

# Walkthrough

randomdraws.com™

randomdraws.com.au™ by TPAL

Start My draws About FAQs Tools FREE \$ AUD Login

Randomly pick 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 City ✓

Organisation  
ACME Corporation ✓

Continue >

DETAILS METHOD ENTRIES PRIZES SCHEDULE ACCOUNT PURCHASE CONFIRM

## Step 1. Enter the competition/sweepstake details

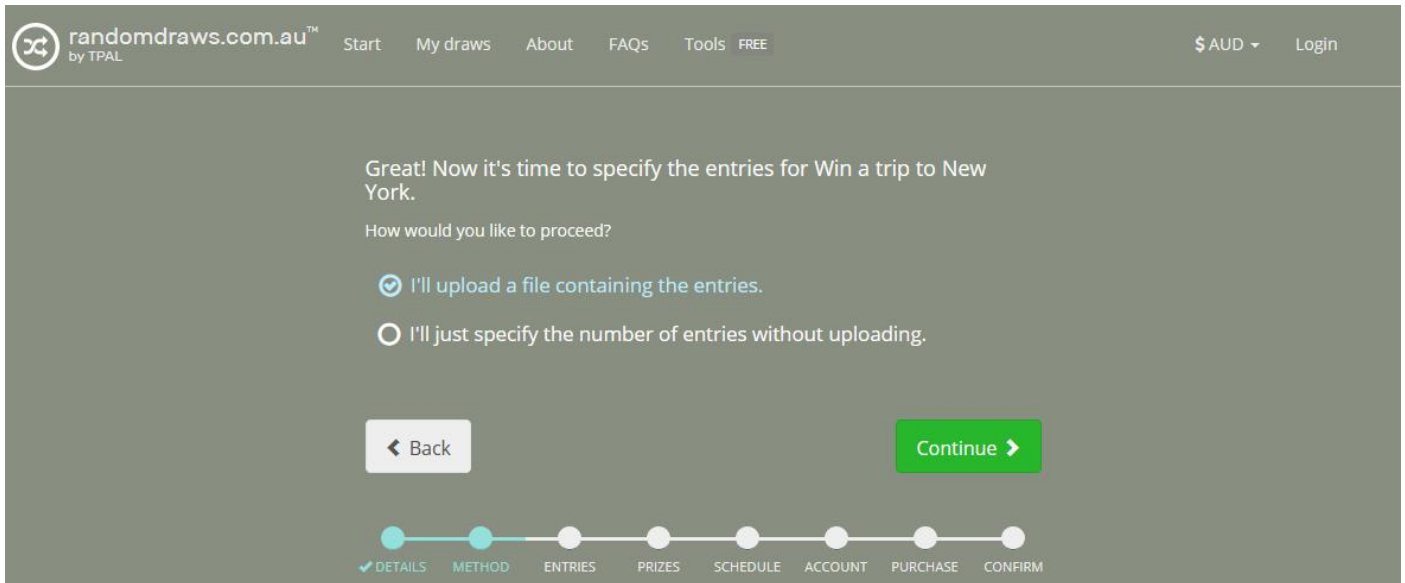
Start the process by entering both the **Draw name**, and **Organisation**.

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. Specify the competition/sweepstake entries

You have two options to specify the entries for your competition/sweepstake. Either **upload** an entries file, or simply specify the **number of entries**. Start by selecting which option you'd like to use.

