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):**
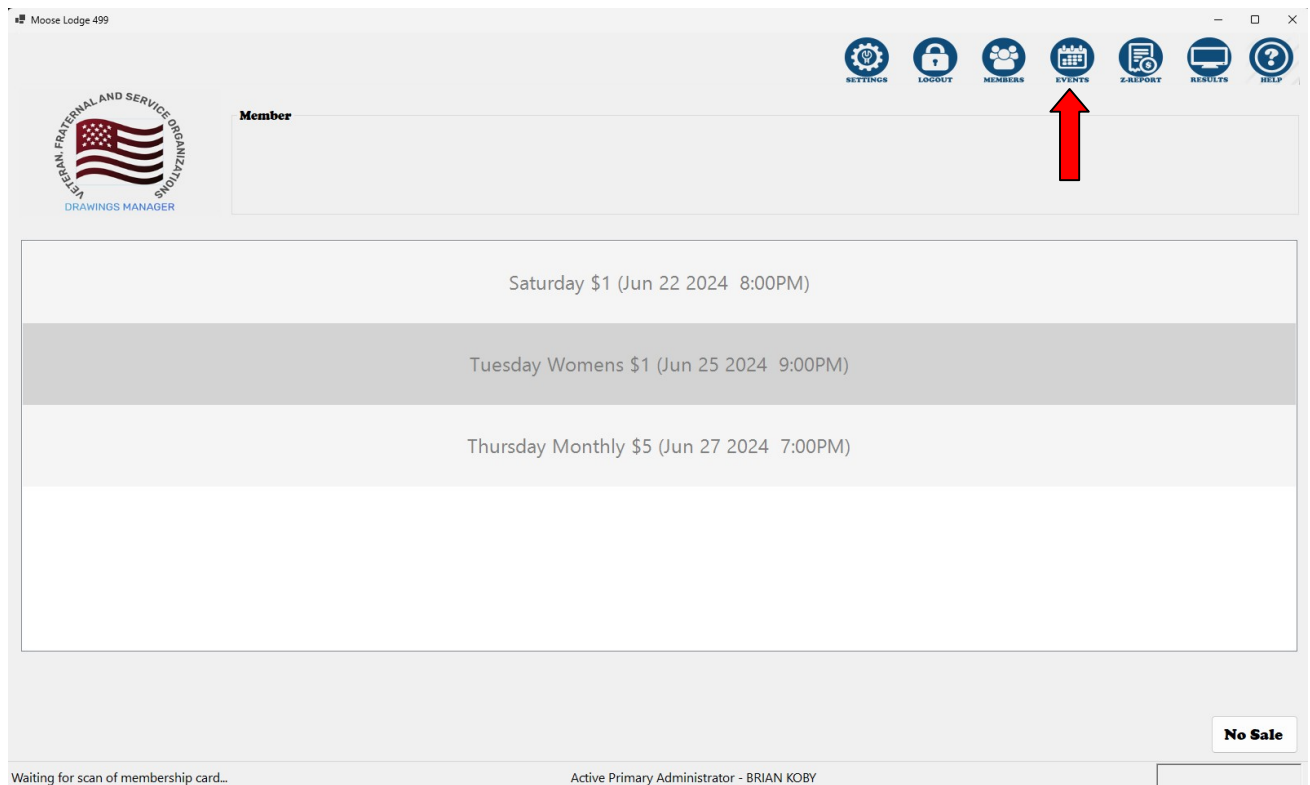
   Note: **you must scan or swipe a membership card that has administrative or operator privledges**
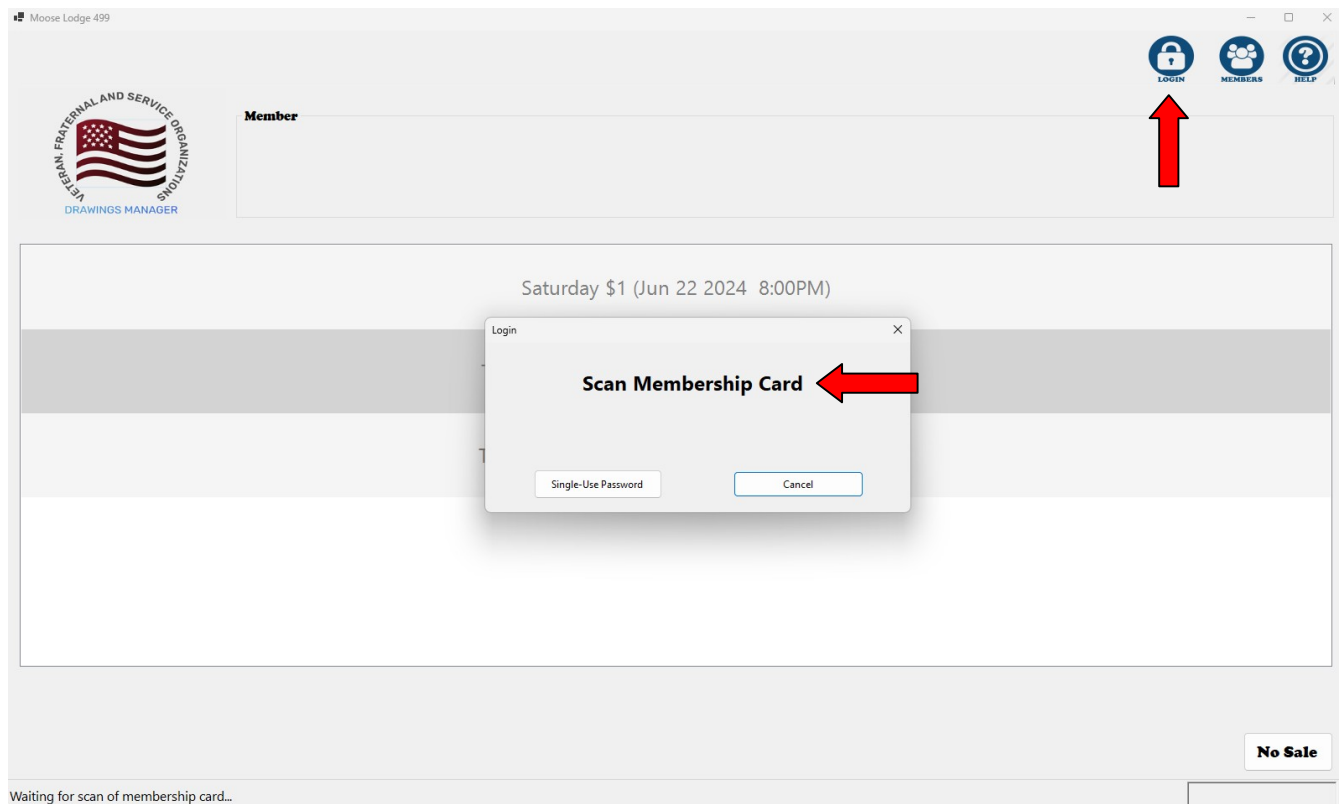
