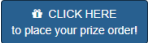


# How to Order Prizes for 2020 Popcorn Selling Season

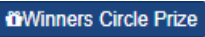
For the 2020 popcorn selling season, there are 3 types of prizes (Council Prizes, Bonus Prizes and Winners Circle Prizes). Due to who are rewarding the prizes each has its own way of ordering.

Council prizes and Winners Circle prizes must be ordered using the prpopcorn.com website. To access these, you will need to log into your prpopcorn.com account.

## COUNCIL PRIZES

- Once logged into your account click on the  button at the bottom of the page (under your "order summary" and the "important dates" window)
- This will send you to an alternate side for BSA popcorn prizes.
- In the upper left corner, under "Prize Category" select "CHOOSE YOUR PRIZES"
- This will take you to an online shopping page that you can select your prizes.
- Using your Unit Master Records sheet, select the appropriate prizes that you need to "order" by placing the total for your unit in your 'cart'.
  - Remember this is the total of this prize for your unit.
  - Example: if I have 3 scouts that all selected the 4.5 inch knife. I would put qty 3 for this item.
  - DON'T FORGET the PATCHES. Any scout that sold at least 1 item for popcorn is eligible for the patch. You will need to enter the appropriate number (also found on your Unit Master Records form) and place in your cart.
- After placing all of your unit prizes in your 'cart'. Click on the "SHIPPING INFO" tab in the upper right corner of the page
- Complete the basic form with your desired shipping information. This is where the prizes (where applicable will be shipped) other prizes such as gift cards will be sent electronically so be sure that you have update email addresses of all of these prizes.
- After entering your shipping information, click on the "VIEW CART" tab. This is your way to verify that your 'order' is correct.
- Once verified, you can exit the page and leave the site. Linda will view and validate your order before approving it. Prizes (pending availability) will be send out 3-5 business days after being "approved."

## WINNERS CIRCLE PRIZES

- Once logged into your account click on the "Scouts" tab across the top of the page
- This will take you to a list of all the scouts in your unit.
- Click on the  button of the scout that you need to order a winners circle prize for.
- Click on the "+ ADD PRIZE" button.
- Select the FALL 2020 selling season in the drop down box
- Enter the total dollars sold (exclude the \$ sign)
- Select the desired prize from the "PRIZE TYPE" drop down box
- Click on the "CHOOSE FILE" in the worksheet verification line.
  - Here you have to provide proof of sales for Pecatonica River. This is as simple as making a copy of your Unit Master Record Document and highlighting the scout's sales. Be sure that their Online Sales and table sales totals have been updated so that the total sales match the "Amount Sold" that you entered above.
  - The documentation that Pecatonica River wants is the breakout of how many containers were sold of each product. DO NOT send the prize page to them. This will not suffice.

## **How to Order Prizes for 2020 Popcorn Selling Season**

- In the browse window navigate to the file that you wish to submit for verification (in most cases it will be the Unit Master Record as indicated above).
- Enter the Zip, Pickup Name and the Pickup Email as indicated.
  - The person entered here will be the parent of the scout that the gift card can be sent to.
- Once all items are updated, click the submit button.
- Repeat these steps for any scout that sold over the \$2500 Winners Circle amount.
  - If the scout sells over \$5000, they have the option of any 1 item from the \$2500 OR the \$5000 winners circle. NOT one from each.

### **BONUS PRIZES**

- Bonus prizes will be determined and sent based on the Unit Master Record document that is submitted to the council.
- No additional steps need to be taken for these prizes.
- Be sure that the Unit Master Record document is up to date with all the container sales, online sales and table sales so that your scouts receive their appropriate bonuses.