

Rescheduling a Drawing

Notes:

Drawings can be rescheduled one day at a time. This is useful if the lodge needs to close for a day and they want to reschedule their drawings for the next day.

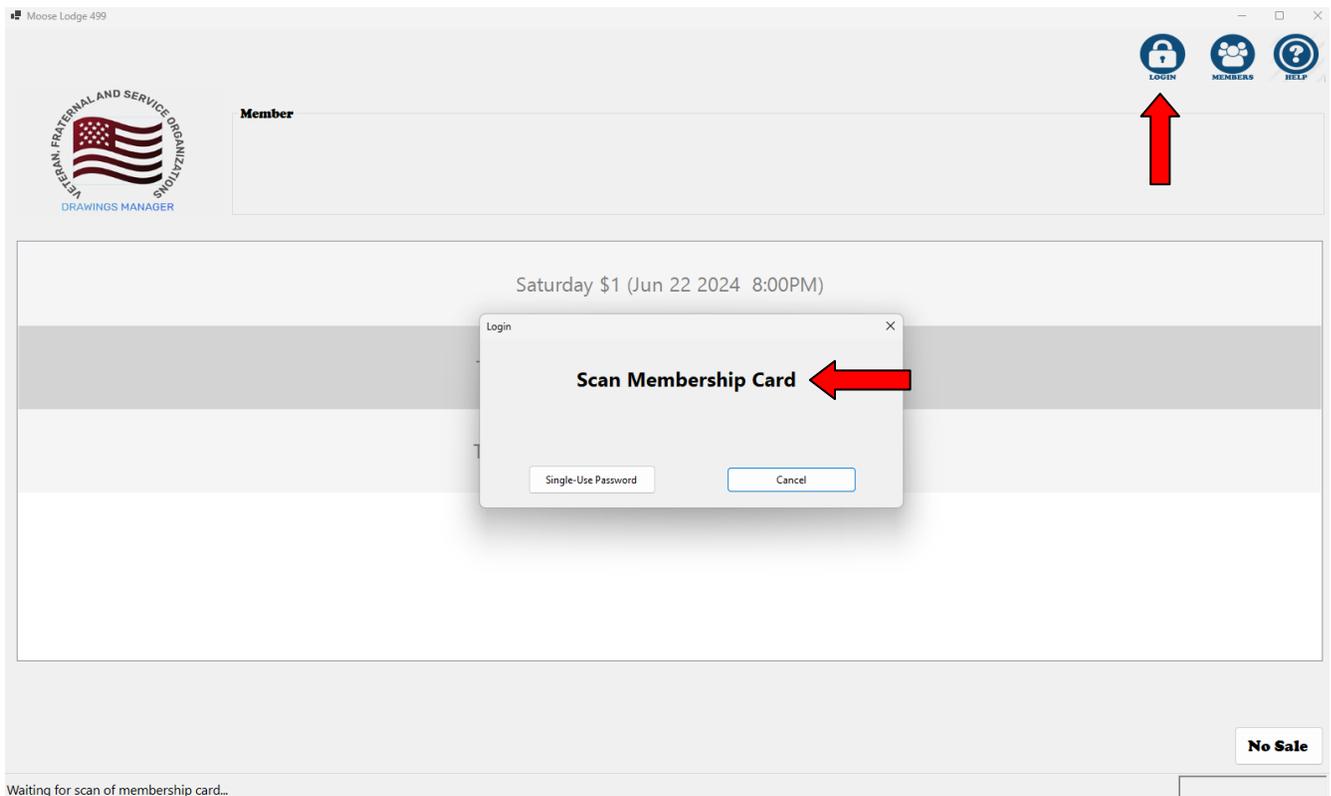
All information for the drawing being rescheduled will be saved, including members already signed up for that drawing; only the drawing date will increment by one day.

If the drawing is a weekly or monthly then after the rescheduled drawing is run the next drawing will be automatically created using the date and time as if the original drawing had not been rescheduled.

