

QuickTime™ and a
TIFF (Uncompressed) decompressor
are needed to see this picture.



Family User Guide

Welcome to shopwithscrip.com – a new internet-based way for you to raise money for your favorite non-profit organizations. This guide will help you use this site for all of your Scrip needs.

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General Information

What is ShopWithScrip?

ShopWithScrip.com is your free, online scrip management software from Great Lakes Scrip Center.

Once your non-profit is enrolled at ShopWithScrip.com, member families can register and place scrip orders on their own. Scrip coordinators can gather up individual family orders, release them after payment, and aggregate them into a single GLSC purchase order, with no additional key entry.

Of course, ShopWithScrip automatically offers your families the GLSC retailers you know and love. And since ShopWithScrip is a full-featured scrip management program, you also offer your families local retailers that GLSC doesn't offer. Just add a new supplier record for your local retailer, and ShopWithScrip will automatically issue a purchase order for that supplier in addition to your GLSC purchases orders.

ShopWithScrip also gives you full reporting, based on the date ranges you choose. Select sales and earnings history for individual families or for your entire non-profit organization. And all reports can be exported to a text file or spreadsheet for easy customization.

Why you should use ShopWithScrip

This new site offers you convenience – you can now order scrip when you're at your home or your office. The site is accurate, with no wrong denominations or retailers. The site also offers you better information, where you can see your purchase history and order status.

Who can use ShopWithScrip?

Any family can use ShopWithScrip – however, to place orders, you have to enroll your account with one or more non-profit organizations with an enrollment code. You can only get this code from your organization scrip coordinator.

Getting Started

What you need to use ShopWithScrip

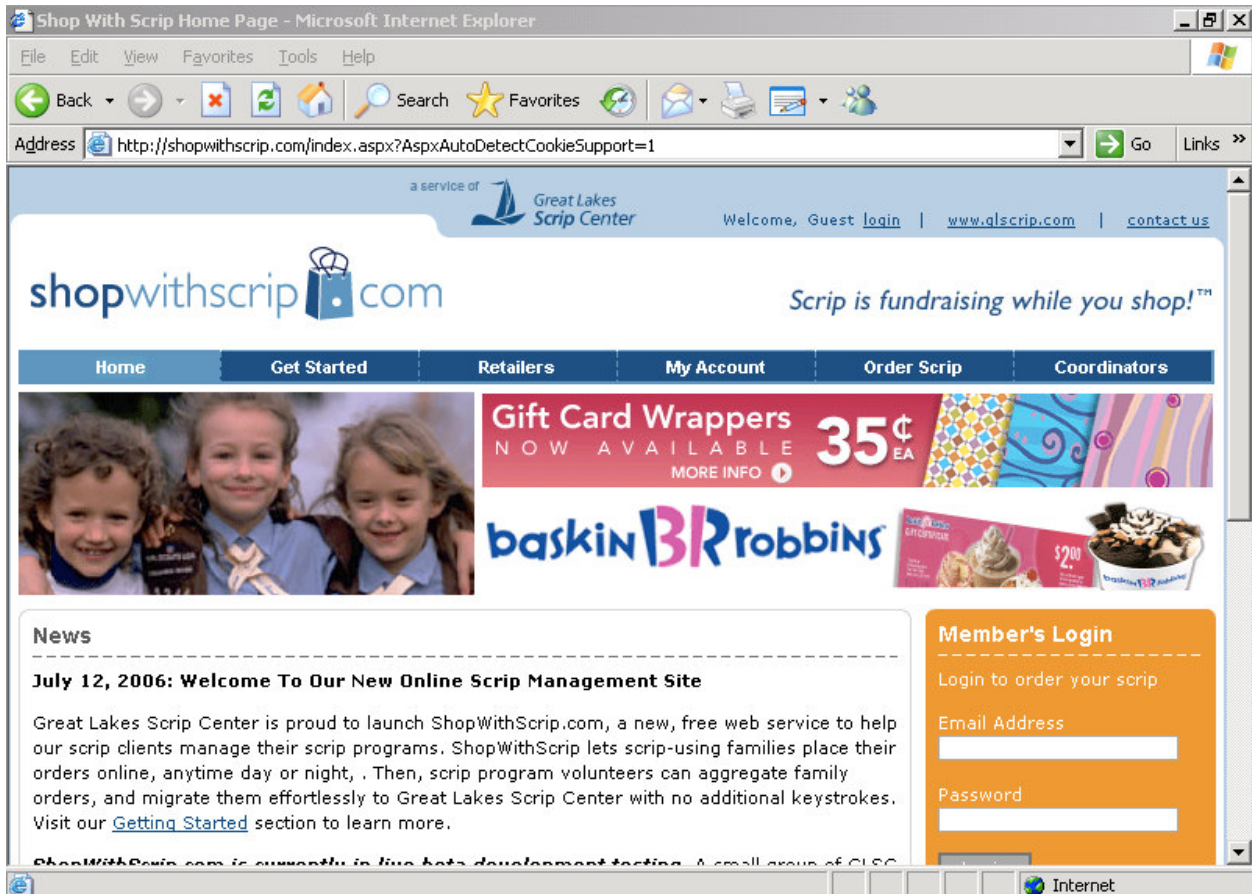
To use ShopWithScrip, you need the following things:

