

Preparing for **Lottery**





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What are we reviewing in this webinar?

1

Process
Applications

Applications

2

Steps to ensure a
smooth process

Settings

3

Types of
communications

Notifications

4

Cut Offs, Testing,
and Running

Final Checks

Logistics

Slides, recording, and related resources will be shared in a follow up email tomorrow

Live Q&A Throughout

- Ask webinar related questions by clicking Q&A on Zoom



Need More Specific Help?

- Send your questions to schoolmint.zendesk.com

Two Survey Options

This webinar is for Admins with Application and Lottery access

- In order for a user to process applications and manage lotteries, they must be part of a user group that has these permissions enabled at a minimum.
- By default, all Super Admin user groups will have these settings enabled

Applications

-  View Applications
-  Edit Applications
-  Delete Applications
-  Withdraw Applications
-  Update Eligibility Status
-  View Only Ranking

Lottery

-  Run Lotteries
-  Manage Cutoff Numbers
-  View Lottery Dashboard
-  Delete Lotteries
-  View Cutoff Numbers
-  Move Individual Placements
-  Manage Priorities
-  Manage Lottery Dashboard
-  Remove Individual Placements



Step 1: Review Flags



Reviewing and Dismissing Flags

- Flags are a great way to isolate applications that need further review. The best part? They are retroactive!
 - **Age Verification**
 - **Duplicate Student**
 - **Ineligible due to changes**
 - **Custom Flags**

[Video: Managing Flags](#)



Step 2: Priorities



Managing and Overriding

Don't forget to click Save Application!

Priority Name	Settings	Eligible	Ineligible	Pending	Override
Income Eligible	Manual Priority	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	--
Board Member	Manual Priority	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	--
Sibling Applying	Automatic Priority - Assigned by System	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>

Note: You will need to keep the override ON in order for the override to stick!



Step 3: Status



Remember



Applications must be in an **Eligible** status to be included in the lottery run!

Bulk Actions

51 / 51

Send Email/Text Message

Update Application Status

Download Forms/ Attachments

Resend Recommendation Requests

Export

If using the bulk tool,
be sure to give the
system enough time to
fully process the
update.





Step 4: Notifications



Consolidated vs Individual

Consolidated:

Sends one email notification to all students placed and what list they are in. Ideal for schools that want to keep notifications to a minimum

Individual:

Sends an email for each placement that the student is in and where they are placed. Ideal for placement-specific verbiage

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Lottery Templates

Lottery Placement
Email Consolidated

Lottery Results -
Offered

Lottery Results -
Waiting List

Note

You are not required to send both an offered and waiting list email if not using consolidated results

Lottery Placement
Accepted - Parent
Notification

Lottery Placement
Declined - Parent
Notification



Pro Tip: Send Reminders to Unsubmitted Applicants

In the Application module, you can filter for Not Submitted forms

After filtering, you can bulk email those parents to remind them that the lottery window is approaching in an effort to guide them towards completing the form.



Filter by Status

Show applications:

Submitted

Not Submitted

With Status:

Eligible

Ineligible

In processing

Bulk Actions ▼ 4 / 4 Selected

- Send Email/Text Message
- Update Application Status
- Download Forms/ Attachments
- Resend Recommendation Requests
- Export

<input checked="" type="checkbox"/>	1		136928	Test, Child
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Step 5: Cut Offs





Set the Cutoff Numbers

Cutoff Numbers determine how many offered seats are available per program, per grade, and per group (if applicable). A cutoff of **ZERO** means there are no open seats for the program, and only a waitlist is generated.



Lottery Cutoff Numbers

Tell us how many seats you would like to fill in the lottery.

Program(s) School Level(s) Program Category(s)

Elementary School: Open Enrollment Programs

Birch ES Open Enrollment

Grade	Group	Cutoff Numbers	Current	Available
1	General Lottery	<input type="text" value="0"/>	0	0
2	General Lottery	<input type="text" value="7"/>	3	4



New Features





Offer Decline Reasons

We now have the ability to require guardians/admins to enter in why they are declining an offered seat!



Require Users (Guardians & Admins) to enter a Decline Reason

Select Data Source * 

Include "Other" Option for Decline Reason



Lottery Designs UI Update

We have also updated our lottery design descriptions and format to make it easier for admins to configure!

Tiered (Entries) Lottery Weighted Lottery

Lottery Design Options

Think of it like raffle tickets. If Sally has 5 tickets and Billy has 3, Sally has a better chance of being drawn first — but it's still random. Billy could still be placed above Sally. [Read More.](#)



Note: You will not have to worry about this if there is no changes to your lottery set up this year

Lottery Design Options

Tiered Lottery Advance Options:

Quotas

Use quotas to reserve a set number or percentage of seats for a priority group. Select "Add Quota" under the group to choose a number or percentage. Please note: only the "No more than" option is supported at this time. Quotas apply only during the lottery run and do not carry over to post-lottery list management. [Link to help article.](#)

Guaranteed Placement

When enabled, all students in the selected sub-lottery are placed automatically, even if it exceeds capacity. For example, I have 20 seats for the PreK cutoff. Military students have guaranteed priority. If there are 25 PreK students with military priority, all 25 will be offered a seat regardless of the cutoff or how many seats have already been filled. [Link to help article.](#)

Cumulative Entries

Adds up all entries or weights a student qualifies for within the same sub-lottery, increasing their overall chance of placement. [Link to help article.](#)

Sort By Score Field (No Priorities)

Places students by their score from a selected field, sorted in ascending or descending order. [Link to help article.](#)

Sort Priorities By Score Field

Students are placed first by the sub-lottery they qualify for, then ordered by their score within that sub-lottery group. [Link to help article.](#)

[Back to Lottery Design](#)



Step 6: Readiness





Complete the Lottery Readiness Checklist

You can find all of the related help articles on Zendesk!

**Review Settings and
Configurations**

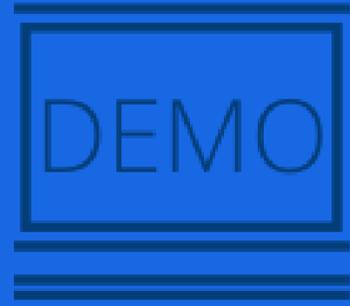
**Run a Mock Lottery in
Sandbox**

**Review your Mock Lottery
Results**

Click Here to Access



Ready to Run



Admin Resources



Zendesk

Help Articles
Release Notes
Webinar Calendar
Submit Tickets



Walk Me

Step-by-Step guides
within your Enroll
platform. Access by
clicking the
Need Help button



Community

Enroll Forum
Feature Requests
Beta Groups and
Surveys

THANK YOU!



SCAN ME