

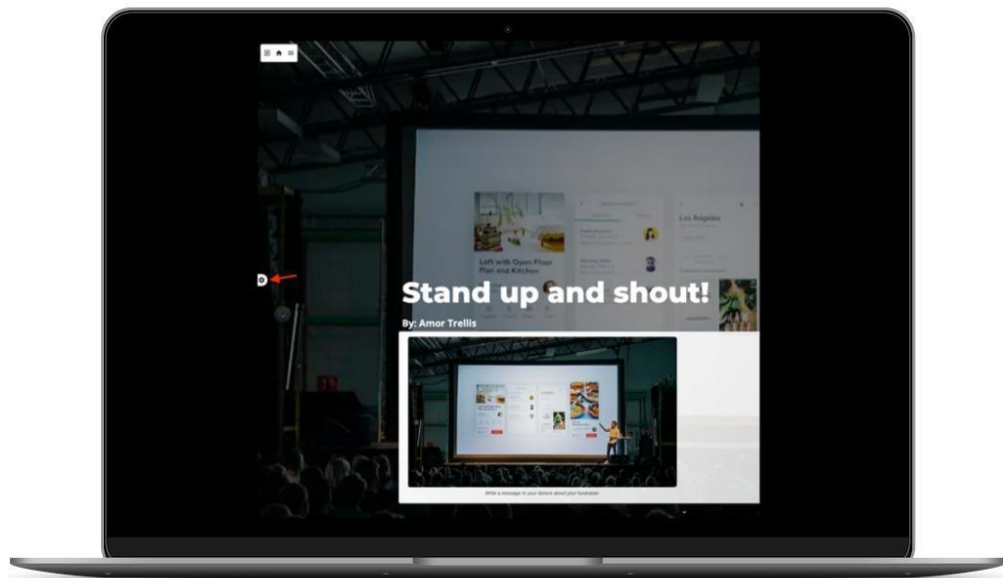


How to draw your winner(s) using Trellis

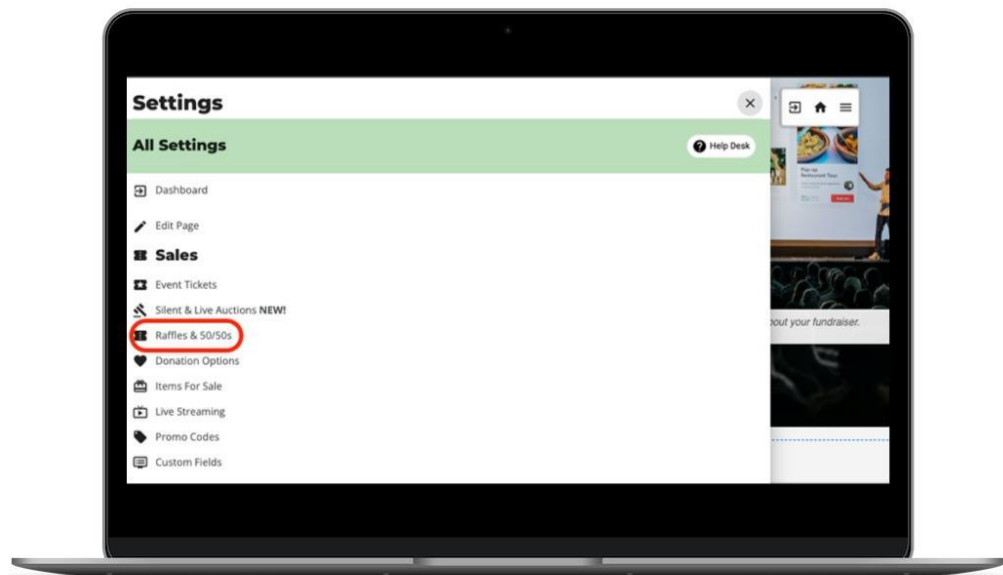
Yay! it's time to draw the winner for your raffle. Please note you will have to manually draw the winner to follow provincial gaming rules. We also recommend checking with your provincial body to understand if any specific stakeholders are required to be present when conducting the draw.

