

Walkthrough

randomdraws.com™

randomdraws.com.au™ by TPAL Start My draws About FAQs Tools FREE \$ AUD Login

Randomly draw winners for your competition now.
Let's start with the name of your draw and the organisation it's for.

Draw name
Win a trip to New York ✓

Organisation
ACME Corporation ✓

Continue >

DETAILS ENTRIES PRIZES SCHEDULE ACCOUNT PURCHASE CONFIRM

Step 1. Enter the competition/sweepstake details

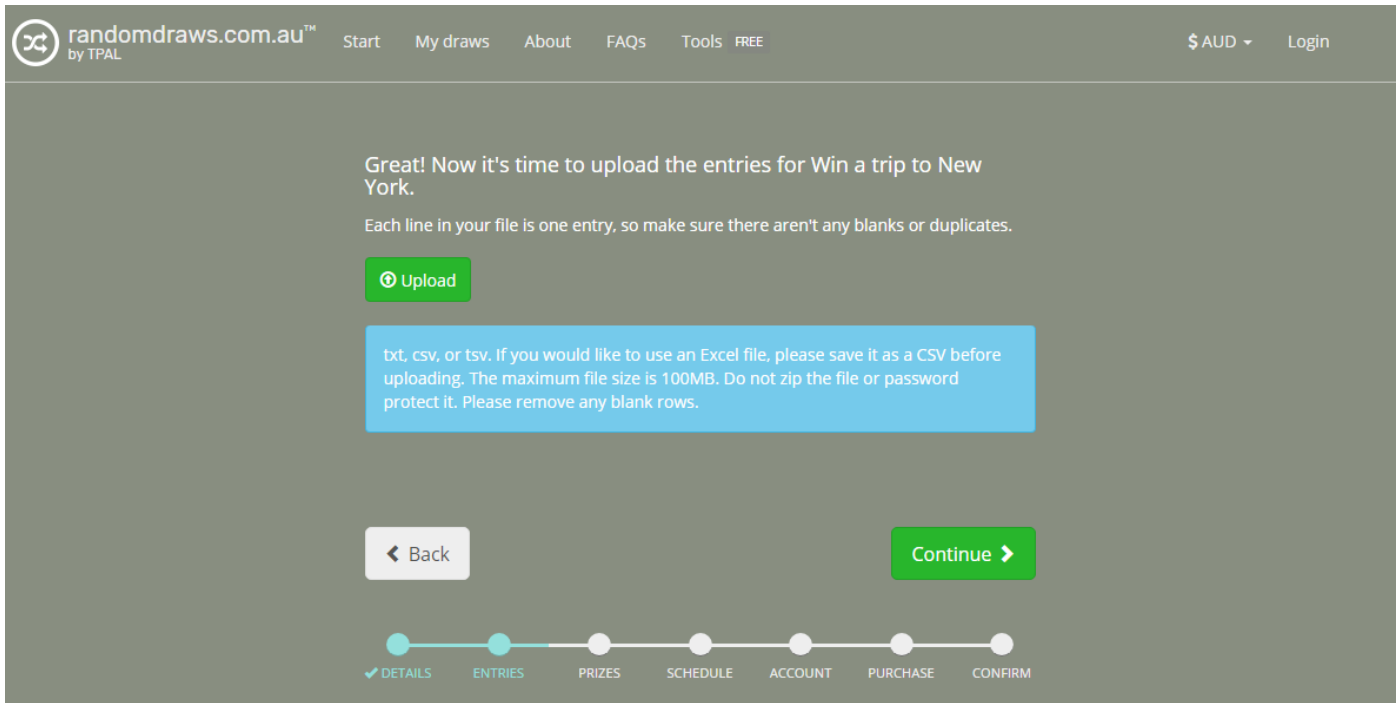
Start the process by entering both the **Draw name**, and **Organisation**.

The **Draw name** should be a succinct description of the competition/sweepstake, and could include things like “Draw #3” or the date if you will be running multiple draws for the same competition/sweepstake.

