



Online Raffle Creator Setup Instructions

If not already registered, the first step is to register with iDonate.

Registration link - <https://www.idonate.ie/register-your-charity-form.php>

You will be requested to forward bank details before going live.

After Registration is approved : Log into your **iDonate Control Panel**

URL: <https://causeadmin.idonate.ie/login>

Username: xxxxx

Password: xxxxx

Click **Toolkits** (left Menu Bar)

Click **Raffles** (second column – top)

Click **Create** (top right)

The Main Menu Bar is **General – Media – Ticket Option**

For **General** – enter - See Screenshot below.

Raffle Name - Catchy name for your raffle.

Short URL – should reflect what you raffle is for, eg /myclubraffle

Raffle Prefix – Short identifier for your tickets, MG

Raffle Target – How much do you hope to raise.

Raffle Closing Date (for ticket sales) – No more online sales after the date / time.

Description – Short description of your raffle

Prizes – List your prizes.

Tick the Box that says **Show Purchaser Names & Amounts** to display Purchaser details.

Add link for any special T&C's you may have on your website for Raffle.

Click **Save**

For **Media**

Add Profile Image (Minimum size 220 x 220 pixels). It has click to enlarge feature.

Add Banner Image (1200 x 600 pixels). Should be lo-res, less than 100k mb.

Click Update to Save page.

For **Ticket Option** – enter

Number of Tickets – Price – Number Available for each Purchase Option.

For example.... 1 Ticket – Costs €5 - 9999 available for Sale.

SALES

Click Sales on Main Menu to View / Analyse ticket sales.

Click Export to CSV to create spreadsheet of Ticket Sales.

SCREENSHOT

The screenshot shows the 'Edit Raffles' interface in the idonate system. The left sidebar contains a navigation menu with items like Profile, Reports, Fundraisers, Corporates, Events and Teams, Tax Relief Scheme, Tools, Payments, App Messaging Centre, Email Templates, and Toolkits. The main content area is titled 'Edit Raffles' and has a 'Back' button in the top right. Below the title are four tabs: 'General', 'Media', 'Ticket Option', and 'Sales', with 'Sales' currently selected. The form fields are as follows:

- Raffle Title ***: A text input field containing 'RAFFLE NAME'.
- Short URL ***: A text input field containing 'https://www.idonate.ie/raffle/' and 'MY-RAFFLE-SHORTURL'. Below it is a note: 'Enter your preferred short URL here. This will form your Raffle link e.g. www.idonate.ie/raffle/myteamshortURL/'.
- Ticket Prefix ***: A text input field containing 'PREFIX'.
- Raffle Target**: A dropdown menu showing '€' and '5000'.
- Closing Date & Time ***: A date and time input field showing '08/12/2021 22:00:36'.
- Show Purchaser Names & Amounts ***: A checked checkbox.
- Terms & Conditions link**: A text input field with a note: 'Enter link to raffle Terms & Conditions. Donors will be required to agree to your terms and conditions before purchasing'. The field contains 'Enter Terms and Condition Link. Eg. https://www.yourdomain.com'.
- Description ***: A rich text editor with a toolbar (Normal, Bold, Italic, Underline, Bulleted List, Numbered List, Link, Unlink, Image) and a text area containing 'RAFFLE DESCRIPTION'.
- Prizes ***: A text area containing '1st PRIZE', '2nd PRIZE', and '3rd PRIZE'.

An 'Update' button is located at the bottom right of the form.