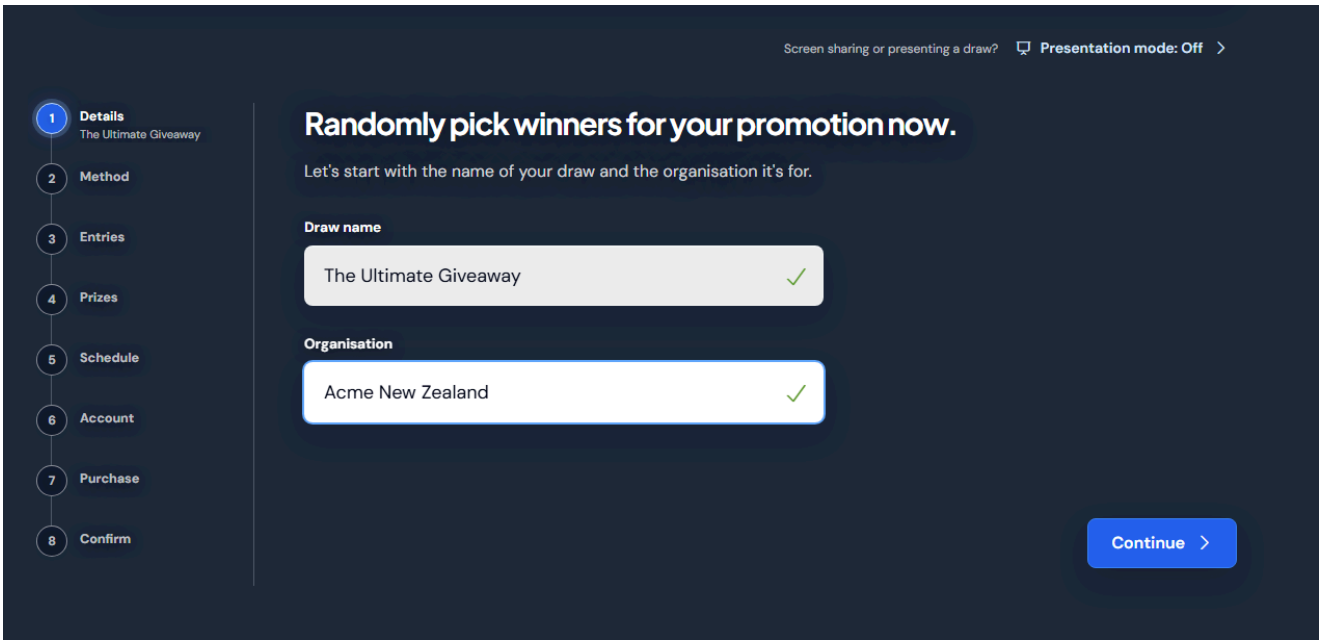
Walkthrough

randomdraws.co.nz™

This walkthrough document will explain how to perform a draw step by step.

We recommend trying a free demo draw from the home page before you start.

Step 1. Enter the sales promotion details



Enter the draw name and organisation.

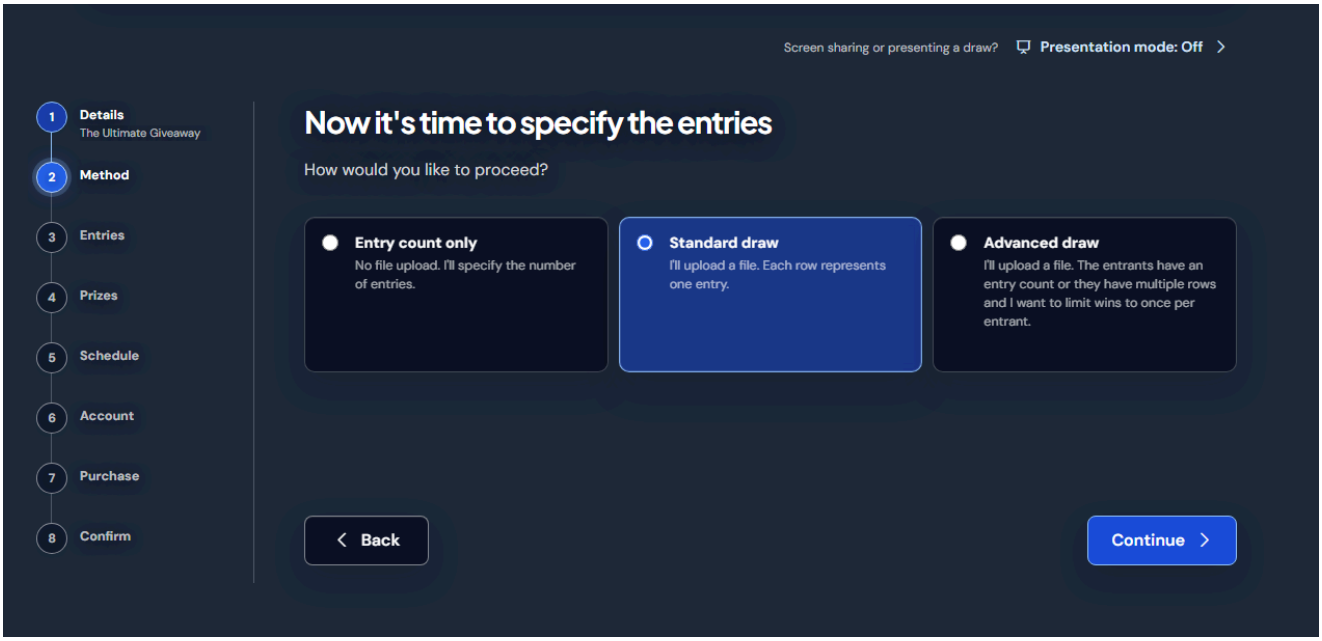
Start the process by entering both the **Draw name** and **Organisation**.

The **Draw name** should be a short description of the sales promotion. You can include a number or date if you will run more than one draw for the same sales promotion.

The **Organisation** should be the business name of the promoter for the sales promotion. This may or may not be your organisation's name. If you are an agent acting on the promoter's behalf, you will have a chance to enter your own agency's name later.

When finished, click **Continue**. If you make a mistake or want to return to a previous screen, click **Back**.

Step 2. Specify the sales promotion entries



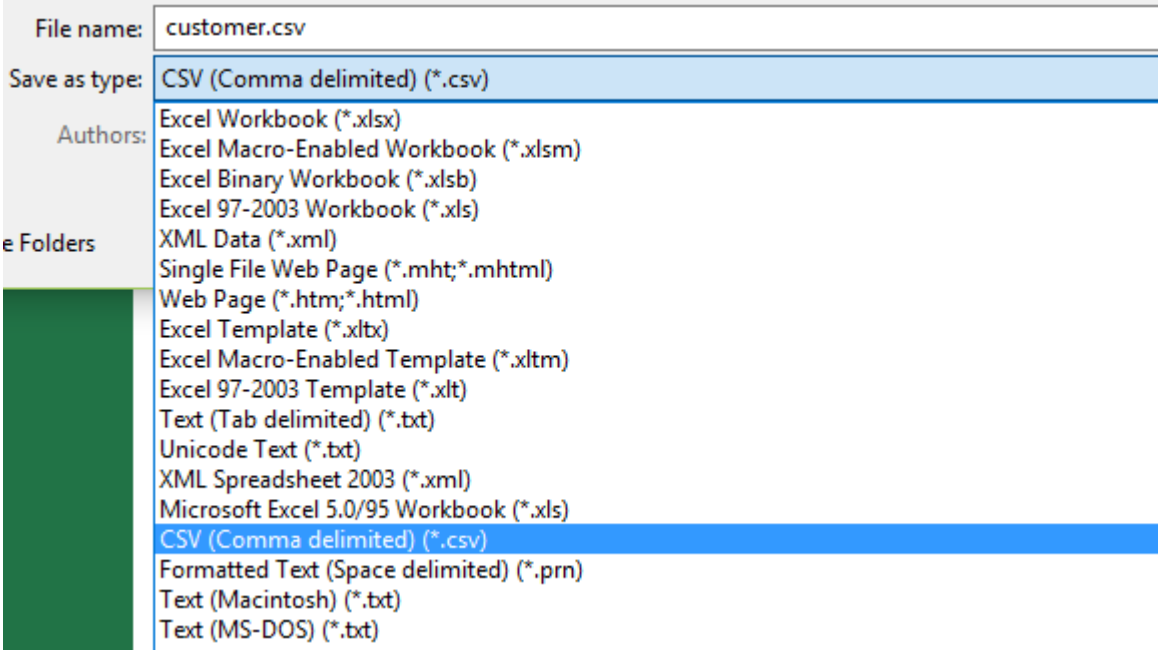
Choose how you will provide the entries.

You can upload an entries file or specify the **number of entries**. Choose **Standard draw** if each row in your file is one entry. Choose **Advanced draw** if entrants have different numbers of entries or should not win more than once.

If you enter the number of entries, click **Continue** and type the number into the box. We will select row numbers for you to match against your own entries list. Then go to Step 4.

If you are uploading a file, click **Continue**, then click **Upload**. Follow Step 3a for a standard upload or Step 3b for an advanced upload.

We recommend a **CSV** file for your entries. You can create one in Microsoft Excel: open your spreadsheet, select **Save As**, and choose **CSV** as the file type.

