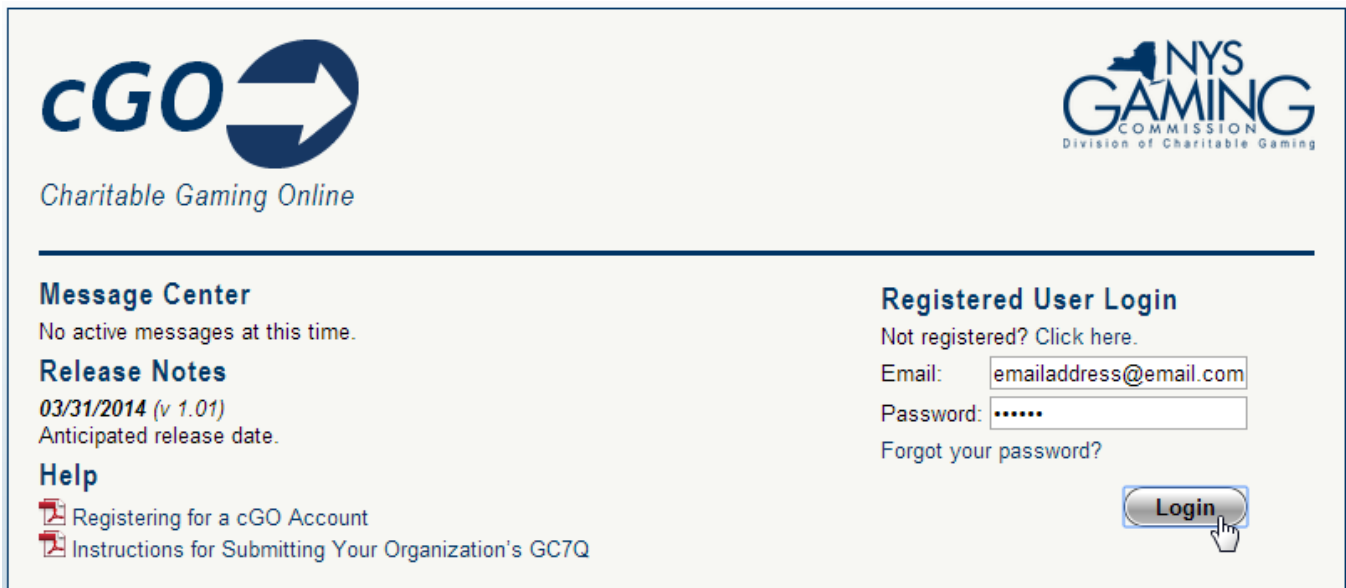


# Instructions for Submitting Your Organization's GC7Q

## Step 1

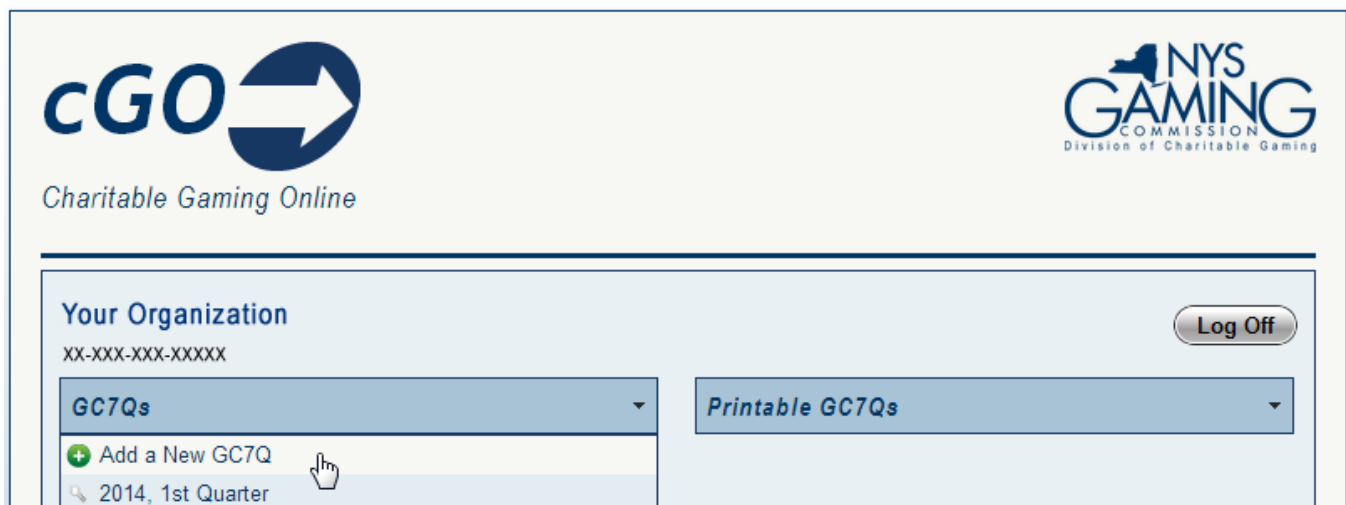
Log onto your cGO account using the Registered User Login. If you have not registered see the document [Registering for a cGO Account.pdf](#).