Below are the steps required to draw the winner, after reviewing the steps, if you have any questions our team is here for you. Please email us at support@trellis.org and we'd love to help!

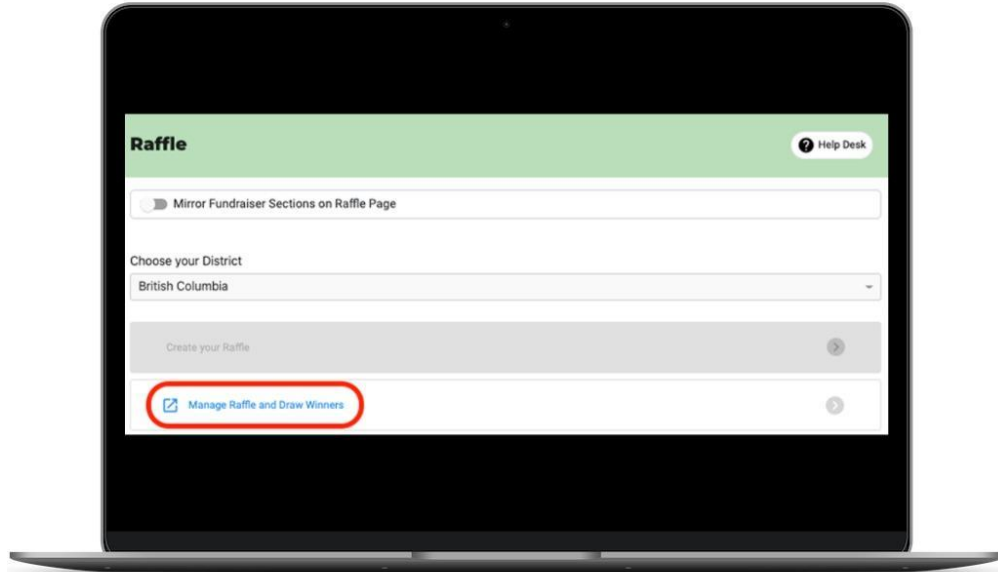
1. On your builder go to the gear icon on the left-hand side of your screen



