



# 30 Day Lotto! Certification Incentive

Effective January 1, 2018

## GET LOTTO! CERTIFIED WITHIN 30 DAYS FOR A CHANCE TO WIN!

Lotto! Certification is mandatory for new retailers and returning retailers with expired certification. Complete the Lotto! Certification course within 30 days of your name being entered into the BCLC Retailer Database and you will be entered into a monthly draw for the chance to win a \$100 CDN prepaid gift card!



### Incentive and draw dates

The incentive period runs from January 1 to December 31, 2018. The draw takes place on the 4<sup>th</sup> business day of the following month, or as soon as practical thereafter.

### How to enter

1. A manager 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 & Certification section.
2. Once their name is added to the BCLC Retailer Database, the new retailer can go to: [www.bclcretailerhub.com](http://www.bclcretailerhub.com) and [Get Lotto! Certified!](#)

Complete instructions can be found on page 3 and 4 of this Retailer Information Sheet.

## CONTEST CONDITIONS

- A qualified entrant 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 30 days of their name being entered in to the BCLC Retailer Database.
- One (1) entry per person for the duration of the incentive.
- The incentive period is January 1 to December 31, 2018.
- Draws take place the first week of the following month, therefore the draw period is February 2018 to January 2019.
- There is one (1) prize to be won each month. Each prize is a \$100 CDN prepaid gift card.
- An entrant can win only once.



# 30 Day Lotto! Certification Incentive Q&A

## **Q: When is the draw?**

A. The incentive runs each month starting January 1, 2018. A draw will take place four (4) business days following the calendar month end, or as soon as practical thereafter, to select one (1) winner.

## **Q. What is the prize?**

A. There is one (1) prize to be won each month. Each prize is a \$100 CDN prepaid gift card

## **Q: 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.

## **Q: If I take the Lotto! certification course multiple times, will I receive more than one entry?**

A. No. Second or multiple occurrences of completing the Lotto! certification course do not qualify for the incentive.

## **Q: If I am already certified, can I take the Lotto! certification course to be entered in the draw?**

A. No, the incentive is for non-certified retailers who must take the course to be compliant with BCLC Lotto! Certification course requirements.

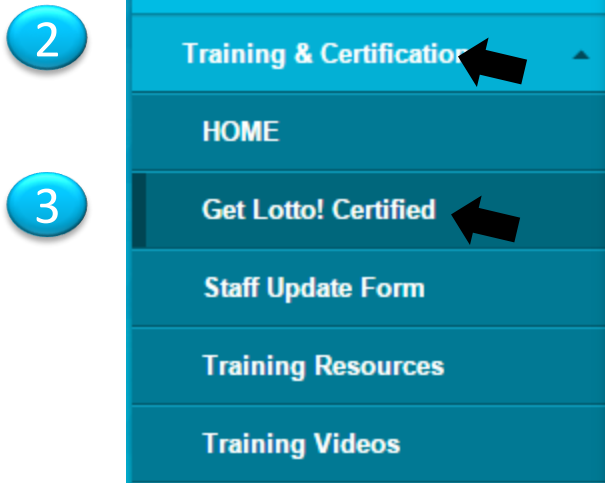
## **Q: My status as a lottery retailer is considered expired because I took more than one year off, will I be eligible for the incentive?**

A. 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 30 days and you are entered into the monthly draw.



# Online Certification Instructions: Register & Sign In

1 Go to [www.bclcretailerhub.com](http://www.bclcretailerhub.com)



4 Start Lotto! Certification

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

6 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: Bclc1234\$

Use the above information to sign into BCLC Learning and get certified!  
You will be prompted to change your password upon initial sign in.

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)

For BCLC Staff needing technical assistance using this site, please contact HR Client Services (5640) or log a ticket in ServiceNow (Report an Issue>Technical HR System Issue). Other users, email [learnersupport@bclc.com](mailto:learnersupport@bclc.com) for technical assistance.

Welcome! Please Sign In

User ID:   
Password:

Sign In

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

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**.

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



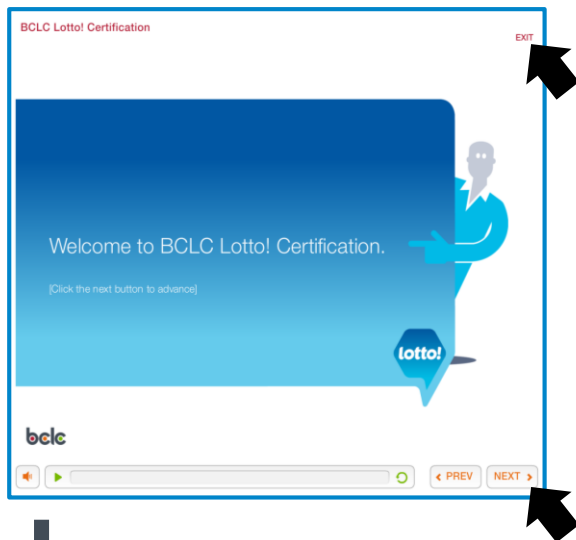


# Online Certification Instructions: Confirm Completion and Print Certificate

**1** Launch the course.

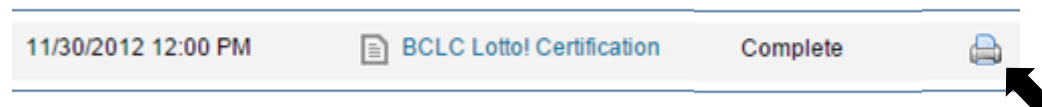
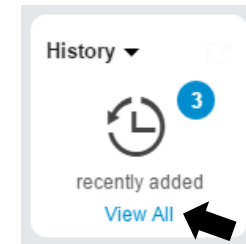


**2** Take the course by clicking the Next button. Read the material and answer all the quiz questions correctly!  
Be sure to click through to the end of the course and click the Exit button to capture completion.



**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](mailto:RetailerFeedback@bclc.com) or call Lottery Support Hotline.

