

DOWNLOADING BINGO GAME RECORDS

Two stacks of white papers with deckled edges are positioned behind the text. One stack is on the left, slightly behind the other, and both are casting soft shadows on the white background.

The Bingo Game Records are required to be completed in the Excel workbook. The internet must be accessed to download the game records; but is not needed to complete the records.

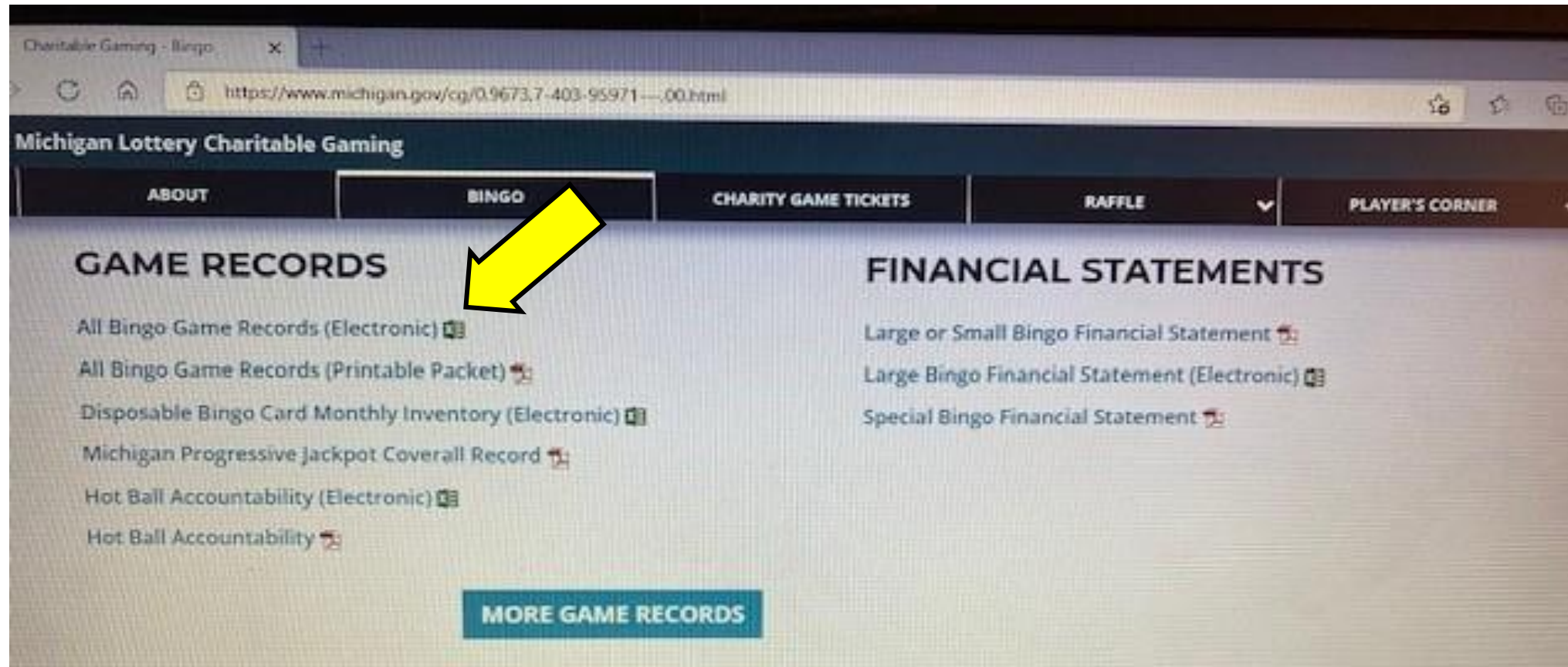
Records can be found on Charitable Gaming's website:

www.michigan.gov/cg

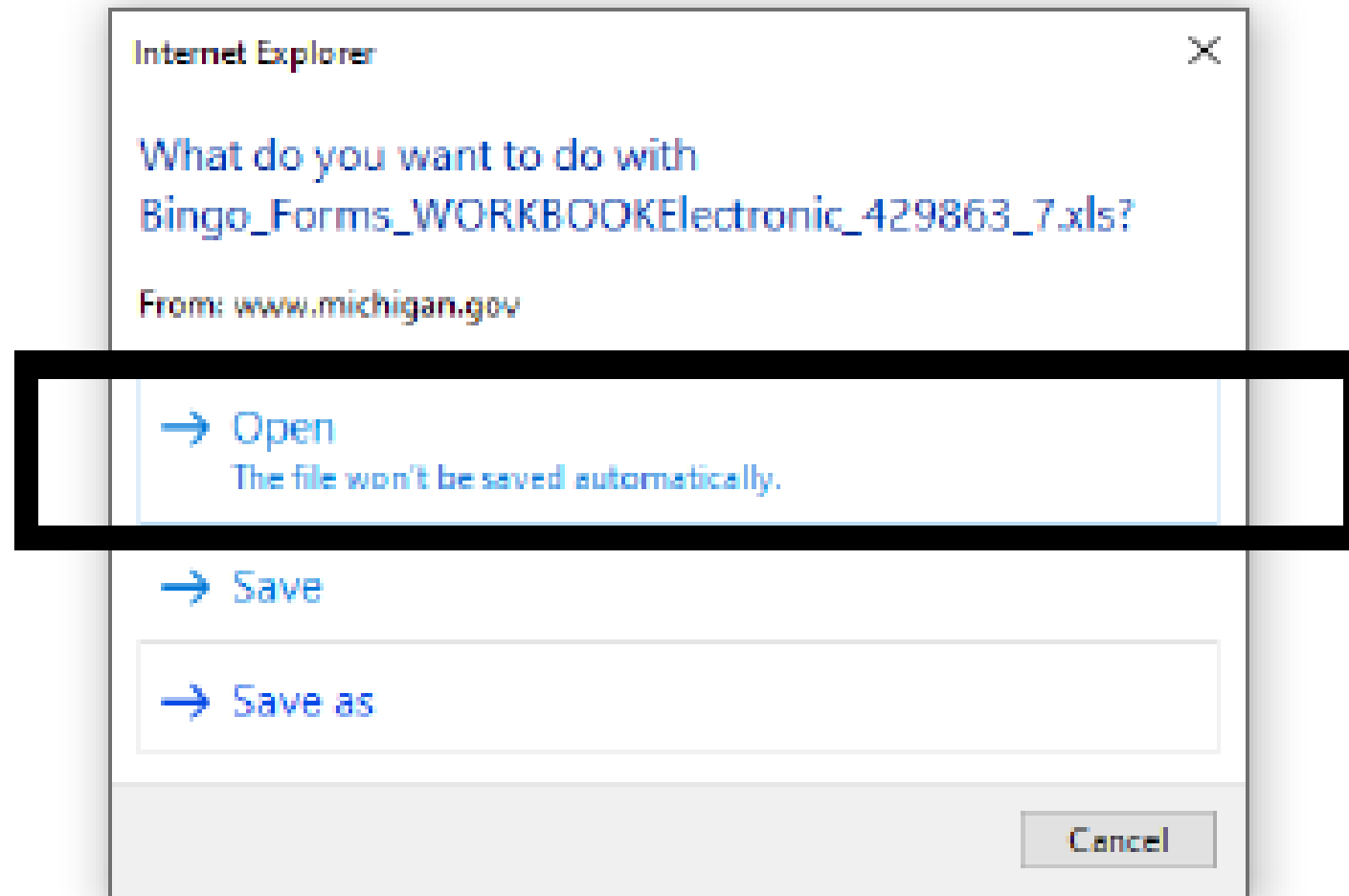
Step 1 - Once on the Charitable Gaming website, select the tab labeled Bingo on the top of the webpage.



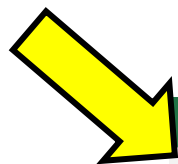
Step 2 - Scroll down to find GAME RECORDS, click on All Bingo Game Records (Electronic).



Step 3 - Select “open” the bingo game records.



Step 4 - When the file opens, select “File” at the top left corner.



AutoSave ☐ Off Bingo_Forms_WORKBOOKElectronic_429863_7 (1) - Protected View - Excel Search Isaac, De

