Popcorn Kernel Prize Mania Site Instructions

Our Prize Redemption Site is integrated into all Popcorn provider sites. It is preferred that you log-in through their site. If you are unsure of your username, please contact your Popcorn Provider or contact our Customer Care Team at 1-800-323-0376

The instructions in the following pages will show you how to use the Prize Redemption Site, Access Reports, and Place Orders.
On the home page you will find three Prize Mania Categories.

- Choose Your Prizes
- Program Instructions
- Council Flyer & Tally Sheet
**Program Instructions:**

Click on the “Program Instructions” link in the main menu. Instructions for using this site will be available in the main section, including:

- Log on Instructions
- PIP FAQ
- Council Approver: System Navigation & Video
- Popcorn Kernel: System Navigation & Video
**Council Flyer & Tally Sheet:**

Here you can find your Council’s Prize Incentive Flyer for prize options available to your council.

The Tally sheet is generally used by Council Approvers to help combine all prize requests into an easy to use tracking sheet for them to order/approve prizes.
REPORTS:
As a Popcorn Kernel, two reports are available to keep track of Unit activity.

- All items Tracking Report: Provides all data including Unit Number, Type, Dollar Amount, and SKU #. Remember to click the “Include Extra Data Field” box.

- Council Supplied Items Tracking Report: Identifies council supplied prizes for the Council to distribute and the recipient shipping details.

- Popcorn Dollars: Popcorn dollars sold will automatically be pulled over from the Popcorn website. If sales are different from the Popcorn site, please inform the Approver.
How to Place an Order:

Select the “Choose Your Prizes” category to begin the prize selection process.
How to Place an Order:

Once in the “Choose Your Prizes” page:

- You can sort prizes by Product Code, Description, or by Prices.

- You can also change the layout of the page by Grid View, List View, and Entry View ... or change the amount of prizes that are displayed.
Selecting Prizes:

Begin by simply entering the Quantity of the items you are ordering. Then press “Add to Cart”.
Selecting Prizes:

Once all items have been added to the cart, select the “Shipping Info” button/tab at the top-right of the page.
Entering Shipping Info:

Enter the shipping information. If you press the “Save” button, this address will be available the next time by pressing the “Select Address” button.

Once done, press the “View Cart” button/tab at the top-right of page.
**Reviewing the Cart:**

- Review the items in your cart for accuracy.

- You can click on the magnifying glass for a picture of the item, or click on the description for details. You can also remove an item or change its quantity.

- Once done, click on the “Checkout” button/tab at the top-right.
**Final Details:**

- This screen will ask you to provide Unit info, Number of Scouts Selling, and Total Dollars Sold.

- If you are a Unit Kernel, you don’t need to enter the Unit % of prizes. This is automatically calculated and sent to the approver.

- Enter a comment for your approver if desired and then press the “Submit” button to finalize the order.
Order Confirmation:

- The Unit Kernel and Approver will receive an email confirmation of the items ordered.

- Please print a copy of this order form. You will be asked for the Order Number if you need to track your order or contact Customer Service.
Have a Question?

Contact your local Scout Shop, Territory Sales Manager/Rep, or contact our Customer Service Team at:

1-800-323-0736

ndc.prieb incentiverrogram@scouting.org