Large Group Facilitators Guide

The leader guide is intended to give you everything you need to set up and facilitate the virtual escape room on your own with your group of players. This experience is a great way to create an exercise in collaboration, team building, and wellbeing in a variety of settings.

Pre-Game

1. Work with your group to coordinate and determine dates and times for the game. The game can be used in a variety of settings such as before/after classes, seminars, virtual happy hours, workshops, or just for fun!

2. Pick an online collaboration/meeting tool such as Zoom, GoToMeeting, Microsoft Teams, etc. to use to facilitate the virtual escape room. You would want to use breakout rooms to set teams of 6 - 10 players.

3. For large groups, create a sign-up/registration process. The game is intended for teams of 6-10 participants so use a simple spreadsheet to manage the groups for a smaller number of participants or an online sign-up like Sign Up Genius, Doodle Poll, Sign Me Up, Event Brite, etc.

4. Schedule the game and send the invites to the participants with the following:

   a. Link to the meeting with the scheduled game time and login information.
   b. Have the teams pick a Team Name which will be entered at the start of the room.
   c. Ask the teams to pick a team leader. The team leader will share the Escape Room on their screen and enter the puzzle answers.
   d. Share the Participant Tips and Tricks information located on the website.

Day of Game

1. Early that day, remind participants of the event (via email or calendar invite update).

2. Welcome the students to the game and review the rules and give a brief overview of gameplay. NOTE: The escape room timer will start once the puzzle form is opened so go over everything before breaking out in the team rooms.

- Make sure Team Leaders have access to the Escape Room link.
- If you want to use the escape room as a competition, have the teams use the same email link or have them forward their email to you to get all the team results.
- Encourage the participants to complete the survey once they finish the Escape Room.

Rules:
- No online/phone searches for puzzle answers – why ruin the fun?
- No calculators but paper and pencil are allowed (recommended).
- Built-in hints are provided but at a time penalty.
- Do not share, screen capture, record, or video the puzzles.

3. When ready, break out into the team rooms and remind the Team Leader to open the escape room link and share their screen.

4. Sit back and watch the fun! Pop into various team rooms to see how they are doing. Provide hints and guidance as needed if the teams get really stuck.

Ending the Game

1. Make sure the Team Leader clicks the **Finish** button to record their time. The team's escape room time will be automatically recorded and adjusted for any hints used and then emailed.