

Rescheduling a Drawing

Individual drawings can be temporarily rescheduled to a new date as needed for onetime events like holidays and closures.

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

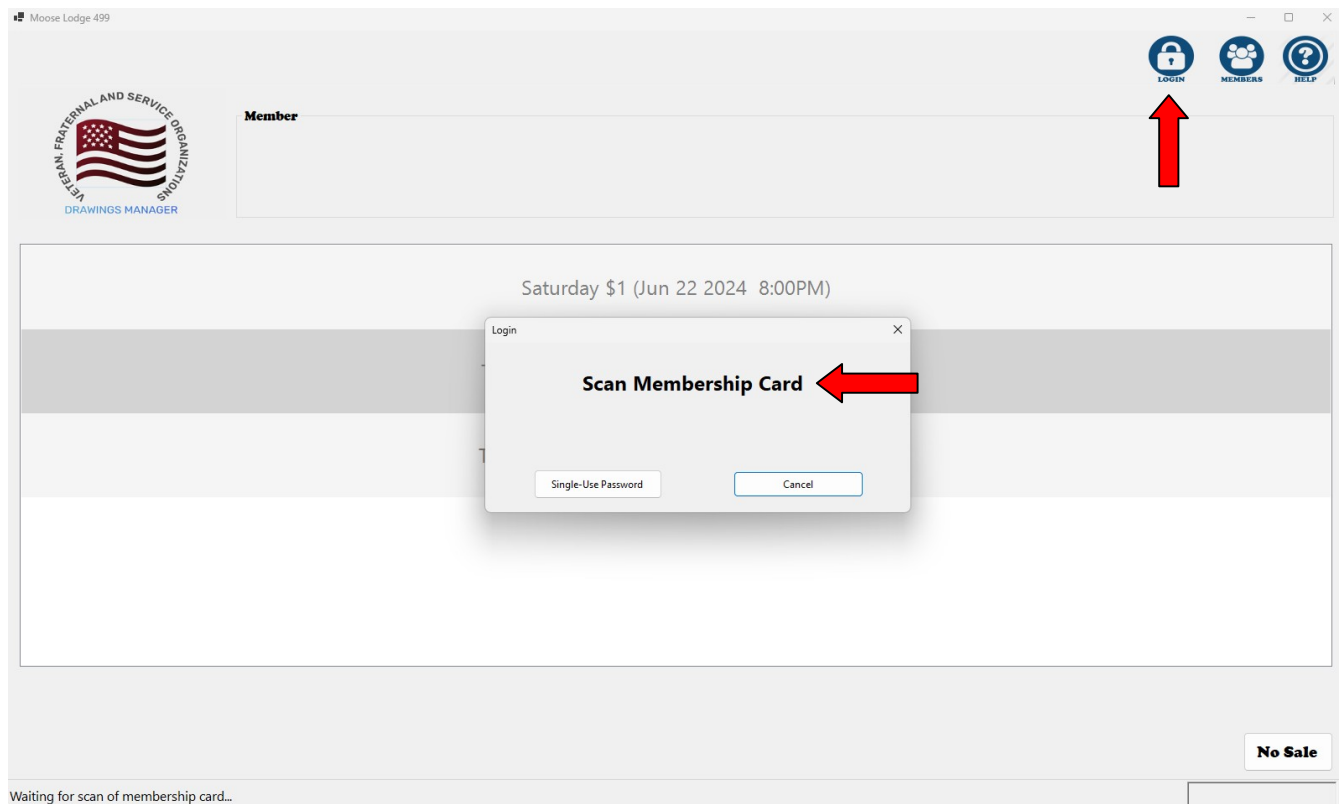
If the drawing is a weekly or monthly then after the rescheduled drawing is run the next drawing will be automatically created using the date and time as if the original drawing had not been rescheduled.

Note: older versions of the Drawings Manager software will increment a drawing one day at a time; newer versions will prompt users for the number of days to reschedule a drawing. If you are on an older version of the Drawings Manager software, have a support contract and would like to be upgraded please contact us!

