

Where do I start? Take 30 minutes...Homework!!

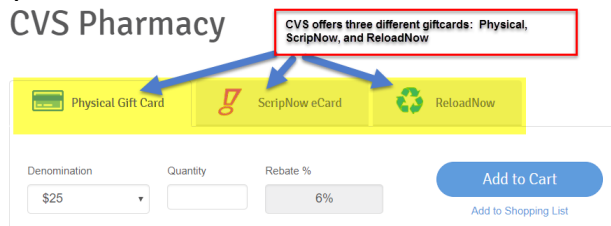
- Print off the retailer list: <https://www.shopwithscrip.com/Shop/Product/BrandAlphabeticalList>
- Highlight the retailers you normally shop
- Familiarize yourself with the Card types they offer.
 - \$xx – Physical Gift Card – **Circle** those that **only offer physical cards**
 - S – ScripNow eCard
 - R – Reload gift card – **Place a square around** those that offer **Reload (but not ScripNow) and a Star**
 - RN – ReloadNow gift card – **Place a square around** those that offer **ReloadNow (but not ScripNow)**
- Ordering – how/what:
 - Circled Retailers:** you will need order these before Wednesday 9pm on order weeks (i.e. Dick's Sporting Goods)
 - Squared retailers with a Star:** If you have not already purchased a card for these, you will need to plan ahead and order them during our Wednesday order week. Once you have them, register them (including pin#) on the website, then remember these need to be reloaded one business day before you need the funds. (i.e. Crazy 8). See below on Registering Reloadable Physical Gift Cards.
 - Squared retailers without a star** – if you have not already purchased a card for these, you will need to plan ahead and order them during our Wednesday order week. Once you have them, register them (including pin#) on the website, then reload them within 10-15 minutes of needing the funds. (i.e. Albertsons, Tom Thumb/Safeway). ** Note ** consider having multiple gift cards for family members so you don't have to swap cards. See below on Registering Reloadable Physical Gift Cards.
 - Retailers with no circle or square** – you can order any time and they will be available within 10-15 minutes. (Home Depot can take up to an hour).

TAV will order physical gift cards every other week (odd numbered weeks on the 52 week calendar)

Step-by-Step on how to purchase Gift Cards

<https://www.youtube.com/watch?v=n17GWs2qmQ>

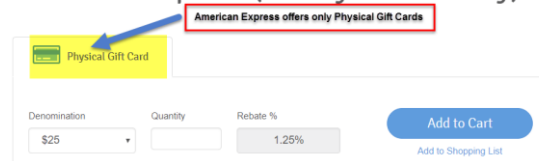
- Go to <https://shop.shopwithscrip.com/Login>
- Click “Sign In”, and enter your Username and Password, and click “Sign In”
- Click on “Shop” to view the retailers
- Click on the Search magnifying glass and type the retailer name (i.e. CVS Pharmacy) and select it
 - CVS Pharmacy page is displayed, along with the type of giftcard offered – CVS offers three different giftcard options



- Physical Gift Card – Select your denomination and quantity of cards
- ScripNow eCard – Enter your dollar amount
- ReloadNow (must purchase card first thru this program) – Select the Card you want to reload and the dollar amount
- Click “Add to Cart”.
- Note that retailers vary in the types of giftcards they offer:



American Express (Family Orders Only)



- Repeat step 4 for all your gift card needs.
- Once you are ready to check out, Click on the “Cart” at the top right of the screen
- Verify your Order to be sure the cost looks right. Choose “Presto Pay”, enter your “Pin”, and click “Submit Order”

8. **Physical Gift card orders should be placed by 9pm on Wednesday's** (We currently order every other week on odd # weeks in the 52 week calendar i.e. 10/10/18 is the 41st week in the year), and cards will be delivered no later than the following Wednesday to the TAV location noted in your last name.

Registering Reloadable Physical Gift Cards

<https://www.youtube.com/watch?v=JG44LnB7pJg>

1. First, purchase a physical gift card thru this program
2. Once received, log back into <https://shop.shopwithscrip.com/Login>
3. Search for that retailer
4. Click on the Reload/ReloadNow tab
5. Click on “register another card”

The screenshot shows the CVS Pharmacy website interface. At the top, there are three tabs: 'Physical Gift Card', 'ScripNow eCard', and 'ReloadNow'. The 'ReloadNow' tab is selected. Below the tabs, there is a form with fields for 'Denomination' (set to \$1.00), 'Dollar Amount' (set to \$), and 'Rebate %' (set to 6%). There is an 'Add to Cart' button. Below the form, there is a 'Select Your Registered Card' dropdown menu and a 'Register Another Card' button. At the bottom, there is a 'General Information' section with a disclaimer.

