



Closing the Raffle and Picking the Winner

As the Organiser/Administrator for your raffle, you can close the raffle and pick the winner from the “In-Person Sales” application. Below is a set of screenshots that simulate this process on an iPad.

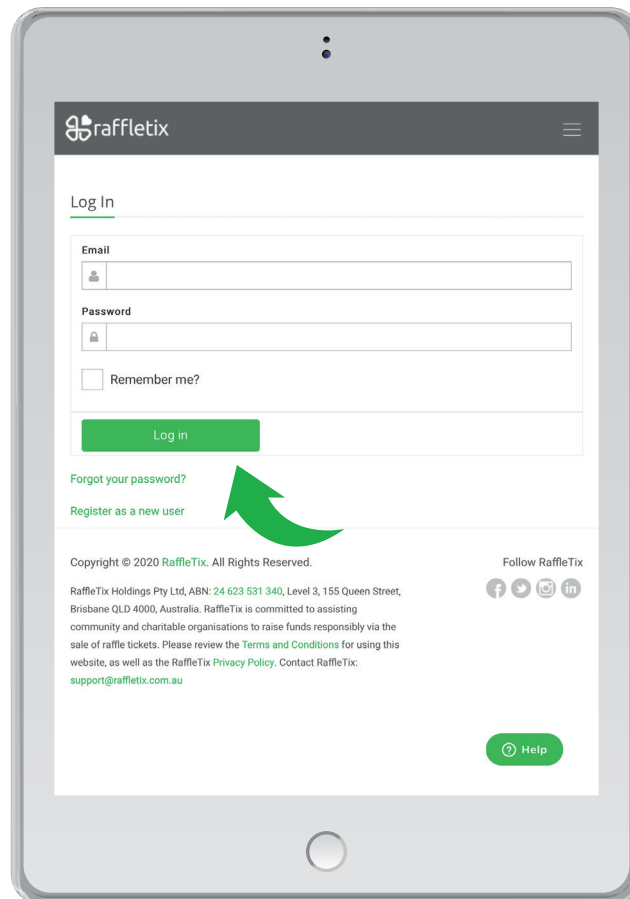
If you are using a laptop to close the raffle and pick the winner, the screens you will see in this document are the same, so you may follow the same process.



STEP
01

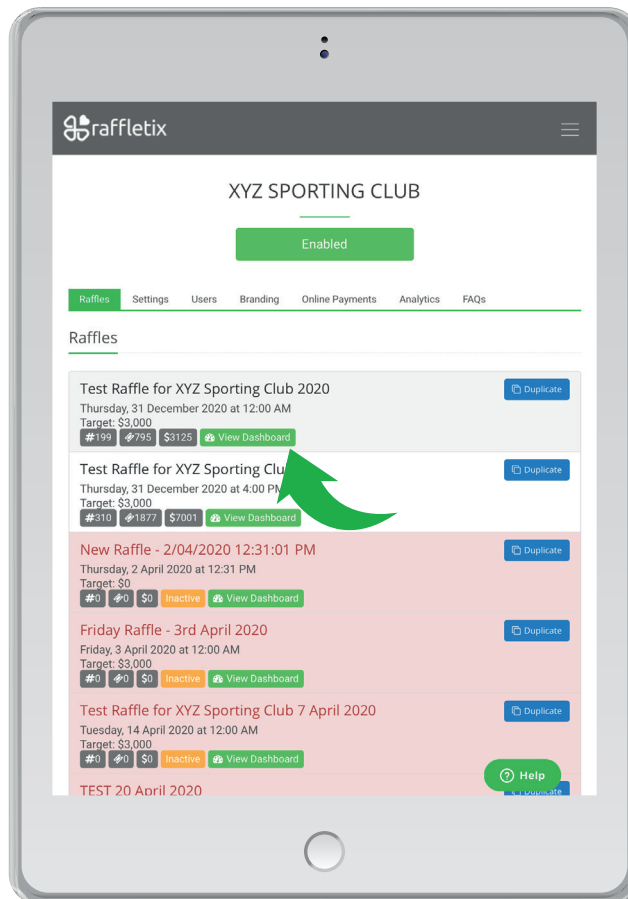
Log into your Admin dashboard

Using your Organiser/Administrator log in details, log into your Organisations Admin Home page.