- An email address
- A computer with Internet access and a current web browser
- A participating non-profit organization

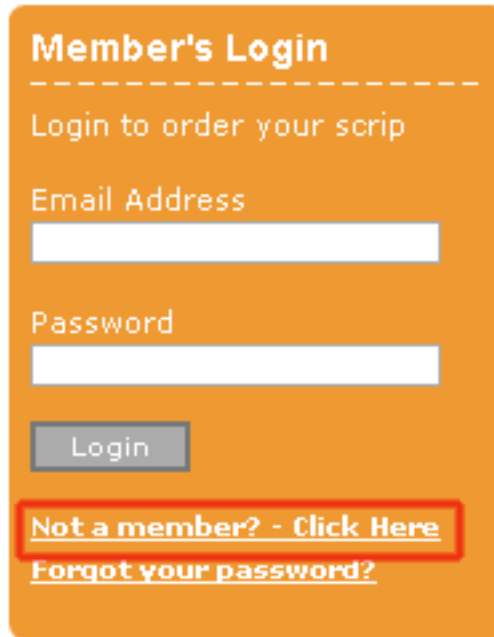
How to register

To register with ShopWithScrip, first open up your web browser, and go to <http://www.shopwithscrip.com>.

The ShopWithScrip looks like this (Figure 1):



From this page, you can log in to your account, or register a new one. To register a new account, go to the orange **Member's Login** box on the right side, and click "Not a member? – Click Here" (see below).



Member's Login

Login to order your scrip

Email Address

Password

Login

Not a member? - Click Here

[Forgot your password?](#)

This link brings you to the new user registration page.



Shop With Scrip - Register - Microsoft Internet Explorer

Address: https://www.shopwithscrip.com/getstarted/register.aspx

a service of Great Lakes Scrip Center

Welcome, Guest [login](#) | [www.qlscrip.com](#) | [contact us](#)

shopwithscrip.com

Scrip is fundraising while you shop!™

Home Get Started Retailers My Account Order Scrip Coordinators

How it Works

Register

FAQs

Family Registration

Already Registered? [Login Here](#)

Step 1: Enter your email address

Email Address:

Reenter Email Address:

Step 2: Create and confirm your password

Password:

Verify Password:

Step 3: Enter your account information

First Name:

sam goody gift cards

30% off

While Supplies Last!

Redeem online or at Sam Goody and Suncoast Video for music, videos, and gifts

click here for details

First, type in your email address. Verify your email by typing it in a second time. Then, create a password that you can use to log into the site at a future time. Verify that password by typing it in a second time. Enter your name, gender, and year of birth. If you would like, also enter your address so your scrip can be tracked more easily. When you are done with that, make sure you read the terms of service and privacy policy and click "I Accept".

Zip Code:

Step 4: Review and accept the agreements

Please read, save or print the agreements by clicking on the links below

[ShopWithScrip.com Terms Of Use](#)
[ShopWithScrip.com Privacy Policy](#)

To accept the agreement and privacy policy, click **I accept**. Clicking "I accept" means that you agree to the terms of the ShopWithScrip.com Terms Of Use and Privacy Policy.

After accepting, you should receive a confirmation email in your inbox with your password and other information you'll need to use ShopWithScrip.

