

How to Change the Date and/or Time of an Existing Drawing

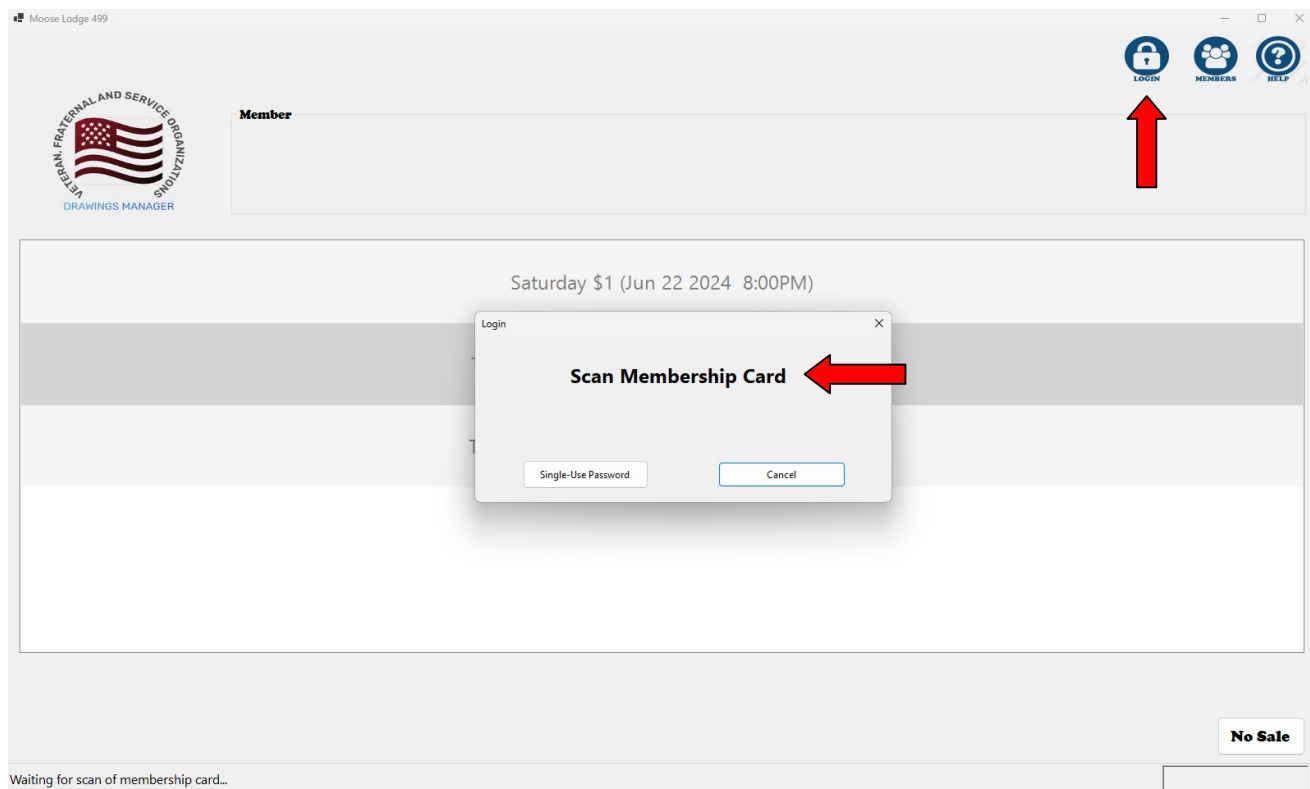
On the EVENTS page, only “Ticket Sales Begin” can be modified directly without having to re-create the drawing event. To change “Drawing Date” and/or “Ticket Sales End” the drawing has to be closed and recreated. If members are already signed up for the drawing being closed they will NOT be included in the new drawing so this procedure should be run before any members sign up for the drawing being closed.

Note: if you have a paid support contract our technical support team can help make these types of changes without having to re-create the drawing.

