

QRA: Lottery Registration – Staff View

The Lumens Lottery feature allows students/members to enter a class lottery as the sole means of registering in a class. Certain classes can be designated as a “lottery” class. This QRA defines the process of registering students and managing Lottery classes. *If you have a Lumens PRO or above license, please contact Augusoft’s Customer Support to configure the Lottery Feature and Waiting List activation on your site. If you have a license below Lumens PRO, please contact your sales rep to upgrade your license so your site can be configured.*

Classes: Lottery Test: Recreational

subcategory for Lottery test

Please click on the course title to see the full course description.

If you have questions, please provide us with the course title and number when e-mailing or calling.

Sort by:

3400001	Music for you	Location : Tallwood	<input type="button" value="Request Class"/>
Weekly - Fri, Sat 7:00 PM - 9:00 PM (2/6/2015-2/21/2015)			
Instructor : Dan Feighery			

To Request a Single Lottery Class Students > Student Mgmt

Request one Lottery Class:

- Select a student or member
- Select ‘Register’
- Select a lottery class
- Click ‘Request Class’ button (*‘Add to Cart’ used for non-lottery classes*)

No further action required for 1 Lottery class.

Options are:

- **Volunteer Liaison:** Student/member wants to volunteer for the specific class they have requested
- **Continue Registering:** Student/member wants to register for more than one class
- **Cancel Request:** Student/member immediately wants to withdraw request

When only one Lottery class is requested, a ranking of ‘1’ is automatically assigned in your ‘Requested Classes’ list.

Class Request Entered

Thank you for your request to be added to **Music for you (127)** . If you would be willing to serve as a Volunteer Liaison for this Special Event, please select the ‘Volunteer Liaison’ button below. To continue registering for additional classes/special events, to cancel this request, please select the corresponding button below.

Classes: Lottery Test: Cooking

Cooking classes for lottery test

Please click on the course title to see the full course description.

If you have questions, please provide us with the course title and number when e-mailing or calling.

Sort by:

3200001	Test Course for Lottery Test	Location : Church of the Good Shepherd	<input type="button" value="Waiting List"/>
Weekly - Mon 9:00 AM - 11:00 AM (2/2/2015-2/23/2015)			
Instructor : Ray Beery			
100% filled 0 Seats Left Edit			
Class Waiting List			
3200002	Lottery Training Class	Location : Tallwood	<input type="button" value="Request Class"/>
Weekly - Mon, Tue, Wed, Thu, Fri 6:00 PM - 8:00 PM (2/16/2015-2/27/2015)			
Instructor : Linda George			
No registrations 5 Seats Left Edit			
3200002	Lottery Training Class	Location : Fairfax Station	<input type="button" value="Request Class"/>
Mon 6:00 PM - 10:00 PM (3/2/2015); Wed 6:00 PM - 10:00 PM (3/11/2015); Fri 6:00 PM - 10:00 PM (3/27/2015)			
Instructor : Sally Smith			
No registrations 5 Seats Left Edit			

To Request Multiple Lottery Classes Students > Student Mgmt

Required additional step:

- **Prioritize:** Prioritize requested Lottery classes (only displays on pop-up when requesting multiple Lottery classes)

Request multiple classes:

- Click ‘Continue Registering’ button for each class desired
- Select a class
- Click ‘Request Class’ button
- When all desired classes are requested, click ‘Prioritize’ button

Class Request Entered

Thank you for your request to be added to **Music for you (127)** . If you would be willing to serve as a Volunteer Liaison for this Special Event, please select the ‘Volunteer Liaison’ button below. To continue registering for additional classes/special events, to prioritize all requests or to cancel this request, please select the corresponding button below.

There may be lottery types in addition to classes from which to select (e.g. special events, seasonal events, etc...). Each lottery type is ranked and displays in separate tables on the 'Requested Classes' page.

my dashboard | my profile | My Classes | my transcript | my transactions | my waiting list

Enrolled Classes | **Requested Classes**

Confirm Priorities All priorities entered for Classes must be unique. For example you may enter Priority=1 for a class and Priority=1 for a special event. But you may not enter Priority=1 for two classes. 0 is not a valid priority.

