

After placing your popcorn order, you will click on the prize ordering link.

The screenshot shows a web browser with three tabs labeled 'Caspio - DataPages'. The address bar contains the URL: `shboard.php?Invoice_Period_ID=126&PrevInvoicePeriod=41&Council_ID=14`. The page header includes navigation links for 'Local Council Locator', 'PR Popcorn Home', 'Welcome to Pecator', 'NBX NetSet', '3dCart Admin - Login', 'Bookmarks', and 'Caspio Bridge Login'. The main navigation bar features the 'PECATONICA RIVER POPCORN' logo and menu items: 'Dashboard', 'Sales Season', 'Scouts', and 'Reports'. A user profile for 'Unit User' and a 'Logout' link are also present.

The 'Dashboard' section contains a 'Dashboard' breadcrumb and a row of action buttons: 'New Order', 'Manage Orders', 'Scout Seller IDs', 'Winner's Circle', and 'Worksheet Tool'. Below these are two summary boxes: 'Current Season - No records found' and 'Prior Year Comparison - No records found'.

The 'Important Dates' section contains a table with the following data:

Event Date	End Date	Event Name	Event Details
9/15/2018	10/27/2018	Popcorn Sale	The popcorn sale starts on September 15, 2018. Scouts should not take orders before this date. Additional popcorn can be picked up from the Findlay Council Office or Camp Lakota. Limited quantities of popcorn will be available at the Lima Service Center.
11/8/2018	11/8/2018	Show and Sell Invoice Due	Show and Sell invoice should be paid by this date. Old Sycamore is encouraged to pay by this date but payment at the Nov. 13th round table will be accepted without penalty.
10/27/2018	10/27/2018	Popcorn Sale Ends	Popcorn needs returned to warehouses, prize order forms and take orders are due.
11/16/2018	11/17/2018	Take Order Popcorn Pickup	Popcorn distribution based on district kernel schedule. If you have not heard from your kernel, by the 11/15/2018, please contact them for pickup date and time.
12/14/2018	12/14/2018	Take Order Invoice Due	Take order invoice needs to be paid by this date or performance bonus commissions will be forfeited.

The 'Council Info' section displays the following information:

**Name:** Black Swamp Area Council  
**Address:** 2100 Broad Ave.  
**City State Zip:** Findlay Ohio 45840  
**Phone No.:** 419-422-4356

A blue button labeled 'CLICK HERE to place your prize order!' is located below the council information.

This link will bring you to either the home page or quick order page. If you are on the home page, click on the quick order page link at the top.

Confirm that the information transferred properly from the popcorn ordering site: district, unit type, unit number, total sales, scout selling. If this did not transfer properly, make appropriate changes.

You will begin your order by selecting choose your prizes. (The system has helpful step by step instruction as to how you should navigate the system. If you get lost, please stop and read the helpful hints section listed on your prize selection page.) You can also change the view of your page for easier keying, by selecting from the options beside the sort by box, such as grid view, list view or entry view.

Select the item you wish to order and enter the qty. to be placed in your cart. You only have to hit the add to cart button one time for all of your items to load in your cart.

Once you have entered your order and added the items to your cart, you will need to move back to the top of the page and select the shipping info tab. **\*\*You must fill out the ship to information completely.\*\*** Please confirm that the address is a valid shipping address. No PO boxes please! You will have a pop up that asks you to verify the name and address again. You will need to click on OK to proceed.

The system will then take you to the order confirmation – checkout page. Please check your order quantities to ensure that they are accurate. You can change quantities in the qty. box or remove the entire line item by clicking on the red X.

You are then asked to submit your sales information. If you have comments that you would like for the council approver to see you may enter them in the notes section. You must click on the blue submit order button for order processing to begin; otherwise, the order will continue to sit in your pending queue until you submit the order.

Once you have submitted your order you will receive an order confirmation. Please print this document for your records. The council approver will also receive notification that your order is in the approval queue. The council approver will review your order and approve for processing OR they will reject the order which will send the order back to you for further action.

Ordering prizes on [www.bsaprizemania.org](http://www.bsaprizemania.org)