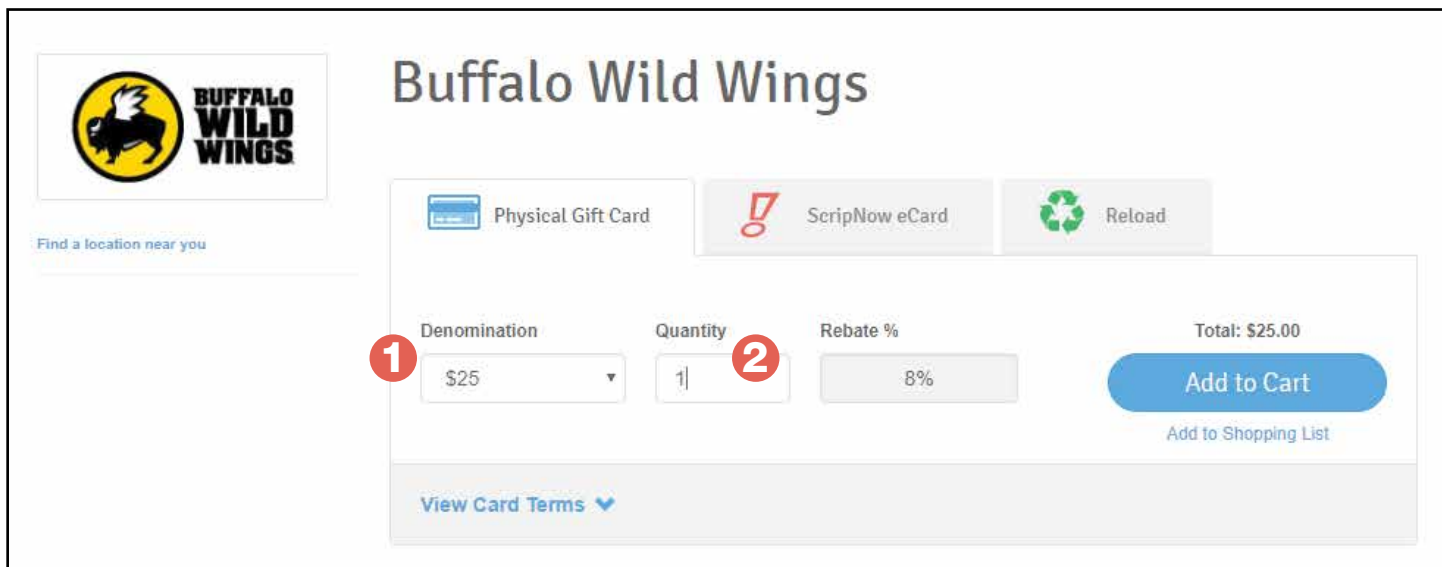


# FAMILY ORDERING GUIDE



# PLACING YOUR ORDER

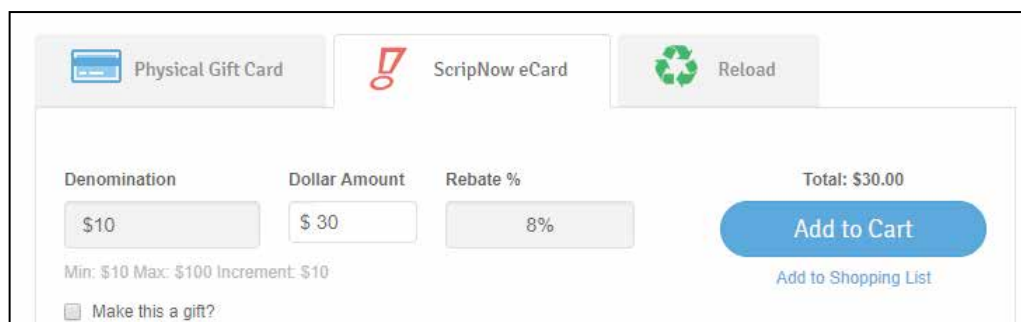
First, sign in to your ShopWithScrip account (Contact Kim Vande Zande for info on how to login)



## Ordering Physical Cards | Placing Your Order

1. Select a denomination from the drop-down menu.
2. Enter a quantity (number of cards to order). After you do this, the total cost will appear above the Add to Cart button.

## Ordering ScripNow eGift cards | Placing Your Order



Click the ScripNow tab, then enter a dollar amount. Many ScripNow eGift cards have a minimum and maximum possible value and must be ordered in increments of \$10. Some ScripNow is only available in fixed denominations.

Click Add to Cart, and a confirmation box will appear.

