

# 2019 WREATH SALE

## Northwoods Wreaths Registration and Ordering Guide

### ACCOUNT REGISTRATION

*\*ALL UNITS, including returning, must register an account as the registration process has been modified.*

**Step 1:** Select the link below based on the location you wish to pick up your order. You may select your pickup location of choice, regardless of your unit location.

**State Fair Park:** <http://northwoodswreaths.com/3harbornorth/user-registration/>

**Camp Oh-Da-Ko-Ta:** <http://northwoodswreaths.com/3harborsouth/user-registration/>

**Step 2:** Click the Red “Register” Tab

**Step 3:** Enter contact information

First name *(Ex: John)*

Last name *(Ex: Smith)*

Phone *(Ex: 123-456-7891)*

Email *(Ex: ScoutsRock@Scouting.org)*

Username *(Ex: JohnWreath)*

Password

Group *(Ex: Pack)*

Select appropriate group type from drop down menu

- Troup (B) indicates boy troop
- Troop (G) indicates girl troop
- Pack
- Post
- Crew
- Ship

Group Number *(Ex: 123)*

District *(Ex: Northern District)*

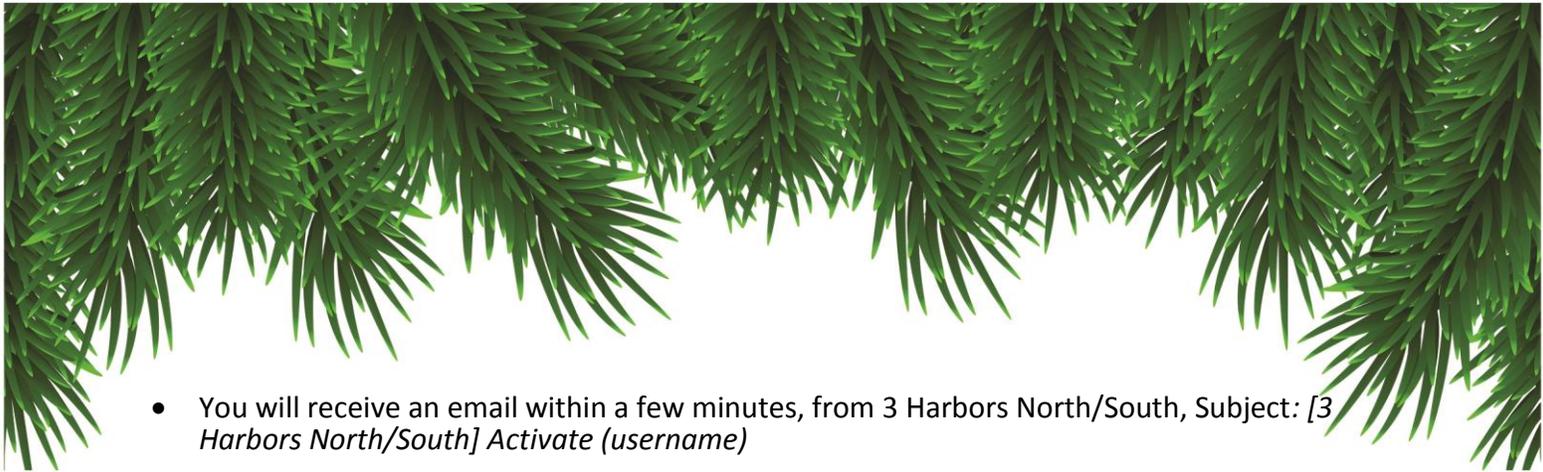
Select appropriate district name from drop down menu

Address \* *(Ex: 123 West street)*

**Step 4:** Click “Submit”

*Thanks for Your Registration, Check your Email Account for Validation Process.*



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- You will receive an email within a few minutes, from 3 Harbors North/South, Subject: *[3 Harbors North/South] Activate (username)*
  - Click the provided link to activate account. This will take you to the Noble Valley Farms homepage.

**Step 5: Vendor Approval (usually takes 24 hours, checked multiple times per day)**

**Step 6: Within 24 hours, you will receive 2 emails simultaneously, confirming your account approval, with the following subjects:**

- *Your account on 3 Harbors North has been approved! Please fill out your address and other information upon login*
- *[3 Harbors North] Registration approved*

**Step 6: Click the provided link in either emails, and enter your login information**

## **ORDERING**

**Step 1:** Visit your respective site and click the green “login” button

- **State Fair Park:** <http://northwoodswreaths.com/3harbornorth/>
- **Oh-Da-Ko-Ta:** <http://northwoodswreaths.com/3harborsouth/>

**Step 2:** Click “Place a Group Order” located at the green bar at the top of page

**Step 7:** Once all items have been selected, “Add to Cart” then “Proceed to Save Order”

**Step 8:** Under “Pickup Details” select **November 9<sup>th</sup>, 2019**, and choose a time slot

**Step 9: “Place Order”**

**To edit your order – No later than Oct. 23rd**

- Sign into your respective wreath site
- Your order number will immediately be visible under Recent Orders
- The status will indicate "On Hold"
- Click “Edit”
- Complete your order, then click “Update Order”
- Orders will remain "On Hold" until the vendor "Processes" your order after the order deadline

Notify Product Sales team of any defective/missing product **no later than November 15th**

Questions or concerns, contact: Patty Freuler or India McMiller at [Wreaths@ThreeHarborsScouting.org](mailto:Wreaths@ThreeHarborsScouting.org)



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