

**SOUTH CAROLINA EDUCATION LOTTERY
SCEL SECOND CHANCE
DRAWING PROCEDURES v. 3.0, 12.09.2025
EFFECTIVE: DECEMBER 11, 2025**

1.0 PURPOSE

- 1.1** This document establishes the South Carolina Education Lottery (the “**SCEL**”) Players’ Club Rewards program (the “**PCR**”) drawing procedures (these “**Procedures**”) utilized on behalf of the SCEL by its contractor Scientific Games, LLC (“**SG**”). The PCR may offer drawings into which entrants may gain entry through the PCR website or mobile application (the “**APP**”). These Procedures supersede all other published material other than the official PCR rules.
- 1.2** These Procedures include a checklist, a copy of which will be completed per *Section 2.1* of these Procedures.

2.0 DEFINITIONS

- 2.1** “**Auditor(s)**” shall mean an employee from and representing an independent Certified Public Accountant firm contracted by SG who must be present (either physically or virtually), observe each Drawing, and provide certification in the form of a report(s) to SG and the SCEL via email for each Drawing. The report of the Auditor, completed and submitted to the SCEL Director of Security within one (1) business day of the Drawing must, at a minimum certify compliance with each step specified in *Sections 6.1 through 6.9* of these Procedures and fully explain any deviation from these requirements and/or any failure by the Drawing Manager or designee to execute these Procedures correctly and accurately. The Auditor will also complete the Checklist within these Procedures and provide, with the Drawing report as stated above, the full original scanned copy of these completed Procedures to SG and the SCEL via email for each Drawing.
- 2.2** “**DCF**” shall mean the Draw Confirmation Form (Attachment A).
- 2.3** “**Draw Entry File**” shall mean the electronic file of all qualified Entries submitted during the Drawing period.
- 2.4** “**Draw(s)**” or “**Drawing(s)**” shall mean a drawing within the PCR.
- 2.5** “**Drawing Checklist**” shall mean the blank lines and checkboxes incorporated within *Sections 6.1 through 6.7* of these Procedures that will be completed by the Auditor to document the Drawing Manager’s or designee’s actions were observed.
- 2.6** “**Drawing Manager**” shall mean the SG employee designated to manage all activity relative to each Drawing.
- 2.7** “**EFT**” shall mean the secure Enhanced File Transfer, the platform used to securely

share files.

- 2.8** “**Entry**” or “**Entries**” shall mean the electronic record of point(s) redeemed by an entrant to participate in a Drawing.
- 2.9** “**EoCert Preliminary Results**” shall mean a report containing all general draw information data and the detailed information of the selected Entries generated by SDS combined with the PII from EoCert.
- 2.10** “**Final Preliminary Results**” shall mean a report containing all general draw information data and the detailed information of the selected Entries after validation.
- 2.11** “**Official Draw Results**” shall mean the SCCL approved finalized Drawing results containing all general draw information data and the detailed information of the selected Entries.
- 2.12** “**Other Witnesses**” shall mean any individual who desires to witness a Drawing. These witnesses shall serve no official purpose in a Drawing. Individuals who desire to witness a Drawing will be permitted to do so under most circumstances. Upon receiving a request from an individual to witness a Drawing, SG will notify the SCCL and provide the SCCL with a copy of a government issued photo identification of that individual. The SCCL may prohibit individuals from witnessing a Drawing if they fail to provide the appropriate identification or as otherwise determined by the SCCL. These witnesses will serve no official purpose in a Drawing and will not sign any Drawing form or Drawing documentation. Any expenses occurred by a witness will be the responsibility of the witness. SG will accommodate as many Drawing witnesses as possible but reserves the right to deny individuals access or limit the number of witnesses based on fire codes and regulations, personnel safety considerations, or when conditions exist that may interfere with the efficiency or security of Drawing operations.
- 2.13** “**PII**” shall mean personally identifiable information, including but not limited to names, addresses, phone numbers, email addresses, and date of birth (“**DOB**”).
- 2.14** “**Promotion**” shall mean a second chance opportunity offered through the PCR.
- 2.15** “**SCCL Witness**” shall mean a SCCL representative who may witness all processes related to the Drawing(s). The SCCL reserves the right to witness all processes related to the Drawing(s).
- 2.16** “**SDS**” shall mean the Secure Draw System, the application utilizing a Random Number Generator to select prize winners and Alternates securely and randomly for Drawing(s).
- 2.17** “**SDS Preliminary Results**” shall mean a report containing all general draw information data and the detailed information of the selected Entries generated by SDS.

2.18 “**SG Security**” shall mean the SG employees designated to manage the video with audio equipment that will record all Drawing proceedings as described in ***Sections 6.3 through 6.9*** of these Procedures for each Drawing and will provide a copy of the recorded Drawing to the SCEL via secure EFT.

2.19 “**Ticket(s)**” shall mean an eligible active Lottery game ticket.

2.20 “**Website**” shall mean the website established for Entry into the Drawing(s) accessed at <https://www.sceducationlottery.com>.

3.0 ENTRY DEADLINES AND DRAWING DATES

3.1 The Entry start and deadline dates/times will be set by the SCEL and communicated to the Drawing Manager or designee. The SCEL will approve the Entry schedule and the number of prize winners and Alternates to be selected via the DCF.