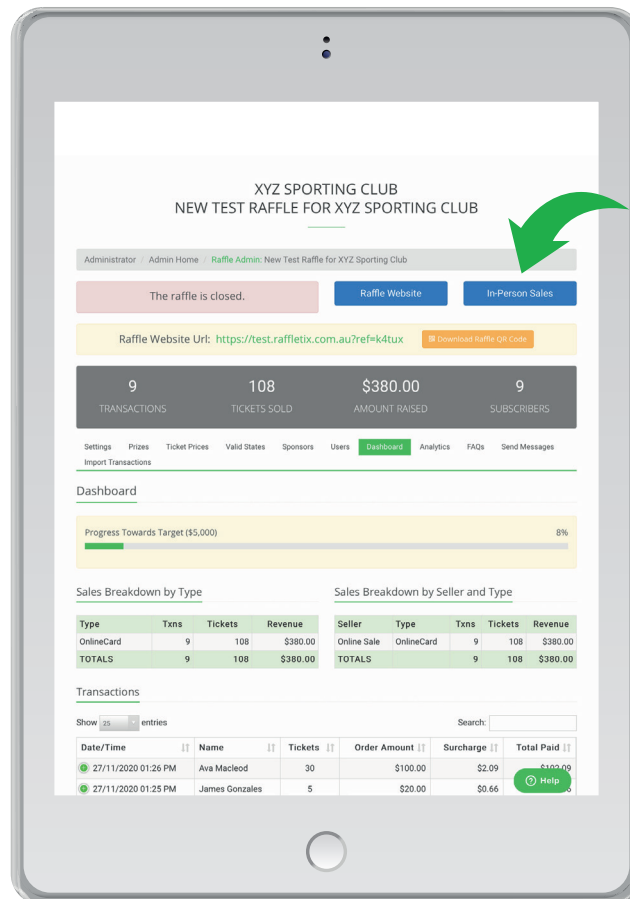
STEP
02

Click on the Raffle you are closing



STEP
03

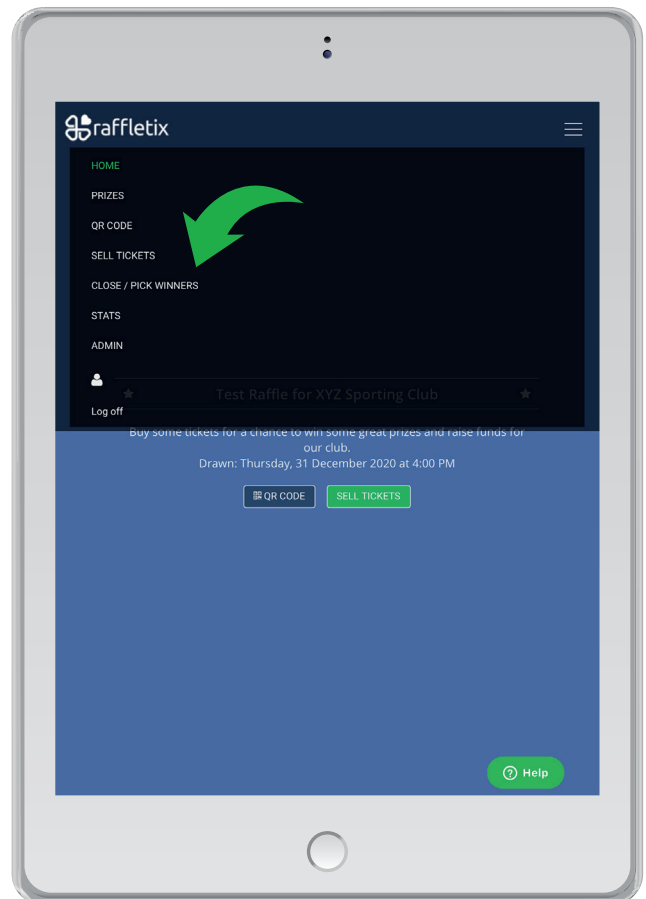
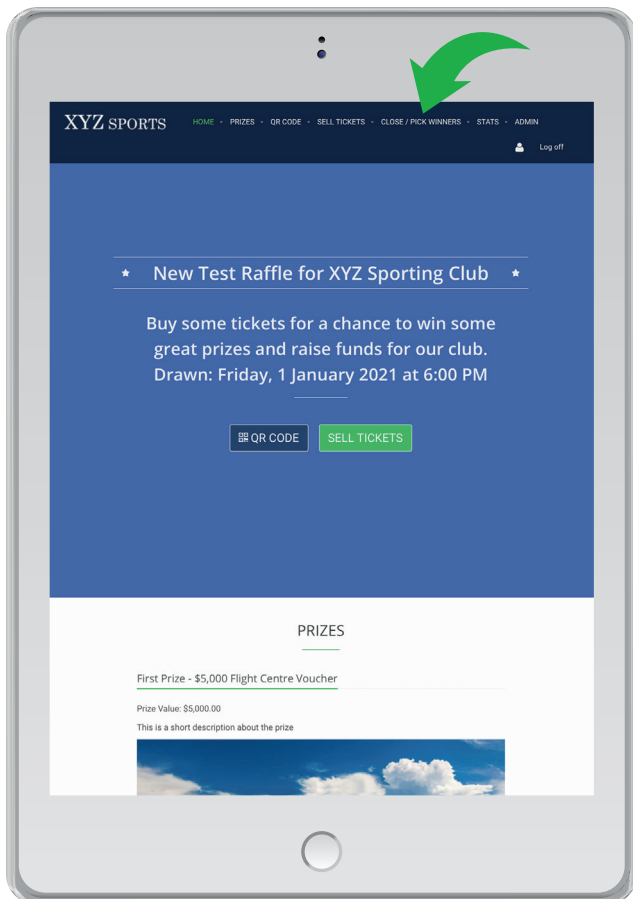
On your Admin dashboard, click the 'In-Person Sales' button



