

# ONLINE WEB ACCOUNT

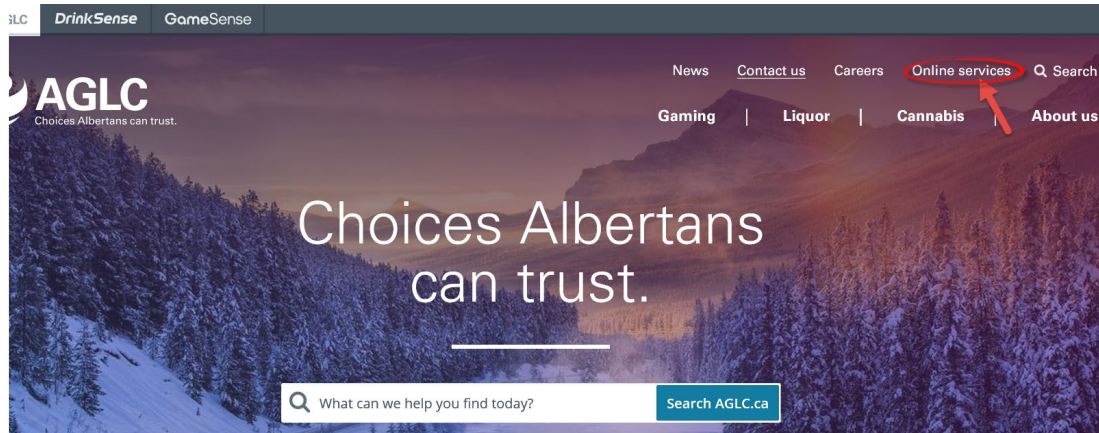
Creating an under \$20,000 raffle licence



# Creating a Raffle Licence

1

- You will want to log in to the online portal to create your own raffle licences
- From the AGLC home page click on “Online Services” at the top



## Online services

AGLC internet accounts provide access to online services and are available to registered charitable gaming organizations, liquor licensees, liquor agents, and casino staff.

Gaming

Liquor

Cannabis

About us

### **Charities, Registries, Liquor Licensees**

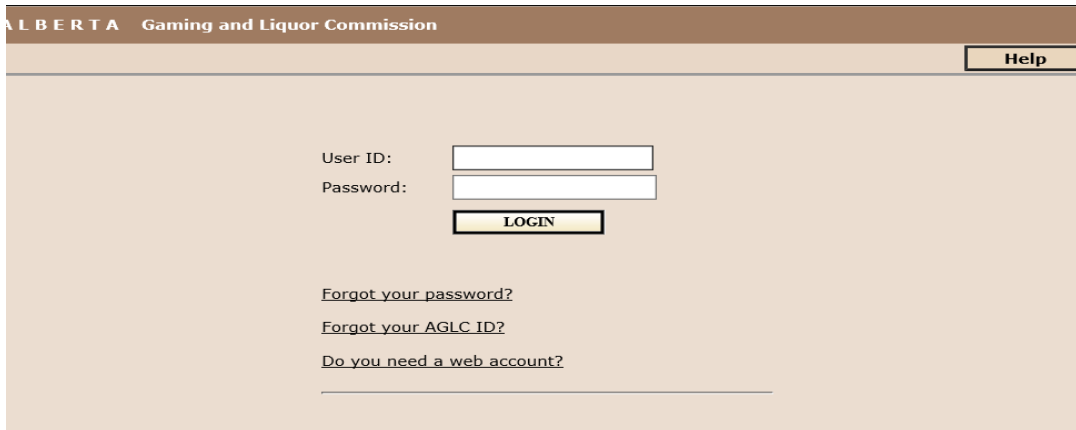


[Log in to AGLC's Online Services for Charities, Registries, Liquor Licensees](#)

# Creating a Raffle Licence

3

- On this screen you will enter your AGLC ID and password. The AGLC ID # is the “Organization ID”.



The screenshot shows the login page for the Alberta Gaming and Liquor Commission. The page has a brown header with the text "ALBERTA Gaming and Liquor Commission" on the left and a "Help" button on the right. Below the header, there are two input fields: "User ID:" and "Password:". Below these fields is a "LOGIN" button. At the bottom of the page, there are three links: "[Forgot your password?](#)", "[Forgot your AGLC ID?](#)", and "[Do you need a web account?](#)".

