



Help Guide

Lotto Module

Standard Lotto Service

OCTOBER 15

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1.What is the Lotto ?

The lotto is a community lottery fundraiser that provides organisations with a steady income stream to support facilities, teams, and local development.

- The lotto is defined with a format such as 4 from 36. This means that players pick 4 numbers from a range between 1 and 36. To win the jackpot prize the players 4 numbers have to match the 4 numbers picked out the hat. The lotto can be set up with variations so it could be 3 from 49 or it could be 5 from 49. The decision is up to the organisation running the Lotto.
- Each week, a draw is held to select the winning numbers.
- If someone matches all the drawn numbers, they win the jackpot.
- If the jackpot isn't won, it rolls over and grows week by week.
- Organisations can award smaller prizes for partial matches (e.g. 3 numbers correct out of 4).

1.1 Klubfunder Lotto Variations

The Klubfunder platform can provide two variations of lotto. The variations are based on financial risk.

- Standard Lotto – this requires the club to fund all prizes themselves and to carry the financial risk associated with jackpot prizes.
- Club Lotto Jackpots Prize Cover – this means the club will pay an insurance premium to Club Lotto Jackpots who then payout any jackpot prizes. This essentially removes all of the financial risk from the club as they are no longer pay out any lotto jackpot prizes.

This guide describes the functionality of the **Standard Lotto**.

1.2 Lotto prerequisites

In order to run a Lotto the organisation running it requires a small society lottery license in the UK or a Charitable Gaming license in Ireland.

2.Lotto Onboarding

The process for onboarding a club lotto customer is as follows:

- Club contacts klubfunder and send them the details of their lotto as explained below.
- The klubfunder team will then liaise with the club and configure the Lotto on the platform.
- Klubfunder team will ask the club to review the details and after the club confirm everything is set up correctly, the club can start selling tickets.

Item	Description	Sample
Player Number Picks	How many numbers a player will pick on one line , usually 3,4 or 5	4
Number Range for full Lotto Numbers	Range such be specified with lowest number and maximum number. e.g. 1 to 36.	1 to 36
Cost per player line	This should be specified as a decimal . Klubfunder will know the currency of the club.	2.00
Minimum lotto entry fee	The minimum lotto entry fee is defined as the minimum amount of money that a member of the public has to spend on purchasing a lotto ticket. If the cost per player line is 2.50 and the minimum entry fee is set at 5.00 then a player could purchase 1 line for 2 weeks or 2 lines for the current draw and would meet the minimum lotto entry fee.	5.00
Lotto Draw Cycle	Weekly, Bi-Weekly or Monthly	Weekly
Go Live Date	The go live date is the period from which the club wishes to start selling tickets, not the first draw night date.	Tuesday 9 October 2025
First draw night	The first draw night date is when the club will make the actual jackpot draw. All subsequent draws will be	Tuesday 16 October 2025

	performed on this same night taking into account the time period occurrence.	
Initial Jackpot	The amount of the initial jackpot	20,000
Jackpot Increment for Each period	The amount of money the jackpot increases by each time period. This can also be set to 0 so there is no increment each period.	100

3. Getting Started Club Lotto

You can get started with the Lotto service by accessing it from your admin dashboard under the **Lotto** panel as illustrated in Figure 1: Admin Dashboard.

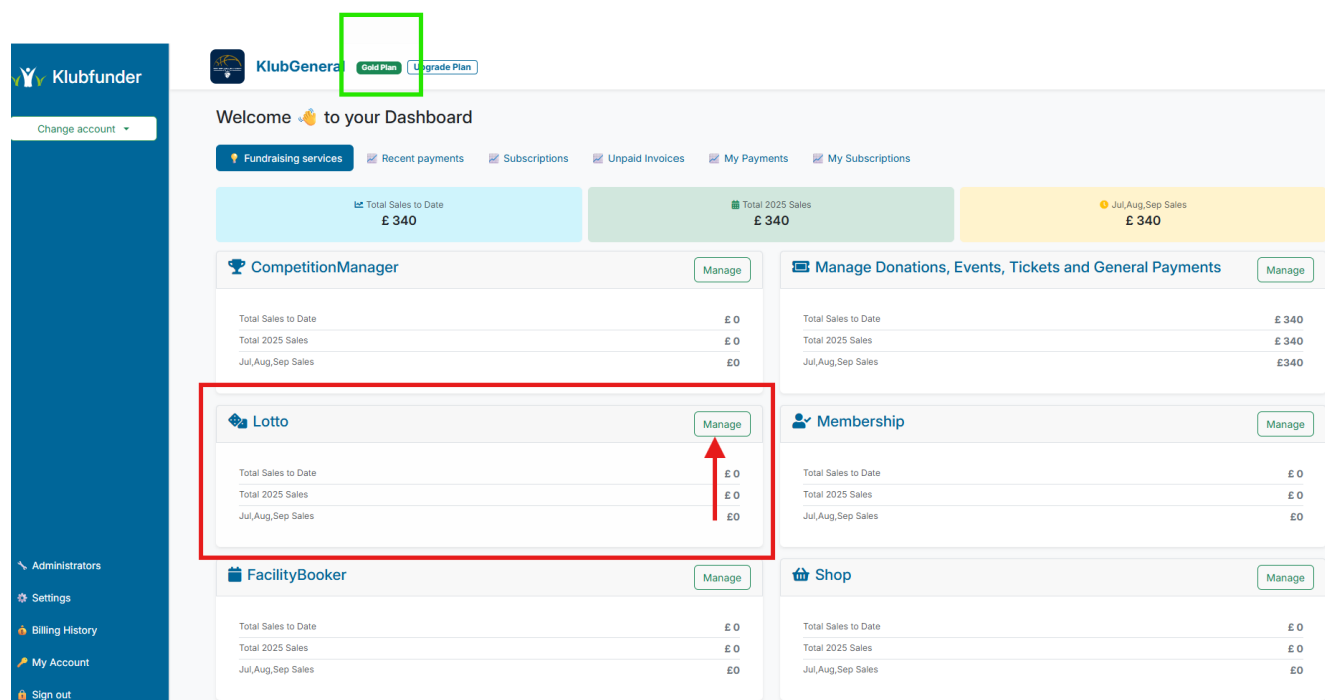


Figure 1: Admin Dashboard

In order to use the Club lotto jackpots it is necessary to be on the Gold Plan as highlighted by the green box in Figure 1.

If you click on the **Manage** button as highlighted in Figure 1 this will take you to the **Lotto Dashboard** screen.

4. Lotto Dashboard : Uploading Lotto Licence

If Klubfunder has not previously been sent the clubs Lotto license then the first time the club sign in and navigate to the lotto screen the admin will be presented with the **upload license screen** as displayed in Figure 2 below.

The screenshot shows the Klubfunder dashboard with a sidebar on the left containing a 'Set up lotto' button. The main content area displays the 'UK Small Society Lottery Compliance' form. The form includes the following text and elements:

- UK Small Society Lottery Compliance** (Section Header)
- The Gambling Act 2005 defines a small society lottery with the following criteria:
 - The society must be **non-commercial**.
 - Total value of tickets per single lottery must be **£20,000 or less**.
 - Aggregate ticket value for all lotteries in a year must not exceed **£250,000**.
 - The promoting society must be registered with a licensing authority in their local area.
- Before selling lottery tickets on Klubfunder, we need to verify your operating permission.**
- Please upload your small society operating license or supporting exemption documents.
- No documents uploaded**
- Upload License/Exemption Document(s)** (Green button)
- ☐ I confirm that our organization will adhere to the above Gambling Act policies.
- ☐ I confirm that our organization adheres to the [Responsible Gambling Policies](#) and agrees to comply with all regulations.
- Submit** (Green button)

Figure 2 : Upload Lotto License Document

All Klubfunder requires is for the admin to take a picture of the license and upload an image of it.

Note

There are different small society lottery rules in UK and Ireland. Depending on the jurisdiction of the club the upload screen will show the relevant details.

Once the document image has been uploaded then the screen will change to show it has been submitted (see Figure 3) and the klubfunder team will be alerted to the fact the license has been uploaded.

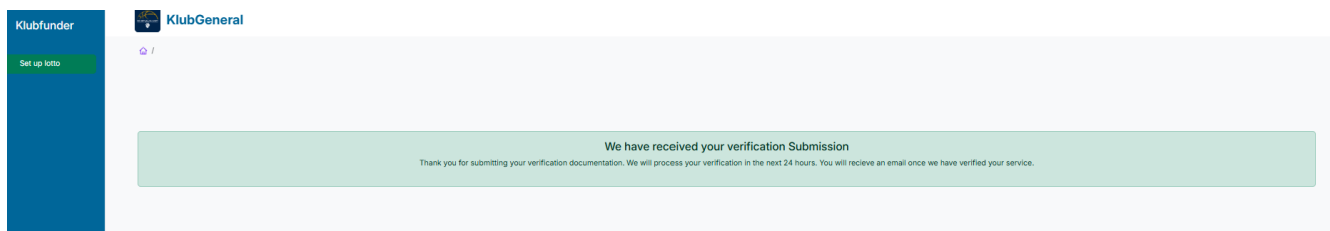


Figure 3 : License Submitted

Once the team have approved license the Lotto service will then be available for the admin. Figure 4 shows the Lotto options that need to be configured to create the Lotto.

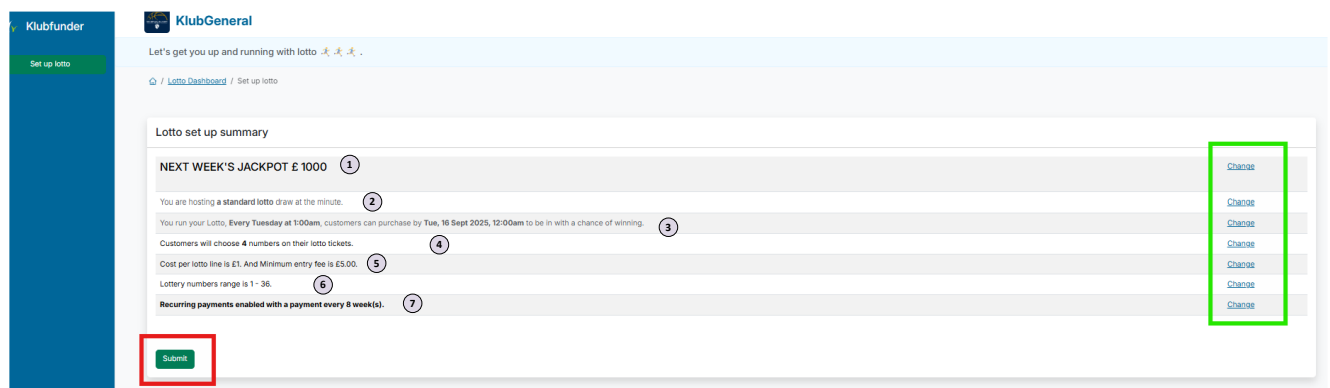


Figure 4 :Lotto Setup Options

Each of the options can be updated by clicking the relevant Change link as highlighted by the green box in figure 4. The table below explains each of the lotto setup options.

