



POPCORN KERNEL PRIZE MANIA SITE INSTRUCTIONS

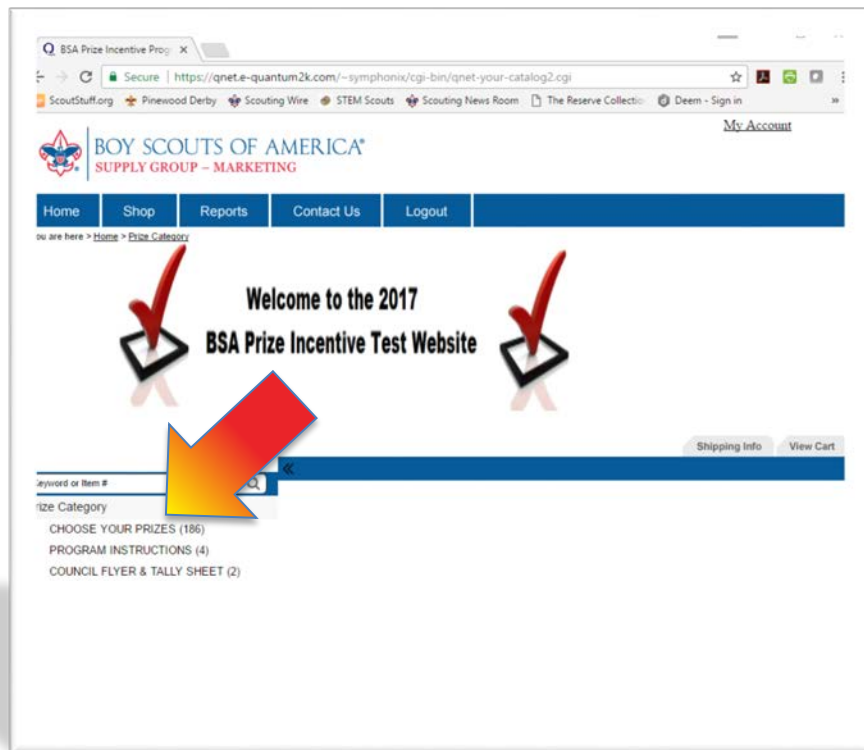
Our Prize Redemption Site is integrated into all Popcorn provider sites. It is preferred that you log-in through their site. If you are unsure of your username, please contact your Popcorn Provider or contact our Customer Care Team at 1-800-323-0376

The instructions in the following pages will show you how to use the Prize Redemption Site, Access Reports, and Place Orders.



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HOMEPAGE:

On the home page you will find three Prize Mania Categories.

- Choose Your Prizes
- Program Instructions
- Council Flyer & Tally Sheet





PROGRAM INSTRUCTIONS:

Click on the “**Program Instructions**” link in the main menu. Instructions for using this site will be available in the main section, including:

- Log on Instructions
- PIP FAQ
- Council Approver: System Navigation & Video
- Popcorn Kernel: System Navigation & Video



