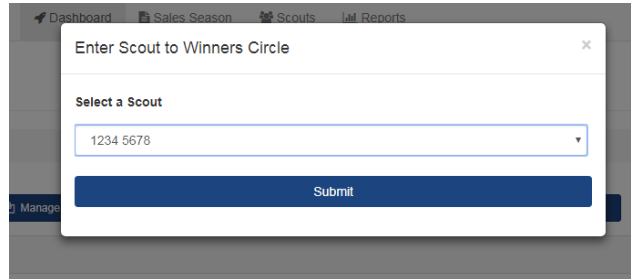


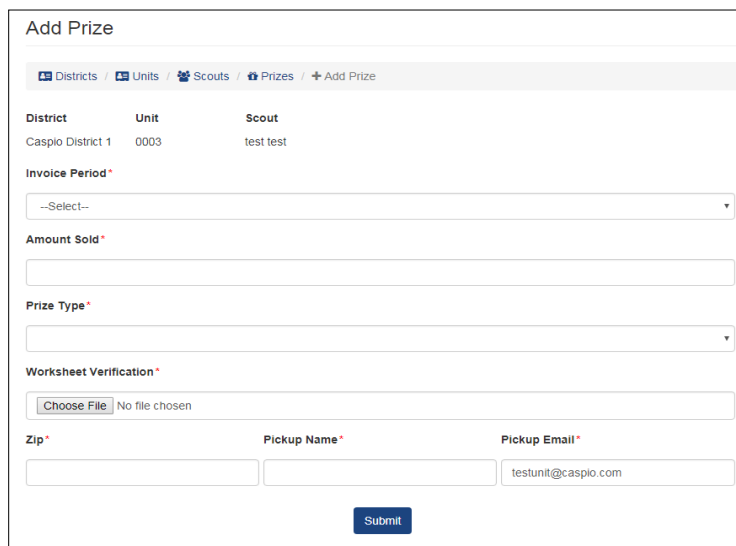
How to Enter a Scout into the Winner's Circle?

-Log into <https://pecatonicariverpopcorn.com/>

- Click "Winners Circle" on the Dashboard.
- Select the Scout's name you want to enter into the Winners Circle.
 - o Scouts are added through the Scout Seller ID process (please see the section on the Bay-Lakes Website called **Online Selling**)



- Click "Submit"



- Type in the above information
 - o Invoice period (Season and year)
 - o Total dollars Scout sold
 - o Prize choice
 - o Worksheet verification (this can be a photo of the Take Order sheet, excel document, or anything that shows the total sales for this Scout)
 - o Zip code
 - o Name of person picking up prize
 - o Email of person picking up prize
- Click "Submit"