4.0 DRAWING ELIGIBILITY

4.1 Qualifying Entries will either be eligible for only one (1) Drawing or for all Drawings throughout a specific Promotion and this will be specified on the DCF for each Promotion.

4.2 Entries must be received within the Drawing parameters as specified on the DCF.

4.3 An entry for a Promotion is not eligible for a Drawing: i) in that Promotion after the final Drawing Entry deadline date/time or before the Entry start date/time, and/or ii) in any other or future Promotion unless otherwise specified on the DCF.

4.4 Any Ticket entered into the PCR that is not eligible for a Drawing will still be credited as points for any other eligible aspect of the PCR but will not be eligible for a Drawing in a completed Promotion or in a Promotion for which it is otherwise not eligible.

4.5 An entrant may only win one (1) prize per Drawing, unless otherwise specified on the DCF.

4.6 To qualify for a Drawing, an entrant must be registered online for the PCR according to the official PCR rules and submit the appropriate information from a Ticket that meets the eligibility requirements stated in the Official Game Rules and Conditions of Eligibility of the Promotion of which the Drawing is a part.

5.0 DRAWING REQUIREMENTS

5.1 Drawing Personnel

5.1.1 The following personnel will be involved in the conduct of Drawings: the Drawing Manager or designee, SG Security, and the Auditor.

5.2 Drawing Location

5.2.1 The Drawing(s) will take place at SG located at 1500 Bluegrass Lakes Pkwy, Alpharetta, GA 30004. With the written consent of the SCCL or upon the direction of the SCCL, the Drawing(s) may be held at another location.

6.0 DRAWING ACTIVITY

6.1 Prior to the initiation of any Drawing activity, the Drawing Manager or designee will ensure that both SG and the Auditor have a completed and signed DCF for the relevant Drawing(s). Any Drawing will be conducted on the Drawing date stated on the applicable DCF.

☐ – ***Both the Drawing Manager or designee and Auditor have the completed and signed DCF and Procedures for the relevant Drawing(s).***

☐ – ***Draw:*** _____

☐ – ***Draw Date:*** _____

☐ – ***Start Time:*** _____

☐ – ***Location:*** _____

☐ – ***Draw Manager or Designee:*** _____

☐ – ***Auditor Name:*** _____

☐ – ***Names of all other parties present (please print):***

☐ – _____ ***Position:*** _____

☐ – _____ ***Position:*** _____

6.2 Prior to the initiation of any Drawing activity, the Drawing Manager or designee and SG Security will test the video and audio equipment to ensure it is functioning properly for the video recording.

☐ – ***Observed the Drawing Manager or designee call SG Security to test the video and audio equipment.***

☐ – *Observed SG Security deem the video and audio equipment operational.*

☐ – *Observed the Drawing Manager or designee turned on the audio and visual buttons to record the Drawing.*

- 6.3** Prior to the initiation of each Drawing, the Drawing Manager or designee will audit the SG Drawing Services secure EFT folder (path: EFT > Lottery-Drawing > Eocert Prod > SC Ensemble > Draw Entry File) to ensure it is empty.

☐ – *Observed the Drawing Manager or designee navigated to the Draw Entry File folder via the aforementioned path, and it was empty.*

- 6.4** For each Drawing, the Drawing Manager or designee will electronically export the Draw Entry File without PII that was submitted during the eligibility period for that Drawing, as specified on the DCF, from the EoCert application to the SG Drawing Services secure EFT folder (path: EFT > Lottery-Drawing > Eocert Prod > SC Ensemble > Draw Entry File), by selecting the appropriate Drawing and date range of records to be exported. The Drawing Manager or designee will print the Draw Entry File summary page for the Auditor. The exported .txt.gz Draw Entry File will be moved from the EFT folder to the Drawing folder and the file will be unzipped to the .txt file.

☐ – *Observed the Drawing Manager or designee selected and logged into the EoCert Drawing application (<https://scl-eocert.sg-bonusing.com>).*

☐ – *Observed the Drawing Manager or Designee enter the Lottery, Promotion name, Draw #, Entry start and end Dates/Times as specified on the DCF.*

☐ – *Observed as the Drawing Manager or designee generated the Draw Entry File export.*

☐ – *The Draw Entry File summary report was printed.*

☐ – *Record initial count of Entry records in this database:
_____ records of data.*

☐ – *Observed the Drawing Manager or designee copy the Draw Entry File from the SG Drawing Services secure EFT folder to the Draw folder and unzip file.*

- 6.5** For each Drawing, the Drawing Manager or designee will launch the SDS and enter the appropriate Drawing information as specified on the DCF.

☐ – *Observed the Drawing Manager or designee launch the SDS program.*

☐ – *Observed the Drawing Manager or designee enter on the “Basic Information” SDS page: the state name, Promotion name, Draw number, Entry start and Entry end dates/times as specified on the DCF and the bin size was entered.*

- 6.5.1** The Drawing Manager or designee will input the prizes by tier level, the number of prize winners for each prize tier, and the number of alternates to be selected as specified on the DCF and input the promotion method as specified below in **Section 6.8** of these Procedures, unless otherwise specified on the DCF, for the Drawing.

