

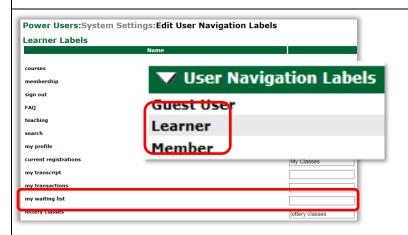
The Lumens Lottery feature allows students to enter a class lottery as the sole means of registering in a class. Certain classes can be designated as a "lottery" class. If you have a Lumens PRO or above license, please contact Augusoft's Customer Support to configure the Lottery Feature on your site 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.



Edit General Settings (optional):

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

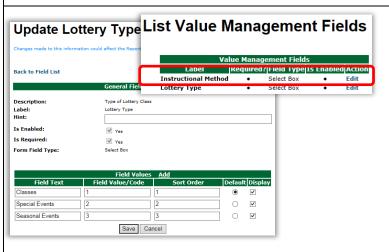
- 'Solicit Volunteer Liaisons during Lottery Requests?': Yes / No
- 'Hide Waiting List Rank on Student Display?': Yes / No



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'



Edit List Value Mgmt (opt.) System Options > List Value Mgm

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

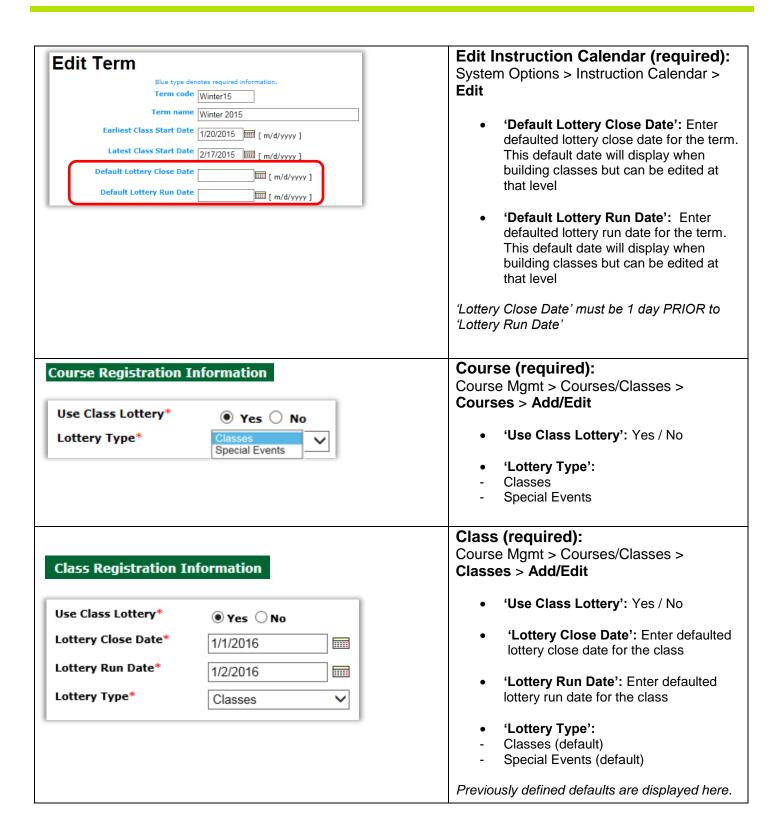
Defaulted Field Text:

- Classes
- Special Events

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Class Registration Information Limit Self-Registration to Membership None Annual Membership beginning Fa Fall 2015 - Full member Instructor Benefit

Class (optional): Course Mgmt > Courses/Classes >

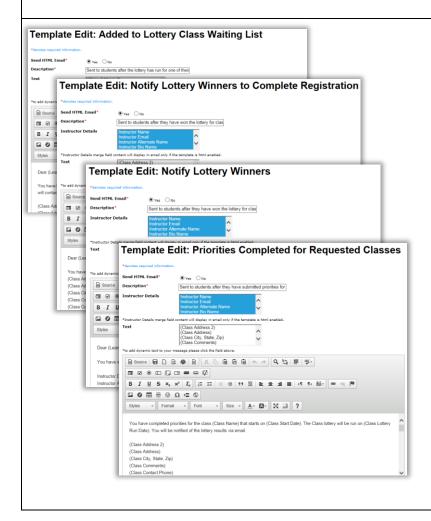
Classes > Add/Edit

• 'Limit Self-Registration to

Membership types

Membership': Select from available

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



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

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