Item	Description
1	Next Weeks Jackpot : Enter the amount of money that the club will be offering for the jackpot winner. In our example jackpot is 20000
2	Standard Lotto / Alpha Lotto / Mega Lotto : The standard lotto uses a ball a min and max ball range, the alpha lotto uses the letters of the alphabet as opposed to numbers , the mega lotto uses a two ranges of balls. For club Lotto Jackpots the lotto has to be set to standard .

3	Next Draw Date, Time : Set up the date and time of the Next Draw. Once this has been set all subsequent draws will occur on the same day for that cycle. In our example the Draws are done on a Saturday.
4	Lotto line ticket number [x] selection , draw cut off time : Players must select [X] distinct numbers per ticket line. In our example a player has to pick 4 numbers. The draw cut off time is the number of minutes before the draw is made that the purchase of tickets for that draw is closed. So if the draw time is 8 PM and the draw cut off time is set to 60 minutes then the closing time for the purchase of tickets is 7PM , 60 minutes before the draw. Any tickets bought after this time will be entered into the next draw.
5	Cost of single Lotto Line : This is the cost a player will pay for each line selection of 4 numbers they want to submit. In our sample it is set to £2 Minimum Entry Fee : This is the minimum amount of money that a player needs to spend to enter any entries into the lotto. In our sample the minimum fee is set to £5 . So based on a single line costing £2 then a player would have to purchase 3 lotto tickets for the nest draw or select 1 ticket and play those numbers in the next 3 draws. Both entries would mean they have spent £6.
6	Lottery Numbers Range : The numbers that make up the lottery. In our example the minimum number is 1 and the maximum number is 36.
7	Lotto Draw Cycle : This setting is for how often the Lotto draw takes place. The options are weekly, bi-weekly or monthly

Once all settings have been entered then the admin clicks on the **Submit** button (highlighted by the red box in Figure 4). This will then set up the service and present the admin with the Lotto dashboard as illustrated in Figure 5 in the next section.

The lotto service will create a standard lotto by default and the final step in the process is for the Klubfunder Team to configure the Lotto as a Club Lotto Jackpots lotto. The final step in the set up needs to be performed by the klubfunder team who will

5. Lotto Menu Options Summary

The lotto menu options provide all of the functionality for the management of the Club Lotto Jackpots service. There are two lists of options **Lotto Actions** and the **Lotto Fixed Menu** options as described below.

5.1 Lotto Actions Summary

The lotto actions are accessed by clicking on the Lotto Actions dropdown as shown in the screenshot below.

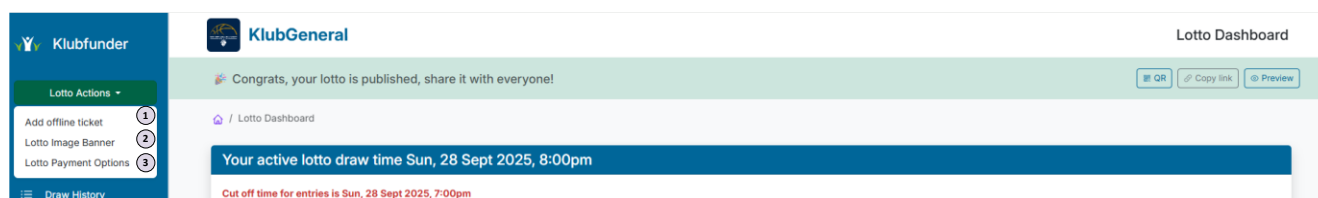


Figure 5: Lotto Actions

The table below explains the purpose of each of the lotto actions and subsequent sections in this document will explain each of the actions in more detail

Item	Description
1	Add offline ticket: This option allows a single ticket to be added to the next draw entries list. The offline ticket will also appear in offline tickets.
2	Lotto Image Banner: This option allows an admin to change the image associated with the Lotto.
3	Lotto Payment Options: When a campaign is archived then it will appear in this list and it means the public will no longer see the campaign. Campaigns should always be archived once they are finished.

5.2 Lotto Fixed Menu Summary

The main menu options are accessed from the side bar menu as shown in the screenshot below.

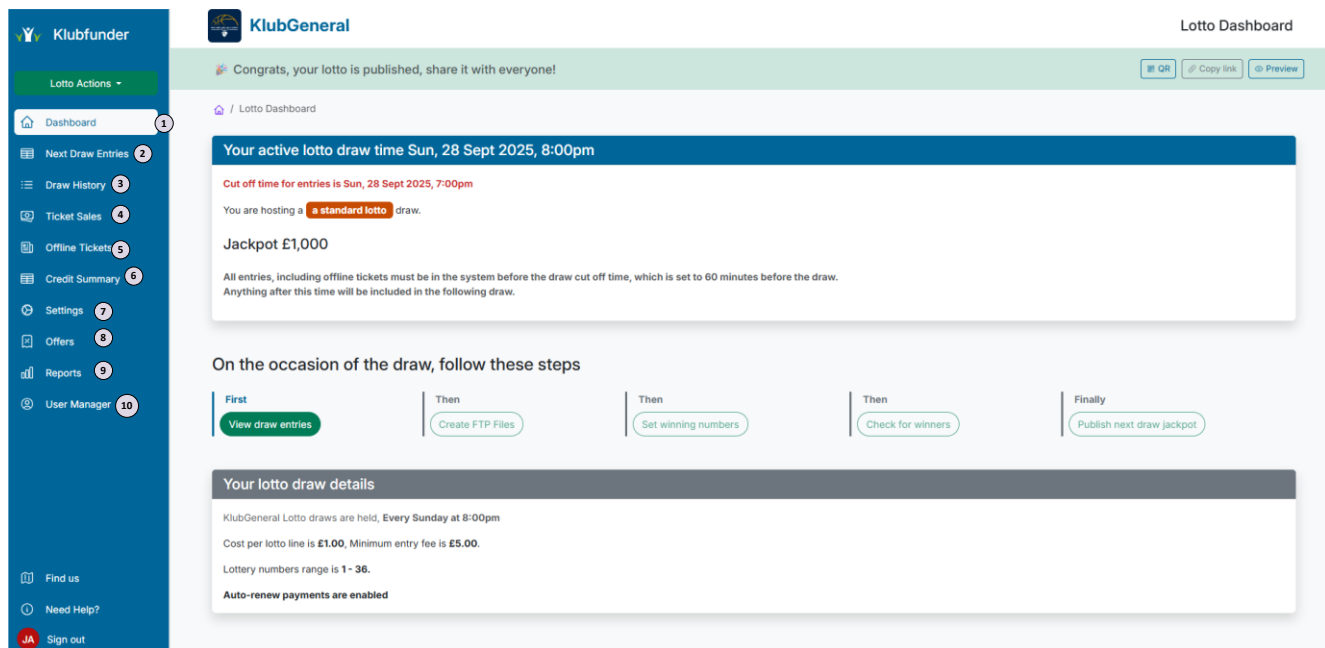


Figure 6 : Fixed Menu Options

The table below explains the purpose of each of the menu options and subsequent sections in this document will explain each of the options in more detail.

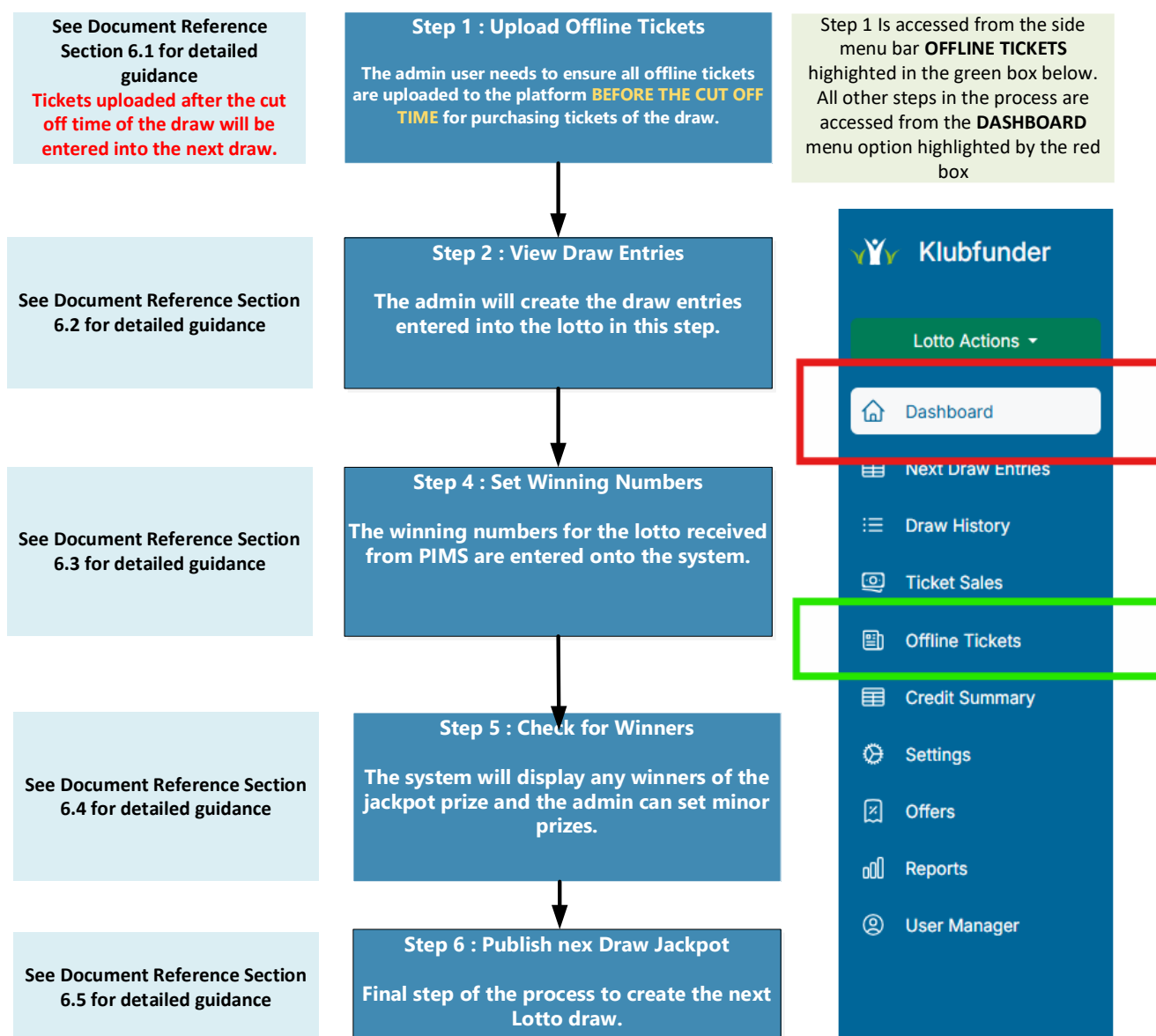
Item	Description
1	Dashboard : The main lotto screen. On the night of the draw this is the screen that will be used by the admin to set up the draw entries, set winning numbers , check for winners and publish next draw jackpot . The section later in this document titled Night of Draw Actions describes each of these steps in more detail.
2	Next Draw Entries : This option will allow the admin to see all of the tickets that will be entered into the next draw.

