

RAFFLE4ALL

Owner's Manual

Admin Page Guide - Revision 8

Purpose of this guide

This manual explains the controls on the Raffle4All Admin page and the usual order in which an organizer uses them before, during, and after a raffle. It begins after Raffle4All has been activated and the Admin page is open.

Designed for event organizers, fundraisers, campgrounds, clubs, schools, charities and community events.

raffle4all.com

Quick Start - Running a Raffle

1. Open the Admin page and unlock it with the 4-digit Admin PIN.
2. Set the Event Name and choose the center logo, wheel colors, and desired idle motion.
3. Open the Entrant Ledger or load entrants directly. Confirm ticket quantities before loading the Ledger into Entries.
4. Load the Prize List in the order you want the prizes used, then select the Draw Order.
5. Add optional sponsor names, prize photos, and sponsor logos.
6. Choose a wheel spin sound and prepare any announcements you want to use.
7. Open the public Display and test it on the screen, projector, television, tablet, or phone that will be used.
8. Keep the raffle closed while guests arrive. Spectators can use Check My Entries to verify their participation.
9. When ready, choose Bring Raffle Live, then use SPIN for each draw.
10. Watch Winners & Prizes as results accumulate. Export the Ledger if you want an event record.

Important: entrants vs. entries

The Ledger stores each person once with a ticket quantity. The active raffle expands that quantity into chances on the wheel. A person with 8 tickets therefore produces 8 active entries.

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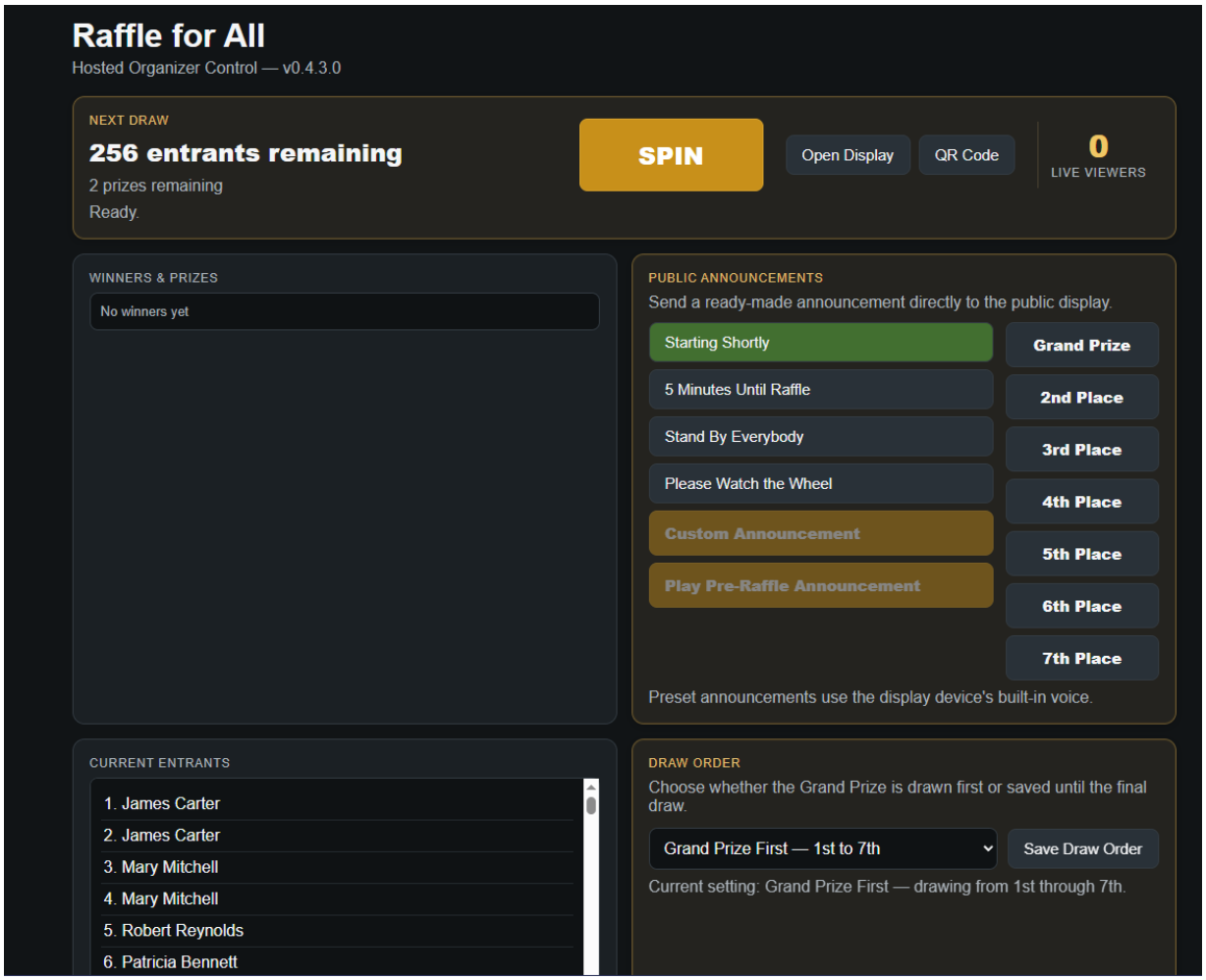
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Admin Page - Drawing & Live Controls



