Class A Wheel of Fortune Gaming Licence Application Guide

This guide will provide you with step-by-step instructions on how to complete an application for a Class A gaming event licence using the Gaming Online Service (GOS). Some common errors will be pointed out; however, you are responsible for reading and understanding the Licensed Charitable Gaming Rules for your event before applying.

Applying for a licence and reading through this document should take 15-30 minutes.

Throughout the application process, you'll see clickable 'Help' or 'Question Mark' icons: . Clicking these symbols will open another window with more information.

The 'Help' icons located at the top right-hand corner of each screen will show you general government help information. The 'Help' icons located within the Online Service pages will give you additional information and/or tips related to the subject matter at hand.

The Licensed Charitable Gaming Rules can be found on the Gaming Policy and Enforcement Branch website at https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gambling-licence-fundraising/documents-forms.

If you have any questions or need further assistance, please contact the Licensing Division at gaming.licensing@gov.bc.ca or 250.387.5311 ext. 1.

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1. Before you start your online application

Before starting a licence application, familiarize yourself with important, related information, including: organization eligibility; prize restrictions; eligible uses of net gaming proceeds; application processing times and more.

The above information is available on the Gambling Event Fundraising page on the Gaming Policy and Enforcement Branch (GPEB) website (https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gambling-licence-fundraising).

Additional notes about completing your online application:

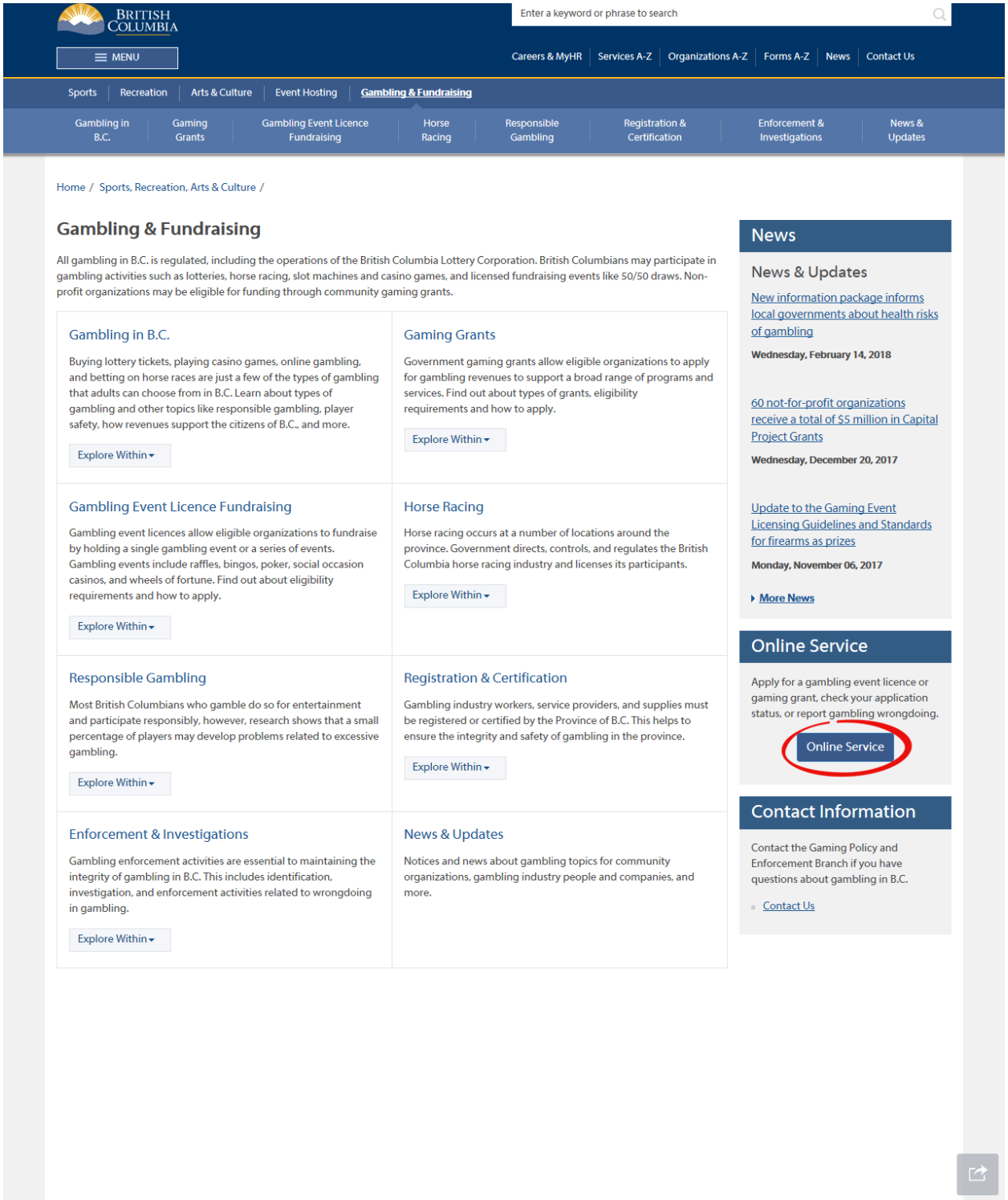
- You must complete your application in one session; you cannot save your application and return to it later.
- Most applicants will be able to complete their application in under 30 minutes if they have prepared ahead of time.
- Please be aware that you may run into issues if you take longer than 30 minutes to complete your application.
- We recommend applicants use a Windows-based computer with the Google Chrome web browser. Applicants may experience submission problems when using other web browsers such as Internet Explorer or Firefox
- Do not click your web browser back button or refresh button while completing your application.
- Do not copy and paste from other documents into the application fields.
- Application fields that allow for multiple lines of text have limits of 4,000 characters including spaces and punctuation.

Uploading Documents:

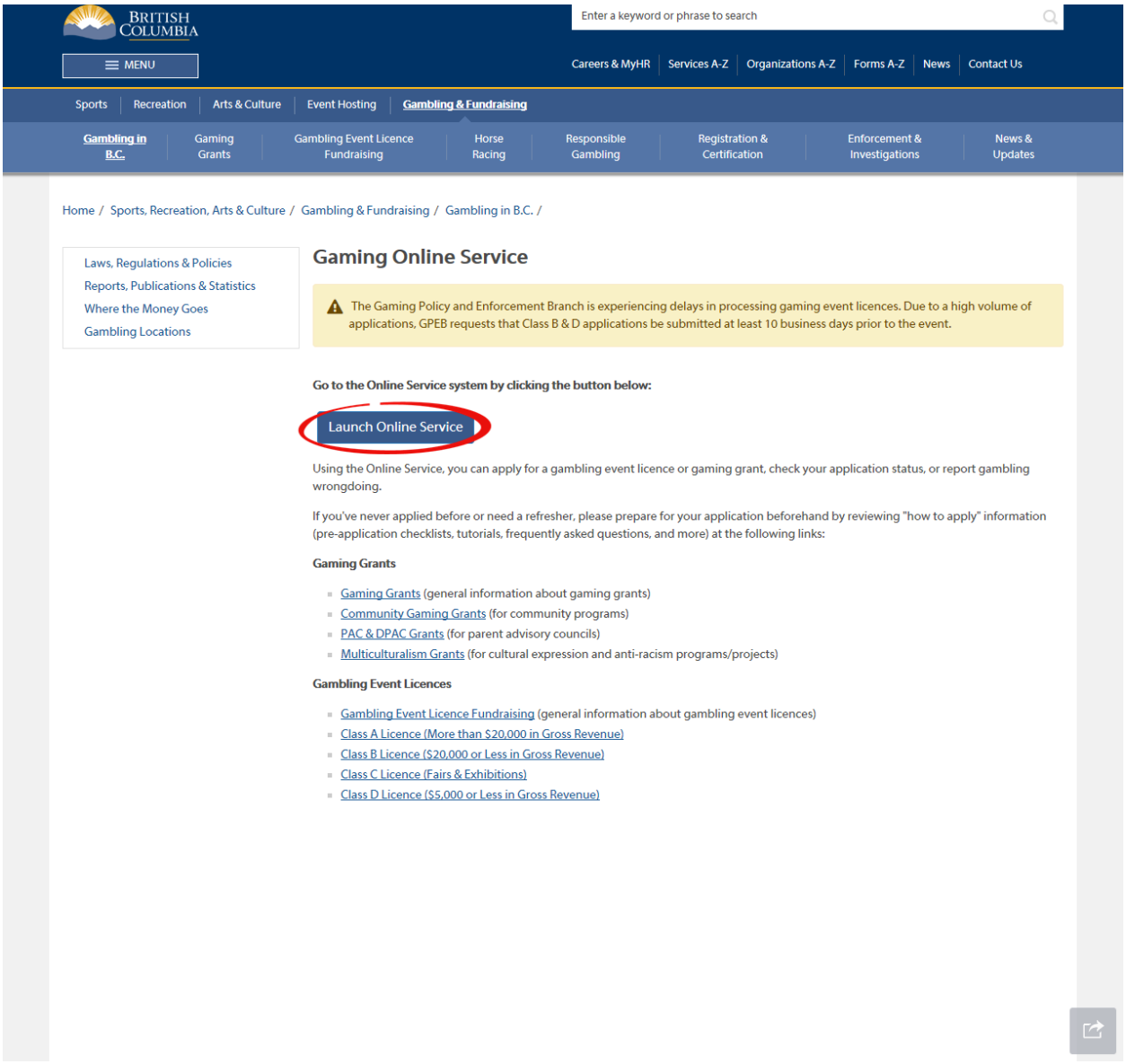
- Make sure that any supporting documents you attach are in one of the following formats:
  - DOC, DOCX, XLS, XLSX, PDF, JPG
  - Each attachment should have a file extension matching one of the above; attachments with other formats are not accepted and may cause errors.
- Electronic copies of physical documents can be made by any of the following methods:
  - Scanning the document using a scanner.
  - Taking a digital photo of the document and saving it as a JPG file.
  - Using a PDF scanner app available on most smart phones.

