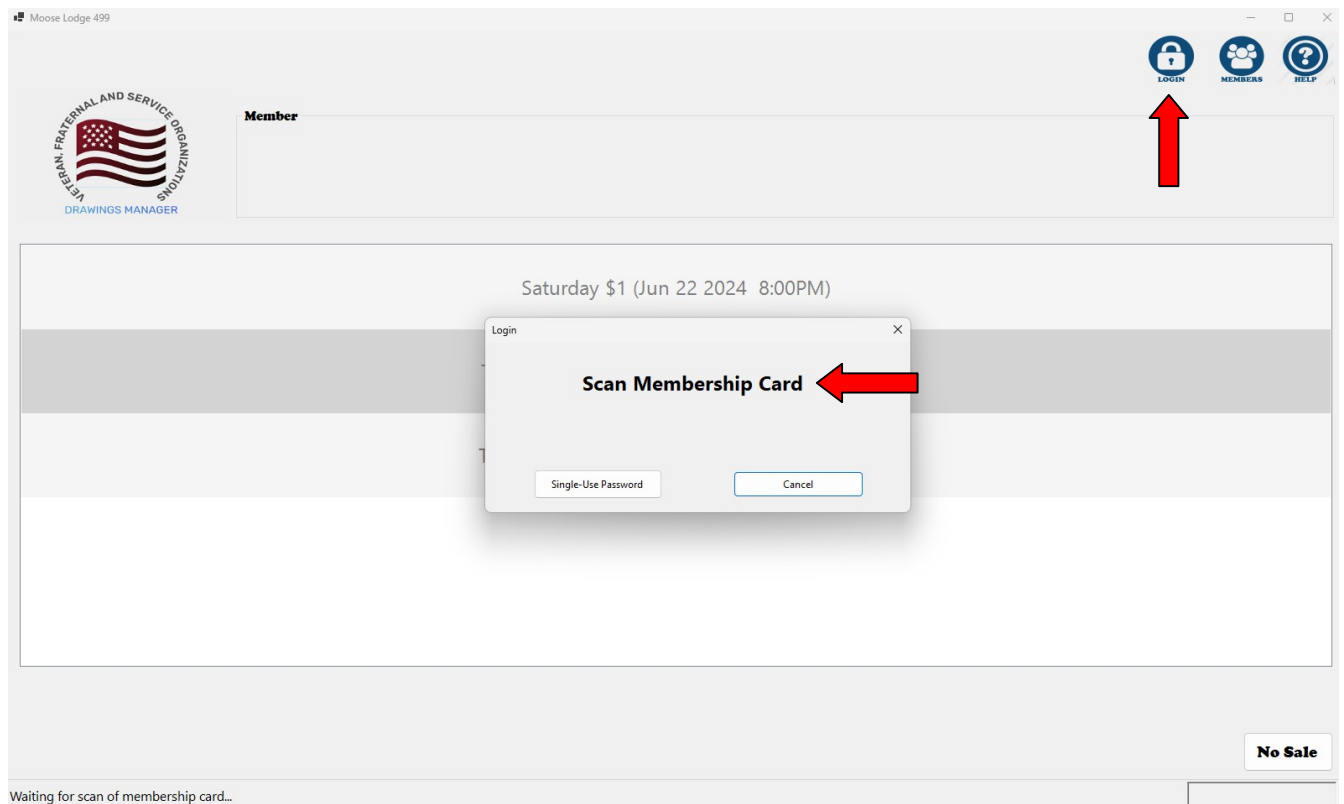# Re-Open a Closed Drawing

Steps:

1. **If administrative permissions are enabled then you will need to login first; click on the LOGIN icon then you will be prompted to scan your card (or swipe):**
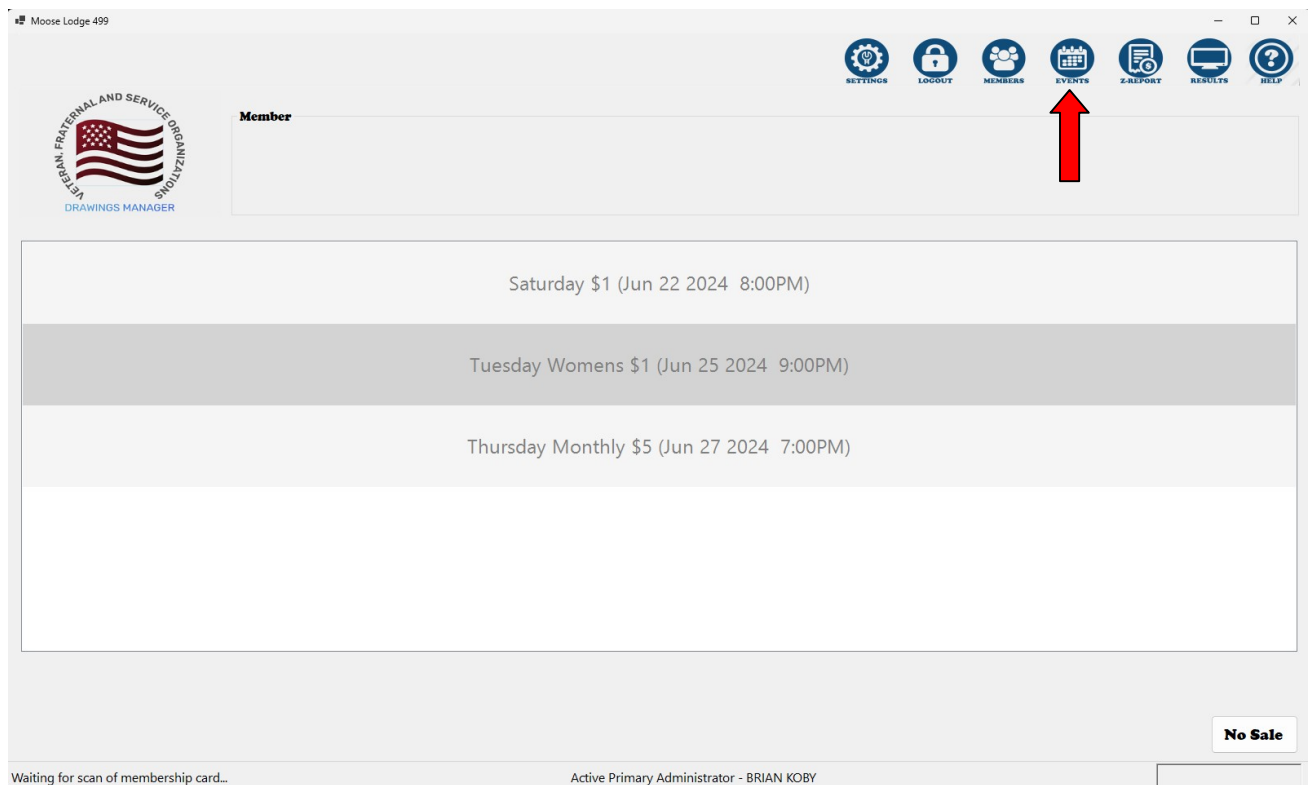
    Note: you must scan or swipe a membership card that has administrative privledges