# Creating a Raffle Licence

➤ The next step is to click on Raffle under 20K

- Pull ticket licence fees for all units, regardless of size, are \$5

### Aid of the Distressed

The Charitable Gaming Policies Handbook was amended:

- 3.2 eligibility policy now includes temporary residential accommodations and providing the necessities of life to victims of disasters or sudden catastrophes
- 5.27 use of proceeds policy was added to address eligible/ineligible use of gaming proceeds for aid of the distressed program

### Fill out a Raffle \$20,000 or less financial report online

- Go to Gaming Licence List below
- Choose your licence number
- Click Form under Actions on the left

### Print out a financial report for any of the other streams

- Go to Outstanding Financial Reports List below
- Choose your licence number

#### Quick Links

[Raffle Under 20K](#)

Provides access to the Organization Search which is the starting point for creating a Raffle Licence.

[Gaming Licence List](#)

Provides access to Licence details and related forms.

[Organization Contact List](#)

Displays the organization's Contact List.

[Current Use of Proceeds List](#)

Displays the organization's Current Use of Proceeds List.

[Outstanding Financial Reports List](#)

Outstanding Financial Reports List (other than Raffle \$20,000 or

# Creating a Raffle Licence

5

- Click “New Licence”

ALBERTA Gaming and Liquor Commission

Home Services Forms / Reports User Accounts Help Logout

Organization: Eligibility: Raffle \$20,000 and less  
Name:

### Licence List

Select Licence	Licence Number	Status Type	Effective Date	Expired Date
<a href="#">Select</a>	327810	Complete	07 Dec 2011	18 Dec 2011

Page 1 of 1

[PREVIOUS](#) [NEW LICENCE](#)

# Creating a Raffle Licence

6

- The first page is the “General” information. The dates for the Licence period will always be “today’s” date and the last day “to (ie.2019/02/22)” is the final draw date.

The screenshot shows the 'Licence Entry Wizard - General' form. The 'Licence Period from' field is set to 2019/02/08 and the 'to' field is set to 2019/02/22, both circled in red. Other fields include Contact, Raffle Format (50/50 Draw), Use of Proceeds (Pay for ice time), and Requested By (Given Name, Last Name, Telephone Number, Email). A 'Check to confirm that requestors identification has been verified' checkbox is present. Navigation buttons 'PREVIOUS', 'NEXT', and 'FINISH' are at the bottom.

# Creating a Raffle Licence

- The next screen is the ticket information. You can have multiple ticket prices, just click on “Insert Row”. Read the example below if having a hard time entering the ticket information.
- The system will also give you an error message if you’re entering the wrong combinations of numbers. (Discounted tickets must be divisible by a whole number. For example, 2100 tickets @ 3 for \$5). It’s important to read the error message as it tells you what you need to fix.



# Creating a Raffle Licence

Eligibility: Raffle \$20,000 and less

General Tickets Location Prizes Expense Details

### Licence Entry Wizard Ticket Information

Colour	Units	Unit Price	Quantity	Extended Value
White	1	for \$ 2.00	500	\$1,000.00
<b>Example:</b>				
Red	1	\$2.00	500	\$1,000.00
White	3	\$5.00	300	\$500.00
<b>Total Amount:</b>				<b>\$1,000.00</b>

INSERT ROW      DELETE ROW

PREVIOUS      NEXT      FINISH

# Creating a Raffle Licence

9

➤ The next step is the draw location

Home Services Forms / Reports User Accounts Help Logout

Organization: Eligibility: Raffle \$20,000 and less

Name:

General Tickets **Location** Prizes Expense Details

**Licence Entry Wizard**  
**Enter Draw Date/Location**

Licence Period: From 2019/02/08 to 2019/02/22

Row	Draw Date (yyyy/mm/dd)	City	Name of Draw Location
1	2019/02/08	Edmonton	Rogers Place
2	2019/02/22	Edmonton	Rogers Place

INSERT ROW DELETE ROW MULTI-DATE INSERT...

PREVIOUS NEXT FINISH

- The next step is the prize information. In this example of a 50/50 that has 2 draw dates, the system automatically figured out the prize amounts. (Remember on the general page at the beginning the prize format selected was 50/50).
- All prize amounts for 50/50's with multiple draw dates will always be zero until the final draw date. On the final draw date the prize amount will be 50% of the total ticket value on the licence, in our example the total prize amount is \$500 which means for this licence the most that can be awarded is \$500.