The **Organisation** should be the business name of the competition/sweepstake’s promoter. This may or may not be your organisation’s name. If you are an agent acting on the promoter’s behalf, you will have a chance to enter your own name later.

When finished, click the **Continue** button at the lower-right of the screen.

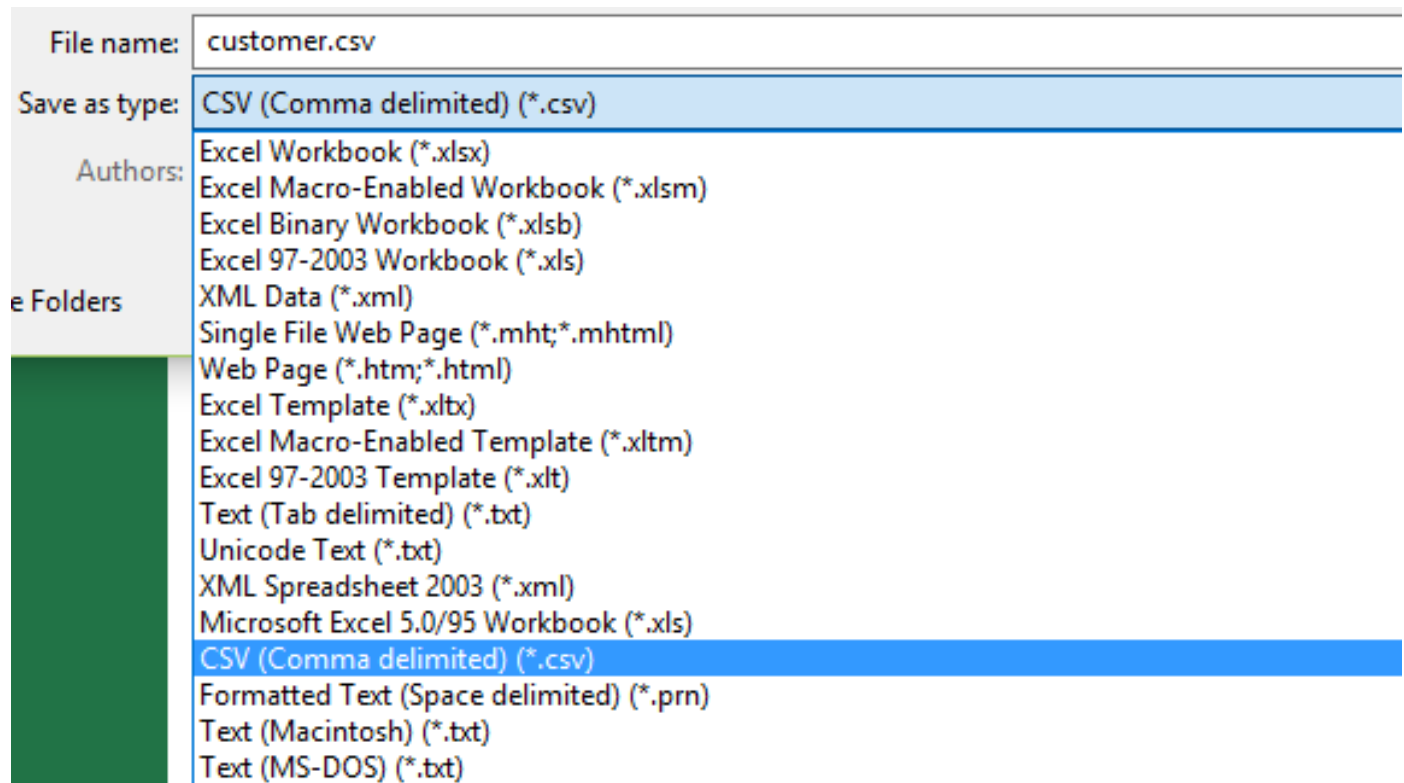
If at any time during the process you make a mistake or would like to return to a previous screen, you can use the **Back** button at the lower-left of the screen.



