

General Commercial Corporation
Keller Marketing Division Prize Program
How to place a Unit order online for volunteers
www.kellerspringprizes.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.kellerspringprizes.com Home Page.

Step 3: Click on Login – Bottom Left 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 **697OTC**, then click enter
Then fill in the following information:

- a.) **VALID** E-Mail address. Point and click in the next field, or press Tab key on your keyboard.
 - b.) CREATE a Password. Tab.
 - c.) Confirm that Password. Tab.
 - d.) Enter your First Name. Tab.
 - e.) Enter your Last Name. Tab.
 - f.) Address 1 (This is your physical address for UPS delivery). NO P.O. Boxes accepted Tab.
 - g.) Address 2 (If you receive mail at a PO Box, please put that address here). Tab
 - h.) ENTER City. Tab.
 - i.) SELECT State from down arrow list. Tab.
 - j.) ENTER your Zip Code. Tab
 - k.) ENTER your daytime Telephone number.
 - l.) Point and click at the down arrow to find your District name in the menu, then point and click on your District's name. Tab.
 - m.) Point and click at the down arrow to find your Unit Type in the menu, then point and click on your Unit Type. Tab.
 - n.) Type your Unit Number.
 - o.) Click REGISTER.
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Logging into the site

- Step 1:** Click 'login' on your Welcome screen.
- Step 2:** Type your Email Address and Password, and click 'Login'.
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Placing order

- Step 1:** Click 'Quick Order' in the menu on the left of your screen...it is the third choice on the left.
- Step 2:** 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 “Submit Order”
- Step 5:** Upon successful completion; you will receive an e-mail verification, unless your Internet Service Provider has our system blocked. 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 "Quick Order".
- Step 3:** If there is an order for Unit/District/Council, you will see a message above your Unit Type:
"There is already an order for this Unit/District/Council."
To edit this order, click here.

Click on "here"

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

Click "Submit Changes"
Please wait one moment while page refreshes.
You will then see a screen stating that your Order has been updated.

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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: If there is an order for Unit/District/Council, you will see a message **above** your Unit Type, Number, and District:

"There is already an order for this Unit/District/Council.
To edit this order, click here.

Click on "here"

BELOW your Unit Type, Number District, you will see
[Edit this information](#)

Click on "edit this information" and change to match the Unit you are entering the order for and click [submit changes](#)

Step 4: Proceed with Step 2 of Placing Order

*** If you need to edit this order, you would click on Quick Order, then on the [Edit this information](#), change to match the Unit Information of the Unit Order you need to change, then click on [To edit this order, click here](#).

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