2. **Once you are logged in you will see the a message at the bottom of the window showing you are logged in as an administrator:**
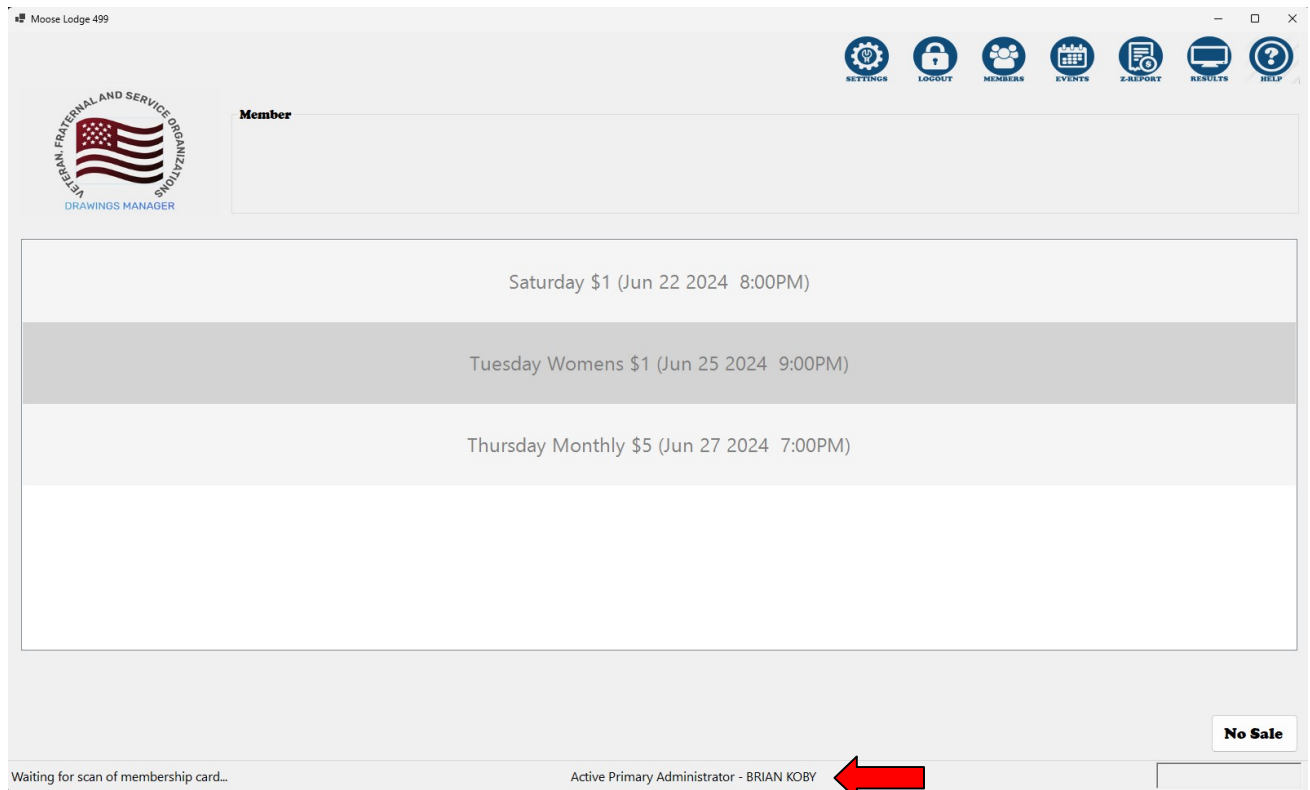
3. From the signup window select the EVENTS icon:

4. The Drawings Event page will be displayed as a new window:

Drawing	Drawing Date	Ticket Sales Begin	Ticket Sales End	Closed
Daily .50	06/21/2024 10:00 PM	01/01/2024 12:00 AM	06/21/2024 10:00 PM	No
Saturday $1	06/22/2024 08:00 PM	01/01/2024 12:00 AM	06/22/2024 08:00 PM	No
Tuesday Womens $1	06/25/2024 09:00 PM	01/01/2024 12:00 AM	06/25/2024 09:00 PM	No
Thursday Monthly $5	06/27/2024 07:00 PM	01/01/2024 12:00 AM	06/27/2024 07:00 PM	No

Rollover $798.00
Sales $2.00
Entries 4

DRAW WINNERS

☐ Show Closed Events

5. On the Drawings Event page click on the Show Closed Events button:

Drawing	Drawing Date	Ticket Sales Begin	Ticket Sales End	Closed
Daily .50	06/21/2024 10:00 PM	01/01/2024 12:00 AM	06/21/2024 10:00 PM	No
Saturday $1	06/22/2024 08:00 PM	01/01/2024 12:00 AM	06/22/2024 08:00 PM	No
Tuesday Womens $1	06/25/2024 09:00 PM	01/01/2024 12:00 AM	06/25/2024 09:00 PM	No
Thursday Monthly $5	06/27/2024 07:00 PM	01/01/2024 12:00 AM	06/27/2024 07:00 PM	No

Rollover $17,435.00
Sales $4.00
Entries 4

DRAW WINNERS

☐ Show Closed Events

6. You will see a list of open and closed drawings specified by "Yes" (if it is closed) or "No" (if it is still open) under the column "Closed".

