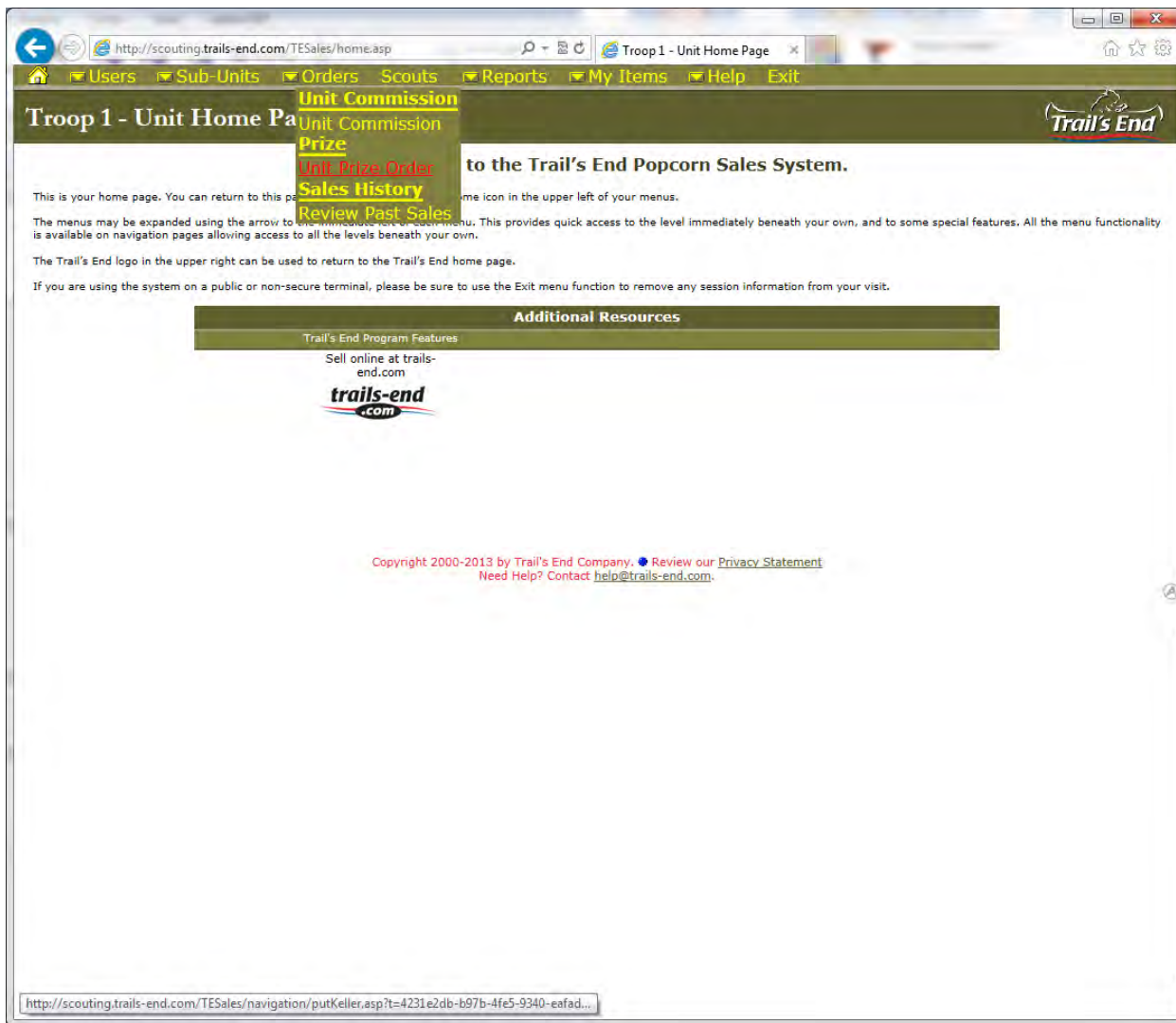


Step 1: Go to: <http://scouting.trails-end.com/TESales/>
Enter your Username & Password
Click "Login"



Step 2: Click on the arrow to the left of Orders to bring up the drop down box
Click on Unit Prize Order

http://www.boyscouts-gcc.com/quickorder.aspx

Boyscouts USA

File Edit View Favorites Tools Help

Troop 1 - Unit Home Page Boyscouts USA Boyscouts Spring BusinessObjects InfoView Calendar Corporate Reports - Repor... FTP root at gcc-usa helpdesk