Password Tips

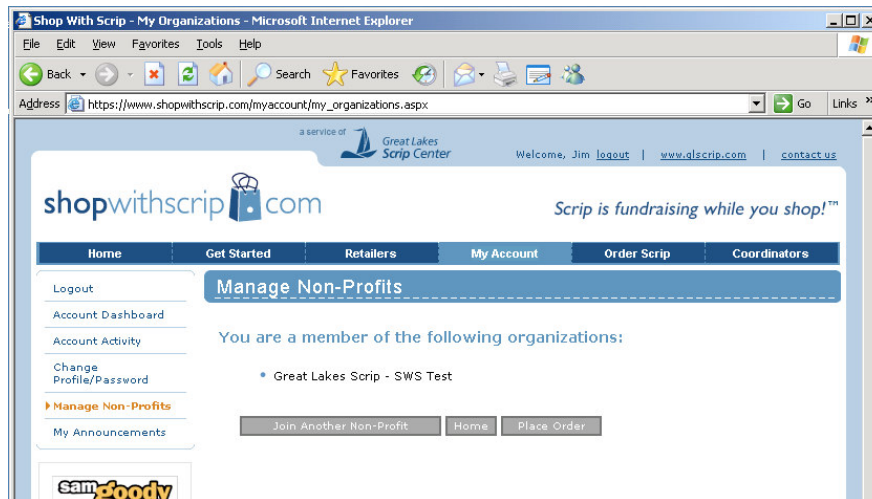
1. **ALWAYS** Make sure your password is at least 6 characters long – but the longer, the better!
2. **ALWAYS** Use a combination of lowercase letters, uppercase letters, numbers, and punctuation. Try changing a common word – for example, cricket could become cR!c.K3T
3. **NEVER** use personal information in your password, like birthdays.
4. **NEVER** use a password that has your username or email in it.
5. **ALWAYS** keep your password hidden if you need to write it down.

How to join an Organization

Next, the site will prompt you to join an organization. If you do not have an enrollment code yet, you can exit the page and still navigate through the site – however, you cannot place any orders for scrip without an enrollment code.



Type in the enrollment code if you have one, and click "Join". If successful, you will be notified that you have joined that organization.

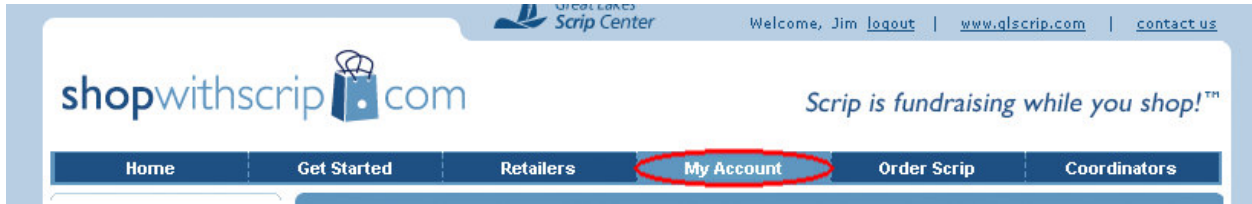


After this, click "Home" to return to the home page.

Using ShopWithScrip

The Account Dashboard

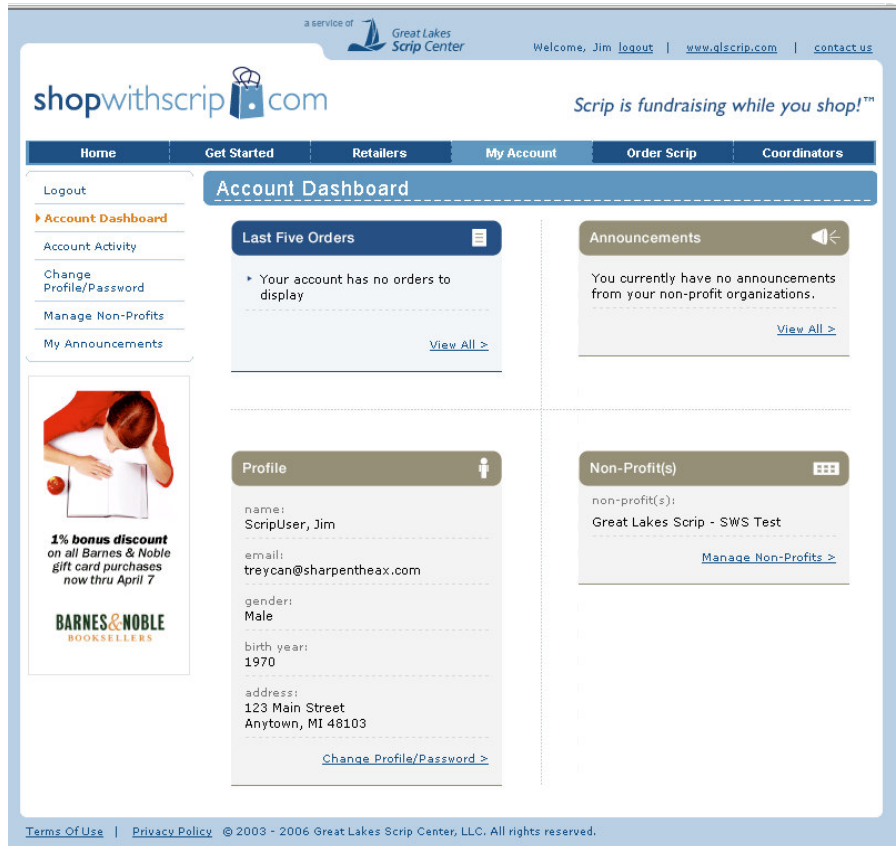
You can manage your account through the Account Dashboard. To access your Dashboard, click on the fourth tab, “My Account”, at the top of any page.