The screenshot shows the cGO login interface. At the top left is the cGO logo with the tagline "Charitable Gaming Online". At the top right is the NYS GAMING COMMISSION logo. Below the logos, there are two main sections: "Message Center" and "Registered User Login". The "Message Center" section indicates "No active messages at this time." and includes "Release Notes" for 03/31/2014 (v 1.01) and a "Help" section with links for "Registering for a cGO Account" and "Instructions for Submitting Your Organization's GC7Q". The "Registered User Login" section includes a "Not registered? Click here." link, an "Email:" field with the placeholder "emailaddress@email.com", a "Password:" field with masked characters "\*\*\*\*\*", a "Forgot your password?" link, and a "Login" button. A mouse cursor is shown clicking the "Login" button.

## Step 2

The main menu will open. Click the **GC7Qs** header to show your list of submitted or in-progress GC7Qs. In this example we will add a new GC7Q.



The screenshot shows the cGO main menu. At the top left is the cGO logo with the tagline "Charitable Gaming Online". At the top right is the NYS GAMING COMMISSION logo. Below the logos, there is a "Your Organization" section with a "Log Off" button. The "Your Organization" section includes a header "GC7Qs" and a "Printable GC7Qs" button. Below the "GC7Qs" header, there is a list of items: "+ Add a New GC7Q" and "2014, 1st Quarter". A mouse cursor is shown clicking the "+ Add a New GC7Q" item.

### Step 3

Select the year and quarter you are submitting for then click **Submit**.

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Division of Charitable Gaming

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## Start a GC7Q

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### Your Organization

This report must be completed for the quarter in which you receive your license, **and also for the quarters remaining in the calendar year.**

For example, an organization receives a bell jar license on May 15 and sells tickets for 3 days at a bazaar in early June. The bell jar license is in effect from May 15th to the end of the year. The organization must file a GC7Q report for the 2nd quarter to report the activity at the bazaar and must also file for the 3rd and 4th quarters. If no deals were closed in any of the quarters, the organization is still required to complete the GC7Q report and indicate all zeros in Section A (*Quarterly Proceeds*) and Section B (*Net Profit or Loss*) and complete Section C (*Statement of Net Proceeds*) and Section D (*Unexpended Balance of Net Proceeds*) accordingly.

Select the year and quarter you are filing for:

Year:  Quarter:  [Submit](#)

1  
2  
3  
4

### Step 4

Under the header for the year and quarter you will see 3 tabs - Schedule 1, GC7Q, and Documents. Use these tabs to navigate between the parts of the GC-7Q. Use the Back button to return to the main menu.

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## Step 5

### Schedule 1

If you have closed bell jar deals in this quarter then you must complete the Schedule 1. Note that sections D, E, and F only need to be completed if the deal is from a coin or merchandise board. The greyed-out sections (I, L, N, O, and Q) are automatically calculated as you complete the form. If the amount for Variance (Q) is more than zero (0) you must enter a justification in Variance Explanation. Once the form is complete click the **Add** button.

#### Charitable Gaming Online

2014, 2nd Quarter

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Schedule 1

GC7Q

Documents

A. Name of Deal or Ticket:	<input type="text" value="My Deal"/>		
B. Form Number:	<input type="text" value="123456"/>	C. Serial Number:	<input type="text" value="654321"/>
D. Coin Board Name:	<input type="text"/>	E. Coin Board Form #:	<input type="text"/>
F. Coin Board Serial #:	<input type="text"/>	G. Deal Ticket Count:	<input type="text" value="1000"/>
H. Price Per Ticket:	\$ <input type="text" value=".5"/>	I. Ticket Value:	\$ <input type="text" value="500.00"/>
J. Cash Prizes:	\$ <input type="text" value="250"/>	K. Other Prizes:	\$ <input type="text" value="50"/>
L. Total Prizes Awarded:	\$ <input type="text" value="300.00"/>	M. Unsold Tickets:	<input type="text" value="0"/>
N. Unsold Value:	\$ <input type="text" value="0.00"/>	O. Expected Profit (or Loss):	\$ <input type="text" value="200.00"/>
P. Actual Profit (or Loss):	\$ <input type="text" value="200"/>	Q. Variance:	\$ <input type="text" value="0.00"/>
Variance Explanation:	<input type="text"/>		

Cancel

Add

There is no GC7Q Schedule 1 data entered for the selected time frame.