2. Visit the GPEB website and click the "Online Service" link

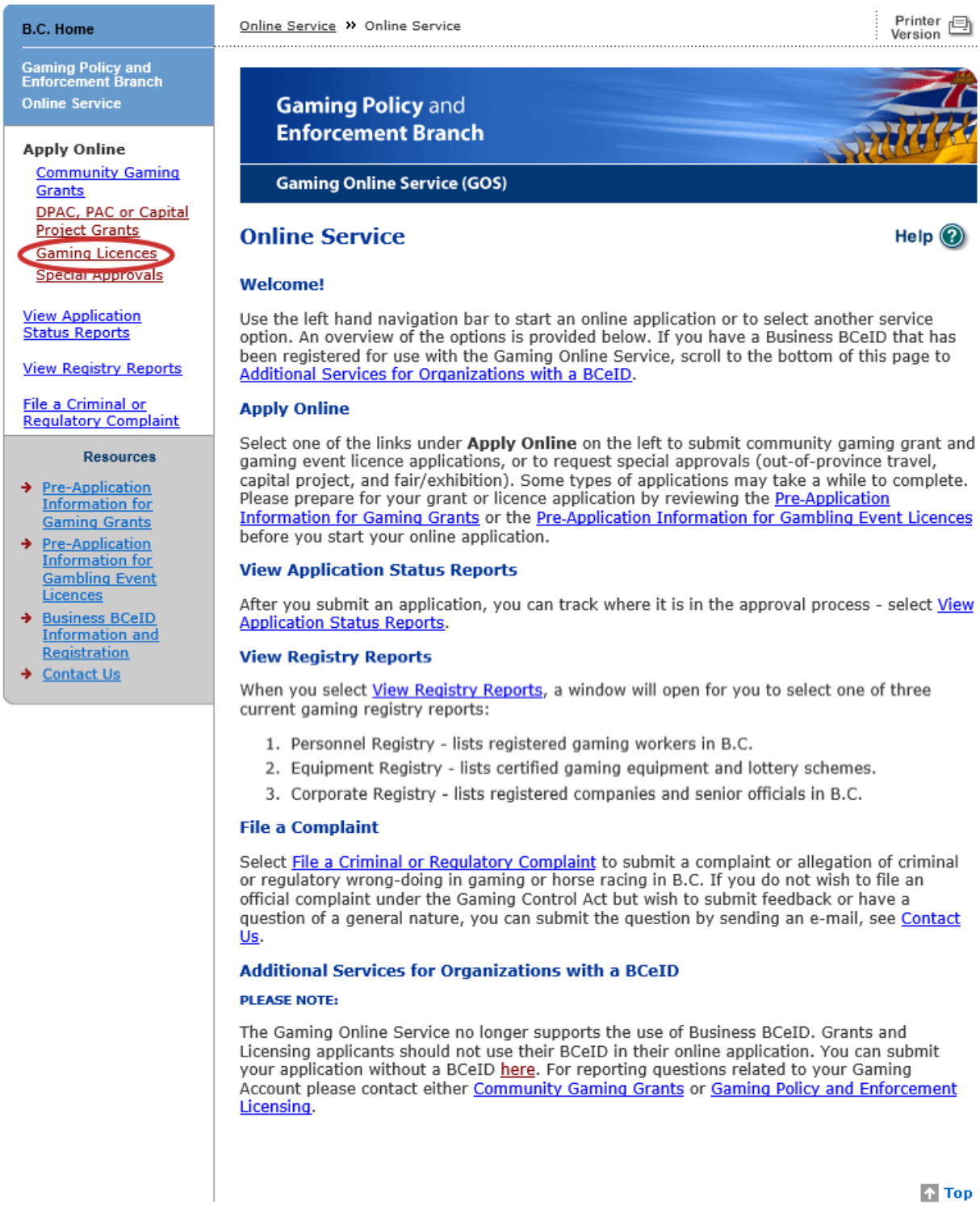
You can start a licence application by visiting the GPEB website at gaming.gov.bc.ca. Look for and click the "Online Service" link as shown below.



