3. First time you login you will be taken to a screen showing one Bingo Group. You can change the name of this Group by editing the name. (If you are already a player then click the green button saying, 'Click here to activate free caller group'. This will display your group and you can edit the name).
4. Now you are ready to schedule your first Home Bingo Session!



3. HOW TO SCHEDULE YOUR BINGO SESSIONS

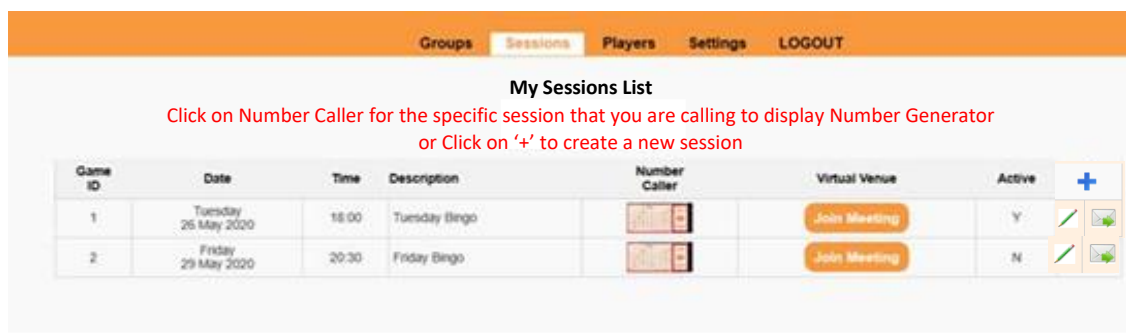
1. Click on Session Tab in the Menu and you will be taken to My Sessions List.



2. Click on the “+” button and enter the details for the session you want to schedule. You will need to provide the following information about your Session:
 - Date
 - Time
 - Description of Session, for example “Tuesday Bingo”
 - Link to your Virtual Venue. More details about the Virtual Venue are shown below.
 - Active (Y or N). Choose Y so your group can see it in their Schedule immediately or do it later.



3. Click the “Add” Button to complete the Game Scheduling.
4. Click EXIT and you will be taken to a screen that shows a list of your upcoming Games. Remember, if you have chosen Active to be “N”, the Game will not appear in your Players list of upcoming sessions. You will have to Edit the Session and change the Active field to “Y” to make it visible to your Players. In the example below, your Players will be able to the Tuesday session but not the Friday Session.



If you want to send an email to all players in this group to notify them on an upcoming session, click on the envelope for that session.



So what is a Virtual Meeting Venue and how do you set one up?

A Virtual Meeting Venue is the closest you can get to being in the same room with someone, without being in the same room as someone!

There are many ways and tools available to talk to and see people in many different locations all at the same time. Zoom has become a very popular tool for holding Virtual Meetings but there are many others available. Examples include Skype, Google Hangouts, Microsoft Teams, Facebook, etc.

All these tools allow someone to invite many other people to a Virtual Meeting. The invitation is usually sent via an e-mail which contains a link (known as an "url"). The invited person simply clicks on the link in the e-mail at the appointed time and they will be automatically connected to the Virtual Meeting where they can see and converse with the other invited people.

For Home Bingo, **we recommend that you use ZOOM** to arrange a Virtual Meeting for your Bingo Session. The link (url) for this Virtual Meeting should be copied and pasted into the Virtual Venue field when you are arranging a Session.

Details on how to setup and use Zoom, please refer to:

[Laptop Download and Signup instructions](#)

[Zoom Mobile App User Guide](#)

If you wish to run your Session by connecting people via, for example, Facetime or just an audio conference call then you are of course able to do that. We feel that the playing experience will not be as great but realise that it is your choice. In this case you should leave the Virtual Venue as homebingo.co.uk. When you play the game you will need to connect everyone in the session via your preferred method and should not use the Virtual Venue Button to connect your Group.