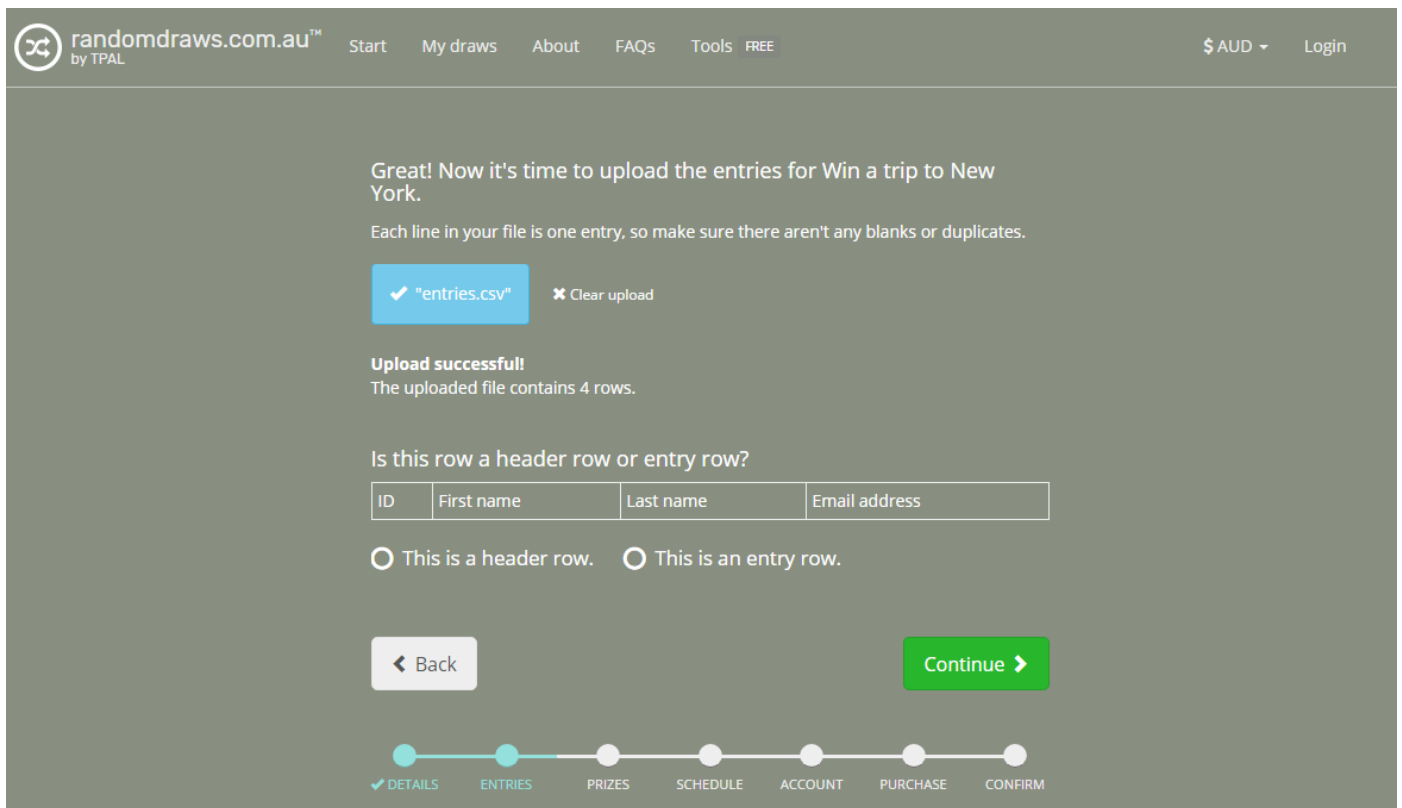
Step 2. Upload the competition/sweepstake entries

Click the **Upload** button to upload your competition/sweepstake’s entries.

The ideal file format for these entries is a **CSV**. These files can be created using **Microsoft Excel**. Simply open your spreadsheet of entries and Save As the CSV file type as shown below.



Excel may warn you that some features will be lost when saving as CSV. It is OK to continue, as these features are formatting related, and your data should be unaffected.