REACH THE SUMMIT

LOGOUT

HOME INSTRUCTIONS QUICK ORDER PRIZES RETURNS PRIVACY COUNCILS PROFILE ORDERS CONTACT PROMOTIONAL

BSA Prize Program Unit Prize Order Form

Unit type*

Unit#*

District Name*

Total Traditional + Online Sales \$*:

Number of Scouts selling*:

*00. 2013 Popcorn Sale Patch	<input type="checkbox"/>
01. Lazer Fingers Flashlights	<input type="checkbox"/>
02. Compass Zipper Pull with BSA Logo	<input type="checkbox"/>
03. Survival Rope Bracelet & BSA Branding	<input type="checkbox"/>
04. Flashlight/Key Ring/Compass	<input type="checkbox"/>
05. Mini Dyamo Flashlight and Keyring w/ BSA Branding	<input type="checkbox"/>
06. Stainless Eating Utensil	<input type="checkbox"/>
07. Fire Starter, Steel and Compass	<input type="checkbox"/>
08. Small Brass & Rosewood Handle Knife w/ BSA Branding	<input type="checkbox"/>

Step 3:

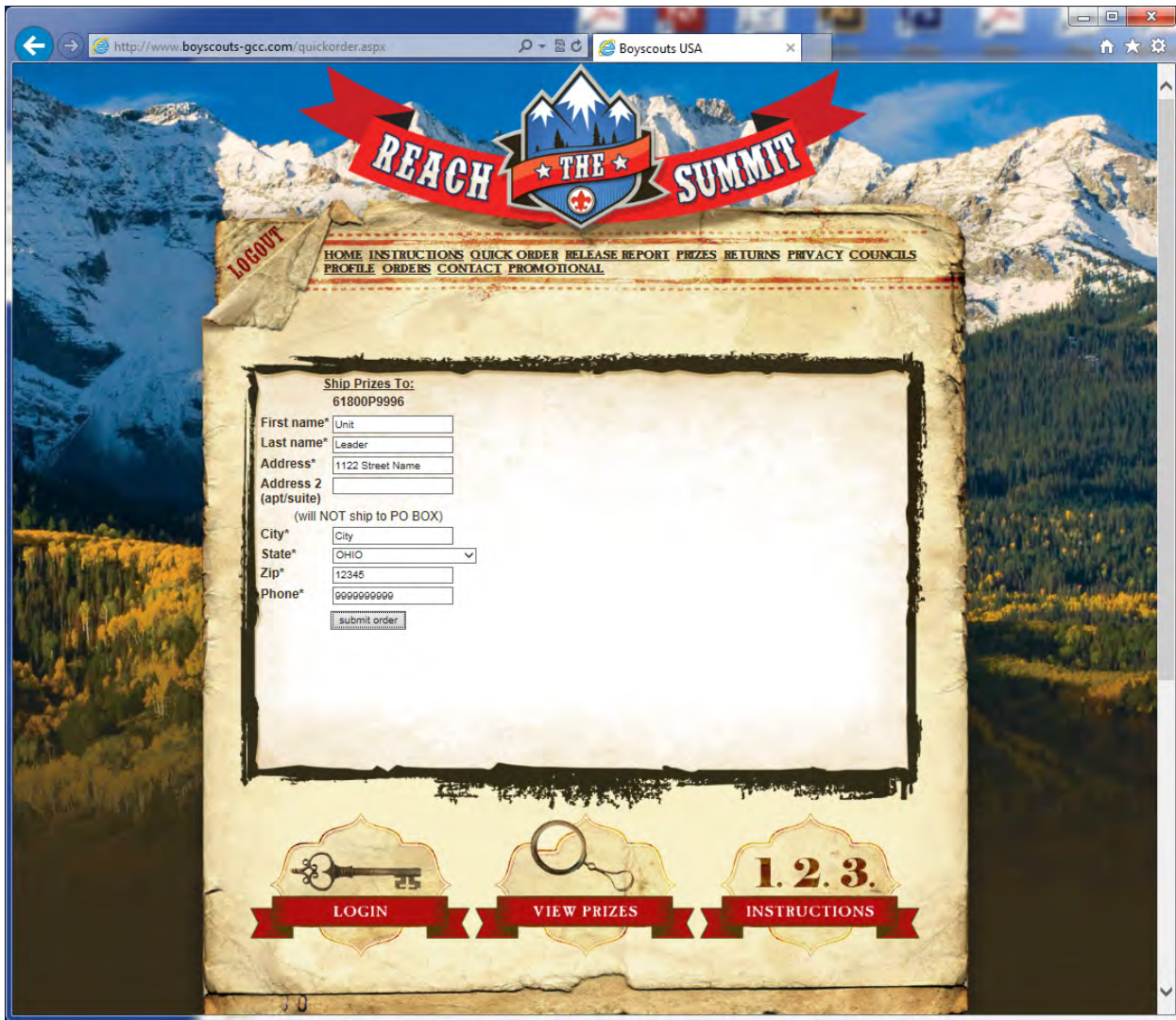
You are now on the Quick Order Page and ready to enter your order.
Double check to see that the Unit Type, Unit #, and District Name are correct.