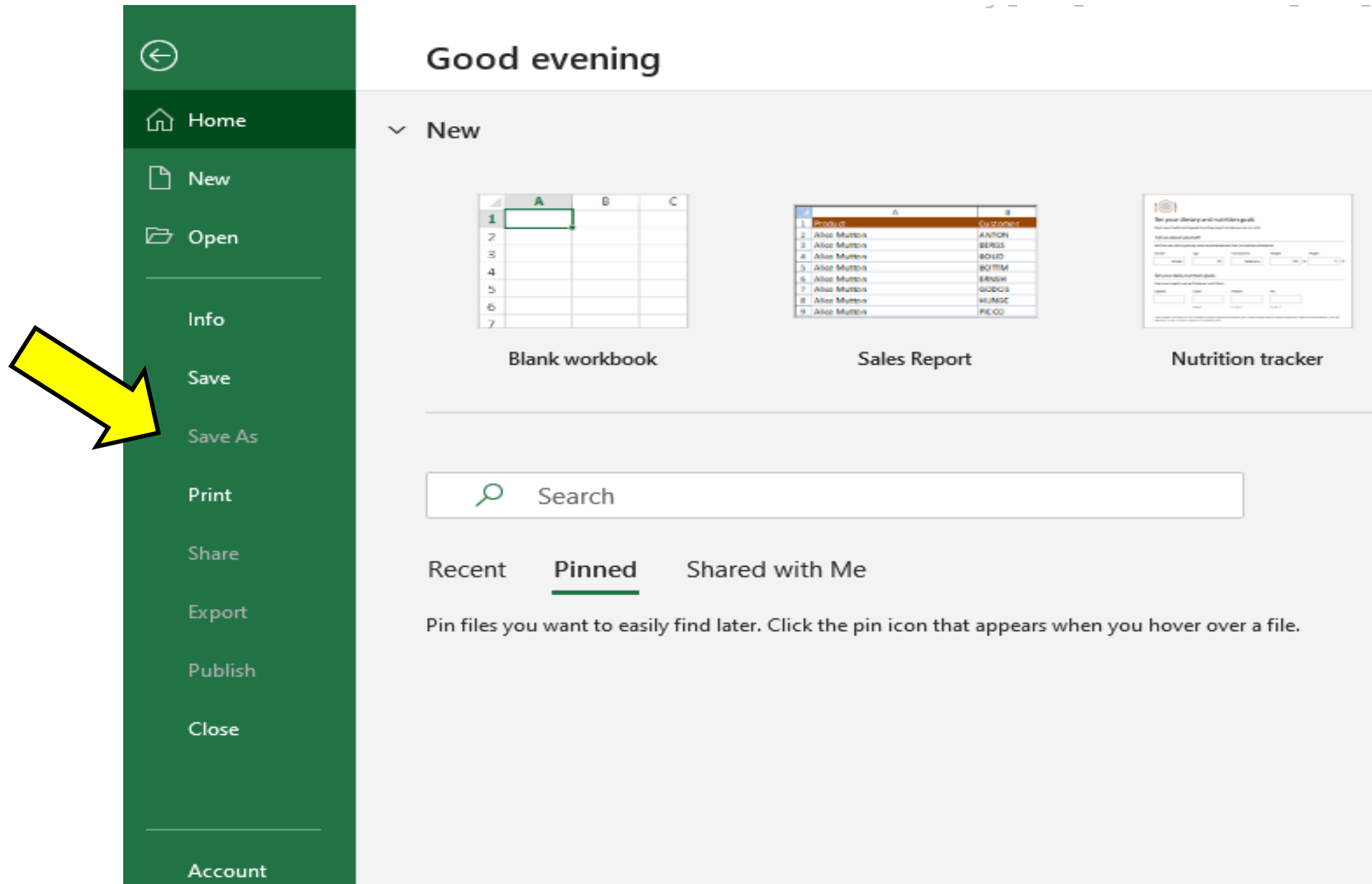
File Home Insert Page Layout Formulas Data Review View Help

PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View.

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	A	B	C	D	E	G	H	I	J	K	L
1	Charitable Gaming Division	11/18/20 3:19 PM									
2	101 East Hillsdale, Box 30023	BINGO PRIZE PAYOUT LOG									
3	Lansing, Michigan 48909										
4	(517) 335-5786										
5	www.michigan.gov/cg										
6	Organization Name	Completed By		License Number		Event Date					
7	Name of Player 1 Verifying the Bingo Balls			Name of Player 2 Verifying the Bingo Balls							
8											
10	Games (in order played)	Number of Winners	Total Value of Merchandise/ Check Prizes	Total Cash Prizes	Accumulated Prize Total						
11											
12											
13											
14											
15											
16											
17											

Step 5 - From the drop down, select “Save As”.



The screenshot shows the Microsoft OneDrive interface. On the left is a dark green sidebar with navigation options. A yellow arrow points to the 'Save As' option. The main area displays a 'Good evening' greeting, a 'New' dropdown menu, and three templates: 'Blank workbook', 'Sales Report', and 'Nutrition tracker'. Below these is a search bar and tabs for 'Recent', 'Pinned', and 'Shared with Me'. The 'Pinned' tab is currently selected.