Step 3. Specify the first row

After you have uploaded your entry file, you will see an **Upload successful!** message.

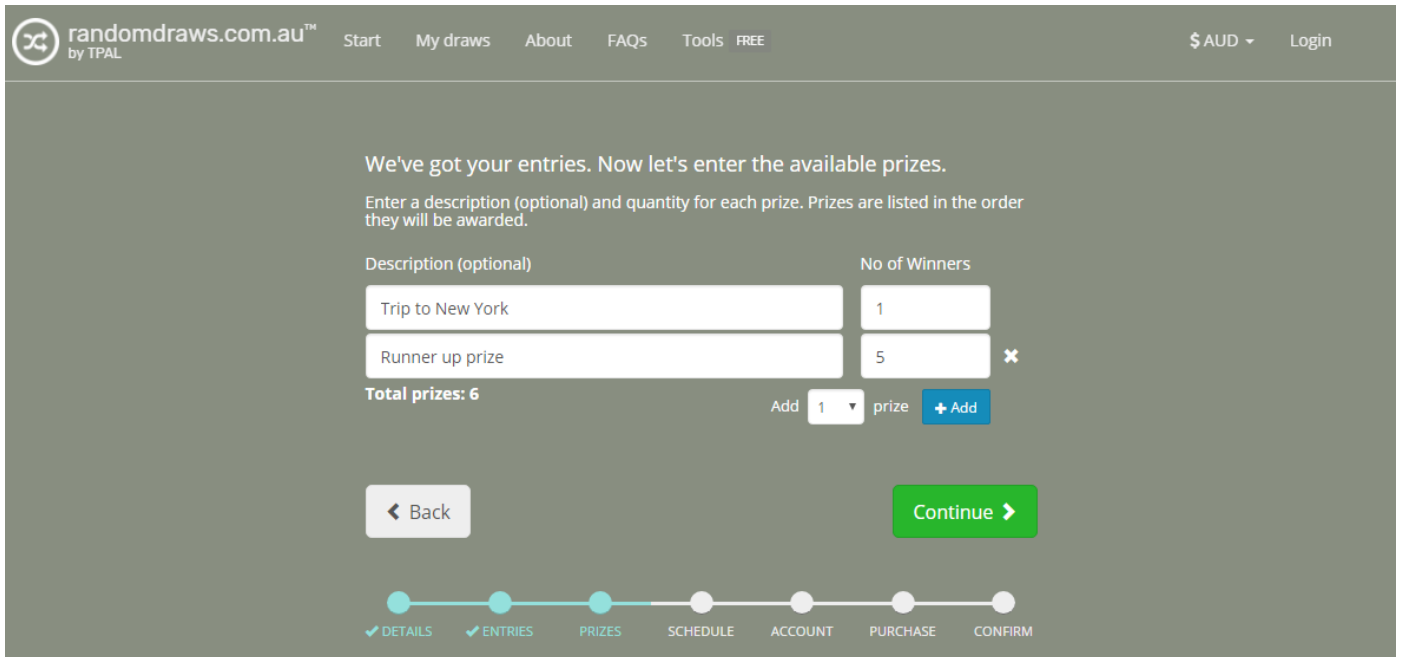
The next thing we need to know is whether the **first row** of your uploaded file is a **header row** or an **entry row**.

To determine this, open the entries file you uploaded and look at the first row, Row 1.

Row 1 is a **header row** if it contains headings for the actual data below, like **First name**, or **email address**. If this is the case, please select **This is a header row**.

If there is a real competition/sweepstake entry in Row 1 of your document, please select **This is an entry row**.

Once you have selected an option, click the **Continue** button in the lower-right corner.



Step 4. Enter prizes

This screen is where you enter the prizes for your competition/sweepstake.

If you need to award more than one type of prize, click the blue **Add** button at the bottom of the prize table. If you'd like to add more than 1 prize, select the required value from the dropdown to the left of the button first, then click the button.

Optionally, fill out the **Description** fields with the names of your prizes.

Additionally, enter the **No of Winners** for this prize in the right-hand column.