Clicking on this will bring you to your dashboard. From here, you can

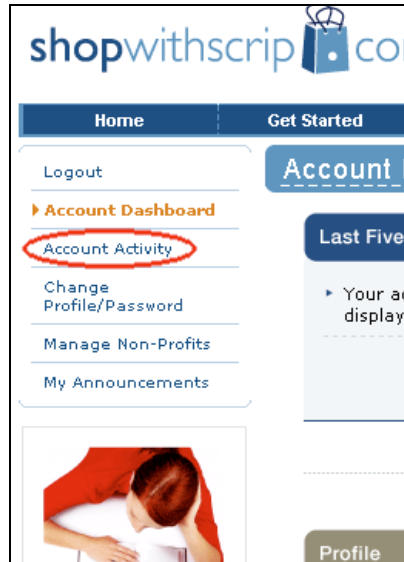
- Check your account activity
- Change your profile and password
- Add, remove, and modify Non-Profit organizations you belong to
- Read coordinator and site announcements

The dashboard looks like this for new users – note how there are no orders placed.



Viewing your account activity

To view your account activity, click on “Account Activity” on the left side of the Account Dashboard.



If you have made any purchases through ShopWithScrip, you will see them listed by Order Number, like in the image below.

 A screenshot of a Microsoft Internet Explorer browser window displaying the ShopWithScrip Family Order History page. The browser title is 'Shop With Scrip - Family Order History - Microsoft Internet Explorer'. The address bar shows 'https://www.shopwithscrip.com/myaccount/my_orders.aspx'. The page content includes the ShopWithScrip logo, a navigation menu with 'Home', 'Get Started', 'Retailers', 'My Account', 'Order Scrip', and 'Coordinators', and a section titled 'Account Activity'. Below this, there is a 'Select Organization:' dropdown menu set to 'Great Lakes Scrip - SWS Test'. A table lists order history:

Order #	Non-Profit Organization	Order Date	Order Total	Actions
1077	Great Lakes Scrip - SWS Test	8/12/2006	\$325.00	[Print] [PDF]

 At the bottom left, there is a promotional banner for 'sam goody gift cards 30% off While Supplies Last!'.

Placing Orders

Navigating the order worksheet

To order scrip, navigate to the order page by clicking “Order Scrip” at the top of any page.



After clicking this, you get to the order scrip page. First, select the organization you wish to purchase scrip for and click “Next”. Most people only belong to one non-profit organization, and you will only have one organization displayed. However, if you are members of multiple organizations – like a grade school and a high school – select the NPO from the drop down list that will be the recipient of your order.



This will bring you to the New Order page.

Shop With Scrip - New Family Order - Microsoft Internet Explorer

Address: https://www.shopwithscrip.com/orderscrip/new_order.aspx

a service of Great Lakes Scrip Center

Welcome, Jim [logout](#) | [www.glscrip.com](#) | [contact us](#)

shopwithscrip.com

Ad: Standard :Full Horizontal Banner
468 x 60 px

Home | Get Started | Retailers | My Account | Order Scrip | Coordinators

Logout

Order Scrip

FAQs

Shopping Cart

Items: 0
Value: \$0.00
[Display Cart](#)

Filter Product Items

[Apparel & Accessories](#) | [Department Store](#) | [Dining - Casual](#) | [Dining - Fine](#) | [Dining - On The Go](#) | [Discount Store](#) | [Electronics & Office](#) | [Entertainment](#) | [Gas & Auto](#) | [Grocery](#) | [Home Decor](#) | [Home Improvement](#) | [Online & Mail Order](#) | [Services](#) | [Specialty Retailer](#) | [Sporting Goods](#) | [Travel](#) | [Utility](#) | [Xtra Stuff](#) | [My Past Purchases](#)

