

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

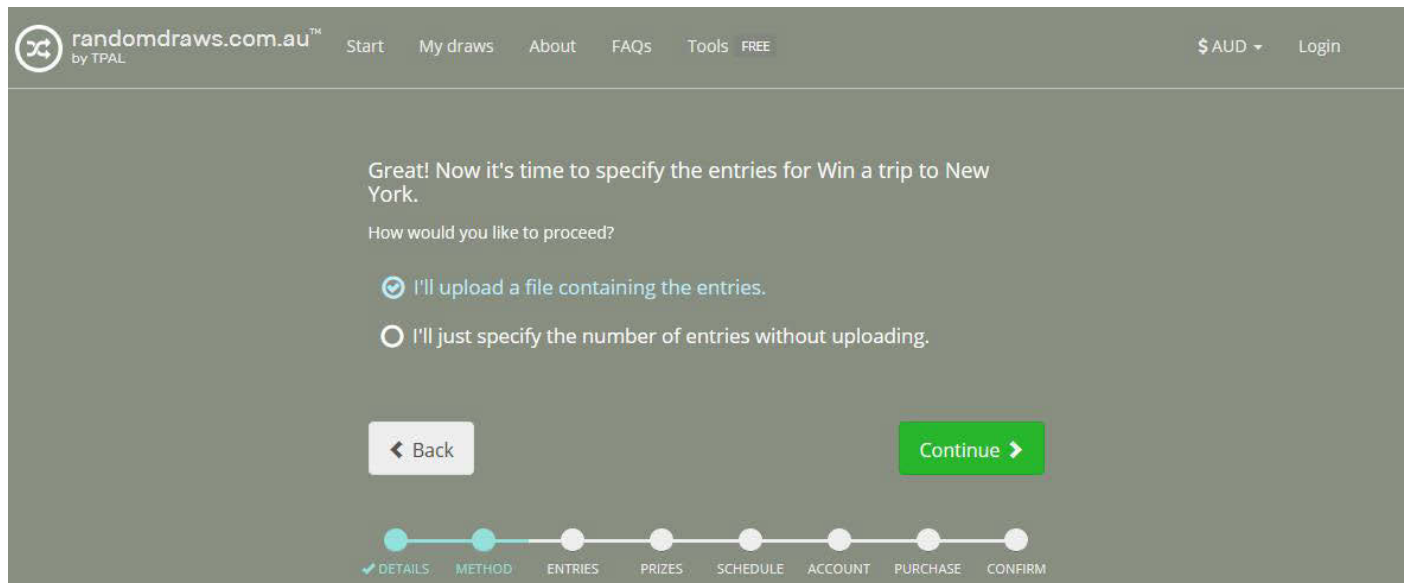
Start the process by entering both the **Draw name**, and **Organisation**.

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.