Please double-check this information before clicking the **Continue** button in the lower-right corner.

The screenshot shows the 'randomdraws.com.au™ by TPAL' website interface. At the top, there is a navigation bar with links for 'Start', 'My draws', 'About', 'FAQs', and 'Tools FREE'. On the right, it shows '\$ AUD' and a 'Login' link. The main content area has a heading 'Almost there! When would you like your draw to take place?'. Below this, there are two radio button options: 'Immediately.' (which is selected) and 'I'd like to schedule my draw for later.'. A sub-heading reads 'Enter the date and time you'd like it to occur, and we'll email you when it's complete.'. The date and time are set to '21 April 2017 at 09:00 AM'. Below the date/time fields, it says 'We think your timezone is **Australia/Sydney**. Click here to change it.'. At the bottom of the form, there are two buttons: 'Back' and 'Continue'. A progress bar at the very bottom shows seven steps: 'DETAILS', 'ENTRIES', 'PRIZES', 'SCHEDULE', 'ACCOUNT', 'PURCHASE', and 'CONFIRM'. The 'SCHEDULE' step is currently active, indicated by a teal circle and a teal line connecting the first three steps.

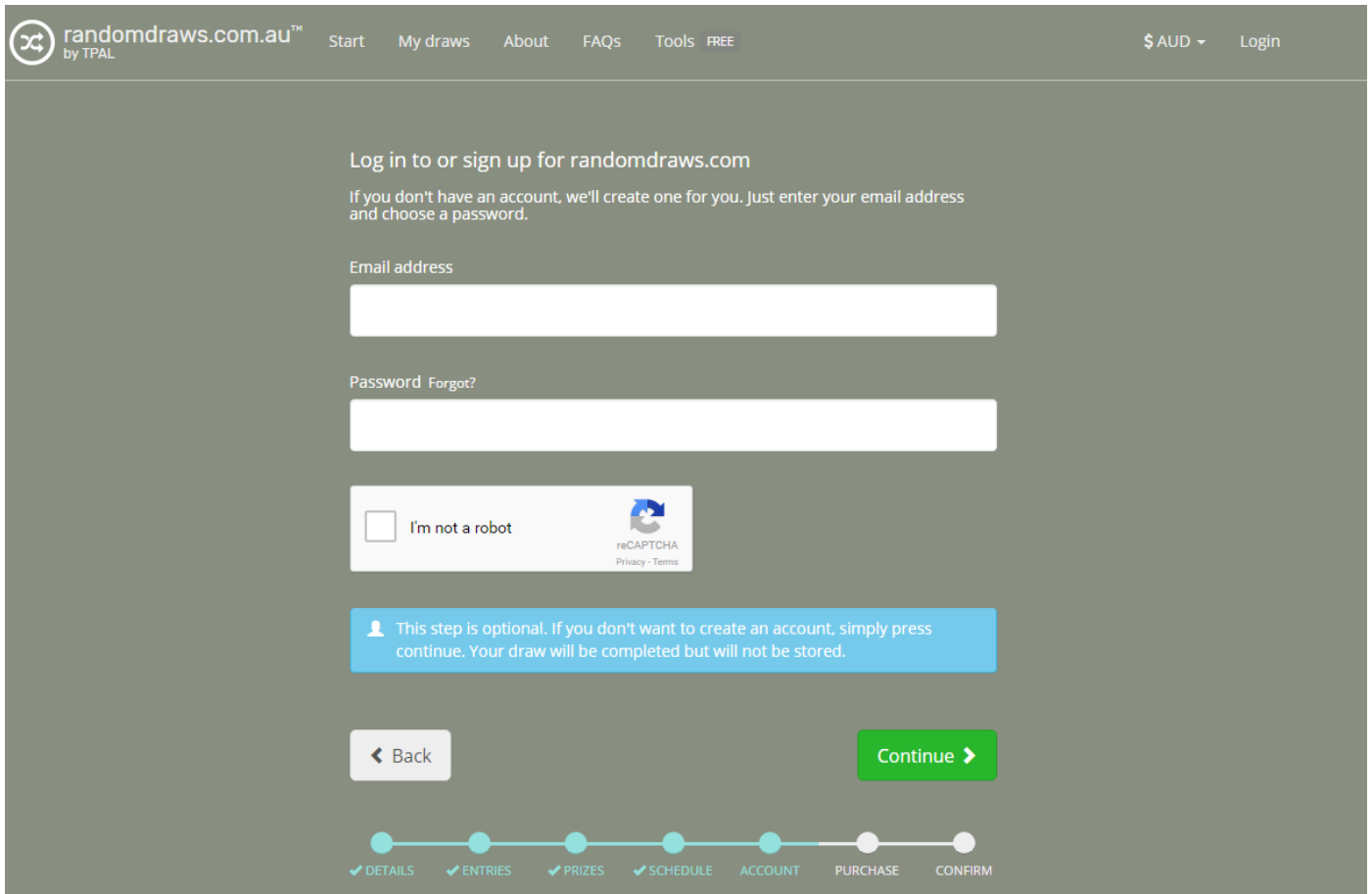
Step 5. Select a draw time

This step allows you to select when you would like the draw to occur.

