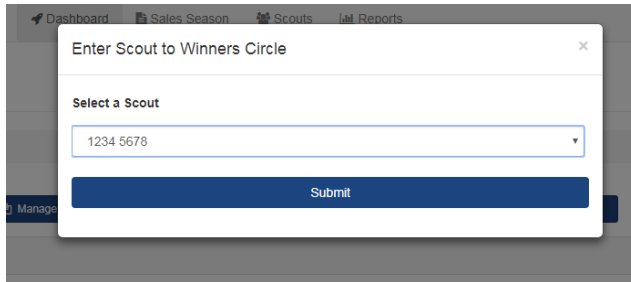


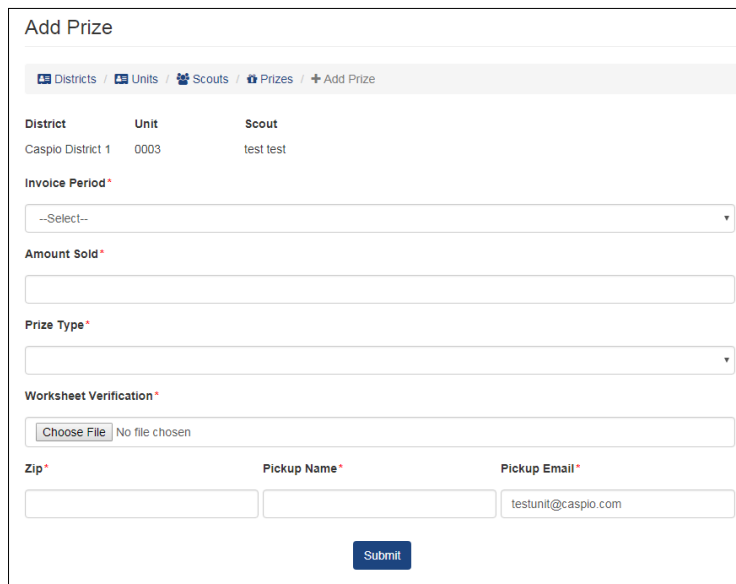
How to Enter a Scout into the Winner's Circle?

- 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).



The screenshot shows a modal dialog box titled "Enter Scout to Winners Circle" with a close button (X) in the top right corner. Inside the dialog, there is a section labeled "Select a Scout" with a dropdown menu currently displaying "1234 5678". Below the dropdown is a blue "Submit" button.

- Click "Submit"



The screenshot shows the "Add Prize" form. At the top, there is a breadcrumb trail: "Districts / Units / Scouts / Prizes / + Add Prize". Below this, there is a table with the following data:

District	Unit	Scout
Caspio District 1	0003	test test

Below the table, there are several form fields:

- Invoice Period***: A dropdown menu with "--Select--" selected.
- Amount Sold***: A text input field.
- Prize Type***: A dropdown menu.
- Worksheet Verification***: A file upload field with a "Choose File" button and the text "No file chosen".
- Zip***: A text input field.
- Pickup Name***: A text input field.
- Pickup Email***: A text input field containing "testunit@caspio.com".

At the bottom of the form is a blue "Submit" button.

- 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"