Good evening

▼ New

Blank workbook

Sales Report

Nutrition tracker

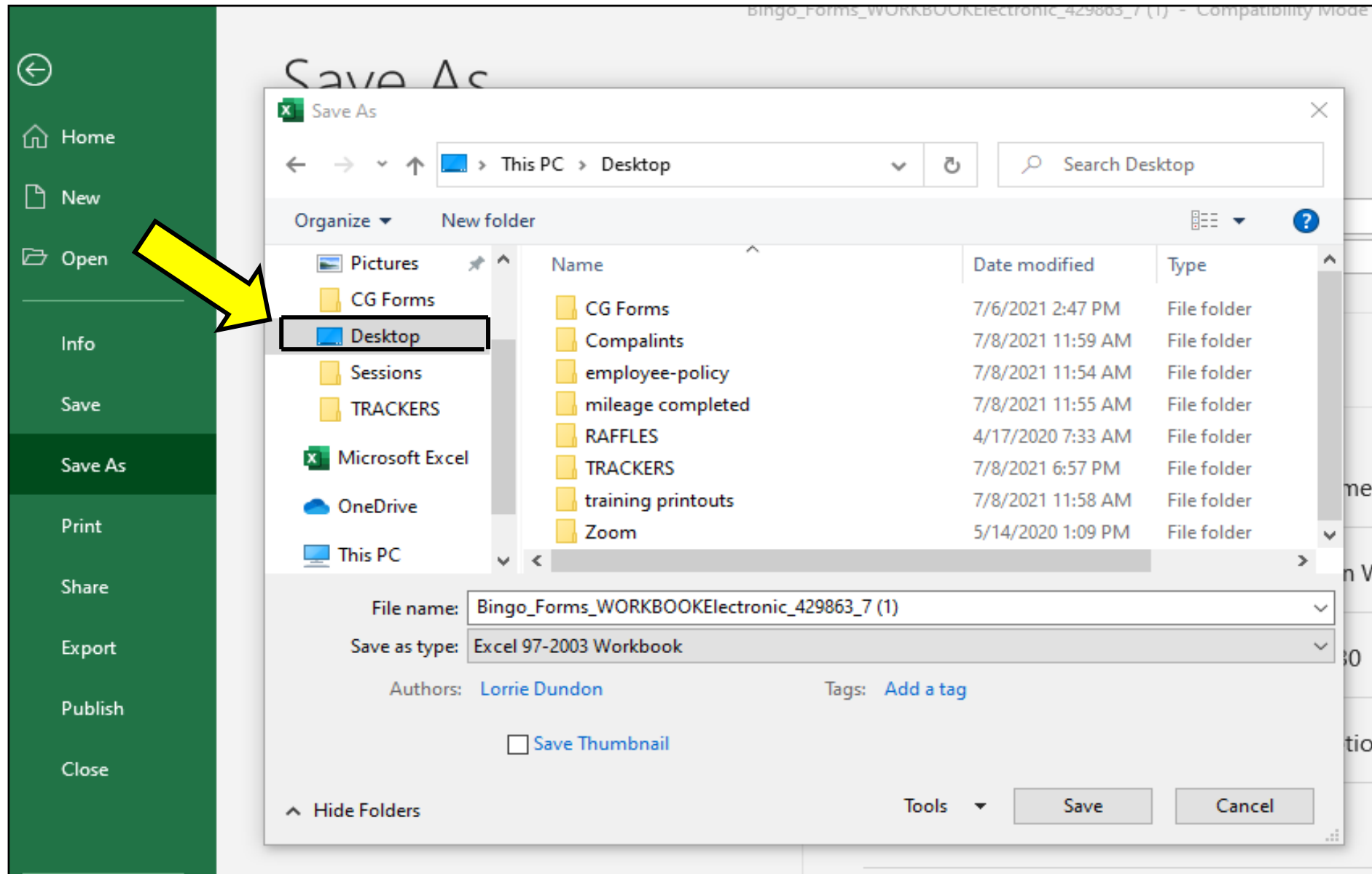
Search

Recent Pinned Shared with Me