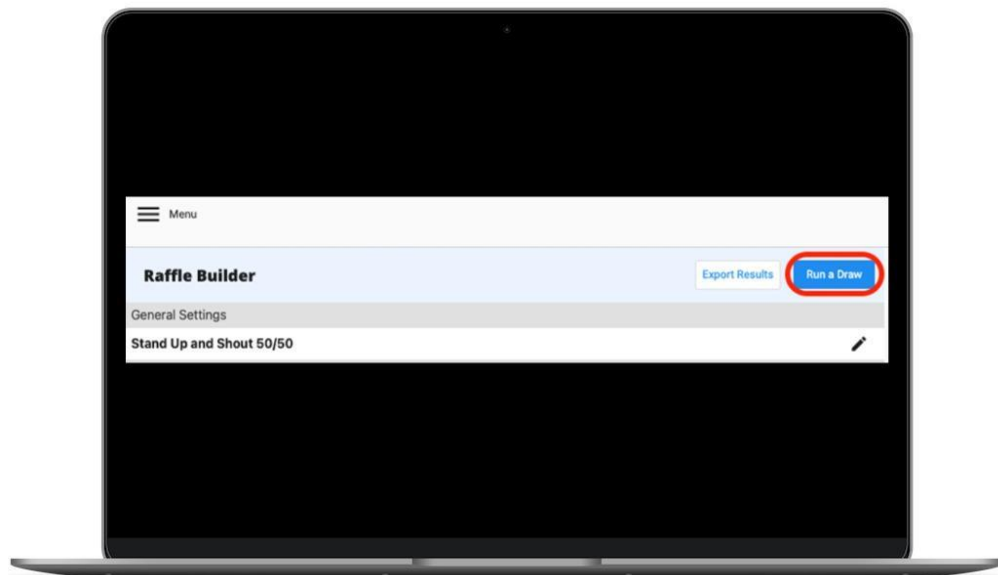
2. Select *Raffles & 50/50s*



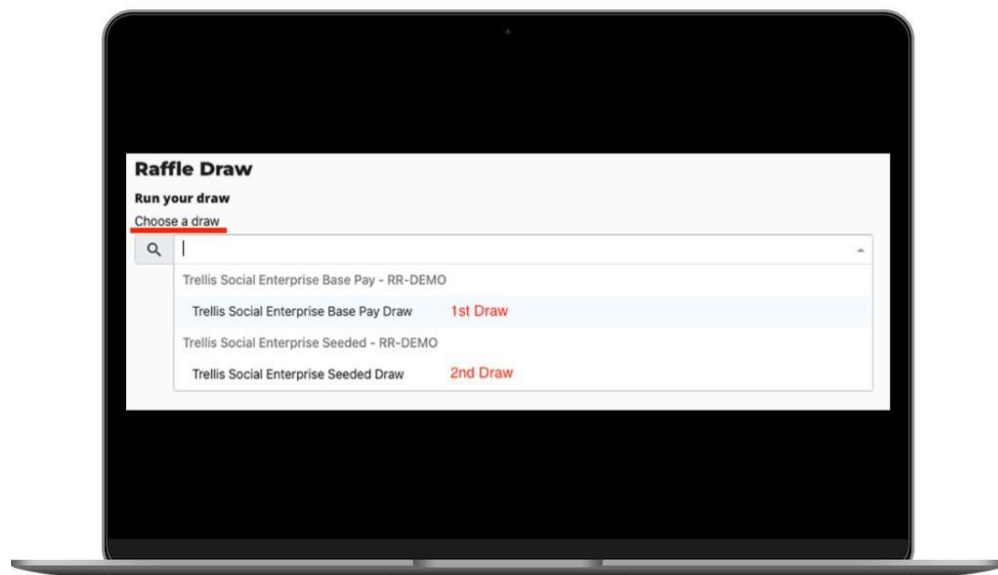
3. Click *Manage Raffles and Draw Winners*