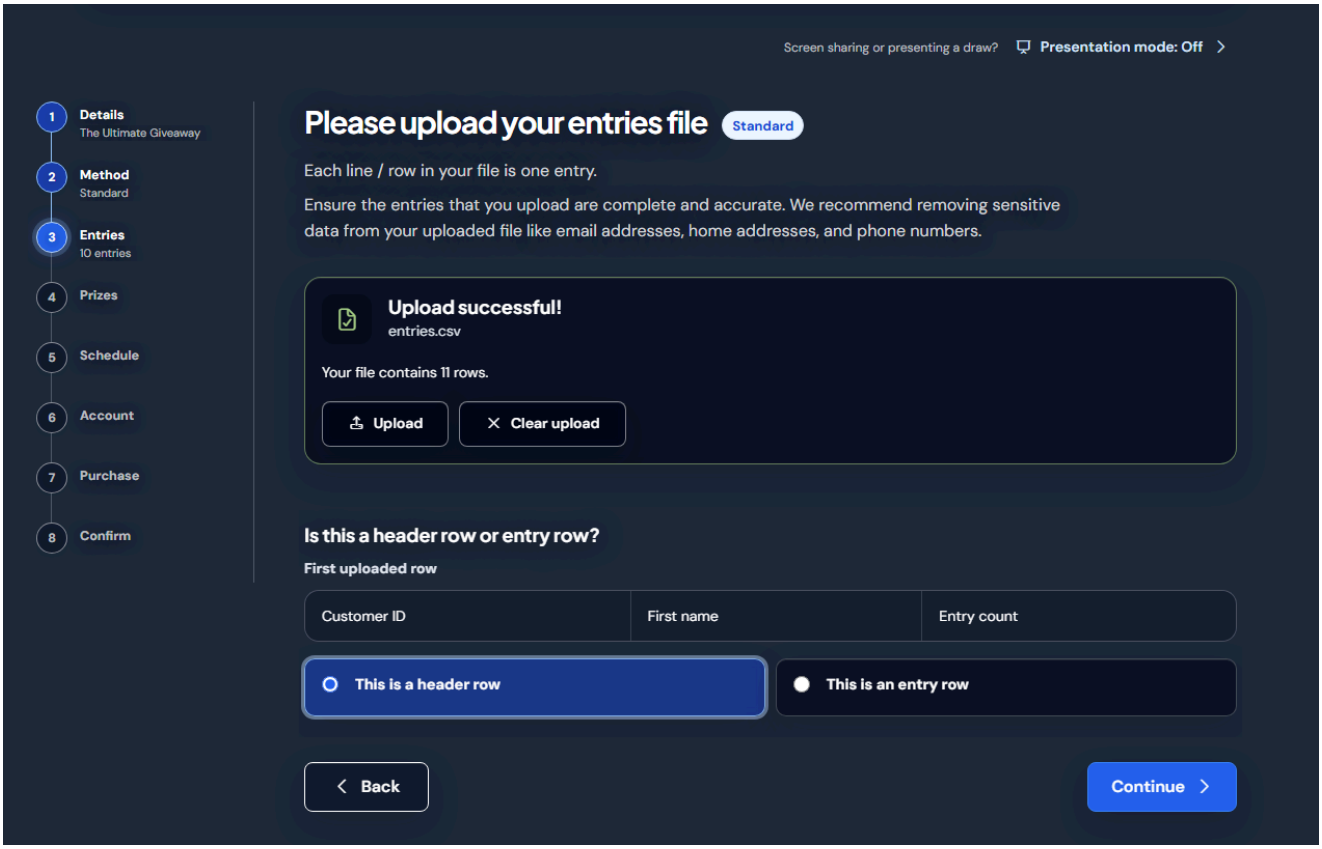


Save the entries as a CSV file in Excel.

Excel may warn you that some features will be lost when saving as CSV. You can continue: those features relate to formatting, and your entry data should remain in the file.

Step 3a. Standard upload options

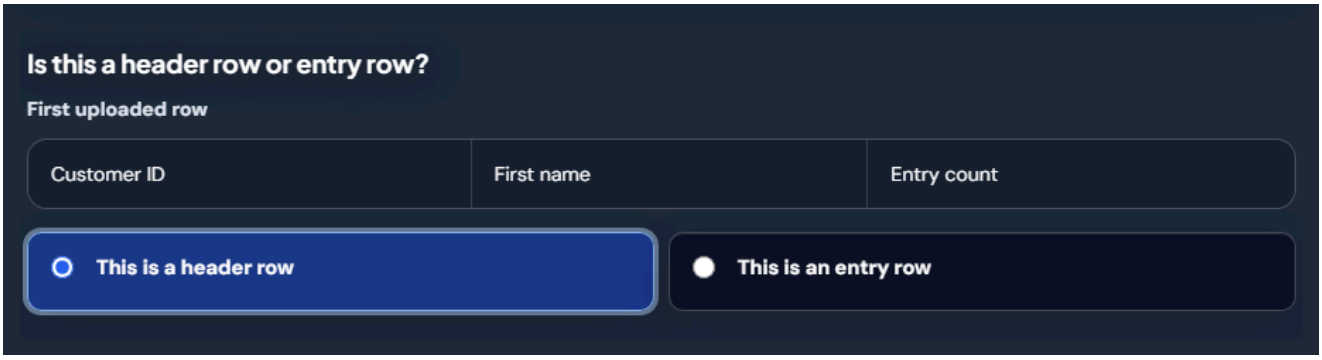
This step refers to standard uploads. If you selected advanced upload, go to Step 3b.



Check the uploaded file before continuing.

After you upload your entries file, you will see an **Upload successful!** message.

Next, we need to know whether the **first row** of your file is a **header row** or an **entry row**. Open the file you uploaded and look at Row 1.



Select the option that matches the first row of your file.

Row 1 is a **header row** if it contains headings for the data below, such as First name or Email address. If this is the case, select **This is a header row**.

If Row 1 contains a real sales promotion entry, select **This is an entry row**. Once you have selected an option, click **Continue**.

Step 3b. Advanced upload options

This step refers to advanced uploads. If you selected standard upload, use Step 3a instead.

After you upload your entries file, you will see an **Upload successful!** message.

The next thing we need to know is whether the **first row** of your file is a **header row** or an **entry row**. Open the file you uploaded and look at Row 1.

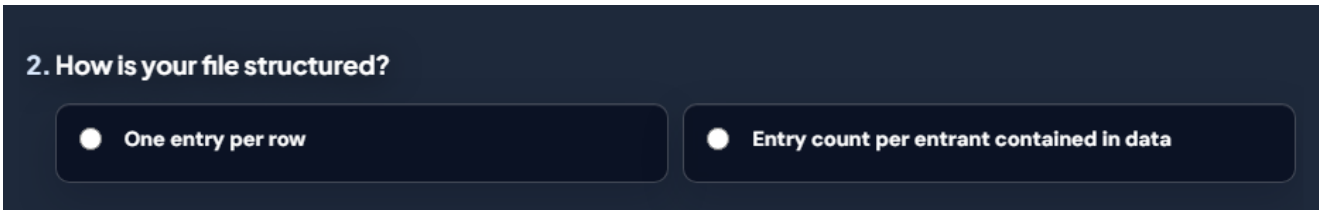
Check whether the first row is a header row or an entry row.

Row 1 is a **header row** if it contains headings for the data below, such as First name or Email address. If this is the case, select **This is a header row**.

If Row 1 contains a real sales promotion entry, select **This is an entry row**.

How is your file structured?

Next, we ask how your file is structured. Choose **One entry per row** if every row represents one entry. Choose **Entry count per entrant contained in data** if one row represents an entrant and another column gives that entrant's number of entries.



Choose the option that matches your file.

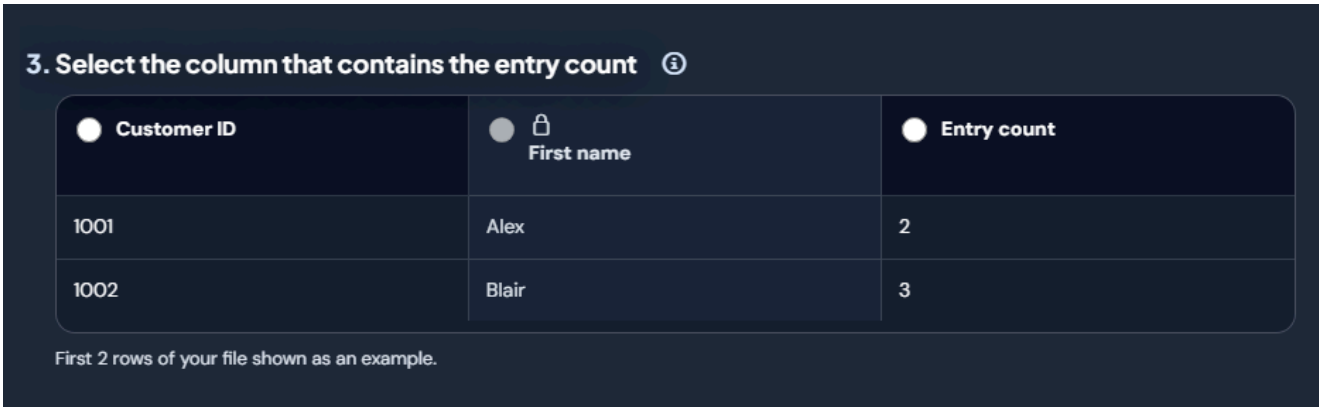
For example, if each entrant has a different number of entries, your file may have a column called **Entry count**. A column is a set of cells running down the spreadsheet. The number in that column tells us how many entries the entrant has.

	A	B	C
1	**First name**	**Address**	**Entry count**
2	John Stevens	3 Bellinger Street	5
3	Karen Atwood	98 Gellibrand Road	6
4	Frank Harding	21 Terry Close	7
5	Jenny Overton	42 Taylor Road	65

An example file with an entry count column.

Select the entry count column

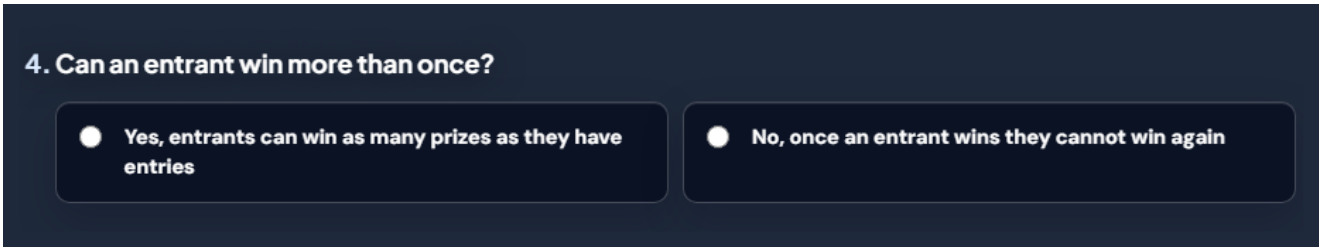
If you choose **Entry count per entrant contained in data**, select the column with the entry counts. The column must contain valid numbers for each entrant. If a column cannot be used, it will not be available for selection.



Select the column that contains the entry count.