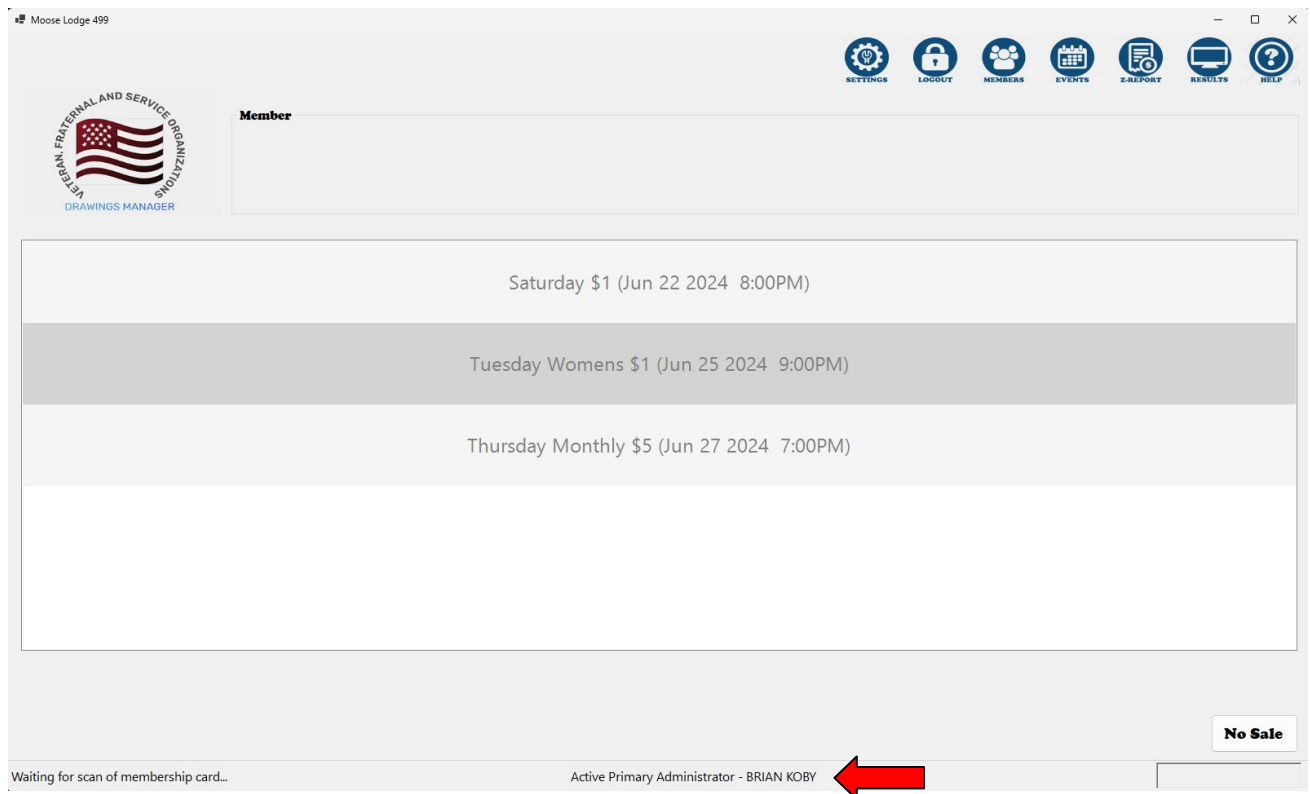
Steps:

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):

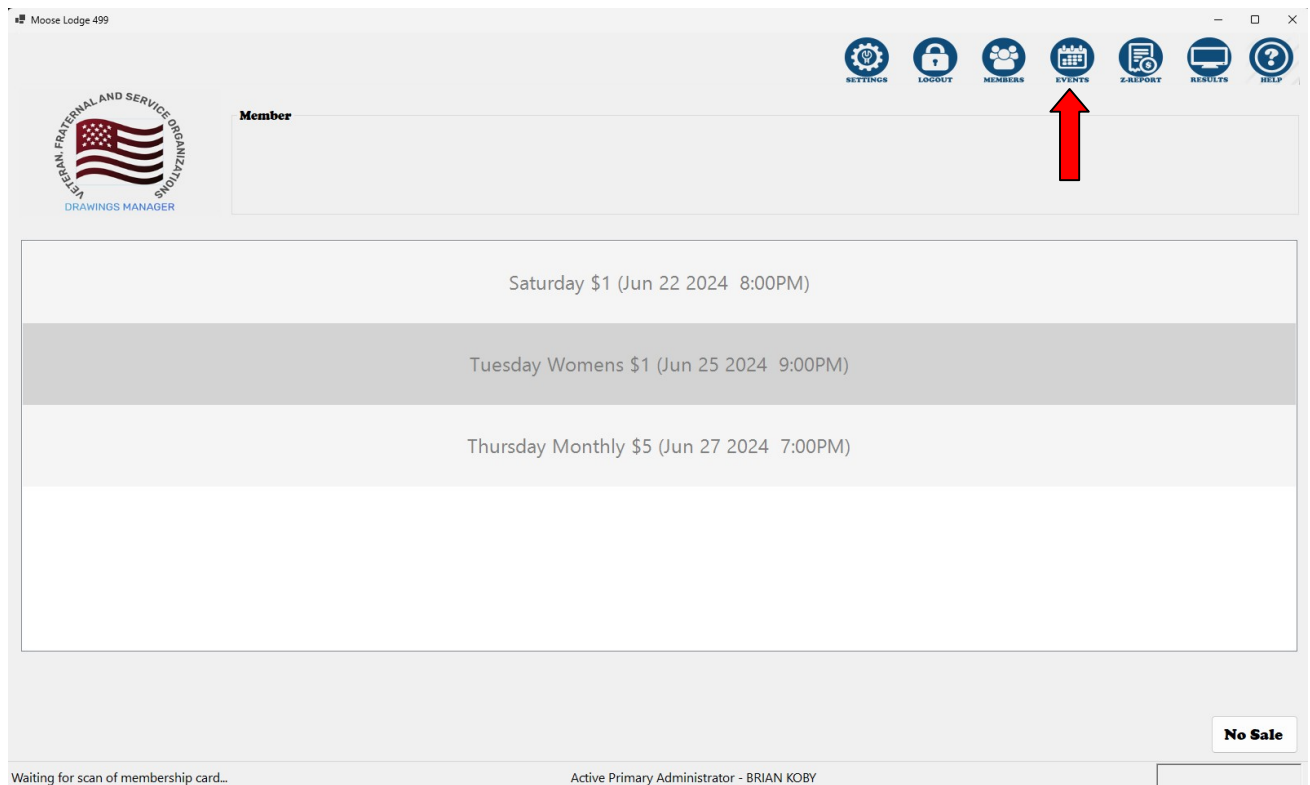
Note: you must scan or swipe a membership card that has administrative or operator privledges



