

How to draw your winner(s) using Trellis

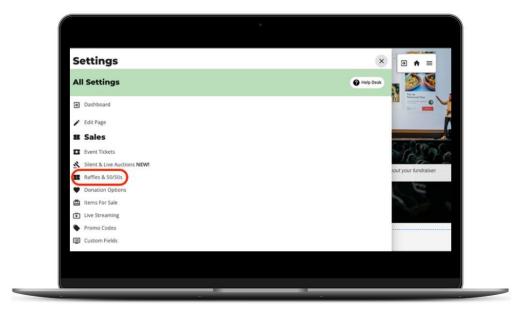
Yay! it's time to draw the winner for your raffle. Please note you will have to manually draw the winner to follow provincial gaming rules. We also recommend checking with your provincial body to understand if any specific stakeholders are required to be present when conducting the draw.

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 <u>support@trellis.org</u> 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 & 5050s

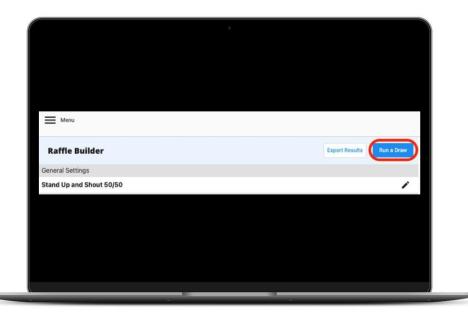




3. Click Manage Raffles and Draw Winners

Raffle	Help Desk
Mirror Fundraiser Sections on Raffle Page)
Choose your District	
British Columbia	*
Create your Raffle	۲
Manage Raffle and Draw Winners	0

4. Click Run a Draw

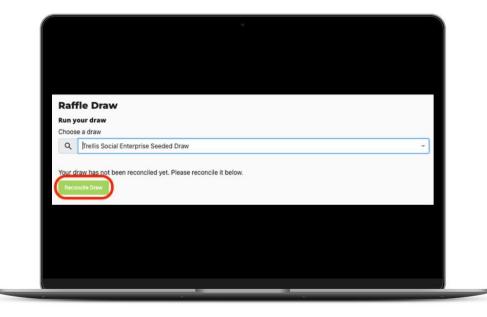


5. Select the draw you want to run from the dropdown list (the text above it is the license that draw is under)

	n your dra	aw w		
	oose a draw			
	2			
Trellis Social Enterprise Base Pay Draw 1st Draw	Trellis	Social Enterprise Base Pay - RR-DE	ON	
	Trelli	s Social Enterprise Base Pay Draw	1st Draw	
Trellis Social Enterprise Seeded - RR-DEMO	Trellis	Social Enterprise Seeded - RR-DEM	0	
Trellis Social Enterprise Seeded Draw 2nd Draw	Trelli	s Social Enterprise Seeded Draw	2nd Draw	



6. Click Reconcile Draw



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

Raf	fle Draw
	our draw e a draw
Q	Trellis Social Enterprise Seeded Draw
	oad Contenders List

8. Click Approve and Begin Drawing

Raffle	Draw
Run you	r draw
Choose a	draw
QI	rellis Social Enterprise Seeded Draw -
	and Begin Drawing



9. 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*)

	your draw		
	se a draw		
٩	Trellis Social Enterprise Seeded Draw		
Dowr	Iload Contenders List		
	Draw Result		
D	iana Ross		
Dra	aw Number: ST-A-23		
	me: Diana Ross		
	ali: trellisdiana@gmail.com one: 1234567890		
	dress: 360 Doyle Avenue, Kelowna, BC, VTY, CA		
D	raw Number	~	
-			
	aw Number of winning ticket		
C	iT-A-23		
	Arently Winner Disquality Winner and Redraw		
	Оздовну чилие апо нестам		

10. Hit Verify Winner and the below notification should appear.

Winner has been verified!	Dismiss

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.

Rules	Sales End At: 5:30 PM PST 12/28/2022 Sales Ended
Trellis Social Enterprise Seeded	Sales for this raffle have closed
\$3,290	
Winner - Diana Ross (\$1,645.00)	Winner(s)
129/1,000 Tickets Sold All prize values are estimates Draw Date: 5:30 PM PST 12/28/2022	★ Diana Ross Trellis Social Enterprise Seeded Draw - Ticket #ST-A-23

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.