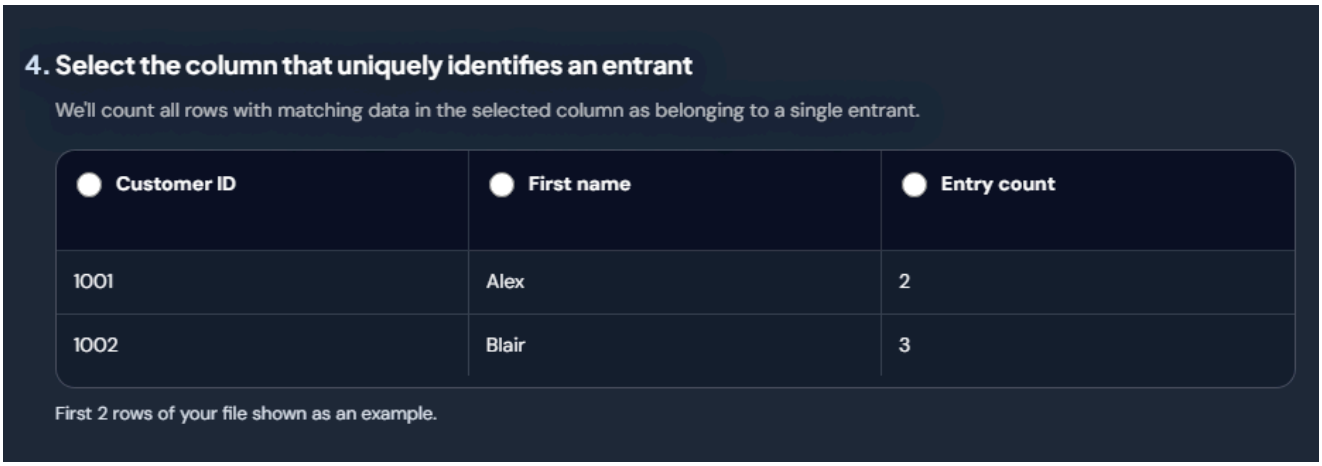
Can an entrant win more than once?

Next, we ask whether an entrant can win more than once. Select **No** if you want to exclude an entrant's other entries after they win a prize.



Choose whether an entrant can win more than once.

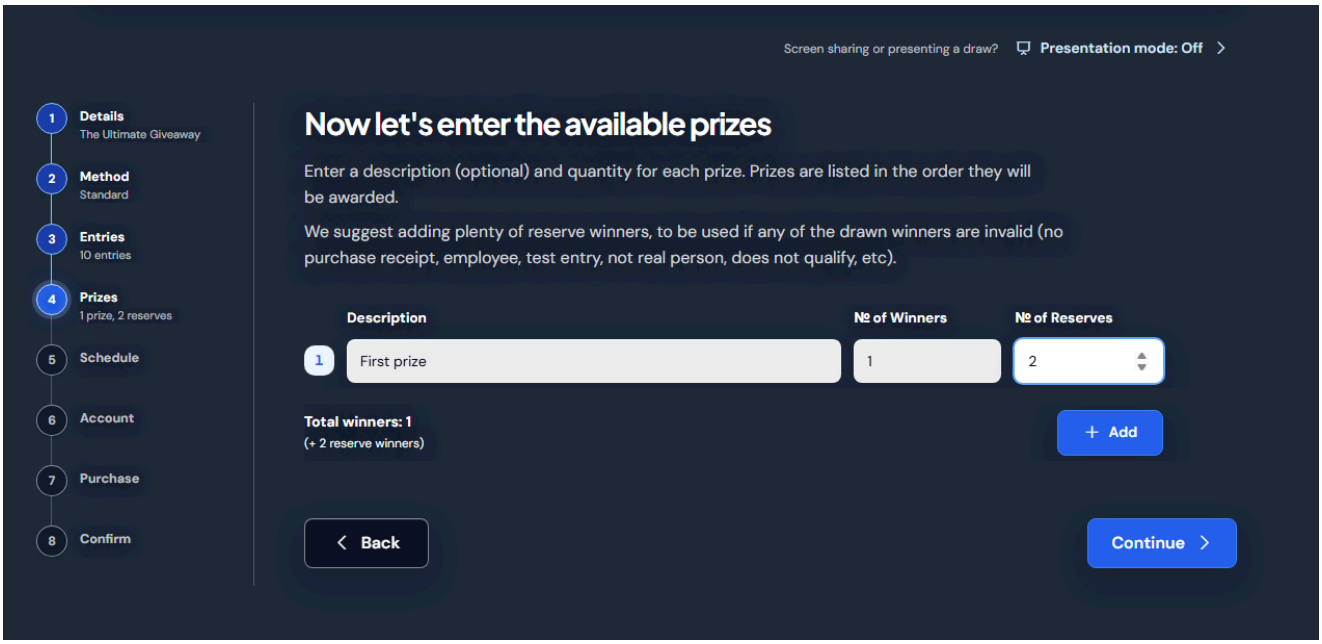
If you chose **One entry per row** and answered **No**, select a column that uniquely identifies each entrant. This could be a customer ID or another value shared by all entries from the same entrant. The system uses this column to know which entries to exclude after a win.



Select the column that identifies an entrant, if the wizard asks for it.

Once you have answered the questions that apply to your file, click **Continue**.

Step 4. Enter prizes



Add the prizes in the order they will be awarded.

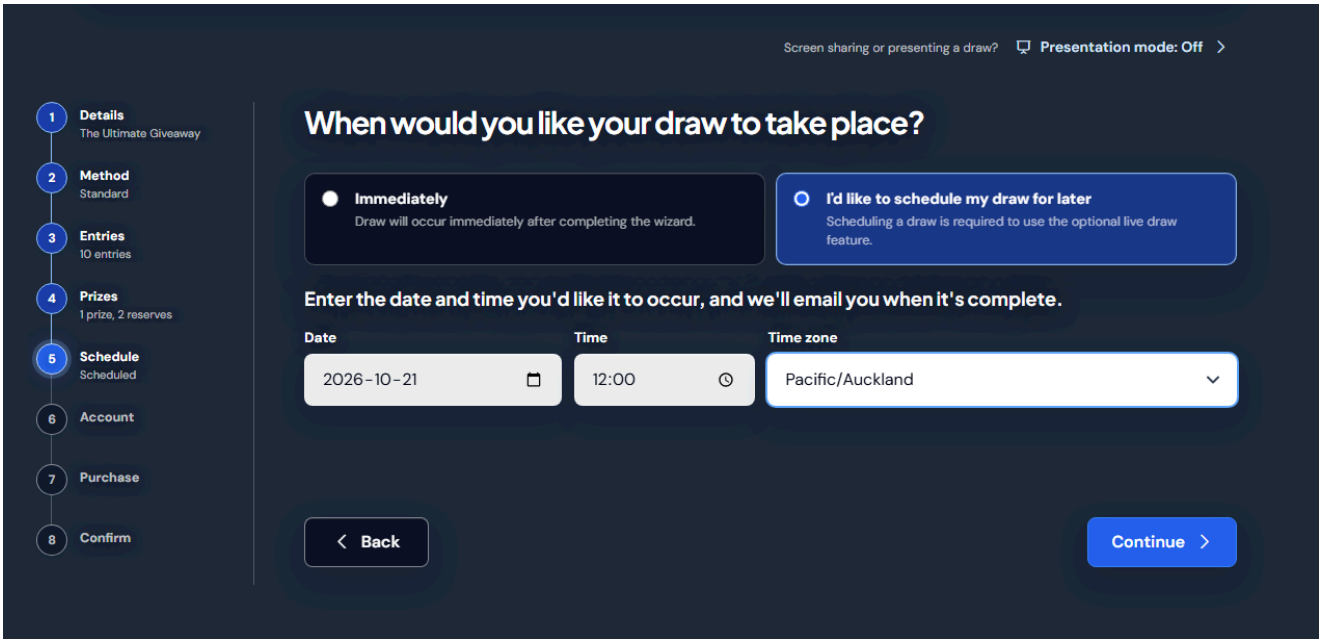
This screen is where you enter the prizes for your sales promotion.

If you need to award more than one type of prize, click **Add** below the prize list. You can enter a **Description** for each prize, such as the prize name.

Enter the **№ of Winners** for each prize. We also suggest adding **№ of Reserves** in case any drawn winner is invalid.

Please check the prize descriptions, winners, and reserves before clicking **Continue**.

Step 5. Select a draw time



Choose when the draw should take place.

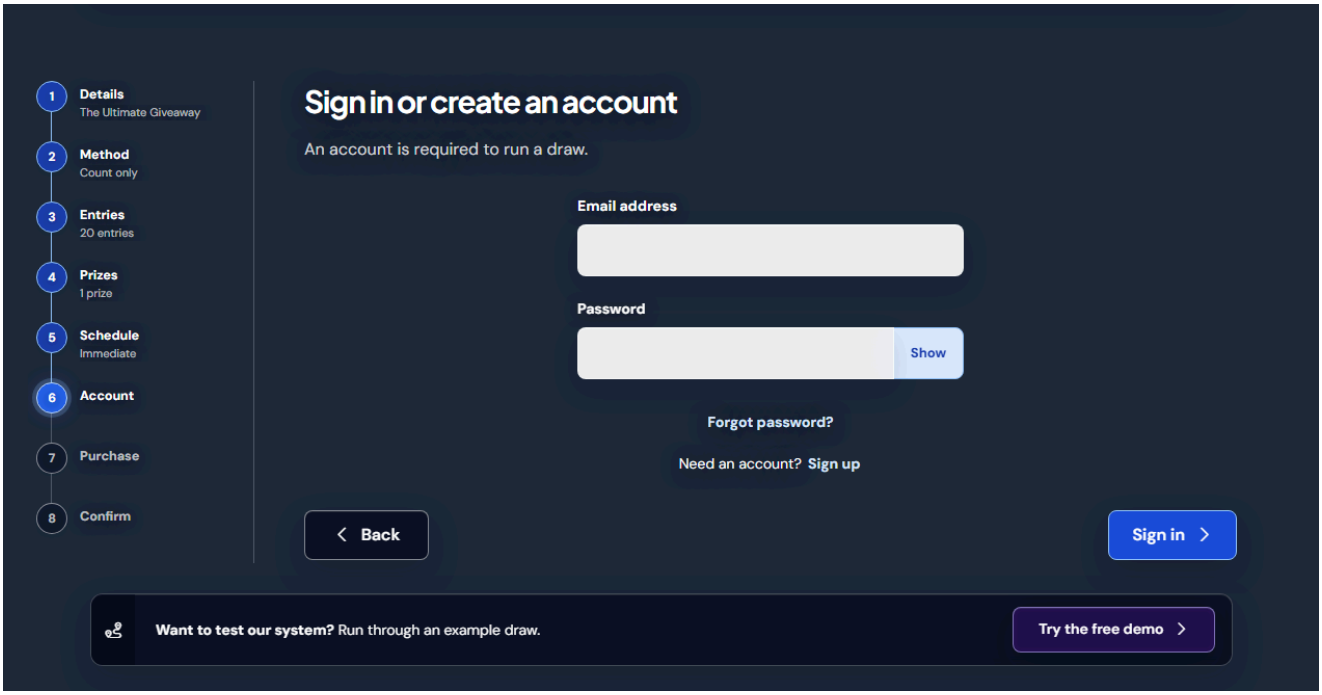
This step lets you select when you would like the draw to occur.