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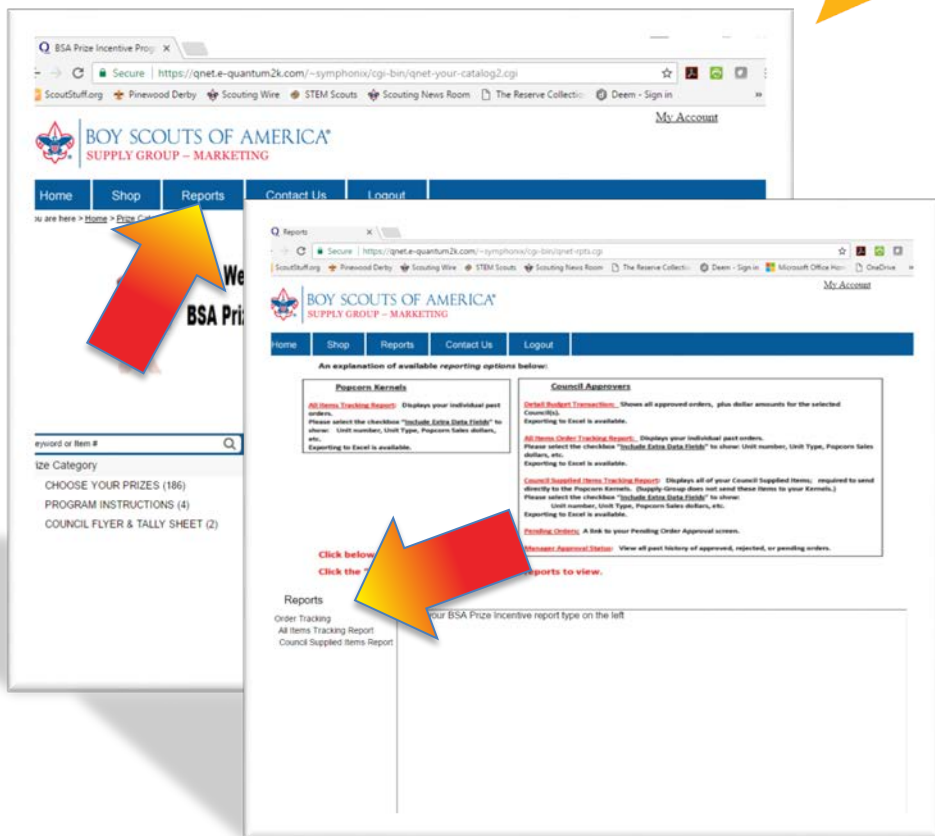


COUNCIL FLYER & TALLY SHEET:

Here you can find your Council's Prize Incentive Flyer for prize options available to your council.

The Talley sheet is generally used by Council Approvers to help combine all prize requests into an easy to use tracking sheet for them to order/approve prizes.



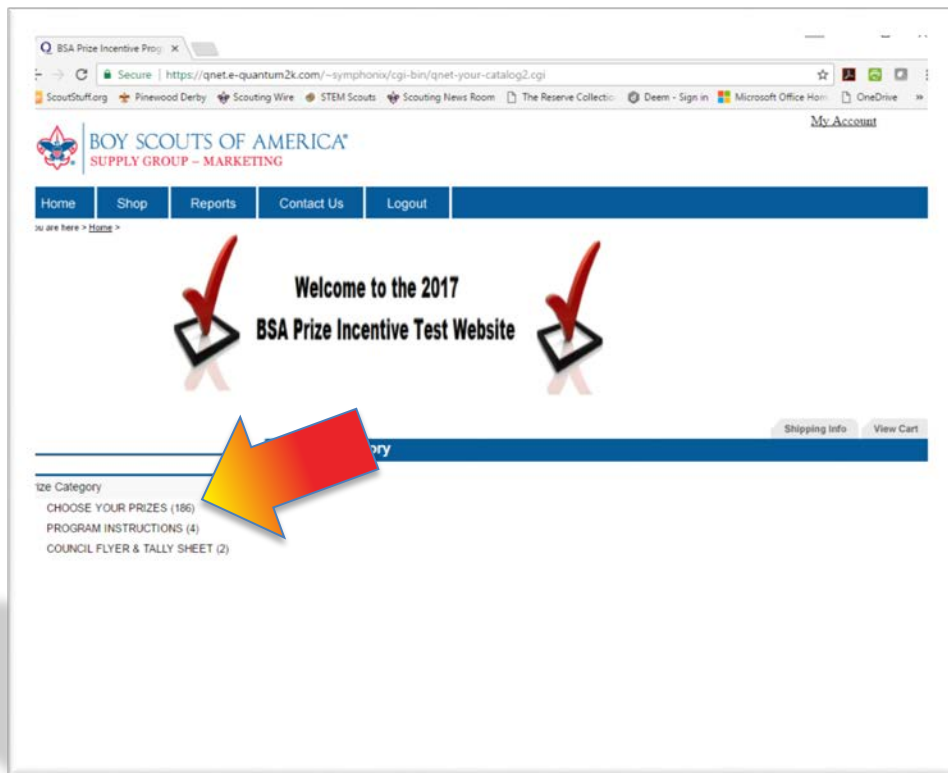


REPORTS:

As a Popcorn Kernel, two reports are available to keep track of Unit activity.

