

VOUCHER and PATCH ORDERING INSTRUCTIONS



Creating Your Profile (NEW USERS ONLY)

Step 1: Open your internet browser

Step 2: Go to www.magazinevouchers.com

Step 3: If you are new to the site, FIRST you must REGISTER and login before any order may be entered. Click on "Register Here" to begin.

Step 4: Enter your Council ID. You will receive your Council ID from your Sales Manager and/or Council Head. Please contact them if you are still waiting for this ID.

Step 5: Enter the information requested. Items with an asterisk are required fields.

For Units

1. E-mail address
2. Password (you assign your own password)
3. Confirm Password (retype as you did in field above)
4. First Name
5. Last Name
6. Telephone Number
7. District Name - Select your District from the list in the drop down box
8. Unit Type - Select your Unit Type from the list in the drop down box
9. Unit Number - Type in your Unit Number
10. If above information is correct, click on the "Register" button.

For Councils

1. Authorized buyer's e-mail address
2. Password (you assign your own password)
3. Confirm Password (retype as you did in field above)
4. First Name
5. Last Name
6. Telephone Number
7. District Name - Select "Council Member" from the list in the drop down box
8. Unit Type - Select "Other" from the list in the drop down box
9. Unit Number - Type in 0000
10. If above information is correct, click on the "Register" button.

Logging In (EXISTING USERS ONLY)

Step 1: Open your internet browser

Step 2: Go to www.magazinevouchers.com

Step 3: Type in your email and password. If you forgot your password please click on the "let us help" link and your password will be sent to your email address.

Placing an Order (UNITS ONLY)

Step 1: Click on the magazine vouchers or the "Quick Order" in the menu on the left of your screen.

Step 2: Enter the number of scouts in your unit and the total amount of vouchers and prizes you are ordering, and then click "Submit Order." PLEASE NOTE: A Scout needs to sell at least 10 vouchers to earn a prize. The system will not let you order more than the allotted amount of prizes based on the number of vouchers you are ordering.

Step 3: You will then see a screen with your Order Verification number. Please print this page, or write this number down as you will need it when communicating about your order. If you would like to view or create a new order you should click on the "here" link.

Placing a Council Order or Multiple Unit Orders (COUNCILS ONLY)

TO PLACE ONE LARGE COUNCIL ORDER:

Step 1: Click on the magazine vouchers or "Place Unit Order" in the menu on the left of your screen.

Step 2: Toward the top of the page for Unit Type select "Other," for Unit # type in 0000 and for District Name select "Council Member." Then proceed to enter the number of participating scouts in your Council and the total amount of vouchers and prizes you are ordering, and then click "Submit - Final Order." PLEASE NOTE: A Scout needs to sell at least 10 vouchers to earn a prize. The system will not let you order more than the allotted amount of prizes based on the number of vouchers you are ordering.

Step 3: Once you have placed an order go to the "Approve Unit Orders" tab on the left hand side. Under the *Unit Orders on Hold* section check off the "Release" button for the orders you placed. Then hit "New Council Order."

Step 4: Once you have released an order go to the "Submit Orders to FSI" tab on the left hand side. Under the *Council Orders on Hold* section check off the "Release" button for the order you would like to ship. Then hit "Submit Orders to FSI."

Step 5: Congratulations, you just submitted your order online! You will receive an email shortly verifying your order information. Once the vouchers and prizes have shipped you will also receive an email with tracking information.

TO PLACE MULTIPLE UNIT ORDERS AT ONCE:

Step 1: Click on the magazine vouchers or "Place Unit Order" in the menu on the left of your screen.

Step 2: Toward the top of the page select the Unit Type, Unit # and District Name for the unit order you are trying to enter. Then proceed to enter the number of participating scouts in your unit and the total amount of vouchers and prizes you are ordering, and then click "Submit - Next Order." Continue to repeat this step until you have entered all of your Unit Orders. Once you are ready to submit your final Unit Order click on "Submit – Final Order." PLEASE NOTE: A Scout needs to sell at least 10 vouchers to earn a prize. The system will not let you order more than the allotted amount of prizes based on the number of vouchers you are ordering.

Step 3: Once you have placed your unit orders go to the “Approve Unit Orders” tab on the left hand side. Under the *Unit Orders on Hold* section check off the “Release” button for the orders you placed. Then hit “New Council Order.”

Step 4: Once you have released an order go to the “Submit Orders to FSI” tab on the left hand side. Under the *Council Orders on Hold* section check off the “Release” button for the order you would like to ship. Then hit “Submit Orders to FSI.”

Step 5: Congratulations, you just submitted your order online! You will receive an email shortly verifying your order information. Once the vouchers and prizes have shipped you will also receive an email with tracking information.

If you need assistance with placing your order, or to adjust your order, please contact Customer Service via e-mail info@magazinevouchers.com, telephone Customer Service at 888-351-8000, or call your Council Office.