



# STARTING A SYNDICATE

## PLAY TOGETHER • WIN TOGETHER



## Why a syndicate?

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Syndicates can be a great way to play the lottery. They offer:

- More chances to win
- Buy tickets with friends and colleagues
- Play the lottery as a watch, station or department

## Step by step guide

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1. Choose a syndicate manager
2. Everyone signs the syndicate agreement (there's a blank agreement included at the end of this document)
3. The syndicate manager signs up for the tickets collecting monies from syndicate members as/when is appropriate
4. That's it. You're now safely playing as a syndicate

## The Syndicate Manager

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The syndicate manager is responsible for:

1. Owning the account that buys the tickets
2. Collecting funds from syndicate members
3. Making sure the Syndicate Agreement is up to date
4. Letting the syndicate know if/when they win

# Best Practice Advice

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- The payment options on the site are monthly or one off with a minimum of one month/5 weeks.
- If you choose to pay by monthly **Direct Debit** you will need to wait around 10 working days for payment to clear **before** your tickets are entered into the draws. Your payment will then be taken monthly. We take payment on 4 dates with Direct Debit, the 1<sup>st</sup>/7<sup>th</sup>/14<sup>th</sup>/21<sup>st</sup>. If you are looking to set up a monthly plan a **Debit card** may be a better option so you don't have to wait for tickets to be entered/payments to clear.
- You can only have one payment plan on any one account. If you set up a monthly payment plan and wish to add/remove tickets then the changes you make will **not** take effect till the next successful payment date.
- If you choose to buy tickets as a one-off payment you can purchase 1 month (5 weeks), 3 months (13 weeks), 6 months (25 weeks) or a year (52 weeks). As an example, you may wish to purchase 20 tickets for one month making a one-off payment of £100 for 5 weeks of draws. When tickets either win or are due for renewal the account owner will receive an email to advise of this to either claim the winnings or renew the tickets.
- You cannot buy more than 20 tickets in one transaction, should you have more than 20 participants/tickets required in your syndicate we recommend that you use the one-off option for a set period as you can purchase in bulks of up to 20 against your account. *(Please don't be alarmed if we contact you to check everything is ok, there are safeguarding measures in place for problem gambling if high volumes of tickets are purchased).*
- Rather than asking all members of the syndicate to tell you their preferred numbers and having to manually enter these (creating potential risk for human error and more admin time) why not select 'choose for me' instead. You will receive a Ticket Purchase Confirmation email that lists all of the ticket numbers you have for your records. You could print this and use it to delegate numbers if this is part of your process. If you want to change the numbers chosen you can do so by logging into your account. Changes must be made before 11.59pm on the Friday night before the Saturday draw to be entered.
- Cancellation/remove/reduce tickets – If you decide you no longer wish to partake in the lottery you can end a monthly card payment plan by logging into your online account and going to 'Your Account' then, 'Your Tickets' then, above where the tickets are listed you have a range of buttons. Use the 'Cancel' button and you can then 'select' each ticket you wish to remove and then click the option at the bottom to remove the tickets. If you select all of the tickets this will then end your payment plan with us and no more funds will be taken. *\*If you pay by Direct Debit then you will need to ensure this has been done three working days before your payment date, otherwise we advise that you cancel your direct debit with your bank.*

**If you have any other questions, call us  
on 0300 30 23 999**

# SYNDICATE AGREEMENT

Syndicate Name

Syndicate Manager

Start Date

End Date

Players  
(include name and address)

Contribution  
per draw

Share of  
winning

Signature  
and date

## SPECIAL ARRANGEMENTS

It's best to record any specific arrangements that your syndicate has agreed upon and will abide by. Attach extra pages if needed. Example arrangements to consider; what if someone fails to pay? What happens when someone leaves the syndicate?

Witness Signature

Date

Witness Name

Occupation

Address