STEP 04

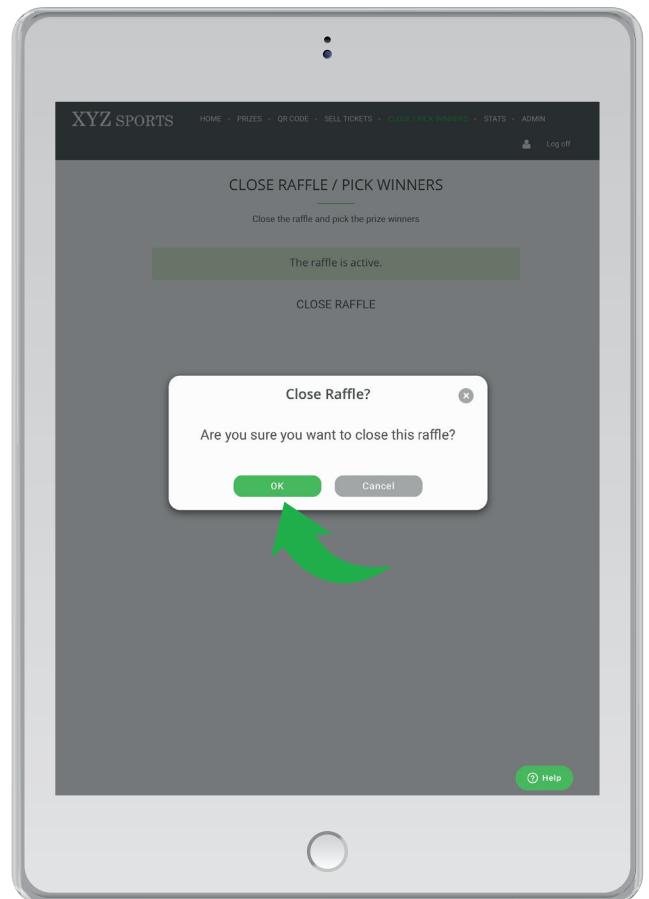
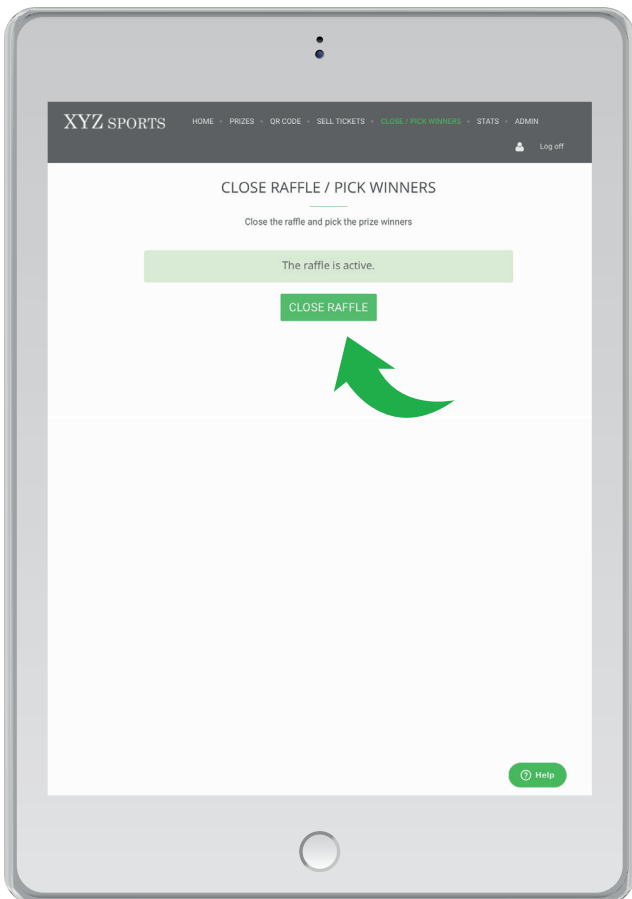
Click the “CLOSE/PICK WINNERS” menu item

Please note, on a smaller screen (e.g., iPad Air), the “CLOSE/PICK WINNERS” menu item might be located on the top right corner of the screen.