3	Draw History : This option will display the previous draws that have been completed by the club. It displays the Draw Id , the Date the Draw happened and the numbers that were drawn.
4	Ticket Sales : This option will display the list of tickets that have been purchased for the clubs lotto. The view will contain subscription payments, single payments and offline payments.
5	Offline Tickets : This option will display any offline tickets that have been created. There is also a Bulk upload offline tickets option to allow admins to use a file to upload large number of offline tickets
6	Credit Summary : This screen displays the credit details of customers. If people make advance purchases of tickets but do not select Auto Renew as a purchase option then each time they are entered into the Lotto draw the credit will be decremented by 1. Once a customer has 0 credits then their advance purchase has completed and they will not be entered into any future draws until they purchase another ticket.
7	Settings : This screen allows the admin to change Next Draw Date, Next Draw Time, Draw Cut off time and the next weeks Jackpot. The screen is rarely used as the Lotto draw process will automatically take care of these settings.
8	Offers : There are a number of standard purchase offers that can be activated from this screen by the admin. The admin also has the facility to add their own offers. When offers are activated then they will appear on the Lotto purchase screen for the customer to select. If no offers are activated then the Lotto purchase screen will allow the customer to select their own purchase options.
9	Reports : This screen will display the Lotto admin reports.
10	User Manager : This option will allow the admin to set up contactless sellers who can use either sum up terminals or mobile phones to sell lotto tickets (if payment provider is Stripe). On the gold plan up to 5 sellers can be created.

The **Offline Tickets** and **Dashboard** menu options are the screens that will be accessed most often by the admin as they are used to complete a lotto draw. The next section describes these two menu options in more detail as part of the lotto draw process. The other menu options will be described in later sections of the document.

6. Draw Process – Dashboard and Offline Tickets

The flowchart below displays the steps involved in the lotto draw process. These steps need to be completed on the night of the draw.



6.1 Step1 : Upload Offline Tickets

The first step in the Club Lotto Jackpot process is to ensure all offline ticket entries have been uploaded to the system **BEFORE THE LOTTO CUT OFF TIME OF THE NEXT DRAW WHICH IS DISPLAYED ON YOUR LOTTO DASHBOARD**. The lotto cut off time can be accessed from the **Dashboard** menu option and is highlighted by the red box in the screen shot below.

The screenshot shows the 'Lotto Dashboard' with a sidebar menu on the left containing options like Dashboard, Next Draw Entries, Draw History, Ticket Sales, Offline Tickets, Credit Summary, and Settings. The main content area displays 'Your active lotto draw time Sun, 28 Sept 2025, 8:00pm'. Below this, a red box highlights the text 'Cut off time for entries is Sun, 28 Sept 2025, 7:00pm'. Other information includes 'You are hosting a standard lotto draw.', 'Jackpot £1,000', and a note that all entries must be in the system before the draw cut off time, which is set to 60 minutes before the draw.

To bulk upload offline tickets the administrator will click on the **Offline Tickets** menu option. This will display the offline tickets screen as displayed in the screenshot below. To upload offline tickets the admin will click on the **Bulk upload offline tickets** button as highlighted by the red box in the screenshot.

The screenshot shows the 'Offline Tickets' screen. A red box highlights the 'Bulk upload offline tickets' button at the top left. The main area contains a table of offline tickets with columns: Trans Date, Customer Name, Customer Email, Customer Number, Credits Left, and Lines. There are two rows of ticket data. At the bottom, it says 'Total results 2' and 'Page 1 of 1'. A sidebar menu on the left is visible, and a 'Filter sales' button is at the top right.

Trans Date	Customer Name	Customer Email	Customer Number	Credits Left	Lines	
18/09/2025 14:16	Jimmy Seller	jimmy.seller@mailinator.com	02890322012	5	1 3 23 33	Edit Archive
18/09/2025 11:34	Jim Bowen	jimbowl@mailinator.com	02890322011	5	1 5 12 14	Edit Archive

Clicking on the button will take the admin into the bulk upload offline tickets screen as displayed below.

Bulk Upload Offline tickets

File size limit is 1MB, which should be more than enough for all cases.

*Note: File should be .csv
*Note: Header should be on first line and columns should be in this order: First Name, Last Name, Email, Contact No, No of Weeks, Lotto Line Numbers (comma separated) and bonus ball (required for Mega Lotto).

Download example CSV file

Browse...

Uploaded files

PreviousNext

Id	File Name	Created Date	Status	Uploaded by
No data available				
Total results 0				

Page 1 of 0

The screen will allow an admin to download a test file which can be used as a template to create an offline file for uploading to the system. Once the admin has created the file with all of the offline ticket entries in it, they will click on the **Browse** button (highlighted by the red box) which will then allow the admin to select the file from their computer. Once the file has been selected the system will display the following screen to indicate the file is ready to import.

Importing file: example-offline-tickets.csv

All lines are valid for import

Total unique players to import: 1

Close Import this file

*Note: File should be .csv

If there are any errors in the file the system will let the user know and the file will need to be fixed. Once the file is ready to import then click on **Import this file**

You will receive a File Imported Successfully message and the file will appear in the Uploaded files list as displayed in the screen below.

Bulk Upload Offline tickets

*Note: File should be .csv
 *Note: Header should be on first line and columns should be in this order: First Name, Last Name, Email, Contact No, No of Weeks, Lotto Line Numbers (comma separated) and bonus ball (required for Mega Lotto).

[Download example CSV file](#)

[Browse...](#)

Uploaded files

[Previous](#)
[1](#)
[Next](#)

Id	File Name	Created Date	Status	Uploaded by	
9	example-offline-tickets.csv	Fri, 14 Feb 2025	To be processed	jasonm@stiona.com	Create tickets

Total results 1

Page 1 of 1

Click on **Create Tickets** and the system will process the file to create all of the offline tickets. Once processed the screen will change to display that the file has been successfully processed as displayed below.

Id	File Name	Created Date	Status	Uploaded by
9	example-offline-tickets.csv	Fri, 14 Feb 2025	Successfully processed	jasonm@stiona.com

This is the end of the creation of offline tickets process and the admin can now begin the Standard Lotto draw process. All of the uploaded offline ticket entries can be viewed by clicking on the **Offline Tickets** menu option on the side bar menu as highlighted in the screen below.

[Draw History](#)
[Ticket Sales](#)
[Offline Tickets](#)
[Customer Reports](#)
[Settings](#)
[Offers](#)

Bulk upload offline tickets

[Filter sales](#)
[×](#)

Offline tickets

[Offline ticket options](#)

[Previous](#)
[1](#)
[Next](#)

Trans Date	Customer Name	Customer Email	Customer Number	Credits Left	Lines	
14/02/2025 17:27	Joe Bloggs	joe@bloggs.com	07856777555	2	1 2 3 4	Edit Delete

Total results 1

Page 1 of 1

6.2 Step2 : View Draw entries

To begin the Standard Lotto Jackpot draw process the Lotto dashboard will appear as in the screenshot below.

The screenshot displays the Klubfunder Lotto Dashboard. On the left is a blue sidebar with navigation links: Dashboard, Next Draw Entries, Draw History, Ticket Sales, Offline Tickets, Credit Summary, Settings, Offers, Reports, User Manager, Find us, Need Help?, and Klubfunder Portal. The main content area has a header with 'KlubGeneral' and 'Lotto Dashboard'. A green banner at the top says 'Congrats, your lotto is published, share it with everyone!' with QR, Copy link, and Preview buttons. Below this, a blue box states 'Your active lotto draw time Sun, 28 Sept 2025, 8:00pm'. A red box indicates 'Cut off time for entries is Sun, 28 Sept 2025, 7:00pm'. Text below says 'You are hosting a **standard lotto** draw.' and 'Jackpot £1,000'. A note mentions that all entries must be in the system before the 60-minute cut-off. A section titled 'On the occasion of the draw, follow these steps' shows a four-step process: First (View draw entries), Then (Set winning numbers), Then (Check for winners), and Finally (Publish next draw jackpot). At the bottom, 'Your lotto draw details' specify that draws are held every Sunday at 8:00pm, with a cost of £1.00 per line and a £5.00 minimum entry fee. It also notes that lottery numbers range from 1 to 36 and that auto-renew payments are enabled.

The admin will click on the **View Draw Entries** button to display the screen below.

NOTE : The Create Draw button will only be enabled if the date is past the Create Draw Entries for date. If the screen is accessed before that date then the button will be disabled and a timer will show the countdown to when the draw can take place.

The screenshot shows the 'Create draw entries for Fri, 21 Feb 2025, 8:00pm' screen. It includes a warning that all entries must be in the system before the 60-minute cut-off. It displays 'Online Entries: 18' and 'Offline Entries: 19'. At the bottom, there are two buttons: 'View Next Draw Entries' and 'Download Entries to CSV'. In the bottom right corner, there are 'Close' and 'Create draw' buttons.

The admin can then click **Create Draw** which will then go back to the dashboard screen to execute the next step in the process **Set Winning Numbers**.

6.3 Step 3 : Set Winning Numbers

Your active lotto draw time Fri, 21 Feb 2025, 8:00pm

Cut off time for entries is Fri, 21 Feb 2025, 7:00pm

You are hosting a **a standard lotto** draw.

Jackpot £9,800

All entries, including offline tickets must be in the system before the draw cut off time, which is set to 60 minutes before the draw. Anything after this time will be included in the following draw.

[View the Entries](#)

On the occasion of the draw, follow these steps

DONE

[View draw entries](#)

Now you should

Set winning numbers

Then

[Check for winners](#)

Finally

[Publish next draw jackpot](#)

This step requires the admin to take the winning numbers drawn and entering them onto the system.