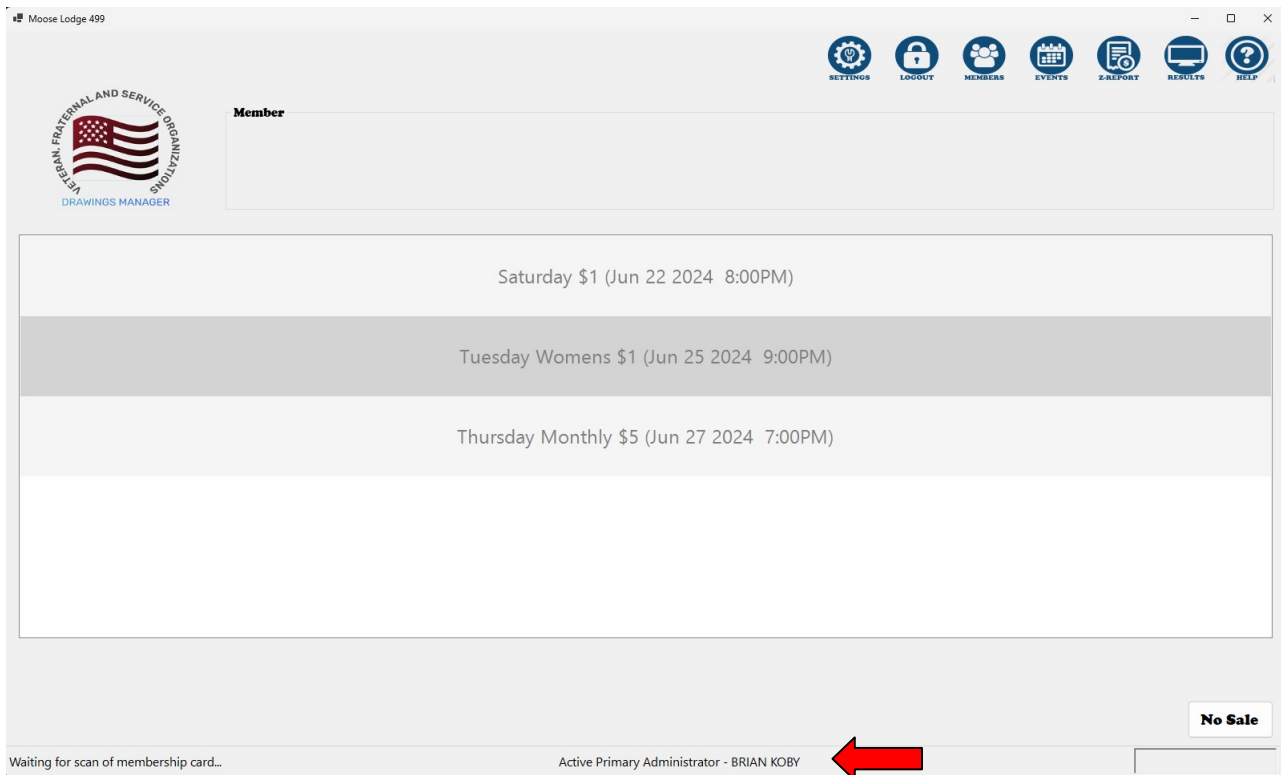
Steps:

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:

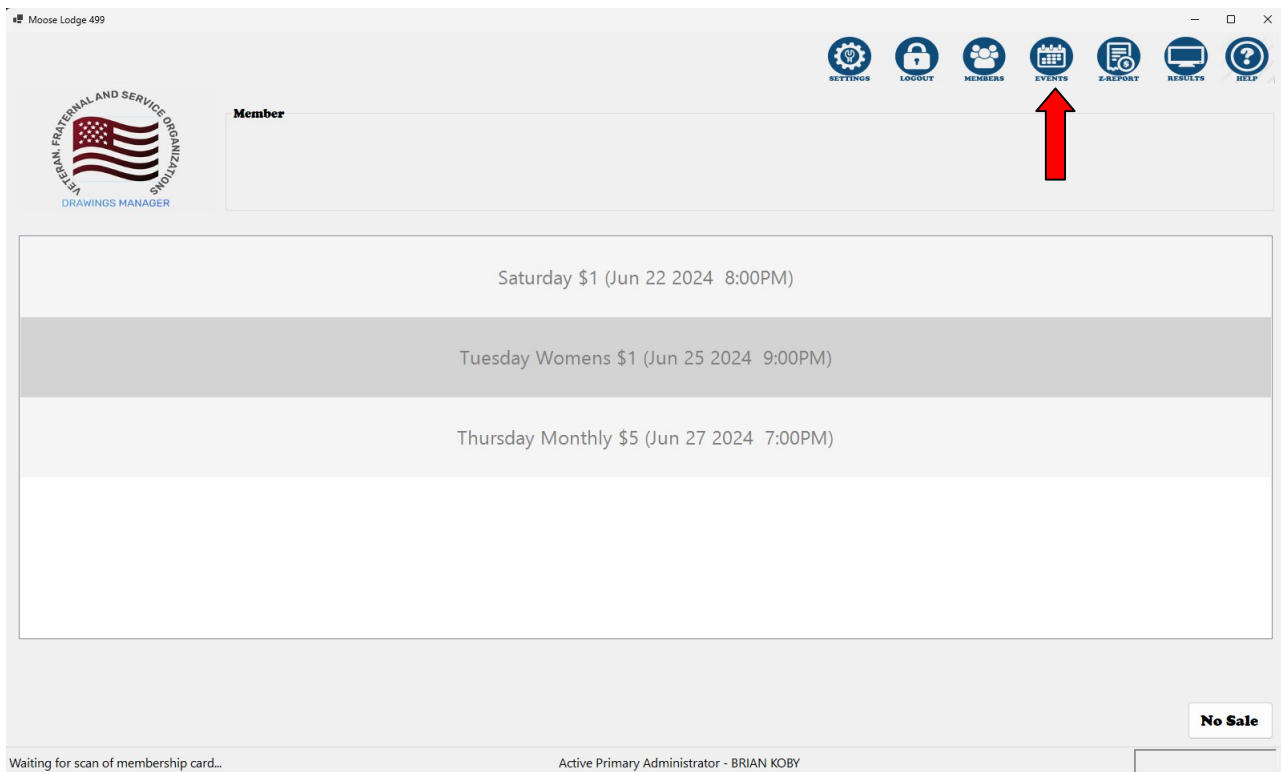
Note: you must login using a membership card that has administrative privileges



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:



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

- On the Drawings Event page touch and hold on the drawing until the drop-down menu appears then select Close, click YES when prompted then click on the SAVE icon

IMPORTANT NOTE: You should not close a drawing when members are already signed up for that drawing; they will not be automatically included in the new drawing that is created later.

BULLETIN TYPES SAVE UNDO

Drawing	Drawing Date	Ticket Sales Begin	Ticket Sales End	Closed
QoH	07/22/2025 04:00 PM	01/01/2025 12:00 AM	07/22/2025 04:00 PM	No
Wednesday Progressive \$1	07/23/2025 08:00 PM	07/17/2025 06:00 AM	07/23/2025 07:00 PM	No
Wednesday Progressive \$2	07/23/2025 08:00 PM	07/15/2025 06:00 AM	07/23/2025 07:00 PM	No
Friday Weekly \$1	07/25/2025 09:00 PM	07/19/2025 06:00 AM	07/25/2025 07:00 PM	No
Saturday Progressive \$1	07/26/2025 08:00 PM	07/20/2025 06:00 AM	07/26/2025 07:00 PM	No
Saturday Progressive \$2	07/26/2025 08:00 PM	07/20/2025 06:00 AM	07/26/2025 07:00 PM	No