Order for Great Lakes Scrip - SWS Test

Apparel & Accessories

Product Name	Face Value	Discount	Quantity	
American Eagle Outfitters \$25	\$25.00	8.00 %	<input type="text"/>	<input type="button" value="Add"/>
Brooks Brothers \$25	\$25.00	16.00 %	<input type="text"/>	<input type="button" value="Add"/>
Casual Male Big & Tall \$25	\$25.00	6.00 %	<input type="text"/>	<input type="button" value="Add"/>
Claire's \$10	\$10.00	9.00 %	<input type="text"/>	<input type="button" value="Add"/>
Dennis Uniforms \$20	\$20.00	5.00 %	<input type="text"/>	<input type="button" value="Add"/>
Dress Barn \$25	\$25.00	8.00 %	<input type="text"/>	<input type="button" value="Add"/>
Eddie Bauer \$25	\$25.00	9.00 %	<input type="text"/>	<input type="button" value="Add"/>
Express \$25	\$25.00	13.00 %	<input type="text"/>	<input type="button" value="Add"/>
Finish Line \$25	\$25.00	10.00 %	<input type="text"/>	<input type="button" value="Add"/>
Ft. Locker \$25	\$25.00	9.00 %	<input type="text"/>	<input type="button" value="Add"/>

[First](#) [Page 1 of 3](#) [Last](#)

Can't find it? Use our [Complete Retailer List](#) for detailed information and equivalent products.

To place an order, select the category of the retailer from the “Filter Product Items” list. Select the quantity of scrip you would like from each retailer. To add the amount to your order, select “Add to Cart”. To reset the page and to not add any more scrip, click “Cancel Order”. To finally order your scrip, click “Check Out”.

Great Lakes Scrip offers hundreds of retailers. If you’re not sure which category contains the retailer you want, select “Complete Retailer List” on the bottom of the page for a PDF list of all retailers.

To add scrip to your cart, input a quantity as seen below.

Product Name	Face Value	Discount	Quantity		
American Eagle Outfitters \$25	\$25.00	8.00 %	<input type="text"/>	Add	
Brooks Brothers \$25	\$25.00	16.00 %	<input type="text"/>	Add	
Casual Male Big & Tall \$25	\$25.00	6.00 %	<input type="text"/>	Add	
Claire's \$10	\$10.00	9.00 %	<input type="text"/>	Add	
Dennis Uniforms \$20	\$20.00	5.00 %	<input type="text"/>	Add	
Dress Barn \$25	\$25.00	8.00 %	<input type="text"/>	Add	
Eddie Bauer \$25	\$25.00	9.00 %	4 <input type="text"/>	Add	
Express \$25	\$25.00	13.00 %	<input type="text"/>	Add	
Finish Line \$25	\$25.00	10.00 %	<input type="text"/>	Add	
Ft. Locker \$25	\$25.00	9.00 %	<input type="text"/>	Add	
			<input type="button" value="Cancel Order"/>	<input type="button" value="Add To Cart"/>	<input type="button" value="Check Out >>"/>

By clicking “Add” or “Add to Cart”, you will add the amount of scrip to your shopping cart, and your subtotal on the left side will be updated.

Shopping Cart

Items: 1

Value: \$100.00

[Apparel & Accessories](#) | [Department Store](#) | [Discount Store](#) | [Electronics & Office](#) | [Entertainment](#) | [Home Improvement](#) | [Online & Mail Order](#) | [Service: Xtra Stuff](#) | [My Past Purchases](#)

Order for Great Lakes Scrip - SW

You can find retailers multiple ways. The page displays ten retailers at once. Make sure you page through the retailers to find other participating stores.

Finish Line \$25	\$25.00	
Ft. Locker \$25	\$25.00	
		<input type="button" value="Cancel Order"/>

[First](#) Page 1 of 3 [Last](#)

Can't find it? Use our [Complete Retailer List](#) for detailed information on

You can also select a different category for other types of retailers.

Filter Product Items

[Apparel & Accessories](#) | [Department Store](#) | [Dining - Casual](#) | [Dining - Fine](#) | [Dining - On The Go](#) | [Discount Store](#) | [Electronics & Office](#) | [Entertainment](#) | [Gas & Auto](#) | [Grocery](#) | [Home Decor](#) | [Home Improvement](#) | [Online & Mail Order](#) | [Services](#) | [Specialty Retailer](#) | [Sporting Goods](#) | [Travel](#) | [Utility](#) | [Xtra Stuff](#) | [« My Past Purchases »](#)

Just above the “Filter Product Items” List there is a search box – you can also use that to find retailers. Or, you can select “My Past Purchases” to get a list of your most recently purchased scrip.

