



Benefitting New Mexico's Future®

New Mexico Lottery Authority

Promotional Drawing Procedure

NMLA Promotional Drawing Procedure

These procedures, adopted pursuant to the New Mexico Lottery On-Line Games Digital Drawing Procedures and General Drawing Rules, are to be used in conjunction with NMLA Promotional drawings using the Digital Drawing Systems.

Digital Drawing System Procedures

A single drawing process will be conducted for each promotional drawing that has been pre-authorized by the CEO and the EVP of Security and Enforcement.

The drawing will be conducted (depending on the amount and prize) by the New Mexico Lottery Authority Drawing Team, which may consist of a Security Division Representative (SR) and/or the Executive Security Operations Administrator (ESOA) and either the Internal Auditor or Independent Drawing Auditor or designee. Each drawing will consist of a pre-test and official drawing. A Security Division incident will be filled out at the conclusion of each promotional drawing.

Drawing Information such as Promotion, Prize, Prize amount, number of prizes, drawing date, number of tickets available (starting and ending range) shall be provided to the ESOA and EVP of Security and Enforcement a minimum of five (5) days prior to the drawing.

Prizes will be determined with each individual promotion and will be awarded in the order the numbers are drawn, based on the prize tier levels for each promotion.

The Digital Drawing System functions are as follows:

- System operation requires two (2) people with an independent password access.
- Origin System "02" will be designated as the official drawing system used for Promotional Drawings. Origin System 00 will be used as the backup system, should any anomaly occur with the primary system.
- Game generation begins after the login and the **Game Set** selection is made. *The "Raffle" option/game will be selected for promotional drawings.*
- Using the data provided to the draw team, the SR will input Game information (*ticket range consisting of "lower range" of 000001 and "upper" ticket range of total number of entries, not exceeding 750,000, number of total prizes available, draw number, and update tier information based on prize levels*).
- The SR will click on the start button to initiate the pre-test. Only one pre-test will be performed prior to the actual drawing. The pre-test results will be printed and signed by the draw team.
- The SR will uncheck the Test box, click on "Rebuild" for Official Drawing. The Raffle Game information box will re-appear. The SR and IDA will re-verify game information. The SR will click on the start button to initiate the "Official Drawing". The official drawing results will be printed and signed by the draw team.

- The draw team will provide the results to the appropriate NMLA division and begin the shutdown process.

NMLA Promo Drawing Procedural Checklist

Promo Event/Type/Name: _____ Date/Time: _____

Security Representative: _____

Auditor Designee: _____

Origin System: _____ RNG selected: _____

Entry Number Range: _____ to _____

Number of Prizes: _____ Prize Levels: _____
Prize Levels: _____

1. ____ Verify Seals, remove seal and Turn System on.
2. ____ Ensure all systems are functioning as designed.
3. ____ If Applicable, insert a VHS Tape into recording unit to record drawing operations.
4. ____ Log in and select game option "Raffle".
5. ____ Using A/B switch located next to printer, switch to "B" and make note of RNG selected for drawing.
6. ____ Input Raffle Data Information. System will automatically generate first (1st) Pre-Test Drawing. Once the game has finished selecting the numbers, the "Start" button will illuminate.
7. ____ SR shall left-click the "Start" button to initiate the Pre-Test Drawing.
8. ____ SR shall left-click on "report" button to print out Pre-Test form. SR shall left click "print current draw results" button to display the print review screen. SR shall left click the printer icon to print a copy of the Pre-Test drawing record.
9. ____ SR shall unclick the "test" box and click on "rebuild" to begin the official drawing. Once the game has finished selecting the numbers, the "Start" button will illuminate.
10. ____ SR shall left-click the "Start" button to initiate the Official drawing.
11. ____ SR shall left-click on "report" button to print out Official Drawing. SR shall left click "print current draw results" button to display the print review screen. SR shall left click the printer icon to print a copy of the Official drawing record
12. ____ Draw Team will sign all printed documents.
13. ____ Draw Team will begin the shut down Process.
14. ____ Promotional Drawing Results will be provided to the appropriate NMLA division and originals kept on file by the Security Division.

Drawing Team

Drawing Team