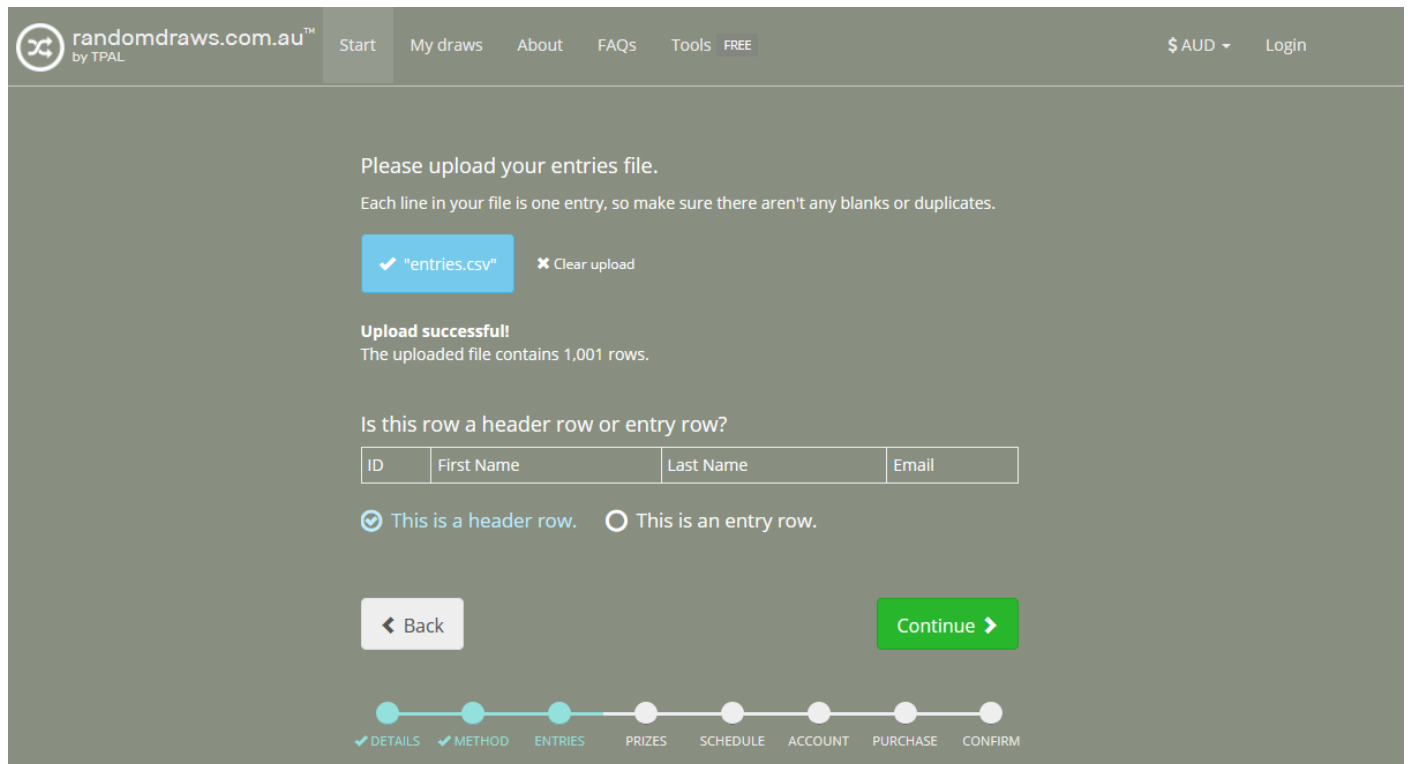
If you are just entering the number of entries, click Continue then type the number into the box. Please continue to **Step 4** of the walkthrough.

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.

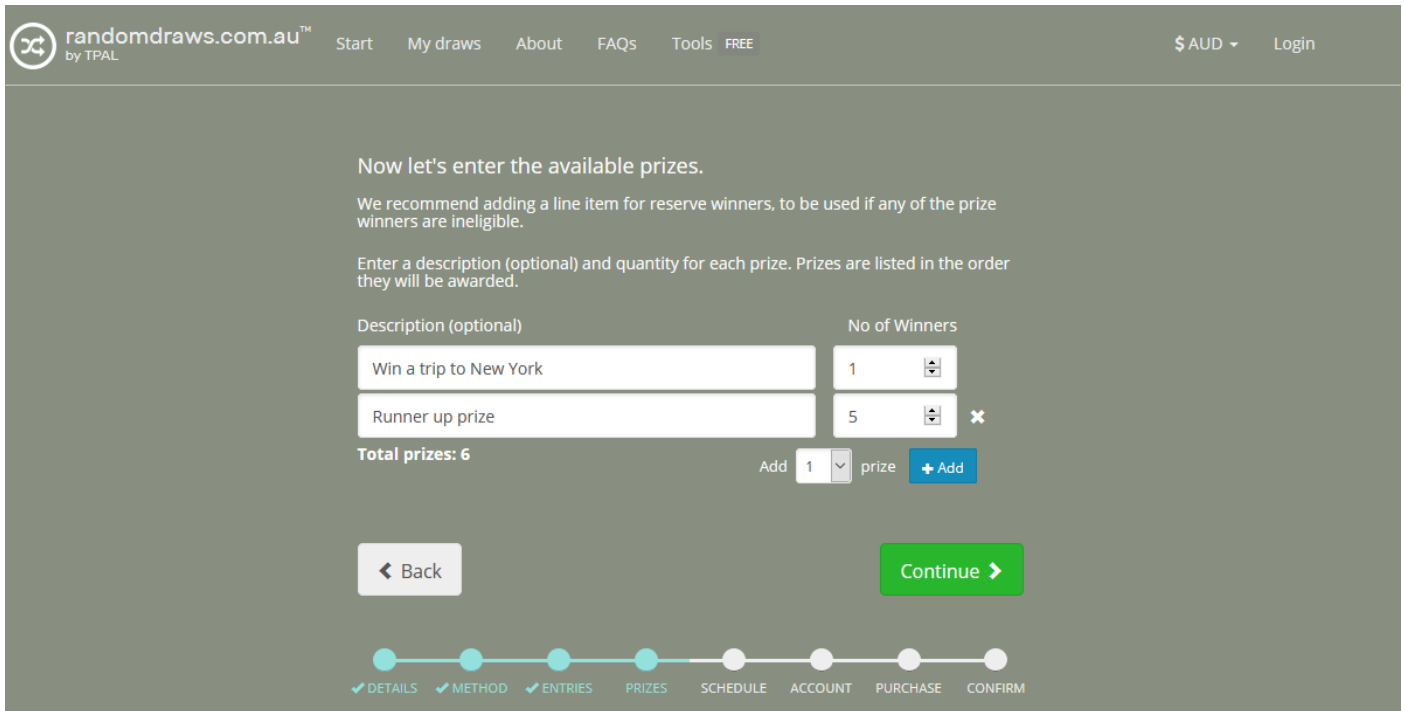
The next thing we need to know is whether the **first row** of your uploaded file is a **header row** or an **entry row**.