☐ – *Observed the Drawing Manager or designee enter on the “Prize Tiers” SDS page: the entered prizes by tier level, the number of prize winners for each prize tier, and the number of alternates to be selected as specified on the DCF.*

☐ – *Observed the Drawing Manager or Designee entered the prize tiers and alternate promotion method as specified on the Procedures and/or the DCF.*

☐ – *Select the promotion method used:*

☐ *Promote through all levels
(example: $ALT \rightarrow PP_{low}$, $PP_{low} \rightarrow PP_{high}$, $PP_{high} \rightarrow GP$)*

☐ *Always promote from Alternates
(example: $ALT \rightarrow GP$, $ALT \rightarrow PP$)*

☐ *Promote from individual Alternates by prize level
(example: $ALT\ 1 \rightarrow GP$, $ALT2 \rightarrow Prize\ Level\ 2$, $ALT\ 3 \rightarrow Prize\ Level\ 3$, etc.)*

- 6.5.2** The Drawing Manager or designee will upload the SDS winner information template.

☐ – *Under the “Winner Information” SDS page, observed the Drawing Manager or designee loaded the SCCL-EoCert SDS template.*

- 6.5.3** The Drawing Manager or designee will load the appropriate Draw Entry File, verify the number of Entries, verify the Draw Entry File hash file checksum, and bind the data fields.

☐ – *Under the “Entry Files” SDS page, observed the Drawing Manager or designee load the Draw Entry File. When complete, attach a hardcopy printout of the screen capture of the Draw Entry File summary information displayed and calculate the*

following information to compare against the Draw Entry File summary printout:

☐ – *Observed the name of the Draw Entry File loaded into SDS matches the name on the attached Draw Entry File summary printout.*

☐ *Bin Size: _____ x # of Full Bins*
= _____ Entries

☐ *#Partial Bins: _____ x qty. per Partial Bin _____*
= _____ Entries

☐ *Total # Entries (the above two “Entries”): _____ Entries*

☐ – *Observed the SHA1 matches the SHA1 on the attached Draw Entry File summary printout.*

☐ – *Observed the Drawing Manager or designee bind the data fields available to the appropriate corresponding columns in the Draw Entry File. Draw Entry Files are bound by field.*

6.5.4 Upon readiness of the Auditor, the Drawing Manager or designee will initiate the Drawing by selecting “Start Draw.” SDS will generate the SDS Preliminary Results. Each selected Entry drawn will be numbered consecutively in the order drawn, prize winners in prize tier order followed by alternates. The Drawing Manager or designee will save and print the SDS Preliminary Results in both PDF and Excel formats for the Auditor.

☐ – *Observed the Drawing Manager or designee select “Start Draw” on the “Draw Procedure” SDS page to commence the Draw.*

☐ – *Once the Drawing was complete, under the “Preliminary Report” SDS page, observed the Drawing Manager or designee printed and saved a copy of the SDS Preliminary Results PDF file.*

☐ – *Under the “Export Draw Results” SDS page observed the Drawing Manager or designee checked the applicable data field boxes needed (typically, this will include all boxes except: “status,” “comment,” “bin number,” “bin index,” and “file record”), exported the results as an Excel file, and saved the SDS Preliminary Results.*

☐ – *Observed the Drawing Manager or designee formatted the Excel SDS Preliminary Results report, printed, and saved the file.*

- 6.6** For each Drawing, the Drawing Manager or designee will upload the SDS Results.xml file to the EoCert application and export the EoCert Preliminary Results.

☐ – *Observed the Drawing Manager or designee uploaded the SDS Results .xml file to EoCert and exported the EoCert Preliminary Results in Excel format.*

- 6.6.1** Utilizing the verification tool, the Drawing Manager or designee will verify the Draw order numbers, prize tier, entry id, entry order numbers, player id, and Game Ticket/validation numbers from both the SDS Preliminary Results and the EoCert Preliminary Results are the same.

☐ – *Observed the Drawing Manager or designee utilize the verification tool to verify the Draw order numbers, entry id, entry order numbers, player id, and Game Ticket/validation numbers from both the SDS Preliminary Results and the EoCert Preliminary Results are the same.*

- 6.6.2** Unless otherwise specified on the DCF, the Drawing Manager or designee will disqualify all selected Entries meeting the following criteria and the disqualified entries will be replaced with an alternate as defined in **Section 6.8.** of these Procedures:

6.6.2.1 Duplicate Entrants – all selected Entries other than the first selected Entry of an entrant whose Entries are drawn more than once in a Drawing;

6.6.2.2 Incomplete Entries – an Entry must contain a complete first and last (true) names (no initials), complete street address (including city, state, and zip code), email address, telephone number, and DOB; and

6.6.2.3 Multiple Names in one (1) Entry – A reasonability test will be applied to determine if an entrant is unique. Entries with more than one (1) name listed, *i.e., Mr. and Mrs. John Jones or John and Mary Jones*, will be considered two (2) names and will be disqualified.

☐ – *In the EoCert Preliminary Results Excel, observed the Drawing Manager or designee identify and disqualify invalid selected entries and, if necessary, disqualify the corresponding entries in EoCert and either:*

- *If no disqualifications were identified, observed the Drawing Manager or designee format the EoCert Preliminary Results Excel, save as Final Preliminary Results and print; or*
- *If disqualifications were made in EoCert, observed the Drawing Manager or designee export the Final Preliminary Results in Excel format and print.*

6.6.3 If applicable, the Drawing Manager or designee will export this Final Preliminary Results in Excel format and print it for the Auditor.