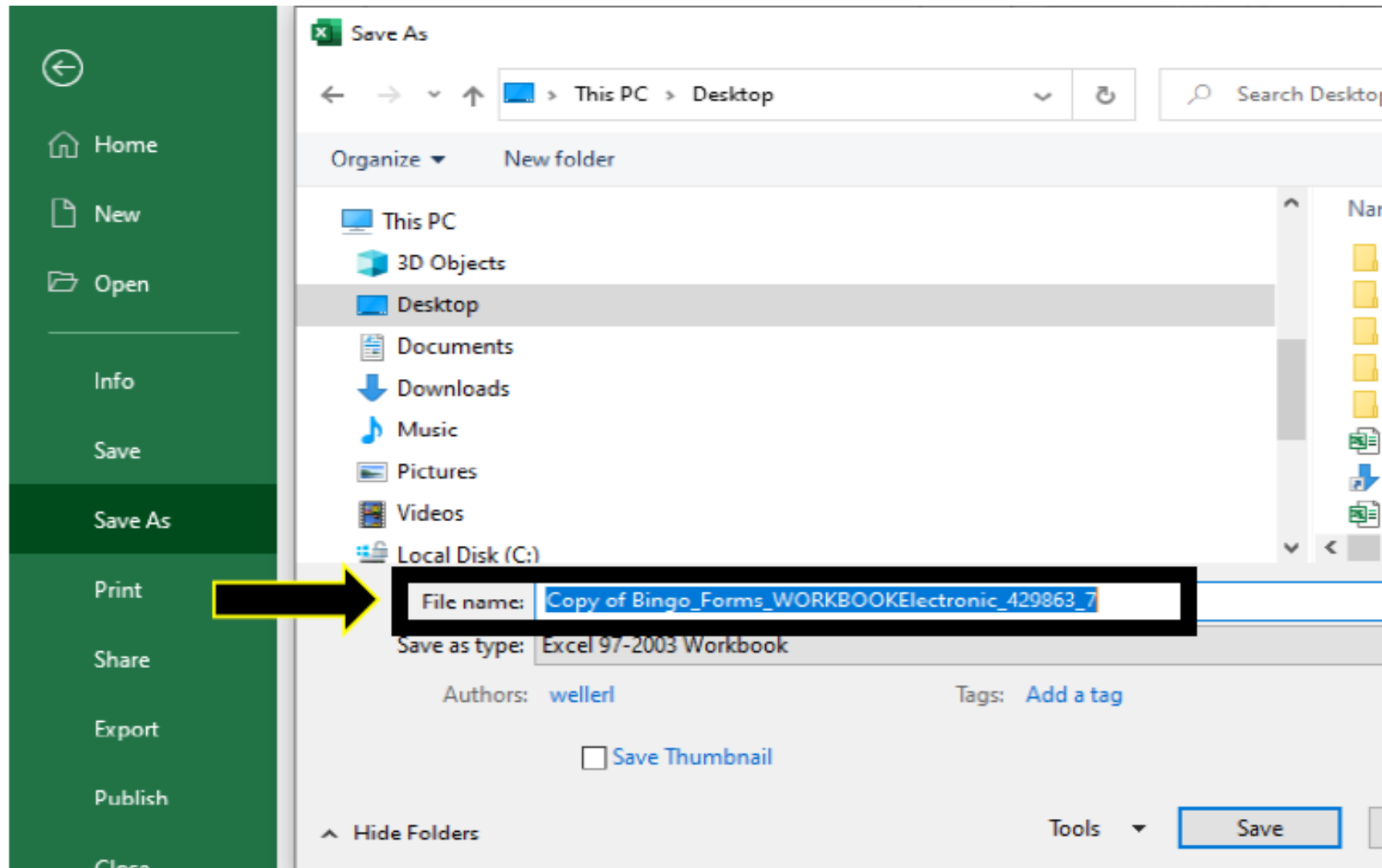
Pin files you want to easily find later. Click the pin icon that appears when you hover over a file.

