

General Commercial Corporation Keller Marketing Division Prize Program How to place a unit order online for volunteers www.kellerspringprizes.com

General Commercial Corporation/Keller Marketing Division is proud to be working with your Council volunteers. The following document's purpose is to guide you through the prize ordering process.

- Support the Boy Scouts of America's Popcorn Prize Program;
- Make Unit prize ordering fast and easy;
- Facilitate the Council's release of orders, and order-tracking, through a straightforward process;

We hope you enjoy the ease and efficiency of the site and welcome your feedback!

To place Unit orders, please follow these instructions:

Creating Your Profile

Step 1: Open your internet browser.

Step 2: Go to www.kellerspringprizes.com Home Page.

Step 3: Click on Login – Bottom Left Corner of your Screen

Step 4: In the central area of the screen, click register here and enter the information requested. Items *asterisked are required. **FIRST**; you must "create a profile" and login before any order may be entered.

Enter: 1st: Enter Council ID: **101NEGA** (as you see it in capital letters) then click enter
Then fill in the following information:

- a.) E-Mail address. Point and click in the next field, or press Tab key on your keyboard.
- b.) Password. Tab.
- c.) Confirm Password. Tab.
- d.) First Name. Tab.
- e.) Last Name. Tab.
- f.) Address 1 (This is your physical address for UPS delivery). Tab.
- g.) Address 2 (If you receive mail at a PO Box, please put that address here). Tab
- h.) City. Tab.
- i.) State. Tab.
- j.) Zip Code. Tab
- k.) Telephone number.
- l.) Point and click at the down arrow to find your District name in the menu, then point and click on your District's name. Tab.
- m.) Point and click at the down arrow to find your Unit Type in the menu, then point and click on your Unit Type. Tab.
- n.) Type your Unit Number.
- o.) Click REGISTER.

Logging into the site

Step 1: Click 'login' on your Welcome screen.

Step 2: You are back on the Home page. Type your Email Address and Password, and click 'Login'.

Placing order

- Step 1:** Click 'Quick Order' in the menu on the left of your screen. On the lower portion of the form, enter prize quantities and complete all of the required fields to ensure proper shipment.
NOTE: We are Unable to ship to a P.O. BOX.
- Step 2:** Click 'Submit Order to Council' when you are finished. A pop up box will appear as a double check to ensure you are ready to submit your final order. If you need to edit your order please see instructions below.
- Step 3:** Upon successful completion; you will receive an e-mail verification, unless your Internet Service Provider has our system blocked. Please keep your order number for future reference.

If you need assistance with this process, please contact BSA Customer Service via e-mail BSACustomerService@gcc-usa.com , call BSA Customer Service @ 888-351-8000, or call your Council office.

Editing Existing Order

Units will not be able to initiate a second order for a unit unless the previous order has been authorized for shipment by the Council Office. Should your Unit have the need to change your order, please follow the instructions below.

- Step 1:** Complete Log In and Password Screen
- Step 2:** Click on "Quick Order". Enter Information for your Unit/Number/District/Popcorn Sales Click "Next"
- Step 3:** If there is an order for Unit/District/Council, you will see a message
"There is already an order for this Unit/District/Council."
To edit this order, click "here".
- Click on "here"
- Step 4:** Change quantities of prizes needed.
Click "Submit Changes"
Please wait one moment while page refreshes before.

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