

All Networks | January 1 – December 31, 2021



Lotto Certification & Staff Update Form Incentives 2021



Lotto Certification Incentive

GET LOTTO CERTIFIED WITHIN 15 DAYS FOR A CHANCE TO WIN a \$150 gift card for your location!

Lotto Certification is mandatory for new retailers and returning retailers with expired certification. Have your employees complete the Lotto Certification course within 15 days of their name being entered into the BCLC Retailer Database and your location will be entered into a monthly draw for the chance to win a \$150 CDN prepaid gift card!

Each employee who completes the certification = one entry into the monthly draw. If, for example you have 3 employees who complete the certification within 15 days of their name being added into the Retailer Database that month, your location will have 3 entries, and therefore increasing your chances of winning!

Incentive and draw dates

The incentive period runs from January 1 to December 31, 2021. The draw takes place on the 4th business day of the following month, or as soon as practical thereafter.

How to enter

1. The store manager or supervisor must submit a request to add the new staff name (or re-activate an expired name) to the BCLC Retailer Database. Call Lottery Hotline or use the online Staff Update Form found on the Retailer Hub / Training section.
2. Once their name is added to the BCLC Retailer Database, the new retailer can go to: www.bclcretailerhub.com and [Get Lotto Certified!](#)



Staff Update Form Incentive

USE THE STAFF UPDATE FORM FOR A CHANCE TO WIN a \$50 gift card!

Keep your store's staff list up to date by using the online Staff Update Form and you will be entered into a monthly draw for the chance to win one \$50 CDN prepaid gift card!

Incentive and draw dates

The incentive period runs from January 1 to December 31, 2021. The draw takes place on the 4th business day of the following month, or as soon as practical thereafter.

How to enter

Submit a request to add new staff names (or re-activate an expired name), or remove former staff names, to and from the BCLC Retailer Database via the online Staff Update Form.

- [BCLC Retailer Hub / Training section / Staff Update Form](#)



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Contest Conditions

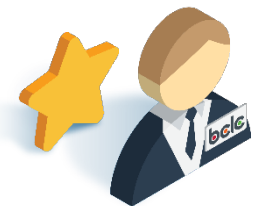


Lotto Certification Contest Conditions

- A qualified contest entry is a new or re-activated retailer working at a location with an Altura lottery terminal.
- Retailers belonging to the Retail Network (RN), Hospitality Network (HN) and Retail Stores Group (RSG) networks are eligible for this incentive.
- 7-Eleven accounts and Pull Tab only accounts do not qualify.
- To obtain a qualified entry (“Entry”) a new or re-activated retailer must successfully complete the online Lotto certification course via BCLC Learning within 15 days of their name being entered in to the BCLC Retailer Database.
- An employee who completes the certification within 15 days of their name being added into the BCLC Retailer Database can only be counted as an entry once. Location can have multiple entries for the month if multiple employees qualify as an entry.
- The incentive period is January 1 to December 31, 2021.
- Draws take place the first week of the following month, therefore the draw period is February 2021 to January 2022.
- There is one (1) prize to be won each month. Each prize is a \$150 CDN prepaid gift card awarded to the store.

Staff Update Form Contest Conditions

- A qualified entrant is an Agreement Rep Manager or staff tasked with lottery administrative responsibilities at the site.
- Retailers belonging to the Retail Network (RN), Hospitality Network (HN) Retail Stores Group (RSG), and combined Lotto Express and Retail accounts are eligible for this incentive.
- 7-Eleven accounts, Pull Tab only and Lotto Express only accounts do not qualify for this incentive.
- To obtain a qualified entry an Agreement Rep Manager (or staff tasked with lottery administrative responsibilities at the site), must successfully complete a valid staff add or removal via the online Staff Update Form <https://bclc-comm.force.com/retailerhub/retaileremployee>*
- One completed submission is drawn and the contact name listed as the submitter on that case is verified to be the Winning Drawn Entrant.



*Staff Update Form is subject to change.

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Lotto Certification Incentive – Q&A



When is the draw?

The incentive runs each month starting January 1, 2021. A draw will take place four (4) business days following the calendar month end, or as soon as practical thereafter, to select one (1) winning location.

What is the prize?

There is one (1) prize to be won each month. Each prize is a \$150 CDN prepaid gift card

How will I know who won?

Your BCLC Territory Manager will notify the winner and coordinate delivery of the prize. Draw winners will be published on the Monthly Retailer eBulletins.

Can a location have multiple entries?

Yes, each employee who completes the certification = one entry into the monthly draw. If, for example you have 3 employees who complete the certification within 15 days of their name being added into the BCLC Retailer Database that month, your location will have 3 entries.

If I am already certified, can I take the Lotto certification course to be entered in the draw?

