



BOY SCOUTS OF AMERICA®

Prize Mania Training Guide for “Popcorn Kernels”



Single Sign-In Steps

For all Popcorn provider sites (Camp Masters, Trial's End, and Pecatonica) we are now integrated and the instructions below will show you how to go directly from their site to the BSA Prize Mania site without having to enter a second password.



The screenshot shows the top portion of a website. At the top left is the Boy Scouts of America logo, a fleur-de-lis with a torch in the center. To the right of the logo is the text "BOY SCOUTS OF AMERICA®" in blue and "SUPPLY GROUP - MARKETING" in red. Below this is a navigation bar with six blue buttons: "Home", "Shop", "Reports", "Contact Us", "Logout", and an empty button. Under the navigation bar is a breadcrumb trail: "You are here > Home > Prize Category". Below the breadcrumb is a red text prompt: "Your Council's Name will be here". There is a search bar with the placeholder text "Keyword or Item #" and a magnifying glass icon. Below the search bar is a dropdown menu for "Prize Category" with two options: "CHOOSE YOUR PRIZES (383)" and "PROGRAM INSTRUCTIONS (3)". To the right of the dropdown menu is a red text prompt: "Please do not place any orders until you" and "If you have a special request, please sen". Below the dropdown menu is a red text prompt: "2016 Prize Incentive Program".

Logging in directly into the BSA Prize Mania Site

BOY SCOUTS OF AMERICA®
SUPPLY GROUP

POPCORN SALES 2016

Returning Users Sign In Below

Username:

Password:

Log On

Retrieve Your Password

E-Mail:

Submit

[New Users click here for approval](#)

**** PIP PARTICIPANTS ****

****You may already be set up for ordering.
Before submitting a new request, try logging on.**

Please enter your:

- email address as your username
- Council name as your password.

ie. hudsonvalley = password for the Hudson Valley Council

If you do not already have a username & password, click on the link above.

You will receive a confirmation within 24 hours.

Step 1: If you have received your user name and password you can log in through the Returning User Sign In.

Forgot your password

Returning Users Sign In Below

Username:

Password:

Retrieve Your Password

E-Mail:

[New Users click here for approval](#)

**** PIP PARTICIPANTS ****

****You may already be set up for ordering.
Before submitting a new request, try logging on.**

Please enter your:

- email address as your username
- Council name as your password.

ie. hudsonvalley = password for the Hudson Valley Council

If you do not already have a username & password, click on the link above.

You will receive a confirmation within 24 hours.

***Note: If forgot your password, simply enter your email address and a reset link will be sent to you.**

New User Steps



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SUPPLY GROUP



Returning Users Sign In Below

Username:

Password:

Log On

Retrieve Your Password

E-Mail:

Submit



[New Users click here for approval](#)

**** PIP PARTICIPANTS ****

****You may already be set up for ordering.**
Before submitting a new request, try logging on.

Please enter your:

- **email address** as your username
- **Council name** as your password.

ie. hudsonvalley = password for the Hudson Valley Council

If you do not already have a username & password, click on the link above.

You will receive a confirmation within 24 hours.

***Note: If you are a NEW USER please login through the New User Approval area. Please follow the simple instructions to set up your account for approval.**

New User Steps

New User - Google Chrome

https://qnet.e-quantum2k.com/~symphonix/Custom/039PIP/register/index.html

New User Registration

All RED items are mandatory for new users for Prize Incentive Program (PIP)

Name:

Email:

Password:

Council Name:

Unit #:

Unit Type:

Physical Address Line 1:

Physical Address Line 2:

City:

State:

Zip:

**Please provide the following information.
(Please note that the items in red are mandatory.)**

Your request for new user set up will be sent to your Council Approver for approval. Once this has been approved you will receive an email advising you that your account has been set up as well as your username and password.

HOMEPAGE

BOY SCOUTS OF AMERICA®
SUPPLY GROUP – MARKETING

My Account

Home Shop Reports Contact Us Logout

You are here > Home >

Shipping Info View Cart

« Prize Mania Category

Prize Mania Category

- CHOOSE YOUR PRIZES (110)
- PROGRAM INSTRUCTIONS (7)
- COUNCIL FLYER & TALLY SHEET (2)

POPCORN SALES 2016

THE TESTING PERIOD IS OVER. PLEASE CONTACT YOUR COUNCIL APPROVER FOR ALTERNATIVE TESTING OPTIONS.