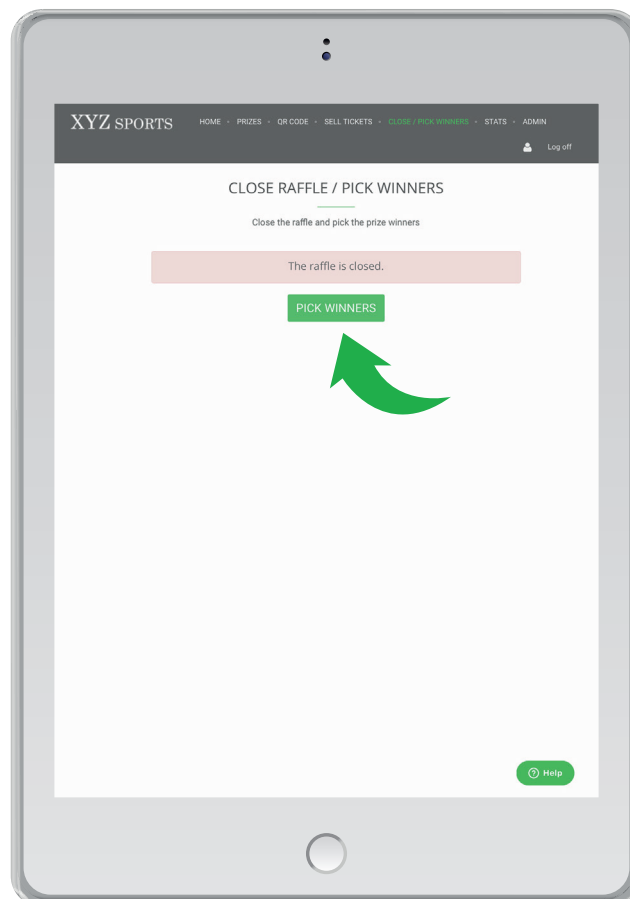
STEP
05

Click the “Close Raffle” button. Accept the “alerts”.



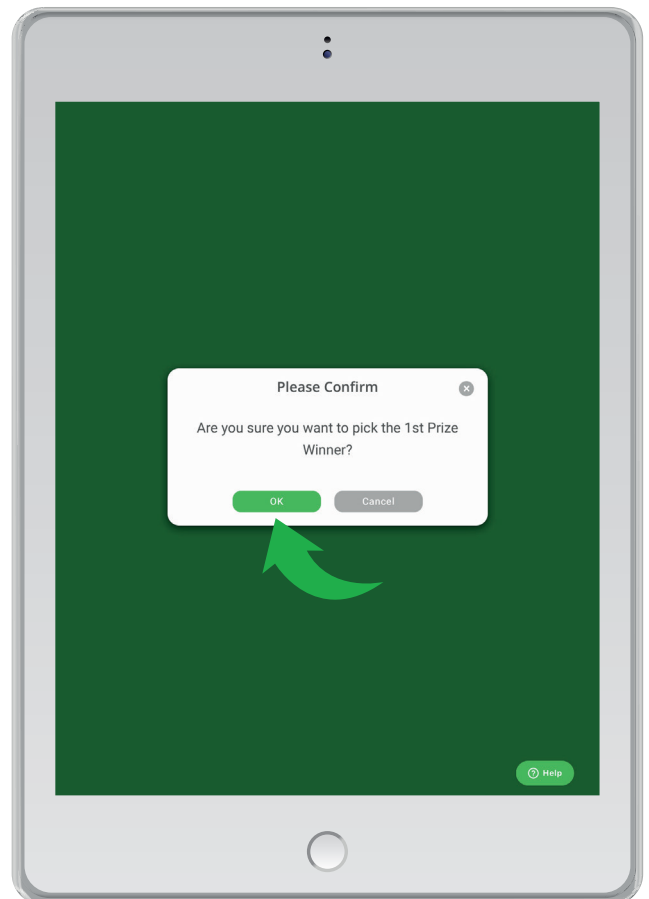
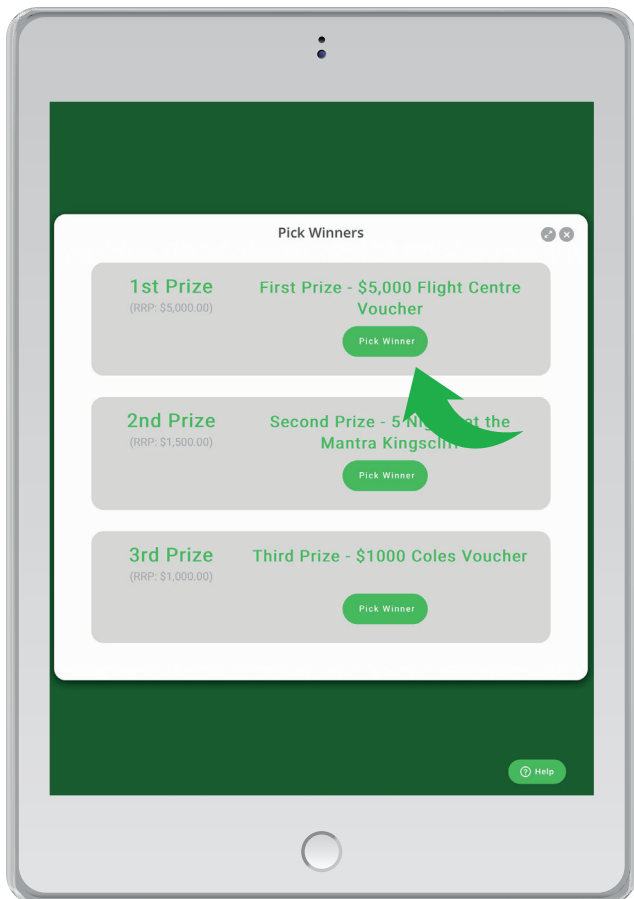
The raffle is now closed.

Click 'Pick Winners' to begin the process of **RANDOMLY** picking your winners.



