

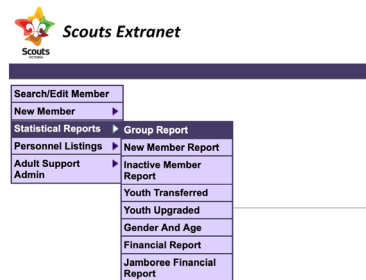


Onboarding your Group

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.

Group Report

region :

district :

group :

Select classification

Classification : ☒ All Active Member

Create report

Registered Members
(Youth & Adult)

KEY SCOUTS	CUB SCOUTS	SCOUTS	VENT	YH	ROVERS (NOT LDERS)	ROVERS (AND LDERS)	TOTAL YOUTH	LEADER (NOT ROVERS)	TOTAL LDERS	TOTAL YOUTH & ADULTS LDERS	FF	HC	AH	GRAND TOTAL	DB	AS
12	34	20	5	-	-	-	76	14	14	90	-	-	-	90	-	10
12	34	20	5	-	-	-	76	14	14	90	-	-	-	90	-	10

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).

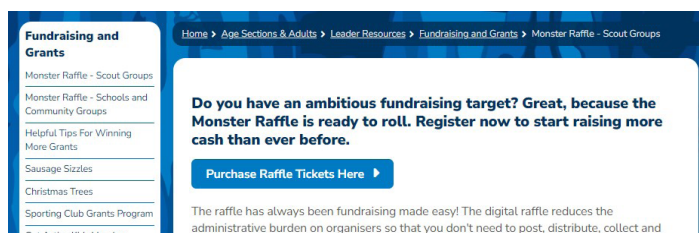
FirstName	LastName	Email	InPersonSeller
John and Jenny	Smith	johnsmith@johnsmith.com	Yes

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

▼ [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.

[Dashboard](#)
[Analytics](#)
[Settings](#)
[Toolkit](#)
[Invite Ticket Sellers](#)
[FAQs](#)

Invite Ticket Sellers

Ticket Sellers are given a **unique Raffle Seller Link**.

You will be able to add your club members as Ticket Sellers and invite them to share their **unique Raffle Seller Link** on their socials.

All resulting sales will be tracked against that club member's unique Raffle Seller Link. You can even view a leaderboard to see who has generated the most sales!

[Add Ticket Seller](#)
[Bulk Import Ticket Sellers](#)

Upload Ticket Sellers

Upload a CSV file with the details of your Ticket Sellers ([Download CSV Template](#))

The field order is:

- FirstName
- LastName
- Email
- InPersonSeller (either YES or leave blank)

NOTE: InPersonSeller means the Ticket Seller will be given a **login** for the purposes of doing "In-Person Sales" (cash or card)

Select File to Upload: no file selected

[Upload](#)

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.

SCOUTS VICTORIA

SCOUTS AND SCHOOLS MONSTER RAFFLE

[Raffle Website](#)[In-Person Sales](#)

Raffle Website: <https://scoutsvic.raffletix.com.au/scoutsvictoria>[Download Raffle QR Code](#)


DashboardAnalyticsSettingsToolkitInvite Ticket SellersFAQs

Dashboard

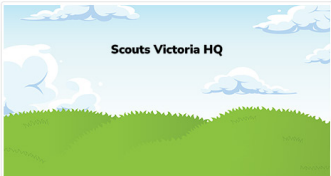
DashboardAnalyticsSettingsToolkitInvite Ticket SellersFAQs

Toolkit

Fundraising Guide


[Download the Guide \(PDF\)](#)

Social Media Preview Image



If you post your **raffle website link**, Facebook and Twitter will automatically use your social media preview image.

Poster



Download the poster, print it (A3 size), and display it around your community.

[Download the Poster \(JPG\)](#)