

Argyll Charity Raffle

Welcome to the Argyll Charity Raffle help document. This tool is designed to make running a large raffle much easier than scribbling name and contact details on tiny scraps of paper.

The tool is free to use for any charity, under the remit of the disclaimer detailed on the website.

To start, simply click the Register button and enter your details

Register

We'll never share your email with anyone else.

This will be used to personalise your raffle

Password must be at least 8 letters long

Enter password again

Once you have registered, you will be able to log into the tool, using your email address and password you set up.

Branding

Once logged in, you have the option to upload an image or logo to brand your page. This image will replace the TSI logo in the top left corner of the page when loading tickets. Note that the image will not show on smaller screen devices such as mobile phones. The image will appear on a white background colour.

Brand Image Upload

Here you can upload an image or logo that will be used to brand your raffle page.

Files are limited to 100Kb and must be PNG or JPG.

To add you image, simply click “Choose File” and browse your device for the image and then click upload. Note that the image must be a JPG or PNG and smaller that 100kb in size.


Once uploaded the filename of the image will show under the upload section.

Initiate a Raffle

You can now initiate a raffle. To do so, simply give the raffle a name, for example “St Conan’s Kirk Christmas Raffle”, enter the number of prizes and the closing date of the raffle.

Initiate a Raffle

To initiate a Raffle, give it a name, estimate the number of prizes and the date the raffle will be drawn.



If you don’t know the exact number of prizes, simply estimate the number – when viewing the winning tickets later, it will show an additional 10 potential winners, allowing an overflow if required.

You can initiate as many raffles as you want, but note that all raffles and associated data will be removed 1 month after the closing date automatically!

Managing Raffles

Your raffle will now show under the Management area.

Manage Existing Raffles

These are your raffles. You can load tickets, view the winners, remove all entries and delete the complete raffle. We recommend that you delete the raffle a week or so after the draw.

When clicking the Load button, it will open a new window, without access to this admin area, for use by the volunteers taking the ticket details.

Name	Prizes	Draw date	Tickets Sold	Load Tickets	View Winners	Purge	Delete
St Conan's Kirk Christmas Raffle	12	25/12/22	0	<input type="button" value="Load"/>	<input type="button" value="View"/>	<input type="button" value="Purge"/>	<input type="button" value="Delete"/>

You are now set to start selling your raffle tickets!

To comply with the gambling commission law on running raffles, you will still need to issue tickets to those people entering the raffle. You will need to use a “new” book of tickets starting at ticket number 1.

Loading Tickets

When running your raffle, click the LOAD button.

This will open a new window, which does NOT have access to the other admin functions.

All you can do is load contact data.

Enter the Contact Details below

Contact name and either email or phone number is required

How many tickets?

Customer is happy for their details to be captured for the purpose of this raffle?
✓

Load Tickets

Next ticket number is 1

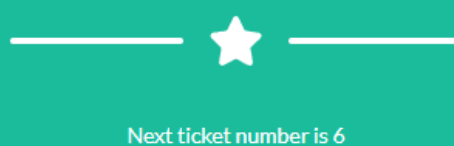
So, up comes your first customer! They want 5 tickets, so ask their name and pop into the name box and then EITHER their telephone or email. We suggest telephone number, as it will be quicker for you to contact the winners after the event.

Make sure you enter the number of tickets – in this case 5 and click the Load Tickets button.

Now, from your book of raffle tickets give them tickets 1 through 5.

The screen will refresh and you’re all set for the next customer!

At the bottom of the screen, you’ll see the next ticket number. This should now match the next ticket in your book, in this case ticket 6.



If you sell a full books worth – normally 1000 tickets, then grab a new book and start from ticket 1. The “next ticket” however will show as 1001. This therefore shows how many tickets you’ve sold in total.

Do not use more than one book at a time, as the ticket numbers will not sync with the online numbers.

There is a limit of 50 tickets, so if you get someone wanting more than that, say 75 (which would be nice!) then simply load the first 50 and then do again with the next 25.

Winners!

So, your raffle is done and it’s time to see who has won.

Simply log back in and go to the management area.

Name	Prizes	Draw date	Tickets Sold	Load Tickets	View Winners	Purge	Delete
St Conan's Kirk Christmas Raffle	12	25/12/22	106	Load	View	Purge	Delete

Here you will see the number of tickets sold and you can view the Winners, just click the View button.

Winning Tickets!

These are the contact details for the **St Conan's Kirk Christmas Raffle** draw.

There are 12 winners, one for each prize, plus a further 10 contact details if you are unable to contact any of the winners.

Ticket Number	Contact Name	Email	Telephone
34	Geoff		7384738748937
85	Harry		3453453453
42	Geoff		7384738748937
8	Fred		43434343434
23	Maggie		12243556
11	Fred		43434343434
5	Phil		08711556589
10	Fred		43434343434
104	Harry		3453453453
3	Phil		08711556589
30	Maggie		12243556

The table will show the number of winners, based on the number of prizes, plus an additional 10, in case you have been donated more prizes or fail to contact a winner.

Now, contact the winners and you’re done!

You may notice that you can view the “winners” even though the raffle is not finished. So how come?

Well, as each ticket is loaded into the system a random number is generated and allocated to the ticket number. To see the winners, we simply list the tickets out in random number order, largest to smallest. For example, random number 5335464664 will come before 2345436 which will come before -18278328927.

This means that when viewing the winners, they are the winners at that POINT IN TIME. As you sell more tickets, someone may have a random number generated that pushes them to the top.

Removing Data

Once your raffle is done you have a couple of options. You can choose to PURGE the data or DELETE the raffle.

Purging will remove all tickets and reset the first ticket to number 1. This is useful when first introducing this tool to your volunteers. Everyone can have a practice and load some tickets to get the feel for the system. Then when ready to start properly, you purge the test data away!

Are You Sure You Want Purge?

By purging the data you will remove ALL ticket information and reset the raffle completely.

This CANNOT be undone

NO! Take me Back!

Yep, Go Ahead!



Deleting will remove ALL ticket data and remove the raffle from the system completely.

Both of these options require confirmation and are UNREVERSIBLE!

Data will be purged automatically after 1 month of the draw date, so make sure you have contacted all the winners in that time.

We hope you will find this tool useful in generating funds for your good causes!

Contact

If you need to contact us, please email info@argylltis.org.uk