

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

Running non-QoH drawings (i.e. daily 50 cent, Friday Weekly \$2 and Dues Board):

- 1) Click on **LOGIN** icon from main screen of DM
- 2) Scan card (must be a member with DM drawing or administrative privileges)
- 3) Verify at the bottom of the DM window it says **Active ##### Administrator** or **Drawing Operator**
- 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
- 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 card (must be a member with DM drawing or administrative privileges)
- 3) Verify at the bottom of the DM window it says **Active ##### Administrator** or **Drawing Operator**
- 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.