Lottery Template

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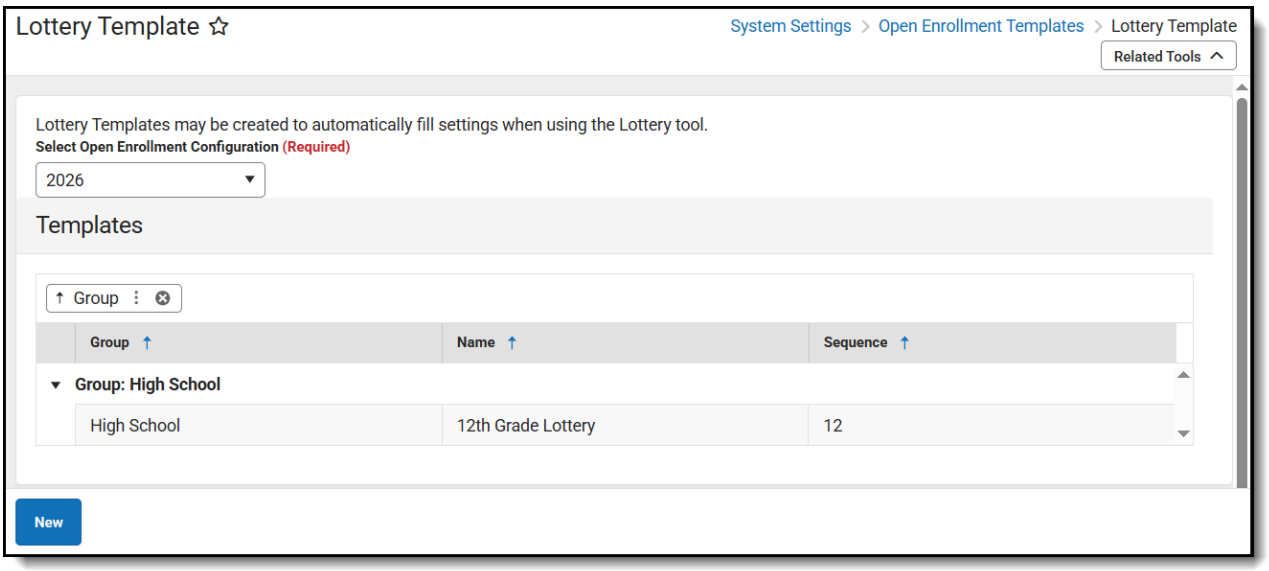
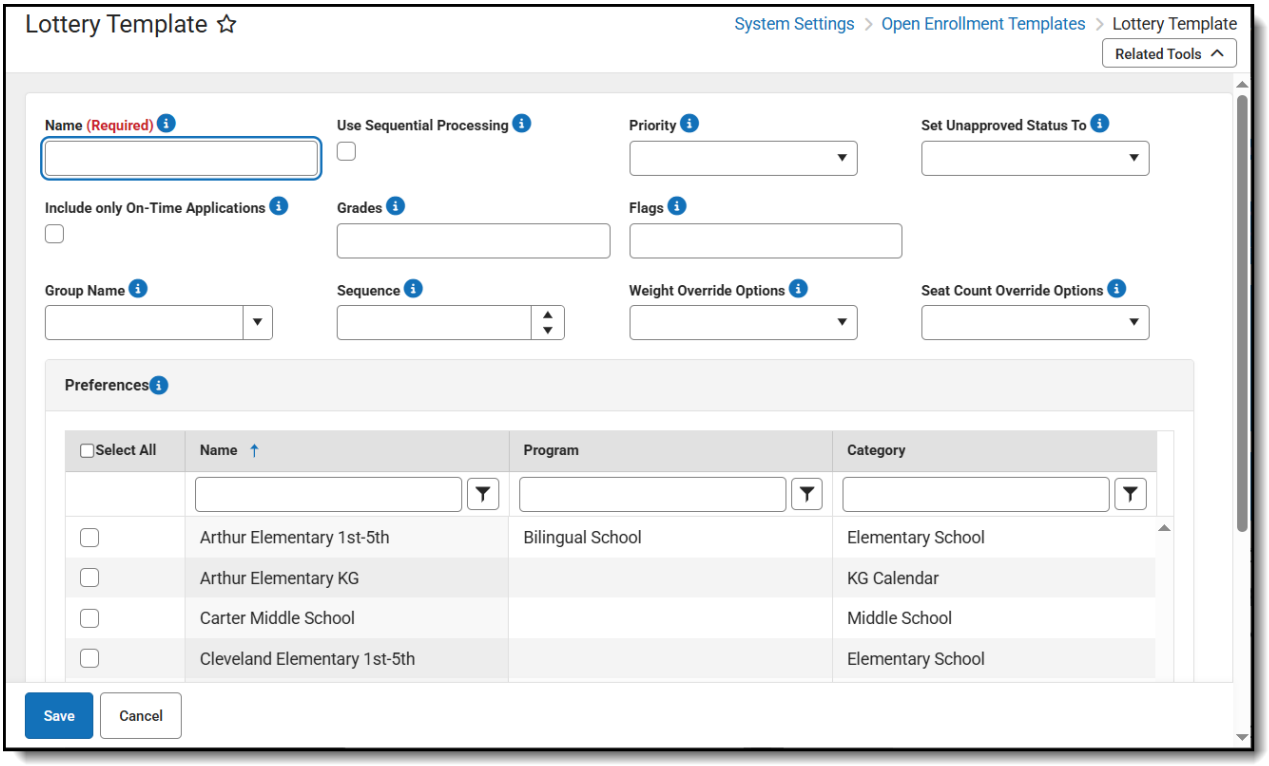
Tool Search: Lottery Template