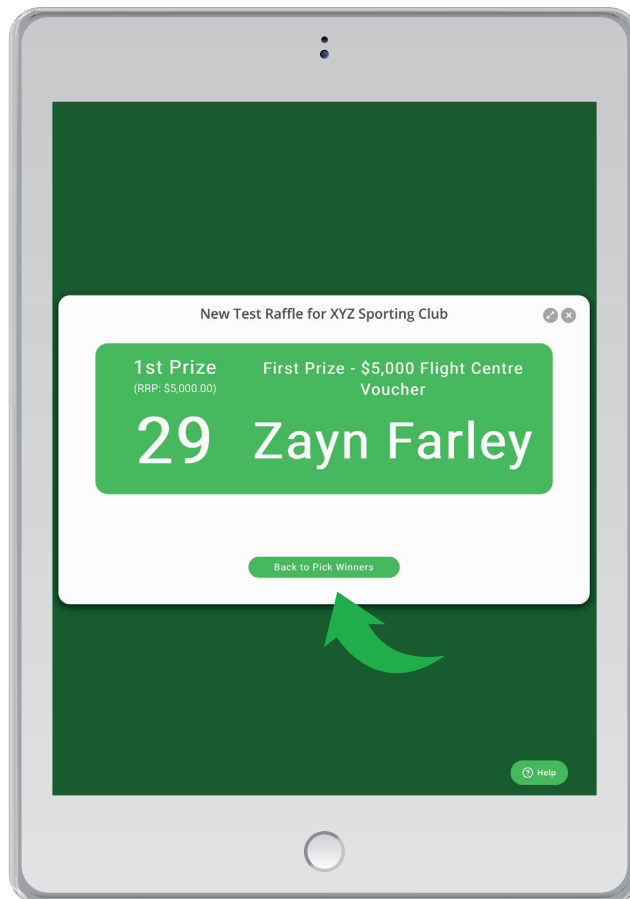
STEP
06

Click the “Pick Winner” button for the first prize in the list.
Accept the “alerts”.



STEP
07

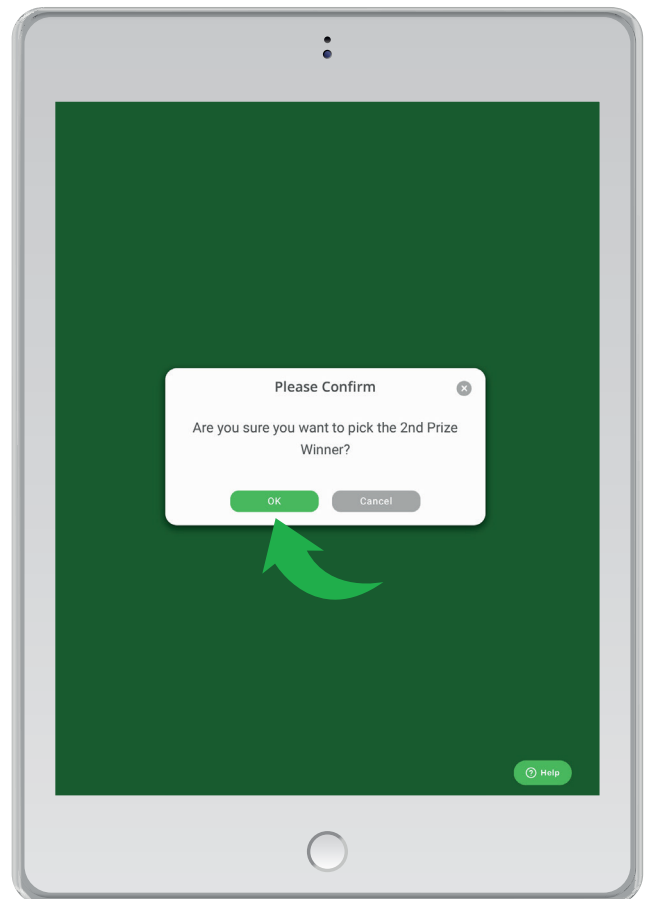
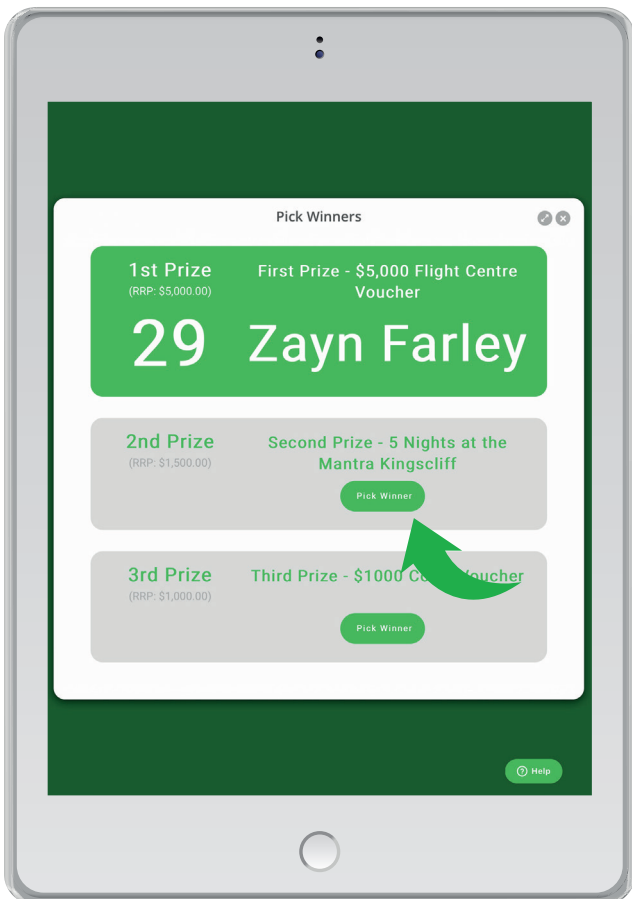
A modal dialog box appears, and the Winner's details fade in. Close the modal dialog box or click 'Back to Pick Winners' to return to the "CLOSE RAFFLE/PICK WINNERS" section.