If incorrect, make changes

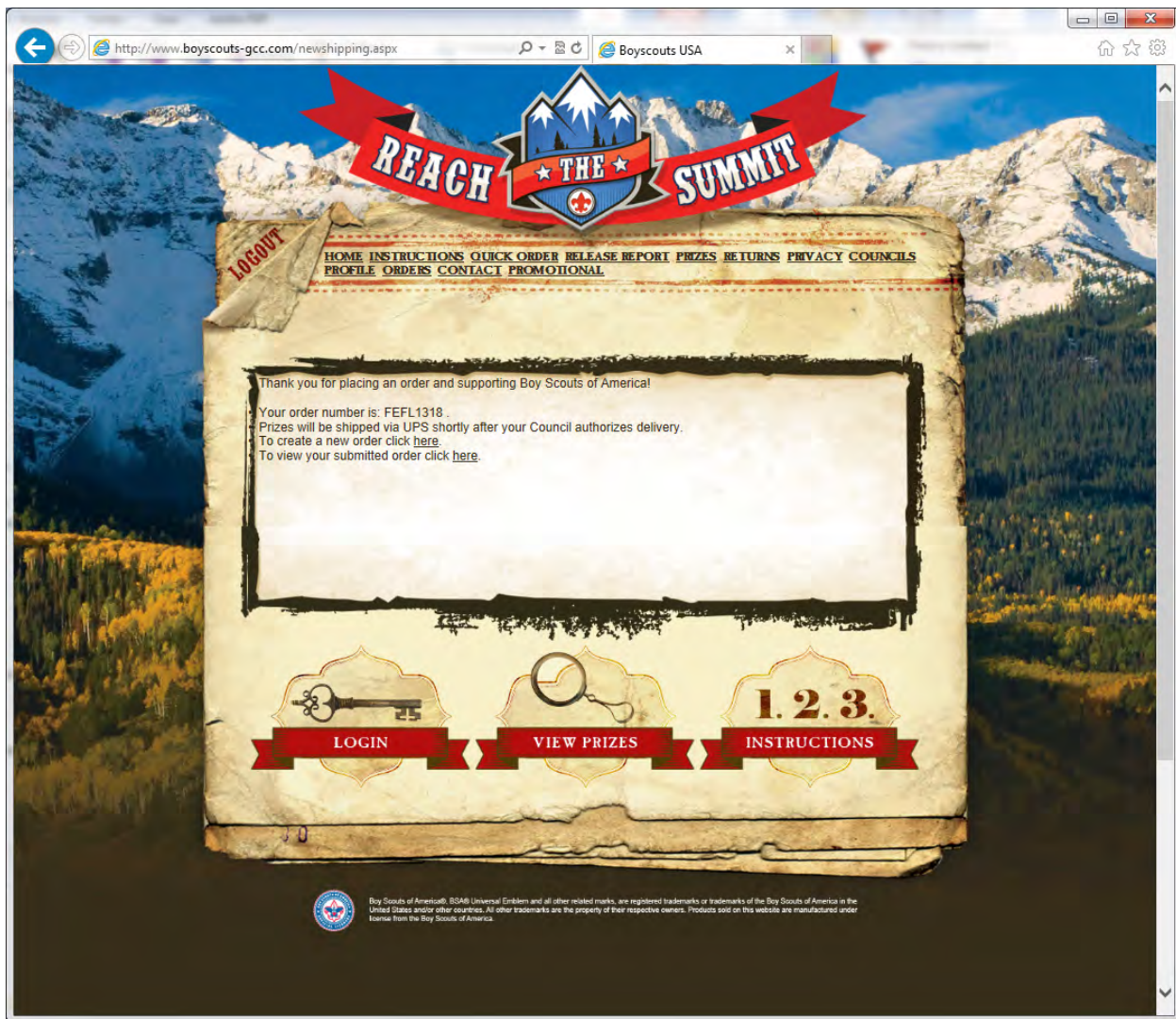
Enter the full Product Sales Dollars, and Number of Scouts Selling.

Enter the quantity needed in the white box next to each prize that you need.

When completed, click on “next” at the bottom of the screen.