Top of the Revision 8 Admin page: drawing status, announcements, current entrants and draw order.

1. Next Draw

This is the primary drawing control at the top of the Admin page. Entrants Remaining shows the number of active raffle chances still available. Prizes Remaining shows how many prizes have not yet been awarded. The status line reports whether the raffle is ready or busy.

SPIN starts the next wheel drawing. Open Display opens the public-facing raffle page, while QR Code gives spectators a scannable route to that same public Display. Live Viewers shows the number of viewers currently connected.

2. Winners & Prizes

This panel keeps the organizer's running record of winners during the current raffle. Before the first draw it displays No winners yet. As drawings are completed, the results appear here so the organizer does not have to rely only on the audience screen.

3. Public Announcements

These buttons send ready-made spoken messages to the public Display. Presets include Starting Shortly, 5 Minutes Until Raffle, Stand By Everybody, and Please Watch the Wheel. Prize-position buttons cover Grand Prize through 7th Place.

The preset announcements use the public Display device's built-in voice. Custom Announcement and Play Pre-Raffle Announcement work with the lower announcement sections described later in this manual.

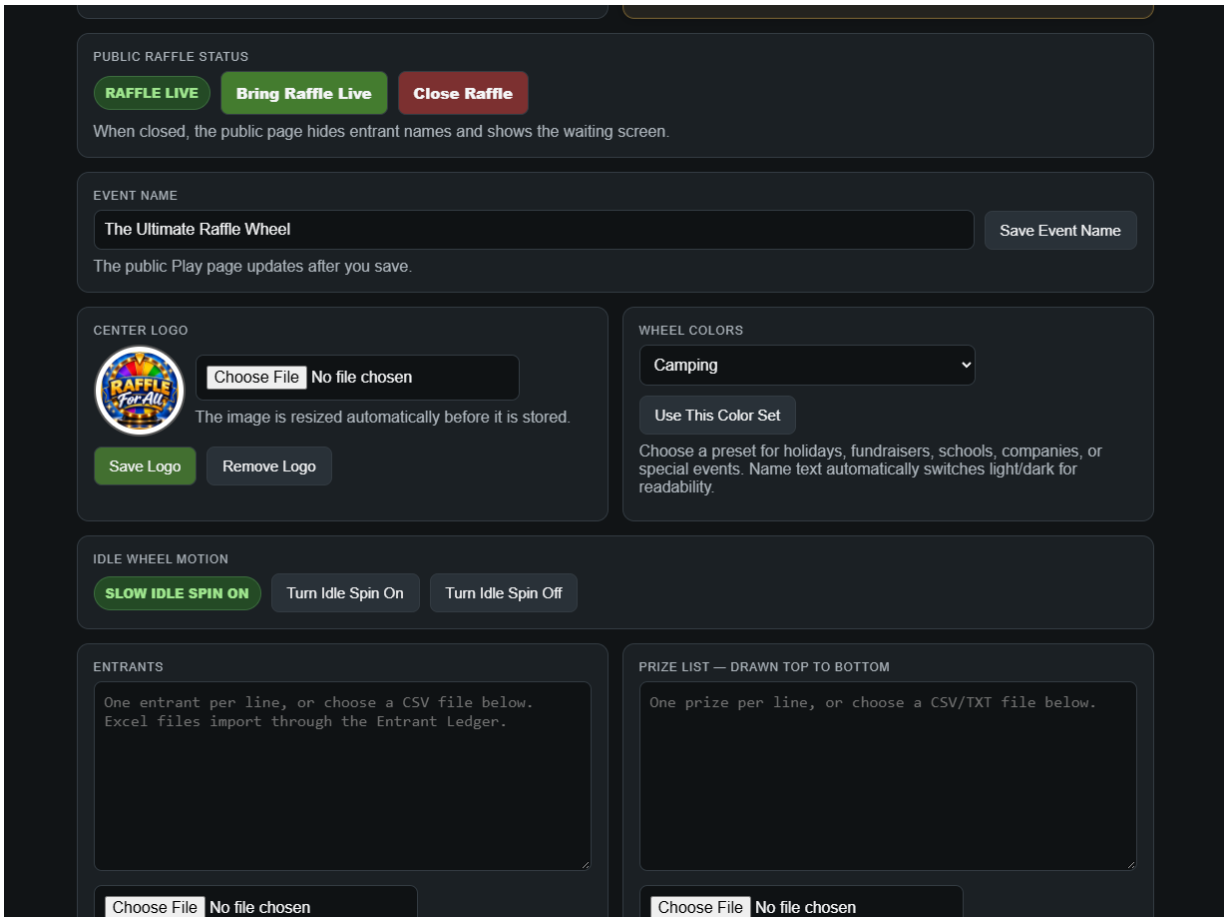
4. Current Entrants

This list shows the active chances currently loaded into the raffle. The same person can appear more than once when that person owns more than one ticket. This is expected and represents multiple chances to win.

5. Draw Order