## Ordering a ScripNow eGift | Placing Your Order

You can also send ScripNow eGift cards as eGifts, which are delivered directly to someone's email address, even if they're not a scrip shopper. Here's how you do it:

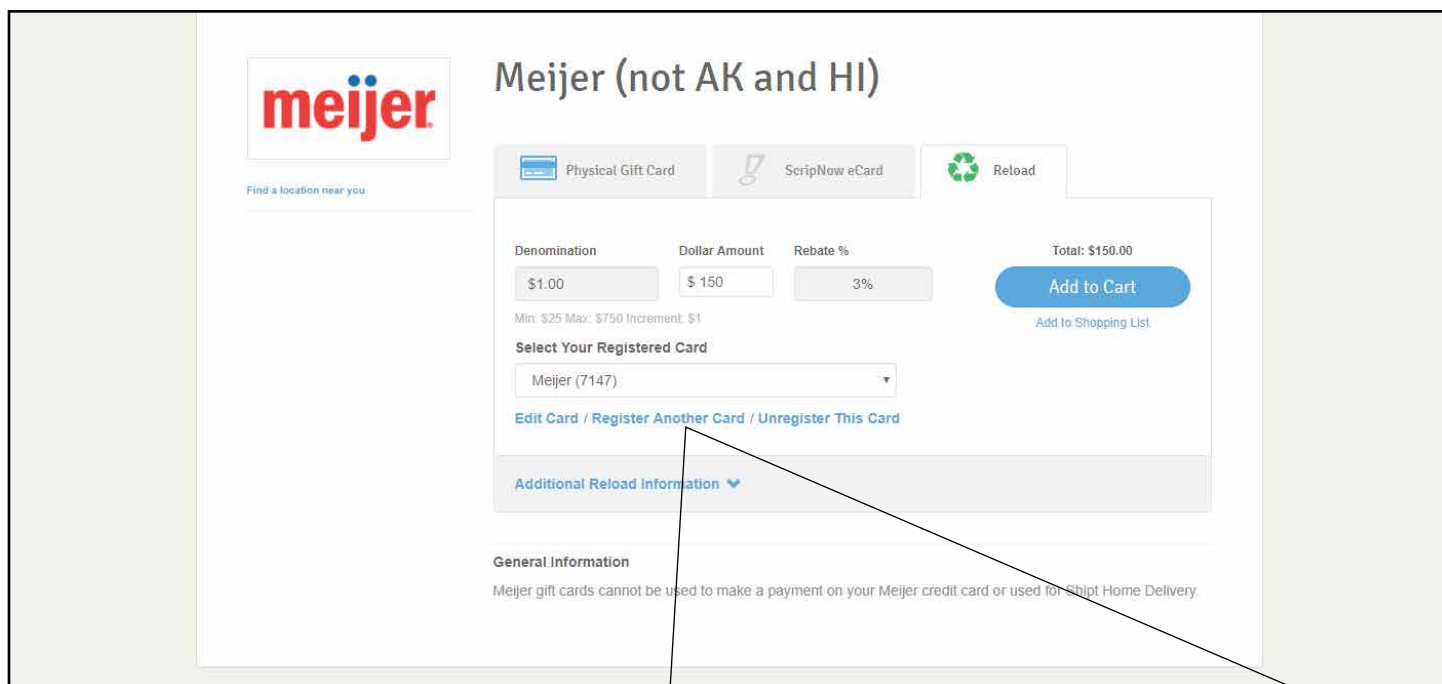
1. Enter a dollar amount.
2. Check the box next to "Make this a gift?"
3. Enter a personal message if you want, and choose a display image for the eGift.
4. Choose to deliver it now, or schedule a delivery date in the future.
5. Enter the recipient's name and email address.
6. Enter your name and phone number.
7. Make sure your settings are accurate, then click Next.

The screenshot shows the Buffalo Wild Wings eGift ordering interface. At the top, there are three tabs: "Physical Gift Card", "ScripNow eCard" (which is selected), and "Reload". Below the tabs, there are three input fields: "Denomination" (set to \$10), "Dollar Amount" (set to \$30, with a red circle 1 next to it), and "Rebate %" (set to 8%). A "Total: \$30.00" is displayed in the top right, along with an "Add to Cart" button. Below these fields, there is a checkbox labeled "Make this a gift?" (with a red circle 2 next to it) which is checked. Under the heading "Gift Options", there is a "Personal Message" section (with a red circle 3 next to it) containing a text input field and a "150 characters remaining" indicator. To the right of the message field is a "Select a display image" section with a dropdown menu showing a Buffalo Wild Wings logo (with a red circle 4 next to it). Below the message field is a "Delivery" section (with a red circle 4 next to it) containing a "When:" label and two buttons: "NOW" (selected) and "FUTURE DATE". Underneath is an "About the Recipient" section (with a red circle 5 next to it) containing three input fields: "Name:\*", "Email:\*", and "Confirm Email:\*". Below that is an "About You" section (with a red circle 6 next to it) containing two input fields: "Name:\*" and "Phone:\*". At the bottom left, there is a "NEXT" button (with a red circle 7 next to it).