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:

Moose Lodge 499 - Drawing Events

BULLETIN

TYPES

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
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:

Moose Lodge 499 - Drawing Events

BULLETIN TYPES 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
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”:

Moose Lodge 872 - Drawing Events

BULLETIN TYPES SAVE UNDO EXIT

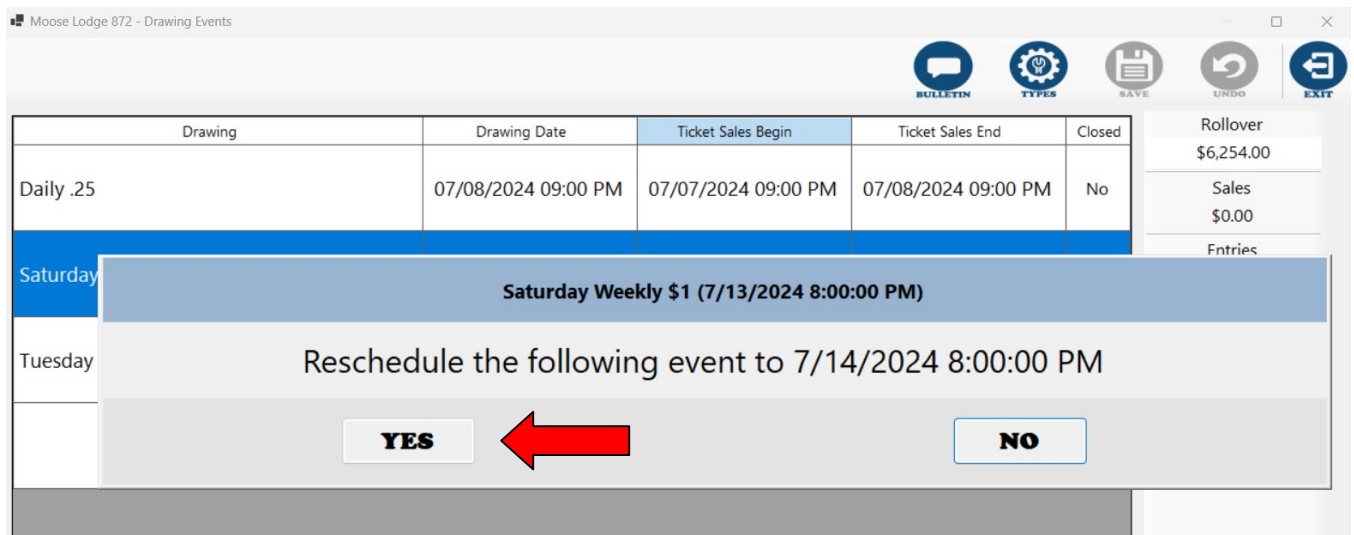
Drawing	Drawing Date	Ticket Sales Begin	Ticket Sales End	Closed
Daily .25	07/08/2024 09:00 PM	07/07/2024 09:00 PM	07/08/2024 09:00 PM	No
Saturday Weekly \$1	07/13/2024 08:00 PM	07/13/2024 08:00 PM	07/13/2024 08:00 PM	No
Tuesday Monthly \$5	07/30/2024 09:00 PM	07/30/2024 09:00 PM	07/30/2024 09:00 PM	No