- **All items Tracking Report:** Provides all data including Unit Number, Type, Dollar Amount, and SKU #. Remember to click the “**Include Extra Data Field**” box.
- **Council Supplied Items Tracking Report:** Identifies council supplied prizes for the Council to distribute and the recipient shipping details.

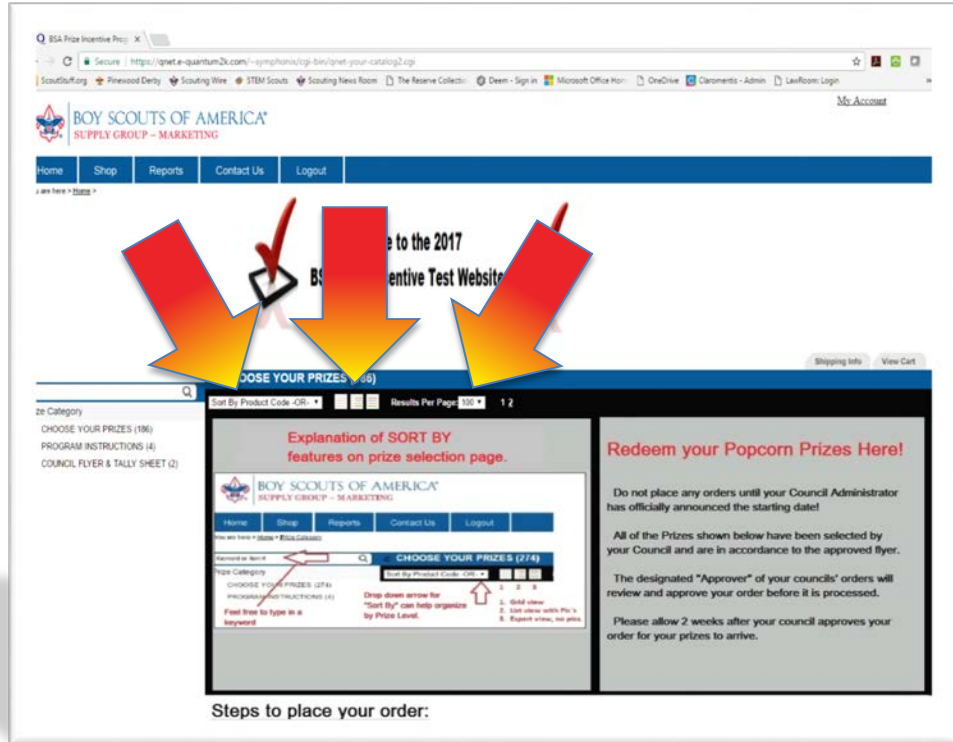




HOW TO PLACE AN ORDER:

Select the “**Choose Your Prizes**” category to begin the prize selection process.





HOW TO PLACE AN ORDER:

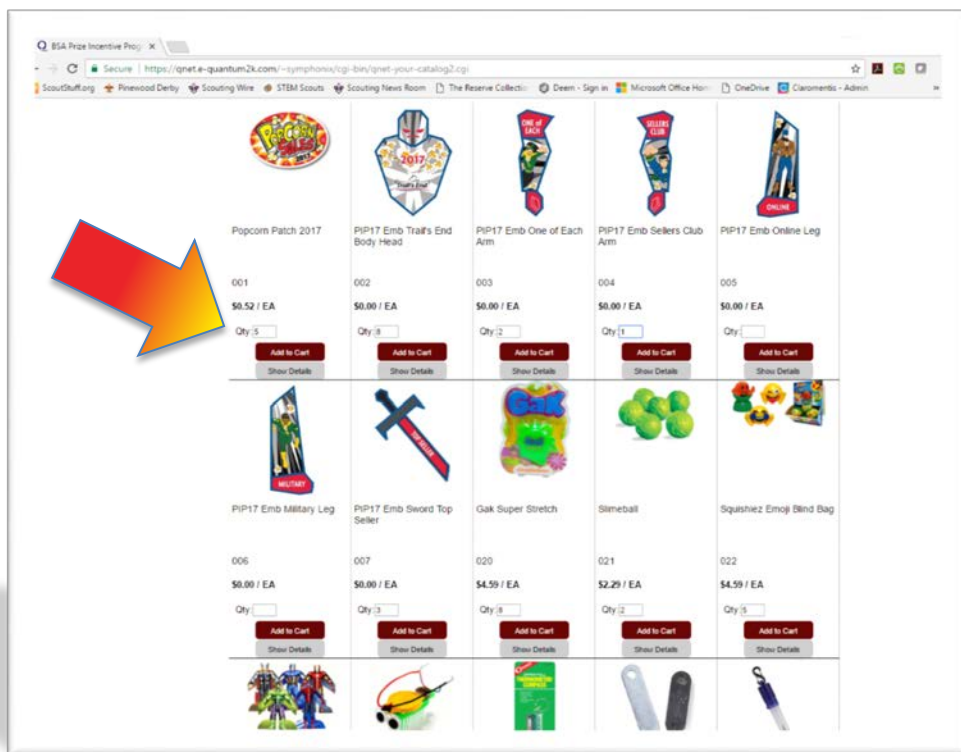
Once in the "Choose Your Prizes" page:

- You can sort prizes by Product Code, Description, or by Prices.
- You can also change the layout of the page by Grid View, List View, and Entry View ... or change the amount of prizes that are displayed.



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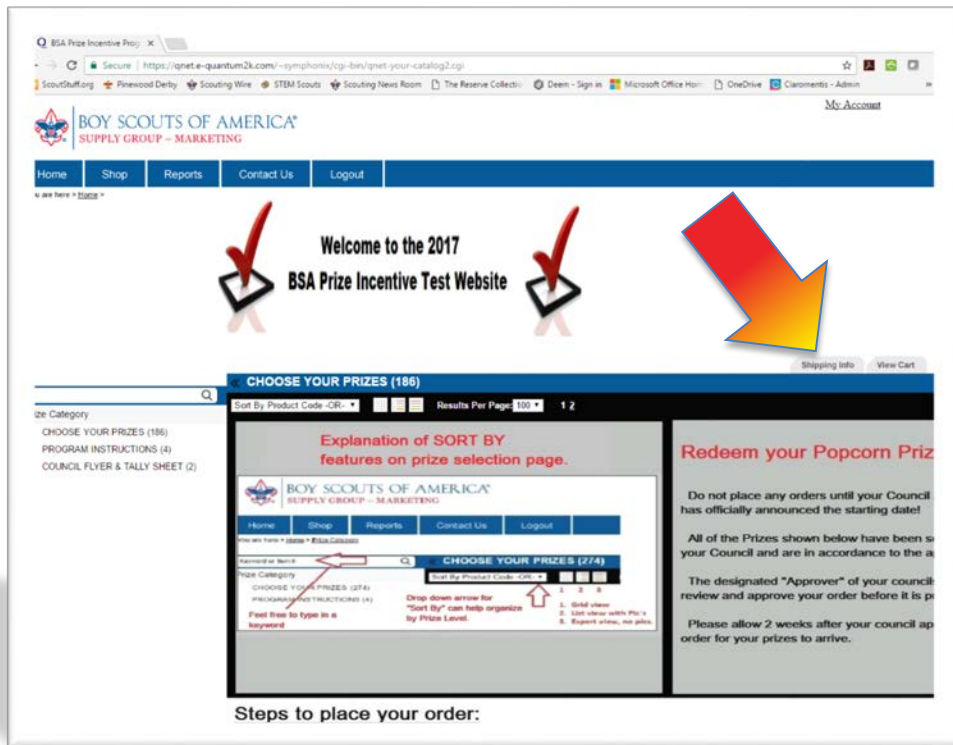
SELECTING PRIZES:

Begin by simply entering the Quantity of the items you are ordering. Then press **"Add to Cart"**.