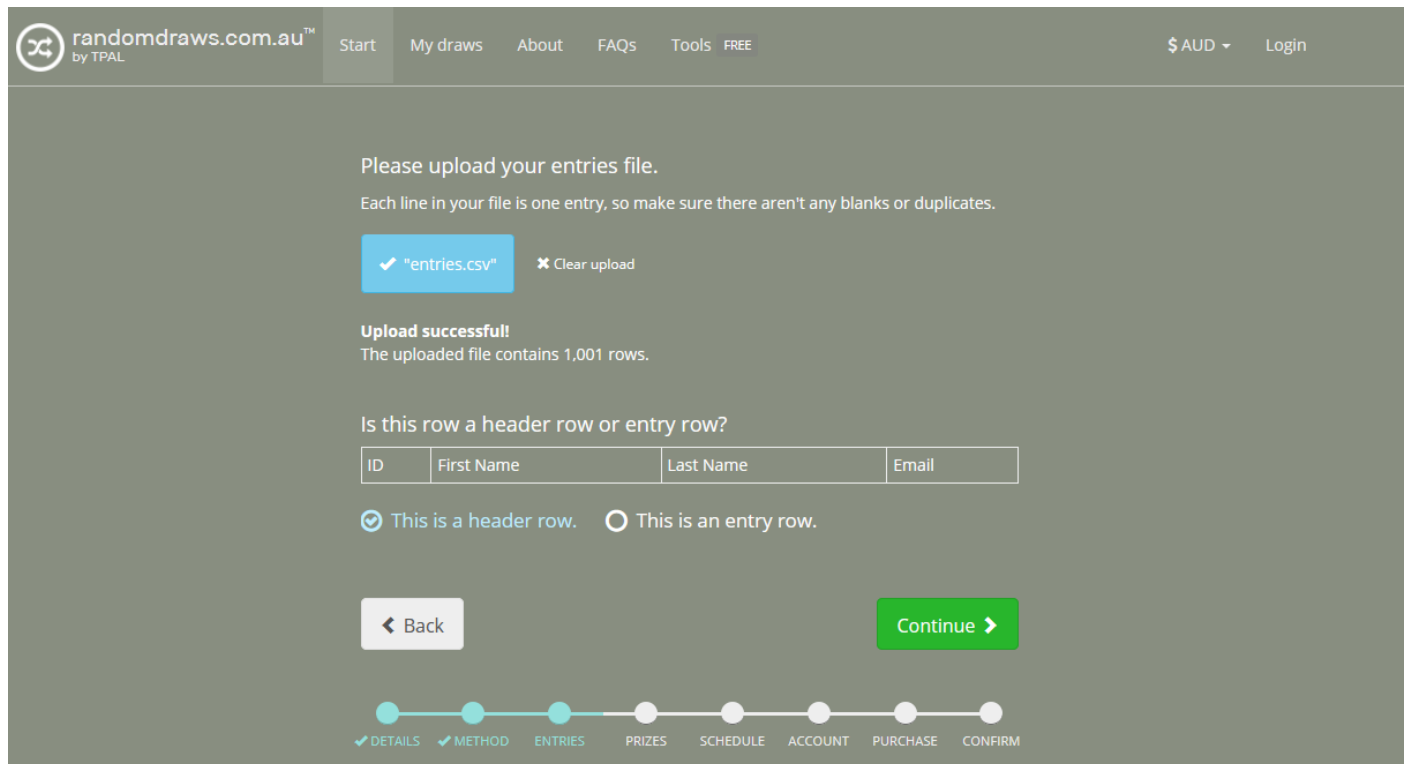
If you are just entering the number of entries, click Continue then type the number into the box. Please continue to **Step 4** of the walkthrough.

If uploading, click Continue, then 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.

File name:	customer.csv
Save as type:	CSV (Comma delimited) (*.csv)
Authors:	Excel Workbook (*.xlsx) Excel Macro-Enabled Workbook (*.xlsm) Excel Binary Workbook (*.xlsb) Excel 97-2003 Workbook (*.xls)
Recent Folders	XML Data (*.xml) Single File Web Page (*.mht;*.mhtml) Web Page (*.htm;*.html) Excel Template (*.xltx) Excel Macro-Enabled Template (*.xltm) Excel 97-2003 Template (*.xlt) Text (Tab delimited) (*.txt) Unicode Text (*.txt) XML Spreadsheet 2003 (*.xml) Microsoft Excel 5.0/95 Workbook (*.xls) CSV (Comma delimited) (*.csv) Formatted Text (Space delimited) (*.prn) Text (Macintosh) (*.txt) Text (MS-DOS) (*.txt)

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 (if uploading entries)