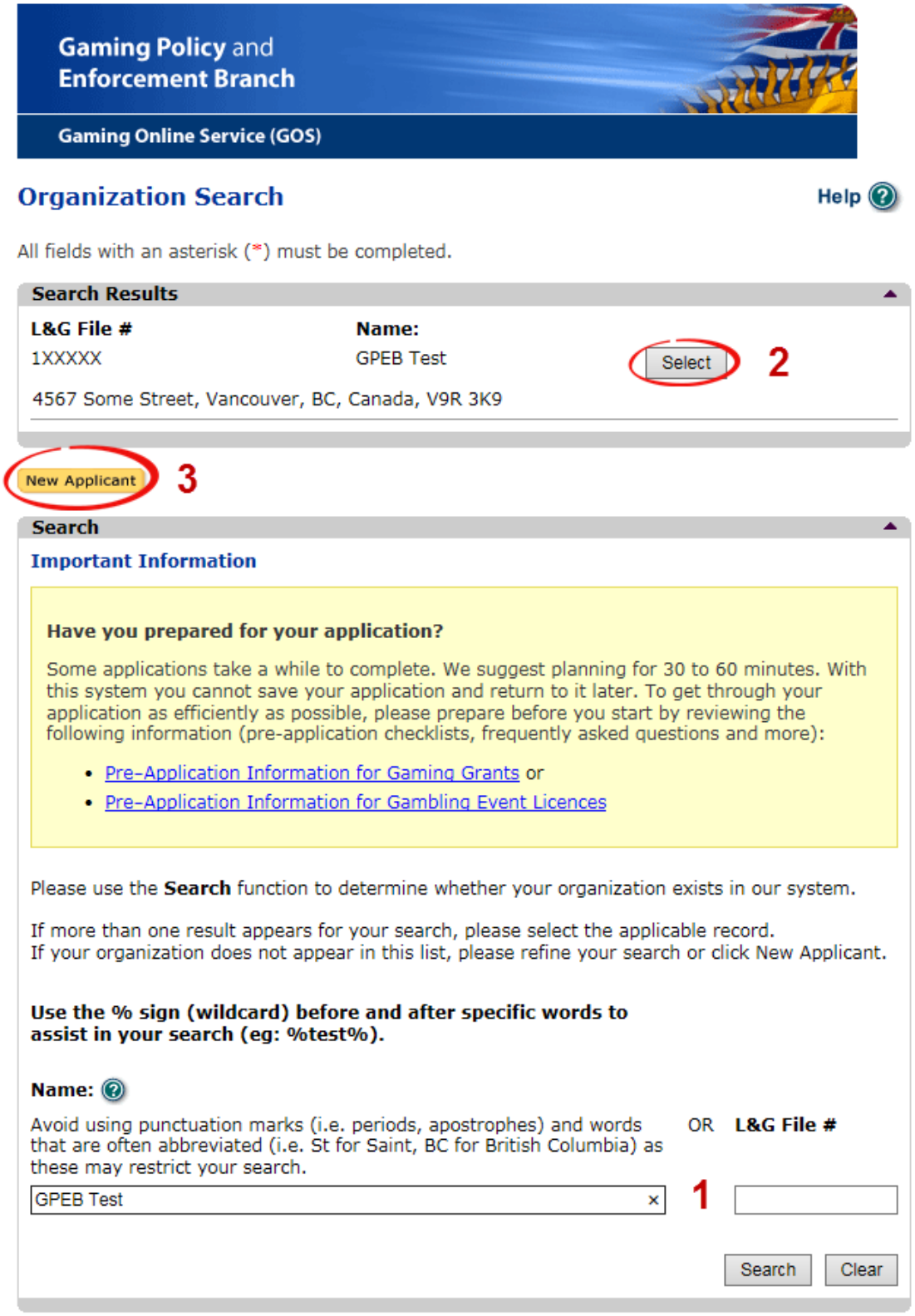
3. Click “Launch Online Service” on the Gaming Online Service web page



4. Click "Gaming Licences" on the Online Service web page



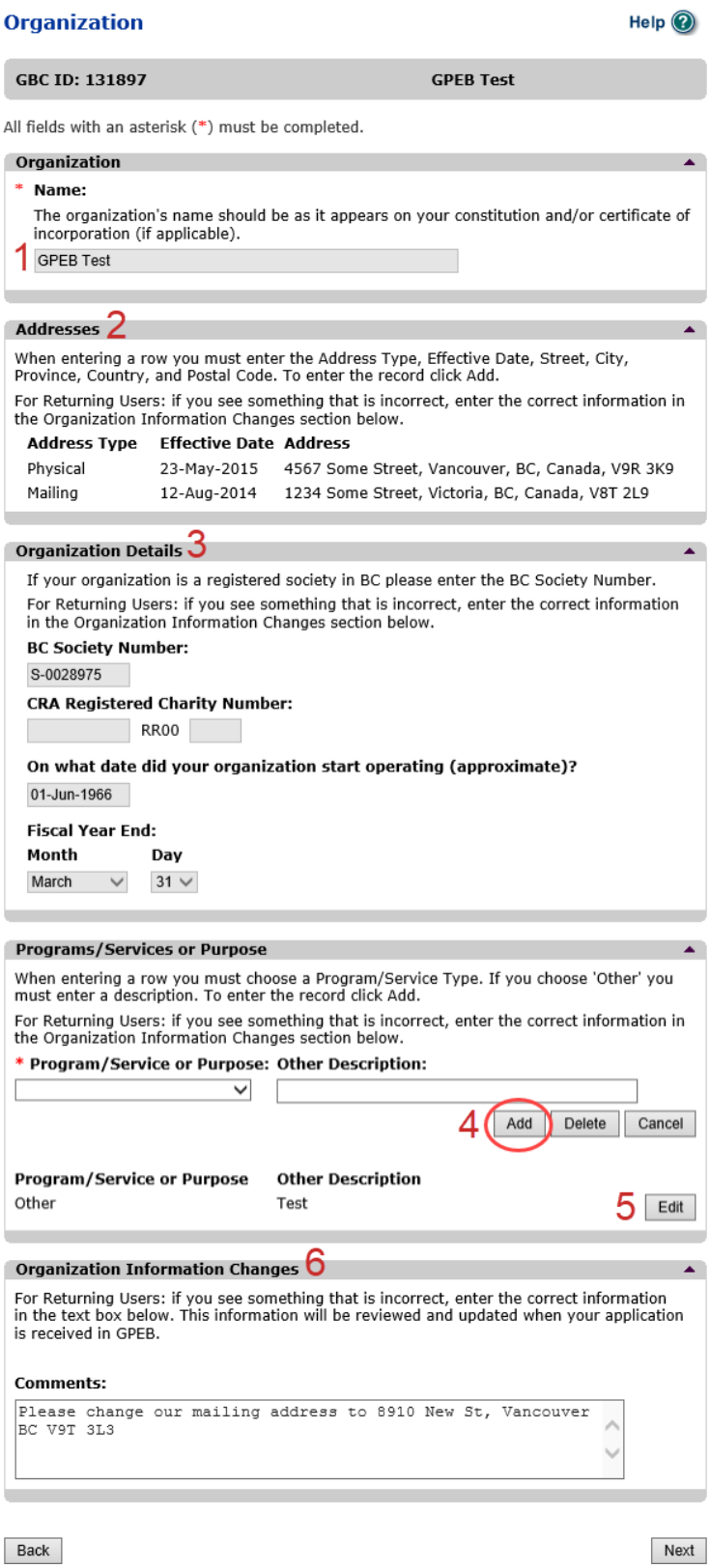
5. Search for the organization's profile or create a new one



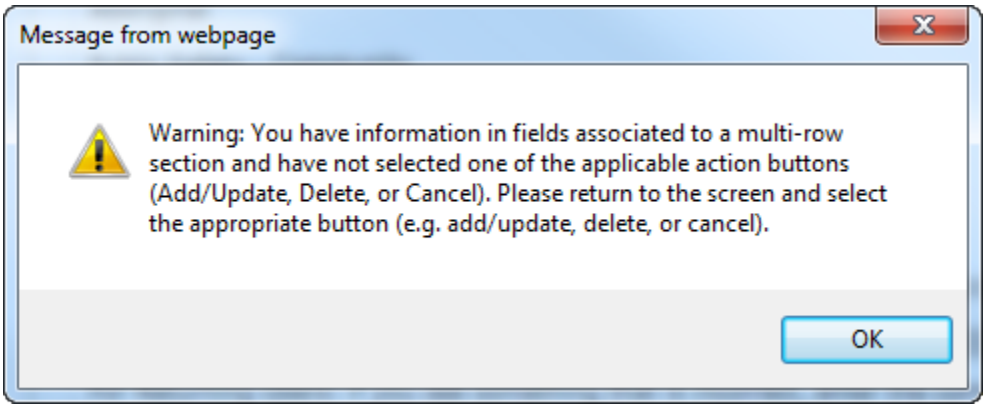
1	Organization Search	If the organization has applied before, enter the organization's name in the "Name" search bar or the organization's L&G number in the "L&G File #" bar if one has been issued and click the "Search" box. **Not all organizations need or will be issued an L&G number.** If the organization is applying for the first time, enter the name you would like to use in the "Name" bar and click the "Search" box.
2	Select Profile	If the organization's profile appears, click the "Select" box. If you are returning and it doesn't appear, try searching for keywords surrounded by the percent character (%). E.g. %Rotary Club%
3	New Applicant	If it is the organization's first time applying and nothing appears, click the yellow "New Applicant" button. If a profile appears, the name is in use. You will need to use a name unique to the organization.

6. Enter the organization's details

If you are returning, ensure that the information is correct and click "Next".