6.7 The Drawing Manager or designee will select and log into the Drawing Reports application (<https://scradmin.lotteryplus.com>), select the appropriate Drawing report, export, and print the Final Preliminary Results PDF for the Auditor.

□ – *Observed the Drawing Manager or designee select and log into the Drawing Reports application (<https://scradmin.lotteryplus.com>), selected the appropriate Drawing report, exported, and printed the Final Preliminary Results PDF.*

6.8 After completion of the validation step above in **Section 6.6.2** and/or as defined on the DCF of these Procedures, any disqualified selected Entries will be replaced with the next eligible selected Entry on the Preliminary Draw Results by moving every selected Entry up one position on the Preliminary Draw Results in ascending order (i.e. if selection three is disqualified, selection four is moved to three and so on through the entire Preliminary Draw Results). Upon the disqualification of another selection, the same process must be repeated.

6.9 At any point during the Drawing process, a “**Foul**” may be declared. If a Foul is declared during the Drawing, the selection process shall be halted, the SCEL Director of Security or designee will be immediately notified, and the SCEL Director of Security or a designee will void or reinstitute the process as he or she deems appropriate

6.10 All selected Entries validation will be conducted by the SCEL.

7.0 DRAWING COMPLETION

7.1 Upon the completion of each Drawing, the Drawing Manager or designee will provide the SCEL the SDS Preliminary Results and the Final Preliminary Results, in both PDF and EXCEL formats. The password encrypted Draw Results file will be placed on the SG Drawing Services secure EFT server and the SCEL will be notified, via email, the file is ready for retrieval by authorized SCEL personnel.

7.2 For each Drawing, SCEL personnel will review the selected Entries, determine if the selected Entries are qualified, and either: (i) *provide the Drawing Manager or*

designee with the approval of the Preliminary Draw Results or (ii) will identify any new or additional disqualifications via email.

7.2.1 The Drawing Manager or designee will, if applicable, apply any additional disqualifications and alternate promotions according to these Procedures, finalize the Drawing results in EoCert, initiate the Prize winners' website posting in EoCert (Prize won, winners' city and state, as listed on the Official Results), and provide the password encrypted Official Results file, in both PDF and EXCEL formats, to the SCEL via the SG Drawing Services secure EFT server and notify via email that the file is ready for retrieval by authorized SCEL personnel and the website posing is live.

7.2.2 If SG is fulfilling a prize, the Drawing Manager or designee will provide the applicable SCEL approved prize winner(s) to SG Fulfillment.

7.2.3 The Drawing Manager's or designee's signature on the SDS Official Results PDF attests that the Drawing was conducted in accordance with these Procedures and the results shown accurately reflect the results of the Drawing.

7.3 In the event all prize-winning and alternate Entries selected in a Drawing are disqualified and there are not enough qualified Entries to fulfill the prizes, at the written request of the SCEL, SG will select the requested number of additional Alternates (the "**Additional Alternates Drawing**") following these same Procedures. The additional Alternate Entries will be drawn from the appropriate Drawing's Draw Entry File. If an Entry selected in this Additional Alternates Drawing was disqualified in the initial Drawing, that Entry will be disqualified from the Additional Alternates Drawing. Upon completion of the Additional Alternates Drawing, the Preliminary Draw Results will be password encrypted with an agreed upon password, placed on the SG Drawing Services secure EFT server and the SCEL will be notified, via email, the file is ready for retrieval by authorized SCEL personnel. The SCEL will follow these same Procedures to finalize the Drawing results or will determine if SG is to draw additional Alternate Entries.

8.0 FILE MAINTENANCE

8.1 Draw Entry Files for each Drawing will be maintained by SG following each Drawing for a period of a minimum of six (6) months from the date of the Drawing. Thereafter, the Draw Entry Files will be discarded.

9.0 MISCELLANEOUS

9.1 The SCEL reserves the right to make any change(s), revision(s), modification(s), and/or amendment(s) in these Procedures, unless SG is unable to perform the change(s), etc.

9.2 The decision of the SCEL will be final concerning any dispute arising out of Drawing and/or procedure.

SAMPLE

9.3 In the event any Drawing is re-scheduled, the Drawing will be held at the new time and/or date following these same Procedures as contained herein or as modified in writing and approved by the SCEL.

9.4 Drawings are VOID WHERE PROHIBITED BY LAW.

Approvals:

_____ South Carolina Education Lottery Craig Perry, Director of Security <u>or</u> Elizabeth Bussell, Sr. Security Ops Mgr & Legal Counsel	_____ Date
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_____ Terri Schofield, Drawing Manager Scientific Games, LLC	_____ Date
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Attachment A – Draw Confirmation Form - DCF (page 12)

SAMPLE**Attachment A**

**SOUTH CAROLINA EDUCATION LOTTERY
SECOND-CHANCE DRAWINGS DRAW CONFIRMATION FORM**

PROMOTION NAME:

Draw #	Draw Date	Entry Start Date/Time	Entry End Date/Time	# of Prizes	Prize	# of Alternates
	00/00/0000	00/00/0000 00:00:00 ET	00/00/0000 23:59:59 ET			
	00/00/0000	00/00/0000 00:00:00 ET	00/00/0000 23:59:59 ET			
	00/00/0000	00/00/0000 00:00:00 ET	00/00/0000 23:59:59 ET			

By signing this document, the SCEL grants SG permission to proceed with the above Drawing(s) using the above parameters.