The Draw Order determines whether the Grand Prize is drawn first or saved until later. Select the desired order and choose Save Draw Order. The saved choice is displayed underneath so the organizer can confirm the current setting before the event begins.

Admin Page - Public Status, Branding & Lists



Public raffle status, event name, center logo, wheel colors, idle motion, entrants and prize list.

6. Public Raffle Status

Bring Raffle Live changes the public Display from the waiting/pre-raffle screen to the active wheel. Close Raffle returns the audience to the waiting screen. Closing the public raffle does not erase the Ledger, entries, prizes, or settings; it only changes what spectators can see.

7. Event Name

Enter the title that should appear on the public Display, then choose Save Event Name. Examples include Annual RV Rally Raffle, School Fall Fundraiser, or Christmas Charity Drawing.

8. Center Logo

Choose an image file and select Save Logo to place it in the center of the wheel. Raffle4All resizes the image automatically. Remove Logo clears the current center image.

Useful choices include an event logo, sponsor logo, campground logo, charity logo, or the Raffle4All logo itself.

9. Wheel Colors

Choose a preset color set and select Use This Color Set. Color sets can be matched to camping, holidays, fundraisers, schools, companies, or other special events. The public wheel updates to the selected scheme.

10. Idle Wheel Motion

Turn Idle Spin On starts the slow background movement used while the raffle is waiting between draws. Turn Idle Spin Off stops that motion. The green status indicator shows when slow idle spin is currently active.

