# How to...
# Host an online quiz

**FREEDOM FROM TORTURE**
EMPOWERING SURVIVORS, REBUILDING LIVES

## step 1 Set a date and time

For the best response, hold it on a day and at a time you know your friends and family could be free. This could be early afternoon on a weekend, or after children have been put to bed in the week.

## step 2 Choose an online platform to host your quiz

Choose from a variety of platforms including **Zoom, Houseparty, Skype, Twitch** or **Whereby** to host your quiz.

Sign up for an account and schedule your event. Don't forget to test the platform first so you know how it works ahead of the night to avoid any unexpected problems.

## step 3 Set up an online fundraising page to collect donations

Pick from **JustGiving** or **Virgin Money Giving** to collect donations and entry fees for the event. It's also an easy way to check off participants for your event from the list of who has paid. Click on the logos on the right for instructions on how to set up a donation page.

**JustGiving**
**Virgin** moneygiving

## step 4 Decide an entry fee

Set a fair entry fee to participate in the quiz. Too expensive and it might put people off.

£££

## step 5 Choose your Quizmaster and write your questions

If you fancy trying your hand at hosting give it a go, otherwise nominate someone to be the quiz master and score keeper for your participants (this can be the same person). Come up with your questions too. If you're stuck there's plenty online to choose from.

## step 6 Decide on a prize

This doesn't have to be fancy or cost the earth. Perhaps you know someone who can offer a massage, hair or make up. Get creative!

## step 7 Spread the word and invite people to participate

Get on Facebook, Twitter, Instagram, text or call your friends, family and colleagues. Get the word out that you're hosting a quiz for charity, when and how it's taking place and get the donations and entry fees coming in.

## step 8 Host a great quiz!

Share with us photos, updates, winners and prizes from your quiz! We'd love to hear about it! Tweet us **@FreefromTorture** or tag us on Facebook **@FreedomFromTorture**