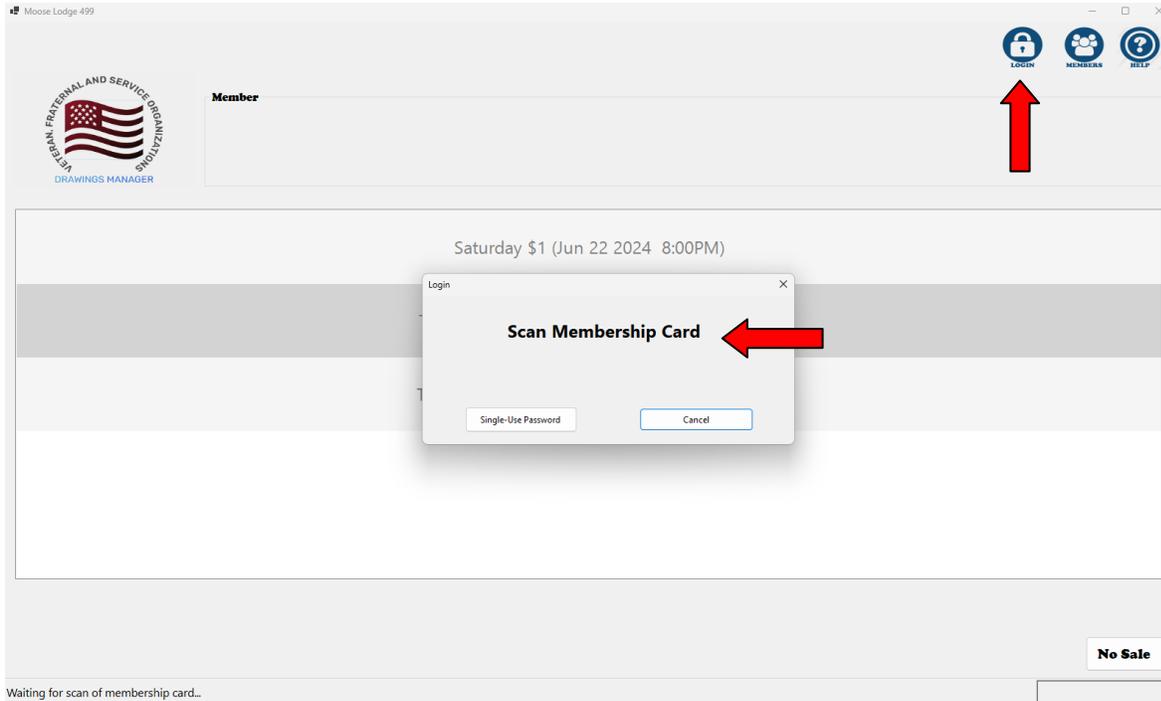


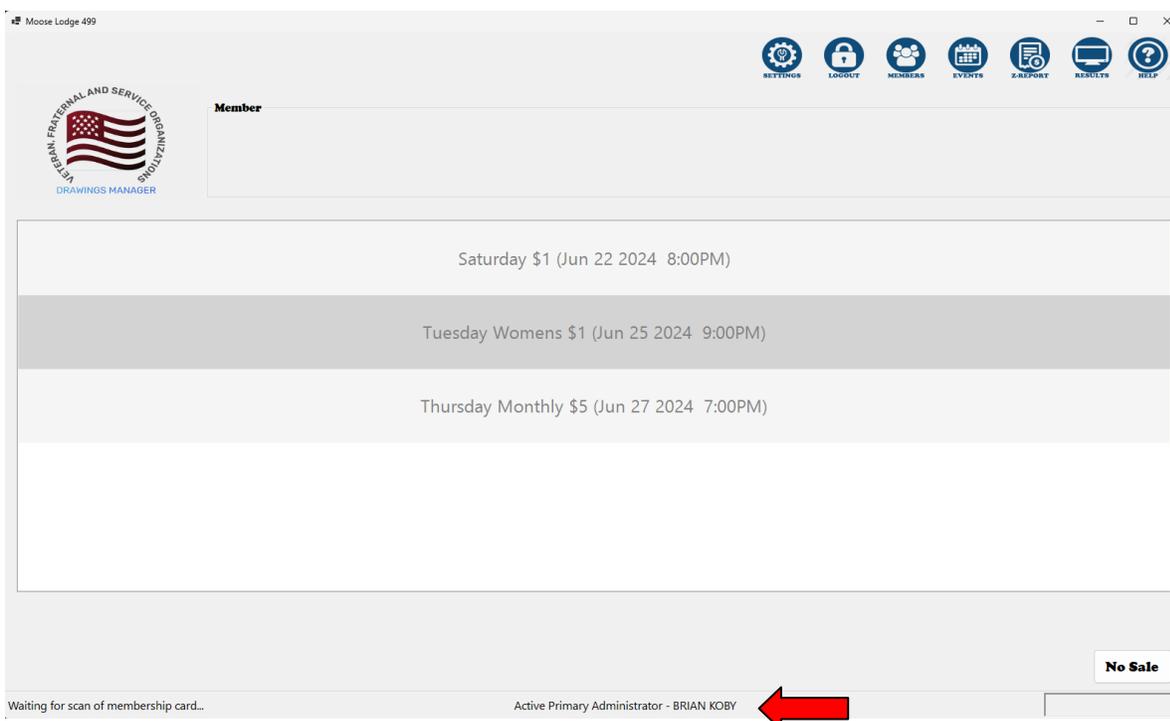
# Running Drawings

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 or operator privileges