Approvals:

South Carolina Education Lottery
Craig Perry, Director of Security *or*
Elizabeth Bussell, Sr. Security Ops Mgr & Legal Counsel

Date

Terri Schofield, Drawing Manager
Scientific Games, LLC

Date

**SOUTH CAROLINA EDUCATION LOTTERY
SCEL COIN FOR DRAWINGS
DRAWING PROCEDURES v. 4.0, 12.09.2025
EFFECTIVE: NOVEMBER 20, 2025**

1.0 PURPOSE

- 1.1** This document establishes the South Carolina Education Lottery (the “**SCEL**”) Players’ Club Rewards program (the “**PCR**”) drawing procedures (these “**Procedures**”) utilized on behalf of the SCEL by its contractor Scientific Games, LLC (“**SG**”). The PCR may offer drawings into which entrants may gain entry using PCR SCEL COIN “**SCEL COIN.**” These Procedures supersede all other published material other than the official PCR rules.
- 1.2** These Procedures include a checklist, a copy of which will be completed per **Section 2.6** of these Procedures.

2.0 DEFINITIONS

- 2.1** “**Auditor(s)**” shall mean an employee from and representing an independent Certified Public Accountant firm contracted by SG who must be present (either physically or virtually), observe each Drawing, and provide certification in the form of a report(s) to SG and the SCEL via email for each Drawing. The report of the Auditor, completed and submitted to the SCEL Director of Security within one (1) business day of the Drawing must, at a minimum certify compliance with each step specified in **Sections 6.1 through 6.9.** of these Procedures and fully explain any deviation from these requirements and/or any failure by the Drawing Manager or designee to execute these Procedures correctly and accurately. The Auditor will also complete the Drawing Checklist and provide, with the Drawing report as stated above, to SG and the SCEL via email for each Drawing.
- 2.2** “**CFD**” shall mean SCEL COIN for Drawings in which entrants redeem SCEL COIN for Drawing Entries.
- 2.3** “**DCF**” shall mean the Draw Confirmation Form (Attachment B).
- 2.4** “**Draw Entry File**” shall mean the electronic file of all qualified Entries submitted during the Drawing period.
- 2.5** “**Draw(s)**” or **Drawing(s)**” shall mean a drawing within the PCR.
- 2.6** “**Drawing Checklist**” shall mean all the blank lines and checkboxes under **Sections 6.1 through 6.7.** of these Procedures that will be completed by the Auditor to document the Drawing Manager’s or designee’s actions were observed.
- 2.7** “**Drawing Manager**” shall mean the SG employee designated to manage all activity relative to each Drawing.

- 2.8 “**EFT**” shall mean the secure Enhanced File Transfer, the platform used to securely share files.
- 2.9 “**Entry**” or “**Entries**” shall mean the electronic record of point(s) redeemed by an entrant to participate in a Drawing.
- 2.10 “**EoCert Preliminary Results**” shall mean a report containing all general Draw information data and the detailed information of the selected Entries generated by SDS combined with the PII from EoCert.
- 2.11 “**Final Preliminary Results**” shall mean a report containing all general Draw information data and the detailed information of the selected Entries after validation.
- 2.12 “**Official Results**” shall mean the SCEL approved finalized Drawing results containing all general Draw information data and the detailed information of the selected Entries.
- 2.13 “**Other Witnesses**” shall mean any individual who desires to witness a Drawing. These witnesses shall serve no official purpose in a Drawing. Individuals who desire to witness a Drawing will be permitted to do so under most circumstances. Upon receiving a request from an individual to witness a Drawing, SG will notify the SCEL and provide the SCEL with a copy of a government issued photo identification of that individual. The SCEL may prohibit individuals from witnessing a Drawing if they fail to provide the appropriate identification or as otherwise determined by the SCEL. These witnesses will serve no official purpose in a Drawing and will not sign any Drawing form or Drawing documentation. Any expenses occurred by a witness will be the responsibility of the witness. SG will accommodate as many Drawing witnesses as possible but reserves the right to deny individuals access or limit the number of witnesses based on fire codes and regulations, personnel safety considerations, or when conditions exist that may interfere with the efficiency or security of Drawing operations
- 2.14 “**PII**” shall mean personally identifiable information, including but not limited to names, addresses, phone numbers, email addresses, and date of birth (“**DOB**”).
- 2.15 “**SCEL Witness**” shall mean a SCEL representative who may witness all processes related to the Drawing(s). The SCEL reserves the right to witness all processes related to the Drawing(s).
- 2.16 “**SDS**” shall mean the Secure Draw System, the application utilizing a Random Number Generator to select prize winners and Alternates securely and randomly for Drawing(s).
- 2.17 “**SDS Preliminary Results**” shall mean a report containing all general Draw information data and the detailed information of the selected Entries generated by SDS.

2.18 “SG Security” shall mean the SG employees designated to manage the video with audio equipment that will record the Drawing proceedings as described in ***Sections 6.3 through 6.9*** of these Procedures and will provide a copy of the recorded Drawing to the SCEL via secure EFT.

2.19 “Website” shall mean the website established for Entry into the Drawing(s) accessed at <https://www.sceducationlottery.com>.

3.0 ENTRY DEADLINES AND DRAWING DATES

3.1 The Entry start and deadline dates/times will be set by the SCEL and communicated to the Drawing Manager or designee. The SCEL will approve the Entry schedule and the number of prize winners and Alternates to be selected via the DCF.