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

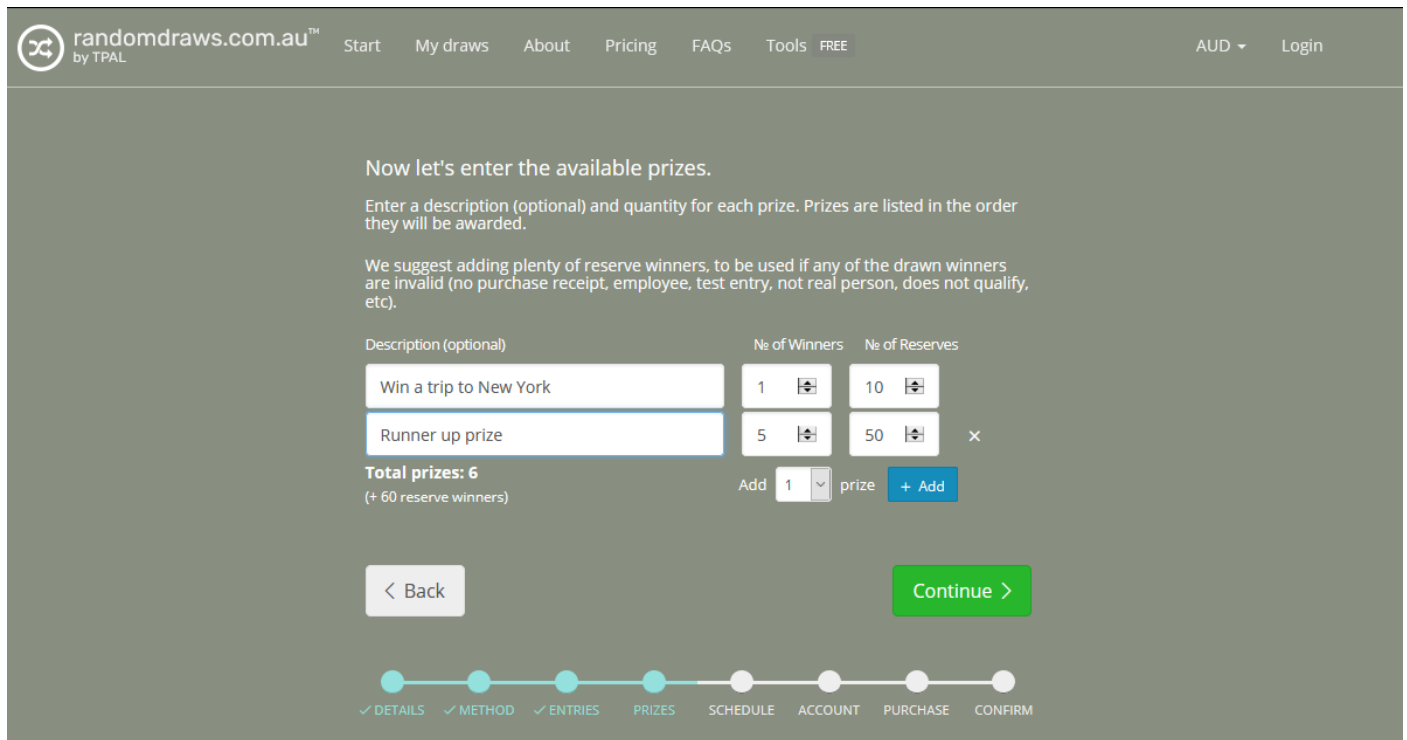
The next thing we need to know is whether the **first row** of your uploaded file is a **header row** or an **entry row**.

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.

We suggest entering the **No of Reserve** winners for each prize to be used if any of the drawn winners are invalid.

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. The top navigation bar includes 'Start', 'My draws', 'About', 'FAQs', 'Tools', and 'FREE'. On the right, there is a currency selector '\$ 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.' (unselected) and 'I'd like to schedule my draw for later.' (selected). 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 '30 October 2019 at 10:00 AM'. The time zone is set to 'Australia/Sydney'. At the bottom of the form, there are 'Back' and 'Continue' buttons. A progress indicator at the very bottom shows eight steps: 'DETAILS', 'METHOD', 'ENTRIES', 'PRIZES', 'SCHEDULE', 'ACCOUNT', 'PURCHASE', and 'CONFIRM'. The 'SCHEDULE' step is currently active, indicated by a teal dot and a teal line segment.

