

2020 WREATH SALE

Northwoods Wreaths Registration and Ordering How-to Guide



<http://northwoodswreaths.com/3harborswreath/>

***IMPORTANT:**

- All southern units may simply log in, using last year's login information. Northern units must re-register as the site has been consolidated.
- If your unit is using the online selling platform (Rally Up), those orders must be copied over to the Northwoods Wreaths' site.

ACCOUNT REGISTRATION

Step 1: visit <http://northwoodswreaths.com/3harborswreath/>

Step 2: Click the Red "Register" Tab

Step 3: "Click here for user registration"

Step 4: 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
 - Crew
 - Pack
 - Post
 - Troop (B) indicates boy troop
 - Troop (G) indicates girl troop
 - Ship
- Group Number (Ex:123)
- District (Ex: Northern District) -- Select appropriate district name from drop down menu
- Address * (Ex: 123 West street, Milwaukee, WI 12345)

Step 5: Click "Submit"

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

- You will receive an email within a few minutes, from 3 Harbors South, Subject: [3 Harbors Wreath] Your username and password info

- Your account has to be confirmed by an administrator before you can login. Vendor Approval usually takes approximately 24 hours.
- Your approval email will be from 3 Harbors South, Subject: *Your account on 3 Harbors Wreath has been approved! Please fill out your address and other information upon login*
- Click the provided vendor approval link to activate your account.
- **This site is where you will enter all orders, including those from hard copy order forms and the Rally Up online ordering site.**

ORDERING

Step 1: Visit <http://northwoodswreaths.com/3harborswreath/>

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

Step 3: Once all items have been selected, “Add to Cart” then “Proceed to Save Order”

Step 4: Checkout: Under “Pickup Details” select **Saturday, November 7th, 2020**, and choose a time slot. This will be at State Fair Park in West Allis, Wisconsin.

Step 5: Click “Place Order”

To edit your order – No later than October 28th at 5:00 p.m.

- Visit <http://northwoodswreaths.com/3harborswreath/> and log in
- 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 October 28 deadline.

Reminders:

- **Pickup is only at State Fair Park Cattle Barn.** Enter Gate 5 off of 84th St. Go to guard shack, turn right , second building on the left.
- **No payment will be taken at pickup on November 7th.**
- Invoices will be finalized by Tuesday, November 17. Please do NOT print an invoice prior to then as it may be inaccurate.
- **All payments are due by December 3** in the form of a single check from the unit, payable to Three Harbors Council. Payment can be mailed to the Milwaukee Scout Service Center or paid in person at either Service Center in Kenosha or Milwaukee.
- Once you receive your product, please notify the Product Sales team of any defective/missing product no later than November 13th.

Contacts

General questions: wreaths@threeharborsscouting.org

Orders & Billing Leah Rife, 414.443.2872, leah.rife@scouting.org

Wreath Sale Staff Advisor: India McMiller, 414.443.2860, india.mcmiller@scouting.org

Resource page: www.ThreeHarborsScouting.org/Wreaths