Braffletix

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.









Log into your Admin dashboard

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

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Log In	
Email	
<u> </u>	
Password	
Remember me?	
Log in Forgot your password? Register as a new user	
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Click on the Raffle you are closing









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

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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.

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	 New Test Raffle for XYZ Sporting Club Buy some tickets for a chance to win some great prizes and raise funds for our club. Drawn: Friday, 1 January 2021 at 6:00 PM 	
	BUR CODE SELL TICKETS	
	PRIZES	
	First Prize - \$5,000 Flight Centre Voucher	
	Prize Value: \$5,000.00 This is a short description about the prize	
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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.









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









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.







Repeat the process for the remaining prizes



























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

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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.

	< • ADM	NIN HOME + RAFFLE ADMIN		🛓 Log off
	NEW	XYZ SPOR TEST RAFFLE FOI	TING CLUB R XYZ SPORTING	CLUB
Administrator /	Admin Home /	Raffle Admin: New Test Raffle	for XYZ Sporting Club	
	The raffle is	closed.	Raffle Website	In-Person Sales
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Add F		s Reserved.		Follow RaffleTi
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