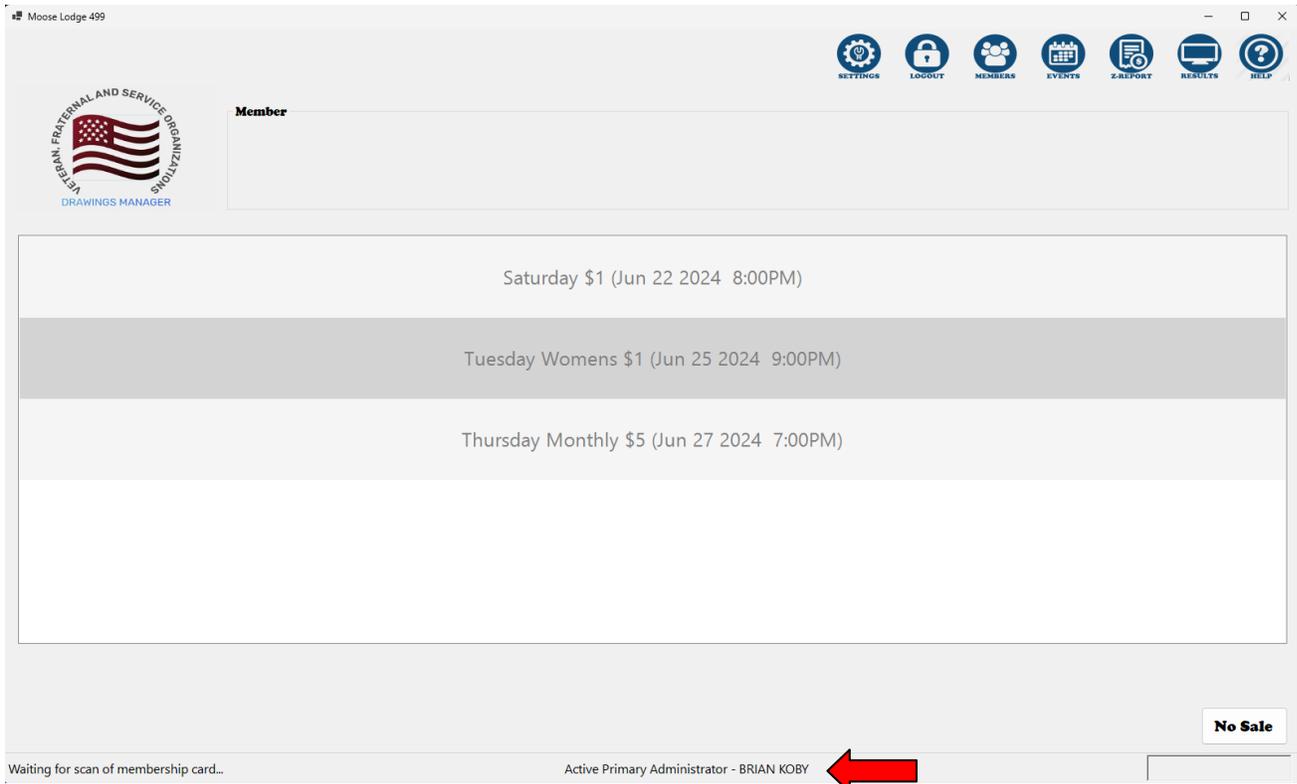
Steps:

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):

