

Welcome!

To the ETS – Public Offering Online Training Course

The **Public Offering** functionality in Posting allows users to submit requests for public offerings of Petroleum and Natural Gas(PNG) and Oil Sands(OS) rights.

The public offering process is often referred to as a "land sale" however, the mineral rights are not sold but leased.

Revisions

Date	Revisions Type	Page Number
August 31, 2012	Conversion	All
April 2020	Updated	All
December 2020	Updated the ETS login page	Various

Introduction



In this module, you will learn how to:

- Add/Change Public Offering Request Detail
- Add Parcel of Land using any of the following options:
 - Enter Land
 - Load from File
 - Load from Rights Available
- Delete/Change Parcel of Land
- Request Advance Booking or Drilling to Sale
- Add Roles (Viewer/Submitter)

Initiate Requests

[More Information](#)
[\(Pages 5 to 22\)](#)

The two options to request PNG and OS rights are Public Offering and Direct Purchase.

POSTING - PUBLIC OFFERING

The Public Offering option allows you to enter a Posting request for a specific sale date. If Alberta Energy approves the request, the lands will be posted in a sale. Each request allows for a maximum of 10 parcels of land and each request must be within a 3X3 township and range grid.

Request Detail Tab

Public Offering

[Posting Rules](#)

Request Detail

Land

Well Info

Roles

Comment:

Mineral Type:

Sale Date:

Agreement Type:

Status:

Created By:

Requestor:

Contact:

The Request Detail tab allows you to enter or change information about your posting request.

Enter a comment to identify the request (optional field). If you entered a comment in your Account Preferences it will be shown here.

Select the Mineral Type (PNG or OS).

The sale date for the current acceptance period will be displayed. If the request is submitted in the next acceptance period the Sale Date will change.

Select the Agreement Type.

Request Detail Tab (Continued)

For PNG, the Agreement Type will default to Lease with the option of changing to a Licence. For OS, the Agreement Type will default to Lease with the option of changing to a Permit.

The status of the request will be displayed as work in progress until the request is submitted to Alberta Energy

The Created by and Contact fields will be defaulted to your user name and the Requestor field will indicate your company name. The contact will receive notification by email regarding updates to the posting request.

Tip: Only the Coordinator can use the drop-down arrow to select a different Creator.

Land Tab

Public Offering

[Posting Rules](#)

Request Detail | **Land** | Well Info | Roles

Parcel 01

Please use the Add Land button to select the land for this request.

The Land tab allows you to add, change or delete the land, and change rights (PNG only).

Enter Land and Rights

Parcel	M	RGE	TWP	SEC	QS/LSD	Portion
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>

Method 1 – Enter Land and Rights

You can enter land and rights manually on the Land and Rights screen:

Enter the land description. Select the Portion check box if the land you are requesting has Crown and non-Crown mineral rights ownership.

Tip: If the Meridian, Range and Township are identical for the next section of land, you do not need to enter this information again.

The substance will be defaulted to Petroleum and Natural Gas for a PNG Request. This allows Alberta Energy to process the request for both substances.

Enter Land and Rights (Continued)

For PNG the Zones are defaulted to Surface to Basement with the option to change.

Tip: If the zones are different for each section of land, leave as Surface to Basement. This can be changed in the Land screen. If you are requesting all available rights leave the default as Surface to Basement.

For OS the zones are defaulted to Surface to Basement, no changes allowed. When processed by Alberta Energy, any available rights within the respective OS area may be granted.

Land Tab

The screenshot shows a software interface with a 'Land Tab' selected. It contains three parcel entries, each with a 'Delete' button. The first two parcels are identical in substance and zone, but differ in their qualifiers. The third parcel is partially visible.

Parcel ID	Substance	Qualifier	Zone
01	PETROLEUM AND NATURAL GAS	From Base	MANNVILLE GRP
02	PETROLEUM AND NATURAL GAS	From Top	SURFACE
02	PETROLEUM AND NATURAL GAS	From Top	SURFACE

Buttons at the bottom: Submit, Delete, Save, Close.

To delete a parcel, click on the Delete button.