Click **Set Winning Numbers** on the dashboard screen which will allow you to then set the winning numbers that were drawn.

Feb 2025, 8:00pm

Now you should

Set winning numbers

Pick Winning Numbers

How to pick winning numbers

- Manual:** Pick numbers yourself manually, if you have drawn them from a tombola or alternate mechanism.
- Auto:** Use the "Auto draw winning numbers" button to randomly select numbers.
- Lucky Dip:** Choose a lucky dip winner from the purchased tickets.

[Auto draw winning numbers](#)
[Lucky Dip Winner](#)

* Pick Numbers (4 numbers)

1	2	3	4	5	6	7	8	9
10	11	12	13	14	15	16	17	18
19	20	21	22	23	24	25	26	27
28	29	30	31	32	33	34	35	36

[Save Results](#)

Set the winning numbers and click **Save Results** which will take you back to the Lotto dashboard which will now highlight the next step in the process **Check for winners**.

6.4 Step 4 : Check for Winners

Your active lotto draw time Fri, 21 Feb 2025, 8:00pm

Cut off time for entries is Fri, 21 Feb 2025, 7:00pm

You are hosting a **a standard lotto** draw.

Jackpot £9,800

All entries, including offline tickets must be in the system before the draw cut off time, which is set to 60 minutes before the draw. Anything after this time will be included in the following draw.

5

11

21

23

[View the Entries](#)

On the occasion of the draw, follow these steps

DONE

[View draw entries](#)

DONE

[Set winning numbers](#)

Now you should

[Check for winners](#)

Finally

[Publish next draw jackpot](#)

After the admin clicks on **Check for Winners** on the dashboard screen the system will display the **Prize Winners** screen. If there are any prize winners the system will display the winning tickets automatically.

Prize Winners

×

The prize winners will be shown on the public draw results page.

☐ Jackpot Winner

Prize winners:

1

Add Lucky Dip Prize Winner(s)

No prize winners added yet

Add a Prize Winner Manually

Matching lines from the draw entries:

Name	Numbers List	Bonus Ball	Numbers Matched
------	--------------	------------	-----------------

Save

If there are no jackpot winners then the admin can use the **add lucky dip prize winner** (highlighted by the green box in the screenshot above) or **add a prize winner manually** (highlighted by the red box in the screenshot above) options to add minor prizes winners and set the prize.

Click on **Save** this will save the prize winners for the draw and take you back to the Lotto dashboard which will now highlight the next step in the process **Publish next draw jackpot**.

6.5 Step 5 : Publish next draw jackpot

Your active lotto draw time Fri, 21 Feb 2025, 8:00pm

Cut off time for entries is Fri, 21 Feb 2025, 7:00pm

You are hosting a **standard lotto** draw.

Jackpot £9,800

All entries, including offline tickets must be in the system before the draw cut off time, which is set to 60 minutes before the draw. Anything after this time will be included in the following draw.

5 11 21 23

[View the Entries](#)

On the occasion of the draw, follow these steps

DONE	DONE	DONE	Now you should
View draw entries	Set winning numbers	Check for winners	Publish next draw jackpot

Click on the **Publish next draw jackpot** on the dashboard screen will allow the admin to make any amendments required for the next draw details as displayed in the screen below.

Publish Winning Numbers and Next Draw Date & Time

Next Draw Date
23/02/2025

Next Draw Time
20:00

Next Jackpot
9800

☒ Send Results Emails to Ticket Holders (Optional)

[Cancel](#) [Publish](#)

Once any amendments are made then the admin clicks on **Publish** which will bring them back to the Lotto dashboard screen. This will display the details of the next draw date as displayed in the screenshot below.

At this stage the draw process has been completed and everything is ready for the next draw.

The screenshot displays the Klubfunder Lotto Dashboard. On the left is a blue sidebar with navigation links: Dashboard, Next Draw Entries, Draw History, Ticket Sales, Offline Tickets, Credit Summary, Settings, Offers, Reports, User Manager, Find us, Need Help?, and Klubfunder Portal. The main content area has a header with the KlubGeneral logo and a green banner stating "Congrats, your lotto is published, share it with everyone!" with QR, Copy link, and Preview buttons. Below this, a blue box indicates the active draw time: "Sun, 28 Sept 2025, 8:00pm". A red text box specifies the cut-off time: "Sun, 28 Sept 2025, 7:00pm". It also states the user is hosting a "standard lotto" draw with a "Jackpot £1,000". A note mentions that all entries must be in the system before the 60-minute cut-off. A section titled "On the occasion of the draw, follow these steps" shows a four-step process: First (View draw entries), Then (Set winning numbers), Then (Check for winners), and Finally (Publish next draw jackpot). At the bottom, a "Your lotto draw details" section lists: KlubGeneral Lotto draws are held Every Sunday at 8:00pm; Cost per lotto line is £1.00, Minimum entry fee is £5.00; Lottery numbers range is 1 - 36; and Auto-renew payments are enabled.

7. Lotto Actions Menu – Detailed Description

The lotto actions are accessed by clicking on the Lotto Actions dropdown as shown in the screenshot below.

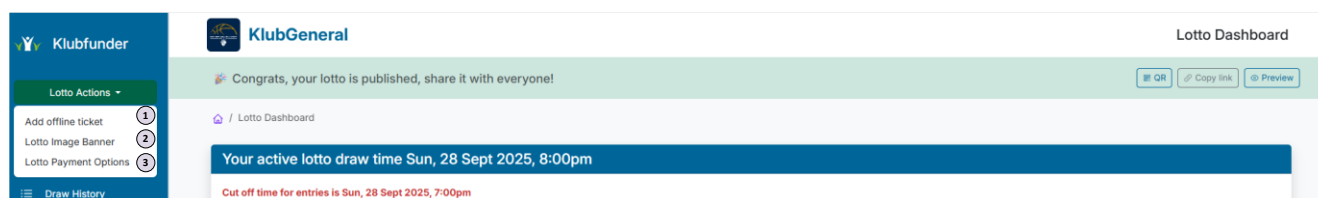


Figure 7: Lotto Actions

The table below explains the purpose of each of the lotto actions the subsequent sections describe each of the options in more detail.

Item	Description
1	Add offline ticket: This option allows a single ticket to be added to the next draw entries list. The offline ticket will also appear in offline tickets.
2	Lotto Image Banner: This option allows an admin to change the image associated with the Lotto.
3	Lotto Payment Options: When a campaign is archived then it will appear in this list and it means the public will no longer see the campaign. Campaigns should always be archived once they are finished.

7.1 Add Offline Ticket (for single tickets)

This option allows the admin to add a single offline ticket for a draw and draws in the future. The option is useful if there are a handful of tickets that have been purchased by people through channels other than the online channel.

KlubGeneral

Add offline ticket

Congrats, your lotto is published, share it with everyone!

QR Copy link Preview

Offline Tickets / Add Offline Ticket

Add offline ticket

* First Name
Jimmy

* Last Name
Seller

* Contact Email
jimmy.seller@mailinator.com

Phone Number
02890322011

* No of Weeks
5

Lotto lines

+ Create ticket line

There is no ticket line added.

Add offline ticket

Figure 8 : Add offline ticket

The details of the ticket are entered by the admin on behalf of the user and the numbers can be created for the ticket by clicking on the **Create ticket line** button as highlighted by the red box in Figure 7.

Figure 8 below shows how the ticket numbers can be selected. If the admin needs to enter a different name and number on the ticket than the person on the Add offline ticket screen (who may be the person who sold the ticket) then they can enter the details in the Ticket Holder name and Ticket Holder Number textboxes.

KlubGeneral

Add offline ticket

* First Name
Jimmy

* Contact Email
jimmy.seller@mailinator.com

* No of Weeks
5

Lotto lines

+ Create ticket line

There is no ticket line added.

Submit

* Pick Numbers (4 numbers)

1 2 3 4 5 6 7 8 9
10 11 12 13 14 15 16 17 18
19 20 21 22 23 24 25 26 27
28 29 30 31 32 33 34 35 36

Ticket Holder Name
Joyce Baxter

Ticket Holder Number
02890322012

Add Line

Figure 9 : Create ticket line

All details can be edited before the ticket is added as shown in Figure 9 . Once all the details are correct, then the ticket is added by clicking on the **Add offline ticket button** as highlighted in the red box in Figure 9.

KlubGeneral

Add offline ticket

🎉 Congrats, your lotto is published, share it with everyone! [QR](#) [Copy link](#) [Preview](#)

[/ Offline Tickets](#) / Add Offline Ticket

Add offline ticket

* First Name * Last Name

* Contact Email Phone Number

* No of Weeks

Lotto lines

[+ Create ticket line](#)

Numbers	Contact Name	Contact Number	
1 3 23 33	Joyce Baxter	02890322012	Edit Delete

[Add offline ticket](#)

Figure 10 : Add offline ticket

7.2 Lotto Image Banner

The lotto image banner option allows the image of the public page to be replaced an image of your choice. To replace the image the first step is to click on the Magnifying Glass as highlighted in Figure 10.



Congrats, your lotto is published, share it with everyone!

ChangeLotto Image Banner

Change Lotto Image Banner



Save Banner

Clear Banner

Figure 11 : Add Image

After clicking the magnifying glass the admin will be able to pick an image from their own computer, as illustrated by Figure 11 .

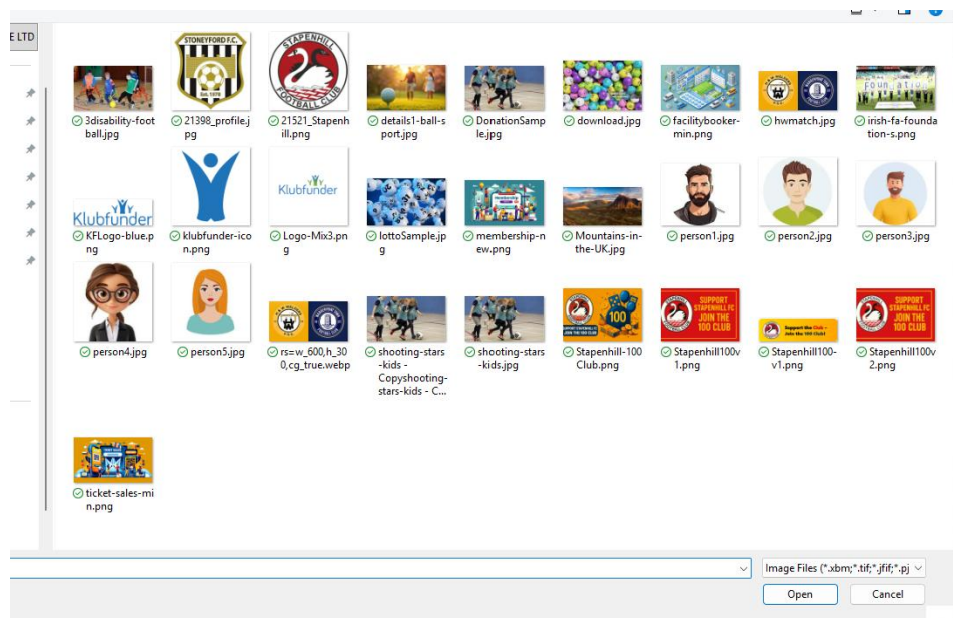


Figure 12 : Select Image

Once the desired image has been selected by the admin it will appear on the screen in preview mode as shown in Figure 12. In order to save the image as the new banner the admin clicks **upload** (highlighted by the red box) and finally clicks on the **Save Banner** (highlighted by the green box).

