

General Commercial Corporation Keller Marketing Division Prize Program How to place a Unit order online for volunteers

www.boyscouts-gcc.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.boyscouts-gcc.com Home Page.

Step 3: Click on Login – Upper Right Corner of your Screen

Step 4: In the central area of the screen, click on [register here](#) (second line of text) 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 (found on the Prize Brochure), then click enter

Then fill in the following information:

- a.) Enter your First Name. Tab.
- b.) Enter your Last Name. Tab.
- c.) **VALID** E-Mail address. Tab.
- d.) Street Address (This is your physical address for UPS delivery). Tab.
- e.) Street Address 2 (If you receive mail at a PO Box, please put that address here). Tab
- f.) ENTER your Zip Code. Tab
- g.) ENTER City. Tab.
- h.) Select Country from List.
- i.) SELECT State from list.
- j.) ENTER your daytime Telephone number.
- k.) Select your Unit Type in the menu.
- l.) Type your Unit Number.
- m.) Choose your Time Zone.
- n.) CREATE a Password. Tab.
- o.) Confirm that Password. Tab.
- p.) Complete the Captcha Box
- q.) Click REGISTER.

You will receive an email to ACTIVATE your account. Click on the link in the email.

You can now log into the site.

Logging into the site

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

Step 2: Type your Email Address and Password, and click 'Login'.

Placing order

Step 1: Click 'Quick Order' from the selection along the top of the screen below the website theme...it is the third choice from the left.

Step 2: Verify that your Unit Type, Number and District are correct. Complete the "**TOTAL PRODUCT SALES**" and "**NUMBER OF SCOUTS SELLING**" as these are required fields. Next: enter prize quantities.

Step 3: Click "NEXT" when you have completed the prize selections.

Step 4: Verify your shipping address (If you have a P.O. Box, please enter that in the second address field). Click "Continue"

Step 5: Review your order for accuracy (print this out if you wish). Click "Confirm"
Your Order number will display on the screen. Please write this number down.

Step 6: Upon successful completion; you will receive an e-mail verification. 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. If your Units have the need to change your order, please follow the instructions listed below.

Step 1: Complete Log In and Password Screen

Step 2: Click on "Edit Order".

Step 3: Click on "Edit" next to the order you wish to modify.

Step 4: You are able to make any changes needed to your order.

Click "Save Order Changes"

Please wait one moment while page refreshes.

You will then see a screen stating "Order Changes have been saved".

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To Enter an Order for Additional Units

You are able to enter multiple orders under the same e-mail address provided one of the following changes: Unit Type, Unit Number, District

Step 1: Complete Log In and Password Screen

Step 2: Click on "Quick Order".

Step 3: You can change the Unit Type, Unit Number and District to match the next order that you are entering.

Step 4: Proceed with Step 2 of Placing Order

*** If you need to edit this order, you would click on Edit Order, then click on "Edit" next to the order you wish to edit.

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