Please do not place any orders until your Council Administrator has officially announced the starting date.

If you have a special request, please send an email to NDC.PrizeIncentiveProgram@scouting.org

After your kick-off date starts, simply click on the "CHOOSE YOUR PRIZES" button on the left.

Safari Browser Notice: if you have any difficulty "checking out" on the final screen, it may be an unsupported version of Safari. Firefox and Google Chrome are both fully supported as options.

Once on the home page you will find 3 Prize Mania Categories.

Please access the "Program Instructions" tab for tools to help you navigate on this site.

Call BSA Supply Group Customer Service
or send an email



PIP FAQ 2016

BSA FAQ

\$0.00 / EA

Show Details



Council Approvers System
Navigation

BSA PRIZE INST1

\$0.00 / EA

Show Details



Popcorn Kernels System
Navigation

BSA PRIZE INST2

\$0.00 / EA

Show Details



Log on Instructions from
Popcorn --Single Sign-on

BSA SINGLE SIGN

\$0.00 / EA

Show Details

You will find 4 Main documents in this category:

1. PIP FAQ
2. Council Approvers System Navigation & Videos
3. Popcorn Kernels System Navigation & Videos
4. Log on Instructions for Single Sign on

Product Code



Results Per Page:

100

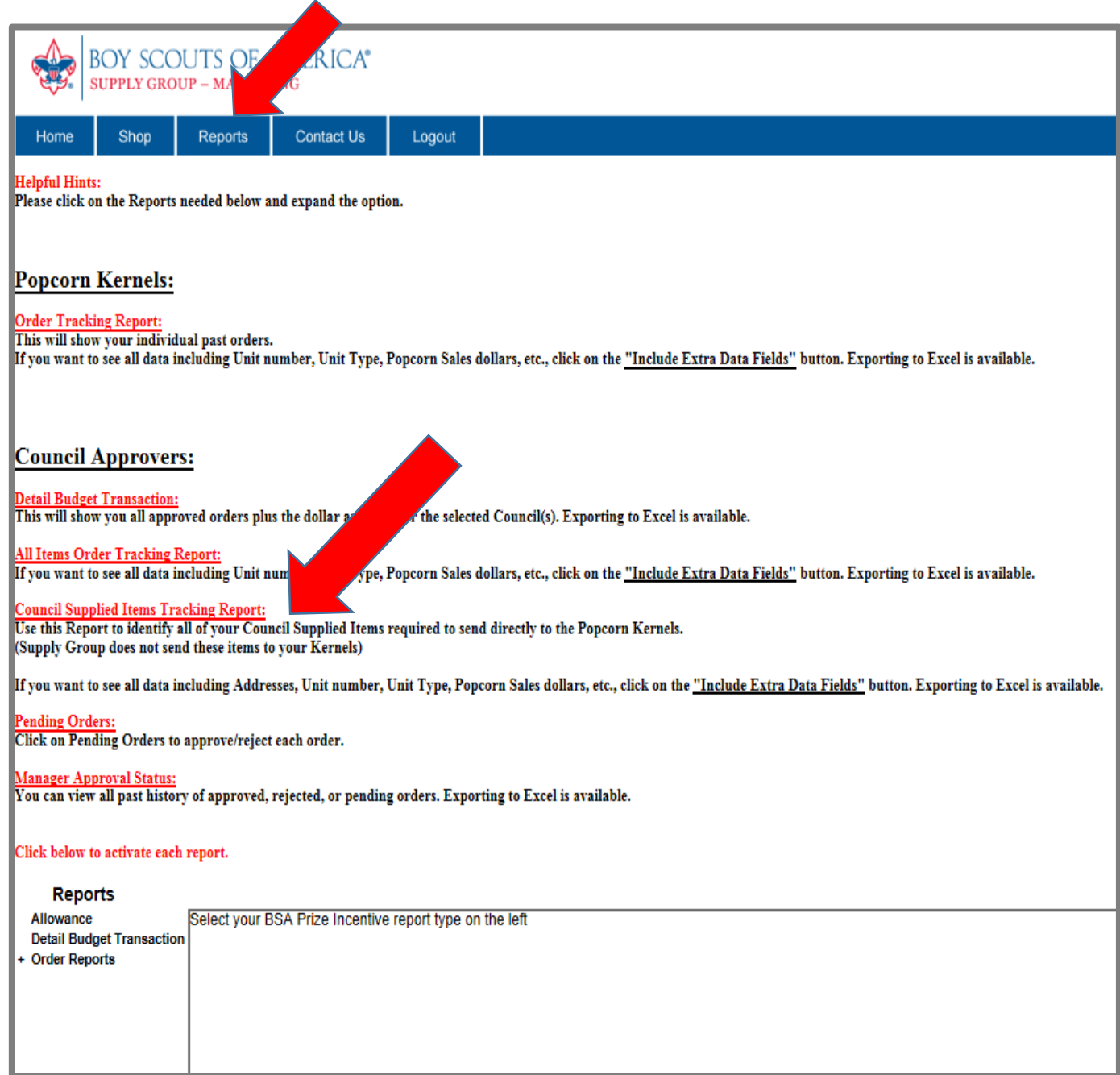
1

Council Reports

As Popcorn Kernels you have 2 reports available to help you keep track of PIP Unit activity.

+ Order Tracking Report for all items: all data including unit number, type, dollar amount, and sku number. *Remember to click the Include "Extra Data Field" box. **Both Council Approvers and Popcorn Kernels can view this report.**

