"DM" refers to Drawings Manager Application; "QoH" is Queen of Hearts

Running non-QoH drawings (ex/ daily 50 cent, Friday Weekly $2, etc):

1) Click on **LOGIN** icon from main screen of DM
2) Scan QR code on Elks card (must be a member with DM administrative priveledges)
3) Verify at the bottom of the DM window it says **Active #### Administrator**
4) Click on **EVENTS** icon
5) Touch on the drawing you want to run so the row is highlighted in blue (example/ "Daily 50 Cent" or "Thursday Progressive $2"
6) Click on **DRAW WINNERS** on the right side of window
7) Verify the "Pool Total" (i.e. amount of money in the current drawing) and "# in Pool" (i.e. # of members in lodge) and "# of Draws" looks correct
8) Click on **Draw** at the bottom middle of the window
9) Ask if each person listed is present or not and if present then touch on the box under the Present column for that person; ensure the box is checked if they are present

IMPORTANT NOTE: If running a "draw down"/"additional draw" or any consolation type draws then do that now; details not provided here.

10) Click on **Confirm Drawing** at the bottom of the window
11) Click **EXIT** icon until you are back to main menu
12) Click the **LOGOUT** icon

Entering QoH drawing result after a paper ticket has been drawn from the tumbler:

1) Click on **LOGIN** icon from main screen of DM
2) Scan the QR code on Elks card (must be a member with DM administrative privileges)
3) Verify at the bottom of the DM window it says **Active #### Administrator**
4) Click on **EVENTS** icon
5) Touch the Queen of Hearts drawing so the row is highlighted
6) Click on **CONFIRM EVENT** on the right side of the window
7) Click on **VALIDATE TICKET** icon
8) Scan the QR code on the QoH ticket
9) When prompted to Add <name> to Winner's List click **YES**
10) Enter the amount of money the person won
11) Determine if the person is present or not at the lodge
12) If the person is present then click on the check box under the "Present" column next to their name
13) Click on **Confirm Drawing**
14) Click EXIT icon until you are back to main menu
15) Click the **LOGOUT** icon

*Note: if there is a problem when scanning the QoH ticket in step 8 above then instead of doing VALIDATE TICKET in step 7 click on VALIDATE MEMBER and enter the persons member ID as shown on the QoH ticket then continue with step 9.