Requested Classes- Please enter a value in the 'Priority' column for all your requested items

Classes					
Priority	Remove	Class Name (ID)	Priorities Due	Class Start Date	
1	Remove	Bird Watching - Lottery Test (116)	03/30/2015	04/12/2015	
2	Remove	Chess Club - Lottery Test (117)	03/30/2015	04/21/2015	
	Remove	Music for you (127)	01/27/2015	02/06/2015	
	Remove	Music for you (127)	01/27/2015	02/06/2015	
3	Remove	Star Gazing - Lottery test (118)	03/30/2015	04/09/2015	

Confirm Priorities All priorities entered for Classes must be unique. For example you may enter Priority=1 for a class and Priority=1 for a special event. But you may not enter Priority=1 for two classes. 0 is not a valid priority.

To View Student's Requested Lottery Classes/Events

Students > Student Mgmt

- Select student/member
- Select 'Lottery Classes'

Rank all classes for better chance of winning lottery.

View Registration Details for Joe Cartwright

Current Registrations | Transcripts | Tran History | Transfer | Cancel | Waiting List

Enrolled Classes | **Requested Classes**

Confirm Priorities All priorities entered for Classes must be unique. For example you may enter Priority=1 for a class and Priority=1 for a special event. But you may not enter Priority=1 for two classes. 0 is not a valid priority.

Requested Classes- Please enter a value in the 'Priority' column for all your requested items

Classes					
Priority	Remove	Class Name (ID)	Requests/Seats	Priorities Due	Class Start Date
1	Remove	Bird Watching - Lottery Test (116)	1/50	03/30/2015	04/12/2015
2	Remove	Chess Club - Lottery Test (117)	1/20	03/30/2015	04/21/2015
3	Remove	Star Gazing - Lottery test (118)	1/90	03/30/2015	04/09/2015

Confirm Priorities All priorities entered for Classes must be unique. For example you may enter Priority=1 for a class and Priority=1 for a special event. But you may not enter Priority=1 for two classes. 0 is not a valid priority.

To Prioritize Requested Lottery Classes

To view lottery classes at any time:

- Select a student
- Select 'Lottery Classes'
- Assign rank to each class
- Click 'Confirm Priorities' button

When multiple Lottery classes are requested, classes **must** be prioritized (e.g. Assign rank of 1 to the most desired class, assign rank of 2 to the next...). If no priority is set, the lowest priority will be assigned.

Remove Requested Class

Are you sure you want to remove your request for Bird Watching - Lottery Test (116)? If you do, select the 'Remove' button. If you would like to retain your request, select the 'Cancel' button.

Remove Cancel

To Remove Student from Requested Lottery Classes/Special Events

- Select student/member
- Select 'Lottery Class Lottery Registration – Staff View es' from Select drop down
- Select 'Remove'

When a class is removed, rank remaining classes accordingly.

View Lottery pool for Bird Watching - Lottery Test

Class Name (Course # / Class ID): Bird Watching - Lottery Test (9990001 / 116)

Lottery Status: Open Class Seats: 50

Lottery Close date: 03/30/2015 Requests: 1

Lottery Run Date: 03/30/2015 Priority 1-4 Qty/%: 1/100.00%

Public Registration Closes date: 05/10/2015 Priority 5+ Qty/%: 0/0.00%

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Select	Student (ID)	Name	Date entered	Priority	Volunteer Liaison	Student Status
Edit Student View Current Registration Remove from Lottery Pool	Joe Cartwright (10768)		01/23/2015	1		Entered

To View Lottery Pool for a selected Lottery Class

Registration > Lottery > 'View Lottery Pool' for selected class

- Edit Student
- View Current Registration
- Remove from Lottery Pool

Student Status - options:

- Entered; Won, Not Enrolled; Wait List; Enrolled
-

Lottery Classes

Use any part of the class name or the complete course number to search. For a complete course listing, clear the search field(s), then press search.

Class Name: Course #:

Class ID: Lottery Status:

Category: Subcategory:

Class Starts on or after: [mm/dd/yyyy] Class Starts on or before: [mm/dd/yyyy]

Class starting on: Term:

Course description keyword: Class type:

[Search](#) [Reset](#) [Cancel](#)

Showing records 1 through 10 of 45.

