# 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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<b>∯</b> raffletix	Ξ
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.

	•	
XYZ SP	$ORTS$ Home $\cdot$ prizes $\cdot$ or code $\cdot$ sell tickets $\cdot$ close / pick winners $\cdot$ stats $\cdot$	ADMIN
	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	
	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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PRIZES		
QR CODE		
SELL TICKETS		
CLOSE / PICK WINI	NERS	
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Log off Buy som	e tickets for a chance to win some great prizes and raise	funds for
	our club. Drawn: Thursday, 31 December 2020 at 4:00 PM	
	BOR CODE SELL TICKETS	





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".







( ♥) 07 3040 3039 ( ♥) support@raffletix.com.au



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.





07 3040 3039 Support@raffletix.com.au

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

	ADMIN HOME - RAFFLE AD	MIN	🛓 Log off
	XYZ SP NEW TEST RAFFLE	ORTING CLUB FOR XYZ SPORTIN	G CLUB
Administrator / Adm	nin Home / Raffle Admin: New Test	Raffle for XYZ Sporting Club	
The	e raffle is closed.	Raffle Website	In-Person Sales
Raffle We	ebsite Url: https://test.raffle	tix.com.au?ref=k4tux	88 Download Raffle QR Code
<b>9</b> TRANSACTIONS	108 5 TICKETS SOLD	\$380.00 AMOUNT RAISED	<b>9</b> SUBSCRIBERS
Import transactions			
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