+ Council Supplied Items Tracking Report: identifies council supplied prizes that the Council will be shipping.



BOY SCOUTS OF AMERICA
SUPPLY GROUP - MA

Home Shop **Reports** Contact Us Logout

Helpful Hints:
Please click on the Reports needed below and expand the option.

Popcorn Kernels:

Order Tracking Report:
This will show your individual past orders.
If you want to see all data including Unit number, Unit Type, Popcorn Sales dollars, etc., click on the "Include Extra Data Fields" button. Exporting to Excel is available.

Council Approvers:

Detail Budget Transaction:
This will show you all approved orders plus the dollar amount for the selected Council(s). Exporting to Excel is available.

All Items Order Tracking Report:
If you want to see all data including Unit number, Unit Type, Popcorn Sales dollars, etc., click on the "Include Extra Data Fields" button. Exporting to Excel is available.

Council Supplied Items Tracking Report:
Use this Report to identify all of your Council Supplied Items required to send directly to the Popcorn Kernels.
(Supply Group does not send these items to your Kernels)

If you want to see all data including Addresses, Unit number, Unit Type, Popcorn Sales dollars, etc., click on the "Include Extra Data Fields" button. Exporting to Excel is available.

Pending Orders:
Click on Pending Orders to approve/reject each order.

Manager Approval Status:
You can view all past history of approved, rejected, or pending orders. Exporting to Excel is available.