Filter Product Items

[Apparel & Accessories](#) | [Department Store](#) | [Dining - Casual](#) | [Dining - Fine](#) | [Dining - On The Go](#) | [Discount Store](#) | [Electronics & Office](#) | [Entertainment](#) | [Gas & Auto](#) | [Grocery](#) | [Home Decor](#) | [Home Improvement](#) | [Online & Mail Order](#) | [Services](#) | [Specialty Retailer](#) | [Sporting Goods](#) | [Travel](#) | [Utility](#) | [Xtra Stuff](#) | [« My Past Purchases »](#)

Order for Great Lakes Scrip - SWS Test

Product Search Results

Product Name	Face Value	Discount	Quantity
Wendy's \$10	\$10.00	9.00 %	<input type="text"/> <input type="button" value="Add"/>
<input type="button" value="Cancel Order"/>		<input type="button" value="Add To Cart"/>	<input type="button" value="Check Out >>"/>

Can't find it? Use our [Complete Retailer List](#) for detailed information and equivalent products.

Once you add the scrip you would like to order, you can verify your order by clicking “Check Out” or going to the Shopping Cart from the link on the left.

Verifying your order (the shopping cart)

The shopping cart page collects all the scrip you have added throughout the current session.

The screenshot shows the 'Shopping Cart' page on shopwithscrip.com. The page header includes the logo and the slogan 'Scrip is fundraising while you shop!™'. The navigation menu has options: Home, Get Started, Retailers, My Account, Order Scrip, and Coordinators. The main content area is titled 'Shopping Cart' and shows the order for 'Great Lakes Scrip - SWS Test'. A message states: 'Please forward full payment for this order to your scrip program coordinator. Delivery is subject to the terms, conditions, and policies of your non-profit organization.' Below this are buttons for '<< Back To Order', 'Cancel Order', and 'Finish Order'. A table lists the items in the cart:

Product Name	Quantity	Face Value	Item Total	Modify	
Office Depot \$25	3	\$25.00	\$75.00	Edit	Delete
Eddie Bauer \$25	4	\$25.00	\$100.00	Edit	Delete
D&W \$25	2	\$25.00	\$50.00	Edit	Delete
D&W \$100	1	\$100.00	\$100.00	Edit	Delete
			\$325.00		

On the left side, there is a 'Shopping Cart' summary box showing 'Items: 4' and 'Value: \$325.00' with a 'Display Cart' button. Below this is an image of a person reading a book with the text '1% bonus discount'.

Clicking on the “Edit” button will allow you to change the quantity of the ordered scrip. Clicking on the “Delete” button will remove the retailer from the scrip you are ordering.

When you are done verifying your order, click “Finish Order” to submit your order to your coordinator. A new page will display, showing your submitted order and your order number:

shopwithscrip.com

Home Get Started Retailers What's New My Account Order Scrip Coordinators

Logout
Order Scrip
FAQs

amazon.com
Earth's Biggest Selection®

Order Confirmation [printer friendly version](#)

Your order has been submitted to your coordinator.

Order #3964

Order Date: 2/20/2007
Family Name: John Doe
Email Address: johndoe@yourinternetprovider.com
Non-Profit Organization: GLSC Employee Purchases

Please print this order confirmation, submit it with your check, and indicate how you will receive your order.

I will pick up the order

Other: _____

I understand my non-profit organization will not be responsible for lost or missing certificates.

Your Ordered Items:

Product Name	Quantity	Face Value	Item Total
American Eagle Outfitters \$25	1	\$25.00	\$25.00
Bennigan/Pondor/Steak&Ale \$25	1	\$25.00	\$25.00
Shell \$25	1	\$25.00	\$25.00
			\$75.00

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Print this page, and submit it to your scrip coordinator with your payment.

Reviewing past orders

To review past orders, you can click on “View All” under “Last Five Orders” in your Account Dashboard, or click on “Account Activity” on the left side of the Dashboard.

The screenshot shows the 'Account Activity' page on the Shop With Scrip website. The page is viewed in Microsoft Internet Explorer. The address bar shows the URL: https://www.shopwithscrip.com/myaccount/my_orders.aspx. The page header includes the Shop With Scrip logo and the tagline 'Scrip is fundraising while you shop!™'. The navigation menu includes Home, Get Started, Retailers, My Account, Order Scrip, and Coordinators. The 'Account Activity' section is active, showing a dropdown menu for 'Select Organization' set to 'Great Lakes Scrip - SWS Test'. Below this is a table of orders:

Order #	Non-Profit Organization	Order Date	Order Total	Actions
1077	Great Lakes Scrip - SWS Test	8/12/2006	\$325.00	

On the left side of the page, there is a promotional banner for 'sam goody Gift Cards' offering a 30% off discount while supplies last. The banner also mentions 'Chicken Little available March 21 at samgoody.com' and includes an image of the Chicken Little movie poster. At the bottom of the page, there are links for 'Terms Of Use' and 'Privacy Policy', and a copyright notice: '© 2003 - 2006 Great Lakes Scrip Center, LLC. All rights reserved.'