You will see a confirmation message at the top of the form. If there were any errors or missing information these messages will appear here.

2014, 2nd Quarter

Schedule 1

GC7Q

Documents

Your entry has been added.

## Step 6

### Schedule 1

When your deal has been successfully added it will appear in a table under a blank Schedule 1 form. Click on the entry in the table to view it in full. From here you will also have options to edit or void the deal.

L. Total Prizes Awarded:	\$	<input type="text" value="0.00"/>	M. Unsold Tickets:	<input type="text" value="0"/>				
N. Unsold Value:	\$	<input type="text" value="0.00"/>	O. Expected Profit (or Loss):	\$ <input type="text" value="0.00"/>				
P. Actual Profit (or Loss):	\$	<input type="text" value="0.00"/>	Q. Variance:	\$ <input type="text" value="0.00"/>				
Variance Explanation:	<input type="text"/>							
<input type="button" value="Cancel"/>		<input type="button" value="Add"/>						
Note that if any changes or additions are made to the Schedule 1 after the GC7Q affirmation has been checked you must go to the GC7Q tab, re-check the affirmation and save before your changes will be submitted to the Gaming Commission.								
Name of Deal	Form Number	Serial Number	Number of Deals	Ticket Value	Total Prizes Awarded	Unsold Tickets	Unsold Value	Profit Reported
<input type="button" value="Search"/>	<input type="button" value="Search"/>	<input type="button" value="Search"/>	<input type="button" value="Search"/>	<input type="button" value="Search"/>	<input type="button" value="Search"/>	<input type="button" value="Search"/>	<input type="button" value="Search"/>	<input type="button" value="Search"/>
My Deal	123456	654321	1000	\$500.00	\$300.00	0	\$0.00	\$200.00

Use the Schedule 1 form to add all deals sold this quarter. You can come back as many times as needed and add deals throughout the quarter if you choose to do so.

## Step 7

### GC7Q

Click the GC7Q tab to view the GC7Q form. You will notice that the information you entered in Schedule 1 has been carried over into sections A1, A2, A3, and A4. As before, the greyed-out sections will automatically calculate as you complete the form.

2014, 2nd Quarter Back

Schedule 1 **GC7Q** Documents

**A. QUARTERLY PROCEEDS**

A1. Total number of closed deals:	1000
A2. Ideal Handle/total ticket value:	\$ 500.00
A3. Total cash prizes:	\$ 300.00
A4. Total value of unsold tickets:	\$ 0.00
A5. Cost of deals, coin boards and/or merchandise boards:	* \$ 0
A7. Ideal Net Proceeds:	\$ 200.00

**B. NET PROFIT (or Loss)**

B8. Additional License Fee (5%):	\$ 10.00
B9. Total Net Profit (or Loss):	\$ 190.00

**C. STATEMENT OF NET PROCEEDS**

C10. Unexpended Balance of Net Proceeds from last GC7Q report:	* \$ 2759.48
C11. Interest earned this quarter:	* \$ 0
C12. Quarterly Net Proceeds and Interest:	\$ 2759.48
C13. Adjustments:	\$ 0
Adjustment Code (email the Gaming Commission at <a href="mailto:cgo@gaming.ny.gov">cgo@gaming.ny.gov</a> obtain an Adjustment Code):	
C14. Adjusted Net Proceeds & Interest:	\$ 2759.48
C15. Total Net Proceeds:	\$ 2949.48

**D. UNEXPENDED BALANCE OF NET PROCEEDS**

D16. Total Disbursements (excluding cost of deals and 5% Additional License Fee):	* \$ 0
D17. Total Unexpended Balance of Net Proceeds:	\$ 2949.48

**F. FINANCIAL INFORMATION**

Financial Institution:	<input type="text"/>	Account:	<input type="text"/>	Balance: \$	<input type="text"/>
Financial Institution:	<input type="text"/>	Account:	<input type="text"/>	Balance: \$	<input type="text"/>
Financial Institution:	<input type="text"/>	Account:	<input type="text"/>	Balance: \$	<input type="text"/>

I swear or affirm that the information and statements contained herein have been examined by me and are true, accurate and complete.