Account

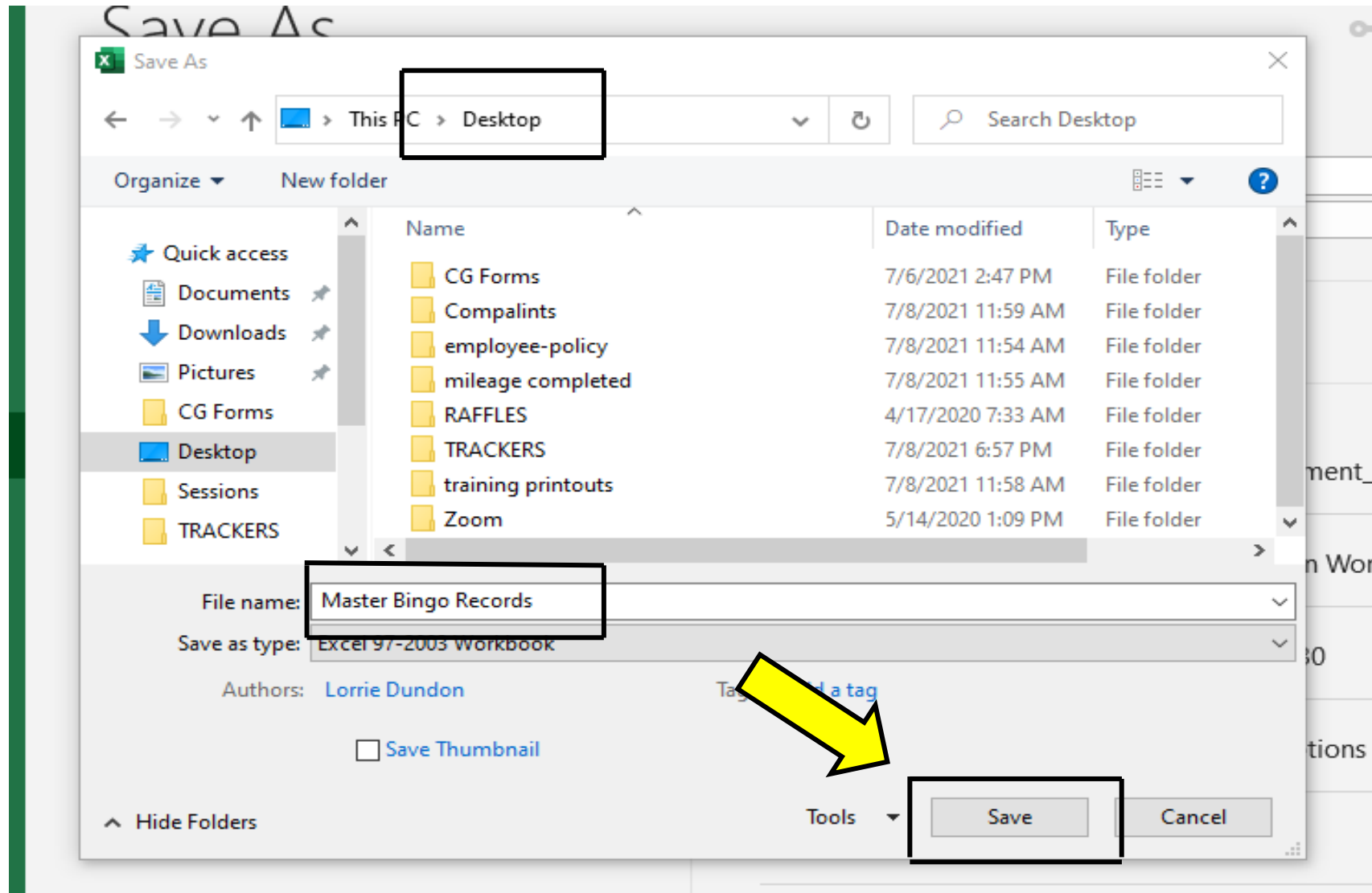
Step 6 - Select “Desktop” as the location to save the file.



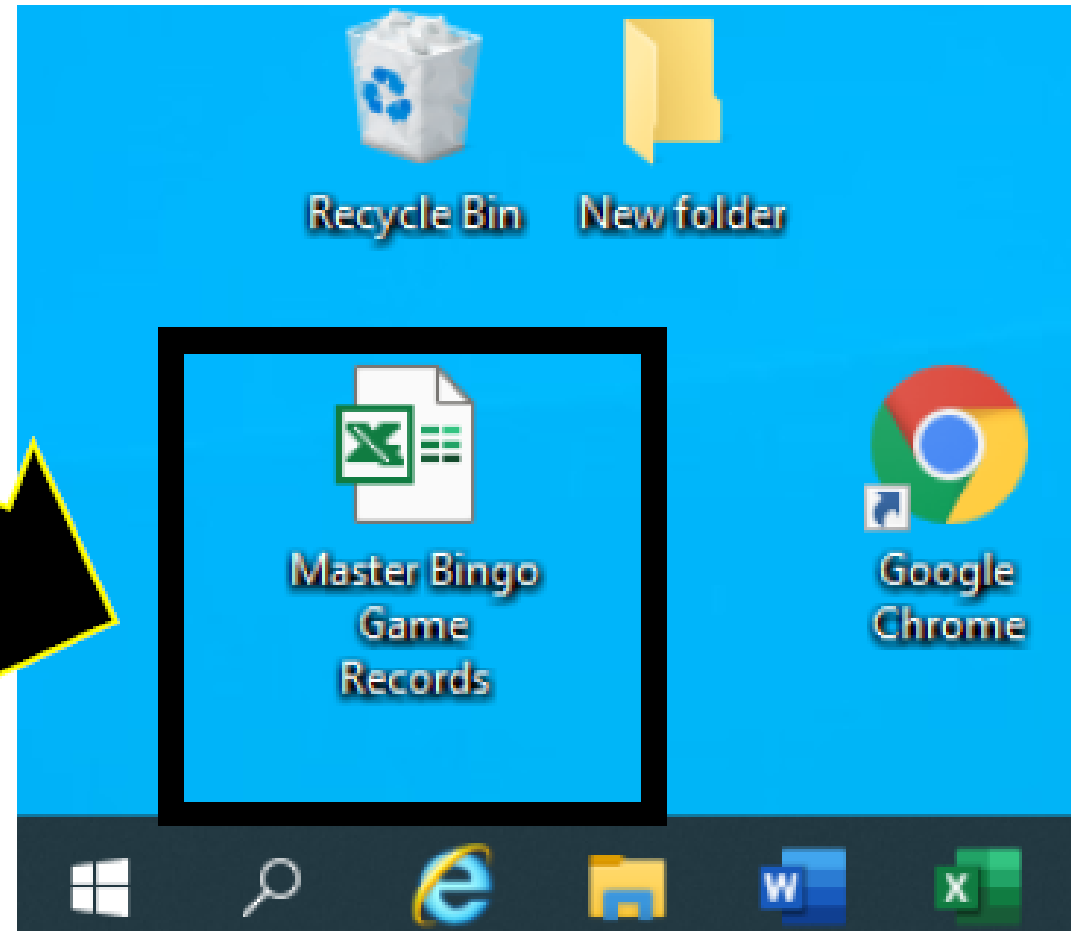
Step 7 - Click on the “File Name”, change the file name to “**Master Bingo Game Records**” or another file name you will remember.