By default, the **Immediately** option is selected. This option will run the draw immediately after you confirm it in the final step without any delay.

Alternatively, you can select the **I'd like to schedule my draw for later** option. Selecting this will allow you to enter a date and time in the future. Select the correct values from the dropdown fields provided. Check that the detected time zone is correct. If it is not, click the indicated text and select the correct time zone from the dropdown that appears.

Once you have finished, click **Continue**.



Step 6. Log in or sign up

Here you can sign up to [randomdraws.com™](https://randomdraws.com) or log into an existing account. Alternatively, you can continue **anonymously** by simply clicking **Continue**. Please note that anonymous draws will be deleted after you receive the results, and will not be accessible again. You will also not be able to receive an invoice for these draws.

To log in: Enter the **email address** and **password** of an existing account. If you've forgotten your password, click **Forgot?** above the password field.

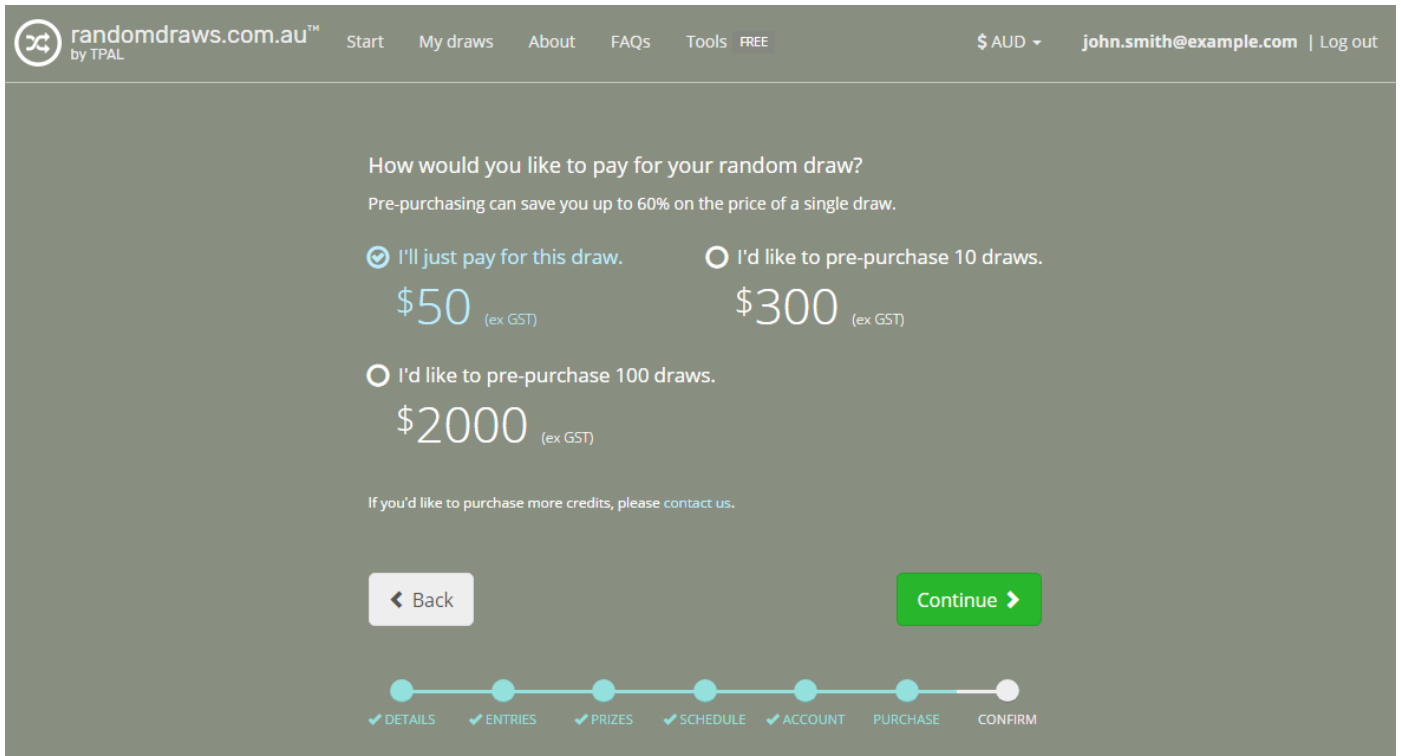
To register: If you don't have an account, fill in the **email address** and **password** fields with your email address and a safe, secure password of your choice.