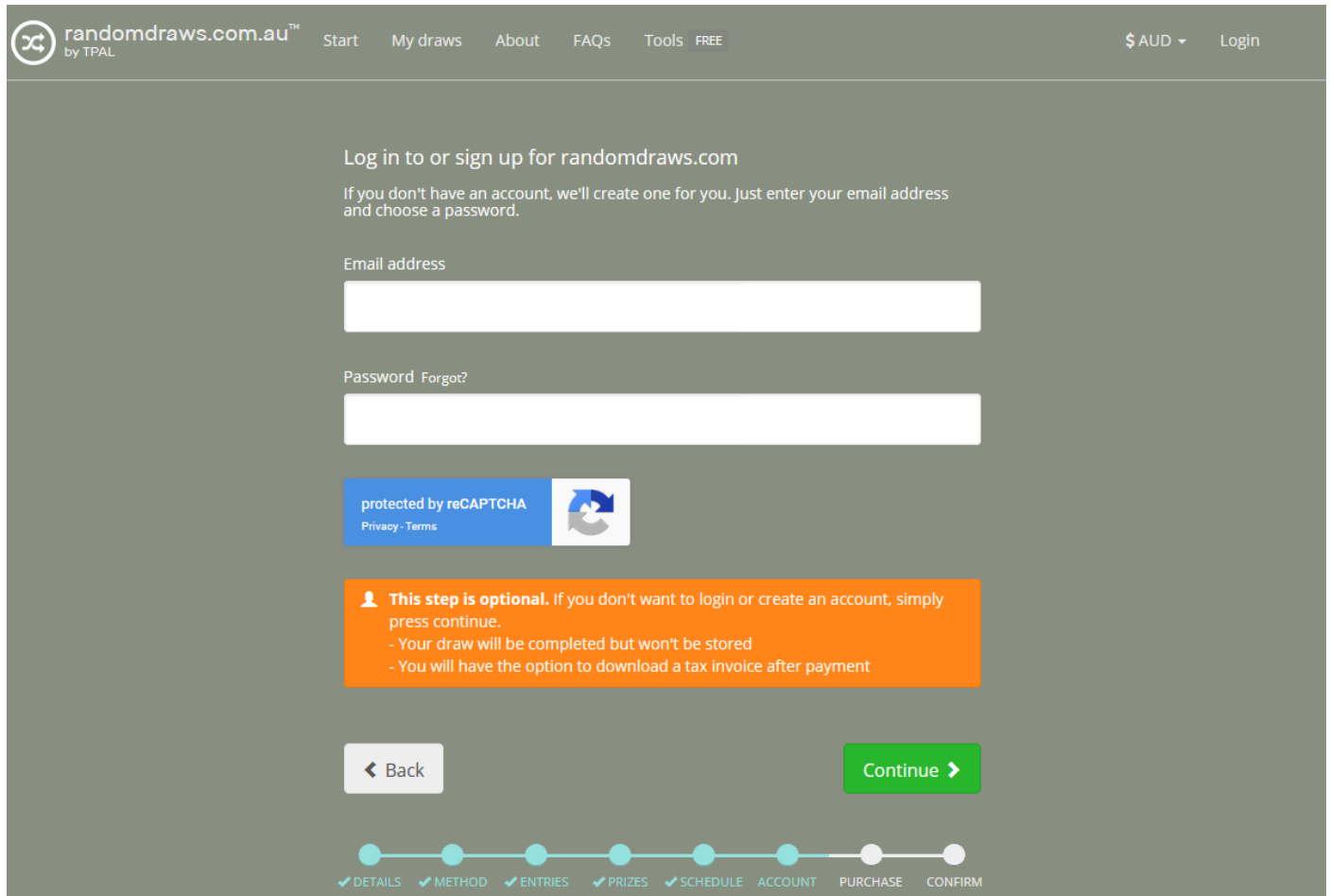
## Step 5. Select a draw time

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, select the correct time zone from the dropdown.

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 not receive an invoice via email for this draw, but you can download one after payment.