Step 8 - Once “Desktop” has been selected and “File name” has been changed, select the “Save” button.



The file will now be located on the desktop.




Step 9 – To complete bingo game records, open the Master Bingo Game Records file previously saved in **Step 8**. Make a change to the file by adding organization name, license number and event date.

The file will now be located on the desktop.

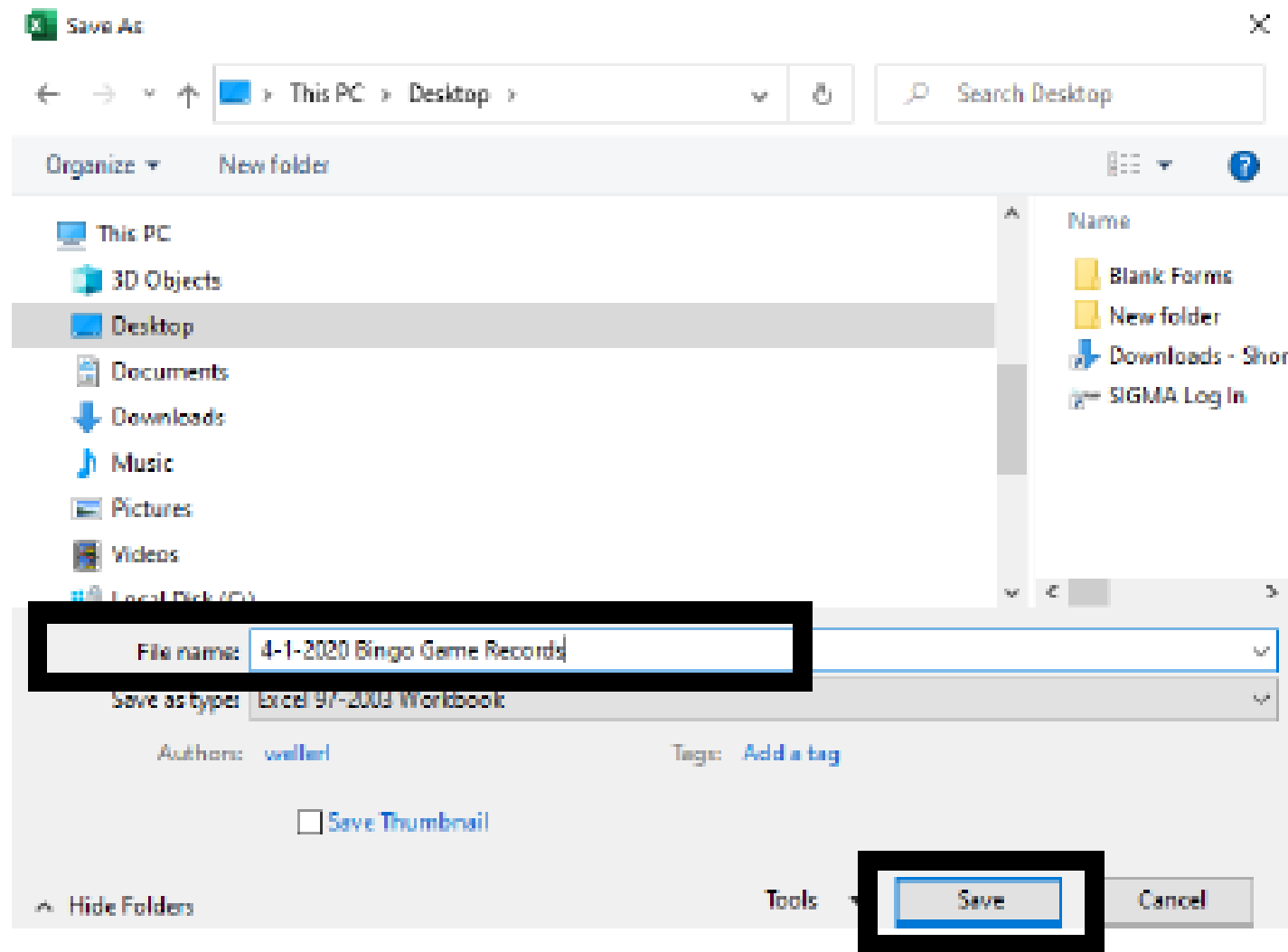
AutoSave [On] Master Bingo Game Records - Compatibility Mode Sierze, Nadia [MSL]