4.0 DRAWING ELIGIBILITY AND QUALIFYING ENTRIES

4.1 Entries acquired from SCEL COIN will only be eligible for the Drawing for which they were acquired. Entrants may submit as many Entries as they choose based on the number of SCEL COIN accumulated but an entrant may only win one (1) prize per Drawing, unless otherwise specified on the DCF. Entries must be received within the Drawing parameters as specified on the DCF.

4.2 To qualify for a Drawing, an entrant must be registered online for the PCR according to the official PCR rules and have sufficient SCEL COIN to redeem for CFD Drawing Entry. Entries may require various numbers of SCEL COIN depending on the CFD Drawing.

4.3 Only Entries received using PCR SCEL COIN will be eligible for any CFD Drawing.

5.0 DRAWING REQUIREMENTS

5.1 Drawing Personnel

5.1.1 The following personnel will be involved in the conduct of Drawings: the Drawing Manager or designee, SG Security, and the Auditor.

5.2 Drawing Location

5.2.1 The Drawing(s) will take place at SG located at 1500 Bluegrass Lakes Pkwy, Alpharetta, GA 30004. With the written consent of the SCEL or upon the direction of the SCEL, the Drawing(s) may be held at another location.

6.0 DRAWING ACTIVITY

6.1 Prior to the initiation of any Drawing activity, the Drawing Manager or designee will ensure that both SG and the Auditor have a completed and signed DCF for

the relevant Drawing(s). Any Drawing will be conducted on the Drawing date stated on the applicable DCF.

☐ ***Both the Drawing Manager or designee and Auditor have the completed and signed DCF and Procedures for the relevant Drawing(s).***

☐ ***CFD:*** _____

☐ ***Draw Date:*** _____

☐ ***Start Time:*** _____

☐ ***Location:*** _____

☐ ***Draw Manager or Designee:*** _____

☐ ***Auditor Name:*** _____

☐ ***Names of all other parties present (please print):***

☐ _____ ***Position:*** _____

☐ _____ ***Position:*** _____

- 6.2** Prior to the initiation of any Drawing activity, the Drawing Manager or designee and SG Security will test the audio equipment to ensure it is functioning properly for the video recording.

☐ – ***Observed the Drawing Manager or designee call SG Security to test the video and audio equipment.***

☐ – ***Observed SG Security deem the video and audio equipment operational.***

☐ – ***Observed the Drawing Manager or designee turned on the audio and visual buttons to record the Drawing.***

- 6.3** Prior to the initiation of each Drawing, the Drawing Manager or designee will audit the SG Drawing Services secure EFT folder (path: EFT > Lottery-Drawing > Eocert Prod > SC Ensemble > Draw Entry File) to ensure it is empty.

☐ – ***Observed the Drawing Manager or designee navigated to the Draw Entry File folder via the aforementioned path, and it was empty.***

- 6.4** For each Drawing, the Drawing Manager or designee will electronically export the Draw Entry File without PII that was submitted during the eligibility period for that Drawing, as specified on the DCF, from the EoCert application to the SG Drawing Services secure EFT folder (path: EFT > Lottery-Drawing > Eocert Prod

> SC Ensemble > Draw Entry File), by selecting the appropriate Drawing and date range of records to be exported. The Drawing Manager or designee will print the Draw Entry File summary page for the Auditor. The exported .txt.gz Draw Entry File will be moved from the EFT folder to the Drawing folder and the file will be unzipped to the .txt file.

☐ – *Observed the Drawing Manager or designee selected and logged into the EoCert Drawing application. (<https://scl-eocert.sg-bonusing.com>).*

☐ – *Observed the Drawing Manager or Designee enter the Lottery, CFD name, start and end Dates/Times as specified on the DCF.*

☐ – *Observed as the Drawing Manager or designee generated the Draw Entry File export.*

☐ – *The Draw Entry File summary report was printed.*

☐ – *Record initial count of Entry records in this database:
_____ records of data.*

☐ – *Observed the Drawing Manager or designee copy the Draw Entry File from the SG Drawing Services secure EFT folder to the Draw folder and unzip file.*

6.5 For each Drawing, the Drawing Manager or designee will launch the SDS and enter the appropriate Drawing information as specified on the DCF.

☐ – *Observed the Drawing Manager or designee launch the SDS program.*

☐ – *Observed the Drawing Manager or designee entered on the “Basic Information” SDS page: the state name, CFD name, Draw number (“1” unless otherwise noted on the DCF), Entry start and Entry end dates/times as specified on the DCF and the bin size was entered.*

6.5.1 The Drawing Manager or designee will input the prizes by tier level, the number of prize winners for each prize tier, and the number of alternates to be selected as specified on the DCF and input the promotion method as specified below in **Section 6.8** of these Procedures, unless otherwise specified on the DCF, for the Drawing.

☐ – *Observed the Drawing Manager or Designee enter on the “Prize Tiers” SDS page: the prizes by tier level, the number of prize winners for each prize tier, and the number of alternates to be selected as specified on the DCF.*

☐ – *Observed the Drawing Manager or Designee entered, the prize tiers and alternate promotion method as specified on the Procedures and/or the DCF.*

☐ – *Select the promotion method used:*

☐ *Promote through all levels*

(example: ALT → PP_{low}, PP_{low} → PP_{high}, PP_{high} → GP)

☐ *Always promote from Alternates*

(example: ALT → GP, ALT → PP)

☐ *Promote from individual Alternates by prize level*

(example: ALT 1 → GP, ALT2 → Prize Level 2, ALT 3 → Prize Level 3, etc.)

