Onboarding your Group

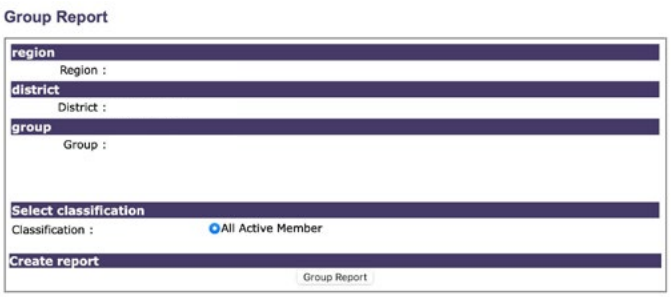
Step 1

Download a list of youth in your Group from Extranet.

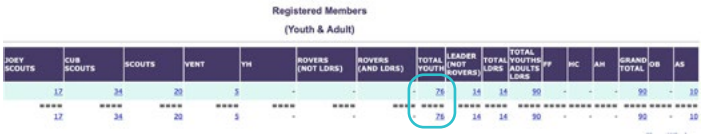
1. Log in to Extranet and go to the Membership tab.

2. Go to Statistical Reports > Group Report.

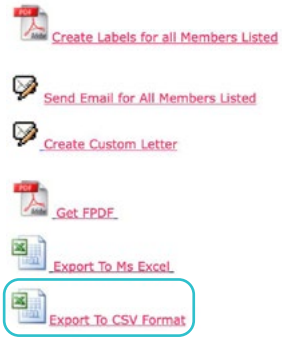
3. Click Group Report.



4. Click on number under Total Youth.



5. Download CSV.



Step 2

Open CSV and delete all fields except FirstName LastName and Email (If you have allocated a Parent or Committee member to manage the Monster Raffle, please forward this report to them so that they can upload to the portal).

Step 3

Use the template on our resources page to import downloaded data. Note the field names need to be exactly the same as this template. In the InPersonSeller column leave blank or put yes. InPersonSeller means the Ticket Seller will be given a login for the purposes of doing “In-Person Sales” (cash or card).

FirstName	LastName	Email	InPersonSeller
John and Jenny	Smith	johnsmith@johnsmith.com	Yes

Tip: under first name put siblings’ names together in cell so that the family only gets one URL to share e.g.

	A	B	C	D
1	FirstName	LastName	Email	InPersonSeller
2				
3				
4				
5				

Step 4

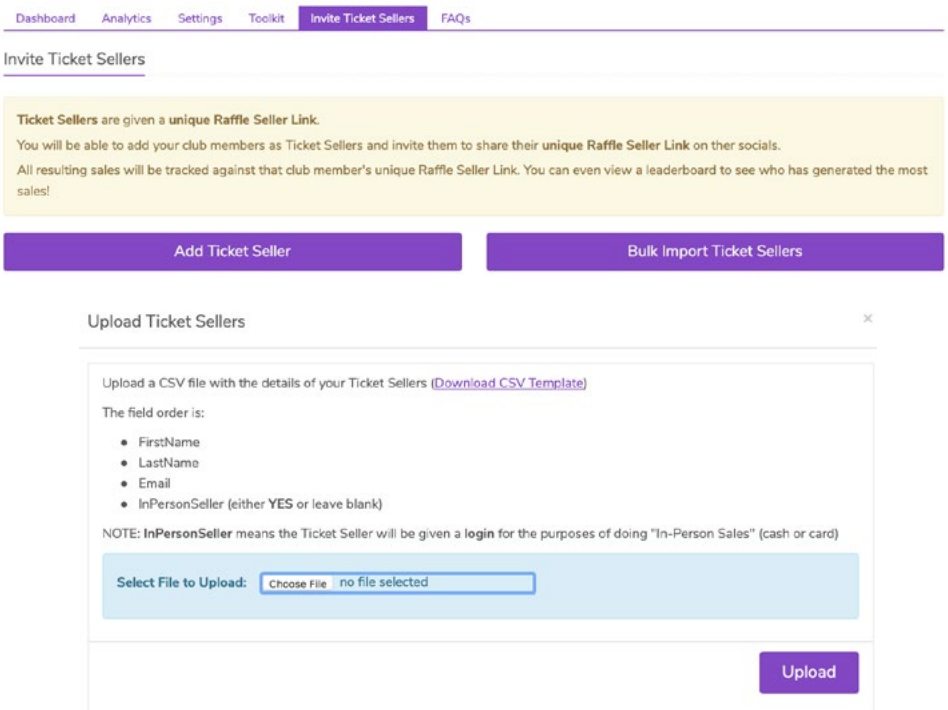
Send email to families to explain they will be getting an email from RaffleTix with their unique family URL and QR code. We have a letter template here you can customise for your Group.

