**Wheel Setup Instructions for Telecommuting**

**The wheel is located on this webpage:** <https://www.classteambuilding.com/wheel032522schoologin>

Decide which of these options is the best for you, then follow the instructions on that page.

1. Drive thru parking lot game show
2. Using Zoom or meeting software
3. Phone call game show
4. Email game show

**Drive-Thru Game Show**

This is our favorite option, though it depends on your state or local social distancing guidelines. It appears that by May, having a drive-thru will be permitted. Also, at first glance, setting up a drive-thru sounds like the most work, but ultimately it means you get to do everything while talking rather than trying to do it virtually or with email… so much simpler!

Picture it: Teachers drive up to your normal school bus drop off and it is decorated with balloons, pinwheels, and Happy Teacher Appreciation Week and Game of Games signs.

They pull up to Station 1 and are joyously greeted and asked to tell something about themselves (just like a game show contestant). Then they move to Station 2 where the wheel spins and everyone cheers for them to win a prize (takes about 30 seconds). Then they go to Station 3 where they are told their prize and/or challenge.

As cars drive through your parking lot from station to station, it is very possible for you to pull this off with nobody getting out of their car or coming within 6 feet of each other. You can also give teachers different time windows when they should show up, so that you don’t have everyone arrive at once. For most schools with about 50 to 75 staff, you can plan to have the drive-thru open for about an hour and a half.

Here is one possible way to set this up, and then you can adjust from there.

1. Create signs and decorations directing people as they arrive: Happy Teacher Appreciation Week! Game of Games this way! Proceed to station 1. Stay in your car. We’ve provided drive-thru signs on How to Spin and Bonus Round to get you started. Obviously the more you put into the decorations, the better, but this shouldn’t be anything hard.
2. Station 1 has the Drive Thru How to Spin sign printed and displayed (see file), along with an assistant to greet the teacher. The assistant answers any questions and plays the part of the welcoming game show host by making small talk and asking the teacher to tell a humorous story about a vacation or how they got engaged. Then they are directed to Station 2 when it is clear.
3. Station 2 has the wheel loaded on the webpage and is attended by the principal or an assistant who spins the wheel. This could be a laptop computer sitting on a table or stand, but the bigger you can make the screen by perhaps having a tv hooked up to the computer, the better. Make sure this is at least 6 feet away from the car window, but still visible to the driver. Ask if they are ready to spin, click the wheel, and then help cheer it on. Once it lands on a number or prize, tell them to remember that number and drive to Station 3.

One technical note. The wheel only works if the page is connected to wifi, so if your school wifi doesn’t reach that far, one possible solution is to connect to someone’s cell phone wifi. It doesn’t use much data.

1. Station 3 is attended by an assistant with a printed copy of the List of Challenges and prizes. They ask the driver what they landed on, read them their challenge, and give them their prize. If you have prize coupons or e-gifts as prizes, if you print them large, the driver could take a picture of the prize with their phone, and then nothing physical needs to be transferred.

For teachers who are unable to drive to the event, you could call them on the phone and spin the wheel with them listening.

**If you will use this option, copy the paragraph below and insert it into the announcement email in the Rules section:**

“We are setting up a Game of Games game show in our school parking lot tomorrow, social distancing compliant so that you don’t even need to get out of your car. There will be an electronic spinning wheel, and everyone will be allowed to drive through and make one spin per day, starting tomorrow and lasting for 3 days. We’ll have more instructions for you once you’re at the school. In addition to the prizes and fun, each spin will give you an opportunity to earn special points. The person with the most points at the end of the week is going to win a GRAND PRIZE, and trust me, it’s awesome.”

**For the bonus round for the drive-thru game show:**

**Number the prizes.** We want people to be able to see the prizes available, and if most of your prizes are e-cards, which basically consist of the website and code that you recorded as people donated, then there won’t be much to see. We suggest you bring out a white board, the bigger the better, and number it 1 to 25. Then write down a prize next to each number.

**How to play and give out prizes**: This round uses a new wheel with 25 spaces, one space for each prize. Assuming you have more than 25 staff members, when people win a prize, put someone in charge of replacing the prize on the white board with a similarly valued prize until you run out of replacements. After there are no more replacements, if a player lands on a number without a prize, they may elect to move up or down in numbers to the next available prize.

**Using Zoom or meeting software**

If you and your teachers are already using Zoom or other meeting software, and you are comfortable with it, then this is a good option.

You and your assistants can join the meeting first and make sure one screen is set to show the wheel on our webpage. We recommend practicing first to make sure it works for you.

As teachers join the meeting, you may spin the wheel and everyone cheer. Once it stops, read them their challenge or prize. If the challenge or prize is complex, such as an e-gift card code, an assistant can copy it and email it to the teacher, or take picture of it on their phone and text it.

Once completed, thank the teacher and let them know they can stay or logoff at any time, then move on to the next teacher.