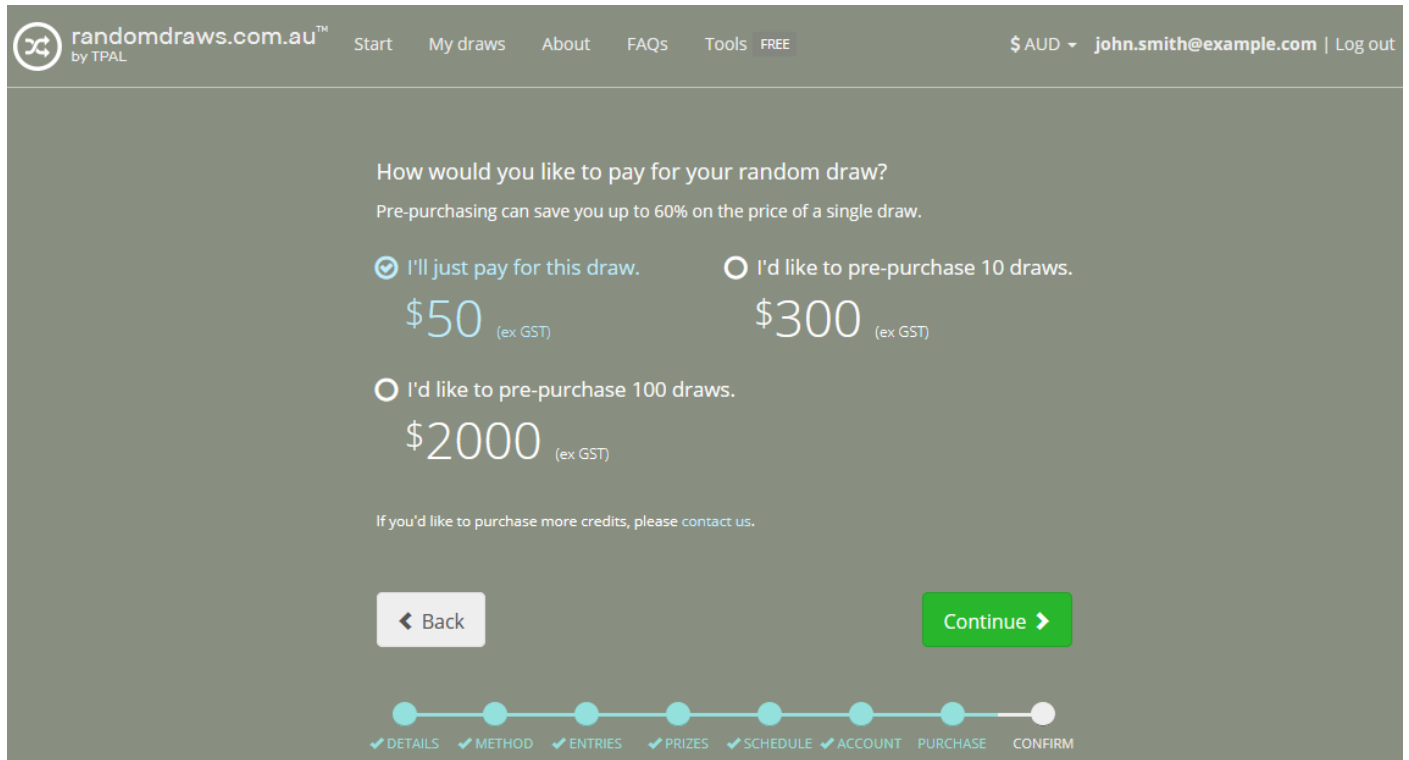
**To log in:** Enter the **email address** and **password** of an existing account. If you've forgotten your password, click **Forgot?** above the password field.

**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.

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.