File Home Insert Page Layout Formulas Data Review View Help

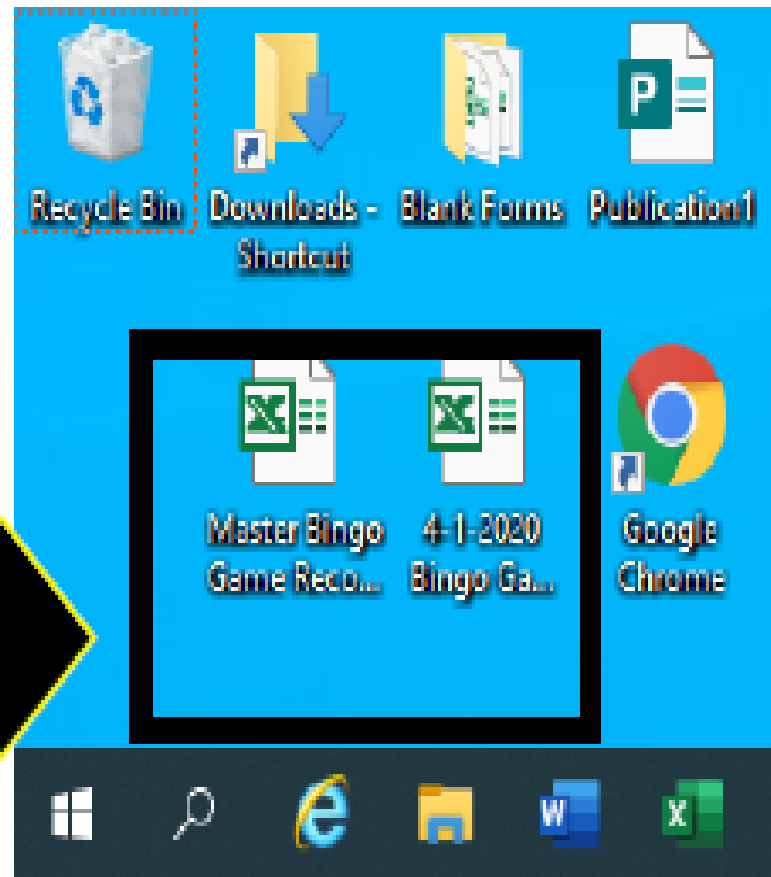
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	A	B	C	D	E	G
1	 Charitable Gaming Division 101 East Hilldale, Box 30023 Lansing, Michigan 48203 (517) 335-5786 www.michigan.gov/lottery	4/1/20 10:42 AM				
2	BINGO PRIZE PAYOUT LOG					
5	Organization Name	Completed By	License Number	Event Date		
6	Your Organization Name	Lucy Anderson	A00001	4/1/20		
7	Name of Player 1 Verifying the Bingo Balls		Name of Player 2 Verifying the Bingo Balls			
8						
10	Games (In order played)	Number of Winners	Total Value of Merchandise/ Cash Prizes	Total Cash Prizes	Accumulated Prize Total	

Step 10 – Save the record with a new file name, refer to steps 4 through 8 for saving.



The original file and new file will both be located on the desktop.



If you have any other questions or concerns, contact your local inspector.

Inspector Name: _____

Inspector Phone Number: _____

Inspector Email: _____