	Class Course# / Class ID	Name	Lottery Run Date	Students Entered / Class Seats	Lottery Status
Edit Class View Lottery Pool	9990001 / 116	Bird Watching - Lottery Test	03/30/2015	1/50	Open
<input type="radio"/>	9990002 / 117	Chess Club - Lottery Test	03/30/2015	1/20	Open
<input type="radio"/>	9990004 / 118	Gardening - Lottery Test	03/30/2015	2/90	Open
View Class View Lottery Pool View Roster View Waiting List	9990005 / 119	The World is About to End™ - The Impact of this Apocalyptic Belief on	01/27/2015	0/85	Completed

To Edit Lottery Classes or Access Lottery Pool

Registration > Lottery

- Class Name
- Lottery Run Date
- Students Entered/Class Seats
- Lottery Status
 - Open: Prior to the 'Close' date
 - Closed: Past the 'Close' date
 - Completed: Past the 'Run' date

Depending on the 'Lottery Status', different actions can be performed. 'View Waiting List' will only display if there is a waiting list for that specific Lottery Class.

Bird Watching - Lottery Test (86) Requests

Course Number : 9990001
 Class Name : Bird Watching - Lottery Test
 Class ID : 86
 Lottery Status : Completed
 Lottery Type : Classes
 Class Seats : 50
 Requests : 141
 Lottery Close Date : 01/18/2015
 Lottery Run Date : 01/18/2015
 Public Registration Closes Date : 01/25/2015
 Class Start Date : 01/24/2015
 Priority 1-4 Qty : 99
 Priority 1-4 % : 70.21 %
 Priority 5+ Qty : 42
 Priority 5+ % : 29.79 %

No.	Student Name	Student ID	Date Entered	Priority	Volunteer Liaison	Status
1	Andrus, Geoff	10328	01/17/2015	1	No	Waiting List
2	Al					
3	Al					
4	Al					

Report Filter: Lottery Classes

Course No	Class Name (ID)	Instructor Name	Lottery Status	Lottery Type	Lottery Run Date	Class Start Date	View
9990001	Bird Watching - Lottery Test (86)	Smith, Sally	Completed	Classes	1/18/2015	1/24/2015	<input checked="" type="checkbox"/>
9990002	Chess Club - Lottery Test (87)	Determined, Tobe	Completed	Classes	1/18/2015	1/27/2015	<input type="checkbox"/>
9990005	Gardening - Lottery Test (88)	Determined, Tobe	Completed	Classes	1/18/2015	1/26/2015	<input type="checkbox"/>

2 Lottery Reports

Reports > Class Mgmt > Lottery Pool
 View by class which students entered into a Class Lottery were registered or allowed to complete the registration, or those assigned to a Class Waiting List.

- Class Start Date on or After
- Class Start Date on or Before
- Includes Classes Starting On
- Term
- Class Name
- Lottery Type
 - Classes
 - Special Events

View general class information, # of requests, close and run dates, priorities and volunteer liaisons.

Report Filter: Student Lottery Activity

No Saved Filters

Search Filter

Student Lottery Activity Date On or After [m/d/yyyy]

Student Lottery Activity Date On or Before [m/d/yyyy]

Lottery Activity Types

Lottery Type

Lottery Win

Advanced Filter

Request a Lottery Class
Prioritize a Lottery Class
Pay for a Lottery Class

Classes
Seasonal Events
Special Events

Joe Cartwright (10668) Activities

No.	Course No.	Class Name	Class ID	Lottery Status	Lottery Name	Priority	Class Seats	Number of Requests	Volunteer/Waitlist	Date Entered	Lottery Class Date	Lottery Run Date	Public Registration Class Date	Class Start Date	Priority 1-4 Qty	Priority 1-4 %	Priority 5+ Qty	Priority 5+ %
1	9990001	Recreational Mathematics - Lottery Test	95	Enrolled	Classes	1	50	300	No	01/19/2015	01/21/2015	01/21/2015	02/02/2015	02/07/2015	228	45.60 %	272	54.40 %
2	9990001	Recreational Mathematics - Lottery Test	106	Waiting List	Classes	2	50	1602	Yes	01/21/2015	01/22/2015	01/22/2015	02/08/2015	02/07/2015	463	38.26 %	989	61.74 %
3	9990002	Chess Club - Lottery Test	107	Waiting List	Classes	11	20	1602	No	01/21/2015	01/22/2015	01/22/2015	02/17/2015	02/17/2015	593	37.02 %	1009	62.98 %
4	9990002	Chess Club - Lottery Test	96	Waiting List	Classes	6	20	500	Yes	01/19/2015	01/21/2015	01/21/2015	02/24/2015	02/03/2015	232	46.40 %	268	53.60 %

Reports > Class Mgmt > Student Lottery Activity

Allows Staff to view Lottery activity by student.