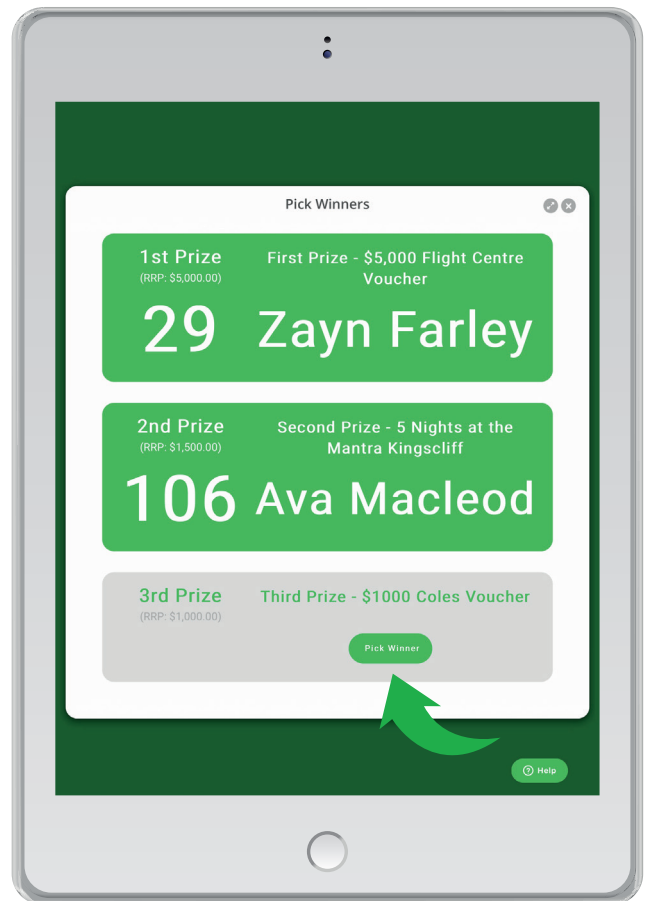
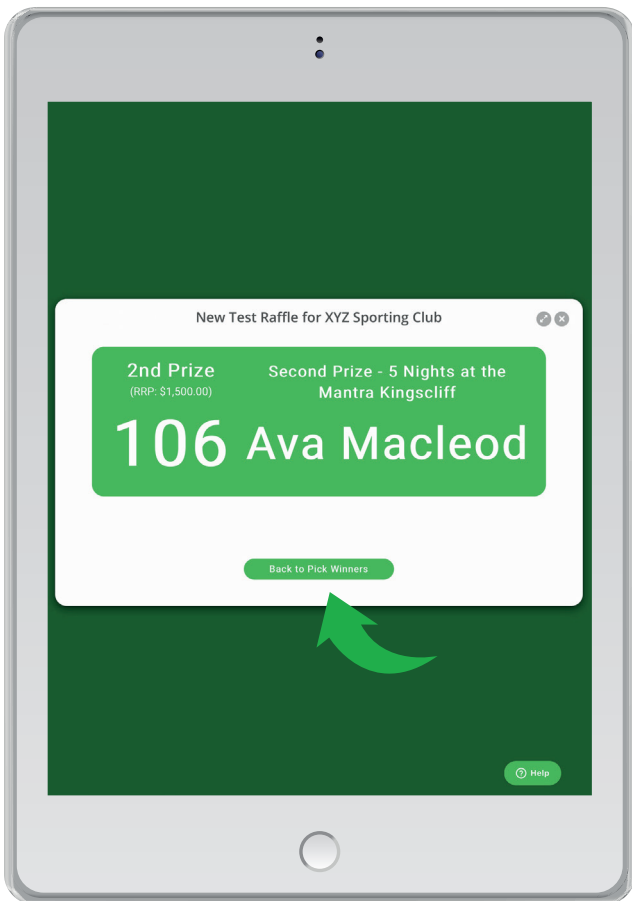