    Note: In the steps below we will look at the "Daily .25" drawing that we want to re-open (for this example) because it was closed early. There may be multiple drawings listed so pay close attention to the drawing name and the Drawing Date for those drawings.

7. Click on the column labeled "Drawing" to sort the column by name so we can view the Daily drawings listed together:

IMPORTANT: Steps 8-10 below should be skipped if your Drawing Manager software is version 3.13.9 or higher, in which case continue with step 11 below. To check your software version click the HELP icon from the main signup page.
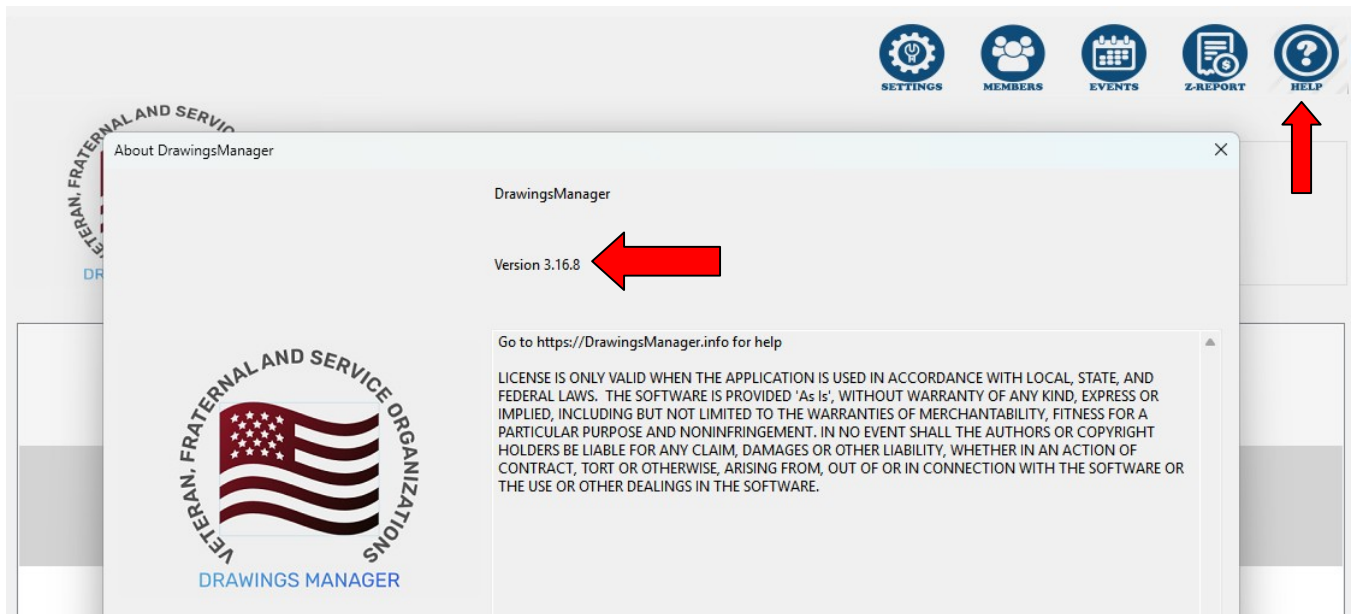
8. First we need to close the "new" drawing that was opened when the previous drawing was closed early. Check the Drawing name AND the Drawing Date and select the "new" drawing that was opened (marked as Closed set to "No"):

   Note: There should be NO Sales ($0.00) shown for this drawing

9. Touch the drawing and hold on it until a drop-down menu appears and select "close"

Drawing		Drawing Date	Ticket Sales Begin	Ticket Sales End	Closed		
Daily .25		07/10/2024 09:00 PM	07/09/2024 09:00 PM	07/10/2024 09:00 PM	No		Rollover $1,587.50
				Close			Sales $0.00
Daily .25		07/09/2024 09:00 PM	07/07/2024 09:00 PM	07/09/2 Reschedule List Entrants Draw	Yes		Entries 0
Tuesday Monthly $5		07/30/2024 09:00 PM	06/25/2024 09:00 PM	07/30/2024 09:00 PM	No		DRAW WINNERS
Saturday Weekly $1		07/14/2024 08:00 PM	07/06/2024 08:00 PM	07/14/2024 08:00 PM	No		