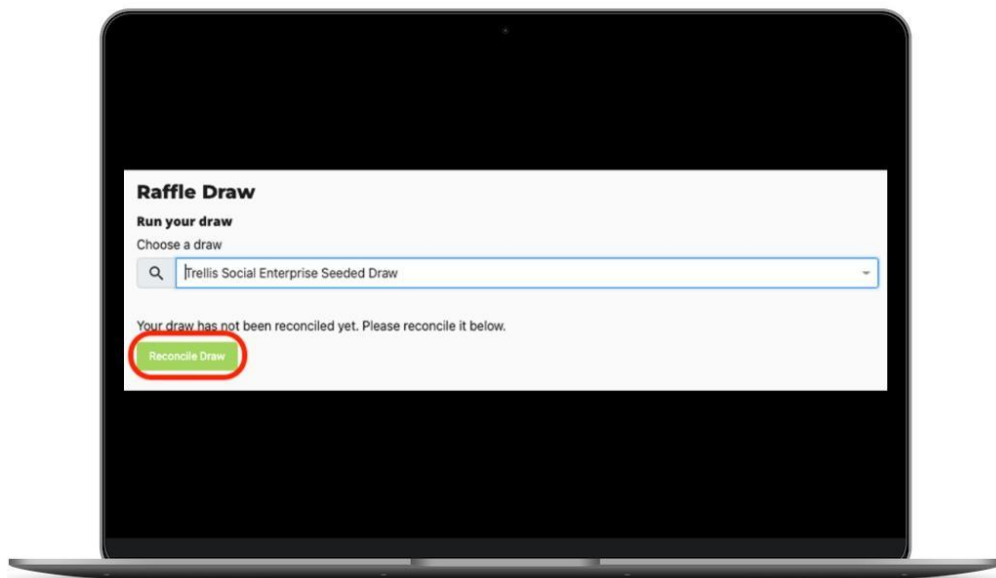
4. Click *Run a Draw*



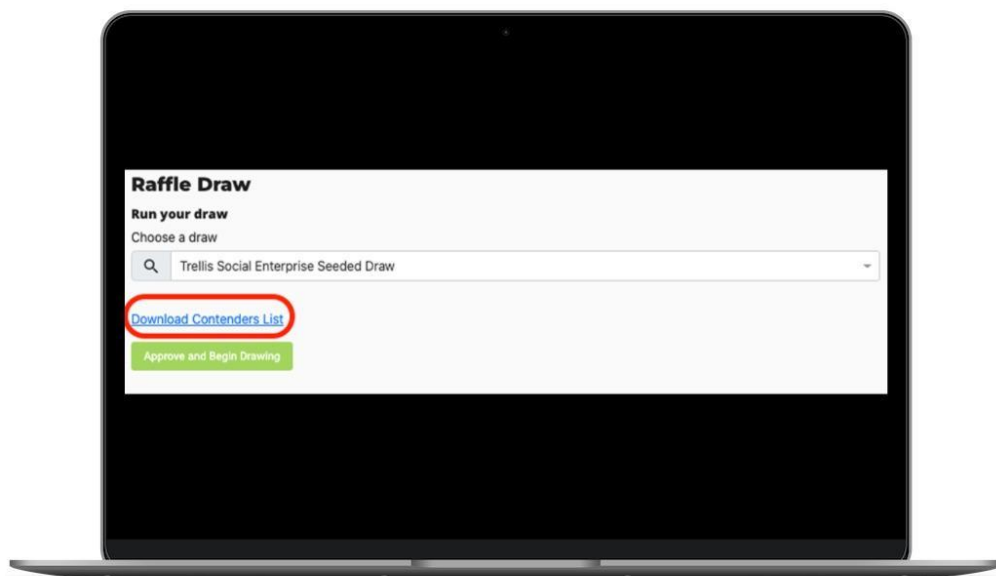
5. Select the draw you want to run from the dropdown list (the text above it is the license that draw is under)



