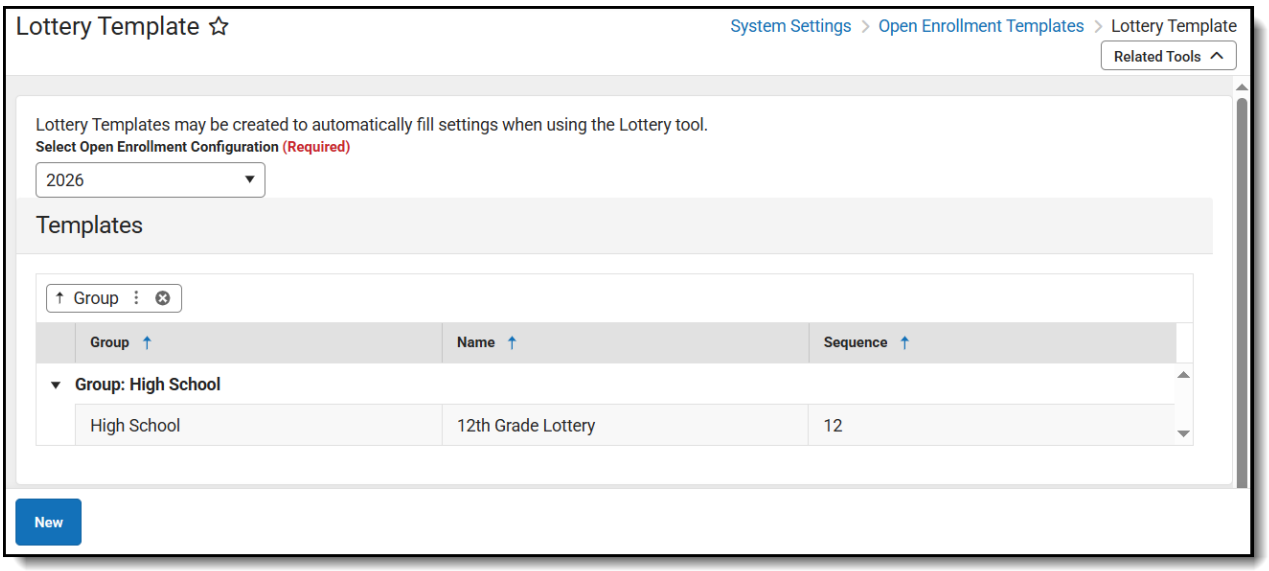
Lottery Template

Last Modified on 10/08/2026 1:56 pm CDT

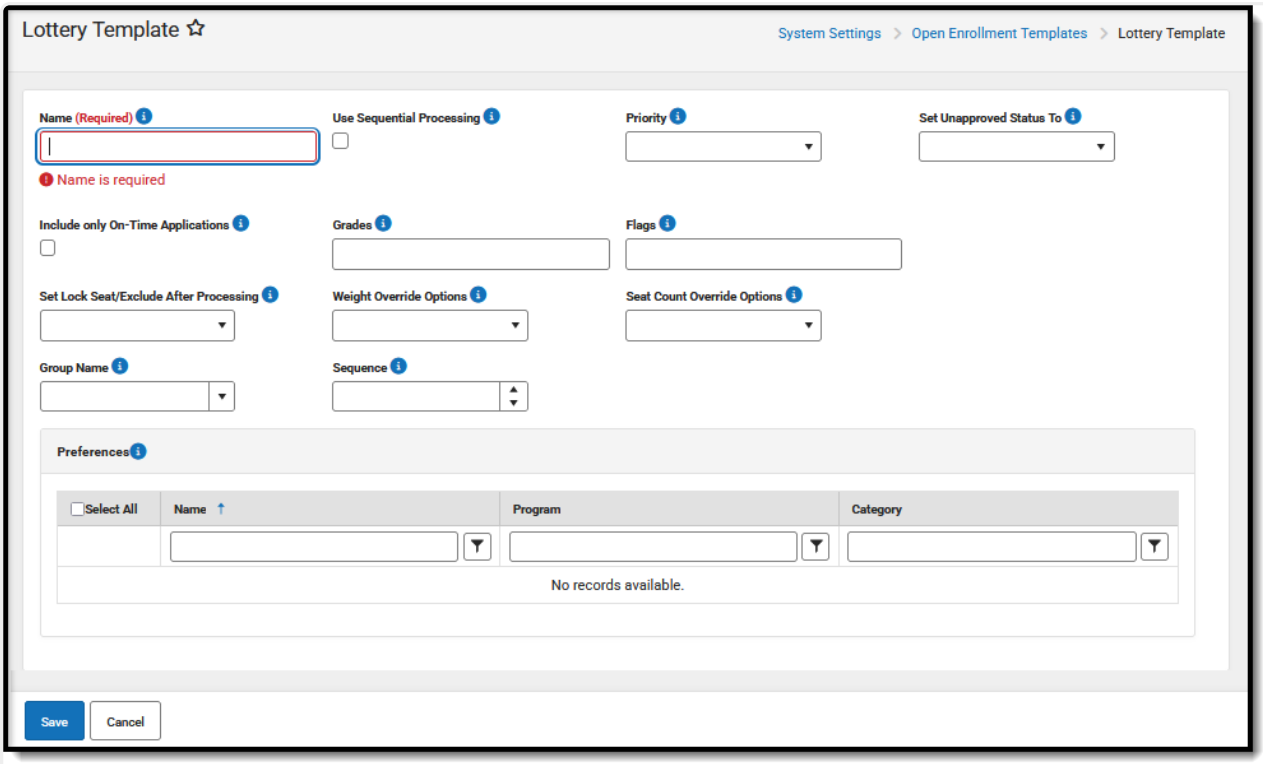
Path: System Settings > Open Enrollment Templates > Lottery Template

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



Lottery Template Editor

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 are included.
    - Using Sequential Processing removes the Priority option, as it only uses the highest priority choice.
4. Select a **Priority**.
    - Only applications for the selected Priority are included. If blank, all priorities are included.
5. Select an option from **Set Unapproved Status To**.
    - Applications that do not have a status of Approved are set to the status selected here.
6. Check **Include only On-Time Applications**.
    - If selected, only applications submitted within the On-Time Windows are included.
7. Select **Grades**.
    - Only applications for the selected Grades are 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 are included. Flags are not required.
9. Use the **Set Lock Seat/Exclude After Processing** field to automatically set the Lock Seat/Exclude Lottery to true. If no selection is made, users can set this field later using the Open Enrollment Application tool or the Application Batch Update Wizard tool.

Option	Description
Lock Seat/Exclude Lottery - Approved Applications Only	Approved Open Enrollment applications are excluded from future lottery processing. Once the application is approved, a seat for this student is locked and their place is reserved.
Lock Seat/Exclude Lottery - All Applications	All Open Enrollment applications are excluded from future lottery processing. A seat is locked and a place is reserved for each open enrollment application.

10. 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.
11. 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**.
      - The **Minimum Seat Override** option allows users 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).
      - The **Maximum Seat Override** option allows users 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).
12. 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.

13. Enter a **Sequence**. This will determine the order the templates will be listed.
14. Select any **Preferences**.
    - Only applications for the selected Preference will be included. At least one Preference is required.
15. Click **Save**.