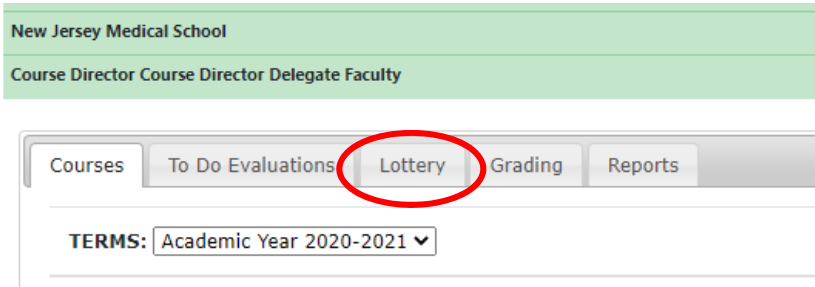
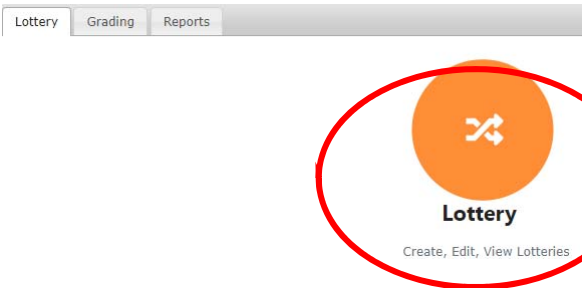


Creating Clerkship Lotteries

Step 1: Click on "Lottery" tab

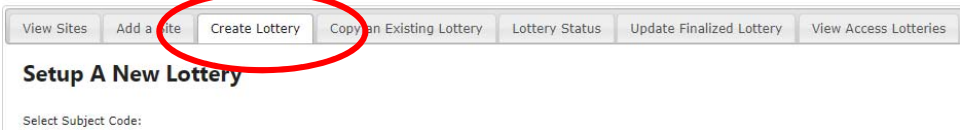


Step 2: Click on Lottery

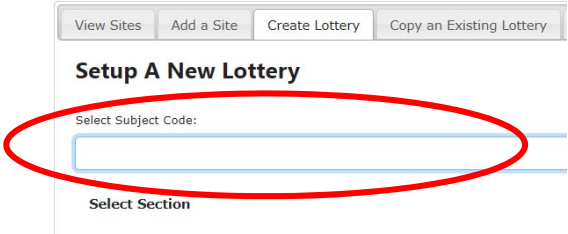


Step 3: Click "Create Lottery" tab

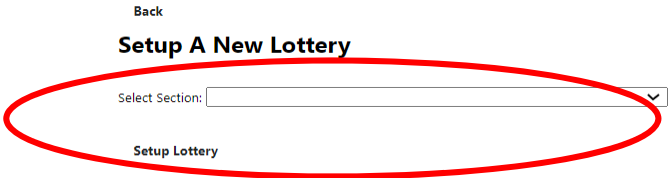
*To copy a previous lottery click on "Copy an Existing Lottery" and proceed to steps 4-5, and 7.



*Step 4: Type your course name in the "Select Subject Code" box and click Select Section:



Step 5: Select your course rotation in the "Select Section" box and click "Setup Lottery":



Creating Clerkship Lotteries

Step 6: Fill in the blank boxes:

Setup A New Lottery

Lottery Name:

Open Date:

Close Date:

Send Email Reminder:

Select Which Sites Will Be Available:

Slots Available:

[Add Site](#) [Remove Site](#)

Number of Sites To Rank:

Open Email Text:

Close Email Text:

- Open Date is effective immediately and closed date will be closed on the date of your choice at 11:59pm that day
- Send Email: you can choose the # of reminder emails sent to students
- Select Sites: You can view sites prior to creating your lottery to ensure your site prefills in this box sections. (If your site doesn't populate, it means that your site is not in the system and you will have to add the site).
- Slots Available: Select the number of slots you desire for

Step 7: Select existing Lottery and follow step 6. You can edit your existing lottery by adding sites/slots.

[Back](#)

Select Existing Lottery

- Emergency Medicine Clerkship: 18-JUN-20-24-JUN-20
- Emergency Medicine Clerkship: 04-JUN-20-07-JUN-20
- Emergency Medicine Clerkship: 22-JAN-20-29-JAN-20
- Emergency Medicine Clerkship: 03-JAN-20-08-JAN-20
- Emergency Medicine Clerkship: 25-NOV-19-03-DEC-19