The recipient will receive an email with a link to redeem their eGift, and that's it – last-minute gift-giving at its best.

## Ordering Reload and ReloadNow | Placing Your Order

Before you reload your card, you have to register it on ShopWithScrip. Remember: you can only register a card that you originally purchased from ShopWithScrip.com.



### To register a new card:

1. Enter the card number.
2. Pick a name for the card.
3. Enter the card pin if it has one.
4. Click Register Card.

A close-up of the "Register Card" form. It shows the same "Denomination", "Dollar Amount", and "Rebate %" fields as the previous screenshot. To the right, there is a "Total: \$150.00" and a blue "Register Card" button. Below the fields, there are three input fields: "Card No.", "Card Name", and "Card Pin (if Applicable)". Below the "Card Pin" field, there is a note: "Enter the security pin on the back of your card, if available". There is a "CANCEL" button and a link for "Additional Reload Information". Red numbered circles (1, 2, 3, 4) are overlaid on the form to indicate the steps: 1 on the Card No. field, 2 on the Card Name field, 3 on the Card Pin field, and 4 on the Register Card button.

Once you have registered a card, you will be able to add funds to it. Simply select it by name from the drop-down menu when you're in the Reload or ReloadNow tab and enter a dollar amount. Reload and ReloadNow have a minimum and maximum possible value. Gift cards also have a maximum card balance. Click Additional Reload Information for details on reloading a specific card.

Click Add to Cart, and a confirmation box will appear.

## Cart Breakdown | Placing Your Order

**1** Organization: Organization Name

Product	Qty.	Rebate	\$ Rebate	\$ Amount	
PHYSICAL GIFT CARDS					
Buffalo Wild Wings \$25	1	8%	\$2.00	\$25.00	×
Meijer \$100	1	3%	\$3.00	\$100.00	×
Order Subtotal	2		\$5.00	\$125.00	

**3** Payment Options

- PrestoPay
- Check

**Order Summary**

Rebate Total	\$5.00
Order Total	\$125.00

**4** Submit Order

Add all to List

CLEAR CART

When you're ready to submit your order, click the cart icon at the top of the page on the right-hand side.

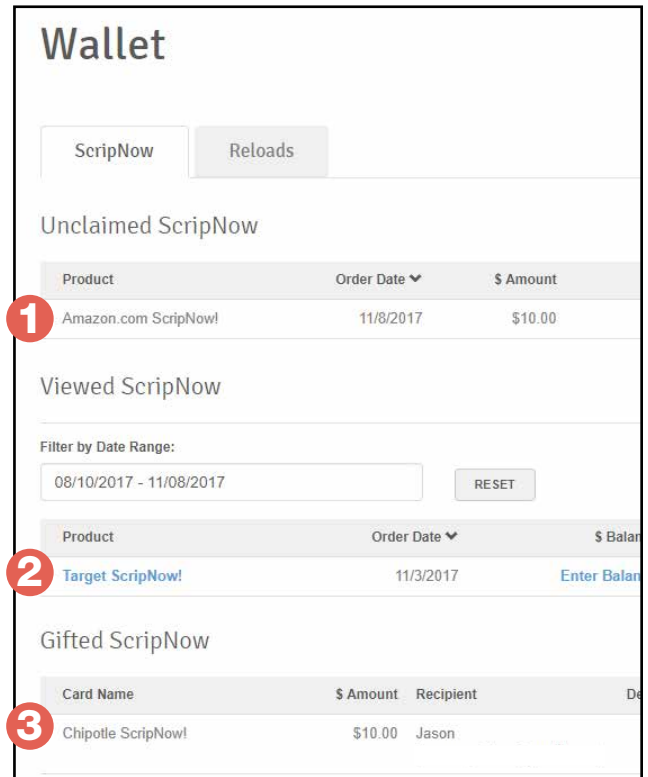
- 1.** Your active organization is listed at the top of the page, and you can change it from the drop-down menu.
- 2.** Edit or delete products in your cart. Change the quantity of physical cards, or change the amount for ScripNow, Reload, and ReloadNow.
- 3.** View your order summary, and choose to pay with PrestoPay or by check. There is a \$0.15 convenience fee for PrestoPay orders.
- 4.** Click Submit Order.

# Using Your Wallet

Access your wallet by selecting View ScripNow on your Dashboard. This is where all of your ScripNow eGift Cards and information on registered reloadable cards is.