6.5.2 The Drawing Manager or designee will upload the SDS winner information template.

☐ – *Under the “Winner Information” SDS page, observed the Drawing Manager or designee load the SCCL-EoCert SDS template.*

6.5.3 The Drawing Manager or designee will load the appropriate Draw Entry File, verify the number of Entries, verify the Draw Entry File hash file checksum, and bind the data fields.

☐ – *Under the “Entry Files” SDS page, observed the Drawing Manager or designee load the Draw Entry File. When complete, attach a hardcopy printout of the screen capture of the Draw Entry File summary information displayed and calculate the following information to compare against the Draw Entry File summary printout:*

☐ – *Observed the name of the Draw Entry File loaded into SDS matches the name on the attached Draw Entry File summary printout.*

☐ *Bin Size:* _____ *x # of Full Bins*

= _____ *Entries*

☐ *#Partial Bins:* _____ *x qty. per Partial Bin* _____

= _____ *Entries*

☐ *Total # Entries (the above two “Entries”):* _____ *Entries*

☐ – *Observed the SHA1 matches the SHA1 on the attached Draw Entry File summary printout.*

☐ – *Observed the Drawing Manager or designee bind the data fields available to the appropriate corresponding columns in the Draw Entry File. Draw Entry Files are bound by field.*

6.5.4 Upon readiness of the Auditor, the Drawing Manager or designee will initiate the Drawing by selecting “Start Draw.” SDS will automatically generate the Preliminary Results. Each selected Entry drawn will be numbered consecutively in the order drawn, prize winners in prize tier order followed by alternates. The Drawing Manager or designee will save and print the Preliminary Results in both PDF and Excel formats for the Auditor.

☐ – *Observed the Drawing Manager or designee select “Start Draw” on the “Draw Procedure” SDS page to commence the Draw.*

☐ – *Once the Drawing was complete, under the “Preliminary Report” SDS page, observed the Drawing Manager or designee printed and saved a copy of the SDS Preliminary Results PDF file.*

☐ – *Under the “Export Draw Results” SDS page observed the Drawing Manager or designee checked the applicable data field boxes needed (typically, this will include all boxes except: “status,” “comment,” “bin number,” “bin index,” and “file record”), exported the results as an Excel file, and saved the SDS Preliminary Results.*

☐ – *Observed the Drawing Manager or designee formatted the Excel SDS Preliminary Results report, printed, and saved the file.*

6.6 For each Drawing, the Drawing Manager or designee will upload the SDS Results.xml file to the EoCert application and export the EoCert Preliminary Results.

☐ – *Observed the Drawing Manager or designee uploaded the SDS Results .xml file to EoCert and exported the EoCert Preliminary Results in Excel format.*

6.6.1 Utilizing the verification tool, the Drawing Manager or designee will verify the Draw order numbers, prize tier, entry id, entry order numbers, and player id, from both the SDS Preliminary Results and the EoCert Preliminary Results are the same.

☐ – *Observed the Drawing Manager or designee utilize the verification tool to verify the Draw order numbers, entry id, entry order numbers,*

and player id, from both the SDS Preliminary Results and the EoCert Preliminary Results are the same.

6.6.2 Unless otherwise specified on the DCF, the Drawing Manager or designee will disqualify all selected Entries meeting the following criteria and the disqualified entries will be replaced with an alternate as specified in **Section 6.8.** of these Procedures:

6.6.2.1 Duplicate Entrants – all selected Entries other than the first selected Entry of an entrant whose Entries are drawn more than once in a Drawing;

6.6.2.2 Incomplete Entries – an Entry must contain a complete first and last (true) names (no initials), complete street address (including city, state, and zip code), email address, telephone number, and date of birth (“DOB”); and

6.6.2.3 Multiple Names in one (1) Entry – A reasonability test will be applied to determine if an entrant is unique. Entries with more than one (1) name listed, *i.e Mr. and Mrs. John Jones or John and Mary Jones*, will be considered two (2) names and will be disqualified.

□ – *In the EoCert Preliminary Results Excel, observed the Drawing Manager or designee identify and disqualify invalid selected entries and, if necessary, disqualify the corresponding entries in EoCert and either:*

□ *If no disqualifications were identified, observed the Drawing Manager or designee format the EoCert Preliminary Results Excel, save as Final Preliminary Results and print; or*

□ *If disqualifications were made in EoCert, observed the Drawing Manager or designee export the Final Preliminary Results in Excel format and print.*

6.6.3 If applicable, the Drawing Manager or designee will export this Final Preliminary Results in Excel format and print it for the Auditor.

6.7 The Drawing Manager or designee will select and log into the Drawing Reports application (<https://scradmin.lotteryplus.com>), select the appropriate Drawing report, export, and print the Final Preliminary Results PDF for the Auditor.