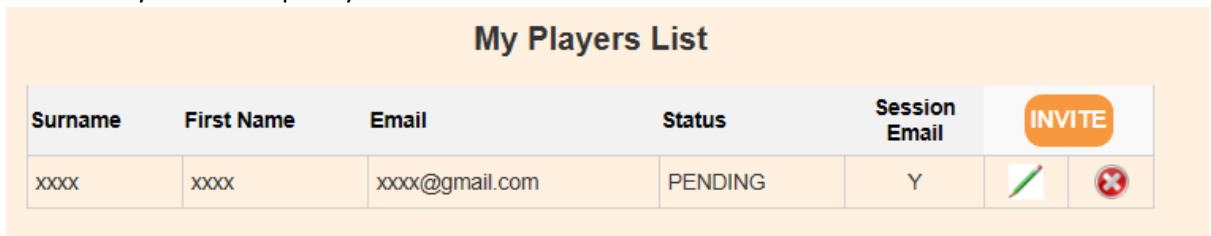


4. HOW TO INVITE PLAYERS TO YOUR BINGO GROUP

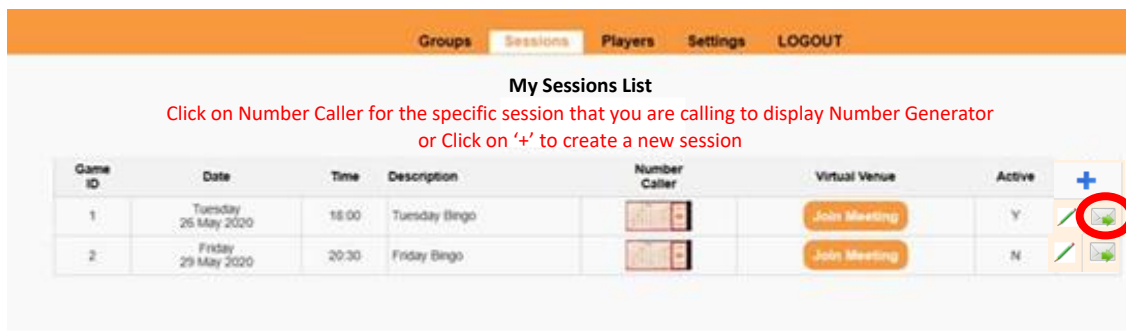
1. Go to the Players tab in the Menu and you will see the following screen:



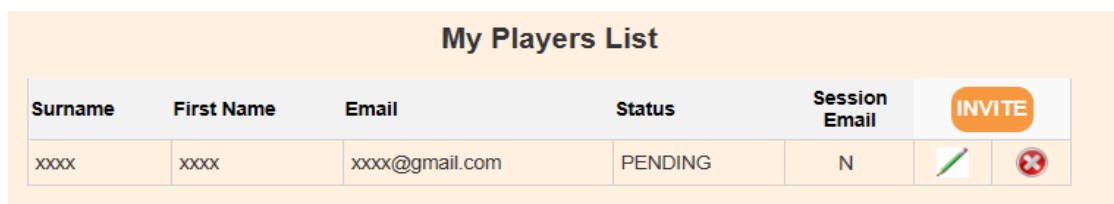
2. Click on the INVITE Button and enter the name and email address of the Player you want to invite. Press Invite to send invitation and then press EXIT to complete process. Repeat this step to invite all the players you want to.
3. When you are on the Players Page you will see the status of all Players in your Group. The Status will be "PENDING" until a Player has accepted your invitation. The Status will change to "ACTIVE" when a Player has accepted your invitation.



Please note that all new players will default to 'Y' in session email. This facility allows a caller to notify all players in a group that they have set up a new Bingo Session just by the Caller clicking on the envelope by the appropriate session.





Should a player want to unsubscribe to receiving emails then the player will click on a link in the email received and be shown on the Caller's Player List as Session Email 'N'





HOW TO HOMEBINGO.CO.UK

4. You can remove a Player from you Group by clicking on X

Status	Session Email	INVITE	
PENDING	Y		



5. HOW TO LEAD YOUR BINGO SESSION AS A CALLER

1. In advance of the session time/day the Caller may want to notify all players in a group that they have set up a new Bingo Session. To do this the Caller clicks on the envelope by the appropriate session.

Game ID	Date	Time	Description	Number Caller	Virtual Venue	Active	+
1	Tuesday 26 May 2020	18:00	Tuesday Bingo		Join Meeting	Y	
2	Friday 29 May 2020	20:30	Friday Bingo		Join Meeting	N	

2. When it is time to Play the scheduled Bingo Session the Caller must login to homebingo.co.uk.
3. Click on the Sessions button in the Menu and you will see all of your sessions scheduled from today onwards.
4. Click on the picture of a Bingo Ticket and a new tab in your Browser will be opened with a Random Number Generator displayed.

Game ID	Date	Time	Description	Number Caller	Virtual Venue	Active	+
1	Tuesday 26 May 2020	18:00	Tuesday Bingo		Join Meeting	Y	
2	Friday 29 May 2020	20:30	Friday Bingo		Join Meeting	N	

5. Now return to the original tab in the Browser with the Sessions displayed.

This time click on the “JOIN MEETING” Button and your Virtual Meeting in Zoom will begin.



HOW TO HOMEBINGO.CO.UK

- In Zoom by using the “Share Screen” feature, you can share your screen with the Random Number Generator on display and the other Players will be able to see this as you start calling out the numbers.
- When a Player has completed one row in their ticket, 2 rows in one strip or all 3 rows in a strip he/she should call out “Bingo” to attract the Caller’s attention. The Caller can verify the numbers by typing in the number of winning ticket in the Random Number Generator Tool. This will open a new tab which will display the player’s ticket and the numbers already called will be highlighted in yellow. (Note – the check is done against the numbers called and not against the number marked by the Player). The Caller will verify the winning claim by checking if one row in their ticket, 2 rows in one strip or all 3 rows in a strip have indeed been called out.