*\*Technical note: If you are using the free version of Zoom, the meetings only last 40 minutes. If you have more than about 30 teachers, be sure to create different meetings for different time groups.*

**If you will use this option, copy the paragraph below and insert it into the announcement email in the Rules section, along with editing it to include any details they need to join your meeting:**

“Everyone should join our online meeting at your appointed time tomorrow. We’re setting up an electronic spinning wheel, and everyone will be allowed to make one spin per day, starting tomorrow and lasting for 3 days. We’ll have more instructions for you once you’re at the online meeting. In addition to the prizes and fun, each spin will give you an opportunity to earn special points. The person with the most points at the end of the week is going to win a GRAND PRIZE, and trust me, it’s awesome.”

**Phone Call Game Show**

This might be the easiest option during your week.

The idea is that you have a team of assistants, we like to call them Vannas, who are assigned to call the teachers throughout the morning. When they call, they direct the teacher to go online and spin the wheel as the Vanna claps and cheers along during the spin.

If the wheel lands on a challenge, each Vanna will have that list in front of them and can read off that challenge. If it lands on a prize, they will have that information for the teacher as well.

Obviously, it depends upon how big your staff is to determine how many Vannas you will need. Perhaps just you and your admin team can divide it up, or perhaps you want to ask some parents to help out too. If asking for parent volunteers, planning for each Vanna to call 5 teachers is probably about right.

If you have a very big staff, other than the drive-thru, this might be the best option for you. You’ll need more volunteers to help make phone calls, but once that is organized, it should all run very smoothly without more effort on your part.

**If you need to recruit parent volunteers, you may copy/use this email below:**

“Hi \_\_\_\_\_,

The admin team and I are going to be running an online game show for the staff for Teacher Appreciation Week and we need some volunteers to help make a few phone calls each day. The job entails calling a teacher, instructing them to go to our online wheel, and then listening and cheering them on as they spin.

The wheel will either land on a prize or a challenge, which you will look up in a list we provide and then relay it to the teacher.

It’s all very simple and should be a lot of fun for you as well as the teacher. The game lasts from Monday – Thursday and each call will probably take about 3 minutes. We’re hoping to have enough volunteers so each person only makes 5 phone calls per day.

We’d like the calls to be placed in the morning, hopefully between 10:00 to 11:30.

If this is something you can help with, please email me back so we can get you on our list.

Thank you!”

**Once you have your assistants lined up, make a list of your teachers, their phone numbers, and which assistant is designed to them. Then attach that phone list to this email below, along with your edited List of Challenges:**

“Hello everyone and thank you for helping us out with our Teacher Appreciation Week!

I’ve attached the call list to this email so everyone knows who they are responsible for calling. We are asking that calls be made between 10:00 and 11:30.

When you call, you are free to ad lib or even use your best game show host voice, but here is the basic script to follow:

Hi \_\_\_\_\_\_ , Are you ready for some fun and prizes? I’m \_\_\_\_\_ and I’ve called to help you spin the online game show wheel and see what comes up for you.

Before we begin, I want to wish you a happy appreciation week.

Here’s how this works. Go to classteambuilding.com and click on the big picture of the woman. That should open up a secret wheel. Let me know when you are at the wheel.

Alright, now before you spin, I want you to click on the play button at the top to start some cheering, and then I want you to click on that wheel and we are going to jump up and down and cheer for it to hit a big prize, ok?

If it lands on a prize, I want you to be sure to jump up and down and say things like, “Wow! I never thought this would happen to me! I just never thought it!!”

Ok, are you ready?

Then let them go ahead and spin the wheel. The wheel will either land on a number, a number along with a small prize, or a Big Prize. If it lands on a number, I want you to look it up in the list of challenges I’ve attached and then relay that challenge to the teacher. Remind them that the more impressive they can complete the challenge, the more points they’ll earn.

If they land on a prize, first off be sure to jump up and down and congratulate them, then write down their name and whether it was a big or small prize. Email me that list at the end of each day and I will distribute the prizes. (If it was a Big Prize, you may ask them to take a picture of the screen and text it to you or me. There’s no need to make a big deal out of this, we’re just keeping people a little honest.)

And then that’s it. Let them know that you will be calling them again tomorrow and good luck with any challenges.

Thank you, everyone!”

**Repeat the email on days 2 and 3, making adjustments as needed, and attaching a new List of Challenges if any changes were made.**

**For the bonus round, give the assistants each their own list of numbered prizes. If they are only calling 5 teachers, they only need a list of 5 prizes. Then use this email to explain the bonus round:**

“Hello everyone and thank you again for helping us out with our Teacher Appreciation Week!

Today is the Bonus Round, where every spin results in a prize!

I’ve attached a list of prizes for you. By your name, you’ll find the prizes available for you to hand out. The bonus wheel has numbers 1 to 25. Whatever your contestant lands on, present them with the prize closest to that number. (All the prizes are about equivalent, so just use your best judgement when handing them out)

When you call, you are free to ad lib, but here is the basic script to follow:

“Hi \_\_\_\_\_\_ , guess what, it’s bonus time!

Here’s what I want you to do. This time when you go to the wheel, scroll all the way down to the bottom of the page. You will see a little line at the bottom. Click on it and it will open the Bonus Wheel!

