

How to set up a drawing (raffle) using Beanstack

Library admins can set up a drawing or raffle in Beanstack for readers who selected your library when creating an account. The raffle will be based on criteria you set in relation to existing challenges.

NOTE: There is no change to the website itself for users when the raffle is created so it is up to you to promote and communicate the parameters of the raffle outside of the Beanstack platform.

1. **Login to your admin dashboard.**
2. **Go to Set Up > Manage Drawings.** Here you can view all the drawings set up on your site and edit them as needed by clicking either the pencil icon or the bucket to delete a drawing.
3. **Select Create a Drawing.**
4. **Enter the Following Information:**
 - a. Name of drawing and short description. This description is *only* seen by administrators and staff.
 - b. **Select your library. (Do *not* select "All Libraries")**
 - c. Raffle Type: Indicates how the reader will qualify for the raffle (i.e. # of books read)
 - d. Ages: Select the minimum and maximum ages. Note that the maximum age you are able to enter is 109.
 - e. Winner Type: Choose whether the winners are equal, or if there are 1st, 2nd, or 3rd place winners.
 - f. Number of Winners: How many winners overall should there be?
 - g. Weighted Raffle: Will each badge or unit read give the reader an additional entry? If so, the drawing is *weighted* (yes).
 - h. Start and End Date: During what period should the reading have been logged, activity completed, points earned, or badge earned? Note that if someone logs reading on August 1, but inputs a date of July 15, then the date "counted" would be July 15.
 - i. Select appropriate Challenge(s): In what Challenge(s) should someone be enrolled? You may select more than one challenge by holding down the command or control key.
 - j. Minimum to Qualify: What is the minimum number of minutes/books/badges required to qualify (does not apply to all drawings).

5. **Select Create.**

When you're ready to run your drawing, click on the name of the drawing you created. To run the drawing, just click Determine Winner and the winner(s) will display on the page. You can also re-run or edit the drawing if necessary.

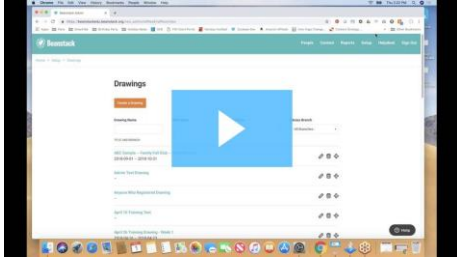
Do readers get a notification when they win a drawing (raffle)?

Readers do not receive a notification that they have won a drawing. Rather, there will be a new reward listed as "Raffle Wins" appears on a reader's page when that person has won a raffle/drawing. The reader does *not* get notified of this. Rather, if they have been notified in another way and come in to claim their prize, library staff may mark the prize as having been claimed.

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Additional Resources

[How to set up a drawing \(raffle\) using Beanstack](#)



[BeanstackEDU Presents Deep Dive Into Drawings \(11.01.2018\)](#)

If you have any questions or need help setting up a raffle, please email Jonathan Clark:
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