

## QRA: Lottery Feature Settings

The Lumens Lottery feature allows students to enter a class lottery as the sole means of registering in a class. Certain classes can be designated as a “lottery” class. *If you have a Lumens PRO or above license, please contact Augusoft’s Customer Support to configure the Lottery Feature on your site before starting these steps. If you have a license below Lumens PRO, please contact your sales rep to upgrade your site license before it can be configured.*

<b>Solicit Volunteer Liaisons during Lottery Requests?</b>	Yes
<b>Hide Waiting List Rank on Student Display?</b>	No

### Edit General Settings (optional):

System Options > Power Users > General Settings > **Edit**

- ‘Solicit Volunteer Liaisons during Lottery Requests?’: Yes / No
- ‘Hide Waiting List Rank on Student Display?’: Yes / No

Power Users: System Settings: Edit User Navigation Labels

### Learner Labels

### Edit User Navigation Labels (opt.)

System Options > Power Users > User Navigation Labels > **Edit**

- **Learner View:** Either keep the default name of ‘lottery classes’ or enter a new label to display instead of ‘lottery classes’
- **Member View:** Either keep the default name of ‘requested classes’ or enter a new label to display instead of ‘requested classes’

### Update Lottery Type List Value Management Fields

Label	Required	Field Type	Is Enabled	Action
Instructional Method	•	Select Box	•	Edit
Lottery Type	•	Select Box	•	Edit

  

Field Text	Field Value/Code	Sort Order	Default	Display
Classes	1	1	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>
Special Events	2	2	<input type="radio"/>	<input checked="" type="checkbox"/>
Seasonal Events	3	3	<input type="radio"/>	<input checked="" type="checkbox"/>

### Edit List Value Mgmt (opt.)

System Options > List Value Mgmt > **Add/Edit**

- **Field Text:** Add name for each lottery type
- **Field Value/Code:** Internal code
- **Sort Order:** Order of list display
- **Default:** Choose 1 field as a default
- **Display:** Check box for field to display

### Defaulted Field Text:

- Classes
- Special Events

<h3>Edit Term</h3> <p>Blue type denotes required information.</p> <p>Term code: Winter15</p> <p>Term name: Winter 2015</p> <p>Earliest Class Start Date: 1/20/2015 [ m/d/yyyy ]</p> <p>Latest Class Start Date: 2/17/2015 [ m/d/yyyy ]</p> <p>Default Lottery Close Date: [ m/d/yyyy ]</p> <p>Default Lottery Run Date: [ m/d/yyyy ]</p>	<h3>Edit Instruction Calendar (required):</h3> <p>System Options &gt; Instruction Calendar &gt; Edit</p> <ul style="list-style-type: none"> <li>• <b>'Default Lottery Close Date'</b>: Enter defaulted lottery close date for the term. This default date will display when building classes but can be edited at that level</li> <li>• <b>'Default Lottery Run Date'</b>: Enter defaulted lottery run date for the term. This default date will display when building classes but can be edited at that level</li> </ul> <p><i>'Lottery Close Date' must be 1 day PRIOR to 'Lottery Run Date'</i></p>
<h3>Course Registration Information</h3> <p>Use Class Lottery* <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Lottery Type* <span>Classes</span> <span>Special Events</span> ▼</p>	<h3>Course (required):</h3> <p>Course Mgmt &gt; Courses/Classes &gt; Courses &gt; Add/Edit</p> <ul style="list-style-type: none"> <li>• <b>'Use Class Lottery'</b>: Yes / No</li> <li>• <b>'Lottery Type'</b>: <ul style="list-style-type: none"> <li>- Classes</li> <li>- Special Events</li> </ul> </li> </ul>
<h3>Class Registration Information</h3> <p>Use Class Lottery* <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Lottery Close Date* 1/1/2016 [calendar icon]</p> <p>Lottery Run Date* 1/2/2016 [calendar icon]</p> <p>Lottery Type* <span>Classes</span> ▼</p>	<h3>Class (required):</h3> <p>Course Mgmt &gt; Courses/Classes &gt; Classes &gt; Add/Edit</p> <ul style="list-style-type: none"> <li>• <b>'Use Class Lottery'</b>: Yes / No</li> <li>• <b>'Lottery Close Date'</b>: Enter defaulted lottery close date for the class</li> <li>• <b>'Lottery Run Date'</b>: Enter defaulted lottery run date for the class</li> <li>• <b>'Lottery Type'</b>: <ul style="list-style-type: none"> <li>- Classes (default)</li> <li>- Special Events (default)</li> </ul> </li> </ul> <p><i>Previously defined defaults are displayed here.</i></p>



## Class Registration Information

### Limit Self-Registration to Membership

None  
Annual Membership beginning Fall 2015  
**Fall 2015 - Full member**  
Instructor Benefit

### Class (optional):

Course Mgmt > Courses/Classes > Classes > Add/Edit

- **'Limit Self-Registration to Membership'**: Select from available Membership types

*This setting can also restrict Lottery Classes to 'Members only'.*

### Template Edit: Added to Lottery Class Waiting List

Template Edit: Added to Lottery Class Waiting List

Template Edit: Notify Lottery Winners to Complete Registration

Template Edit: Notify Lottery Winners

Template Edit: Priorities Completed for Requested Classes

*Additional fields can be added as desired.*

### Edit Email Templates (optional):

System Options > Template Mgmt > Edit

- **'Priorities Completed for Requested Classes'**: Email sent to inform student that their class priorities were accepted for lottery classes they requested
- **'Notify Lottery Winners'**: Email sent to inform student they have won the lottery for a class
- **'Notify Lottery Winners to Complete Registration'**: Email sent to inform student they have won the lottery for a class but additional steps are required to be registered (e.g. state your payment policy which requires payment for class within a certain number of days to be registered in the class)
- **'Added to Lottery Class Waiting List'**: Email sent to inform student added to Lottery Class Waiting List