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SELECTING PRIZES:

Once all items have been added to the cart, select the “**Shipping Info**” button/tab at the top-right of the page.



A screenshot of a web browser displaying the "BOY SCOUTS OF AMERICA SUPPLY GROUP - MARKETING" website. The page features a navigation bar with links for Home, Shop, Reports, Contact Us, and Logout. A "My Account" link is also visible. The main content area has a blue header with the text "Welcome to the 2017 BSA Prize Incentive Test Website" and a "Select Address" button. Below this, there is a form for entering shipping information, including fields for Company Name, Address, City, State, and Zip. A "Save" button is located next to the form. A red arrow points to the "Select Address" button, and another red arrow points to the "Save" button. A third red arrow points to the "View Cart" button in the top right corner. The page also includes a "Shipping Info" tab and a "View Cart" button.

ENTERING SHIPPING INFO:

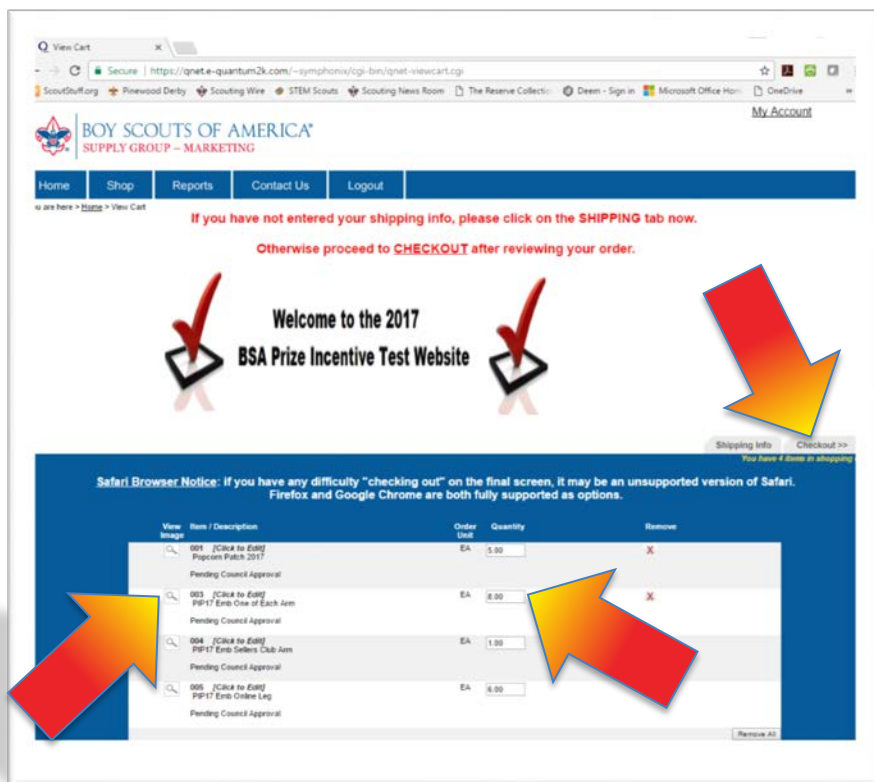
Enter the shipping information. If you press the **“Save”** button, this address will be available the next time by pressing the **“Select Address”** button.

Once done, press the **“View Cart”** button/tab at the top-right of page.



