



Checklist for Third-Party Raffle Organisers

(Supporter Raffles)

1. Introduction

This document provides a brief outline of the key processes involved in running a third-party, supporter-driven raffle on the RaffleTix platform.

2. Complete the Pre-Raffle Checklist

To get started, complete the **Pre-Raffle Checklist** below to establish your authority to fund raise and the arrangements for working with RaffleTix and the Beneficiary (i.e. the not-for-profit community or charitable organisation you are supporting.)

- ☐ 1. Provide RaffleTix with a written **Authority to Fundraise** letter from the Beneficiary. Most charities have a standard letter that they provide to you.
- ☐ 2. Provide RaffleTix with confirmation that we can link the raffle to our Stripe/Trust Account to collect the online proceeds from the raffle. Note: the Stripe payment processing service will not permit individuals or for-profit companies to process online raffle ticket transactions through their own Stripe account.
- ☐ 3. Confirm that you understand that the online proceeds raised from the raffle will be transferred directly to the nominated bank account at the conclusion of the raffle, less any associated fees (i.e. the RaffleTix platform fee and the Stripe payment processing fees)
- ☐ 4. Provide RaffleTix with the Beneficiary's nominated bank account details and your payment reference so RaffleTix can make the transfer at the conclusion of the raffle.
- ☐ 5. Confirm that you understand the RaffleTix platform fee will be deducted from the collected online proceeds prior to remittance to the Beneficiary.
- ☐ 6. Confirm that you understand the Stripe payment processing fees will be deducted from the collected online proceeds prior to remittance to the Beneficiary. NOTE: If you choose to pass along the Stripe payment processing fees to the ticket buyer, there will be no Stripe fees payable by you or the Beneficiary (this is the **preferred option**).

3. Set up an Account on RaffleTix

Once you have completed the Pre-Raffle Checklist, you are ready to set up an account on RaffleTix. To do so:

1. Go to: <https://www.raffletix.com.au>
2. Click the **Get Started** button and then follow the process
3. Wait for RaffleTix to review your account application prior to RaffleTix enabling your account

IMPORTANT: The name of the **Organisation** under which the account is established should reference the Beneficiary, e.g. Jess Williams in Support of Cancer Council NSW

4. Invite the Beneficiary to Have Access to the RaffleTix Account

Once you have set up your RaffleTix account and we have enabled it, you should invite your contact/campaign manager at the Beneficiary to have access to the account.

To do so, go to the **Users** tab and click the link, **Invite a Single User**.

It is important your contact/campaign manager at the Beneficiary has visibility for compliance purposes.

5. Work with the Beneficiary to Obtain Permits (if Required)

In some circumstances, you may need Permits to run a raffle.

It is your responsibility to review the rules and regulations for each State/Territory in which you wish to sell tickets. The Beneficiary will be the Permit holder.

If a Permit is required for a particular State/Territory, you cannot sell tickets in that State/Territory unless the Beneficiary has obtained a Permit for that State/Territory.

The State Name, Permit Number and Permit Description are displayed during the ticket sales process and included in purchase confirmation emails.

Please contact the RaffleTix support team if you require more information about the Permit process and its applicability to your raffle.

6. Set up the Raffle

Having set up your RaffleTix account and established your Permit requirements, you are now ready to set up your raffle.

Log in to your RaffleTix account and follow the prompts and alerts – they are intended to guide you through the set up process and to help you present your raffle in the best possible way.

Remember: RaffleTix will collect payments on your behalf, so ignore any alerts to set up Stripe payment processing. That step will be done for you by RaffleTix.

Reach out to the RaffleTix support team if you need assistance, e.g. with adding prize images.

7. Request RaffleTix to Review the Raffle

When the raffle is set up, contact RaffleTix support to review your raffle. If we see an opportunity for improvements, we will either make some suggestions, or make changes for you. Otherwise, we will give you the green light to go ahead and share the raffle with the Beneficiary.

It is important to share the raffle website link with the Beneficiary to allow the Beneficiary to assess whether the raffle meets its brand guidelines and overall themes.

NOTE: you can request RaffleTix to assign a friendly URL for your raffle, e.g. raffletix.com.au/myrafflename

8. Promote Your Raffle

At this point, you are ready to launch your raffle campaign, change the status to **Active**, and start promoting.