By default, **Immediately** is selected. This option runs the draw after you complete the final step.

You can instead select **I'd like to schedule my draw for later**. Enter a future date and time, and check that the time zone is correct. If it is not, choose the right time zone before continuing.

Scheduling is required if you want participants to watch a live draw. Once you have finished, click **Continue**.

Step 6. Sign in or sign up

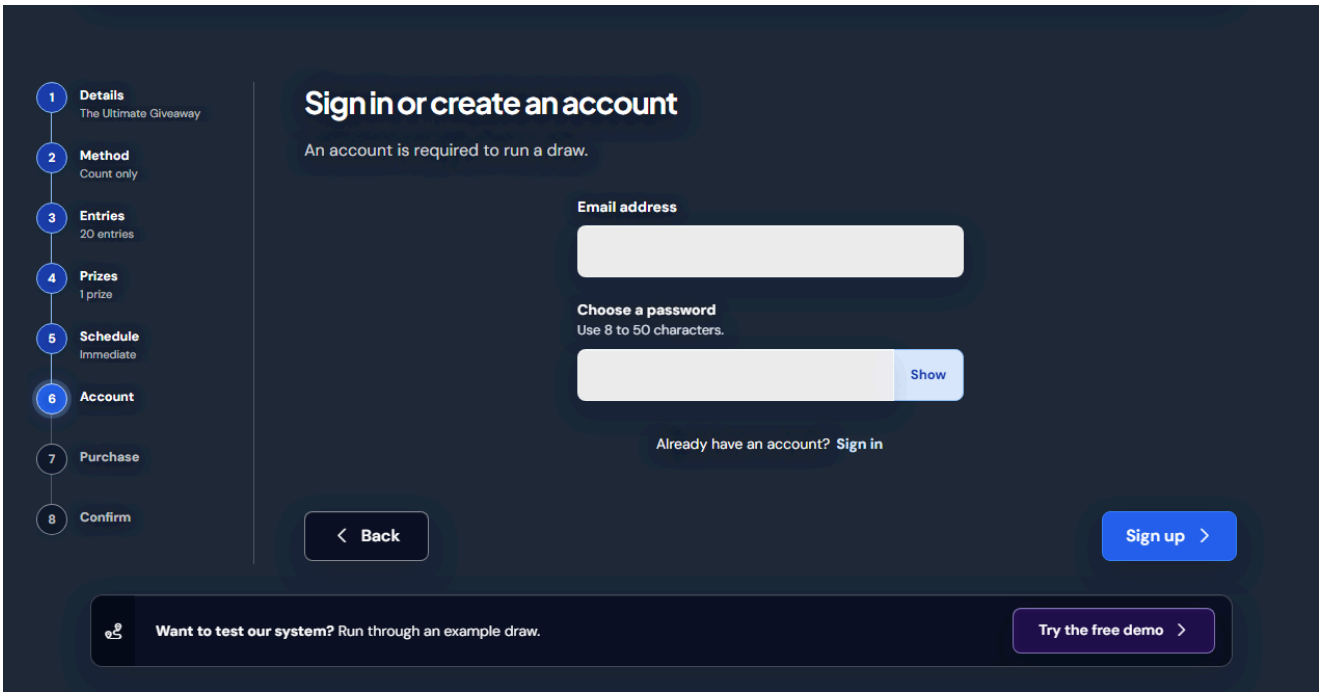


Sign in to an existing account.

Here you must **sign in** to randomdraws.co.nz™ or **sign up** for a new account before running a real draw. If you are already signed in, check that the account shown is yours and click **Continue**.

To sign in, enter the **Email address** and **Password** for your account, then click **Sign in**. If you have forgotten your password, click **Forgot password?**

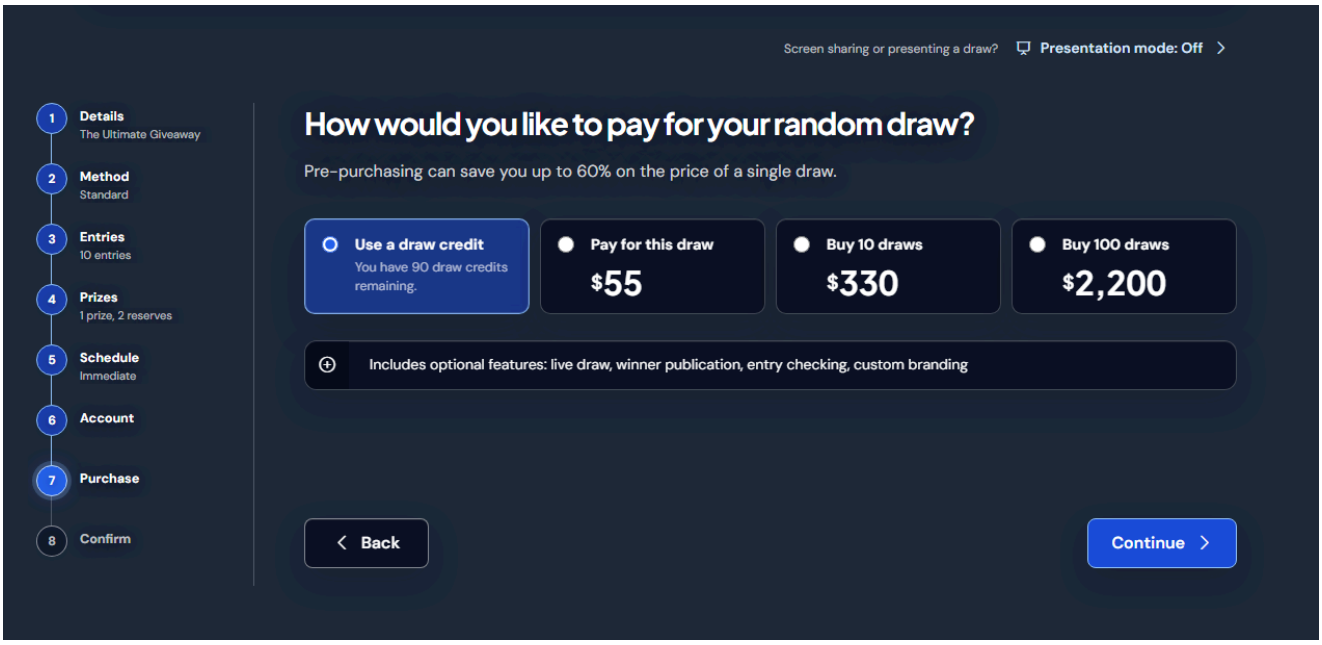
To sign up, click **Sign up**, enter your email address, choose a password, and click **Sign up**.



Sign up if you do not have an account.

After you sign up, the wizard asks whether you are an agent performing this draw on behalf of a client. If you are, enter your agency's name so your invoice uses the correct name.

Step 7. Payment option



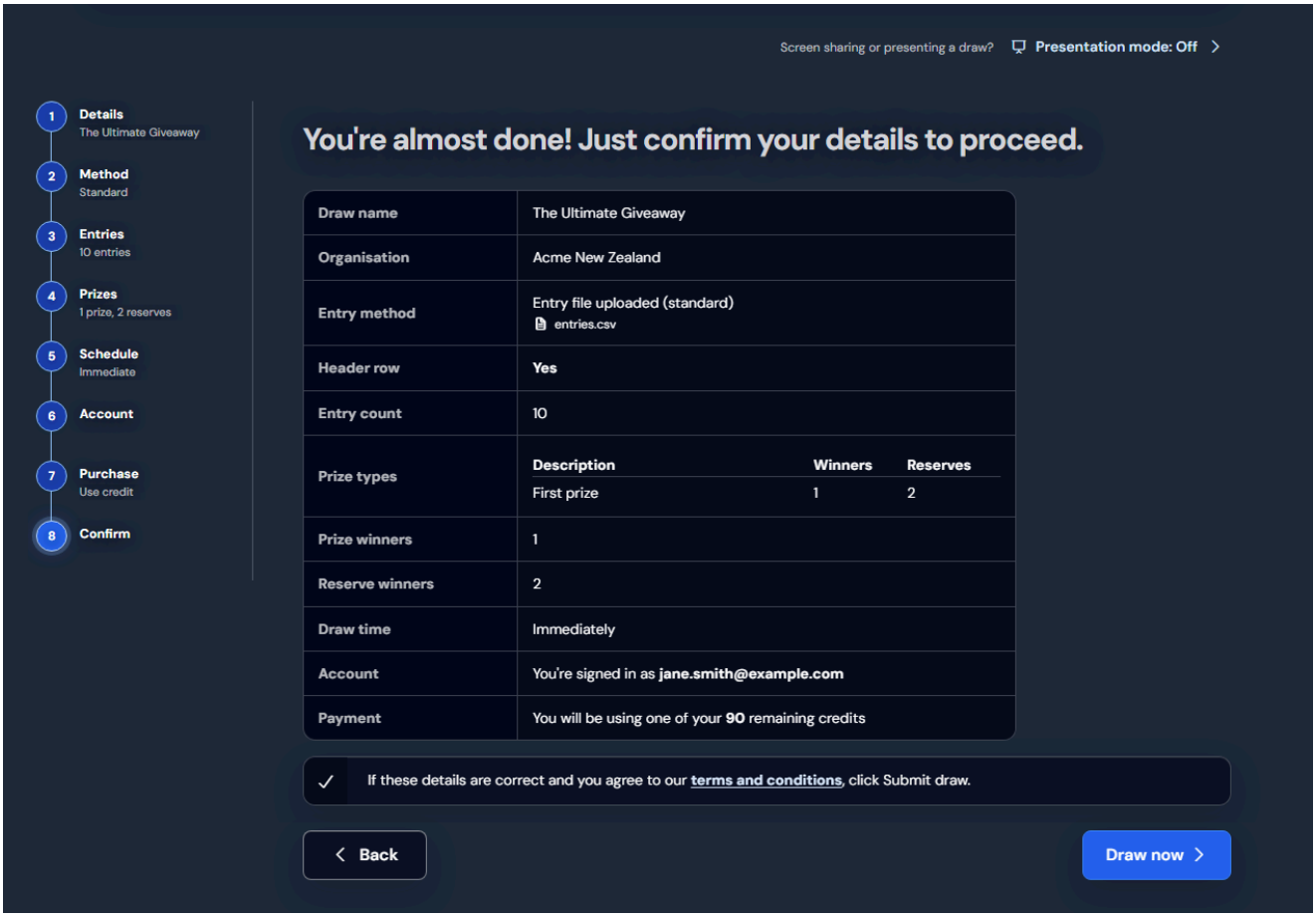
Choose how you would like to pay.