2. Once you are logged in you will see the a message at the bottom of the window showing you are logged in as an administrator or drawing operator:
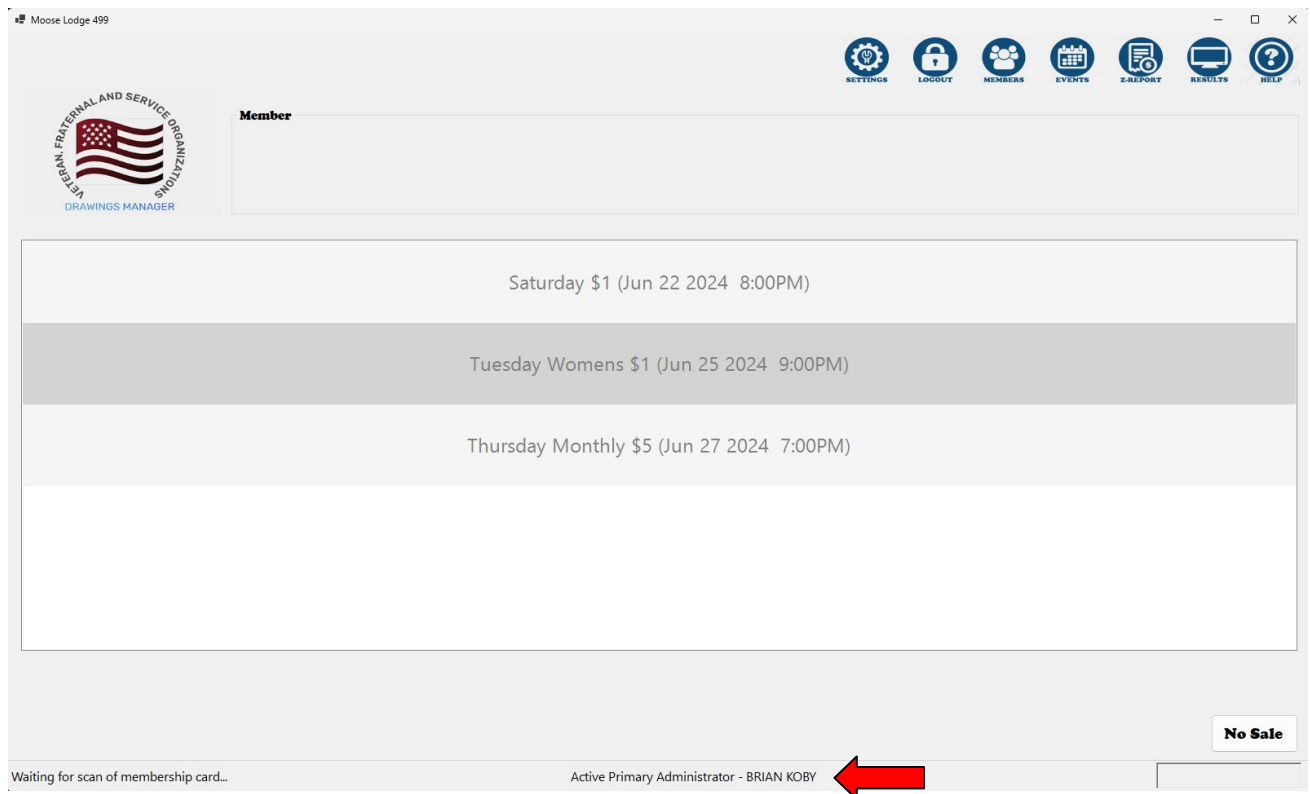
3. From the signup window select the EVENTS icon:

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

5. On the Drawings Event window, highlight the Drawing you want to reschedule:

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

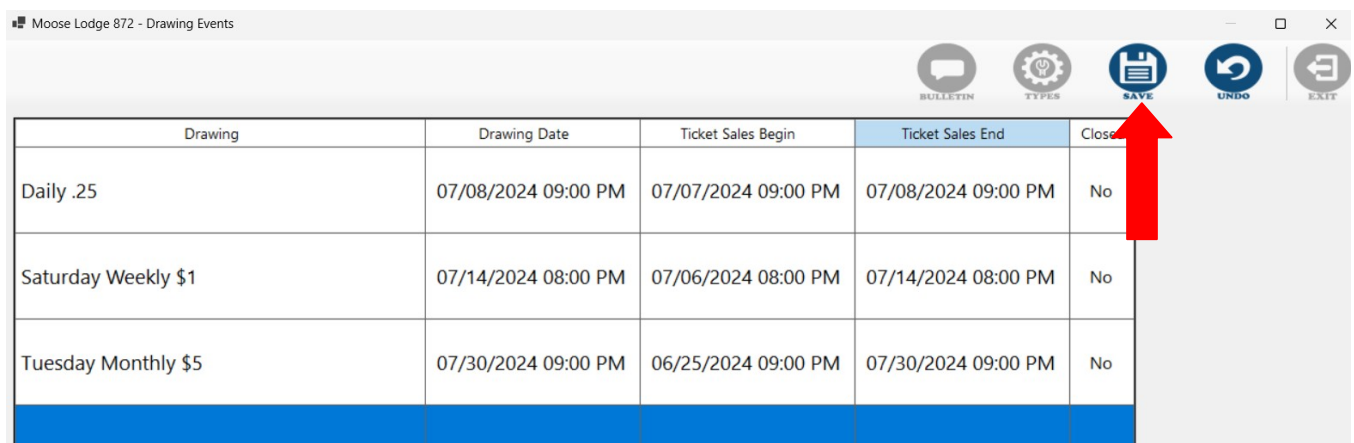7. **Depending on the version of the Drawings Manager being used, you will either be prompted for the number of days to reschedule the drawing via a pop-up keyboard OR a pop-up window will appear asking you to confirm rescheduling the drawing