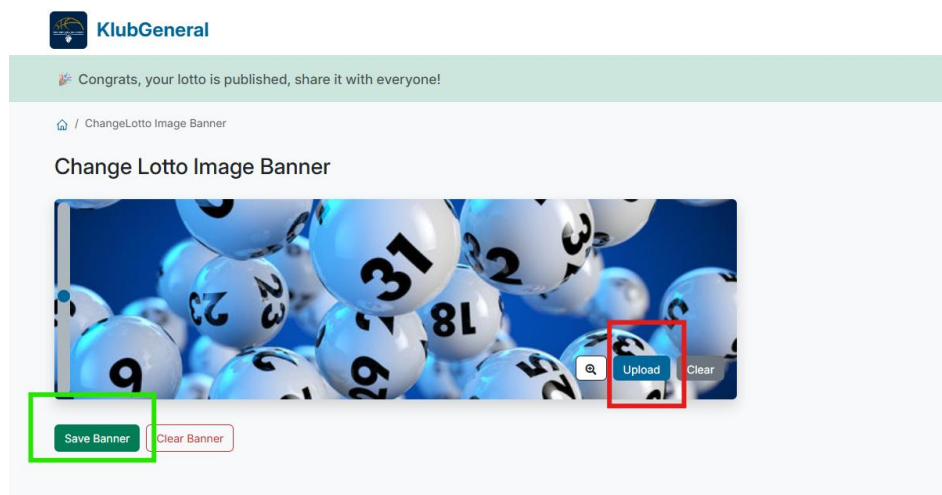


Figure 13 : Save Banner Image

7.3 Lotto Payment Options

The lotto payment options screen is displayed in Figure 13. This allows the admin to change the lotto payment options.

7.3.1 What is Auto Renew

Auto Renew means a customers' Lotto ticket selection will automatically be entered into every future draw on a recurring basis. Payments are charged on the draw's schedule — weekly, bi-weekly, or monthly — and continue until the customer cancels. For example, if the customer selects 3 lines for £5 in a weekly Lotto, the will be charged £5 every week and their numbers will be entered into every future draw.

7.3.2 Setting the Lotto Payment Options

The section below describes how the lotto payment options can be set for a lotto.

KlubGeneral Lotto Payment Options

Congrats, your lotto is published, share it with everyone! [QR] [Copy link] [Preview]

/ Lotto Payment Options

Payment Options Settings

Lotto Draw Frequency (for recurring payments)

1 ☒ Disabled ☒ Weekly Draws ☒ Bi-weekly Draws ☒ Monthly Draws

Choose how often you run draws for your lotto. This determines the frequency for recurring payments and auto-renewal options.

Default Payment Option

2 ☒ Auto Renew ☐ One Time

Choose the default payment option when users purchase lotto tickets.

Recurring Payments Enabled

Users can choose between one-time payments and auto-renewal. Draw frequency: Weekly Draws
Default payment option: Auto Renew

3 **Save Settings**

Help & Information

Lotto Draw Frequency Options

Disabled: No recurring payments available, users can only make one-time payments.

Weekly Draws: Users can set up weekly recurring payments that align with weekly draws.

Bi-weekly Draws: Users can set up bi-weekly recurring payments that align with bi-weekly draws.

Monthly Draws: Users can set up monthly recurring payments that align with monthly draws.

Default Payment Option

When recurring payments are enabled, you can choose the default payment option that users will see when purchasing tickets:

One Time (true): One-time payments are pre-selected by default

Auto Renew (false): Recurring payments are pre-selected by default (existing behavior)

Figure 14 : Payment Options

Item	Description
1	Lotto Recurring Payments Cycle : If the option selected is Disabled then a member a customer will not be able to purchase a ticket on Auto Renew i.e.

	there will be no option for them to set up a recurring payment subscription. If one of the other options is selected then when a customer purchases a ticket and the Auto Renew option has been chosen then the payment will renew for that cycle. So if the option selected is Weekly Draws then the payment will be charged every week to the customers card. If it is Bi-weekly Draws then the customers card will be charged every 2 weeks. The cycle selected reflects how often the Lotto draw takes place.
2	Default Payment Option : All ticket purchases will by default have the Auto Renew option. By clicking on One Time the default ticket purchase options will be a one off payment.
3	Save Settings : Clicking on this will save the payment option settings.

8. Lotto Fixed Menu Options – Detailed Description

Section 5.2 provided a summary of the Fixed Menu options as part of the Lotto service (the table is repeated below). Detailed guidance for items 1 and 5 in the table were covered in section 6 of this document **Draw Process- Dashboard and Offline Tickets**. This section of the document will provide details of each of the other menu options and some of the other features of the dashboard menu option.

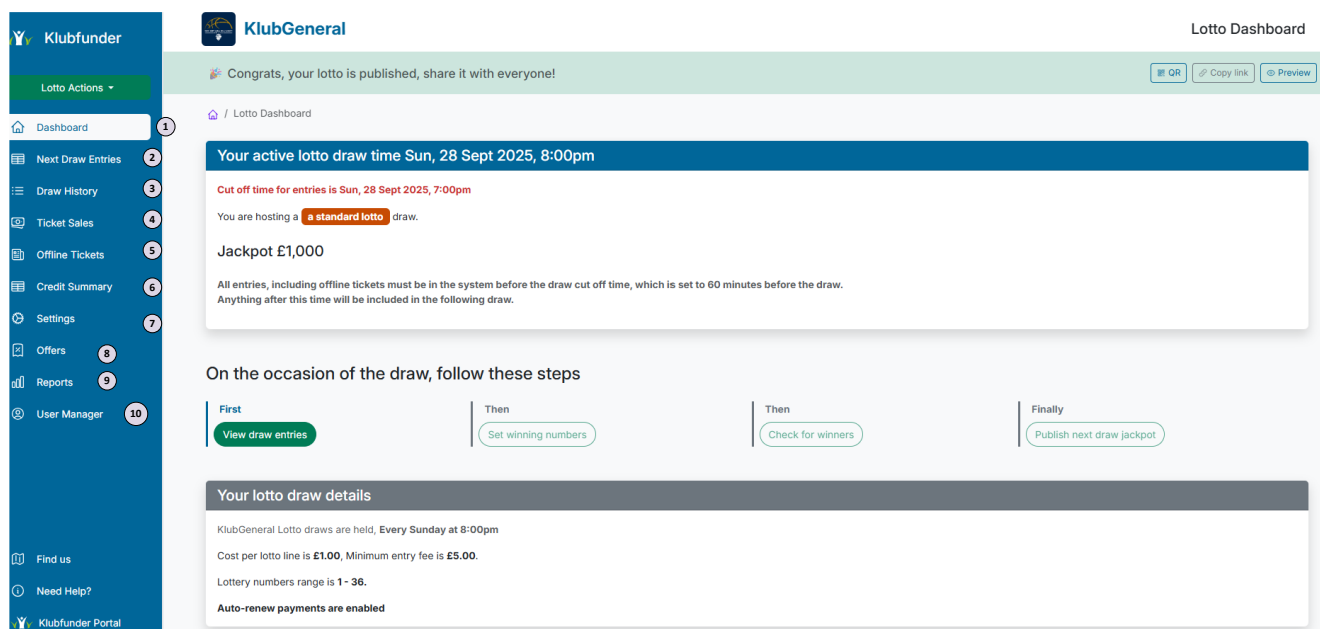


Figure 15 : Fixed Menu Options

Item	Description
1	Dashboard : The main lotto screen. On the night of the draw this is the screen that will be used by the admin to set up the draw entries, set winning numbers , check for winners and publish next draw jackpot . The section later in this document titled Night of Draw Actions describes each of these steps in more detail.
2	Next Draw Entries : This option will allow the admin to see all of the tickets that will be entered into the next draw.

3	Draw History : This option will display the previous draws that have been completed by the club. It displays the Draw Id , the Date the Draw happened and the numbers that were drawn.
4	Ticket Sales : This option will display the list of tickets that have been purchased for the clubs lotto. The view will contain subscription payments, single payments and offline payments.
5	Offline Tickets : This option will display any offline tickets that have been created. There is also a Bulk upload offline tickets option to allow admins to use a file to upload large number of offline tickets
6	Credit Summary : This screen displays the credit details of customers. If people make advance purchases of tickets but do not select Auto Renew as a purchase option then each time they are entered into the Lotto draw the credit will be decremented by 1. Once a customer has 0 credits then their advance purchase has completed and they will not be entered into any future draws until they purchase another ticket.
7	Settings : This screen allows the admin to change Next Draw Date, Next Draw Time, Draw Cut off time and the next weeks Jackpot. The screen is rarely used as the Lotto draw process will automatically take care of these settings.
8	Offers : There are a number of standard purchase offers that can be activated from this screen by the admin. The admin also has the facility to add their own offers. When offers are activated then they will appear on the Lotto purchase screen for the customer to select. If no offers are activated then the Lotto purchase screen will allow the customer to select their own purchase options.
9	Reports : This screen will display the Lotto admin reports.
10	User Manager : This option will allow the admin to set up contactless sellers who can use either sum up terminals or mobile phones to sell lotto tickets (if payment provider is Stripe). On the gold plan up to 5 sellers can be created.

8.1 Dashboard

The dashboard is the main screen for processing lotto draws. The draw functionality has been described in detail in section 6. The description below provides details of other options on the screen.