# Creating a Raffle Licence

11

Home Services ▾ Forms / Reports ▾ User Accounts ▾ Help ▾ Logout

Organization Eligibility: Raffle \$20,000 and less  
Name

General Tickets Location Prizes Expense Details

### Licence Entry Wizard Draw Prizes

Note: Total Ticket Value: \$1000.00;  
Minimum Prize Total Retail Value is (20%): \$200.00

Draw Date/Location	Prize Description	Qty	Retail Value		Org. Cost
			(each)	Extended	
08 Feb 2019 - Rogers Place (Edmonton) ▾	Percentage of Ticket Sales	1	\$ 0.00	\$0.00	\$ 0.00
22 Feb 2019 - Rogers Place (Edmonton) ▾	Percentage of Ticket Sales	1	\$ 500.00	\$500.00	\$ 500.00

Total Quantity: 2  
Total Retail Value: \$500.00  
Total Organization Cost: \$500.00

INSERT ROW DELETE ROW

PREVIOUS NEXT FINISH

- The next step is the Expenses. These are estimated expenses and can include the cost of printing tickets, advertising the raffle, renting hand held devices from an approved AGLC Gaming Supplier....
- As these are estimated expenses for the raffle, once the raffle is completed the group will have to complete their financial form which prints with the licence and that is where they would put their 'actual' expenses.

# Creating a Raffle Licence

13

Home Services Forms / Reports User Accounts Help Logout

Organization: Eligibility: Raffle \$20,000 and less

Name:

General Tickets Location Prizes Expense Details

### Licence Entry Wizard Expenses

Note (1): Do not include Prize Expenses.  
Note (2): Ticket Value: \$1000.00; Maximum Allowable Expenses (30%): \$300.00

Expense	Amount
Advertising/promotion	\$ 0.00
Other Expenses	
Printing	\$0.00

INSERT ROW DELETE ROW

PREVIOUS NEXT FINISH

# Creating a Raffle Licence

14

- The last step is where you would review all of the information entered into the licence. If there is an error you would click on the side menu, and it will take you to that section (ie. Tickets).
- It is VERY IMPORTANT THAT YOU CLICK **“ISSUE LICENCE”**. ***If a licence remains in “Pending” status for longer than 24 hours, the licence will fall of the system and there will no longer be a valid licence.***
- It is important to know that you only have 24 hours to finish entering the licence information and **“Issue”** the licence within 24 hours.
- Once a licence is “Issued” and you want to make changes to the licence, you only have 24 hours to Edit the licence. You would log in and click on “gaming licence list” and select the licence # you issued, then click on “Edit” licence so that you can then go and make the necessary changes to the licence. It is important to note that the only change you cannot make is the final draw date, you would have to send an e-mail to [gaming.licensing@aglc.ca](mailto:gaming.licensing@aglc.ca) to amend the licence or request to cancel and you can start again. Once you make your changes to the licence you MUST “Issue” the licence again, so the changes are accepted on the licence. Then print the amended licence.
- When you click on “Issue” licence but it doesn’t prompt you to print the licence (this would depend on your computer settings) you can always log in on any computer at any time and click on your “gaming licence list” and select the licence # you issued. You would then click on “Generate Cert” and this will prompt you to print the licence. There is no other way to print the licence, you have to click on “Generate Cert”. On the next page “Generate Cert” is greyed out because this licence was not actually issued as it was an example.

# Creating a Raffle Licence

**Licence Information**

Confirm licence information, then click either the **"Issue Licence"** or **"Cancel Licence"** button (below) to complete the licence process.

---

**General**

Licence: not issued      **Status: Pending**      Created: 2019-02-08 08:59 (LEdw)

Format: 50/50 Draw      Contact:

Effective Date: 08 Feb 2019      Expired Date: 22 Feb 2019

Use of Proceeds: Pay for ice time

Requested By:

---

**Tickets**

Colour	Unit Price	Quantity	Extend Value
White	1 for \$2.00	500	\$1,000.00
<b>Total Value:</b>			<b>\$1,000.00</b>

---

**Draw Dates, Location and Prizes**

Draw Date: 08 Feb 2019      Location/City: Rogers Place/Edmonton

Prize Description	Quantity	Retail Value	Organization Cost
Percentage of Ticket Sales	1	\$0.00	\$0.00
<b>Draw Totals:</b>		<b>1</b>	<b>\$0.00</b>

Draw Date: 22 Feb 2019      Location/City: Rogers Place/Edmonton

Prize Description	Quantity	Retail Value	Organization Cost
Percentage of Ticket Sales	1	\$500.00	\$500.00
<b>Draw Totals:</b>		<b>1</b>	<b>\$500.00</b>
<b>Grand Totals:</b>		<b>2</b>	<b>\$500.00</b>

---

**Licence Expenses**

Expense	Amount