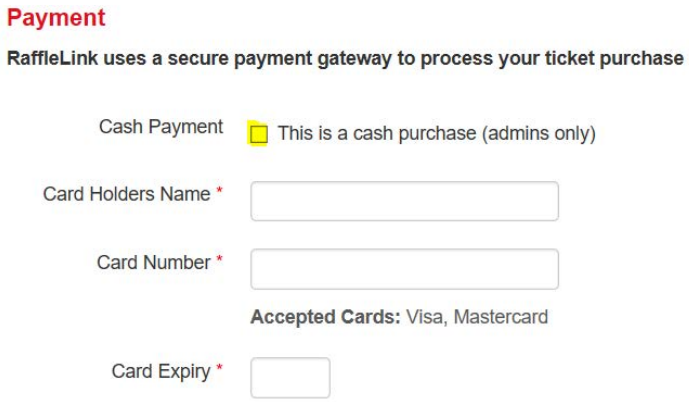
Receipting Cash Sales

RaffleLink's cash receipting function optional add-on is particularly useful for tickets sales at an event such as a school fair, sports open day, community festival, trivia night or morning tea.
Opt in to receive cash payments as well whilst retaining all the online functionality of an emailed ticket receipt, central data collection and easy system automated draw.

How to receipt a cash sale

1. Login to your Raffle Admin on your laptop/tablet. (Remember to have your login handy at your event)
2. Click on the My Raffle TAB (only visible after your raffle goes Live).
3. Select a ticket package from the black boxes to pre-fill the buying form.
4. Tick the check box for cash sales in the buying section just above the credit card details. NOTE: If you are not logged in to the Admin then the cash box will not be visible on your raffle page.
5. After each entry, clear and reset your buying page by clicking on your logo in the top right corner.



Sales Tool

Use our Cash Sales Form to hand out to event goers so they don't have to queue to make a ticket purchase. Collect their cash payment when they return the form. Enter their details into the RaffleLink system at your own pace behind the scenes or even the next day.

Login Details

Save your Raffle Admin login details to the devices that you will be using.
Your Raffle Admin may log out if left idle for more than 3hrs. For this reason it is best to enter transactions in batches. If you have left your Admin idle, it is a good idea to refresh your Raffle Page first and make sure you can still see the "cash payment" checkbox before filling in the form. If it has disappeared, login to your Admin again and refresh the Raffle Page.

Reporting

Cash sales & credit card sales will be separated in your onscreen Sales Per Day Summary so that you can reconcile cash you've received and banked against recorded cash sales. In the Ticket Purchaser Details section cash sales will have "Cash Payment" in the Receipt # column.

Draw

All transactions paid by cash through the RaffleLink system will be included in the system automated draw and raffle reports for use in a manual draw.

Service Fee

RaffleLink's service fee of 6%+GST **does not** apply to cash sales. Instead, RaffleLink has a one off access fee of $100 inc GST to activate the cash receipting function for your raffle. During the Online Registration process just tick the cash receipting option to activate.