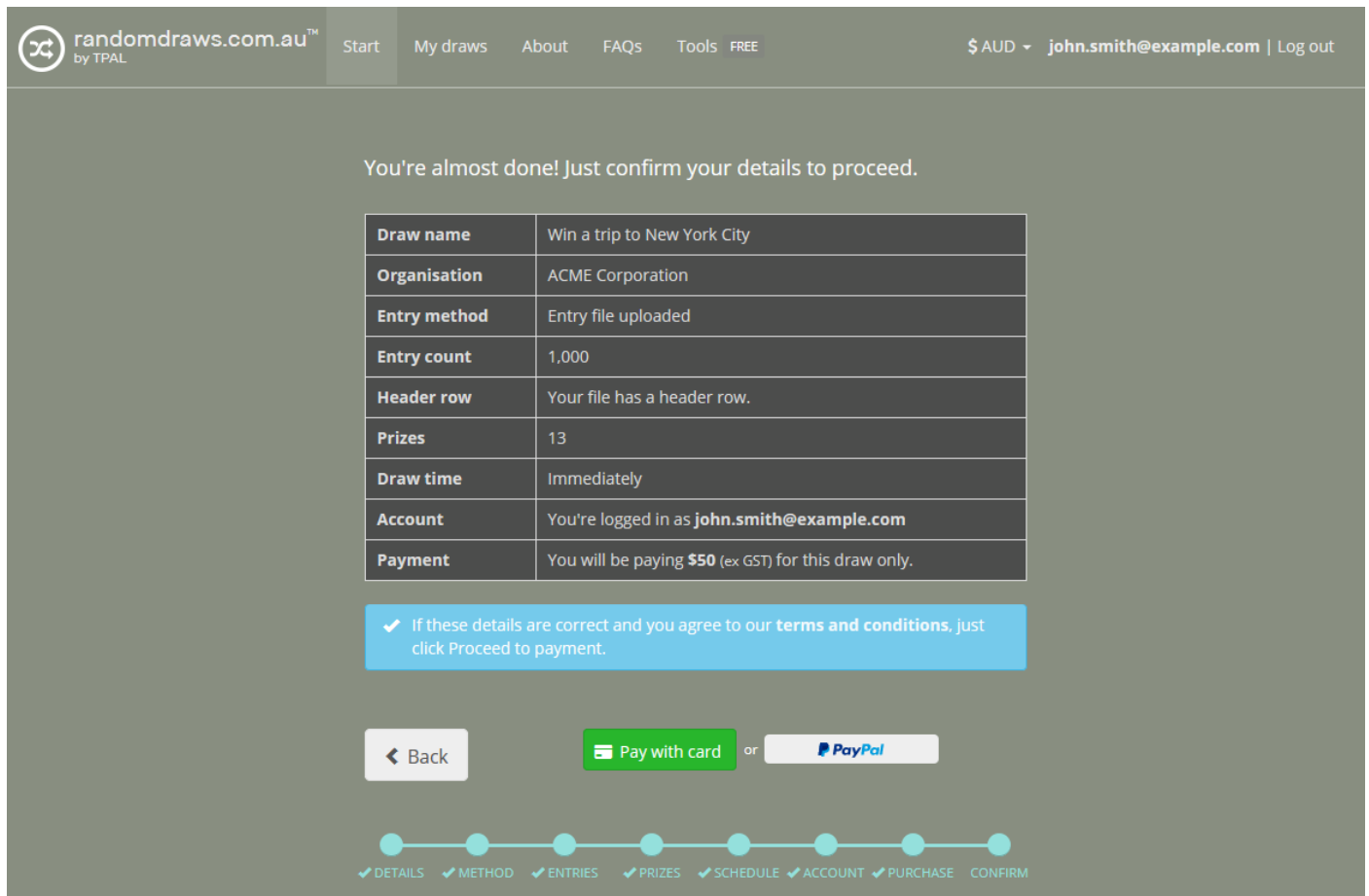
## Step 7. Payment option

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** 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

[← Back to My draws](#)

✓ Congratulations! Your draw is complete. [Click here](#) to download the draw results.

<b>Status</b>	Completed
<b>Date</b>	18 Feb 2021 1:08 am Timezone: UTC
<b>Account name</b>	john.smith@example.com
<b>Draw №</b>	1
<b>Draw name</b>	Win a trip to New York City
<b>Organisation</b>	ACME Corporation
<b>Entries</b>	1,000 (excludes header row)
<b>Prizes</b>	183
<b>Winners</b>	183
<b>Note:</b> prize and winner totals include reserves (if drawn)	

- Downloads**
- > [Entries](#) (.CSV/ZIP)
  - > [Results](#) (.CSV/ZIP)
  - > [Certificate](#) (.PDF)
  - > [Tax invoice](#) (.PDF)

Share the following link to provide easy access to your draw certificate.  
[rdraws.com/zdjak](http://rdraws.com/zdjak)

**Winner publication**  
 Share a link with your entrants so they can view the results your draw.  
*Winners will not be published publicly.* [Set up link >](#)

## Winners [Download](#)

#1 Trip to New York City (1 prize)