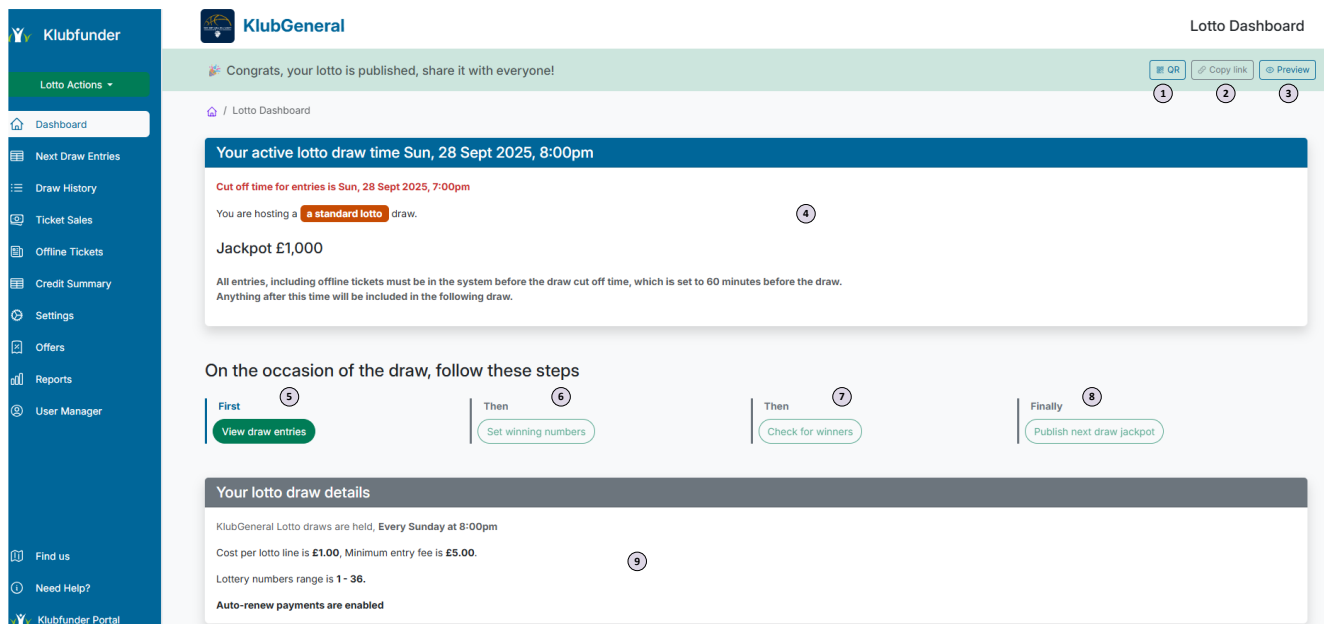


Figure 16 : Dashboard Display

The table below describes the options on the Dashboard screen.

Item	Description
1	QR : Clicking on this will generate a QR code for the public link of the lotto which can be used in promotional material. Any users who scan the QR code will be taken to the public lotto page.
2	Copy Link : Clicking on this will copy the public link into the admins clipboard allowing them to paste it into any promotional material.
3	Preview : Clicking on this will display the public page of the Lotto that is used by people to purchase their lotto entry tickets.

4	Active Lotto Draw Details : Information pane displaying the active draw time, cut off time for purchasing tickets for this active draw, the type of lotto draw. Text to explain how the cut off time impacts the tickets entry into the next draw.
5	View Draw Entries : Described in section 6
6	Set Winning Numbers : Described in section 6
7	Check for Winners : Described in section 6
8	Publish next draw jackpot : Described in section 6
9	Your lotto draw details : Information pane displaying the day and time of the draw, cost per lotto line, minimum entry, the lottery number range and whether auto renew payments are enabled.

8.2 Next Draw Entries

The next draw entries screen displays a list of all the valid tickets that will be entered into the next scheduled draw.

Klubfunder KlubGeneral

Congrats, your lotto is published, share it with everyone!

Lotto Next Draw Entries

Export Next Draw Entries to CSV ①

21 Next Draw Entries
Next Draw Date: Sun, 28 Sept 2025, 8:00pm

Search ②

Filter: All Online Tickets Offline Tickets ③

Line No. (asc)	Numbers	Contact Name	Contact Email	Remaining Credit	Purchased Date	Ticket Type
1	1 3 23 33	Joyce Baxter	jimmy.seller@mailinator.com	5 credit(s) left	Thu, 18 Sept 2025, 2:16pm	Offline
2	1 5 12 14	Jim Bowen	jimbown@mailinator.com	5 credit(s) left	Thu, 18 Sept 2025, 11:34am	Offline
3	1 6 25 35	John Smith	jsmith@mailinator.com	1 credit(s) left (auto-renewing)	Fri, 19 Sept 2025, 4:05pm	Online
4	2 4 11 32	John Smith	jsmith@mailinator.com	1 credit(s) left (auto-renewing)	Fri, 19 Sept 2025, 4:05pm	Online

Figure 17 : Next Draw Entries

Item	Description
①	Export Next Draw Entries as CSV : all of the tickets that are entered into the next draw can be exported into a csv file by clicking on this button.
②	Search Textbox : The search box will search for any text in the list that matches the text entered into the search box. The fields searched are Numbers, Contact Name and Contact Email fields.
③	Filter Tickets : Clicking on the relevant button will filter the list to all rickets, online tickets or offline tickets.

8.3 Draw History

The draw history screen displays the drawn numbers for the past lottos.

The screenshot shows the Klubfunder web application interface. On the left is a blue sidebar with navigation links: Dashboard, Next Draw Entries, Draw History (selected), Ticket Sales, Offline Tickets, Credit Summary, Settings, Offers, Reports, and User Manager. The main content area has a header with the KlubGeneral logo and a congratulatory message. Below this is a breadcrumb trail: / Lotto Dashboard / Draw History. The central part of the screen is titled 'Draw history' and contains a table with the following data:

Draw ID	Draw Date	Numbers	
100702	Tue, 16 Sept 2025, 6:15pm	2, 8, 19, 22	View Entries Delete
100642	Tue, 9 Sept 2025, 6:15pm	6, 17, 26, 34	View Entries Delete
100583	Tue, 2 Sept 2025, 6:15pm	10, 15, 27, 33	View Entries Delete
100530	Tue, 26 Aug 2025, 6:15pm	3, 10, 27, 35	View Entries Delete
100479	Tue, 19 Aug 2025, 6:15pm	3, 11, 15, 32	View Entries Delete

Figure 18 : Draw History List

The screen allows the admin to view the ticket entries that were in past draws or delete the draw history record.

8.4 Ticket Sales

The ticket sales screen will display the details of any tickets purchased for a lotto.

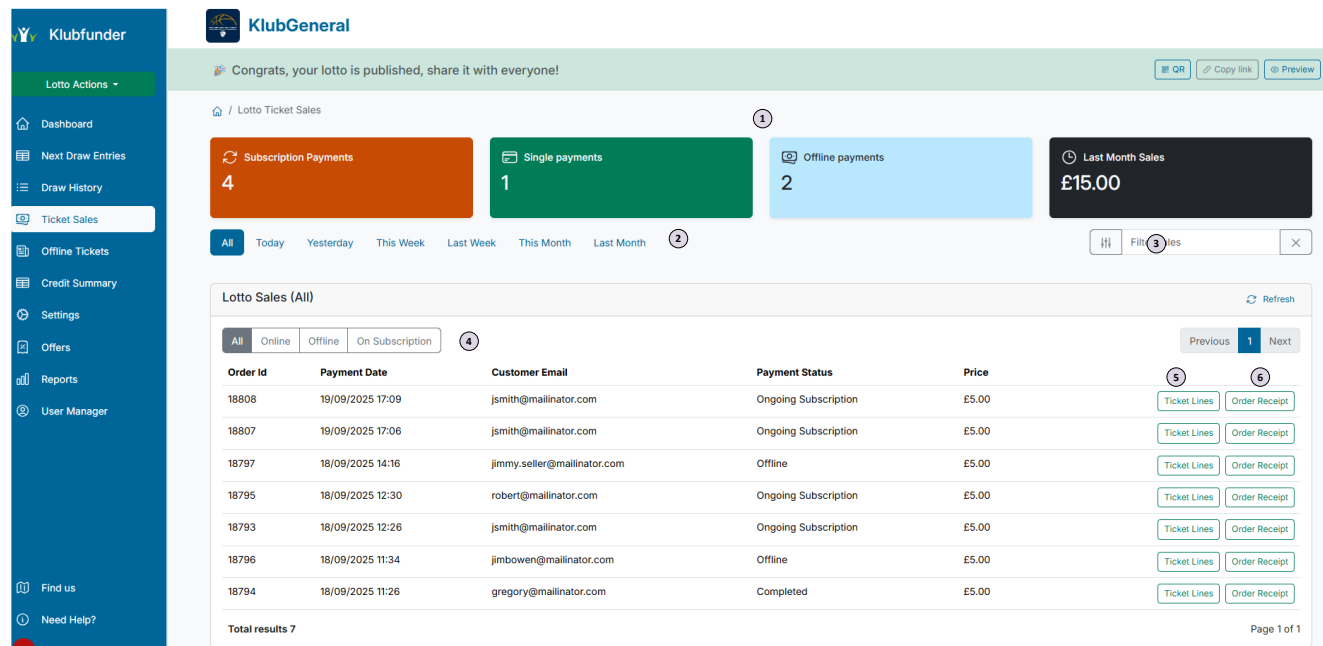


Figure 19 : Ticket Sales

Item	Description
1	Summary Sales : The summary totals of lotto ticket sales by payment types. The last summary display the total value of the last months sales.
2	Time Filters : Clicking on the relevant time filter will restrict the display to only those tickets bought within that time period.
3	Search Textbox : The search box will search for any text in the list that matches the text entered into the search box. The fields searched are OrderId and Customer Email.
4	Lotto Sales Filters : : Clicking on the relevant button will filter the list to all sales, online sales, offline sales or subscription sales.
5	Ticket Lines : The detailed ticket line information can be viewed by the admin by clicking on the ticket lines button. An example of the details available is shown below.

 Order Number - 18808

Ticket Details

Customer Name	John Smith
Customer Email	jsmith@mailinator.com
Customer Number	02890322011
Customer Address	
Ticket Lines	2 7 9 20
Remaining credit	5 draw(s) left (auto-renewing)

6

Order Receipt : The detailed order information can be viewed by the admin by clicking on the order receipt button. An example of the details available is shown below. From this detail screen the admin can cancel the subscription payment if the receipt is for an order paid on subscription. This will cancel all future payments and ensure the ticket is not in any future draws.

 Order Number - 18807

×

Order Details

Order ID	18807	Reference	KlubGeneral Lotto
Ticket Holder Name	John Smith	Email	jsmith@mailinator.com
Order Date	19/09/2025, 16:05:15	Status	Ongoing Subscription
Cost	£5.00	Type	LottoSales

Subscription Details

Installment Plan	Payment Provider	Provider Reference	Status
£5.00 every 1 weeks	stripe	sub_1S95sRJPphgKFrTCZv4wPFR7	Ongoing Subscription

Invoices

Provider Id	Amount	Date	Status	Refunded
in_1S95sRJPphgKFrTC8Rkzv0Re	£5.00	19/09/2025, 17:06:08	Paid	

[Cancel Subscription](#)

8.5 Credit Summary

The credit summary screen displays a breakdown of the customers and their ticket credit balance.