Rollover \$6,254.00
 Sales \$0.00
 Entries 0

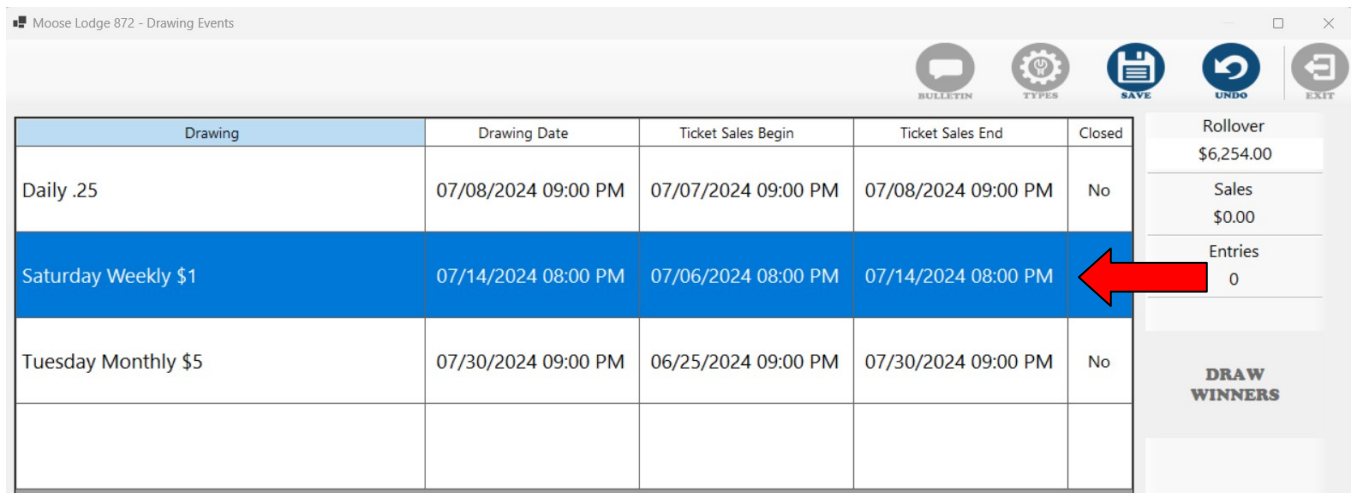
DRAW WINNERS

Close
Reschedule
List Entrants
Draw

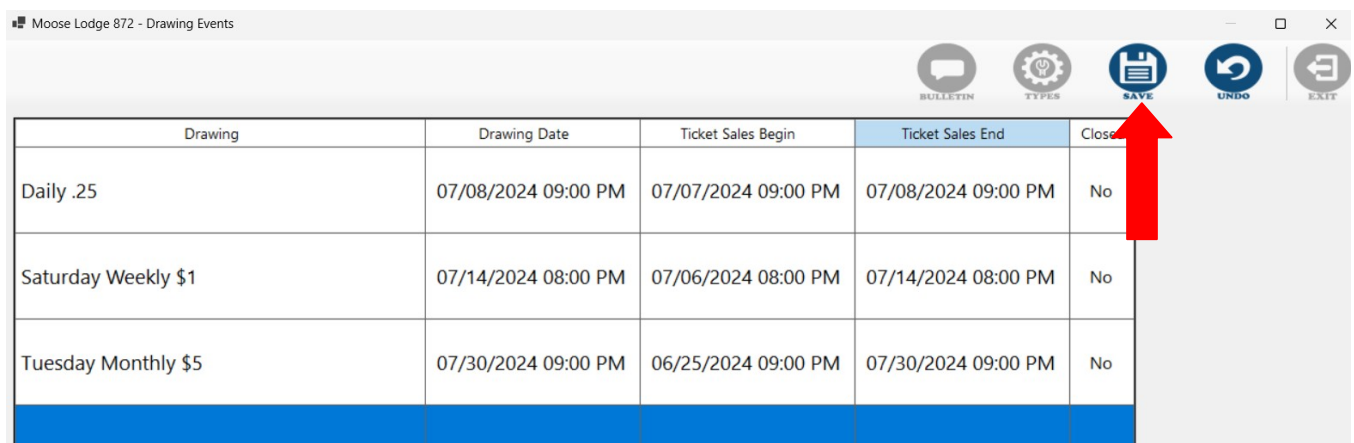
7. Depending on the version of the Drawings Manager being used, you will either be prompted for the number of days to reschedule the drawing via a pop-up keyboard OR a pop-up window will appear asking you to confirm rescheduling the drawing by one day. Enter the number or days to reschedule if prompted then select YES to reschedule the event.



8. The drawing date and time will be incremented:



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



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



Moose Lodge 872 - Drawing Events

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

BULLETIN TYPES SAVE UNDO EXIT

Rollover \$1,587.00

Sales \$0.00

Entries 0

DRAW WINNERS

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

Moose Lodge 499

Member

SETTINGS LOGOUT MEMBERS EVENTS Z-REPORT RESULTS HELP

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

12. 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

Waiting for scan of membership card...