



Placing a Prize Order for Popcorn Kernels

Quick Tips Guide for placing your prize orders:

1. Go to the following URL: www.bsaprizemania.org
2. Log in using the username and password provided to you.
 - a. Example: User name: brian.smith@scouting.org and password: PeeDeeCouncil
3. Once you have entered the website you have access to complete step by step instructions for placing your order. Click the tab called "Program and Instructions and Flyers" and scroll to the bottom of the page to select "How to Redeem for Your Prizes". You can then print the file directly from the website.
4. If you are a new user without a user name and password please follow the "New User", Instructions to gain access to your information.
5. If you have forgotten your password please follow the "Retrieve Your Password" prompts.
6. To place an order:
 - a. There are instructions on every page as to what to do and where to go next.
 - i. Click on the "Shop Tab" and wait for the screen to change.
 - ii. Click on "Choose Your Prizes" You can sort the prizes by Product Code, Description, and Prices from low to high or high to low by selecting the drop box located at the middle of the page. However Kernels will not see the prices.
 1. Scroll to the bottom of the page to begin selecting both prize and quantity.
 2. You can enter all quantities for each of the items you need to order and then select "Add to Cart" on one of the items. Once it has been selected *all* items will be added to shopping cart.
 - b. Scroll back to the top of the page and select the "Shipping Info" tab located in the upper right corner of the page.
 - i. Fill in the Name of the person that will be receiving the shipment
 - ii. Carefully enter the street address (no P.O. Boxes)
 - iii. Please check for accuracy
 - c. Go back to the upper right corner of the page and select "View Cart".
 - d. Review your order. You can make any additions or subtractions to the quantities. You can also remove an item completely from the order by clicking on the "Remove" button located on the far left side of the order screen.
 - e. "Save the Cart" located at the bottom left of the order page.

- f. Proceed to “Checkout” tab located at the upper right corner of the page.
 - g. Fill in all fields for invoicing information:
 - i. Attention
 - ii. Unit Number
 - iii. Select Pack, Troop, Crew from the drop down box
 - iv. Phone Number
 - v. Number of Scouts Selling
 - vi. Total Pop Corn Sales
 - h. Click “Submit Order”
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7. The Council Approver and Unit Kernel will receive immediate notification of the order via email.
 8. The order is now in the “Order Pending” queue. It will be moved to “Approved” once the Council Approver has approved the order and submitted it for processing.
 9. Please note that you have an instructional manual on your Prize Mania website along with a complete FAQ document.

If you have any questions please feel free to email the Customer Support Center at www.NDC.PrizeIncentiveProgram@scouting.org or call us at 800-323-0736 between the hours of 8:00am to 7:00pm Eastern Standard Time. We will be happy to assist you.