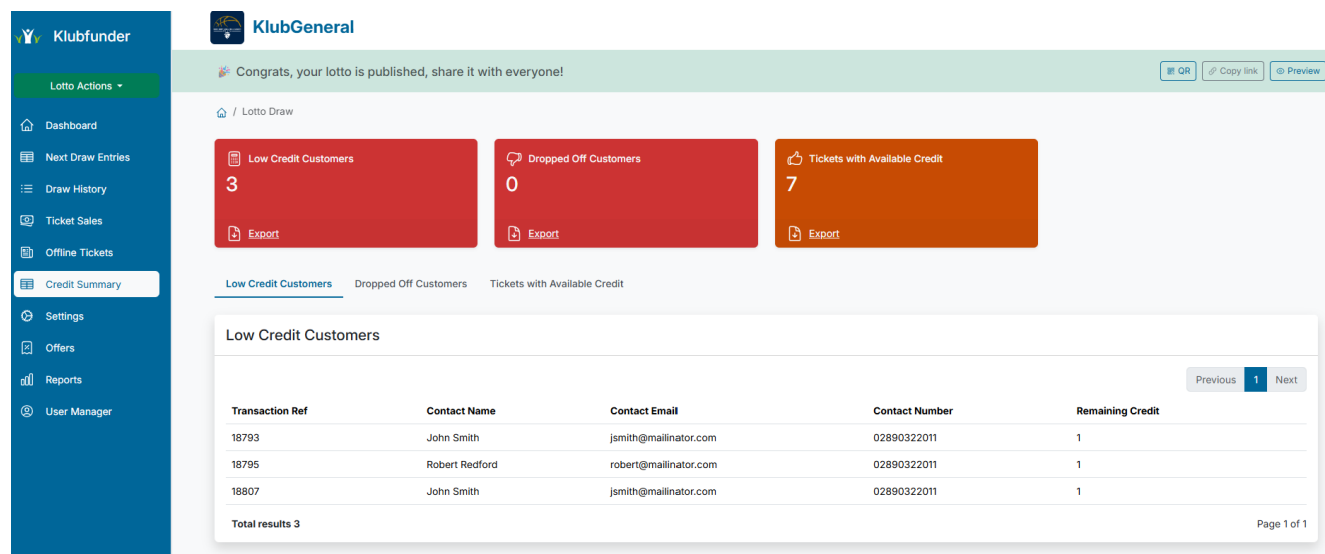


Figure 20 : Credit Summary

The summary shows **Low Credit Customers** those who have less than 2 credits remaining on their lotto tickets, **Dropped Off Customers** those who previously had credits and have not bought new tickets and tickets who still have available credit on their tickets. The data within each list can be exported by clicking on the **Export** link within the relevant display card.

8.6 Settings

The Lotto next draw settings are set as part of the Lotto draw process as described in Section 6.6 of this document. This screen allows the admin to amend these details if required.

Klubfunder

KlubGeneral

Congrats, your lotto is published, share it with everyone!

Lotto Settings

Next Draw Custom Text

Next Draw Settings

* Next Draw Date
28/09/2025
Please enter a new draw date

Next Draw Time
20:00
Please enter the next weeks jackpot

* Draw cut off time
60
Please enter the draw cut off

* Next weeks Jackpot
1000
Please enter the next weeks jackpot

☐ Send Emails to Offline Tickets Customers
Send out lotto results emails to customers that have purchased offline tickets.

Submit

Figure 21 : Next Draw Settings

The admin can amend the **Next Draw Date and Time**, the **Draw Cut Off Time** (this is the number of minutes before the Next Draw Time) and the value of the **Next Draw jackpot**. Ticking the **Send Emails** checkbox and clicking on **Submit** will re-issue emails to all ticket holders entered in the draw.

By clicking on **Custom Text** (highlighted by the green box in Figure 22)and then entering text in the Custom text area, an admin can display a message on the public lotto page. Once they have entered the text they click the **Submit** button to save the changes.

Klubfunder

KlubGeneral

Congrats, your lotto is published, share it with everyone!

Lotto Settings

Next Draw Custom Text

Custom Text

Custom text
Play the lotto

Submit

Figure 22 : Changing Custom Text

Any changes set in the Next Draw Settings will be reflected in the text displayed on the Lotto public screen. The updates would appear in the text highlighted by the red boxes in Figure 23. The updated custom text would appear in the text highlighted by the green box in Figure 23.

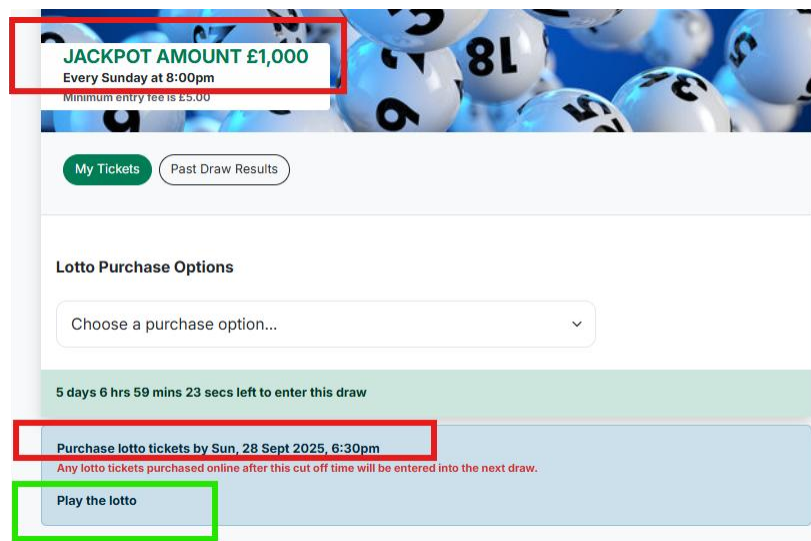


Figure 23 : Public Lotto Page Changes

8.7 Offers

The **Offers** screen provides the admin with the functionality to create lotto ticket offers that can be purchased by a customer. On initial setup of the lotto the offers screen will display 3 template offers as shown in Figure 24.

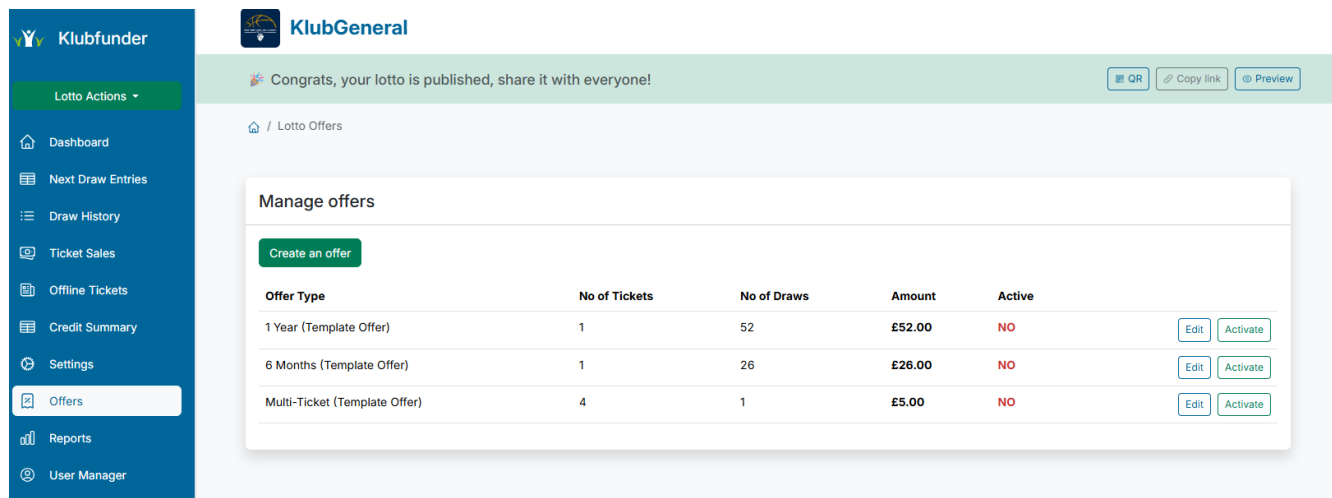


Figure 24 : Default Template Offers

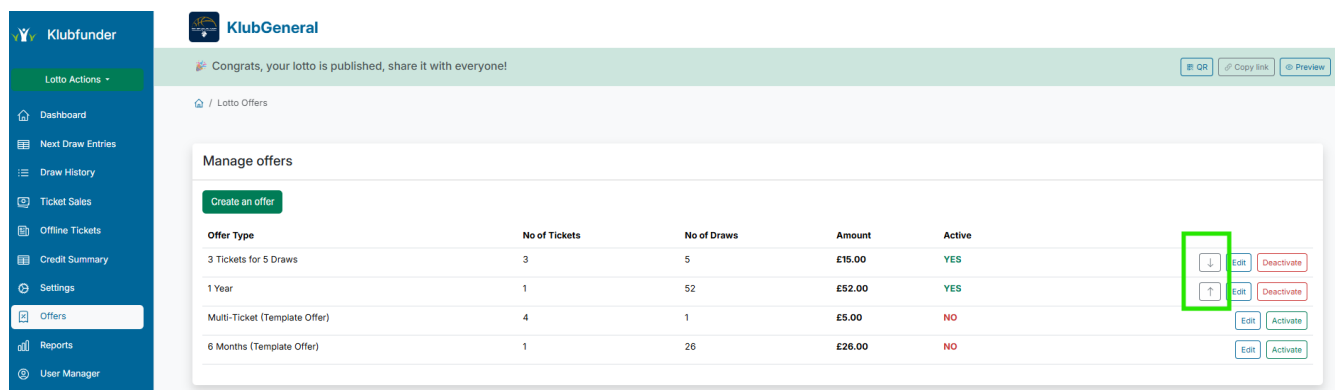
Item	Description
1	Create an Offer : The admin can create as many offers that they wish by clicking on Create an offer button. The admin would then enter the details of the offer. Offer Type – this presents two select options. Both No of Tickets and Draws – this is the option to select if the admin wished to create an offer for the no of tickets and the number of draws that those tickets will be entered into.