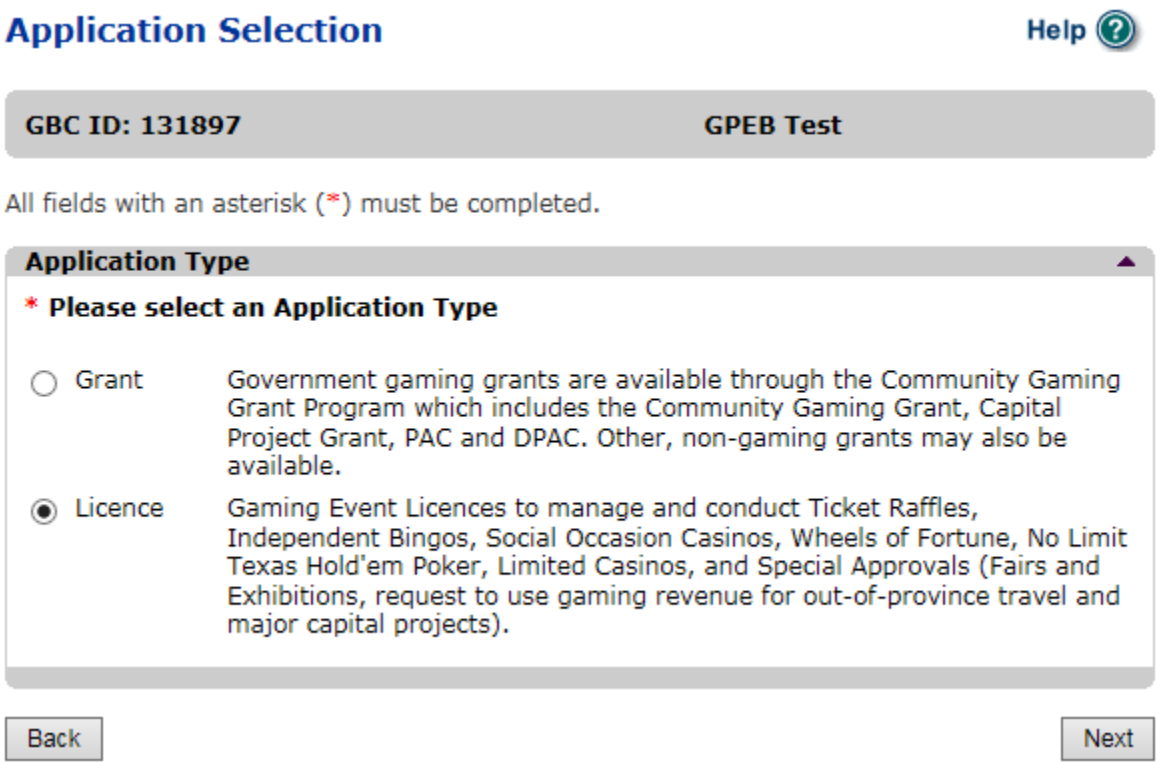


1	Organization Name	Enter the name of the organization. The name used must be the organization's legal name as it appears on the organization's Constitution or be unique to the organization if not incorporated.
2	Organization Address	Select "Physical" or "Mailing" from the address type menu and enter the organization's address information. You must add at least one address. Manually enter the date the organization started using this address or click the calendar icon to select a date. Click "Add" to upload the information. You will not be able to proceed unless you have clicked "Add".
3	Organization Details	Within this section you can enter the following: • B.C. Society Number • CRA Registered Charity Number • The date when your organization began operations; AND • The organization's fiscal year end month and date If you do not have the above information, you can leave the field blank.
4	Programs and Services	Select a program or service that best describes the organization from the drop down menu. If there isn't one, select "Other" and include a description in "Other Description". Click "Add" to upload the information. You will not be able to proceed unless you have clicked "Add".
5	Editing an Entry	Any entry with an "Add", "Delete", or "Cancel" option may be edited after clicking "Add". Click "Edit" and enter the new information. Click "Update" to load the changes. You will not be able to proceed unless you have clicked "Update".
6	Organization Information Changes	This box only appears for returning applicants. If you notice any errors with the organization information, or if the information has changed, you can request changes here.



Error Window	If this box ever appears during your application it means there is information in one of the areas with the “Add”, “Cancel”, or “Delete” options that has not been uploaded. All text boxes of these sections must be blank to leave the page. Clicking “Add” clears these boxes and uploads the information as an entry. “Delete” or “Cancel” clears the boxes.

7. Select Licence



8. Select Class A Licence

Licence Type Selection

Help

GBC ID: 131897 **GPEB Test**

All fields with an asterisk (*) must be completed.

Licence Types

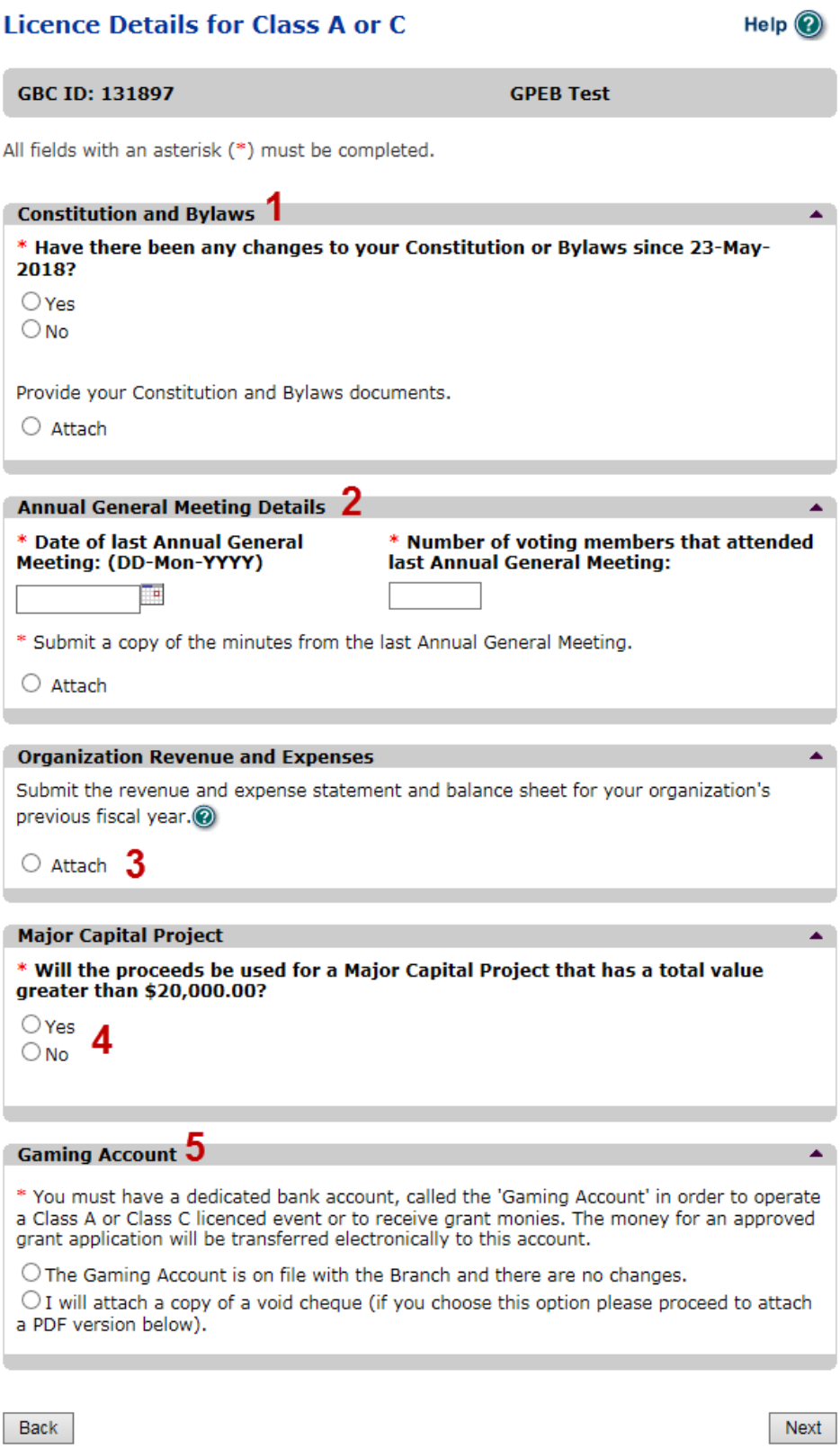
Application processing times differ for each licence type. Estimated application processing times are available in the Guidelines for each licence type.