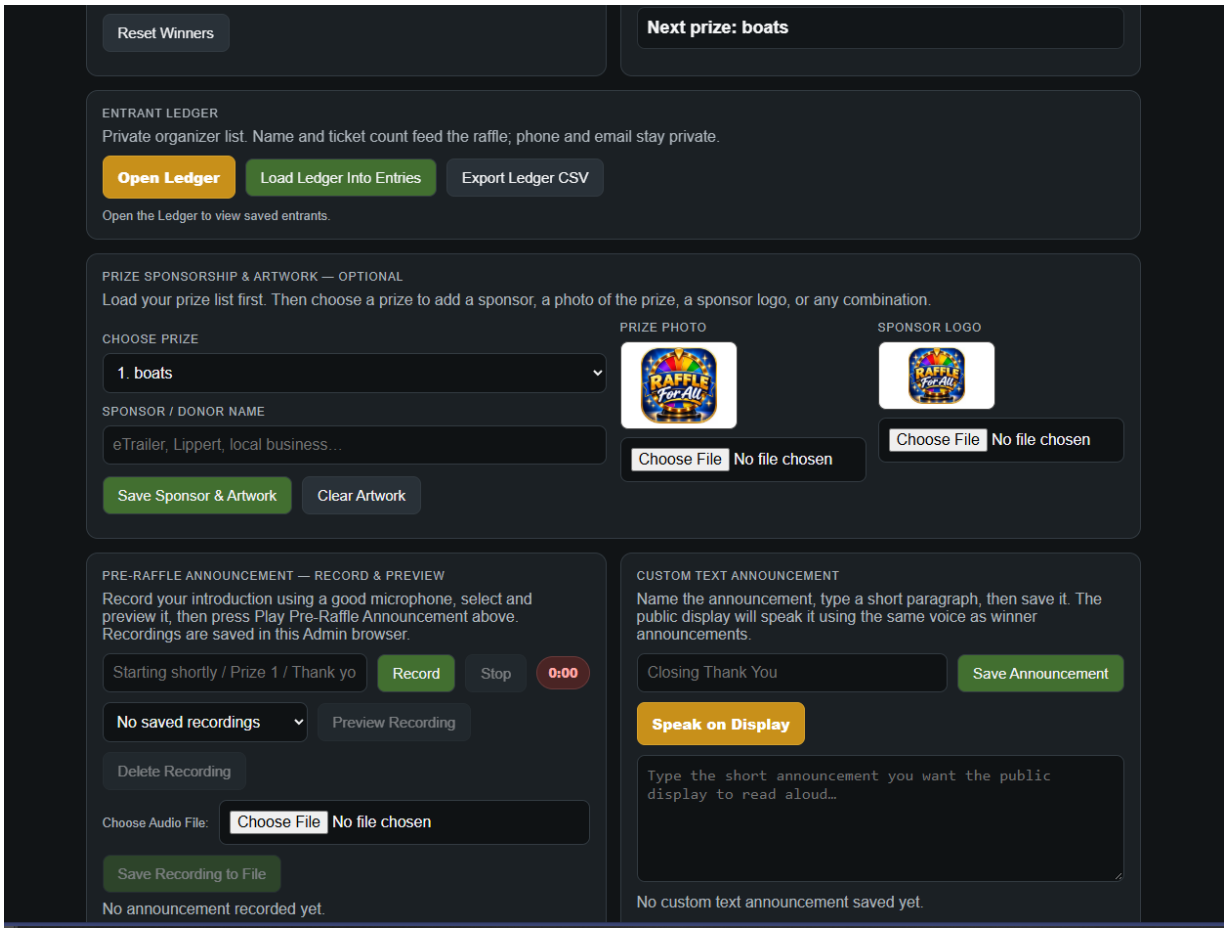
11. Entrants

The Entrants box is the simple direct-entry method. Names may be entered one per line or loaded from a suitable CSV/TXT list. For Excel spreadsheets and for people who own different ticket quantities, use the Entrant Ledger instead.

12. Prize List - Drawn Top to Bottom

Enter one prize per line or load a CSV/TXT file. The Admin page shows the Next Prize below this section. The list works together with Draw Order and the public Next Prize display.

Admin Page - Ledger, Sponsors & Recorded Audio



Reset controls, Entrant Ledger, prize sponsorship/artwork, and announcement recording tools.

13. Reset Winners

Reset Winners clears the winner results from the current raffle. It is useful after testing or when preparing a fresh event. Use it deliberately during a live event because it removes the current winner history.

14. Entrant Ledger

The Ledger is the organizer's private master list. It stores Name, Tickets, Phone, and Email. Phone numbers and email addresses stay private and are not shown on the public Display.

Open Ledger opens the editable Ledger. Load Ledger Into Entries converts each person's ticket quantity into active raffle chances. Export Ledger CSV downloads the saved Ledger for record keeping or later reuse.

Example: a customer with 8 tickets appears once in the Ledger but creates 8 active raffle entries.

A ticket quantity of 0 can keep a person in the Ledger without giving that person a chance in the current raffle.

15. Prize Sponsorship & Artwork - Optional

First choose a prize. You may then add a Sponsor / Donor Name, a Prize Photo, a Sponsor Logo, or any combination. Save Sponsor & Artwork stores those items for the selected prize. Clear Artwork removes the associated visual material.

