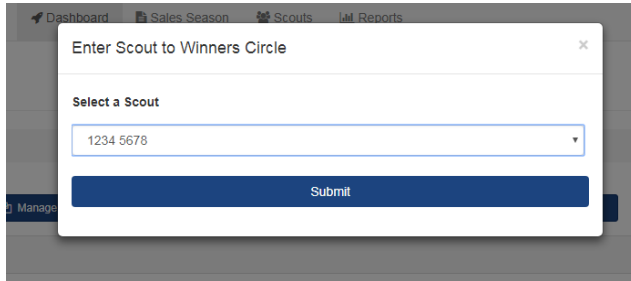


How to Enter a Scout into the Winner's Circle?

- 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 above).



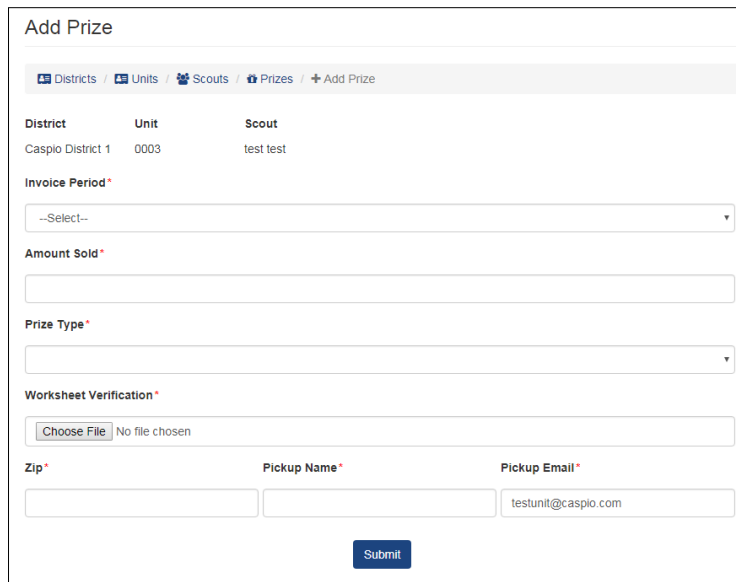
Enter Scout to Winners Circle

Select a Scout

1234 5678

Submit

- Click "Submit"



Add Prize

Districts / Units / Scouts / Prizes / + Add Prize

District	Unit	Scout
Casplo District 1	0003	test test

Invoice Period *

--Select--

Amount Sold *

Prize Type *

Worksheet Verification *

Choose File No file chosen

Zip * Pickup Name * Pickup Email *

testunit@caspio.com

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"