

VenueOS

Ocean Grove Golf Club

STAFF GUIDE

Members Draw — Quick Reference Guide

oggc.venueos.jjjk.com.au/draw



Run the Draw

The whole draw, start to finish.

1 Open Control

Head to [/draw/control](#) and log in.

2 Warm the room up (optional)

[Show Holding Screen](#) puts a "Starting Soon" screen up on Signage before you begin — only works if this venue also runs Signage.

3 Start Draw

Spins through eligible members for a few seconds and lands on a winner.

4 Jackpot active? Confirm the outcome

[Prize Claimed](#) resets the jackpot back to its starting amount. [Not Present – Rollover](#) carries it over (plus the weekly increment) to next week.

5 Reset Display

Clears the screen back to idle, ready for the next draw.

Setup

Do this once, or whenever the member list changes.

1

Upload Members

In Admin, upload the CSV export from MiMembership to refresh who's eligible.

2

Choose Eligible Groups

Tick which membership groups can actually be drawn.

3

Set the Jackpot

Starting amount and weekly rollover increment, entered on the tap keypad.

4

Check Winners History

A running log of past draws — handy for records or if a result's ever disputed.

No members, no draw: with 0 members or 0 eligible groups ticked, Start Draw won't fire — Control shows an inline warning pointing you to Admin.

Reset Display ≠ reset jackpot: clearing the screen back to idle never touches the jackpot amount.

Staff vs. Manager: Staff can run the entire draw night live. Only Managers can reach Admin — member upload, groups, and the jackpot.

Quick Links

</draw/control>

Run the draw · Admin link (Managers)

</draw/display>

What's shown on the venue screen

? FAQ

What happens if I hit Show Holding Screen but this venue doesn't run Signage?

Nothing — it fails silently, since there's no Signage screen to push it to.

Does Reset Display affect the jackpot?

No. Reset Display only clears the screen back to idle. Use Prize Claimed or Not Present — Rollover to change the jackpot itself.

Start Draw isn't doing anything — why?

Check Admin. It won't fire with 0 members uploaded or 0 Eligible Groups ticked, and Control shows an inline warning when that's the case.

Can Staff see who's won in the past?

Yes — Winners History is available to Staff from More Options. Only the member upload, Eligible Groups, and jackpot settings in Admin are Manager-only.