Complete the **reCAPTCHA** by checking the **I'm not a robot** box.

When you've completed the above, click **Continue**.

If you have registered an account, there will be an extra step described below. If you logged in to an existing account or continued anonymously, you may skip to the next page.

If you registered a new account, a question will appear asking if you are an agency acting on behalf of the promoter. Please answer with the appropriate response. If you are an agency, you will be prompted to enter your agency's name. Please complete this field correctly so your invoices are generated with the correct name.

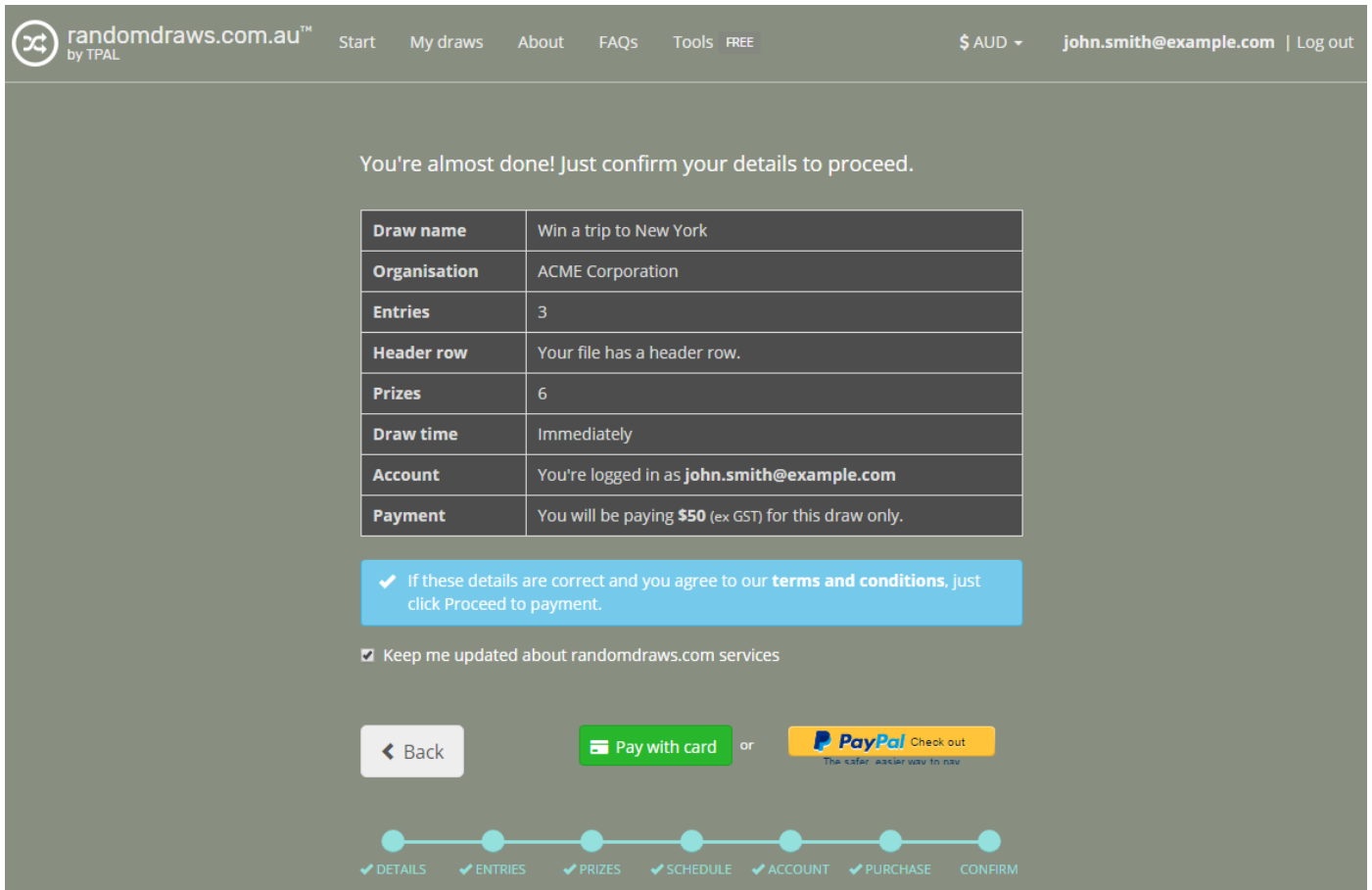


Step 7. Payment option

This screen will give you the opportunity to **pre-purchase** future draws. If you would like to do so, select one of the two pre-purchase options before continuing. Pre-purchasing can save you money in the long run.

If you have pre-purchased draws previously, an option will appear that allows you to use one of your remaining draw credits.

When you have selected the option you'd like, click **Continue**.



Step 8. Confirmation

The confirmation screen gives you a chance to review the information you have entered into the wizard before payment.

If the details are correct, and you agree to our **terms and conditions**, continue by selecting your payment option at the lower-right of the screen.

Pay with card will allow you to pay with your credit card using **Stripe**.

PayPal Check out will allow you to pay using your PayPal account.