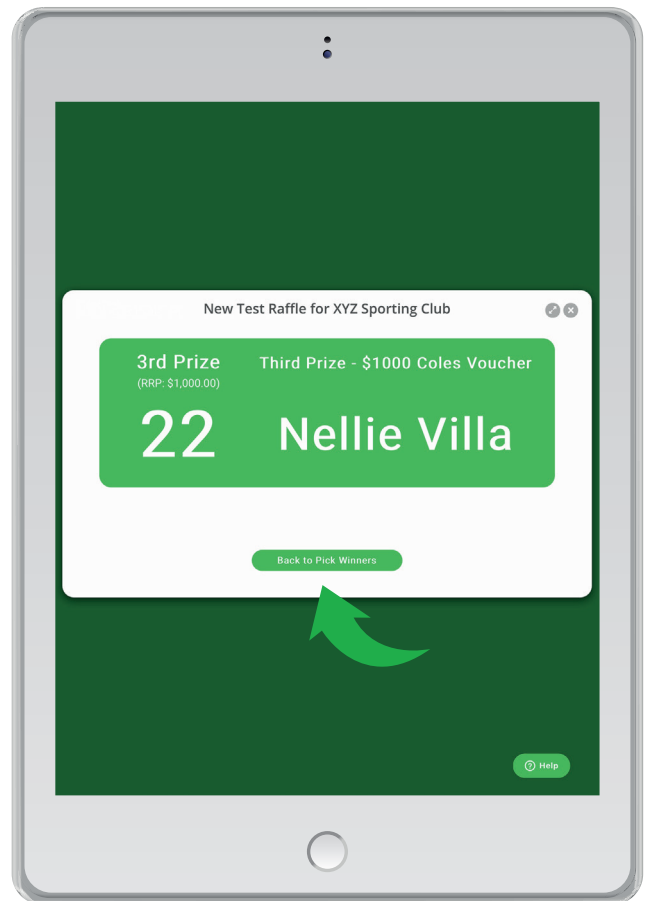
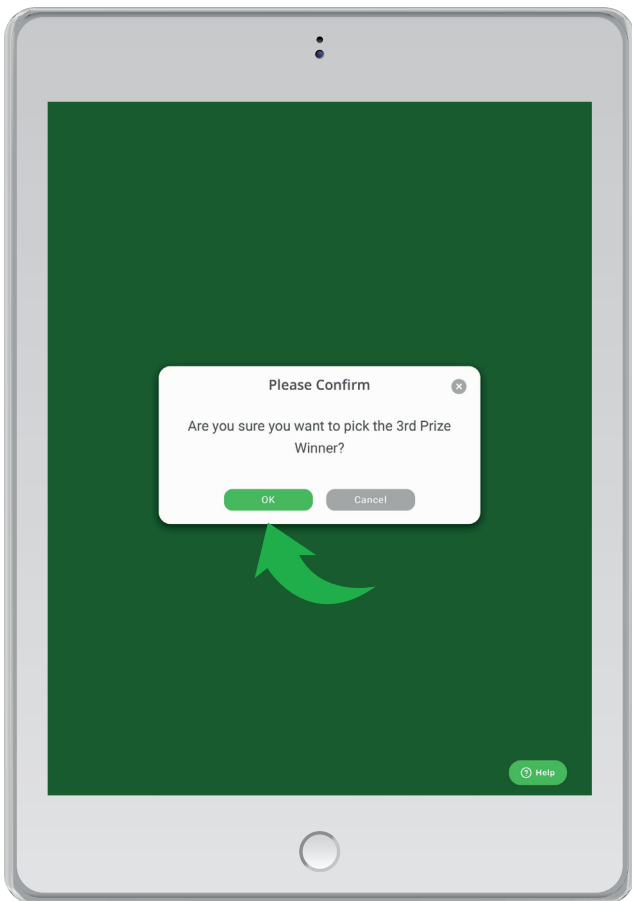
Please note, on a smaller screen (e.g., iPad Air), the "CLOSE/PICK WINNERS" menu item might be located on the top right corner of the screen.

