


Operator Dashboard Guide: Raffles Tab

Summary

This guide is a summary of your Raffles tab and explains how to run raffles as an additional prize offering for your lottery. It is important to remember that you will only be able to see the 'Raffles' tab and the **results** of the raffles if you have the correct permissions set up. You can check this on the USER ADMIN tab on your dashboard. If in doubt, please contact your account manager.

Daily reports	Action emails	approve cause	cause payment	Bank details	User admin	Claim code	News admin	Lottery returns	View raffle	Manage raffle
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>



What Is The Raffles Feature?

The 'Raffles' feature provides the ability to run additional prize offerings on your lottery. They can be run on an ad-hoc basis on any day of the week. For example, you may want to run a series of raffles with one draw a day for 10 days. This can be set up in advance so you can get the results from your dashboard each day.

You **CAN** run a raffle at the same time as being part of the 'National bolt-on' offer.

There are **no** marketing materials provided by Gatherwell for these and the results are not published on the lottery website, however you can view the results by logging into your Operator Dashboard and viewing the 'Raffles' tab after the draw has passed. The winner(s) **DO NOT** receive an email notification regarding the win. You must contact them manually from their details provided.

You are wholly responsible for all marketing for these offerings. We recommend that you publish the winner's details to your lottery news feed and social media channels (after seeking permission to share their details, of course) or post an anonymous quote from them on why they support their chosen cause, as well as one from the cause on what their support means to them.

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How to use your 'Raffles' tab

Go to your dashboard and click on the "Raffles" tab.

Click ADD NEW



Pending raffles

This table shows all raffles that are yet to be completed. Raffles that have been created using the "run the raffle now" option are shown here but will not be available to edit or delete.

If you have chosen to redraw a prize for an already completed raffle, the raffle will be shown here but will not be available to edit or delete.

Date	Prizes	Actions
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Processed raffles

This table shows all raffles that have been completed. It is possible to redraw specific prizes for a raffle if the winner is not available to claim the prize.

Date	Prizes
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[Add New](#)

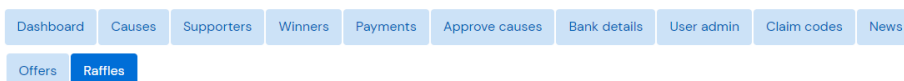
Complete the form

Raffle date – this is the date you would like the raffle to be drawn. This can be any date and time, it does not have to be the same as a national draw.

Number of prizes for raffle- click the drop-down box and select the number of prizes

Prizes - type in a description of the prize(s) (please note this box only allows a limited number of characters, so descriptions must be brief)

Then click ADD



Raffle details

Raffle date

Raffle time

Run the raffle now

Raffle prizes

Number of prizes for the raffle

Prizes

[Add](#)

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You can then view it on the 'Raffles' tab of your dashboard in 'Pending raffles':

Pending raffles

This table shows all raffles that are yet to be completed. Raffles that have been created using the "run the raffle now" option are shown here but will not be available to edit or delete.

If you have chosen to redraw a prize for an already completed raffle, the raffle will be shown here but will not be available to edit or delete.

Date	Prizes	Actions
22/06/2020 13:09	£50 voucher, 1 week gym pass, 1 family theatre ticket	This raffle cannot be edited/deleted

Once the draw is complete you will see the results listed in the 'Processed raffles' section, like this:

Date		Prizes					
22/06/2020 13:09		£50 voucher, 1 week gym pass, 1 family theatre ticket					
Prize	Ticket number	Name	Cause	Email	Phone number	Address	
£50 voucher	818616	Wattson Westlake	Atlantis Lottery Community Fund	wattson.westlake_220620_093318@gatherwell.net	Not provided	21 Strand Street LIVERPOOL L1 8LT	
1 week gym pass	708567	Erika Dossantos	Atlantis Lottery Community Fund	erika.dossantos_220620_093024@gatherwell.net	Not provided	22 Down Street LONDON W1J 7AR	
1 family theatre ticket	020664	Ami Williams	The Local Food Bank	ami@gatherwell.net	0123456789	Gatherwell Ltd PO Box 888 Oxford OX1 9PS	