This screen gives you the option to **pre-purchase** future draws. If you would like to do so, select one of the two packs before continuing. Pre-purchasing can save you money if you plan to run more draws.

If you have draw credits available, you can select **Use a draw credit** instead. You can also choose to pay for this draw only.

When you have selected an option, click **Continue**.

Step 8. Confirmation



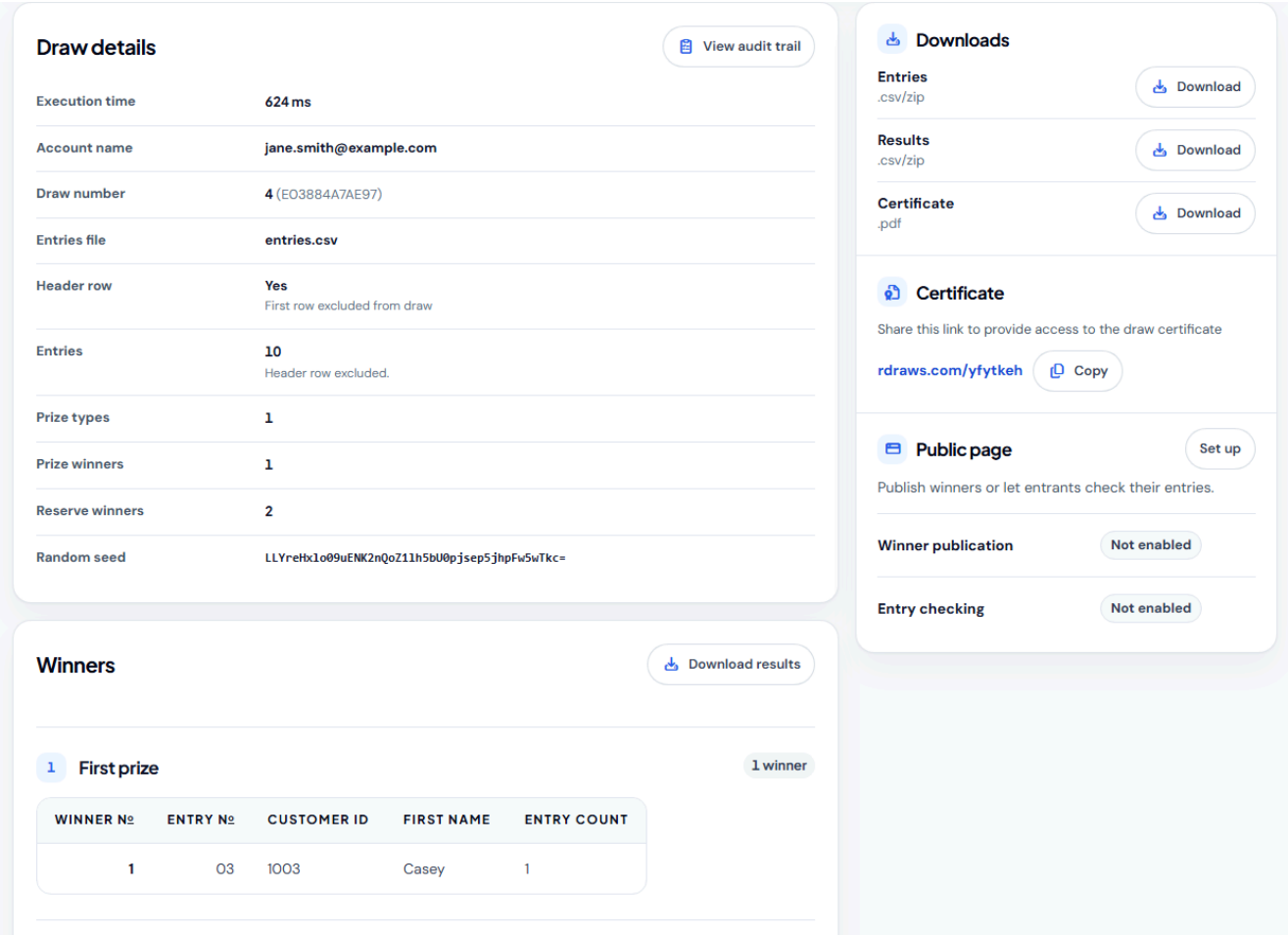
Check the draw details before you continue.

The confirmation screen gives you a chance to review the information you have entered into the wizard before payment.

If the details are correct and you agree to the terms and conditions, choose how to pay. **Pay with card** lets you use a card through Stripe. You can also pay using **PayPal**.

If you are using a draw credit, click **Draw now** for an immediate draw or **Schedule draw** for a later one. If you chose an immediate draw and will pay by card or PayPal, the draw will occur after payment.

Step 9. Draw complete



View your draw details and downloads.

The draw details page opens after you complete the wizard. If you chose an immediate draw, the page will show your results once the draw is complete. If you scheduled your draw, you can still review its details here; the results will appear after the scheduled time. You will receive an email when the draw is complete.

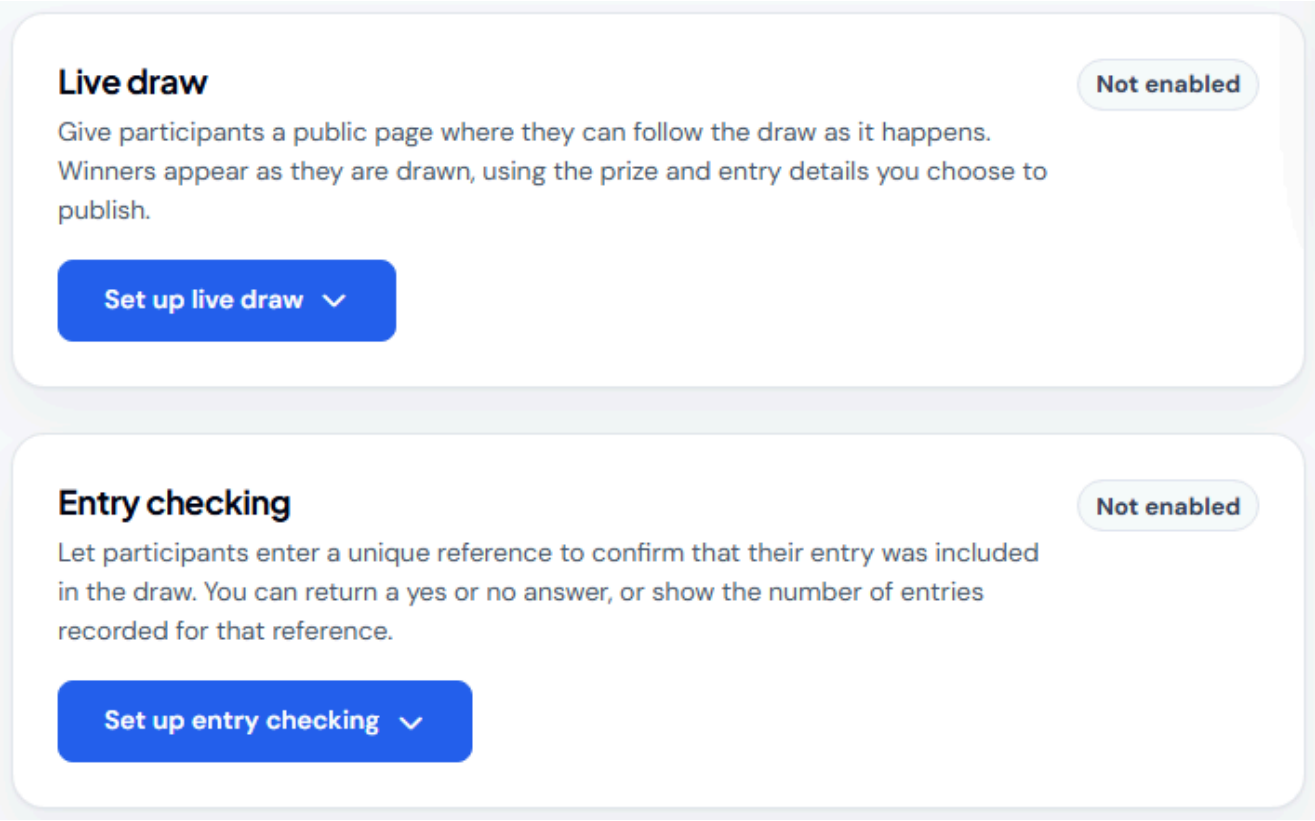
The **Downloads** section contains files for this draw. **Entries** lets you download the entries file you uploaded. **Results** lets you download the winners. **Certificate** lets you download a certificate with the details of your draw. You can share the short certificate link on this page.

If you paid for this draw rather than using a draw credit, you can also download your **invoice** here.

The **Public page** section lets you set up live draw, winner publication, and entry checking if you uploaded an entries file. The **Winners** section shows your draw's winners. If there are too many winners to show on the page, download **Results** for the full list.

Step 10. Public page setup (optional)

If you uploaded an entries file, you can set up a page to share with your participants. You will receive a short web link to send them. The page can show a live draw, published winners, or an entry-checking form, depending on the services you choose. On the draw details page, find **Public page** and click **Set up**.