Rollover \$21,824.00
 Sales \$2.00
 Entries 1

DRAW WINNERS

Close Reschedule List Entrants Draw

- Next we will setup the new drawing with updated dates and times; in the empty box on the last empty row under the Drawings column click on the top-half of the empty box to get the drop-down menu to appear and select the name of the drawing that was closed in the previous step:

Drawing	Drawing Date	Ticket Sales Begin	Ticket Sales End	Closed
QoH	07/22/2025 04:00 PM	01/01/2025 12:00 AM	07/22/2025 04:00 PM	No
Wednesday Progressive \$1	07/23/2025 08:00 PM	07/17/2025 06:00 AM	07/23/2025 07:00 PM	No
Friday Weekly \$1	07/25/2025 09:00 PM	07/19/2025 06:00 AM	07/25/2025 07:00 PM	No
Saturday Progressive \$1	07/26/2025 08:00 PM	07/20/2025 06:00 AM	07/26/2025 07:00 PM	No
Saturday Progressive \$2	07/26/2025 08:00 PM	07/20/2025 06:00 AM	07/26/2025 07:00 PM	No
Saturday Weekly \$1	07/26/2025 09:00 PM	07/20/2025 06:00 AM	07/26/2025 07:00 PM	No
Monthly \$5	07/26/2025 09:00 PM	06/29/2025 06:00 AM	07/26/2025 07:00 PM	No
Friday Weekly \$1				
Friday Weekly \$1				
Monthly \$5				
QoH				
Saturday Progressive \$1				
Saturday Progressive \$2				
Saturday Weekly \$1				
Wednesday Progressive \$1				
Wednesday Progressive \$2				

Rollover

Sales \$486.00

Entries 486

CONFIRM EVENT

Note: you must touch in the top portion of the empty box to get the menu to appear then you must click on the name of the drawing that appears at the end of the list otherwise the drawing name will go away.

- Click on the empty box under the Drawing Date column and enter the date and time of the drawing; for example "5/22/25 9:15pm":

Note: if the Drawing Type was configured as "When Filled" for the recurrence then this field will already be populate and doesn't need to be changed.

Drawing	Drawing Date	Ticket Sales Begin	Ticket Sales End	Closed
Legion Basket Raffle	05/22/2025 09:15 PM			

Note: if you are not able to enter a date/time then check the bottom left corner of the window for any error messages that may tell you what the problem is.

- Click on the empty box under the Ticket Sales Begin column and enter the date and time members can start purchasing entries for the drawing.

Drawing	Drawing Date	Ticket Sales Begin	Ticket Sales End	Closed
Legion Basket Raffle	05/22/2025 09:15 PM	5/21/25 8am		

- Click on the empty box under the Ticket Sales End column and enter the date and time entries can no longer be purchased:

Note: if the Drawing Type was configured as “When Filled” for the recurrence then this field will already be populate and doesn’t need to be changed.

Drawing	Drawing Date	Ticket Sales Begin	Ticket Sales End	Closed
Legion Basket Raffle	05/22/2025 09:15 PM	05/21/2025 08:00 AM	5/22/25 9pm	




10. Click on any of the blue highlighted boxes to enter the last change to Ticket Sales End then click on the SAVE icon at the top right of the window:

Drawing	Drawing Date	Ticket Sales Begin	Ticket Sales End	Closed
Legion Basket Raffle	05/22/2025 09:15 PM	05/21/2025 08:00 AM	05/22/2025 09:00 PM	



11. Exit from the EVENTS window by click the EXIT icon in the top right corner until you are back to the main signup page.

12. The drawing is now setup to start and stop on the specified dates:



Member

VOID

SETTINGS

MEMBERS

EVENTS

RAFFORT

RESULTS

HELP

Legion Basket Raffle (May 22 2025 9:15PM)

13. LOGOUT AS ADMINISTRATOR (if applicable); click on the LOGOUT icon



14. Verify the “Active Administrator - <NAME>” message at the bottom of the window is no longer present.