



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 - Short / 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 (500 x 500 pixels). It has click to enlarge feature.

Add Banner Image (1200 x 700 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. 3 Tickets - Costs €10.

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 form is divided into several sections:

- General:** Contains fields for Raffle Title, Short URL, Ticket Prefix, Raffle Target (€ 5000), Closing Date & Time (08/12/2021 22:00:36), and a checkbox for 'Show Purchaser Names & Amounts'.
- Terms & Conditions:** A text area for entering the link to the raffle's terms and conditions.
- Description:** A rich text editor for the raffle's description.
- Prizes:** A section for listing prizes, with input fields for 1st PRIZE, 2nd PRIZE, and 3rd PRIZE.

The interface includes a sidebar with navigation options and a main content area with tabs for 'General', 'Media', 'Ticket Option', and 'Sales'. An 'Update' button is located at the bottom right of the form.

Those are the summary regulations as regards permits....

- Total Value of prize fund is under €1000 – no permit required.
- Total value of prize fund is 1000 to 5000 – apply to local superintendent.
- Over €5000 – district court application required.