Stairway to heaven

67

28

Generate Number

Search results - Microsoft Edge

https://www.homebingo.co.uk/checkticket.php?tixnumbe

Ticket Number: 1-243

1	25	43	52	72
13	29	31	66	86
14	32	45	58	87
15	46	50	60	80
2	48	67	73	85
3	16	23	37	79

Ticket Number
243
Search

				40	50		70		€
		21		41		61			
2			32		52	62	72		
	13			43	53	63	73		
	14	24			54	64		84	
5	15	25	35		55		75	85	

Note: All previous called numbers not displayed on screenshot above



6. HOW TO REGISTER AS A PLAYER

1. When you receive an email from Home Bingo, click on the link that says 'Here is the link for you to join me'
2. For New Players to Home Bingo - Complete the screen below, remembering to note your chosen password and tick the Terms and Conditions box.

Player Invite

* required fields

First Name*:

Surname*:

Email Address*:
xxx@abc.com

Nickname*:

Password*:

[Show Generate](#)

TERMS AND CONDITIONS *
By ticking the box and clicking Submit, I confirm that I have read the T's & C's and I AGREE to be bound by them

Submit

You will then receive a message thanking you for registering and can login.

For Existing Home Bingo Players – Login

Player Invite

* required fields

Email Address*:
xxx@gmail.com

Password*:

[Show Generate](#)

[Forgot Password?](#)

Submit



7. HOW TO PLAY IN YOUR BINGO SESSION AS A PLAYER

1. When it is time to Play the scheduled Bingo Session the Players must login to www.homebingo.co.uk (or click on the link in the original email invite)




Login

* required fields

Email Address*:

Password*:

[Forgot Password?](#)



2. Click on the Group name and you will see all of your sessions scheduled from today onwards for that Group.

[Click Here to activate Free Caller Group](#) [Click Here to Upgrade to BASIC or PREMIUM](#)

My Bingo Groups

Click on a specific group name below that you are playing to access your ticket and join meeting




Group Name	Player / Caller
Home Bingo Group 1	PLAYER

3. Click on the Sessions button in the Menu and you will see all of your sessions scheduled from today onwards

Groups **Sessions** **Settings** **LOGOUT**

Bingo Session List

Click on ticket for specific session that you are joining to display/print ticket and join meeting

Game ID	Date	Time	Description	Tickets
1	Tuesday 26 May 2020	18:00	Tuesday Bingo	
2	Friday 29 May 2020	20:30	Friday Bingo	
3	Thursday 25 Jun 2020	20:00	Thursday Bingo	



4. Click on the picture of a Bingo Ticket for the session you want to join and you will be shown your Ticket in your Browser.

Make sure you click on the ticket for the correct Session (e.g Game ID 1). Otherwise, the Caller will not be able to verify your numbers if you claim a win!



You can now print your ticket so that you can mark it during game play. If there are other players in the same room that require tickets, then click on the “New Ticket” Button. Each new ticket can be printed after it has been generated.

WE RECOMMEND THAT TICKETS ARE PRINTED IN ADVANCE OF A SESSION BEGINNING.

If you want to play by marking off your ticket on your PC or other device rather than a printed ticket then go to one of the documents below, where you will find details on optimum Zoom or device settings for Home Bingo.

[Zoom Settings for Windows and OS Devices](#)

[Zoom Settings for iOS Devices](#)

[Zoom Settings for Android Devices](#)

5. When you are ready to play your game at the scheduled time, click on the “Join Meeting” Button on your ticket. This will connect you to your Virtual Meeting and you can join the Bingo Session. Once everyone has joined the session then the Caller can commence the Game.

Note – if the Caller has not set up a meeting that can be joined by clicking on a Link then you will not be able to join the meeting by clicking the “JOIN MEETING” button. The Caller will have to provide the Players with alternative instructions to join the meeting.

6. When the Caller has commenced the game he/she will call out the numbers using Home Bingo’s Random Number Generator. The players should mark off the numbers on their tickets as they are called out. If you choose to play on your device you can click/tap on the numbers and they will be highlighted in **Yellow**.



HOW TO HOMEBINGO.CO.UK

7. When a Player has completed one row in their ticket, 2 rows in one strip or all 3 rows in a strip he/she should call out “Bingo” to attract the Caller’s attention. The Caller can verify the winning claim by checking if one row in their ticket, 2 rows in one strip or all 3 rows in a strip have indeed been called out. The Caller will use an automated checking tool to verify the winning claim.
8. Have fun, enjoy the game and good luck! HOME BINGO!!