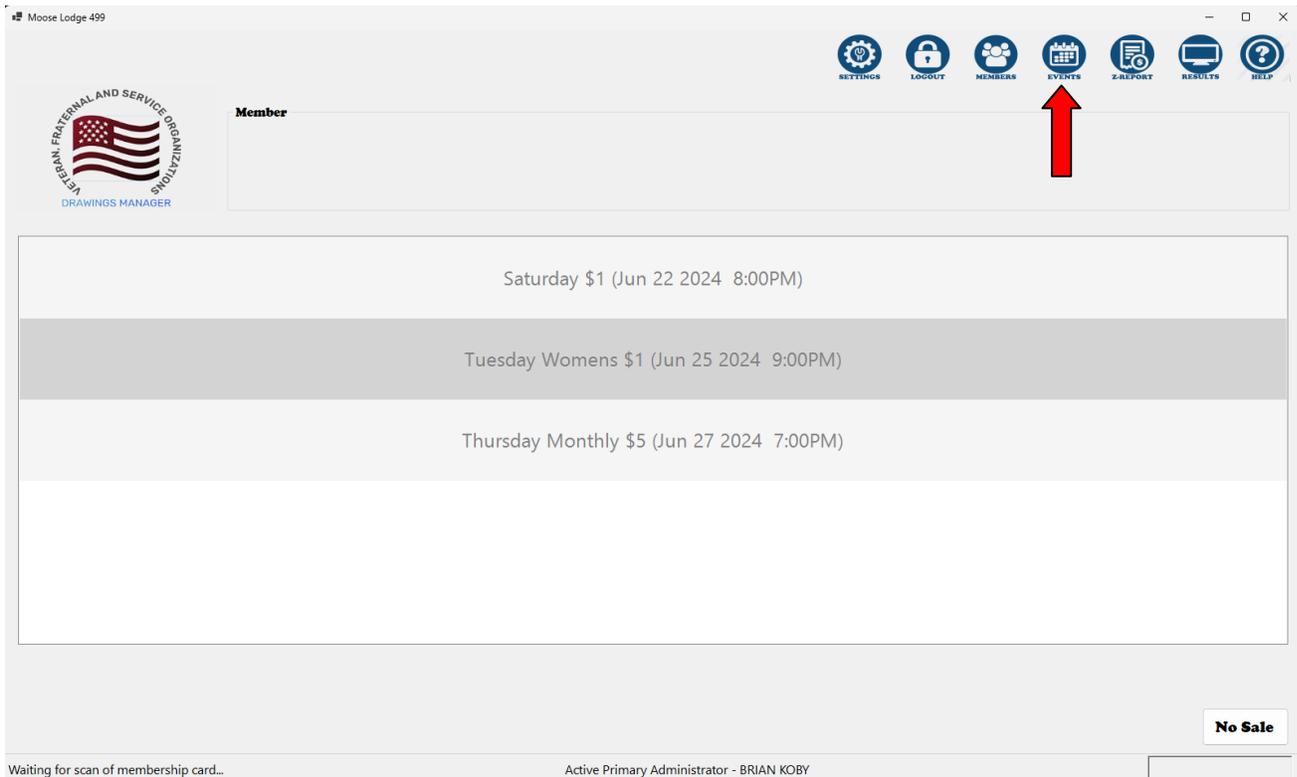
Note: you must scan or swipe a membership card that has administrative or operator privileges



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:



3. From the signup window select the EVENTS icon:



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

The screenshot shows a software window titled "Moose Lodge 499 - Drawing Events". At the top right, there are four icons: BULLETIN, TYPES, SAVE, and UNDO. Below the icons is a table with the following columns: Drawing, Drawing Date, Ticket Sales Begin, Ticket Sales End, and Closed. The table contains four rows of drawing events. To the right of the table is a summary panel with the following information: Rollover \$798.00, Sales \$2.00, and Entries 4. Below the summary panel is a section labeled "DRAW WINNERS". At the bottom right of the window, there is a checkbox labeled "Show Closed Events".

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 window, highlight the Drawing you want to reschedule:

The screenshot shows the same software window as in the previous image. In this version, the row for "Saturday \$1" is highlighted in blue. A red arrow points to the "Saturday \$1" entry in the "Drawing" column. The summary panel on the right now shows: Rollover \$17,435.00, Sales \$4.00, and Entries 4. The "DRAW WINNERS" section is still present. The "Show Closed Events" checkbox is at the bottom right.

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. Verify the correct drawing is highlighted then touch and hold on the drawing until a pop-up menu appears then click "Reschedule":

Drawing	Drawing Date	Ticket Sales Begin	Ticket Sales End	Closed
Daily .25	07/08/2024 09:00 PM	07/07/2024 09:00 PM	07/08/2024 09:00 PM	No
Saturday Weekly \$1	07/13/2024 08:00 PM	07/13/2024 08:00 PM	07/13/2024 08:00 PM	No
Tuesday Monthly \$5	07/30/2024 09:00 PM	07/30/2024 09:00 PM	07/30/2024 09:00 PM	No

7. A pop-up window will appear asking you to confirm rescheduling the drawing by one day:

Reschedule the following event to 7/14/2024 8:00:00 PM

8. The drawing date and time will be incremented by 1 day:

Drawing	Drawing Date	Ticket Sales Begin	Ticket Sales End	Closed
Daily .25	07/08/2024 09:00 PM	07/07/2024 09:00 PM	07/08/2024 09:00 PM	No
Saturday Weekly \$1	07/14/2024 08:00 PM	07/06/2024 08:00 PM	07/14/2024 08:00 PM	No
Tuesday Monthly \$5	07/30/2024 09:00 PM	06/25/2024 09:00 PM	07/30/2024 09:00 PM	No