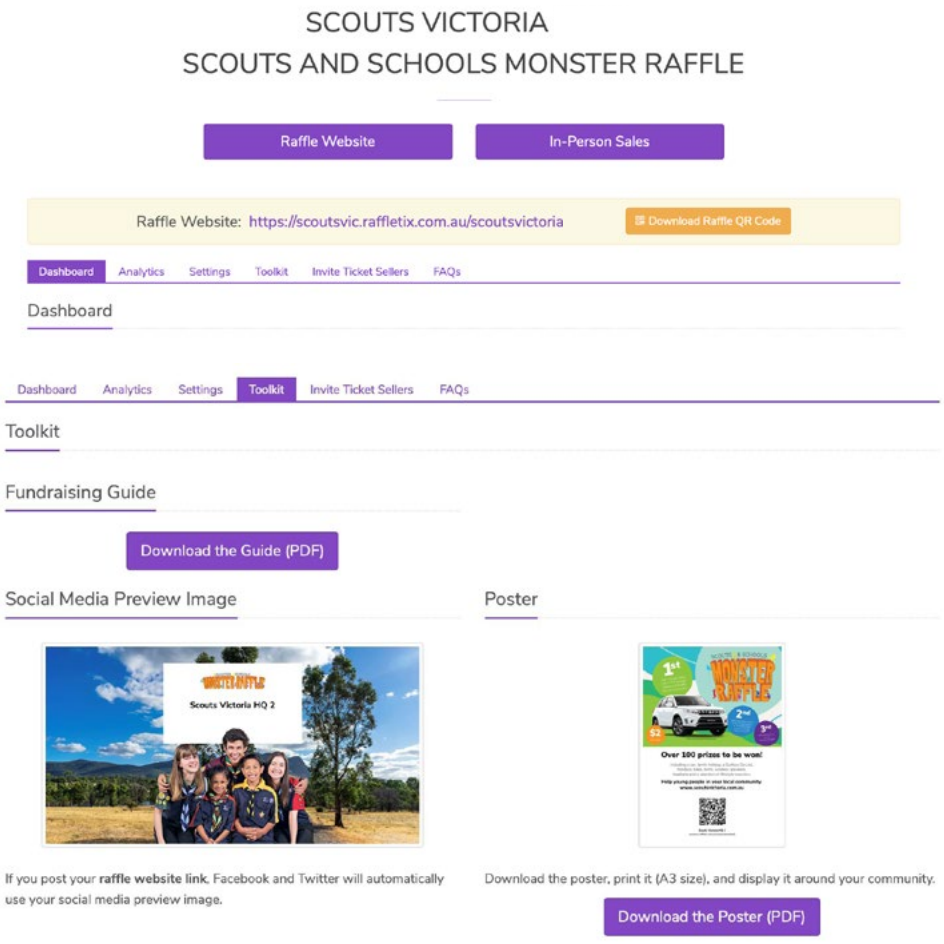
Customisable letter to families

▾ More

Step 5

After sending email you now need to upload spreadsheet by clicking ‘Bulk Upload Ticket Sellers’ in the invite ticket sellers tab on your dashboard. The upload ticket sellers pop up box will appear, follow prompts. Families will automatically get an email and be able to start selling once you have uploaded.



Step 6

The Group can also share the Groups URL found at the top of your dashboard on social media or posters printed and put around your community. Posters and social posts can be found in the 'Toolkit' tab on your dashboard.