Lottery Templates may be created to automatically fill settings when using the Lottery tool. Templates for a specific configuration can be viewed by selecting a configuration from the Select Open Enrollment Configuration and then clicking the name of the template within the list.

See the Open Enrollment Templates Tools Tool Rights article for information on rights needed to use this and related tools.



Create a New Lottery Template



Select all filters and options you wish to apply to lotteries using a template in the future. Templates can be deleted by selecting them from the list of available templates and clicking Delete.

1. Click **New**.
2. Enter a **Name**. Names must be unique for this Configuration.
3. Check **Use Sequential Processing**.
    - If Sequential Processing is selected, only applications that are the currently highest priority for the student will be included.
    - Using Sequential Processing removes the Priority option, as it will only use the highest priority choice.
4. Select a **Priority**.
    - Only applications for the selected Priority will be included. If blank, all priorities will be included.
5. Select an option from **Set Unapproved Status To**.
    - Applications that are not Approved will be set to this status.
6. Check **Include only On-Time Applications**.
    - If selected, only applications that were submitted within the On-Time Windows will be included.
7. Select **Grades**.
    - Only applications for the selected Grades will be included. At least one Grade is required.
8. Select any of the available **Flags.**
    - If at least one Flag is selected, only applications for the selected Flags will be included. Flags are not required.
9. Select an existing Group Name or enter a new Group Name.

    This field places the template in a Group. Groups are used to help organize templates.

10. Enter a **Sequence**. This will determine the order the templates will be listed.
11. Select **Weight Override Options**.
    - This is used to override the default weighting options for the lottery run. The default is to include all weights applied to the rules plus the weight in the Addition Weight field in the Application.
12. Select **Seat Count Override Options**. This is used to either limit(Max) or force(Min) for this lottery run.
    - When using a Seat Count Override, you must also fill out the Seat Count Override Number.
    - Minimum Seat Override allows you to extend the number of seats available past the seat count set for the grade (for example, if the available seat count is 5 and you set the minimum to 10, then 10 seats will be filled). Maximum Seat Override allows you to limit the number of seats available more than the seat count set for the grade (for example, if the available seat count is 10 and you set the maximum override to 5, then only 5 seats will be filled).
13. Select any **Preferences**.
    - Only applications for the selected Preference will be included. At least one Preference is required.
14. Click **Save**.