- Student Lottery Activity Date on or After
- Student Lottery Activity Date on or Before
- Lottery Activity Types
 - Request a Lottery Class
 - Prioritize a Lottery Class
 - Pay for a Lottery Class
- Lottery Type
- Lottery Win
 - < 1
 - < 2
 - < 10%
 - < 20%
 - > 80%

When student wins a Lottery...

Students > Student Mgmt

- Select student/member
- Select 'Lottery Classes' from Select drop down
- Select 'Pay Now' to be enrolled in class/event (if cost associated with class is greater than 0)
 - OR
 - Select 'Pay Now for All Classes/Events' button when multiple lottery classes have been won

Current Registrations | Transcripts | Tran History | Merchandise | Cancel | Transfer | Waiting List

Enrolled Classes | Requested Classes/Special Events

Confirm Priorities: All priorities entered for Classes and Special Events must be unique. For example, you may enter Priority = 1 for a Class and for Priority = 1 for a Special Event, but you may not enter Priority = 1 for two Classes. 0 is not a valid priority.

Pay Now for All Classes/Events: You can pay for all the classes and special events in one payment by selecting this button.

Requested Classes - Last Updated 7/31/2014

Priority	Remove	Class Name (ID)	Priorities Due	Class Start Date
Pay Now	Remove	Beyond The Basics Of eBay Part I (9155)	8/15/2014	9/2/2014
Pay Now	Remove	Beyond The Basics Of eBay Part II (9175)	8/15/2014	9/15/2014

Student is required to pay for a class to be enrolled. When you win a lottery class with no cost associated, you are automatically enrolled in the class. An email is automatically sent to Student. 'Current Registrations' will display your enrolled classes.

my dashboard | my profile | My Classes | my transcript | my transactions | my waiting list

Enrolled Classes | Requested Classes

Current Registrations

Osher Lifelong Learning at George Mason University
4210 Roberts Rd, Fairfax, VA 22032

Back
Student: JOE CARTWRIGHT
2600 SUNSET BLVD
CASTLETON, VA 22621

Schedule Print View

Class Information

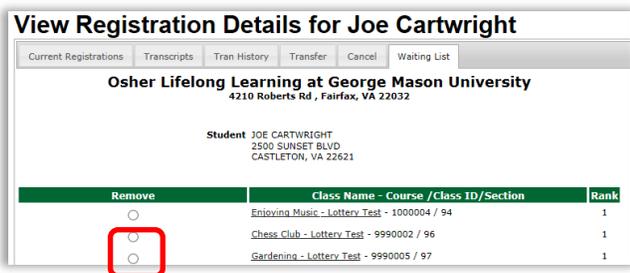
Course Number	Class Number	Class Name	Class Location	Class Start Date	Class End Date	Instructor	Registration Confirmation
9990003	85	Recreational Mathematics - Lottery Test	Fairfax, Tallwood,	1/27/2015	1/27/2015	Doris Bloch	Print
9990003	85	Recreational Mathematics - Lottery Test	Fairfax, Tallwood,	1/27/2015	1/27/2015	Doris Bloch	Print

To View Student's Enrolled Lottery Classes/Events

Students > Student Mgmt

- Select student/member
- Select 'Current Registration'

All registered classes will display under 'Enrolled Classes' as 'Current Registrations'.

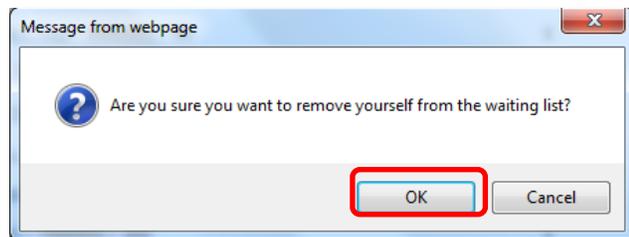


When student loses a Lottery...

Students > Student Mgmt
 Student is placed on Waiting List for the class.
 An email is automatically sent to Student.
 To view the 'Waiting List':

- Select student/member
- Select 'Waiting List'

'Waiting List' is REQUIRED to use the Lottery Feature. Please contact Augusoft's Customer Support to configure 'Waiting List' on your site.



To remove Student/Member from Waiting List

Students > Student Mgmt

- Select student/member
- Select 'Waiting List'
- Click 'Remove' radio button for class to be removed