No, only non-certified retailers who must take the course to be compliant with BCLC Lotto Certification course requirements will be entered into the draw.

My status as a lottery retailer is considered expired because I took more than one year off, will I be eligible to be an entry for the location?

Yes. Expired status is considered non-certified. Your manager must notify BCLC of your return which will activate your name in the Retailer Database as requiring Lotto Certification. Complete the certification course within 15 days and you are entered into the monthly draw.

Staff Update Form Incentive – Q&A



When is the draw?

The incentive runs each month starting January 1, 2021. A draw will take place four (4) business days following the calendar month end, or as soon as practical thereafter, to select one (1) winning location.

What is the prize?

There is one (1) prize to be won each month. Each prize is a \$50 CDN prepaid gift card

Who can submit names using the online form?

It is recommended store managers or supervisors perform the responsibility of maintaining the store's staff list as it pertains to the BCLC Retailer Database. The accuracy of your staff list is pertinent to store compliance. Therefore, a qualified entrant is an Agreement Manager or staff tasked with lottery administrative responsibilities at the site.

The Winning Drawn Entrant must be Lottery Certified prior to the date of the form submission and currently employed at the retailer location at the time the prize is awarded or that Entrant will be disqualified..

How will I know who won?

Your BCLC Territory Manager will notify the winner and coordinate delivery of the prize. Draw winners will be published on the Monthly Retailer eBulletins.

Up to how many names can be submitted at once?

The form provides the option to open more fields if required, therefore you can enter as many names as needed for maximum efficiency.

If I submit new names or remove names more than once during a month, will I receive multiple entries to the draw?

Entries are derived from complete submissions of the Staff Update Form. If your environment requires multiple updates within the month, each submission is included in the draw.

Can I win more than once?

Yes. A person can win if their name is drawn on multiple months.



Online Certification Instructions: Register & Sign In

1 Go to www.bclcretailerhub.com

2

Training ^

- [Get Lotto Certified](#)
- Staff Update Form
- Training Resources
- Training Videos
- Game Information



3 Start Lotto Certification

4 Follow the prompts to receive your User ID and Password to Sign In to BCLC Learning

5 Make note of your User ID and Password and select Sign In

BCLC Lottery Retailer Training and Certification

Step 3 – Sign In

Congratulations! You have successfully registered.

User ID: R9876

Password: Bclc12345

Use the above information to sign into BCLC Learning and get certified!

You will be prompted to change your password upon initial sign in.

Sign In

Passwords are case sensitive, so be sure to use **capital letter 'B' and small case 'clc'**.

If copying and pasting your **User ID or Password**, be sure NOT to include any blank spaces in front or after your **User ID or Password**.

SuccessFactors Learning

Welcome

To sign in, enter your user ID and password in the space provided to the right and click the Sign In button. If you have forgotten your user ID or password, links below the sign in box will assist you in recovering your credentials.

Make sure to set browser security and pop-up blockers to "allow" for this site.

(please bookmark site before logging in)

User ID:

Password:

Sign In

[Forgot Password?](#) [Forgot ID?](#)

6 Follow the prompts to change the Password to move forward to the Course



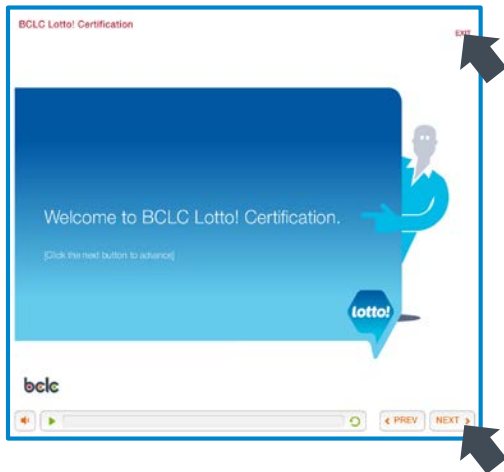


Online Certification Instructions: Confirm Completion & Print Certificate

1 Launch the course.

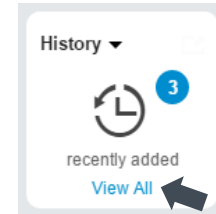


2 Take the course by clicking the Next button. Read the material and answer all the quiz questions correctly! Be sure to click through to the end of the course and click the Exit button to capture completion.



3 Before exiting BCLC Learning, confirm the course completion and print your certificate:

- a Return to the Learning, find the History box and click View All.
- b BCLC Lotto Certification course completion is listed.
- c Click on the Printer icon to display your certificate to either print or take a picture of it for proof of completion.



If you experience any difficulties during the Certification process, email RetailerFeedback@bclc.com or call Lottery Support Hotline.

