

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

General Commercial Corporation/Keller Marketing Division is proud to be working with your Council volunteers. This document will 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:

Placing order

Step 1:	Open your internet browser.
Step 2:	Go to www.kellerprizeprogram.com Home Page.
Step 3:	Click on the "Order" Link
Step 4:	Enter Council ID from Prize Brochure – 358PPC
Step 5:	Click the box before "I'm not a robot" You may be asked to click boxes
Step 6:	All fields this page are required: DISTRICT, UNIT TYPE, UNIT NUMBER, TOTAL PRODUCT SALES and NUMBER OF SCOUTS SELLING . Next: enter prize quantities.
Step 7:	Click "Continue" when you have completed this information
Step 8:	Enter the quantity of each item you need, including Patches and Pins A "Pop Up Box" will appear any time you order a quantity that matches or exceed the number of scouts selling. Please double check the Quantity entered and click OK.
Step 9:	Enter your shipping address (If you have a P.O. Box, please enter that in the second address field). Click "Submit Order"
Step 10:	Your Order is complete and submitted. Review your order and shipping address. If changes need made, you will see the link under your Order number/Status
Step 11:	Upon successful completion; you will receive a e-mail verification with your order number. 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:	Follow Steps 1 through 7 above
Step 2:	If there is an order for Unit/District/Council, you will see a message below your Unit Information: "An order already exists for this unit." If your email is associated with this order (you received the email confirmation), enter your email address Click on "Continue"
Step 3:	Under Order Number/Status you will see Click here to edit your order This brings you to Step #6 above
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