by one day. Enter the number or days to reschedule if prompted then select YES to reschedule the event.**
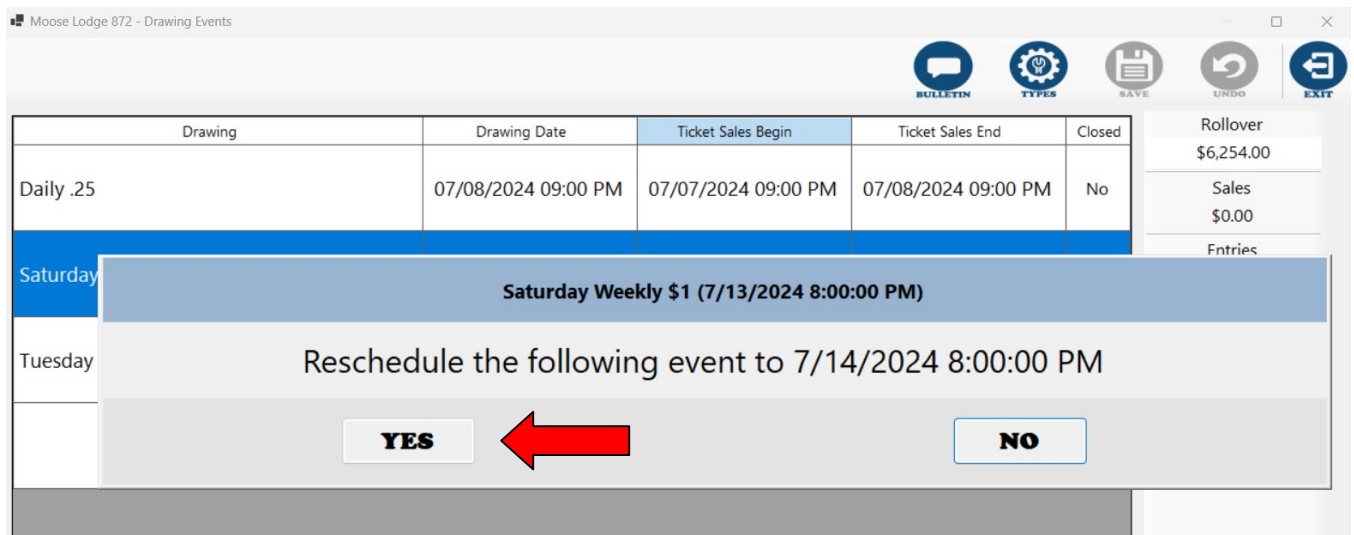
8. The drawing date and time will be incremented:
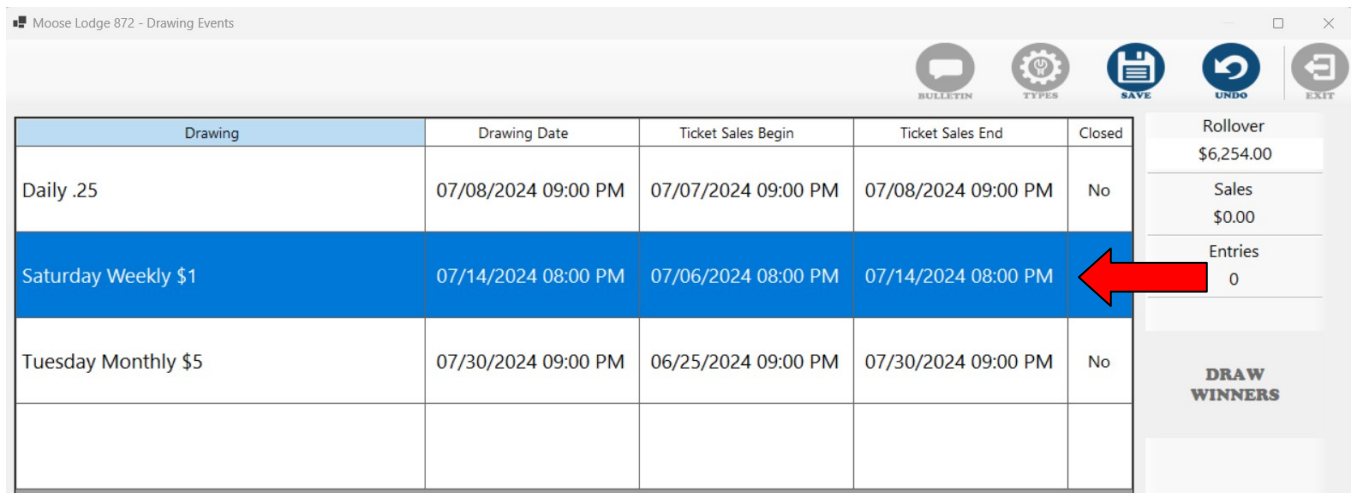
9. CLICK ON THE SAVE ICON TO CONFIRM THE CHANGE:

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

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.

LOGIN   MEMBERS   HELP

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