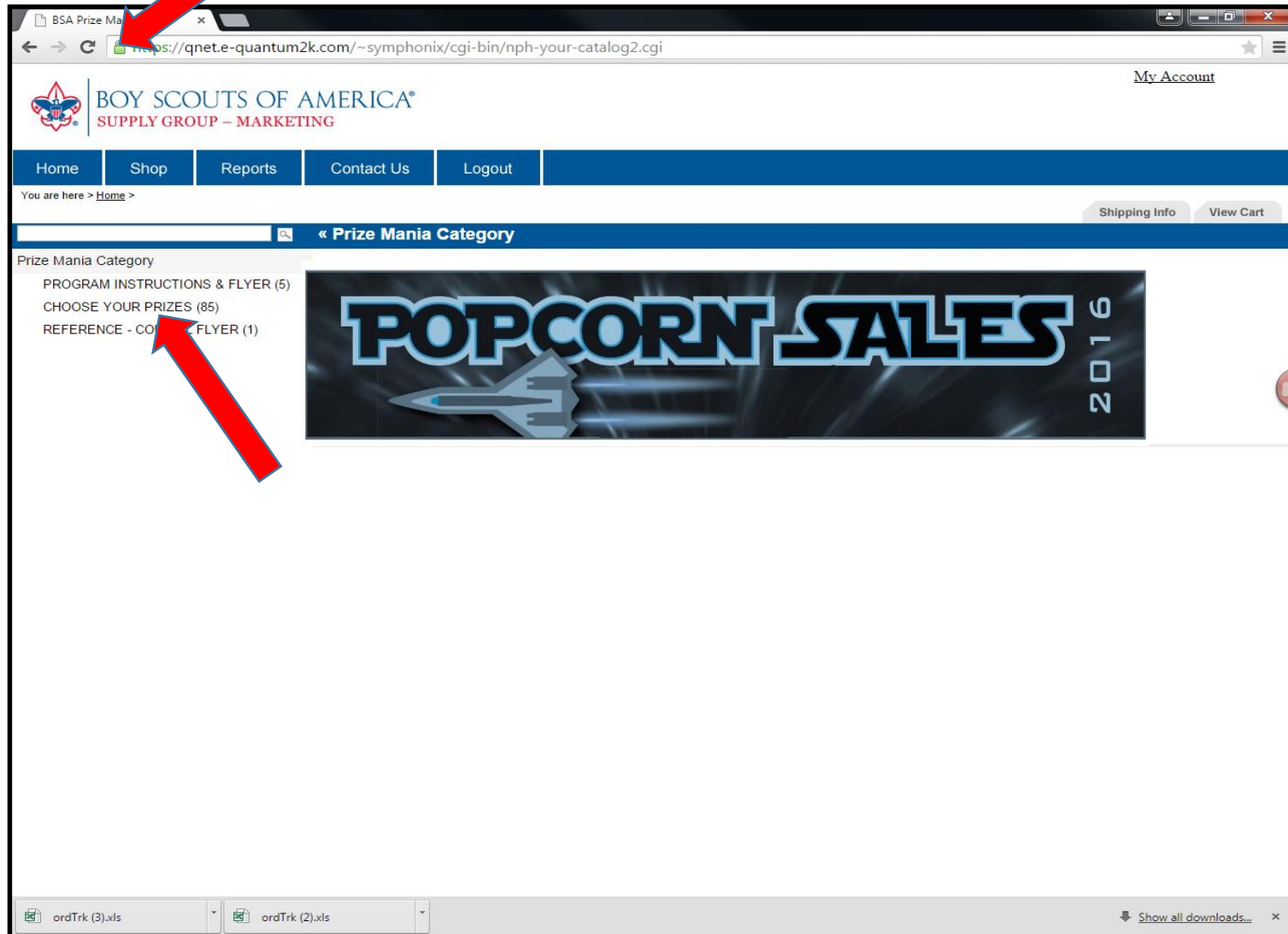
Click below to activate each report.

Reports

Allowance	Select your BSA Prize Incentive report type on the left
Detail Budget Transaction	
+ Order Reports	

How to place an order

Navigation



1. To place an order go to the “SHOP” tab.
2. Then click on the Prize Mania Category to display the 3 categories to choose from.
3. Select the “choose your prizes” category to go to the next page



« CHOOSE YOUR PRIZES

Prize Mania Category

Sort By... Results per page: 100 1 2

CHOOSE YOUR PRIZES (110)
PROGRAM INSTRUCTIONS (7)
COUNCIL FLYER & TALLY SHEET (2)

2015 Prize Mania Program has ended. We will be updating this website soon to accommodate the 2016 program.

[~Redeem your prizes here!~](#)

****All of the Prizes selected by your Council will be included below.**

Safari Browser Notice: if you have any difficulty "checking out" on the final screen, it may be an unsupported version of Safari.
Firefox and Google Chrome are both fully supported as options.

Helpful Hints:
*The normal website page displays 30 prizes at a time; if there are more than 30, click on the next page above or increase the "results per page."
*To make ordering easy, you can "sort" the list by Price (Low to High) or by product code or even by product description.
*You also can change the view of the prizes on the screen by using Grid / List / Entry view buttons (located adjacent to the sort feature).
The "Entry view" provides a simple list without pictures for fast order entry.