*** Please Select a Licence Type**

(●) Class A	A Class A licence may be issued to an eligible organization for a gaming event or series of gaming events that will generate more than $20,000 in total projected sales. Each application for a Class A licence must be accompanied by a non-refundable $50 processing fee.
( ) Class B	A Class B licence may be issued to an eligible organization for a gaming event or series of gaming events that will generate $20,000 or less in total projected sales. Each application for a Class B licence must be accompanied by a $25 non-refundable processing fee.
( ) Class C	A Class C licence may be issued to an eligible agricultural fair or exhibition, which must be conducted in conjunction with an approved fair or exhibition. Each application for a Class C licence must be accompanied by a non-refundable processing fee based on the following fee structure: - For a ticket raffle: $150 - For an independent bingo: $150 - For wheels of fortune and limited casino: $25 for each operator supplying equipment or gaming tables, plus $150 for the first wheel or table and $50 each additional wheel or table
( ) Class D	A Class D licence may be issued for a gaming event or series of gaming events that will generate $5,000 or less in total projected sales. Each application for a Class D licence must be accompanied by a $10 non-refundable processing fee. Note: payment can only be made using a credit card, and must be paid during the process of submitting this application.
( ) Special Approvals	Approval request forms (includes Fairs and Exhibitions, request to use gaming revenue for out-of-province travel and major capital projects).