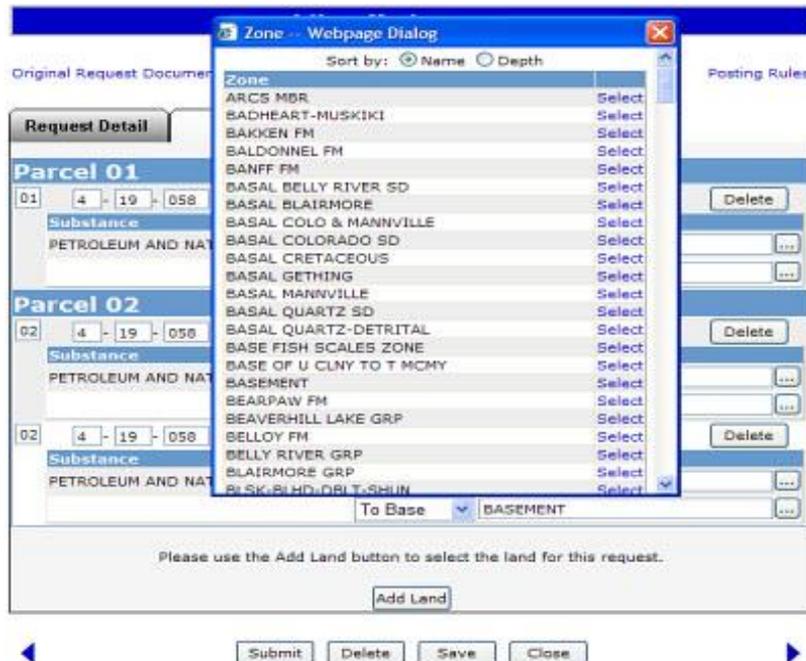
To change the parcel number, click on the number you want to change and add the new parcel number.

Use the drop down arrow to select the Qualifier, either From Top, To Base, From Base and To Top.

To change the zones, click on the ellipsis (...) button to open the Zone table. You can sort the zones by Name or Depth. Click on the Select button to the right of the zone you want.

Tip: Saving a posting request does not submit it to Alberta Energy.

Land Tab - Zone Table



If the request has no errors, a posting request number will be indicated at the top of the screen and a link to the Original Request Document will be visible. This document details the information entered for the posting request. Click on the link to open the Original Request Document.

Once you have added the land and rights your request is ready to be submitted, except if you are drilling a well to the sale or would like the request submitted as an advance booking. If this is the case, you need to click on the Well Info tab.

Tip: Any changes to a request must be made before the request is submitted. Any future changes to a posting request can still be done up to one week (Wednesday) before the publication date of the sale by contacting the Sales group.

Well Info Tab



The screenshot shows a web interface for a "Public Offering". At the top, there is a blue header with the text "Public Offering". Below this, there is a "Posting Rules" link. The main content area has four tabs: "Request Detail", "Land", "Well Info", and "Roles". The "Well Info" tab is currently selected. Below the tabs, there are two checkboxes: "Advance Booking" and "Drilling to Sale". At the bottom of the form, there are three buttons: "Submit", "Save", and "Close".

The Well Info tab allows you to enter information for an Advance Booking or Drilling to Sale.

Well Info Tab Details (Continued)

Public Offering

[Posting Rules](#)

Request Detail

Land

Well Info

Roles

Advance Booking Drilling to Sale

Unique Well Identifier or Location

Delete

Add Well

◀

Submit

Save

Close

▶

Drilling to Sale

A requestor who is drilling a well timed to the sale date is given first priority if there is a duplicate request for the same land in the same sale.

Roles Tab

The screenshot displays the 'Roles Tab' within a 'Public Offering' context. At the top, there is a blue header with the text 'Public Offering'. Below this, on the right side, is a link labeled 'Posting Rules'. The main content area features a tabbed interface with four tabs: 'Request Detail', 'Land', 'Well Info', and 'Roles'. The 'Roles' tab is currently active. Underneath the tabs, there are two sections: 'Viewers' and 'Submitters'. Each section contains a dropdown menu and an 'Add' button. At the bottom of the interface, there are three buttons: 'Submit', 'Save', and 'Close', along with left and right navigation arrows.

The Roles tab is used to define who can view and submit your request. If you have already added a viewer and/or submitter by accessing the Account folder, Preferences page, Posting Request Preferences, the Viewer and Submitter box will be filled in. You can add or delete Viewers and Submitters for each posting request.

Tip: If the submitter and the creator of the posting request are different users, it is the responsibility of the creator to advise the submitter that the request is now available for submission to Alberta Energy

Resources

[ETS Support and Online Learning](#) provides access to relevant guides, course and other information

If you have questions, please contact

For PNG: Postings.Energy@gov.ab.ca or the Sales Helpdesk at (780)644-2300 or

for Oil Sands: OSTenure@gov.ab.ca

Congratulations!

**You have completed the ETS – Public Offering
Online Training Course**

Please proceed to the subsequent modules detailing other
functionality of the Posting application.

If you have any comments or questions on this training module,
please forward them to the following email address:

Postings.Energy@gov.ab.ca