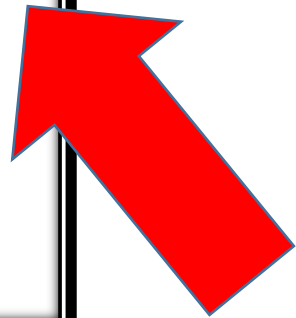
1) Simply go down the list and add the quantity required to fulfill your Prize redemption order for each of your items.
.....You only need to click on "Add to Cart" once after you have entered your quantities.
2) Click on "SHIPPING" to add your destination for delivery.
3) Review Cart (one last time!)
4) FINAL Checkout

You will receive an immediate confirmation plus an email will be coming your way.
The designated "APPROVER" of your Council's orders will review and approve your order before going into order processing.

Please allow 2 weeks after your Popcorn Kernel approves your order for your Prizes to arrive.

For questions on the Prize Incentive Program, please email NDC.PrizeIncentiveProgram@scouting.org and place PIP in the subject line or call Customer Service @ 800-323-0736

Thank you for participating and we hope this year was a huge success!!













This is a set of directions, please take a moment to read them before scrolling to the bottom to begin choosing your prizes and placing your order.

- You can sort your prizes by Product Code and Product Description.
- You may sort your page by Grid View, List View and Entry View.
- You can change the amount of prizes that are displayed on the page. It is recommended to view 100 per page.

For questions on the Prize Incentive Program, please email NDC.PrizeIncentiveProgram@scouting.org and place PIP in the subject line or call Customer Service @ 800-323-0736

Thank you for participating and we hope this year was a huge success!!

 <p>Silva Polaris Compass</p> <p>1070</p> <p>\$18.39 / EA</p> <p>Qty: <input type="text" value="1"/></p> <p>Add to Cart</p> <p>Show Details</p>	 <p>Secret Box Wood Kit</p> <p>17080</p> <p>\$5.74 / EA</p> <p>Qty: <input type="text" value="5"/></p> <p>Add to Cart</p> <p>Show Details</p>	 <p>Bug Cage Duplex Wood Kit</p> <p>17177</p> <p>\$3.44 / EA</p> <p>Qty: <input type="text" value="8"/></p> <p>Add to Cart</p> <p>Show Details</p>	 <p>Crystal Radio Kit</p> <p>17288</p> <p>\$12.64 / EA</p> <p>Qty: <input type="text"/></p> <p>Add to Cart</p> <p>Show Details</p>	 <p>Bottle Caribiner Leather Kit</p> <p>17878</p> <p>\$3.44 / EA</p> <p>Qty: <input type="text"/></p> <p>Add to Cart</p> <p>Show Details</p>
 <p>BSA Mess Kit</p> <p>24026</p> <p>\$11.49 / EA</p> <p>Qty: <input type="text" value="5"/></p> <p>Add to Cart</p> <p>Show Details</p>	 <p>Cub Scout Flyer</p> <p>572</p> <p>\$5.74 / EA</p> <p>Qty: <input type="text" value="1"/></p> <p>Add to Cart</p> <p>Show Details</p>	 <p>Compound Bow Set</p> <p>600544</p> <p>\$45.99 / EA</p> <p>Qty: <input type="text" value="5"/></p> <p>Add to Cart</p> <p>Show Details</p>	 <p>Survival Aid</p> <p>601135</p> <p>\$5.74 / EA</p> <p>Qty: <input type="text"/></p> <p>Add to Cart</p> <p>Show Details</p>	 <p>Zipper Pull Thermometer with Compass</p> <p>604325</p> <p>\$4.59 / EA</p> <p>Qty: <input type="text"/></p> <p>Add to Cart</p> <p>Show Details</p>

9/30/2016

BEGIN

Begin by simply entering the Qty of the items you are ordering.