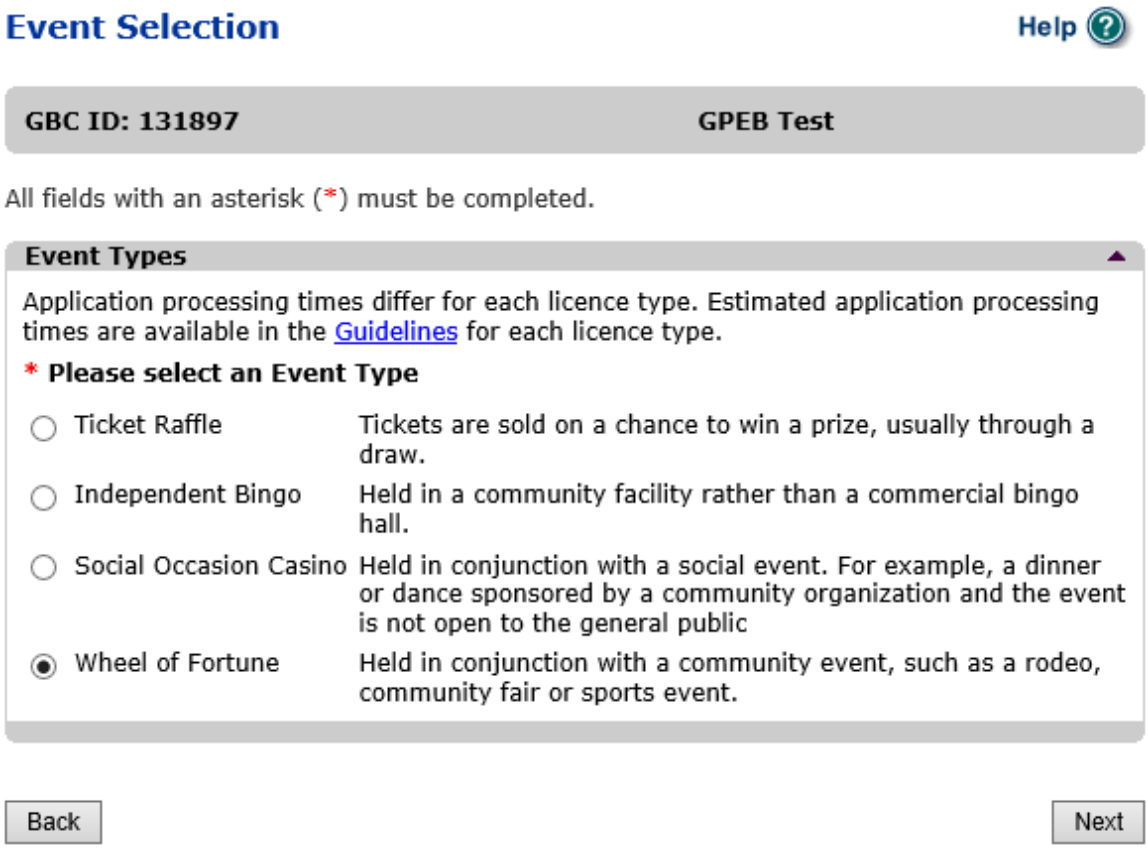
Back Next

9. Provide the organization's supporting documents

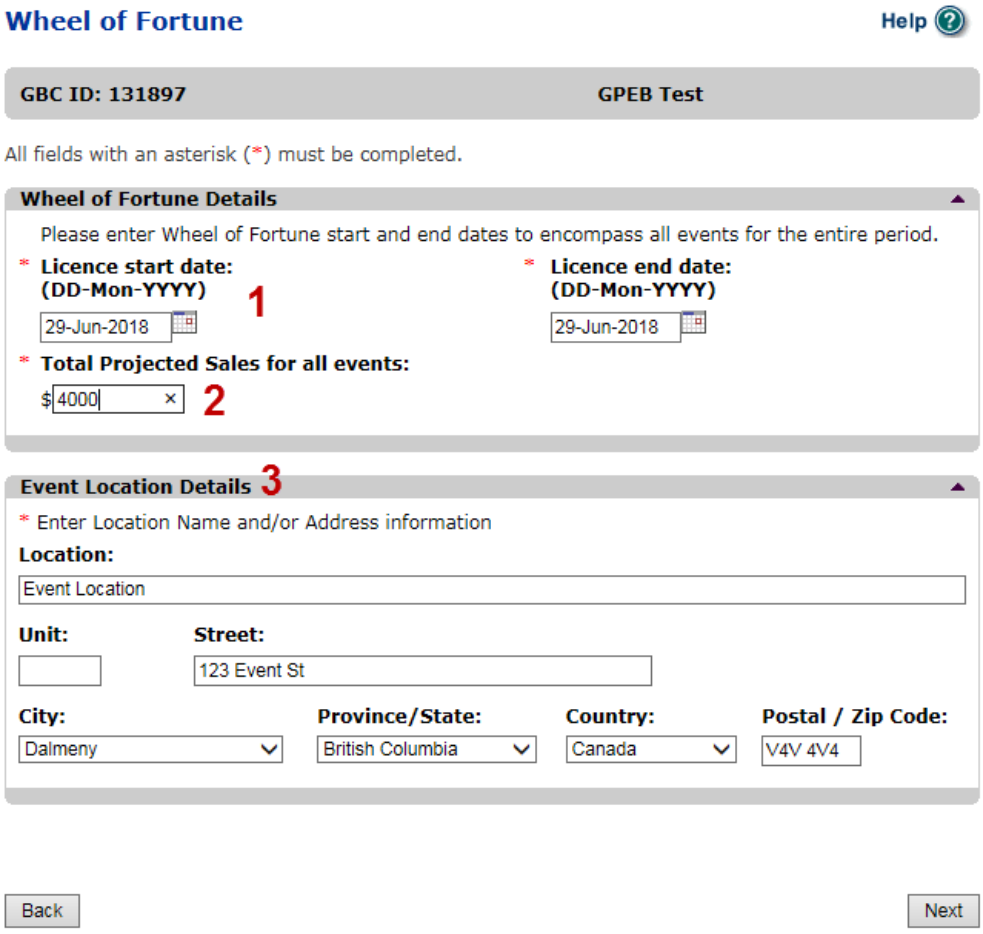


1	Changes to Constitution and Bylaws	Indicate if there have been any changes to the organization's Constitution and Bylaws since the date indicated. The date will vary by organization and application. Organizations applying for the first time must attach a copy of their Constitution and Bylaws. If the organization's Constitution and Bylaws have been submitted on a previous application, attach any changes to these documents only. If there have been no changes, select "No".
2	Annual General Meeting Details	Manually enter the date of the organization's last AGM or click the calendar icon to select a date. Include the total number of voting members that attended. Attach a copy of the AGM's minutes. If the document does not include a current Board of Directors list, attach one as a second document.
3	Organization Revenue and Expenses	Attach a revenue and expense statement and balance sheet for the organization's most recent full fiscal period. These should demonstrate all sources of revenue and the costs of running programs. One or more documents may be uploaded.
4	Major Capital Project	Construction, maintenance and renovation projects valued at $20,000 or more are Major Capital projects and require special approval. If "Yes" is selected, you will need to complete a Special Approval request to use funds for a Major Capital Project. This can be found on the Gaming Online Service under "Special Approvals".
5	Gaming Account	First time applicants must attach a scanned void cheque from the organization's gaming account. Returning applicants are only required to attach a void cheque if there have been any changes to the account information.

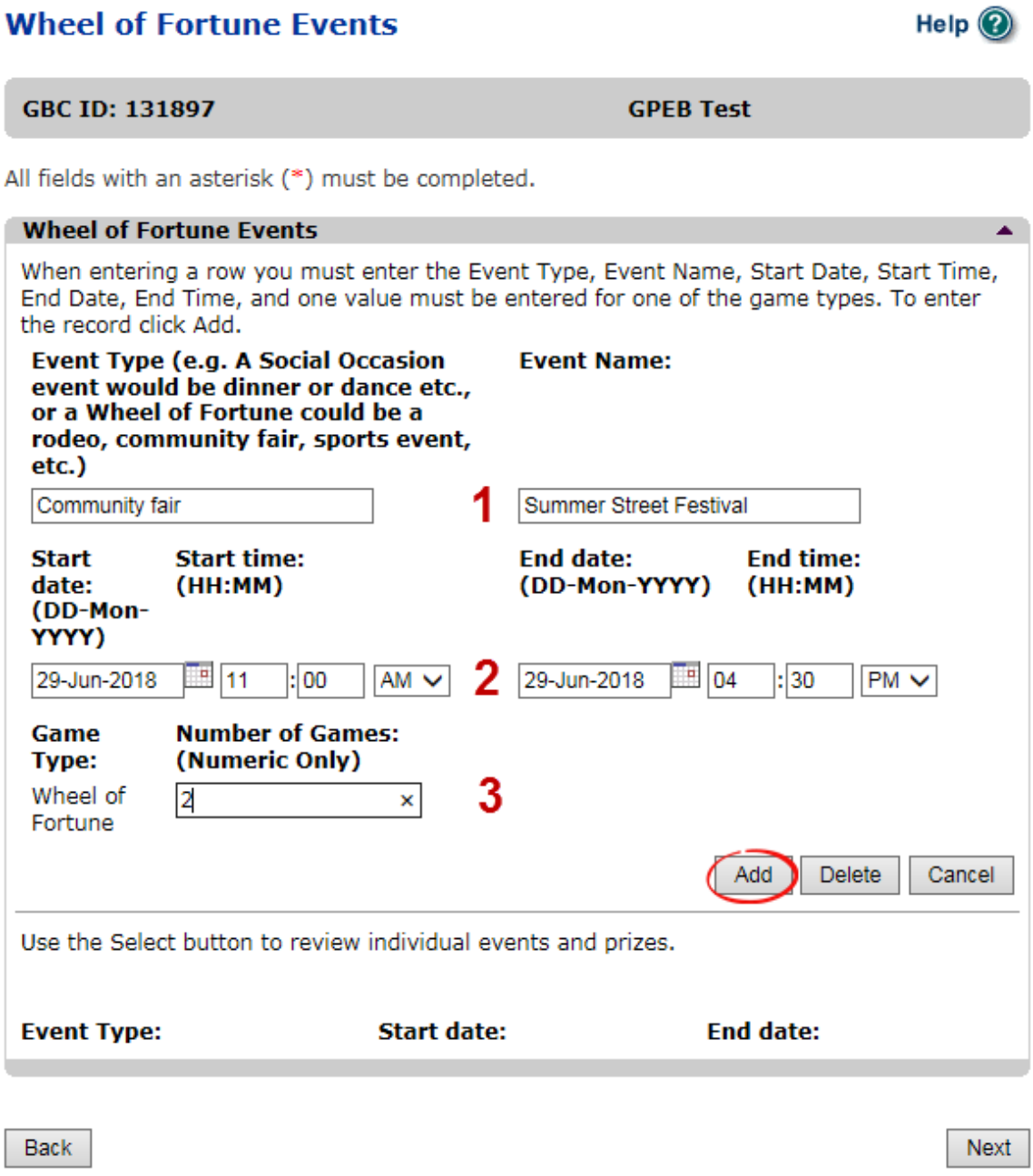
10. Select Wheel of Fortune



11. Enter the details of the event

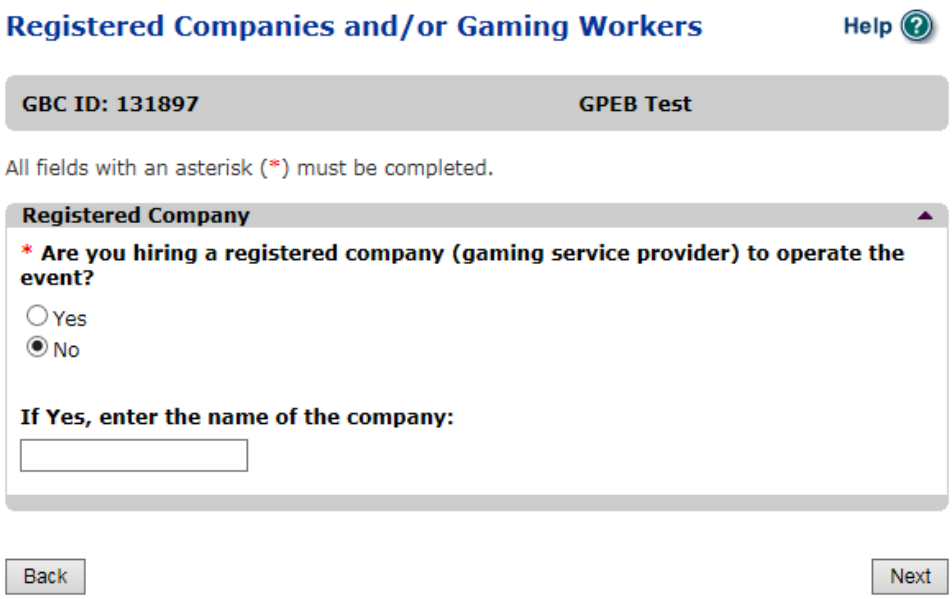


1	Licence Period	The licence period is the first and last date a Wheel of Fortune may be held. Licences may be issued for up to 12 months, however all events must be entered on the following page at the time of application. Manually enter the first and last date an event will be held or click the calendar icon to select a date.
2	Total Projected Sales	The total projected sales are the maximum gross sales. You may sell less than this amount but you may not sell more.
3	Event Location	Enter the location name, address, city and postal code of the Wheel of Fortune event. Only one location may be used per licence.

