2013 Product Sale Prize Program Instructions
Brought to you by High Adventure Gear

http://scouttoys.com

High Adventure Gear is pleased to partner with your Council in the delivery of a dynamic, exciting, and relevant prize program to your Scouts interests. The following information will guide you through the prize ordering, fulfillment, and shipment processes.

Your Council will load the information of each unit kernel into the prize system, creating an individual profile. Upon successful upload, each unit kernel will receive a personalized e-mail which includes the username, system generated password, link, and instructions.

When it comes time to order your prizes at the completion of the fall 2013 product sale, a reminder will be delivered to you via e-mail and a link to the prize entry portal, http://scouttoys.com/my-account/login/. Every time you log-in, you will be asked to review/update your profile. This is the critical information for ensuring your order is completed, tracked, and shipped.

Updating Your Profile/Log-In

1) Open your internet browser.

2) Go to http://scouttoys.com/my-account/login/.

3) Enter the previously delivered username and system generated password.

4) Verify all of your information, make changes if necessary, and always save the changes by clicking the 'Update Profile' button. You may change your password if you prefer. **Please note that P.O. Box addresses are not accepted.**

Placing Your Order

1) Rollover 'Order' with your mouse from the menu bar on the left of your screen and select 'Order Prizes'. Please provide information critical to your order and the Council's approval process. All fields must be completed to continue.

   A) Number of Scouts Selling, this number will auto-populate your patch order. Participation patches cannot be ordered from your prize screen.

   B) Enter the total retail value of your sales segments, Show and Sell/Deliver, Take Order, and Online. If your unit did not participate in some of these segments, please enter '0'where appropriate. Your amounts will calculate in the 'Total Revenue' field.

   C) If your council offers a choice of recognition plans, prizes or bonus prizes only, mark the appropriate radio button.

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D) Click the 'Proceed With Order' button.

E) Enter quantities for your unit for the required prizes. After all prizes have been entered, click on the 'Update Cart' button in the bottom left. Your order will remain in the system for up to 72 hours, and maybe edited in case additional orders are missing. Beyond 72 hours, your order will clear and need to be re-entered in total. If you return to update your cart, you must click 'Update Cart' before proceeding.

F) Click 'Submit Order' when satisfied with your order.

2) Complete your checkout

- Verify your shipping information and provide any special instructions for the driver if necessary. **Please note that P.O. Box addresses are not accepted.**

- Click 'Continue Checkout'.

- Your order will appear to ensure that your order is indeed correct. Click 'Submit Order'.

- You will receive a link to track your prize order at any point in the process.

3) Order Confirmation

- Upon completion, you will receive e-mail verification of your prize order with order summary and a link to track your order through shipment.

- Similar e-mails will be delivered to keep you abreast of your unit's order status including Council approval and shipping.

- Once approved, your order will ship within two weeks.

Existing Order

Units will be able to initiate a second order for prizes if the previous order has been approved for shipment by your Council. You will not, however, be able to edit your previous order. Please follow the same process as above, including Council approval.

If you need assistance or have questions with this process, please contact High Adventure Gear Customer Service via e-mail sales@highadventuregear.com**. Please include your four-digit unit number and Council name in the inquiry.** We are also available by phone**.** Call High Adventure Gear Customer Service @ 888-442-3836, or your Council office.