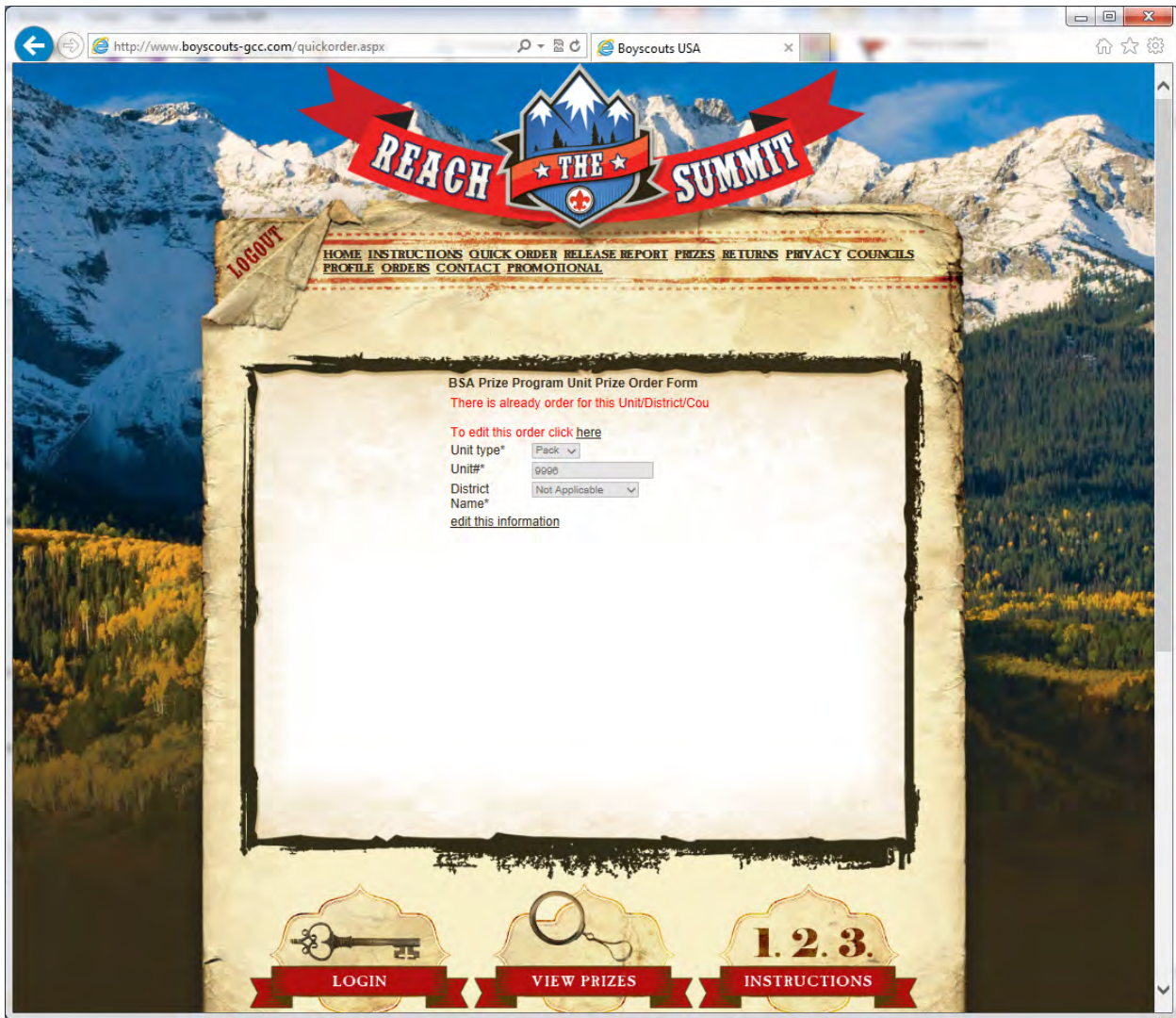


Step 4: The shipping information will populate from your registration information. Please verify that the information is correct, make corrections if needed. Click on “submit order”.



Step 5: This is an acknowledgement that populates after an order has been entered into the prize ordering website. A leader has a couple of options:

1. View and print your orders as a cross check. This is recommended to do.
 - a. Click on "Order History" and choose the order number to view.
 - b. If you find an error, please proceed to Step 6 – To edit an order.
2. Enter another order. Many of our volunteers have a Pack and Troop that they are placing orders for.
 - a. To do this, be sure to click "edit this information" in Step 6.



If you need to edit your order, follow the instructions below:

Step 6: Click on Quick Order

In red, you see “To edit this order click here”

Click on the word “Here”

Make the necessary changes to your order. You can change any of the information associated with your order.

When completed, click on “update order” at the bottom of the screen.