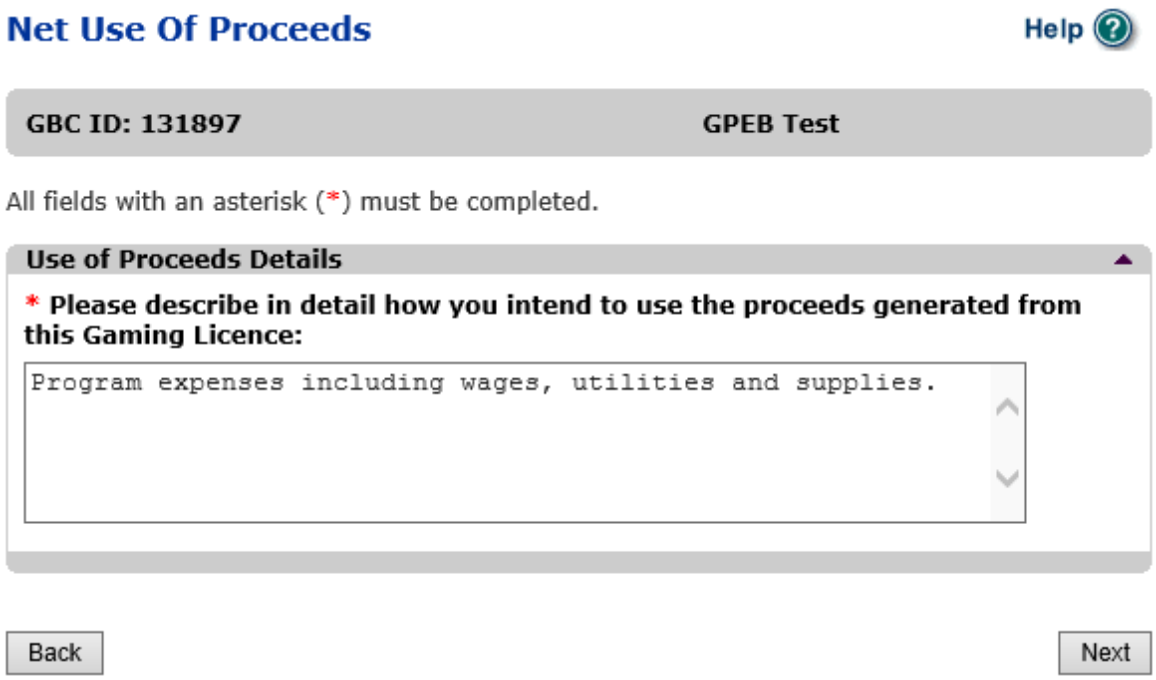

Wheel of Fortune Events
Help
GBC ID: 131897
GPEB Test
All fields with an asterisk (*) must be completed.
Wheel of Fortune Events
When entering a row you must enter the Event Type, Event Name, Start Date, Start Time, End Date, End Time, and one value must be entered for one of the game types. To enter the record click Add.
Event Type (e.g. A Social Occasion event would be dinner or dance etc., or a Wheel of Fortune could be a rodeo, community fair, sports event, etc.)
Event Name:
Community fair
1
Summer Street Festival
Start date: (DD-Mon-YYYY)
Start time: (HH:MM)
End date: (DD-Mon-YYYY)
End time: (HH:MM)
29-Jun-2018
11 : 00 AM
2
29-Jun-2018
04 : 30 PM
Game Type:
Number of Games: (Numeric Only)
Wheel of Fortune
2
3
Add
Delete
Cancel
Use the Select button to review individual events and prizes.
Event Type:
Start date:
End date:
Back
Next

1	Event Type and Name	Wheel of Fortune licences may only be issued in conjunction with community events such as a community festival or fair. Include the type of event, as well as the name of the particular event.
2	Event Start and End Time	Manually enter the date of the Wheel of Fortune or click the calendar icon to select a date. Include the hour and minutes.
3	Event Games	Enter the number of Wheel of Fortune games available at the event Click “Add” to upload the information. You will not be able to proceed unless you have clicked “Add”. “Add” has not been clicked in this example for illustrative purposes. You would not be able to leave this screen with information in the text boxes as shown.

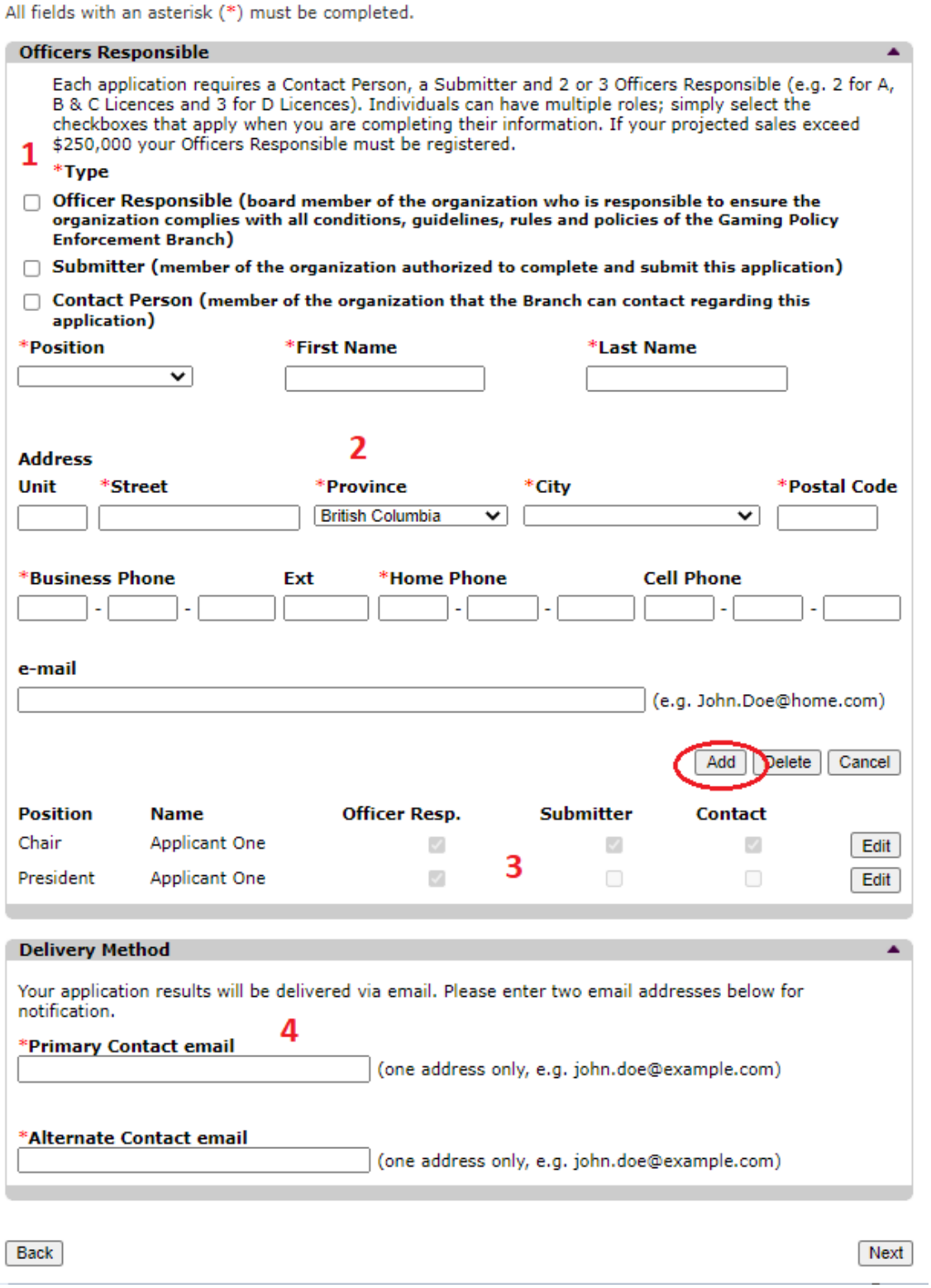
Indicate if a company is being hired to operate the event. Any person or business providing services to conduct a gaming event must be registered with the Gaming Policy and Enforcement Branch as a Gaming Service Provider. Companies that are not registered are only permitted to rent equipment for a flat fee.