□ – *Observed the Drawing Manager or designee select and log into the Drawing Reports application (<https://scradmin.lotteryplus.com>), selected the appropriate Drawing report, exported, and printed the Final Preliminary Results PDF.*

- 6.8 After completion of the validation step above in **Section 6.6.2** and/or as defined on the DCF of these Procedures, any disqualified selected Entries will be replaced with the next eligible selected Entry on the Preliminary Results by moving every selected Entry up one position on the Preliminary Results in ascending order (i.e. if selection three is disqualified, selection four is moved to three and so on through the entire Preliminary Results). Upon the disqualification of another selection, the same process must be repeated.
- 6.9 At any point during the Drawing process, a “**Foul**” may be declared. If a Foul is declared during the Drawing, the selection process shall be halted, the SCEL Director of Security or designee will be immediately notified, and the SCEL Director of Security or a designee will void or reinstitute the process as he or she deems appropriate.
- 6.10 All selected Entries validation will be conducted by the SCEL.

7.0 DRAWING COMPLETION

- 7.1 Upon the completion of each Drawing, the Drawing Manager or designee will provide the SCEL with both the SDS Preliminary Results and the Final Preliminary Results, in both PDF and EXCEL formats. The Preliminary Results file will be password encrypted with an agreed upon password, placed on the SG Drawing Services secure EFT server and the SCEL will be notified, via email, the file is ready for retrieval by authorized SCEL personnel.
- 7.2 For each Drawing, SCEL personnel will review the selected Entries, determine if the selected Entries are qualified, and either *(i) provide the Drawing Manager or designee with the approval of the Preliminary Results or (ii) will identify any new or additional disqualifications* via email.
 - 7.2.1 The Drawing Manager or designee will, if applicable, apply any additional disqualifications and alternate promotions according to these Procedures, finalize the Drawing results in EoCert, initiate the Prize winners’ website posting in EoCert (Prize won, winners’ city and state, as listed on the Official Results), and provide the password encrypted Official Results file, in both PDF and EXCEL formats, to the SCEL via the SG Drawing Services secure EFT server and notify via email that the file is ready for retrieval by authorized SCEL personnel and the website posing is live.
 - 7.2.2 If SG is fulfilling a prize, the Drawing Manager or designee will provide the applicable SCEL approved prize winner(s) to SG Fulfillment.
 - 7.2.3 The Drawing Manager’s or designee’s signature on the SDS Official Results PDF attests that the Drawing was conducted in accordance with these Procedures and the results shown accurately reflect the results of the Drawing.
- 7.3 In the event all prize-winning and alternate Entries selected in a Drawing are disqualified and there are not enough qualified Entries to fulfill the prizes, at the

written request of the SCEL, SG will select the requested number of additional Alternates (the “**Additional Alternates Drawing**”) following these same Procedures. The additional Alternate Entries will be drawn from the appropriate Drawing’s Draw Entry File. If an Entry selected in this Additional Alternates Drawing was disqualified in the initial Drawing, that Entry will be disqualified from the Additional Alternates Drawing. Upon completion of the Additional Alternates Drawing, the Preliminary Results will be password encrypted with an agreed upon password, placed on the SG Drawing Services secure EFT server and the SCEL will be notified, via email, the file is ready for retrieval by authorized SCEL personnel. The SCEL will follow these same Procedures to finalize the Drawing results or will determine if SG is to draw additional Alternate Entries.

8.0 FILE MAINTENANCE

- 8.1** Draw Entry Files for each Drawing will be maintained by SG following each Drawing for a period of a minimum of six (6) months from the date of the Drawing. Thereafter, the Draw Entry Files will be discarded.

9.0 MISCELLANEOUS

- 9.1** The SCEL reserves the right to make any change(s), revision(s), modification(s), and/or amendment(s) in these Procedures, unless SG is unable to perform the change(s), etc.
- 9.2** The decision of the SCEL will be final concerning any dispute arising out of Drawing and/or procedure.
- 9.3** In the event any Drawing is re-scheduled, the Drawing will be held at the new time and/or date following these same Procedures as contained herein or as modified in writing and approved by the SCEL.
- 9.4** Drawings are VOID WHERE PROHIBITED BY LAW.

Approvals:

South Carolina Education Lottery Craig Perry, Director of Security <u>or</u> Elizabeth Bussell, Sr. Security Ops Mgr & Legal Counsel	Date
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Terri Schofield, Drawing Manager Scientific Games, LLC	Date
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SAMPLE**Attachment A****SOUTH CAROLINA EDUCATION LOTTERY
COIN FOR DRAWINGS DRAW CONFIRMATION FORM**

CFD Drawing Name	Draw Date	Entry Start Date/Time	Entry End Date/Time	# of Prizes	Prize	# of Alternates
	00/00/0000	00/00/0000 00:00:00 ET	00/00/0000 23:59:59 ET			
	00/00/0000	00/00/0000 00:00:00 ET	00/00/0000 23:59:59 ET			
	00/00/0000	00/00/0000 00:00:00 ET	00/00/0000 23:59:59 ET			
	00/00/0000	00/00/0000 00:00:00 ET	00/00/0000 23:59:59 ET			
	00/00/0000	00/00/0000 00:00:00 ET	00/00/0000 23:59:59 ET			

By signing this document, the SCEL grants SG permission to proceed with the above CFD Drawing(s) using the above parameters.

Approvals:

South Carolina Education Lottery
Craig Perry, Director of Security or
Elizabeth Bussell, Sr. Security Ops Mgr & Legal Counsel

Date

Terri Schofield, Drawing Manager
Scientific Games, LLC

Date