Winner №	Entry №	id	first_name	another long word	last_name	email	gender and something else over 1 line	ip_address	another c
001	0005	5	Lion		Zanicchi	lzanicchi4@theglobeandmail.com	Male	82.229.139.180	Lion

#2 Trip to the Gold Coast (2 prizes)

Winner №	Entry №	id	first_name	another long word	last_name	email	gender and something else over 1 line	ip_address	another column
002	0882	882	Bayard		Headland	bheadlandoh@reuters.com	Male	242.188.2.31	Bayard
003	0123	123	Donia		De Souza	ddesouza3e@canalblog.com	Female	93.61.98.158	Donia

## 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 **Downloads** panel contains files relevant to this draw.

Clicking **Entries** will allow you to download a copy of the entries file you originally uploaded.

Clicking **Results** will allow you to download a document containing all the winners of the draw you just completed.

Clicking **Certificate** 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.

Clicking **Tax invoice** will allow you to download a tax invoice of your recent purchase.

The **Live draw and winner publication** section allows you to set up live draw (if draw has not yet occurred) and winner publication. Please note that this feature is only available when an entries file was uploaded.

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

# Winner publication

[← Back to draw](#)

1. Select up to 4 columns to display

⚠ Published winners will be publicly visible. Do not reveal private information such as emails, addresses, phone numbers, etc.

<input type="checkbox"/> id	<input checked="" type="checkbox"/> first_name	<input checked="" type="checkbox"/> last_name	<input type="checkbox"/> email	<input type="checkbox"/> gender	<input type="checkbox"/> ip_address	<input type="checkbox"/> another column	<input type="checkbox"/> column 76	<input type="checkbox"/> random draws	<input type="checkbox"/>
5	Lion	Zanicchi	lzanicchi4@theglobeandmail.com	Male	82.229.139.180	Lion	Zanicchi	lzanicchi4@theglobeandmail.com	Mal
882	Bayard	Headland	bheadlandoh@reuters.com	Male	242.188.2.31	Bayard	Headland	bheadlandoh@reuters.com	Mal
123	Donia	De Souza	ddesouza3e@canalblog.com	Female	93.61.98.158	Donia	De Souza	ddesouza3e@canalblog.com	Ferr
894	Maxine	Artus	martusot@businessinsider.com	Female	89.184.187.248	Maxine	Artus	martusot@businessinsider.com	Ferr
696	Rhodie	Pally	rpallyjb@cam.ac.uk	Female	33.134.172.33	Rhodie	Pally	rpallyjb@cam.ac.uk	Ferr

Viewing 5 of 53 winners.

**Columns selected**

first_name another long word >	< last_name
L	Zanicchi
B	Headland
D	De Souza
M	Artus
R	Pally

Viewing 5 of 53 winners.

- Display only first letter of first column
- Display winners in UPPERCASE

## Step 10. Live draw and winner publication (optional)

If you chose to upload an entries file, you may set up live draw and winner publication. Live draw is only available for scheduled draws.

Setting up **winner publication** will provide you with a web link to share publicly. The link will direct users to a page containing the winners of your draw, as configured by you. You control which columns are displayed and how they are presented. You also decide which prizes are published, and whether the total entry count is displayed.

If you set up winner publication while a draw is still scheduled, the public link will contain a **live draw**. The page will contain a countdown clock which counts down to the time the winners are drawn. At this time, the page will update and display the winners instantly, as configured by you earlier.



## CERTIFICATE OF RANDOM DRAW

#9154D35BFE64

### Winners

Due to the large number of prizes / winners, the following data is truncated, i.e. not all winners are shown.

#### #1: Trip to New York City

first_name	another long word	last_name
L		Zanicchi

#### #2: Trip to the Gold Coast

first_name	another long word	last_name
B		Headland
D		De Souza

This certificate states that the draw named

### Win a trip to New York City

for the organisation

**ACME Corporation**

occurred at

**1:08 AM on 18 Feb 2021  
(UTC time)**

18 Feb 2021 1:08 AM Coordinated Universal Time (UTC)

This draw was performed using the TPAL Electronic Random Draw system, a fair and unbiased computerized draw system.

Trade Promotions and Lotteries Pty Ltd  
ACN 601 297 330

Published: 1:18 AM on 18 Feb 2021 (UTC time)