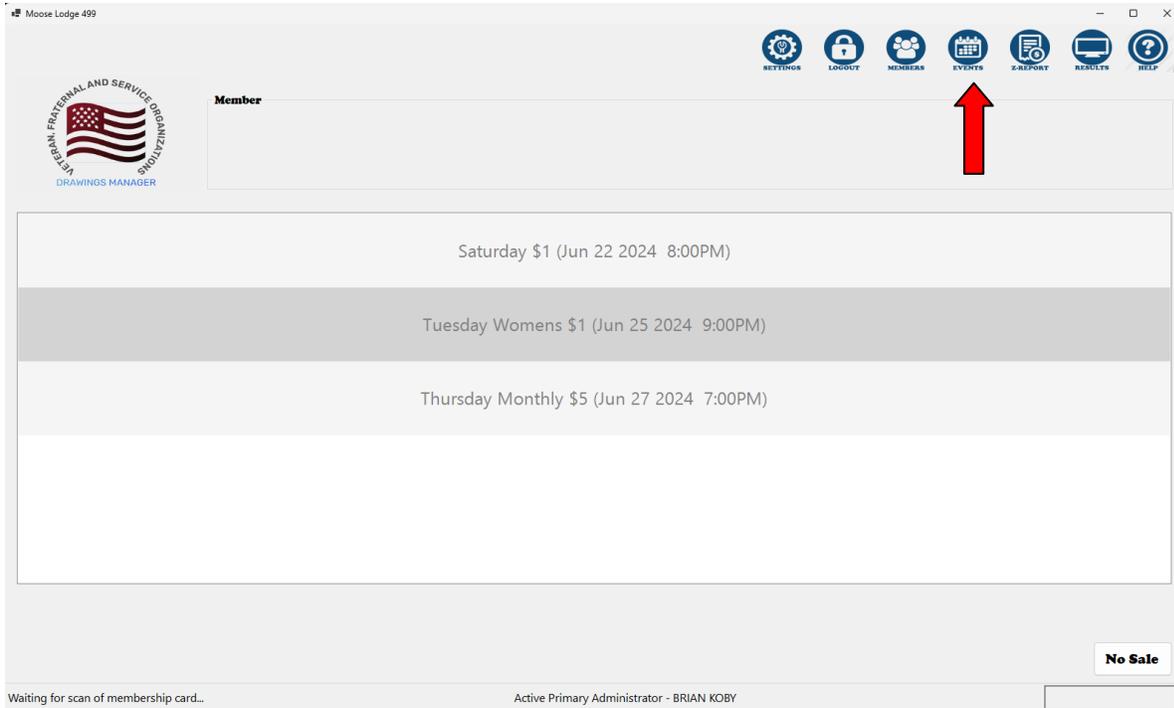


2. Once you are logged in you will see the a message at the bottom of the window showing you are logged in as an administrator or drawing operator:

