

TO ENTER YOUR PRIZE ORDER

Go to: www.kellerprizeprogram.com

Enter Council ID found on Prize Brochure or top of Unit Prize Order Form

Click "I'm not a robot" Captcha

Click [Continue]

Unit and Sales Information Screen

Select District from the drop down

Select Unit Type from the drop down

Enter Unit Number

Enter Total Sales

Enter # of Scouts Selling

Click [Continue]

Prize ordering Screen

You should now see the list of prizes offered to your Council

Key in the total quantity need in the Qty box for each item needed

Each time you enter an amount equal to or greater than your # of Scouts selling,
you will be prompted to confirm the quantity – click OK and proceed

After entering all items, scroll to bottom of page and enter your information

Then click [Continue]

You will see your order # - please write this down, or print this page out for future verification

Your order Status is Pending Council Approval

Double check your information, if you need to change anything, click below the status to edit

TO EDIT YOUR ORDER

Go to: www.kellerprizeprogram.com

Enter Council ID found on Prize Brochure or top of Unit Prize Order Form

Click "I'm not a robot" Captcha

Click [Continue]

Unit and Sales Information Screen

Select District from the drop down

Select Unit Type from the drop down

Enter Unit Number

Enter Total Sales

Enter # of Scouts Selling

Click [Continue]

The site recognizes your Unit Information (District, Unit Type & Unit Number)

Enter the email address used when placing the order

Click [Continue]

Your order is displayed on the screen, click on "Click her to edit your order" which is below your Order # and Status

You can change your Total Sales \$ and # of Scouts Selling (if needed) and click [Continue]

Make necessary changes to prizes and or address

Click Submit order

To Impersonate Council

Customers \ Customers

Email: CouncilName

Ex. Frenchcreek

[search\

[edit] next to correct email

Scroll down to Place order (impersonate) and expand

Click [Place order]