STEPS

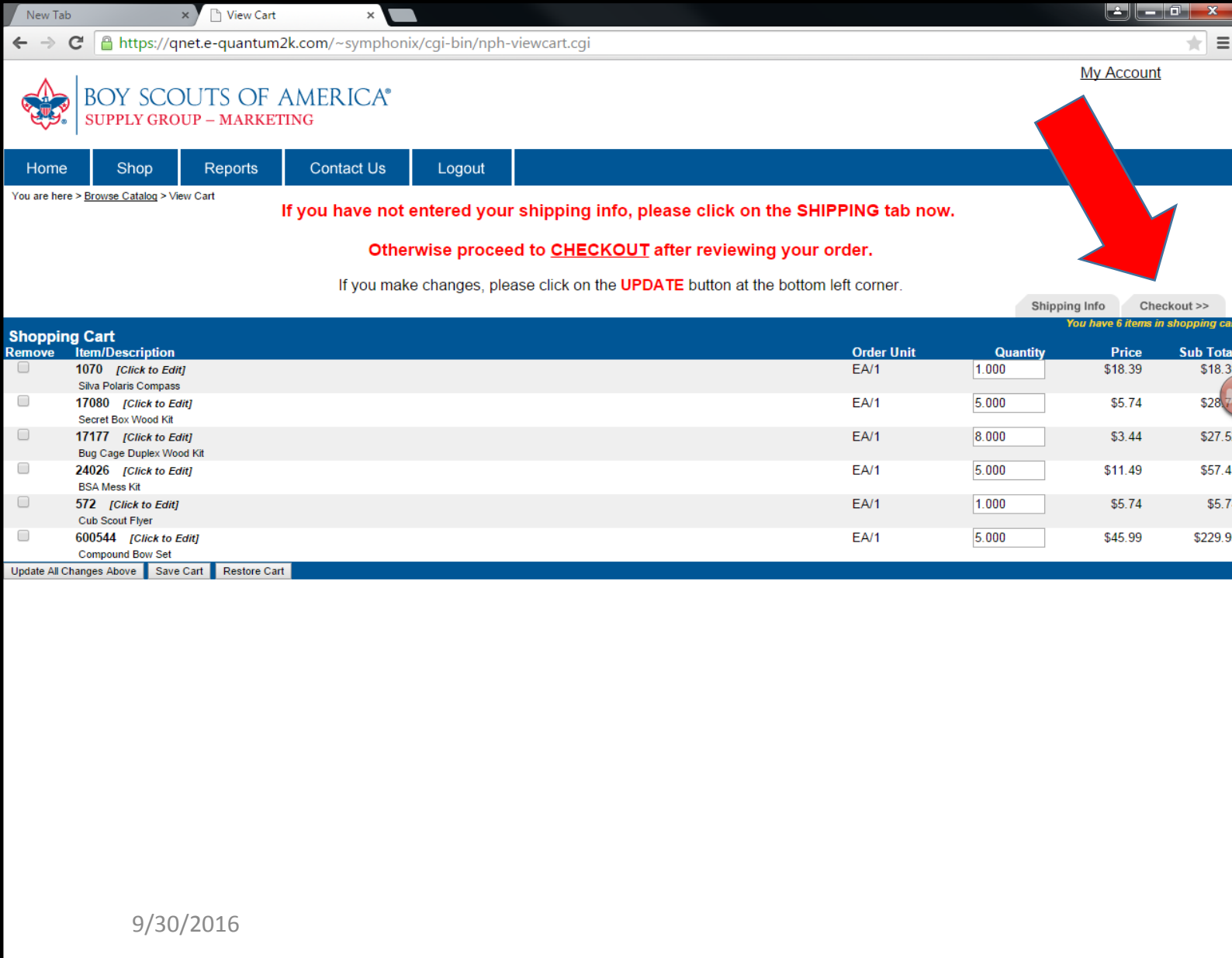
1. Enter all your complete shipping information in the tab to the right.

2. Click on the View your cart tab to review your order for accuracy. If you are a PIP Kernel you will not see pricing.

3. You can Remove an items or change a quantity. Once you have made the changes you will select the Update All Changes to ensure that you are placing an order properly.

You also have the means to, “Save”, the cart in the event you need to stop and start again. Restore the Cart will allow you to move back to original state after you have made changes.

4. Your next step is to proceed to the Checkout tab at the right top of this page.



The screenshot shows a web browser window with the URL <https://qnet.e-quantum2k.com/~symphonix/cgi-bin/nph-viewcart.cgi>. The page header includes the Boy Scouts of America logo and navigation links: Home, Shop, Reports, Contact Us, Logout, and My Account. A red arrow points to the 'Shipping Info' tab, which is currently selected. Below the navigation, there are instructions: 'If you have not entered your shipping info, please click on the SHIPPING tab now. Otherwise proceed to CHECKOUT after reviewing your order. If you make changes, please click on the UPDATE button at the bottom left corner.' The main content area is titled 'Shopping Cart' and contains a table with 6 items. At the bottom of the cart, there are buttons for 'Update All Changes Above', 'Save Cart', and 'Restore Cart'. The date '9/30/2016' is displayed in the bottom left corner.