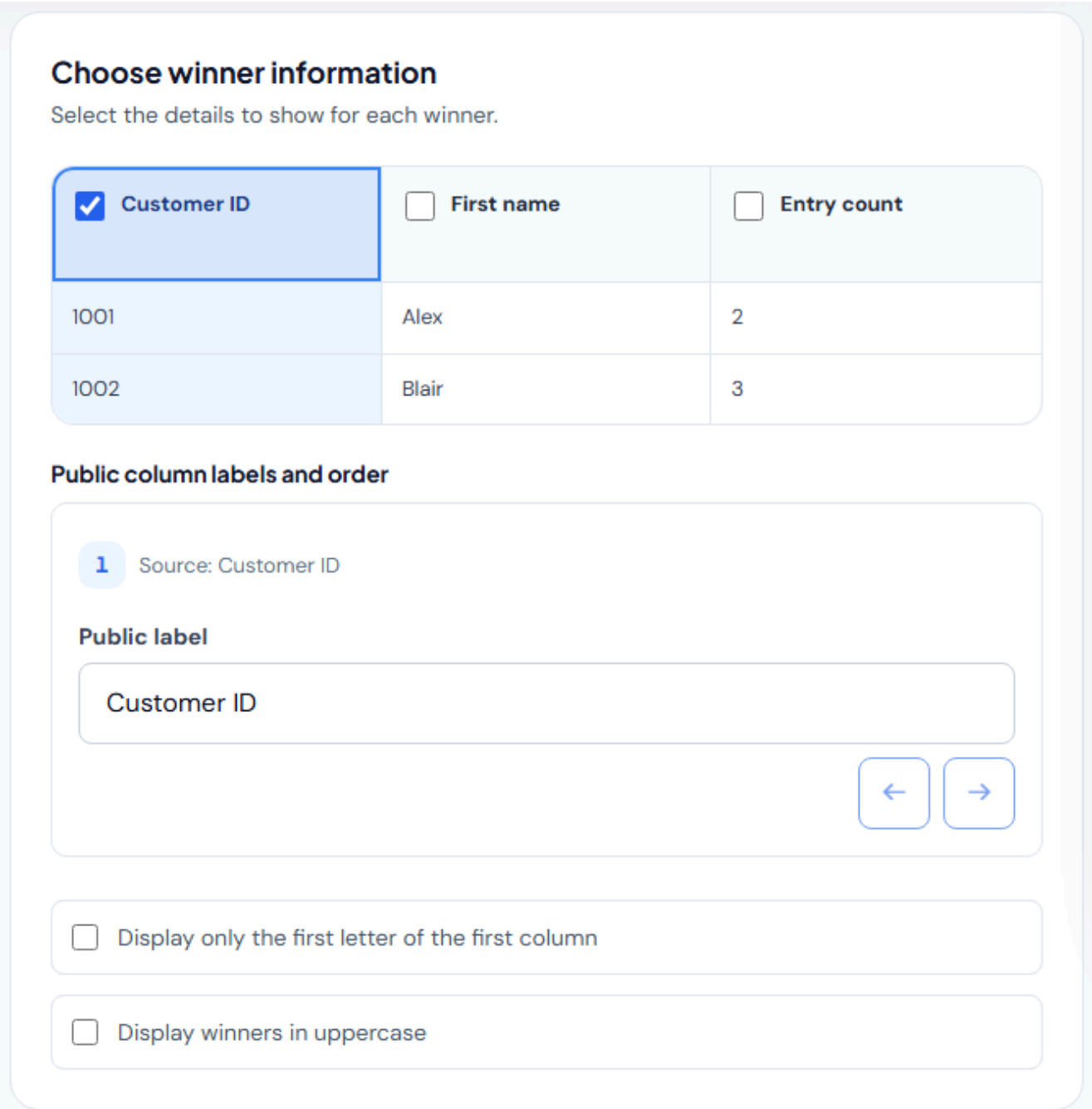
Choose the services to include on the public page.

If you chose to upload an entries file, you may set up live draw and winner publication. **Live draw** is only available for scheduled draws. While you choose your settings, a preview shows you what the page will look like.

Setting up **winner publication** gives you a web link to share. The link takes participants to a page containing the winners of your draw, as configured by you. You control which columns appear and how they are presented. You also decide which prizes are published and whether the total entry count is displayed. Take care not to publish private information.

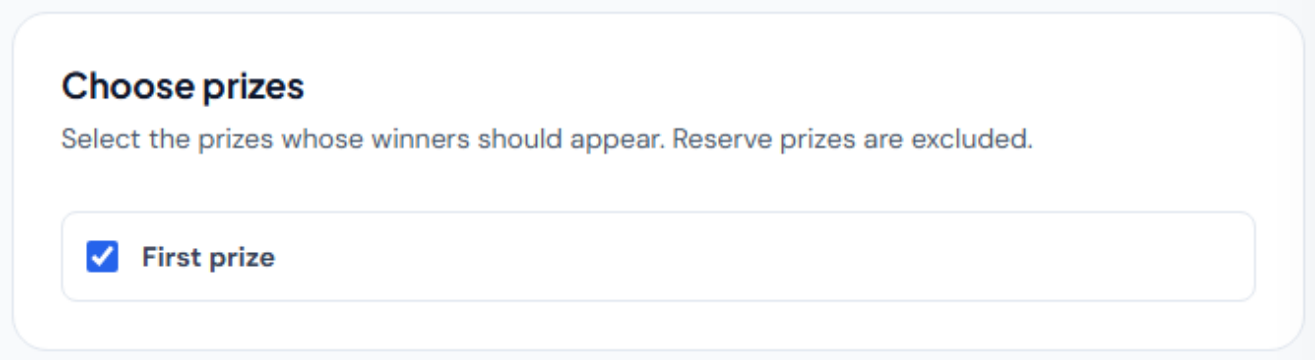
If you set up live draw while your draw is still scheduled, the public page shows a countdown to the draw time. Participants can watch as the winners are drawn, and the page updates to show the winners you chose to publish. You can also choose to publish the winners later. In that case, the page shows a countdown until the publication time you select.

Click **Set up live draw** or **Set up winner publication**, depending on the state of your draw. Choose the columns to display for each winner. You can change the public column labels and the order in which they appear.

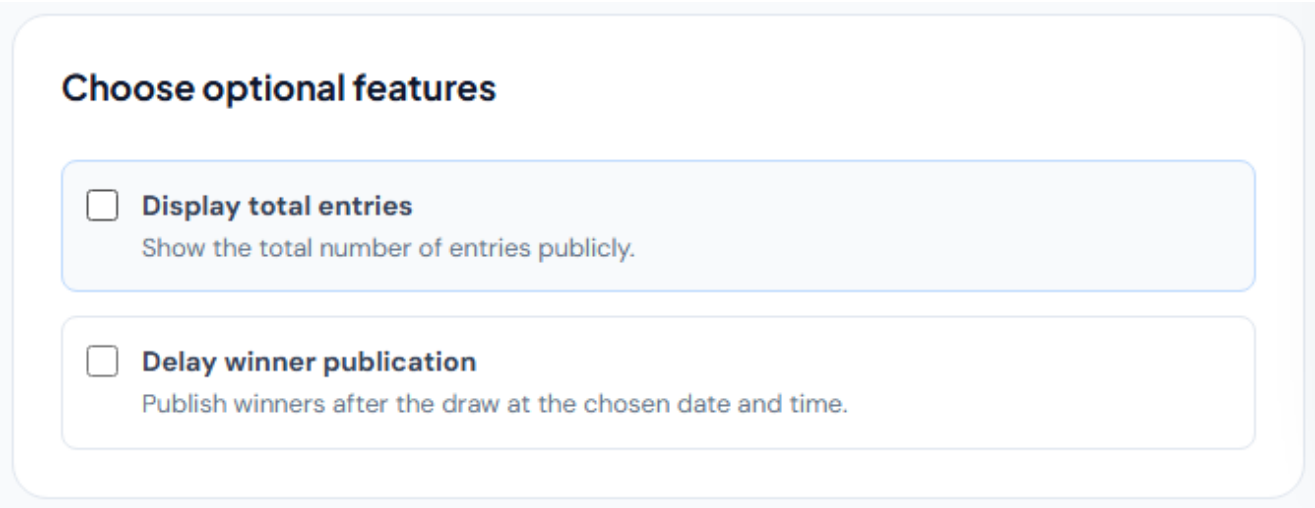


Choose the winner information participants will see.

Choose which prizes are published and whether to display the total number of entries. If you want to delay the results, select a future date and time for winner publication.