Every spin this time will result in a prize, plus you will get extra points for the game. Go ahead and spin and tell me what you land on, and I’ll reveal your prize.”

Once they spin, tell them their prize, thank them for a fun week, and let them know to expect a closing email from me later.

And THANK YOU for helping us this week!

**If you will use this Phone Game Show option, copy the paragraph below, edit it how you like, and then insert it into the announcement email in the Rules section:**

“We have setup an electronic wheel for our school on a webpage, and you will all receive a phone call tomorrow between 10:00 and 11:30 with instructions on how to spin the wheel. Everyone will be allowed to make one spin per day, starting tomorrow and lasting for 3 days. In addition to the prizes and fun, each spin will give you an opportunity to earn special points (more details tomorrow). The person with the most points at the end of the week is going to win a GRAND PRIZE, and trust me, it’s awesome.”

**Email Game Show**

Let’s not over complicate this. It will be fun for the teachers to be able to spin online, hope for a prize, and look up their challenges. If you really need this to run easy for you, you may attach your List of Challenges to this email, but you’ll want to edit it to make sure they are all appropriate since everyone will be able to see all the challenges. (Challenges like, “Get someone to text you back, “LOL” might not work since everyone will be able to see it in the list)

You may worry that they will all report back that they won the Big Prize, but we have a trick or two to help keep them honest.

**If you want to use this option, copy the paragraph below and insert it into the Announcement Email in the rules section:**

“We have setup an electronic wheel for our school on a webpage, and I will give you the link tomorrow. Everyone will be allowed to make one spin per day, starting tomorrow and lasting for 3 days. In addition to the prizes and fun, each spin will give you an opportunity to earn special points (more details tomorrow). The person with the most points at the end of the week is going to win a GRAND PRIZE, and trust me, it’s awesome.”

**IMPORTANT: For the first morning email on the day you start, use this email below instead of the one in the Instructions. Also, be sure to attach your edited List of Fortunes to the email:**

“All you party people, COME ON DOWN!!!

Oh wait, that’s the wrong game show.

Let’s try this. It’s time for everyone’s favorite game show…

GAME

OF

GAMES!!!!

As a reminder, our game and my overt appreciation of all of you starts today!

Everyone is allowed to make 1 spin each day to earn cash and prizes… whoops… I mean points and prizes!!

Each day there will be prizes on the wheel, and if you land on one, whether big or small, take a picture of the wheel and then email it to me for your prize. (There is a way for me to check the wheel log to make sure your win was legit, but please don’t make me do that. I mean, the prizes are good, but they aren’t worth being dishonest about!)

Now here’s the game part: If the wheel shows you a number, look up that number in our Game of Games Challenges which I’ve attached to this email, and then you have to do whatever that challenge says to earn points (you know I made all the challenges fun!). Depending upon how well you complete the task, you’ll earn between 1 to 10 points. At the end of the week we have a GRAND PRIZE for the one person who earned the most points throughout the game, and a bonus round if we all earn at least 500 points together as a staff.

To summarize:

1. Spin to win prizes.
2. Earn points for yourself to try to win the Grand Prize at the end of the week.
3. Earn points to try to get us to 500 points as a staff and unlock the Bonus Round.

How to Spin:

1. Go to <https://www.classteambuilding.com/wheel032522login> and then use your email address to login.
2. VERY IMPORTANT: You get one practice spin each time you login, and then it records the next spin. So whatever your 2nd spin is that day, that’s your real spin. After that, it’s kind of fun to keep spinning the wheel, but none of those count.
3. Before you click on the wheel, hit the music button at the top of the page.
4. Start clapping and saying things like, “BIG PRIZE! BIG PRIZE! MOMMA NEEDS A BIG PRIZE!!”
5. Click the wheel to start it spinning.
6. If the wheel lands on a prize, start jumping up and down and yelling things like, “I CAN’T BELIEVE THIS!! I NEVER THOUGHT ANYTHING LIKE THIS WOULD HAPPEN TO ME!!” Then email or text me a picture of the wheel and I will tell you what your prize is.
7. Likely, the wheel will also show you a number. Open the List of Challenges attached to this email and look up your number, then complete whatever challenge you’ve been given. Remember, the better you complete this task, the more points you’ll earn.

That’s it for now. I wish we could all be together but I hope that this will help bring us some laughter and smiles. Thank you, everyone!”

**For the bonus round for the email game show:**

**Number the prizes.** We want people to be able to see the prizes available. Use the email below to list the prizes and generate some excitement. You can number the prizes in a list for yourself, just to keep everything fair. When they tell you their number give them that prize. Replace the prizes in the list as they are taken.

“Guess what everyone? Things have been going so well around here, we’ve more than earned enough points to get to the BONUS ROUND!! During tomorrow’s spins, every spin will result in a prize. Be sure to show up with your game faces!

Tomorrow, don’t go to the normal link for the wheel, use this link to get to the Bonus Wheel: <https://www.classteambuilding.com/bonuswheel>

Spin the wheel and then report back the number and results to me. Here are some of the prizes available:

*List some of the better prizes here.*”