12. Describe the Use of Net Proceeds



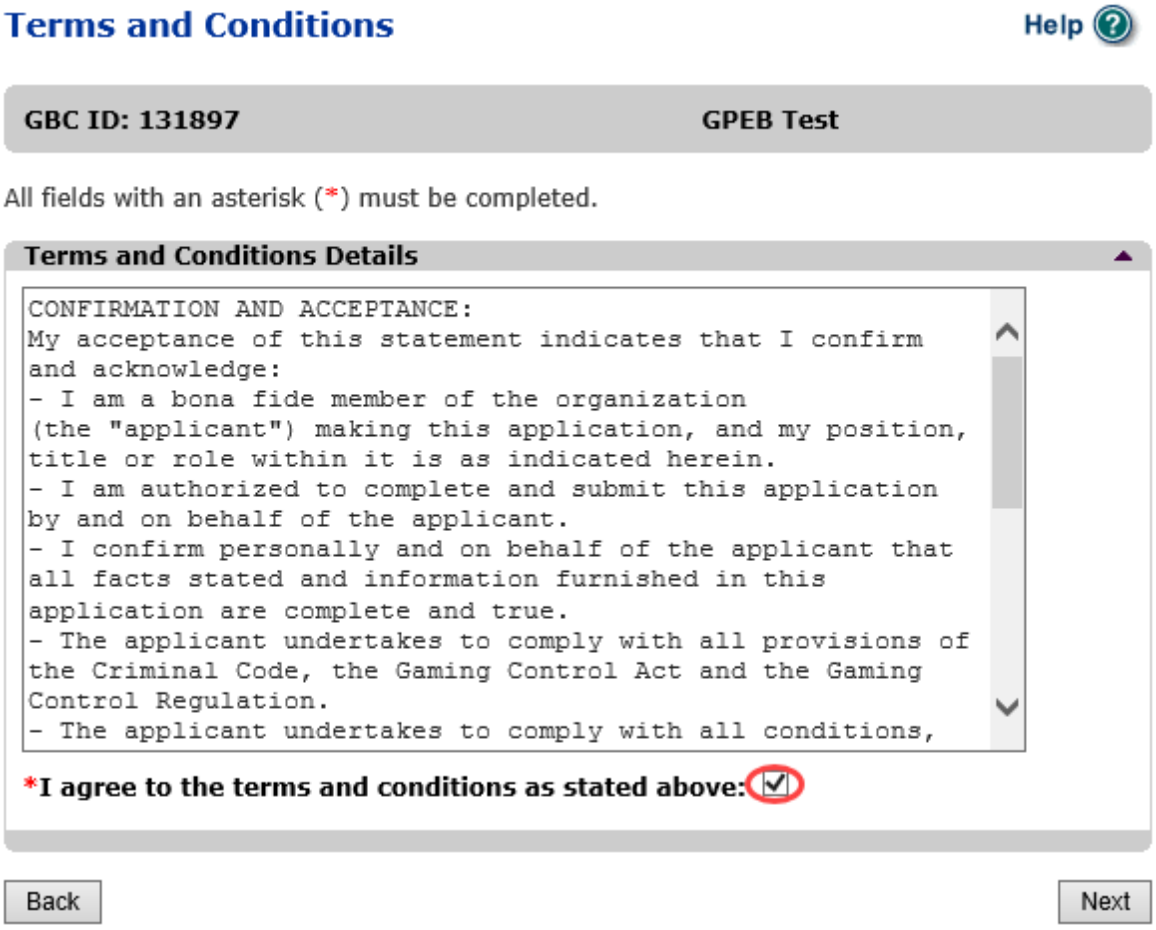
13. Submit information of individuals responsible for event



1	Roles	Click the box next to Officer Responsible, Submitter or Contact Person for each role that person will serve. Include their contact information and click “Add” to upload their information. The next individual’s information can then be entered. You will not be able to proceed unless you have clicked “Add”.
2	Contact Information	Contact information for each individual must include: a position, first and last name, address, city, postal code and at least one business or home phone number.
3	Number of Members	The Officer Resp. column must have two boxes checked. Submitter and Contact must each have one box checked. Individuals can have one or multiple roles. If more or less than the required number of boxes have been checked you will not be able to proceed. Click “Edit” to reopen a submission and add or remove a role from an individual.
4	Delivery Method	Enter the email address the licence and any correspondence will be delivered to. Up to two email addresses may be entered.

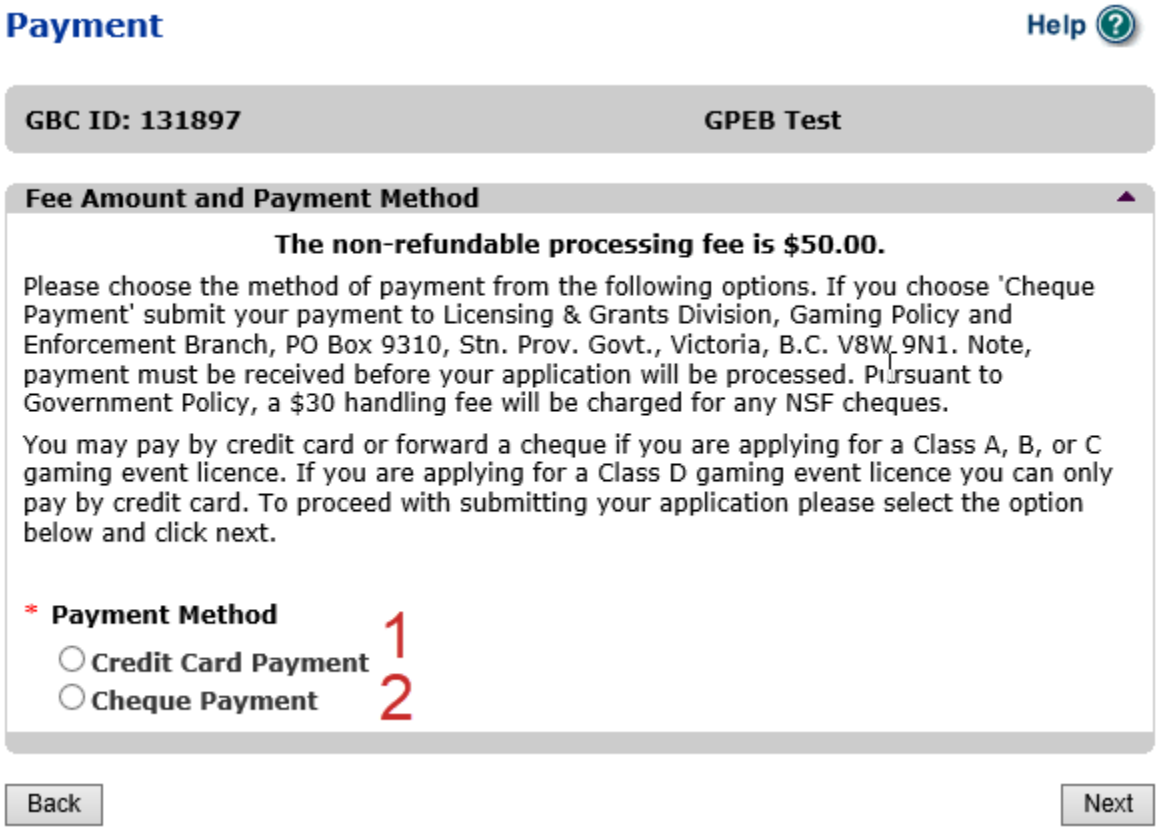
14. Read and agree to the Terms and Conditions

Click the check box to confirm you have read, and agree to, the Terms and Conditions.



15. Select how you will pay the processing fee

Class A applications require a $50 processing fee, payable by cheque or credit card.



1	Credit Card Payment	Credit card payments must be made at the time of application and cannot be paid later or over the phone.
2	Cheque Payment	Cheques must be made payable to “Minister of Finance” and mailed to the Gaming Policy and Enforcement Branch. Include the application number issued at the end of the application on the memo line. Processing an application will not begin until payment has been received.