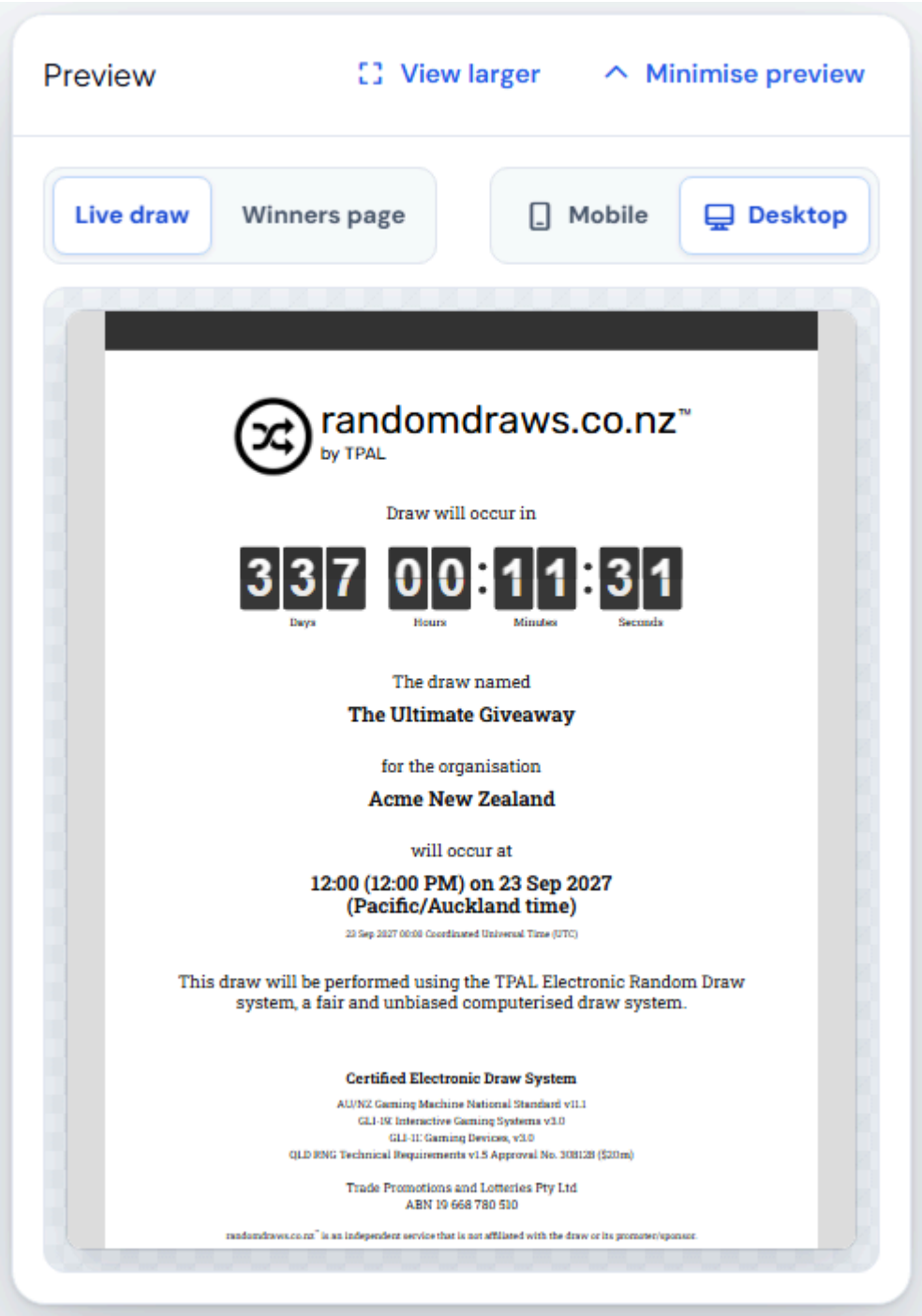


Choose which prizes to publish.



Choose whether to show the entry count or delay winner publication.

The preview shows how the page will look while you change the settings. Check it before clicking **Save public page setup**. After you save, you can share the link shown on the draw details page.



Review the public page before saving your settings.

We also offer **Presentation mode** if you want to stream, screen share, or otherwise show the draw process to an audience. It hides personal account details and draw identifiers, and obscures sensitive entrant data. You can choose whether the entry count is visible. Payments are disabled while Presentation mode is active.

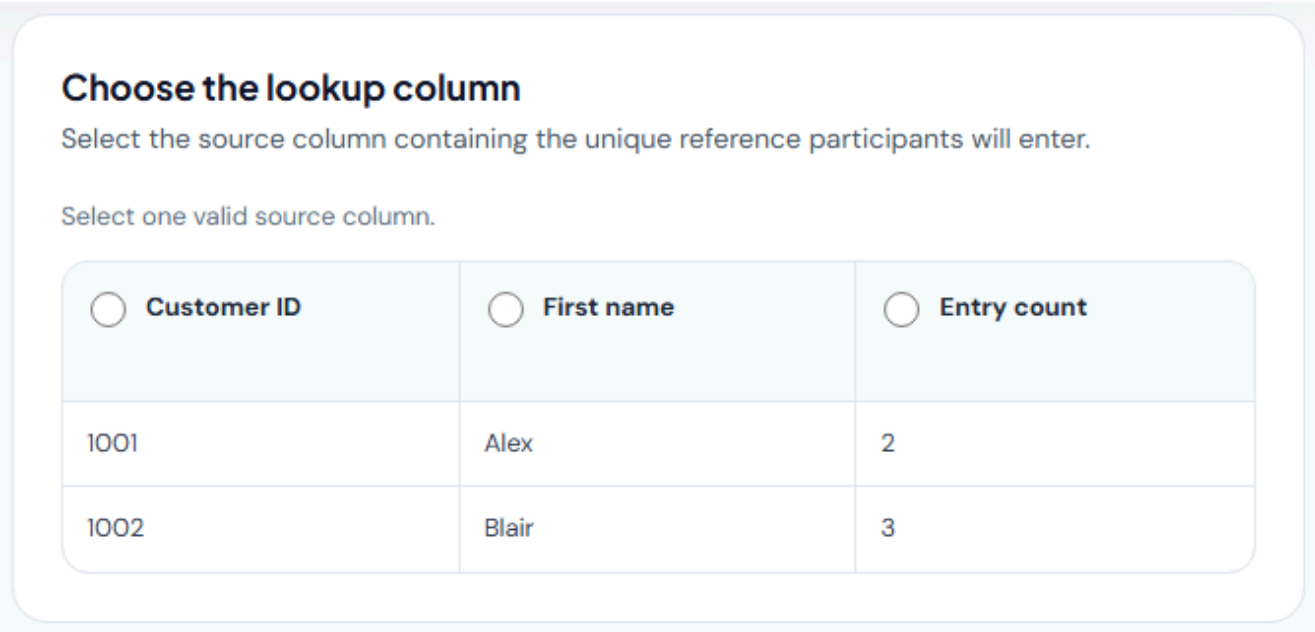
Public page setup hides its preview while Presentation mode is active, in case it contains private information. Turn Presentation mode off when you need to see the full preview.

Entry checking (optional)

You can also set up **entry checking** in Public page setup if you uploaded an entries file. Entry checking is available for scheduled and completed draws.

Entry checking lets participants enter a reference and find out whether their entry was included in the draw. If you also enabled winner publication, participants can use the same public page to check their entries and view the published results.

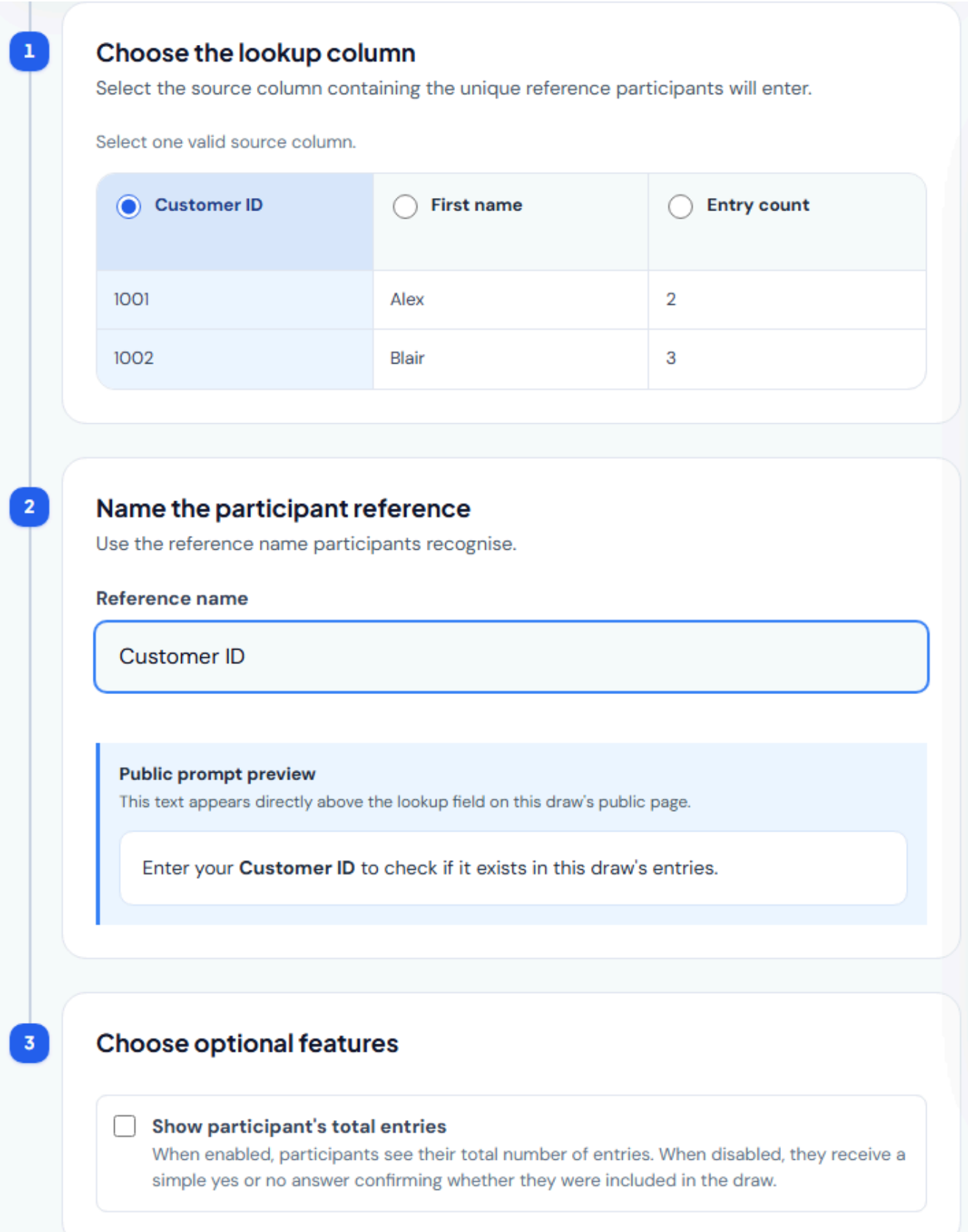
Click **Set up entry checking**, then choose a lookup column from your file. Select a column containing a reference that your participants know, such as Customer ID. Do not select a value that participants cannot use to find their own entry.



Choose the column participants will use to check their entries.

Next, name the participant reference. For example, if participants know their Customer ID, you can use **Customer ID** as the reference name. Check the public prompt preview to see how the question will appear to them.

You can also choose whether to show each participant the total number of entries found for their reference. If you leave this option off, participants receive a yes or no answer.