	Create * Offer Type Both No of Tickets and Draws * No of Tickets 1 * Amount 10 * No of Draws 1 ☒ * Is Active The Admin would then proceed to enter the No of Tickets, No of Draws and Amount. The IsActive checkbox if checked means that the offer will be displayed on the purchase screen. No of Tickets Only – this is the option to select if the admin wished to create an offer which was for the number of tickets only. These tickets would only be entered into one draw. Create * Offer Type No of Tickets Only * No of Tickets 1 * Amount 10 ☒ * Is Active The Admin would then proceed to enter the No of Tickets and Amount. The IsActive checkbox if checked means that the offer will be displayed on the purchase screen.
2	Edit : This allows the Admin to edit an offer at any time.
3	Activate\Deactivate : Once an offer has been created by clicking on the Activate button it will appear in the offers purchase list. If an offer is activated then the button display will change to Deactivate . Clicking on the button when in the Deactivate state will remove the offer from the offers

purchase list. The offers purchase list is a list displayed to the customer when they visit the Lotto public club page.

8.7.1 Ordering Offers

To change the order that an offer appears in the drop down list of the public page the admin simply clicks on the arrows to move them up or down in the list as highlighted by the green box in Figure 25.



The screenshot shows the 'Manage offers' page in the Klubfunder admin interface. The page has a sidebar with navigation options like Dashboard, Next Draw Entries, Draw History, Ticket Sales, Offline Tickets, Credit Summary, Settings, Offers (selected), Reports, and User Manager. The main content area displays a table of offers with the following data:

Offer Type	No of Tickets	No of Draws	Amount	Active
3 Tickets for 5 Draws	3	5	£15.00	YES
1 Year	1	52	£52.00	YES
Multi-Ticket (Template Offer)	4	1	£5.00	NO
6 Months (Template Offer)	1	26	£26.00	NO

Each row has action buttons: 'Edit' and 'Deactivate' for active offers, and 'Edit' and 'Activate' for inactive offers. A green box highlights the up and down arrow icons used for reordering the offers.

Figure 25 : Ordering Offers

8.8 Reports

The **Reports** menu option is an extendable dashboard that will be used to provide fundraising reports. The only report currently set up is one that displays the last 6 months sales figures for the Lotto.

8.9 User Manager : KPOS Roles [Gold Plan Feature]

NOTE : Along with the set up of the necessary user roles some settings need to be configured by Klubfunder to activate the KPOS service. Klubfunder will advise which contactless payment method needs to be configured in order to take contactless payments.

The Klubfunder platform supports the sale of lotto tickets through either **Stripe Tap to Pay** or **Sum Up** terminals.

If the lotto payment provider is set up as Stripe then the tap to pay functionality allows users to sell Lotto tickets using their mobile phones. In order to use this functionality the phone must support Near Field Communication (NFC).

If the lotto payment provider is set up as cashflows then a Sum Up must be used to sell Lotto tickets.

8.9.1 Set Up KPOS User

In order to set up a user with a KPOS role the admin would access the User Manager and then through the **Create Club Role User** drop down button select the appropriate role that will be associated with the user as highlighted by the green box in Figure 26.

The screenshot shows the Klubfunder User Manager interface. On the left is a blue sidebar with navigation links: Dashboard, Next Draw Entries, Draw History, Ticket Sales, Offline Tickets, Credit Summary, Settings, Offers, and User Manager (selected). The main content area has a header 'User Manager Home' and a breadcrumb '/ User Manager Home'. Below the header are two summary cards: 'Total Club Role Members' (0) and 'Active Club Roles' (ContactlessStripe 0, ContactlessSumUp 0). A green box highlights the 'Create Club Role User' dropdown menu, which lists 'ContactlessStripe' and 'ContactlessSumUp'. Below this is a table with columns: Member Id, First Name, Surname, Email, and Roles. The table shows 'No data available' and 'Total results 0'. There are 'Previous' and 'Next' buttons for pagination.

Figure 26 : Manage KPOS Roles

After selecting the appropriate role the Admin is presented with the **Create New Club Role User** screen as displayed in Figure 27.

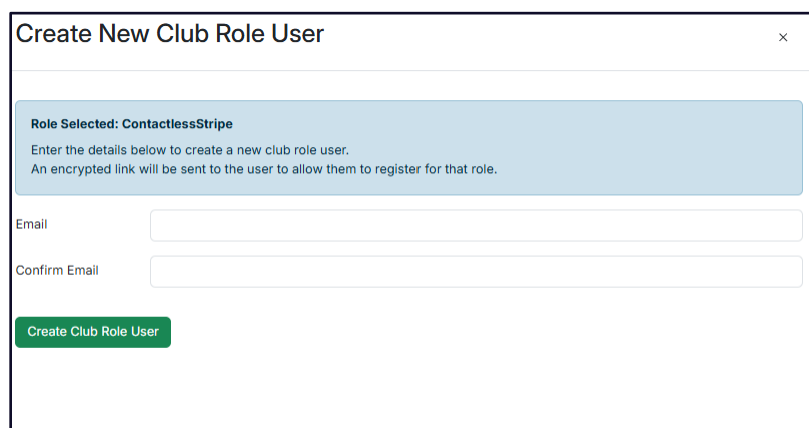


Figure 27 : Create Contactless Role

The admin will then enter the email of the user who will be set up with the role and click on the **Create Club Role User** button. The system will then issue a link to that user and once they click on that link they will be lead through the registration process to associate them with that role.

8.9.2 Mobile App : Contactless Payments

NOTE : The contactless payment option is only available to users that have been set up with one of the Contactless Payment roles.

Once a user has been set up with the correct role then the **contactless payments** option will be available to them in their mobile application as displayed in Figure 28.

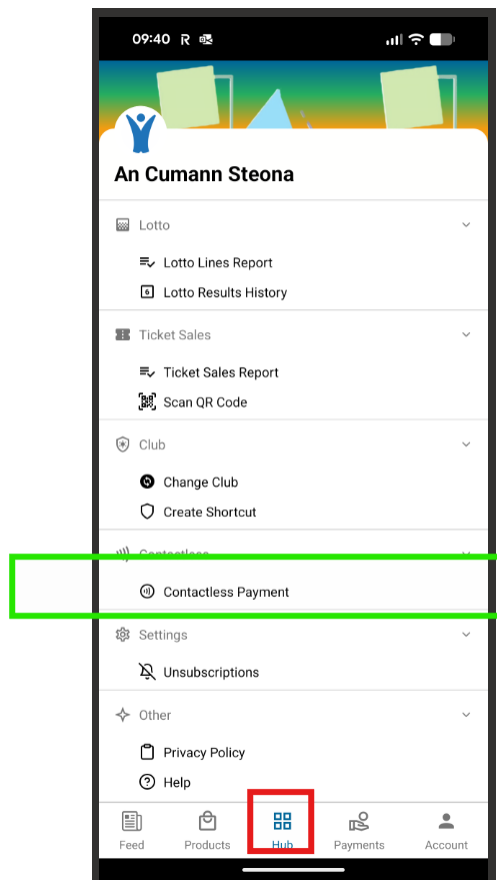


Figure 28 : Contactless Payments

To access the contactless payments the user will access the **Hub** menu option as highlighted by the red square in Figure 28 and then click on the **Contactless Payments** options as highlighted by the green box in Figure 28. On selecting the option the mobile will then display the services that are set up for KPOS and the user will select the Lotto service. This will then allow them to take card payments on their phone for lotto tickets.

9. The Public View: Lotto

The following screen displays the public Lotto screen used by customers to purchase tickets.

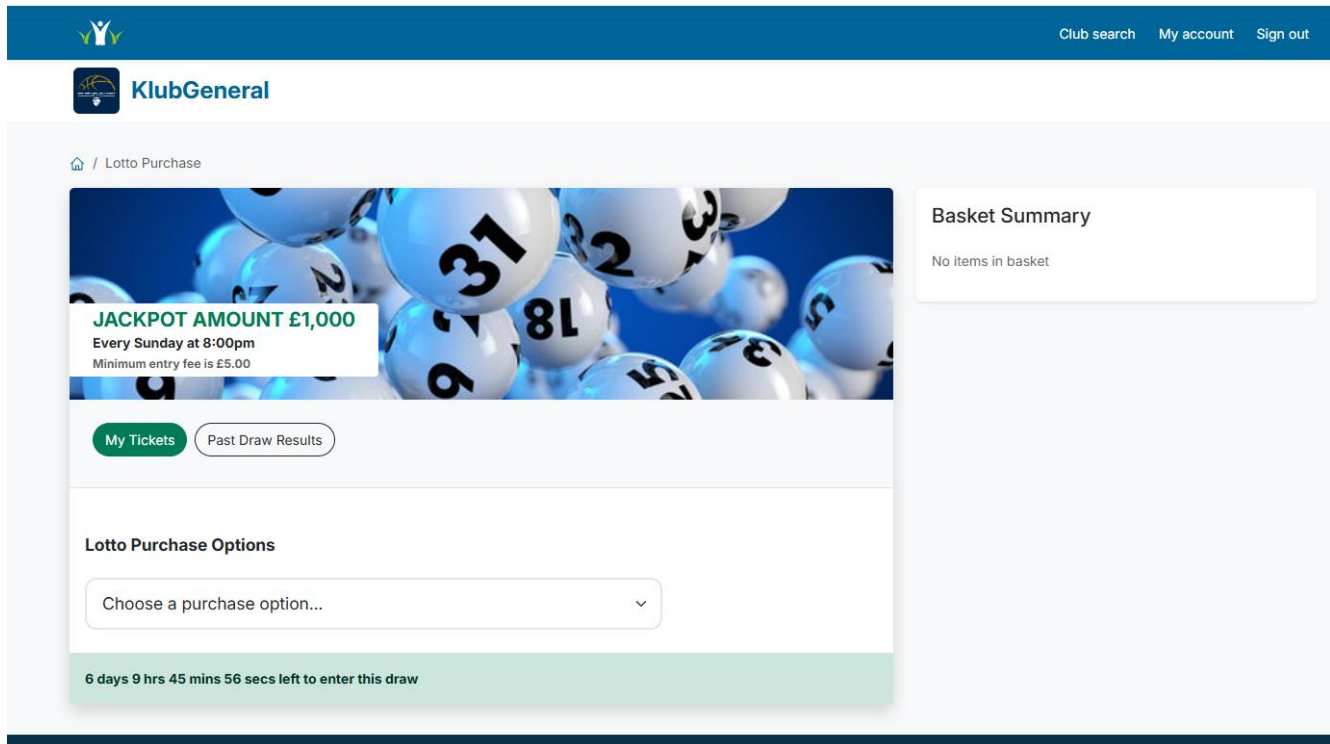


Figure 24 : Public Lotto No Offer Selected

When a customer has selected an offer then they will be presented with the options to allow them to complete the purchase of that offer.