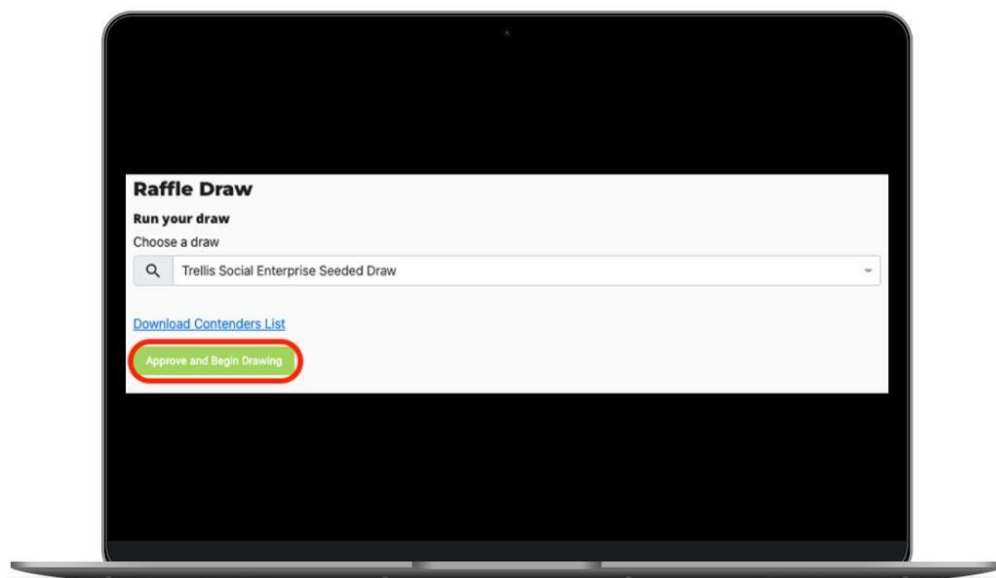
6. Click *Reconcile Draw*



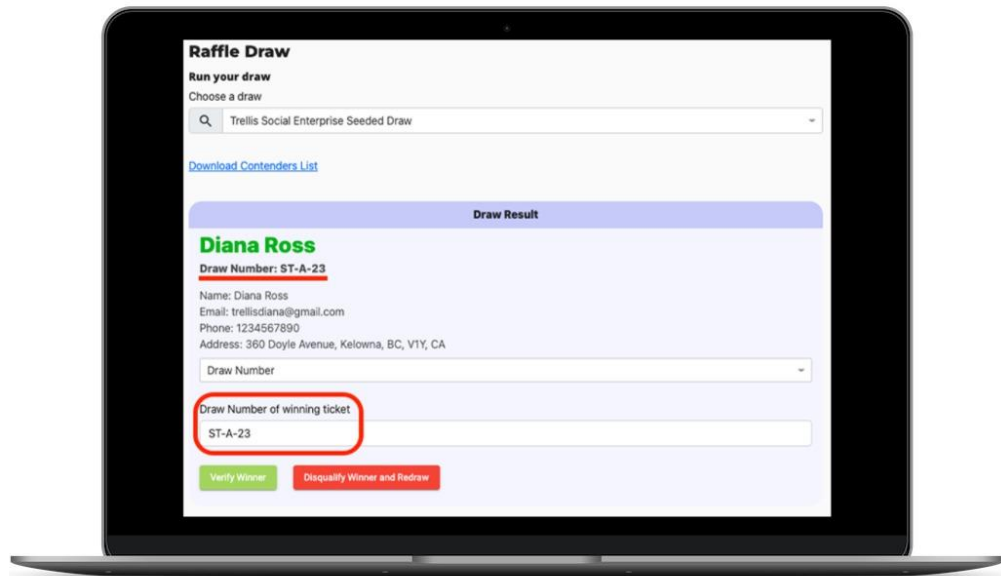
7. Click *Download Contenders List* to export a copy of the contender's list for verification after.



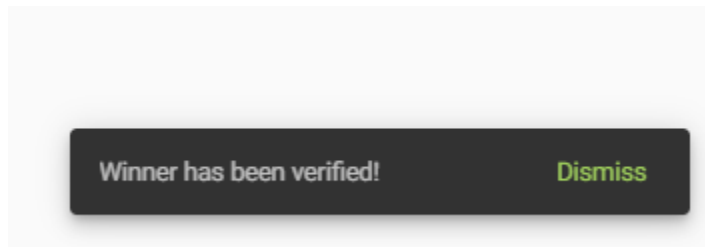
8. Click *Approve and Begin Drawing*



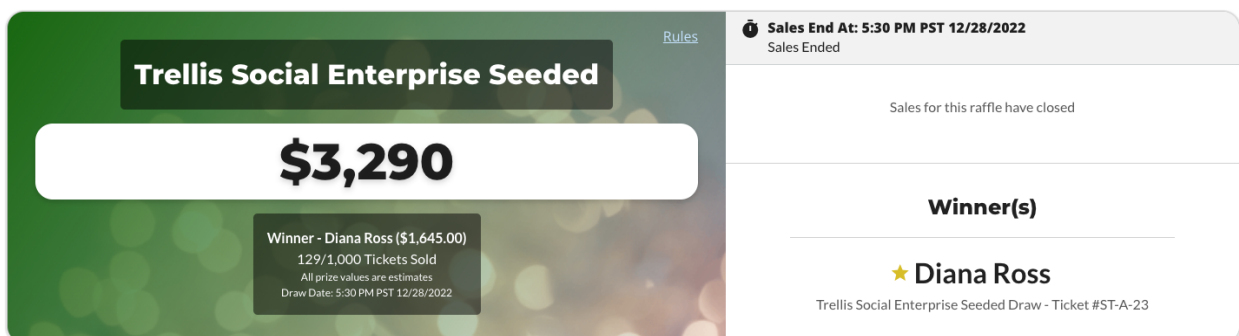
- It now shows your winner, once you agree with the result approve this winner by typing the draw number in the *Draw Number of winning ticket* field
(Please note this is case sensitive)



- Hit *Verify Winner* and the below notification should appear.



Once you have successfully verified the winner your live website page will automatically post the name of the winner. Repeat the steps for all your draws.



Note: The platform does not automatically contact your winner as per raffle regulation. It's the organization's responsibility to contact the winner and arrange how the prizes will be claimed.