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REVIEWING THE CART:

- Review the items in your cart for accuracy.
- You can click on the magnifying glass for a picture of the item, or click on the description for details. You can also remove an item or change its quantity.
- Once done, click on the **“Checkout”** button/tab at the top-right.

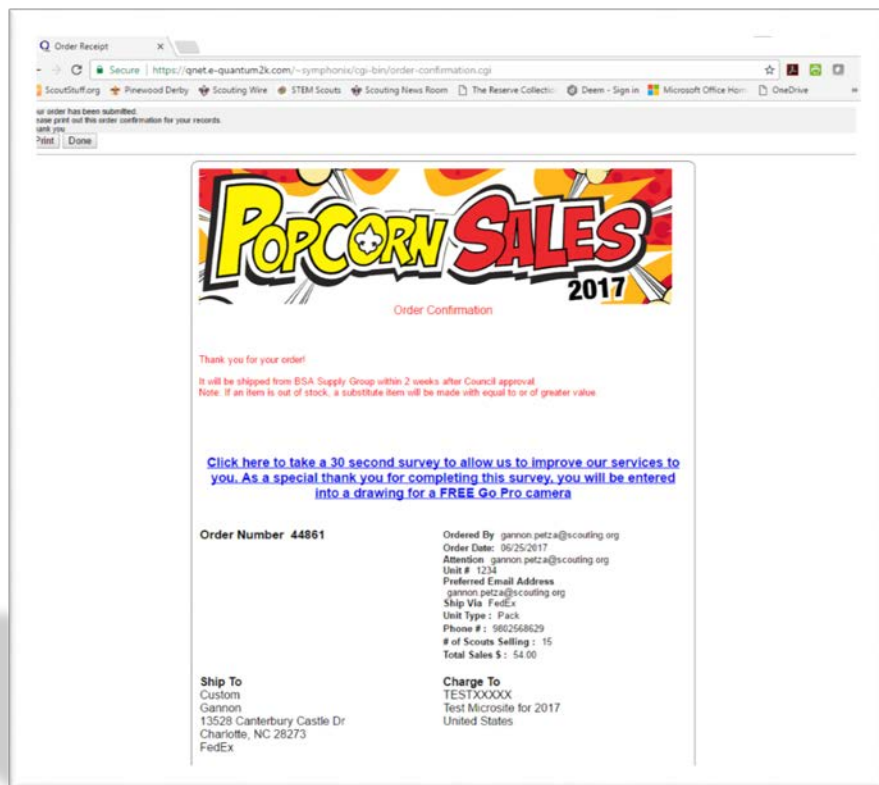




FINAL DETAILS:

- This screen will ask you to provide Unit info, Number of Scouts Selling, and Total Dollars Sold.
- If you are a Unit Kernel, you don't need to enter the Unit % of prizes. This is automatically calculated and sent to the approver.
- Enter a comment for your approver if desired and then press the **“Submit”** button to finalize the order.

A screenshot of a web browser showing the 'Checkout' page of the 'BSA Prize Incentive Test Website'. The page has a blue header with 'Checkout' and links for 'Shipping Info', 'View Cart', and 'Submit Order'. Below the header, there's a section for 'Additional Fields' with input fields for 'Email Address', 'Unit #', 'Unit Type', 'Phone #', '# of Scouts Selling', and 'Total Sales \$'. A red arrow points to the 'Unit #' field. Another red arrow points to the 'Submit Order' button at the bottom. The page also displays a total of \$2.60 and a note about receiving the order within 2 weeks after Council Approval.



ORDER CONFIRMATION:

- The Unit Kernel and Approver will receive an email confirmation of the items ordered.
- Please print a copy of this order form. You will be asked for the Order Number if you need to track your order or contact Customer Service.





HAVE A QUESTION?

Contact your local Scout Shop, Territory Sales Manager/Rep, or contact our Customer Service Team at:



1-800-323-0736

NDC.PRIZEINCENTIVEPROGRAM@SCOUTING.ORG

