Adjusting Time on a Drawings Manager System
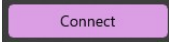
Drawing and Ticket Sales Begin/End times are based on the settings of the device running the program. If the time settings of the device don't match "real" time then drawings and signups may not work at their expected times.
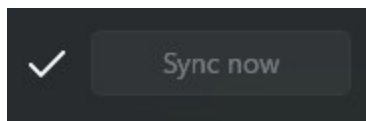
The internal clock of the device running the Drawings Manager program can "drift" over time which requires manual intervention to adjust back to "real" time.

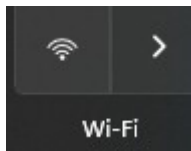There are two methods described in this procedure for adjusting the system time:

1) Connect to the internet and let the system automatically adjust the time
2) Manually adjust the system time without connecting to the internet

To adjust the system time automatically by connecting to the internet follow the steps below:

1) Swipe up from the bottom of the screen so the task bar appears
2) Click on the ⊕ or 🛜 icon in the bottom right corner of the task bar
3) Click on the available networks menu [🛜 > Available] and select the WiFi network used by your lodge, then select Connect [Connect]
4) Once connected, swipe up from the bottom of the window again to get to the task bar and click on the ⊞ icon
5) In the "Search for apps, settings and documents" box enter "Date" then click on "Open" for Date & Time Settings
6) On the "Time & language > Date & time" window click on "Sync now" button under Additional settings to automatically synchronize the system time

7) Disconnect from the internet by swiping up from the bottom of the screen so the task bar appears
8) Click on the 🛜 icon in the bottom right corner of the task bar
9) Find the [🛜 >] box in the window that appears then click on 🛜 to turn off the internet.

10) Once disabled the box will be gray or black like the image below

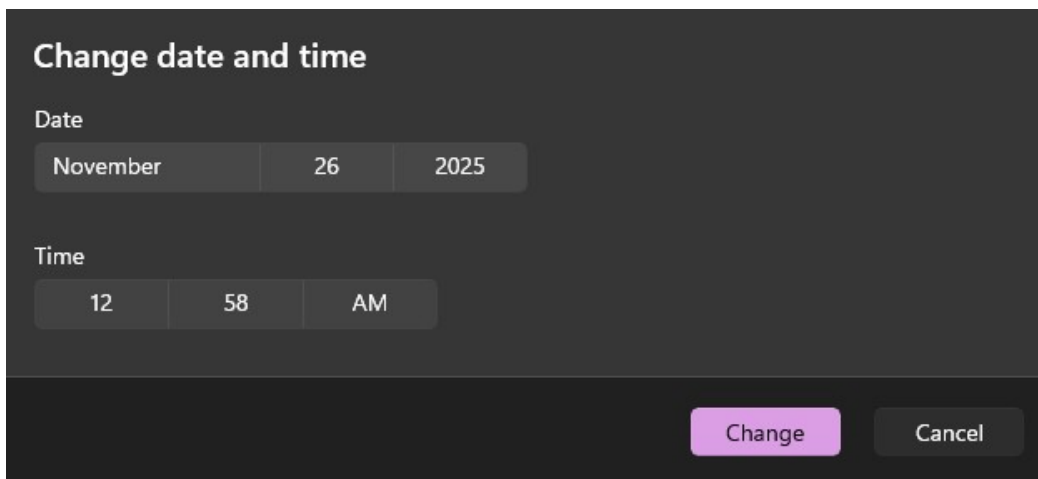**To adjust the system time manually, <u>without</u> connecting to the internet, follow the steps below:**

1) Swipe up from the bottom of the window to get to the task bar and click on the icon

2) In the "Search for apps, settings and documents" box enter "Date" then click on "Open" for Date & Time Settings

3) On the "Time & language > Date & time" window disable the option for "Set time automatically by changing it to Off

4) Next to "Set the date and time manually" click on the Change button:

5) Specify the new time the click the Change button:

Note: A good source to obtain the current time is to check the time on a mobile phone.

6) Once system time of the device has been updated then exit from the settings window and the time change should be completed.