CAD-CHECKOUT Holiday Lottery

CAD Tech Student Managers - 2025-09-23 - How-to Articles

The CAD-CHECKOUT Holiday Lottery system allows students to signup and have their name randomly ordered.

This list is then used to determine preference in checking out equipment over the holiday break.

Step-by-step guide

These steps need to be preformed as an Administrator.

1. Go to **Reports -> Holiday Lottery**
2. Clear out the existing lottery
3. Publish This URL for students to signup https://cage.cad.rit.edu/spas
4. Their lottery numbers will be assigned and can be viewed under Reports -> Holiday Lottery

After the lottery is complete and at the end of the day when everyone has everything checked out you can use the tool on the Reports -> Holiday Lottery page to change the due date of EVERYTHING that was checked out that day.

> **Opening and Closing the Lottery**
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> The lottery system does not have a close date. By printing or saving the Holiday Lottery report, you have effectively closed the lottery.