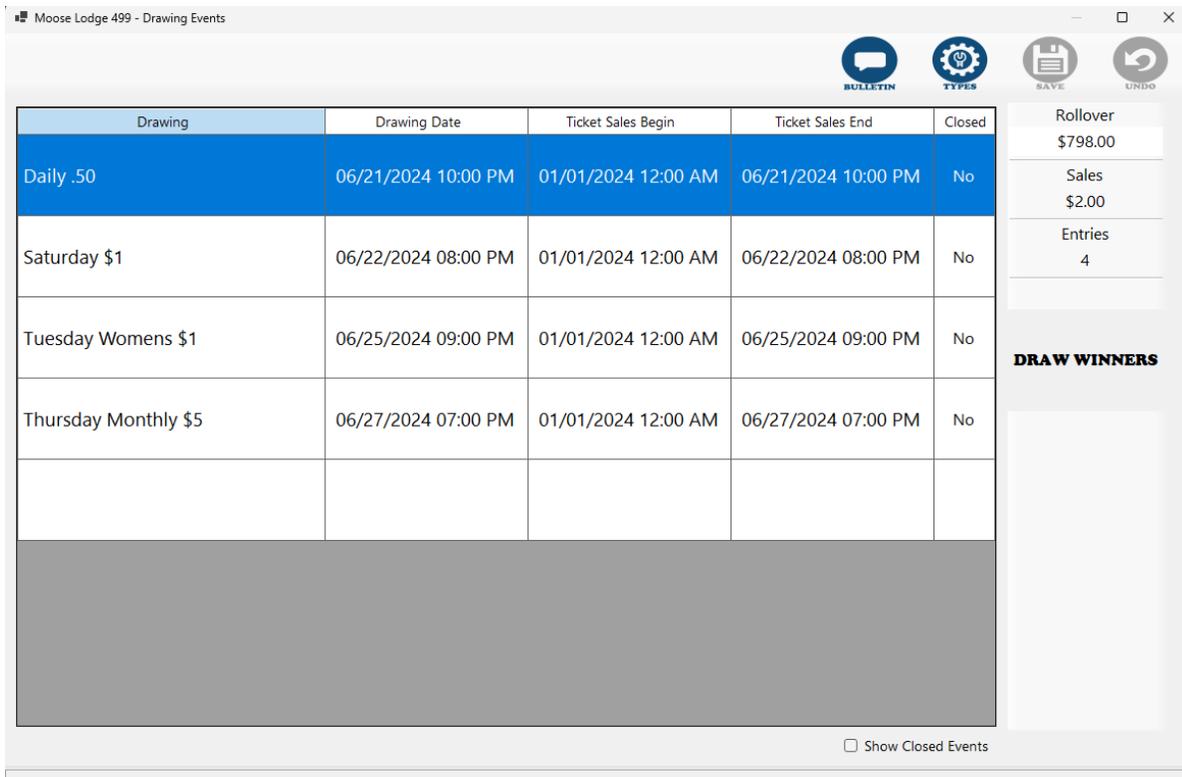


**Note:** Some icons in the examples in this procedure may not be visible depending on the type of profile the user is logged in as.

**3. From the signup window select the EVENTS icon:**



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



5. On the Drawings Event window, highlight the Drawing you want to run:

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
<b>Saturday \$1</b>	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. Verify the correct drawing is highlighted and the Rollover, Sales and Entries data is correct then click on the DRAW WINNERS button:

Moose Lodge 499 - Drawing Events

BULLETIN TIPS SAVE UNDO

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
<b>Saturday \$1</b>	<b>06/22/2024 08:00 PM</b>	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** Randomly sele

Show Closed Events

7. A new Drawing window will appear; verify the drawing name and date is correct:

Moose Lodge 499

RECEIPT

VETERAN FRATERNAL AND SERVICE ORGANIZATIONS  
DRAWINGS MANAGER

Order Drawn	MemberID	Name	Entered	Present	Payout

**Saturday \$1**  
(06/22/2024 08:00 PM)

Rollover \$17,435.00  
Sales \$4.00  
Pool Total \$17,439.00  
# in Pool 10  
# of Draws 1

Additional Draw

Draw Down

**Draw**

8. When ready click the DRAW button to select the first name for this drawing:

Moose Lodge 499



**Drawings Manager**

**Saturday \$1**  
(06/22/2024 08:00 PM)

Rollover: \$17,435.00  
 Sales: \$4.00  
 Pool Total: \$17,439.00  
 # in Pool: 10  
 # of Draws: 1

Additional Draw

Draw Down

Order Drawn	MemberID	Name	Entered	Present	Payout

Draw



**NOTE:** If you are running this drawing before the scheduled drawing time you will receive a warning message like the example below; PLEASE READ THE MESSAGE AND SELECT YES OR NO:

**EVENT DATE OF 6/22/2024 8:00:00 PM HAS NOT BEEN REACHED!**

You seem to be drawing this early.  
ARE YOU SURE?