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.

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 (current step), ACCOUNT, PURCHASE, and CONFIRM.

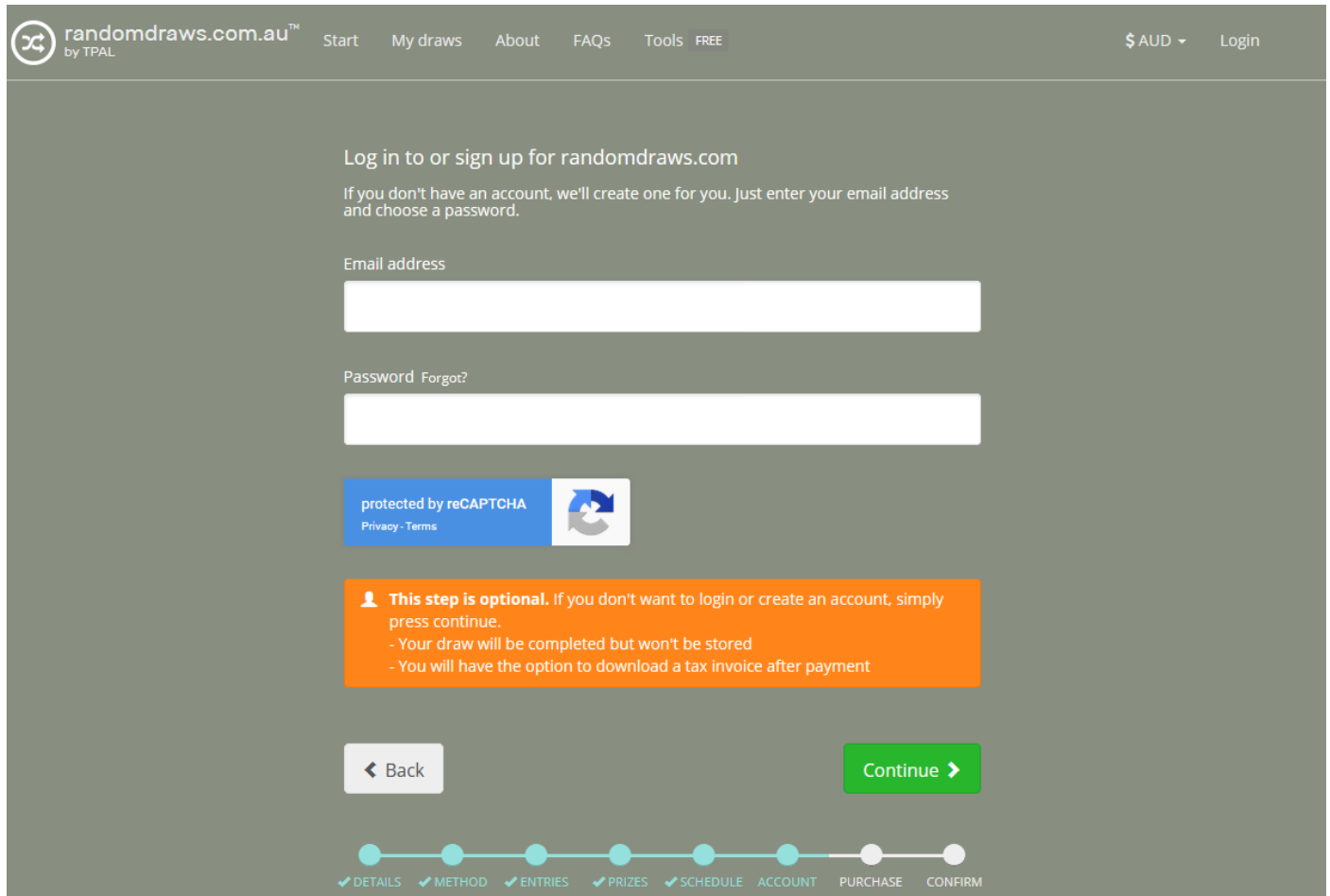
Step 5. Select a draw time

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.

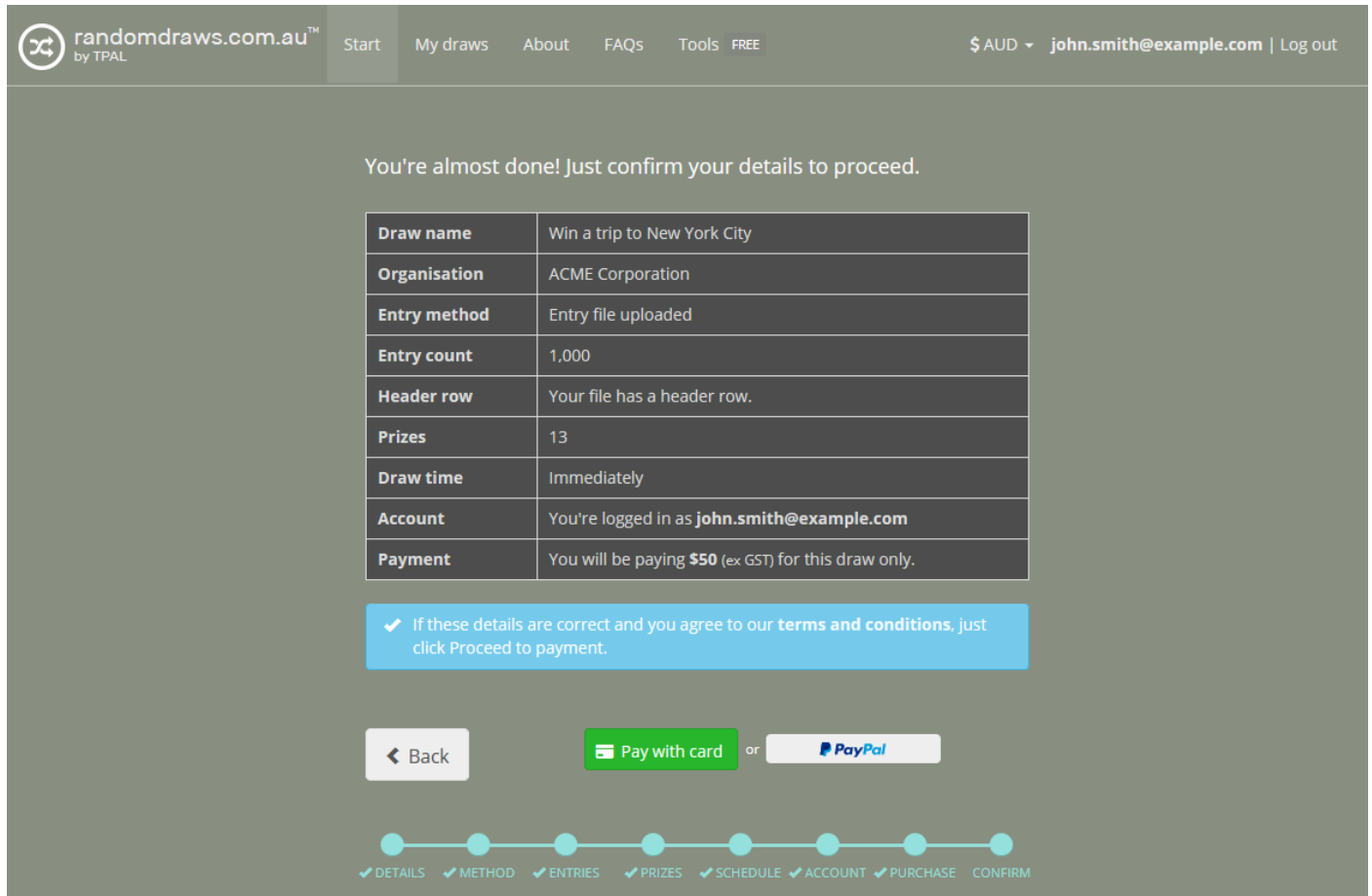
The screenshot shows the 'randomdraws.com.au™ by TPAL' website interface. The navigation bar includes 'Start', 'My draws', 'About', 'FAQs', 'Tools', and 'FREE'. The user is logged in as 'john.smith@example.com' with a '\$ AUD' currency selector. The main content area asks 'How would you like to pay for your random draw?' and offers three options: 'I'll just pay for this draw.' for \$50 (ex GST), 'I'd like to pre-purchase 10 draws.' for \$300 (ex GST), and 'I'd like to pre-purchase 100 draws.' for \$2000 (ex GST). A note states 'Pre-purchasing can save you up to 60% on the price of a single draw.' and another note says 'If you'd like to purchase more credits, please contact us.' At the bottom, there are 'Back' and 'Continue' buttons, and a progress indicator showing steps: DETAILS, METHOD, ENTRIES, PRIZES, SCHEDULE, ACCOUNT, PURCHASE, and CONFIRM.