Cancel Save

Section C10 will auto-populate based on the amount entered in D17 on your last GC7Q. Unless this is your first time submitting a GC7Q with the NYS Gaming Commission this field cannot be zero (0).

Section C13 requires an Adjustment Code before you can take a financial adjustment. You may email [cgo@gaming.ny.gov](mailto:cgo@gaming.ny.gov) to obtain this code. In the email include your organization name, ID number, the year and quarter of the GC7Q being submitted, and the reason your amounts do not reconcile.

Once all information has been entered click the box next to the affirmation statement and click the **Save** button.

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Schedule 1 **GC7Q** Documents

Your entry has been updated.  
You will receive a confirmation email shortly.

*A. QUARTERLY PROCEEDS*

A1. Total number of closed deals:	1000
A2. Ideal Handle/total ticket value:	\$500.00
A3. Total cash prizes:	\$300.00
A4. Total value of unsold tickets:	\$0.00
A5. Cost of deals, coin boards and/or merchandise boards:	\$0.00
A7. Ideal Net Proceeds:	\$200.00

*B. NET PROFIT (or Loss)*

B8. Additional License Fee (5%):	\$10.00
B9. Total Net Profit (or Loss):	\$190.00

*C. STATEMENT OF NET PROCEEDS*

C10. Unexpended Balance of Net Proceeds from last GC7Q report:	\$2759.48
C11. Interest earned this quarter:	\$0.00
C12. Quarterly Net Proceeds and Interest:	\$2759.48
C13. Adjustments:	\$0.00
C14. Adjusted Net Proceeds & Interest:	\$2759.48
C15. Total Net Proceeds:	\$2949.48

*D. UNEXPENDED BALANCE OF NET PROCEEDS*

D16. Total Disbursements (excluding cost of deals and 5% Additional License Fee):	\$0.00
D17. Total Unexpended Balance of Net Proceeds:	\$2949.48

Edit Print

You will see a confirmation message at the top of the form. If there were any errors or missing information these messages will appear here. Click the **Print** button to open a printable copy of the GC7Q that must be signed and mailed to the Gaming Commission. A copy of this printable version will be emailed to you as well.

## Step 8


### Documents

Click the Documents tab to view and upload supporting documentation, including but not limited to: a list of all checks written during the respective quarter; copies of membership meetings if required pursuant to NYCRR Section 4624.21(c)(4).

To upload a file click the Choose File button (may be labeled Browse on some computers) to select the desired file from your computer. Enter a short description of the file in the available field and click **Upload**. The time required for this upload will depend on the size of the file and the speed of your internet connection.

2014, 2nd Quarter Back

Schedule 1 GC7Q Documents

Adobe Acrobat Reader may be required to view the following files. You can download the software for free at <http://www.adobe.com/products/reader.html>. 

Upload supporting documents from your computer. Acceptable file types include: Adobe Acrobat PDF, image files (jpg, png), Microsoft Excel spreadsheets, and text files.

No file chosen

Enter a short description of the file (Bank Statement, Returned Checks, etc.) :

---

There are no documents entered for the selected time frame.

Note the following restrictions:

- File must be 15MB or less
- Only the following file types are allowed:
  - Adobe PDF
  - Image Files (jpg, png, gif, tiff, bmp)
  - Spreadsheets (Microsoft Excel (xls, xlsx) or OpenDocument (ods))
  - Text Documents (txt, Microsoft Word (doc, docx), or OpenDocument (odt))

Once the file has successfully uploaded you will see a confirmation message. The file will be available for viewing under the upload form.

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Schedule 1

GC7Q

Documents

Adobe Acrobat Reader may be required to view the following files. You can download the software for free at <http://www.adobe.com/products/reader.html>.



Upload: 002.pdf

Type: application/pdf

Size: 0.11 MB

002.pdf uploaded successfully.

Upload supporting documents from your computer. Acceptable file types include: Adobe Acrobat PDF, image files (jpg, png), Microsoft Excel spreadsheets, and text files.

Choose File No file chosen

Enter a short description of the file (Bank Statement, Returned Checks, etc.) :

Upload

File

View

Delete

Bank Statement

Open in Adobe Reader



## Step 9

### Logging Out

To log out of cGO click the **Back** button to return to the main menu and use the **Log Off** button. Alternately you can close your web browser and will be logged off automatically.