Remove	Item/Description	Order Unit	Quantity	Price	Sub Total
<input type="checkbox"/>	1070 [Click to Edit] Silva Polaris Compass	EA/1	1.000	\$18.39	\$18.39
<input type="checkbox"/>	17080 [Click to Edit] Secret Box Wood Kit	EA/1	5.000	\$5.74	\$28.70
<input type="checkbox"/>	17177 [Click to Edit] Bug Cage Duplex Wood Kit	EA/1	8.000	\$3.44	\$27.52
<input type="checkbox"/>	24026 [Click to Edit] BSA Mess Kit	EA/1	5.000	\$11.49	\$57.45
<input type="checkbox"/>	572 [Click to Edit] Cub Scout Flyer	EA/1	1.000	\$5.74	\$5.74
<input type="checkbox"/>	600544 [Click to Edit] Compound Bow Set	EA/1	5.000	\$45.99	\$229.95

Checkout

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SUPPLY GROUP - MARKETING

Home Shop Reports Contact Us Logout

Thank you for ordering online!

Shipping Info View Cart Submit Order

Checkout

You should receive your order within 2 weeks after Council approval via FedEx.	\$367.75
Ship Via : FedEx 2nd Day Air (FED2) Groun	\$0.00
Grand Total	\$367.75

Checkout Fields

* Attention :

* Unit # :

* Unit Type :

* Phone # :

* # of Scouts Selling :

* Total Popcorn Sales \$:

Approver (% prizes) :

**If you are ordering your Council Elyer, please add "fly" in all boxes so you can check out.*

Note: you do not need to fill out the Blank on the left ... Approver (% of prizes)

Add remarks here for your Council "Approver"

The final check out screen will ask you to provide the same Shipping details. The person the order is going to should be in the attention field.

The Unit number, Unit Type, Phone Number and Phone Number should also be filled out.

You will need to enter the number of scouts selling and the Total dollars sold.

If you are Unit Kernel keying you will not have to put the unit % of prizes.

This is automatically calculated and sent to the approver.

5. Finally click the blue Submit your Order.



Confirmation of Order

New Tab x Order Receipt x
https://qnet.e-quantum2k.com/~symphonix/cgi-bin/order-confirmation.cgi

Content-type: text/html

Your order has been submitted.
Please print out this order confirmation for your records.
Thank you

Print Done



POPCORN SALES 2016

Thank you for the order!
You will receive your shipment via FedEx.
Order Number **13781**

Ordered By: prizemanagerlogonwp
Order Date: 04/20/2015
Attention: Test Test
Unit #: 115
Ship Via: FedEx 2nd Day Air (FED2) Group
Unit Type: Pack
Phone #: 704-555-1212
of Scouts Selling: 25
Total Popcorn Sales \$: 1500.0
Approver (% prizes):

Ship To
Custom
Boy Scout Council - Test
1234 Main Street
Anywhere, NC 28203
FedEx 2nd Day Air (FED2) Group

Charge To
0001
BSA PIP with Prices (WP)
2109 Westinghouse Blvd
Charlotte, NC 28241
United States

Qty	Item/Description	Order Unit
1	1070 Silva Polaris Compass	EA/1
5	17080 Secret Box Wood Kit	EA/1
8	17177 Bug Cage Duplex Wood Kit	EA/1
5	24026 BSA Mess Kit	EA/1
1	572 Cub Scout Flyer	EA/1
5	600544 Compound Bow Set	EA/1

9/30/2016

The Unit Kernel will receive an email confirmation of the items ordered.

The Approver will receive an email notifying them that an order is sitting in Pending status.

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 QUESTIONS?

PLEASE CONTACT THE FOLLOWING IN THIS ORDER:

1. YOUR TERRITORY SALES MANAGER OR REPRESENTATIVE
2. E-mail: NDC.PRIZEINCENTIVEPROGRAM@SCOUTING.ORG
3. BSA SUPPLY GROUP CUSTOMER SERVICE AT 800-323-0736
(8AM – 7PM EASTERN TIME ZONE M-F)



POPCORN SALES

2016