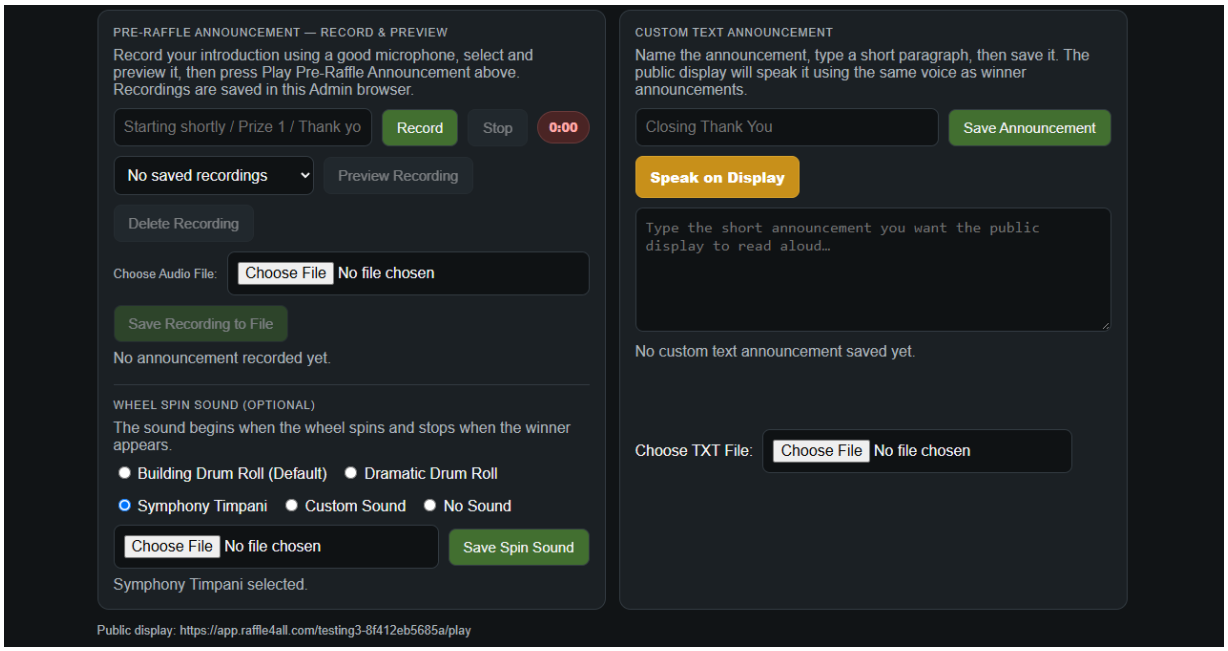
These details are intended for the public Display so the audience can see who supplied a prize and what the next prize looks like.

16. Pre-Raffle Announcement - Record & Preview

Use this area to record an organizer announcement in your own voice. Give the recording a name, choose Record, then Stop when finished. Saved recordings appear in the dropdown list and can be previewed or deleted.

An existing audio file may also be selected. Recordings are saved in the Admin browser, so treat that browser/device as the home of those saved recordings unless you also save a file copy.

Admin Page - Sound, Custom Announcements & Public Address



Lower Admin controls for recorded audio, wheel spin sound, custom text announcements, and the public Display address.

17. Wheel Spin Sound - Optional

This determines the sound used while the wheel spins and stops. Available choices shown in Revision 8 include Building Drum Roll (Default), Dramatic Drum Roll, Symphony Timpani, Custom Sound, and No Sound.

Choose the desired option and select Save Spin Sound. When Custom Sound is selected, use Choose File to provide the audio.

18. Custom Text Announcement

Use this section when you want the public Display to speak a prepared message without recording your own voice. Give the announcement a name, type the message, and choose Save Announcement. Speak on Display sends the message to the public Display immediately.

A TXT file can also be selected for prepared text. The Display reads the message using the same device voice used for other spoken announcements.

19. Public Display Address

At the bottom of the Admin page is the unique public Display address for the current raffle. The QR Code button points spectators to this same public page. The public address can be used on phones, tablets, laptops, large monitors, televisions with browsers, or projectors connected to a computer.

The public Display does not provide access to the private Admin controls.

Event-day tip

Before guests arrive, test the Display on the actual venue screen, enable sound on that Display device, verify the entrant count, confirm the first prize, and perform at least one practice draw before resetting winners.

What the Audience Sees



Example public raffle Display with themed background, wheel, sponsor/prize areas, winner list, QR access, sound control and Check My Entries.

The public Display is the presentation screen for spectators. It can remain closed on the waiting screen before the event and be brought live only when the organizer is ready.

Check My Entries gives spectators a way to verify their name and number of entries without trying to read a crowded wheel. The public Display intentionally does not expose Ledger phone numbers or email addresses.

The audience can also use the raffle QR code to follow the event on their own device. The separate raffle4all.com promotional QR may be used to learn more about the product.

Event-Day Checklist

- ☐ Admin PIN works and the Admin page opens.
- ☐ Event Name, center logo, theme/color set and idle motion are correct.
- ☐ Ledger names and ticket quantities have been reviewed.
- ☐ Ledger has been loaded into Entries and the active entry count is correct.
- ☐ Prize List and Draw Order are correct.
- ☐ Sponsor names, prize photos and sponsor logos are attached where wanted.
- ☐ Wheel spin sound and announcements have been tested on the public Display device.
- ☐ Public Display opens correctly on the venue screen and on a phone.
- ☐ QR code opens the correct public raffle page.
- ☐ Check My Entries returns the expected ticket count for a known test entrant.
- ☐ Practice winners have been cleared with Reset Winners.
- ☐ Raffle is left closed until the organizer is ready to begin.

Keep this manual with the product

For the latest Owner's Manual, use the downloadable copy provided at raffle4all.com. If Raffle4All is updated in the future, use the manual revision that matches the current release.