10. Click on the SAVE icon to save the change and the "Closed" column for that drawing will change to "Yes" (it is now closed):

11. Now we will re-open the drawing that was closed early; highlight the drawing to be re-opened then touch and hold on it to get the drop-down menu and select "re-open"

Drawing		Drawing Date	Ticket Sales Begin	Ticket Sales End	Closed		
Daily .25		07/09/2024 09:00 PM	07/07/2024 09:00 PM	07/09/2024 09:00 PM	Yes		Rollover $1,587.00
			Delete				Sales $0.50
			Reopen				
Daily .25		07/10/2024 09:00 PM	List Entrants View Results	9:00 PM	07/10/2024 09:00 PM	Yes	Entries 2
							Payout $0.00
Tuesday Monthly $5		07/30/2024 09:00 PM	06/25/2024 09:00 PM	07/30/2024 09:00 PM	No		Winners 0
Saturday Weekly $1		07/14/2024 08:00 PM	07/06/2024 08:00 PM	07/14/2024 08:00 PM	No		
							VIEW RESULTS

12. You will be prompted to make sure the new event for this drawing has already been closed which we did in the previous steps:

Reopening event from '7/9/2024 9:00:00 PM' - PROCEED WITH CAUTION!

Before reopening this event, you must first close the new event that was created.
You should only do so if members have not already entered in to it.
CONTINUE WITH REOPEN?

YES   NO

13. Click on the SAVE icon to save the change and the "Closed" column for that drawing will change to "No" (it is now re-opened):

14. Now that the drawing has been re-opened select "Confirm Payout" and it will take you back to the step you were prior to when the drawing was confirmed prematurely.

Drawing	Drawing Date	Ticket Sales Begin	Ticket Sales End	Closed	
					Rollover $1,587.00
Daily .25	07/09/2024 09:00 PM	07/07/2024 09:00 PM	07/09/2024 09:00 PM	No	Sales $0.50
Saturday Weekly $1	07/14/2024 08:00 PM	07/06/2024 08:00 PM	07/14/2024 08:00 PM	No	Entries 2
Tuesday Monthly $5	07/30/2024 09:00 PM	06/25/2024 09:00 PM	07/30/2024 09:00 PM	No	CONFIRM PAYOUT

15. You can now _resume_ where you left off and run any remaining ADDITIONAL DRAW or DRAW DOWN (if enabled) selections that are needed.

   Note: Run ALL ADDITIONAL DRAW and/or DRAW DOWN selections _before_ clicking on "Confirm Drawing".

Order Drawn	MemberID	Name	Entered	Present	Payout
1	000000965433	**KENNETH E BEICHLER**	No	☐	$0.00

Daily .25
(07/09/2024 09:00 PM)

Rollover	$1,587.00
Sales	$0.50
Pool Total	$1,587.50
# in Pool	8
# of Draws	1

VALIDATE MEMBER

VALIDATE TICKET

ADDITIONAL DRAW

DRAW DOWN

Confirm Drawing

16. When finished then click on Confirm Drawing:

Order Drawn	MemberID	Name	Entered	Present	Payout
1	000000965433	**KENNETH E BEICHLER**	No	☐	$0.00

VETERAN, FRATERNAL AND SERVICE ORGANIZATIONS

DRAWINGS MANAGER

Daily .25
(07/09/2024 09:00 PM)

Rollover	$1,587.00
Sales	$0.50
Pool Total	$1,587.50
# in Pool	8
# of Draws	1

VALIDATE MEMBER   **VALIDATE TICKET**

ADDITIONAL DRAW   **DRAW DOWN**

Confirm Drawing

EXIT

17. **Exit from the EVENTS window by click on the "X" in the top right corner until you are back to the main signup page.**

18. **LOGOUT AS ADMINISTRATOR (if applicable); click on the LOGOUT icon**

19. Verify the "Active Administrator - <NAME>" message at the bottom of the window is no longer present.