9. The winning name is selected for this drawing and is displayed like in the example below:

Moose Lodge 499



Order Drawn	MemberID	Name	Entered	Present	Payout
1	000000965433	KENNETH E BEICHLER	Yes	<input type="checkbox"/>	\$8,719.50

**Saturday \$1**  
(06/22/2024 08:00 PM)

Rollover

Sales

Pool Total

# in Pool

# of Draws

**Additional Draw**

**Draw Down**

**Confirm Drawing**

Estimated remaining cash in pool: \$8,719.50

**NOTE: DO NOT CLICK ON "CONFIRM DRAWING" YET!**

**10. Verify if the winner is present and click the box next to their name if present or leave unchecked if not:**

**Note: the Payout amount will automatically update based on present / not-present payout amounts.**

Order Drawn	MemberID	Name	Entered	Present	Payout
1	000000965433	KENNETH E BEICHLER	Yes	<input checked="" type="checkbox"/>	\$8,719.50

**11. IF there is NOT a "draw down" or "additional draw" needed for this drawing then click on "Confirm Drawing" otherwise click on "Additional Draw" or "Draw Down" to select more winners:**

Order Drawn	MemberID	Name	Entered	Present	Payout
1	000000965433	KENNETH E BEICHLER	Yes	<input type="checkbox"/>	\$8,719.50

**Saturday \$1**  
(06/22/2024 08:00 PM)

Rollover: \$17,435.00  
 Sales: \$4.00  
 Pool Total: \$17,439.00  
 # in Pool: 10  
 # of Draws: 1

Buttons: **Additional Draw**, **Draw Down**, **Confirm Drawing**

Estimated remaining cash in pool: \$8,719.50

**Notes:**

- ➔ “Confirm Drawing” will close the drawing
- ➔ “Additional Draw” will select another winner with the same payout percents for each winner as the original draw; additional draws can be run multiple times.
- ➔ “Draw Down” will allow you to change the payout amounts for the next name selected; Draw Down can be run multiple times with the same or different payout amounts each time

### DRAW DOWN

<b>Present Pays</b>	<b>Starting Pool</b>
\$500.00	\$14,364.75
<b>Not Present Pays</b>	<b>Winner Totals</b>
\$250.00	\$0.00
	<b>Projected Rollover</b>
	\$13,864.75

12. After all “Additional Draw” and “Draw Down” drawings are complete then click on Confirm Drawing

Order Drawn	MemberID	Name	Entered	Present	Payout
1	000019746911	BRIAN KOBY	No	<input type="checkbox"/>	\$0.00
2	000000965455	TERRY BLACKSTONE	Yes	<input type="checkbox"/>	\$250.00
3	000000965433	KENNETH E BEICHLER	Yes	<input type="checkbox"/>	\$250.00

Saturday \$1  
 (07/06/2024 08:00 PM)  
 Rollover: \$14,359.75  
 Sales: \$5.00  
 Pool Total: \$14,364.75  
 # in Pool: 10  
 # of Draws: 1

Additional Draw  
 Draw Down

Confirm Drawing

13. Click on the X in the upper right corner of the window to close the Drawings Results page:

**Note:** Click on the RECEIPT icon before closing to reprint the drawing results to the receipt printer.

Order Drawn	MemberID	Name	Entered	Present	Payout
1	000019746911	BRIAN KOBY	No	No	\$0.00
2	000000965455	TERRY BLACKSTONE	Yes	No	\$250.00
3	000000965433	KENNETH E BEICHLER	Yes	No	\$250.00

Saturday \$1  
 (07/06/2024 08:00 PM)  
 Rollover: \$14,359.75  
 Sales: \$5.00  
 Pool Total: \$14,364.75  
 # in Pool: 10  
 # of Draws: 1

Additional Draw  
 Draw Down

Estimated remaining cash in pool: \$13,864.75

14. Click on the X in the upper right corner of the window to close the Drawing Event page:

Moose Lodge 499 - Drawing Events

BULLETIN TYPES SAVE UNDO

Drawing	Drawing Date	Ticket Sales Begin	Ticket Sales End	Closed
Daily .50	06/22/2024 10:00 PM	01/02/2024 12:00 AM	06/22/2024 10:00 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
Saturday \$1	07/13/2024 08:00 PM	01/22/2024 12:00 AM	07/13/2024 08:00 PM	No

Rollover \$800.00  
Sales \$2.50  
Entries 5

**DRAW WINNERS**

Show Closed Events

**15. LOGOUT AS ADMINISTRATOR (if permissions are enabled); click on the LOGOUT icon**

Moose Lodge 499

SETTINGS LOGOUT MEMBERS EVENTS Z-REPORT RESULTS HELP

Member

Saturday \$1 (Jun 22 2024 8:00PM)  
 Tuesday Womens \$1 (Jun 25 2024 9:00PM)  
 Thursday Monthly \$5 (Jun 27 2024 7:00PM)

No Sale

Waiting for scan of membership card... Active Primary Administrator - BRIAN KOBY

**16. Verify the “Active Administrator - <NAME>” message at the bottom of the window is no longer present.**



Member

Saturday \$1 (Jun 22 2024 8:00PM)

Tuesday Womens \$1 (Jun 25 2024 9:00PM)

Thursday Monthly \$5 (Jun 27 2024 7:00PM)



No Sale