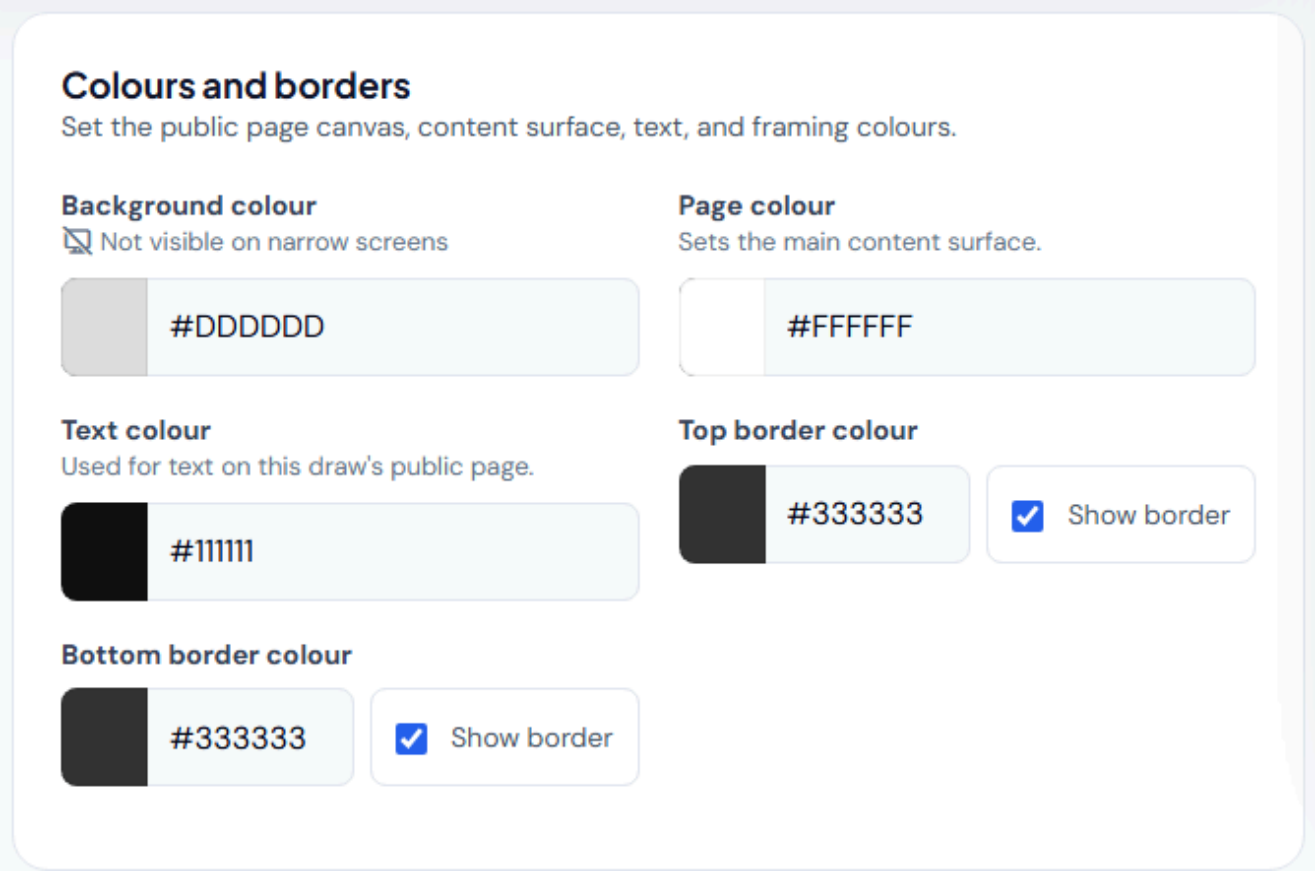


Set the public reference name and choose whether to show an entry count.

Check the page preview and click **Save public page setup** when the settings are correct. Branding settings apply to the same public page, so you do not need a separate design for entry checking.

Branding settings (optional)

You can configure **branding** in Public page setup after you select a service. Change colours, add images, and make other customisations so the public page suits your organisation or sales promotion. The preview shows your changes before you save.

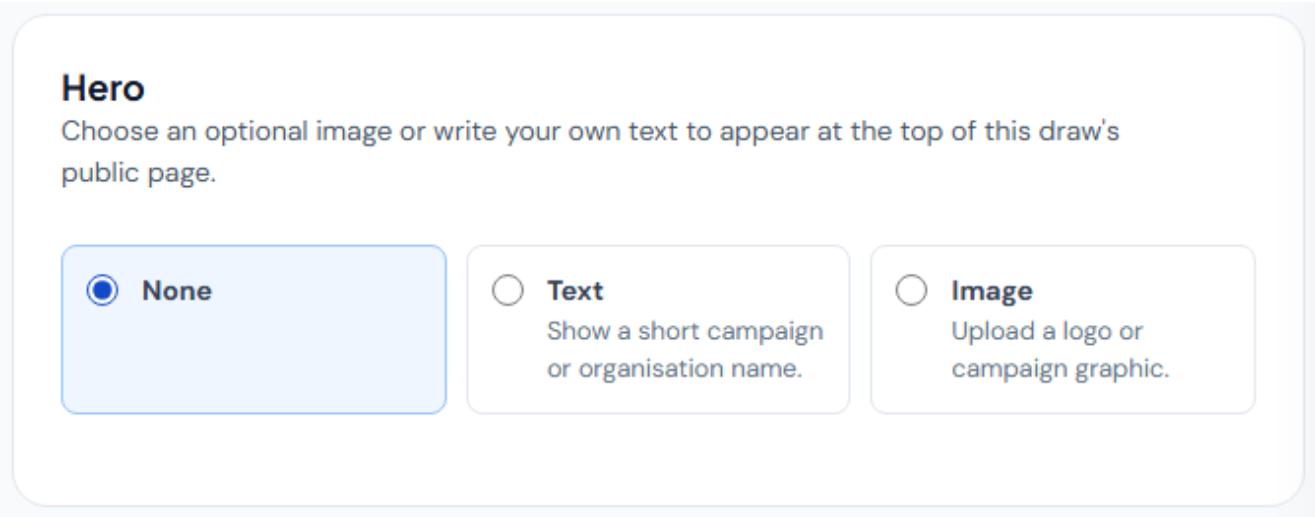


Use branding settings to change the public page.

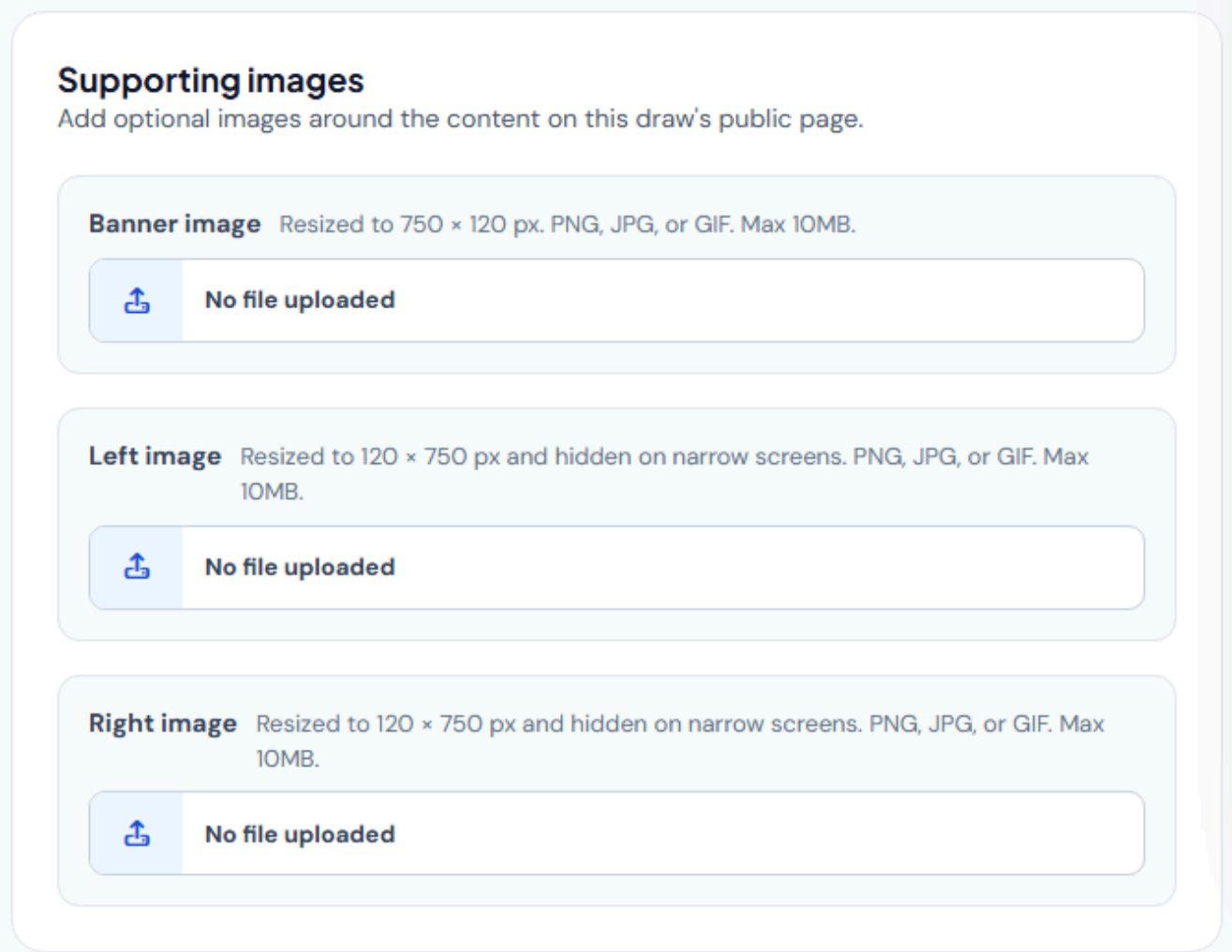
If you change a setting, **Undo** returns it to its last saved value. **Reset** returns it to the default value. You can enter a hex code for a colour or use the colour picker. A hex code is a short set of letters and numbers that identifies a colour.

Background colour sits behind the public page content. It does not appear on narrow screens. **Page colour** sits under the main content, and **Text colour** sets the text on the page. A warning appears if the text may be hard to read against the page colour. You can also show or hide the top and bottom borders and choose their colours.

For the **Hero option**, select None, Text, or Image. **Text** lets you enter a short heading and choose its colour and font. **Image** lets you upload a logo or campaign image. The site resizes hero and banner images to fit within 750 × 120 pixels. You can also add images at the left and right sides of the public page. The site resizes these to fit within 120 × 750 pixels, and does not show them on narrow screens.



Choose the hero content for the top of the public page.



Choose the images you want to show on the public page.

After you have configured branding for a draw, you can re-use it on a later public page. Select the earlier draw from **Re-use branding from a past draw**, then change any settings you need.