

## How to Create a Dues Board Drawing:

- 1) Login as Administrator
- 2) Touch the EVENTS icon then TYPES icon then create the following entry:

**Description:** Choose a name for the drawing; ex/ Dues Board

**Entrants Pool Only:** Checked

**Recurrence:** When Filled

**Not Present Payout:** 100%

**Present Payout:** 100%

**Cashless Drawing:** Checked

**Maximum Calculated Draws:** 1

**Maximum Entries Per Drawing:** Enter the number of spots to be sold on the Dues Board; ex/ 60 spots at \$1 per spot

**Maximum Entries Per Member:** 0 (i.e. members can buy as many spots as they want)

**Calculate Max Entries Per Day:** unchecked

**No Rollover:** Checked

**Raffle Ticket Only (if exists):** Unchecked

**Active:** Checked

Example/

Description	Entrants Pool Only	Recurrence	Buy-In Amount	Maximum Payout Voucher	Minimum Payout Voucher	Not Present Payout	Present Payout	Cashless Drawing	Maximum Calculated Draws	Maximum Entries Per Drawing	Maximum Entries Per Member	Calculate Max Entries Per Day	No Rollover	Raffle Ticket Only	Active
Dues Board	<input checked="" type="checkbox"/>	When Filled	\$1.00			100.00%	100.00%	<input checked="" type="checkbox"/>	1	60	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

- 3) Touch anywhere in the row of the Dues Board that was created to “enter” the data then click on the SAVE icon at the top right of the page
- 4) Highlight the row of the newly created Dues Board entry then touch and hold until the dropdown menu appears and make the following changes from the list:

**Winners Display Distinct Results:** Enter the number of previous Dues Board winners that you want displayed on the Scrolling Winners Display TV; ex/ 3 will show each of the winners of the last 3 dues boards that were filled.

**Max Auto Generated Events:** After a dues board is filled up someone needs to manually run the Dues Board drawing to select a winner. This setting will let you create a new Dues Board drawing that members can sign up for BEFORE a winner has been selected for the previous dues

board that was filled. This way, an administrator or drawings operator can run the filled up Dues Board drawings at a later date while new Dues Boards are being filled.

Example/

The screenshot shows a software window titled "VFW Post 1060 - Drawing Types". It contains a table with columns: Description, Entrants Pool Only, Recurrence, Buy-In Amount, Maximum Payout Voucher, Minimum Payout Voucher, Not Present Payout, Present Payout, Cashless Drawing, Maximum Calculated Draws, Maximum Entries Per Drawing, Maximum Entries Per Member, Calculate Max Entries Per Day, No Rollover, Raffle Ticket Only, and Active. The "Dues Board" row is highlighted in blue. A context menu is open over the "Dues Board" row, titled "Options for 'Dues Board'", with the following options:
 

- Enable EarlyDraws
- Hide From Recent Winners Display
- Winners Display Distinct Results (with a value of 3)
- Disable Local Members Only
- Max Entries Per Transaction (with a value of 100)
- Max Auto Generated Events (with a value of 3)
- Enable AdditionalDraws

 An "OK" button is at the bottom of the dialog.

5) Exit from the TYPES page, you should be back on the Drawing EVENTS pages.

6) Create a new Drawing Event for the Dues board:

- a. From the drop-down menu in the empty cell under Drawing column select the newly created Dues Board drawing
- b. Under Ticket Sales Begin enter the date the Dues Board ticket sales will begin.

**Note:** new Dues Board drawings will automatically be created after the available spots are filled up on the current drawing either after a winner is drawn for the filled drawing OR if “Max Auto Generated Events” is set to more than 1 drawing then a new drawing will automatically open.

**Note:** Dues Board drawings that are filled will show “0 of X entries remaining” on the signup page until a winner is drawn but members won’t be able to signup for the filled drawing.