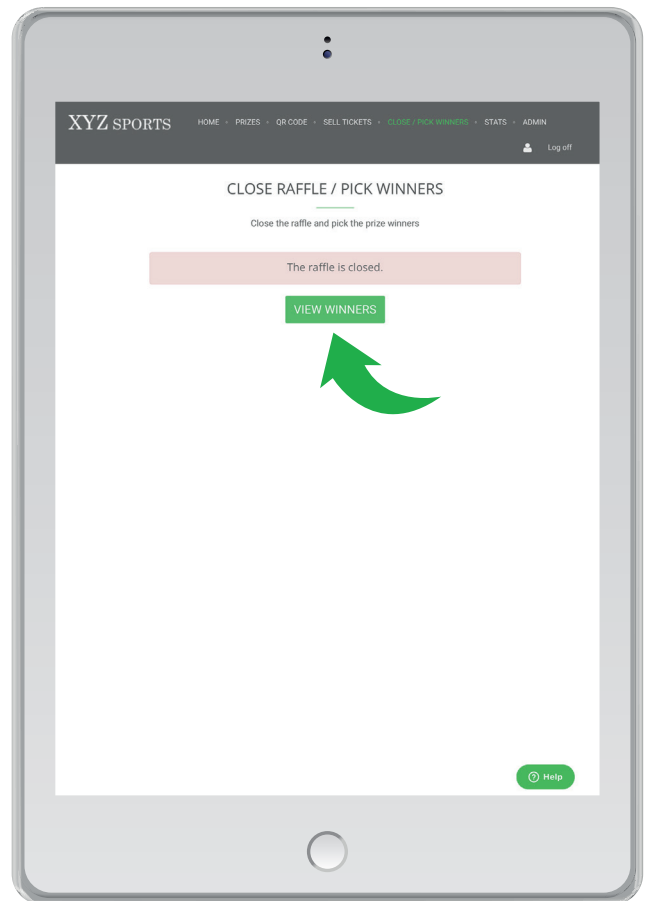
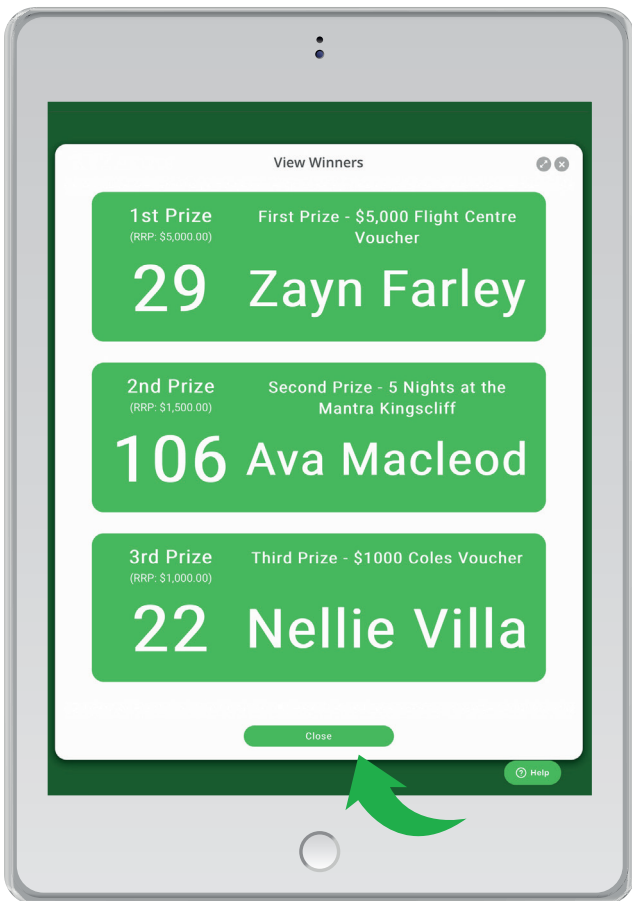
STEP
08

Repeat the process for the remaining prizes







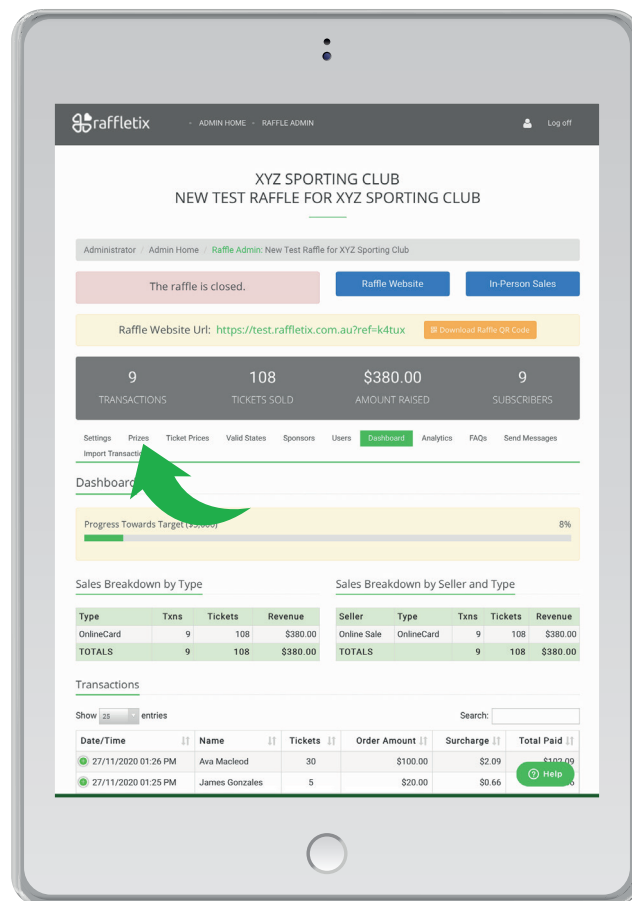


STEP 09

Download a list of winners

Now that you have successfully closed the raffle and picked the winners, you can now contact your winners.

Return to your Admin Home page and click on the 'Prizes' tab



You will now see a list of the winners and their contact details.

As the Raffle Organiser/Administrator you are the only one who can see the winners' contact details.

Click 'Download Winners (CSV)' to download a list of the winners as a .csv file.