You can select a different organization if you belong to more than one, and review your order by clicking on one of the Actions on the right of the order. You can view your order as a new web page, as an Adobe PDF file, or as a Microsoft Excel workbook.

Troubleshooting

Can't place an order?

Make sure you have joined an organization with the enrollment code provided by your scrip coordinator.

The site doesn't work properly? Can't view your orders?

First, make sure you are using a current browser. The currently supported browsers are:

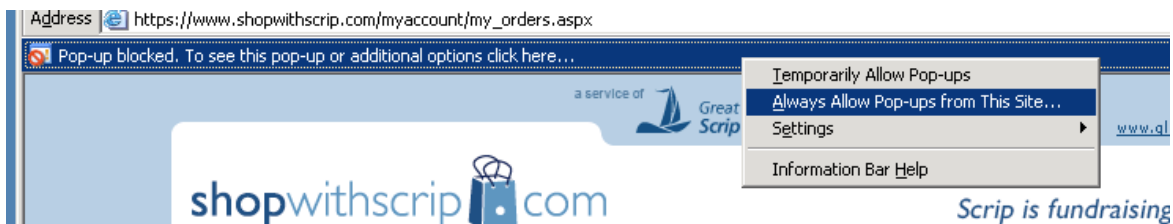
- Microsoft Internet Explorer 5.5 or above
- Apple Safari 2.0 or above
- Mozilla Firefox 1.5 or above

You can get Internet Explorer from the <http://www.microsoft.com> web site (only if you use Windows), or you can get Firefox from the <http://www.getfirefox.com> web site.

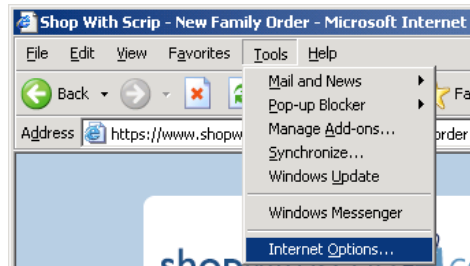
Next, make sure that pop-ups are allowed for the ShopWithScrip web site.

If you use Internet Explorer:

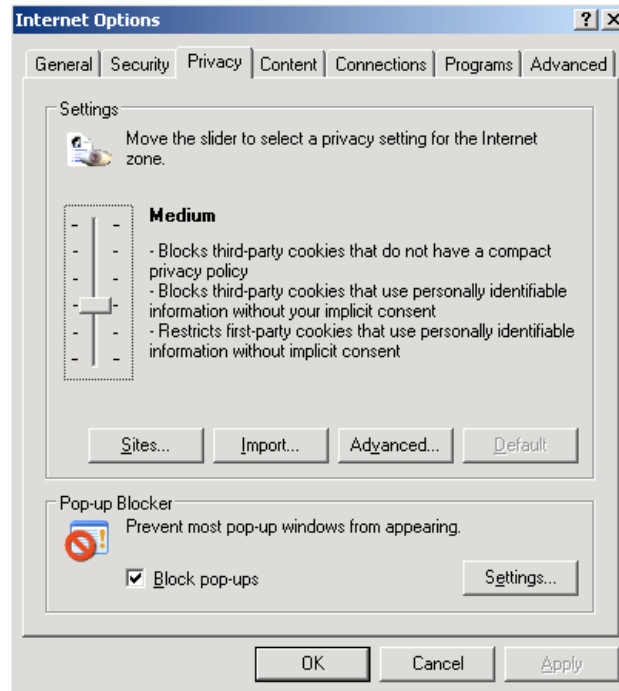
If you receive an alert while navigating the site saying "Pop Up Blocked", click on the alert.



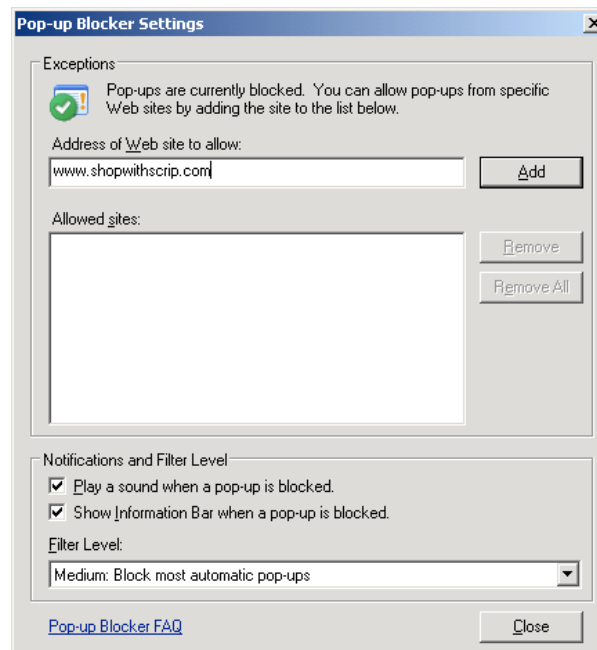
Select "Always Allow Pop-ups from This Site" and confirm your decision. If that does not work, go to Tools > Internet Options in the toolbar. See below.