9. CLICK ON THE SAVE ICON TO CONFIRM THE CHANGE:

The screenshot shows a web application window titled "Moose Lodge 872 - Drawing Events". At the top right, there is a toolbar with five icons: BULLETIN, TYPES, SAVE, UNDO, and EXIT. A red arrow points to the SAVE icon. Below the toolbar is a table with the following data:

Drawing	Drawing Date	Ticket Sales Begin	Ticket Sales End	Closed
Daily .25	07/08/2024 09:00 PM	07/07/2024 09:00 PM	07/08/2024 09:00 PM	No
Saturday Weekly \$1	07/14/2024 08:00 PM	07/06/2024 08:00 PM	07/14/2024 08:00 PM	No
Tuesday Monthly \$5	07/30/2024 09:00 PM	06/25/2024 09:00 PM	07/30/2024 09:00 PM	No

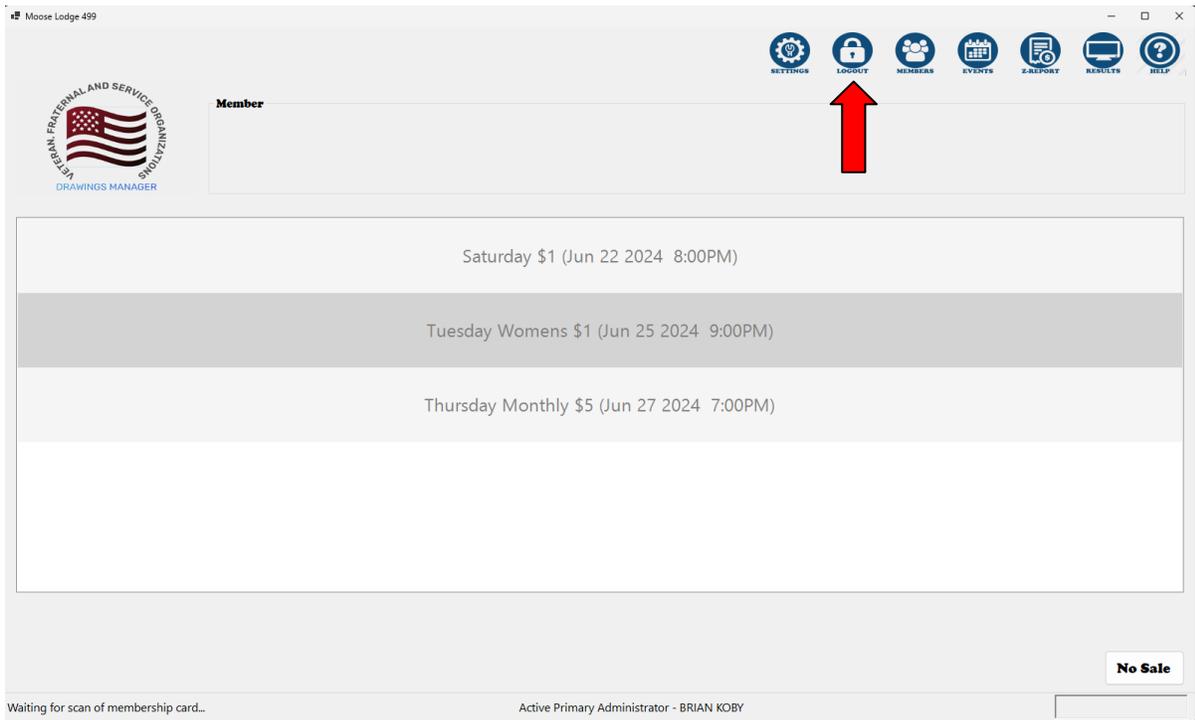
10. Click on the EXIT icon to close the Drawing Event page:

The screenshot shows the same web application window as in step 9. The table data is the same. To the right of the table is a summary panel with the following information:

- Rollover: \$1,587.00
- Sales: \$0.00
- Entries: 0
- DRAW WINNERS**

The toolbar at the top right now has a red arrow pointing to the EXIT icon.

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



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