Alternatively, if you are using a pre-paid **draw credit**, just click the **Submit draw** button to continue.

Draw details

✔ Congratulations! Your draw is complete. You can download your winners using the button below.

Status	Completed
Date	21 Apr 2017 03:26 pm Timezone: Australia/Sydney
Account name	john.smith@example.com
Draw No	58
Draw name	Win a trip to New York
Organisation	ACME Corporation
Entrants	3
Prizes	6
Winners	3

- [Download entries](#)
- [Download results](#)
- [Download certificate](#)

Share the following link to provide easy access to your draw certificate.

www.randomdraws.com.au/cert/btpqc [Copy to clipboard](#)

Winners

#1 Trip to New York (1 prize)

Winner No	Entry No	ID	First name	Last name	Email address
1	2	2	John	Miller	johnmiller@example.com

Step 9. Draw complete

If you chose an immediate draw, this screen will show your draw results. If you scheduled your draw, please wait until that time. You will receive an email when your draw is complete with further instructions.

The **Download entries** button will allow you to download a copy of the entries file you originally uploaded.

The **Download results** button will allow you to download a document containing all the winners of the draw you just completed.

The **Download certificate** button will allow you to download an official randomdraws.com™ certificate, confirming all the details that the draw took place as required. You can also share the short link below to provide easy access to your draw certificate.

The **Winners** section provides a truncated view of your competition/sweepstake winners.