Under Internet Options, click the Privacy Tab. Under “Pop-up Blocker”, click “Settings”.



In the new window, type “www.shopwithscrip.com” in the “Address of Web site to allow” text box. Click Add, and then click Close. Click OK in the Internet Options window. See below.



If the site still does not work, make sure cookies are enabled. In the Internet Options menu, click the “Advanced” tab and click “Restore Defaults.”

If none of these work, try a different browser or contact your scrip coordinator.

Frequently Asked Questions

I'm not a GLSC customer, can I still use ShopWithScrip.com?

Because ShopWithScrip.com is a free service provided to GLSC customers, you **must** be a supporter of a Great Lakes Scrip Center client organization to use ShopWithScrip.com.

How much does it cost to use ShopWithScrip.com?

There is no cost. ShopWithScrip.com is a scrip program management tool that is free to GLSC client non-profits.

I'm having trouble with the web site. It doesn't seem to work properly!

ShopWithScrip.com uses advanced Microsoft .net technology to bring powerful, secure database functionality to our customers. As a result, some functionality may not be available to users of older or non-standard browsers. [Shopwithscrip.com](http://shopwithscrip.com) is optimized for the following browsers:

- Microsoft Internet Explorer 5.5 or above
- Apple Safari 2.0 or above
- Mozilla Firefox 1.5 or above

In addition, some information and reports may be displayed in pop-up windows, so you will need to allow your browser to display pop-up windows at www.shopwithscrip.com.

What do I need to enroll?

Non-Profit Organizations - Clients of glscricp.com should contact GLSC customer service to enroll their organization in this free program.

Scrip-using Families - click here to go to our registration page. You can create an account with just an email address. However, you must associate your account with an enrolled non-profit organization before you can submit orders.

What about families that don't have email?

An email address is required to use ShopWithScrip.com

Will ShopWithScrip.com give my personal information to spammers and other third parties?

No. According to the easy-to-read provisions of our [Privacy Statement](#), ShopWithScrip.com will never give your personal information to third parties. However, by enrolling at ShopWithScrip.com, all ShopWithScrip.com users agree to receive administrative and promotional email messages from ShopWithScrip.com only.

How does ShopWithScrip.com calculate family purchase history and rebates?

All ShopWithScrip.com reports use the scrip face value and the GLSC net price to calculate family rebates. All reports are available in pdf format for easy sharing, and in Microsoft Excel format for easy analysis and calculation.

What if I belong to two organizations, and they both have scrip programs?

ShopWithScrip.com gives you the flexibility to participate in several scrip programs. All you need is the unique registration code for your non-profit organization, and you can associate your account with as many participating non-profits as you like. Then, each time you place an order, you will designate the non-profit organization that you would like to support with your purchase.

Can families pay for their orders at ShopWithScrip.com?

ShopWithScrip.com is an order management system only. It does not collect payment from families. After you place an order on ShopWithScrip.com, you are responsible for payment directly to your non-profit organization.

Oops! I placed my order and I want to change it. Can I do that?

No. However, your organization's scrip coordinator can modify or cancel your order if it hasn't been released to GLSC. See your Manage Non-Profits page for the coordinator email address at your non-profit organizations.

I can't find a particular retailer!

Many retailers do business with several different storefronts. If a gift card can be used at multiple locations, ShopWithScrip.com will list the card on our order forms under the name of the most common store brand. If you can't find a particular retailer, consult the Retailer Road Map ([link](#)) which lists all know retail brands and the corresponding name you'll need for ordering.

What happens to my order after I place it?

ShopWithScrip.com will hold your order until your scrip program coordinator marks it as paid. Then your order will be combined with all other paid family orders from your non-

profit and your coordinator will send them to Great Lakes Scrip Center for processing.

I placed my family order today. When will I get the order?

All delivery schedules are determined by your non-profit organization.

Will shopwithscrip.com ship my order to my family?

No. Great Lakes Scrip Center ships all certificates and gift cards directly to your non-profit.