## ScripNow in the Wallet | Using Your Wallet

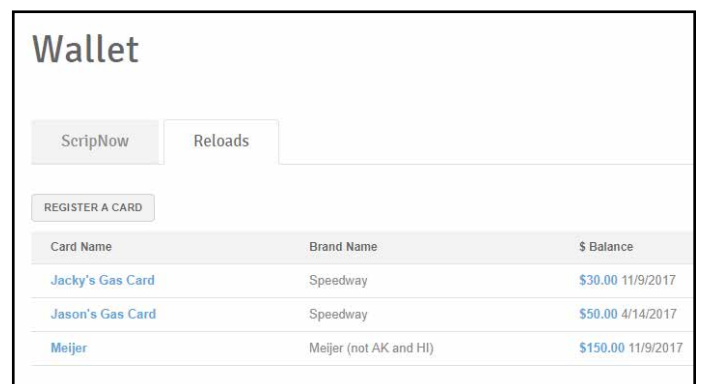
- 1.** Unclaimed ScripNow. eGift cards you have ordered, but haven't accessed yet. Each entry lists the date you ordered it along with the value, and you can click the "View" link to open up your eGift card to print it or use the code online.
- 2.** Viewed ScripNow. eGift cards you have already accessed. If you don't use the full value at one time, you can click the amount listed under "Balance" to enter the amount left on the eGift card. In some instances, you can click "Get Balance" for your ScripNow and it will retrieve the balance for you. When the eGift card is fully used, you can click "Hide" to remove it from view. At any time, you can check the "Show Hidden" box to view all of your hidden ScripNow.
- 3.** Gifted ScripNow. All of the delivered ScripNow you have sent as eGifts. The recipient is listed with their email address, along with a confirmation and the date it was delivered.



## Reload in the Wallet | Using Your Wallet

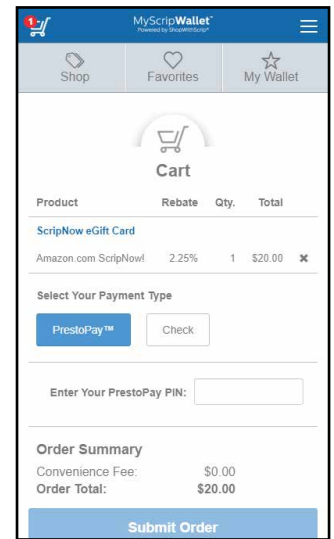
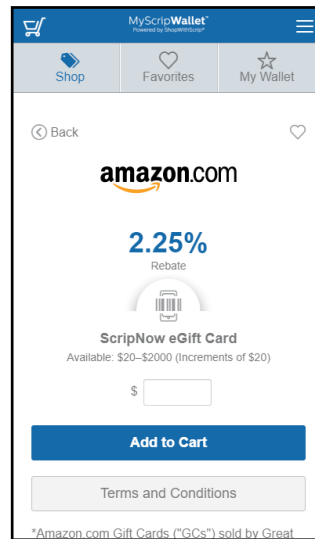
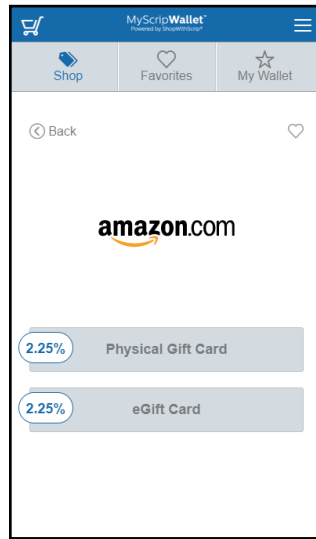
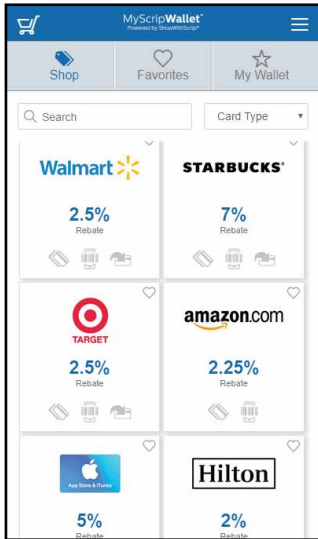
The Wallet also houses your reloadable cards in the Reloads tab. If you need to register a card, you can do so on this page, and you can also see the list of cards you've already registered.

You can click on a card's name to view the card's number, track its balance, save the security PIN, change the name, or reload it.



## MyScripWallet Mobile | Using Your Wallet

MyScripWallet.com is the mobile website that lets you take scrip fundraising wherever you are. On MyScripWallet, you can order physical cards, ScripNow eGift cards, reload your cards, and in many cases, redeem them right from your mobile device. Since it's a mobile website, MyScripWallet is supported on both Apple and Android devices.



Organization: Orange City Christian School

Coordinator: Kim Vande Zande

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