Lottery

Control Panel > Communication > Lottery

About Lottery:

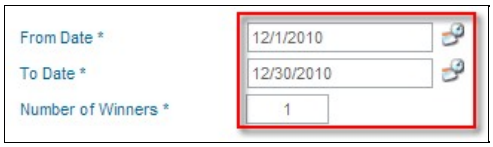
The Lottery is a useful tool meant to:

- Conduct random drawings for office raffles. (i.e. Holiday gifts, Monthly department luncheons, etc.)
- Conduct weighted drawings to encourage users to log into and use the Portal more often through the reward of a prize.

You can specify which user groups the lottery tool pulls from. This new feature allows you conduct a lottery for any or all user groups at the property.

Using the Lottery:

1. Click **Control Panel** > **Communication** > **Lottery**.
2. To conduct a Lottery drawing, click to set the **Date** range from which to select users that have logged in during that specified time.
3. Set the **Number of Winners** to draw.



4. Choose a **Selection Method**.

Note:

- **Standard:** All users have equal chances as long as they log into their portal.
- **Weighted Login:** Users' chances increase each day they log into their portal.
- **First Users:** Only the specified number of users who logged in the most will be chosen.

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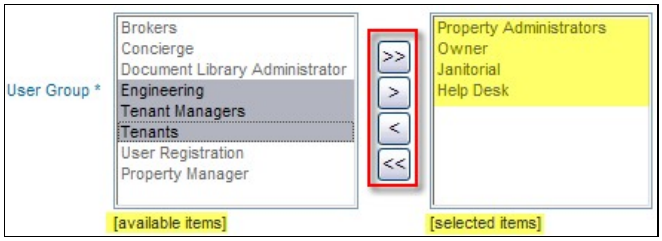
5. Select the **User Group**(s) to conduct the lottery from by moving the desired groups from the

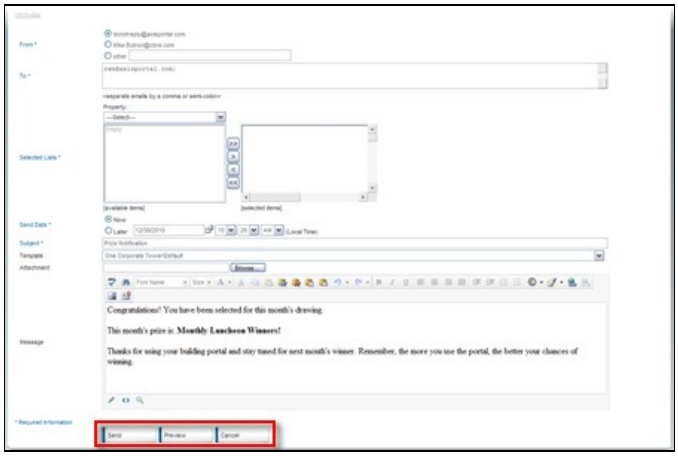
available items list to the selected items list using the arrow buttons.



6. Insert a **Prize Description**.

7. Click **Draw Winner**. The winner(s) will be displayed.

8. Click **Send Notification** to send an email to the winner(s). You will be redirect to the **Message Blaster** System.
9. The information will be pre-filled with the winner(s) email addresses, send date, template, and message content. Make any desired changes.



10. Click **Preview** then **Send**.