

# ONLINE WEB ACCOUNT

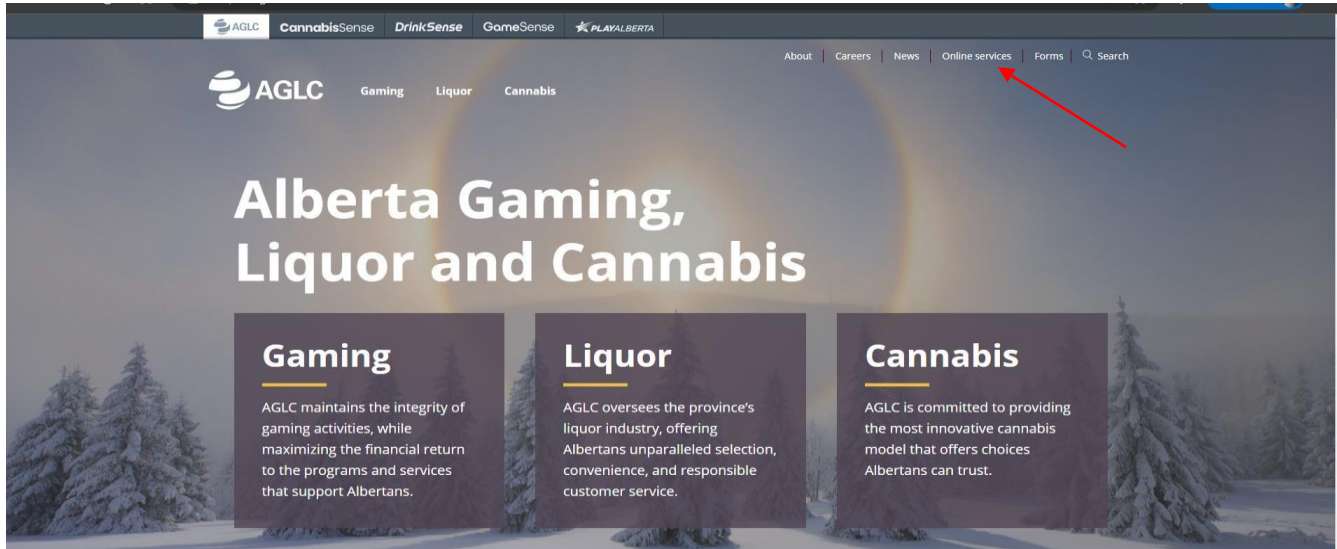
Creating an under \$20,000 raffle licence



# 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



# Creating a Raffle Licence

2

Application login updates  
AGLC has made login updates to the following applications: Liquor Agency Portal, Liquor Sales Application, AML reporting application, Cannabis Portal, and Casino Portal. Please check your email (initial, upon, link folders) for further information from AGLC.

### Gaming & Cannabis Applications

- Services for Charities & Registries
- Log in to the Casino Portal
- Log in to the AML Reporting application
- Log in to the Cannabis Portal

#### Services for Charities and Registries

Log in to AGLC's Online Services for Charities and Registries

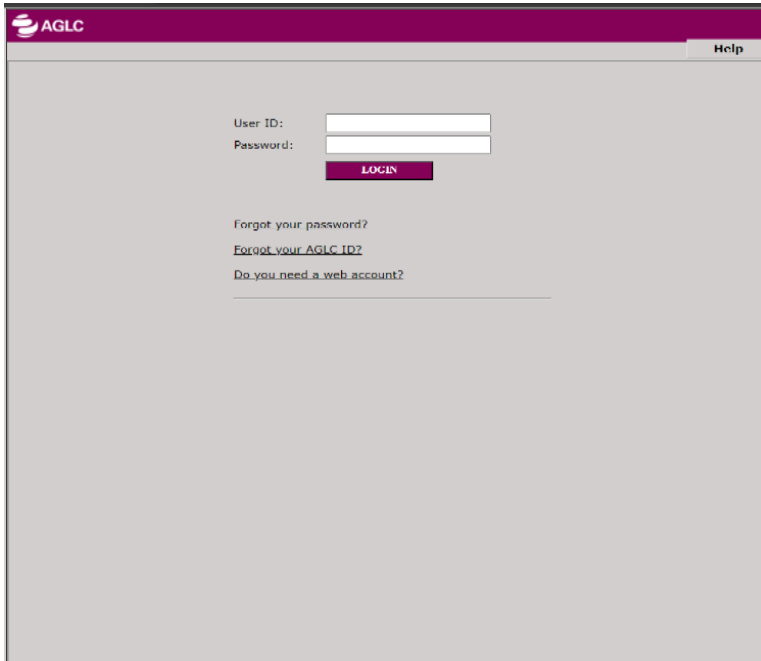
Log in to Online Services

For registered charitable gaming organizations

New account requests

# Creating a Raffle Licence

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



# Creating a Raffle Licence

4

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

The screenshot shows the AGLC website dashboard. At the top, there is a navigation bar with the AGLC logo and the text 'United Way of the Alberta Capital Region'. Below the navigation bar, there is a 'Welcome' message. The main content area is divided into several sections:

- Raffles**: A section with a heading and a paragraph stating 'The total ticket value (TTV) for small raffles increased to \$20,000.' followed by a bulleted list of requirements for groups conducting small raffles.
- Cannabis may not be offered as a raffle prize.**: A heading with a sub-heading 'Bingo and Pull Ticket Licence Fees' and a bulleted list of fee information.
- Fill out a Raffle \$20,000 or less financial report online**: A heading with a bulleted list of instructions.
- Print out a financial report for any of the other streams**: A heading with a bulleted list of instructions.
- Quick Links**: A section with a heading and a list of links, each with a brief description of what it provides. The link 'New Raffle Licence Under 20K' is highlighted with a red arrow.

# Creating a Raffle Licence

5

- 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.2024/02/22)” is the final draw date. **New is the ERS and RNG information.**

The screenshot displays the 'Licence Entry Wizard' interface for the 'General' section. At the top, the AGLC logo and navigation menu are visible. The main content area includes the following fields and options:

- Licence Period from:** 2023/03/16
- to:** 2024/02/22 (highlighted with a red circle)
- Contact:** [Redacted]
- Raffle Format:** [Redacted]
- Use of Proceeds:** Pay for ice time
- Entered By:**
  - Given Name: [Redacted]
  - Last Name: [Redacted]
  - Telephone Number: [Redacted]
  - Email: [Redacted]
- Select ERS Gaming Supplier:** (799913) , Rafflebox Technologies Inc. (indicated by a red arrow)
- Check box if using an ERS system
- Check box if using a random number generator (RNG)

- 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

7

AGLC United Way of the Alberta Capital Region

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 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
Total Amount:				<b>\$1,000.00</b>

INSERT ROW DELETE ROW

PREVIOUS NEXT FINISH



# Creating a Raffle Licence

➤ The next step is the draw location

AGLC United Way of the Alberta Capital Region

Home Services Forms / Reports User Accounts Help Logout

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

General Tickets Location Prizes Expense Details

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

Licence Period: From 2023/03/16 to 2024/02/22

Row	Draw Date (yyyy/mm/dd)	City	Name of Draw Location
1	2023/03/16	Edmonton	Rogers Place
2	2024/02/22	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

10

AGLC United Way of the Alberta Capital Region

Home Services Forms / Reports User Accounts Help Logout

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

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	
16 Mar 2023 - Rogers Place (Edmonton)	Percentage of Ticket Sales	<input type="text"/>	\$ 0.00	\$0.00	\$ 0.00
22 Feb 2024 - Rogers Place (Edmonton)	Percentage of Ticket Sales	<input type="text"/>	\$ 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 handheld devices, and/or ERS and RNG services 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

12

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Home Services Forms / Reports User Accounts Help Logout

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

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
[Dropdown]	\$ 0.00
Advertising/promotion	\$0.00
Other Expenses	
Printing	

PREVIOUS NEXT FINISH

\*\*\*You would enter your ERS/RNG expenses under 'other'\*\*\*

- 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

AGLC United Way of the Alberta Capital Region

Home Services Forms / Reports User Accounts Help Logout

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

Name:

General Tickets Location Prizes Expense Details

### Licence Information

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

**CANCEL LICENCE** **ISSUE LICENCE** **PRINT PREVIEW**

**Licence:** not issued **Status:** Pending Created: 2023-03-16 15:01 (68190)

**Format:** 50/50 Draw **Contact:**

**Effective Date:** 16 Mar 2023 **Expired Date:** 22 Feb 2024

**Use of Proceeds:** Pay for ice time

**General**

**Entered By:**

**ERS Supplier:**

Check box if using an ERS system  
 Check box if using a random number generator (RNG)

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

**Tickets**

**Draw Date:** 16 Mar 2023 **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>	<b>\$0.00</b>

**Draw Dates, Location and Prizes**

**Draw Date:** 22 Feb 2024 **Location/City:** Rogers Place/Edmonton

Prize Description	Quantity	Retail Value	Organization Cost
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