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.](#)

Status	Completed
Date	30 Sep 2019 08:20 am Timezone: Australia/Sydney
Account name	john.smith@example.com
Draw No	3
Draw name	Win a trip to New York City
Organisation	ACME Corporation
Entrants	1,000
Prizes	13
Winners	13

Downloads

- ▶ [Entries](#) (.ZIP)
- ▶ [Results](#) (.ZIP)
- ▶ [Certificate](#) (.PDF)
- ▶ [Tax invoice](#) (.PDF)

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

au.randomdraws.localhost/cert/kzyja [Copy to clipboard](#)

Tell us what you think by leaving a review: [G+](#) [f](#)

Use TPAL to apply for permits and draft terms and conditions for your next promotion. [Click here to learn more.](#)

Winners [Download](#)

#1 Trip to New York City (1 prize)

Winner No	Entry No	ID	First Name	Last Name	Email
01	0757	757	Harcourt	Dufore	hduforel0@goodreads.com

#2 Trip to the Gold Coast (2 prizes)

Winner No	Entry No	ID	First Name	Last Name	Email
02	0986	986	Dasya	Marshallsay	dmarshallsayrd@va.gov
03	0512	512	Mathew	Blench	mblenche7@forbes.com

#3 Tickets to the NRL Grand Final (10 prizes)

Winner No	Entry No	ID	First Name	Last Name	Email
04	0921	921	Kassia	Craythorn	kcraythornpk@geocities.com
05	0419	419	Tades	Sykes	tsykesbm@sitemeter.com
06	0273	273	Easter	Hasel	ehasel7k@sbwire.com
07	0488	488	Kendell	Faldo	kfaldodj@nydailynews.com
08	0582	582	Nels	Pecht	npechtg5@intel.com
09	0439	439	Brooks	Trusslove	btrusslove6@360.cn
10	0272	272	Guthry	Yakhin	gyakhin7j@comsenz.com
11	0823	823	Krispin	Hartmann	khartmanmu@umich.edu
12	0940	940	Reynold	Varley	rvarleyq3@privacy.gov.au
13	0627	627	Koo	Carren	kcarrenhe@imgur.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 **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™](https://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 **Winners** section provides a truncated view of your competition/sweepstake winners.