The screenshot shows the CVS Pharmacy website interface for the 'Register Card' form. At the top, there are three tabs: 'Physical Gift Card', 'ScripNow eCard', and 'ReloadNow'. The 'ReloadNow' tab is selected. Below the tabs, there is a form with fields for 'Denomination' (set to \$1.00), 'Dollar Amount' (set to \$), and 'Rebate %' (set to 6%). There is a 'Register Card' button. Below the form, there is a 'Select Your Registered Card' dropdown menu. To the right of the form, there are two red boxes with blue arrows pointing to the 'Card No.' and 'Card Name' fields. The first box says 'Provide the Card Number and Pin' and the second box says 'Name the card for easy reference * Note that CVS was added to the name of the card in case the card is lost/stolen for ShopWithScrip to easily find the card'. The 'Card No.' field contains the number 123456789012. The 'Card Name' field contains the text 'CVS - Julie 10/2018'. The 'Card Pin (if Applicable)' field contains the number 1234. At the bottom, there is a field for 'Enter the security pin on the back of your card, if available'.

- a. Enter in the Card Number
 - b. When naming the card, please be sure to add the retailer name in front of the name you choose as this allows the SWS helpdesk to assist you better if you have any questions on your card (i.e CVS – Julie 12/2015)
 - c. It is best to provide the Pin if there is one, which will help you if you ever lose your card, without it you cannot get the card replaced
 - d. Click “register card”
6. The card is now ready to Reload/ReloadNow.
 - * Please be sure to keep a small balance on the card at all times. They will deactivate cards with a \$0 balance after 30 days
 - * If you have multiple Scrip Accounts (i.e. different username/bank accounts), Reload/ReloadNow cards can only be registered under one account (you would need to order multiple cards and register one for each account).

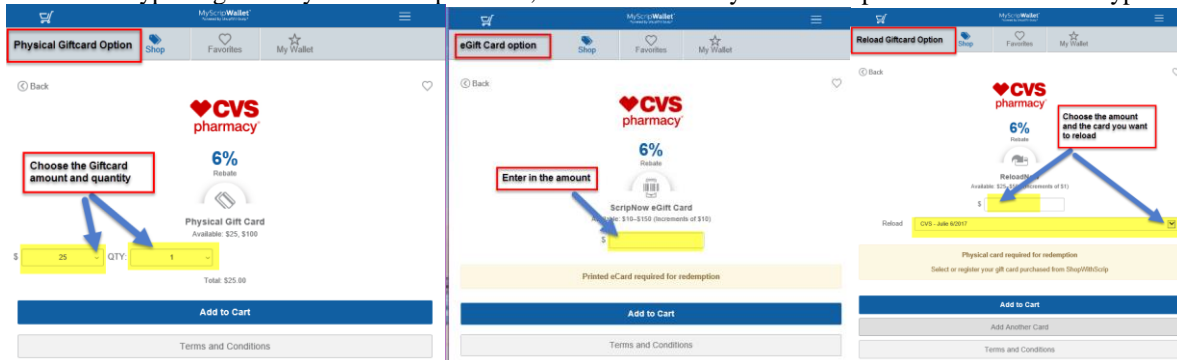
Ordering Gift Cards

Use MyScripWallet website for easy ordering. <https://www.youtube.com/watch?v=7ovcUxt-V8Q>

1. Log into: www.myscripwallet.com (you can create an Icon shortcut for your phone – instructions further down)
2. Select Sign In
3. Enter in your Username and Password you created with the ShopWithScrip site (click remember me to save your Userid for the next time you sign in), and click Sign In



4. Type in the retailer name, then click the retailer tile
5. Choose the type of giftcard you want to purchase, enter the amount you want to purchase based on the type of giftcard chosen



6. Click “Add to Cart”
7. Choose to continue shopping to proceed to cart
8. Once in the Cart
 - a. verify your order
 - b. choose PrestoPay
 - c. enter your PrestoPay Pin
 - d. Submit your Order

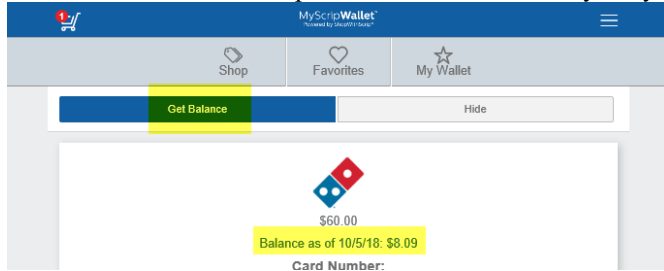


9. Availability of funds on Reload and/or eGiftcards:
 - a. Reload - will be available the next business day if ordered Mon-Fri by 2:30pm
 - b. ReloadNow - will be available within minutes
 - c. ScripNow eGift Card - will be available within 5-15
 - * Some ScripNow retailers may take longer for the ScripNow to be available (i.e. Home Depot – up to 1 hour)
 - * Some ScripNow retailers require you to print the eGift card (i.e. Macy's), however, most you can just provide the card number (i.e. restaurants) or show the barcode (i.e. CVS or Walmart)
 - * Be sure your screen brightness is high enough for the scanner to scan the barcode – this is most likely the culprit if it is not scanning

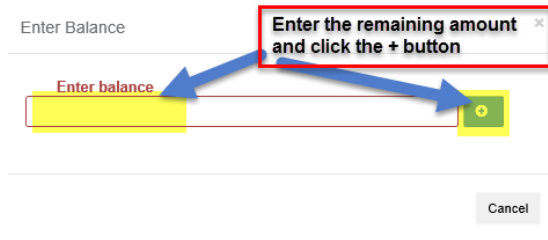
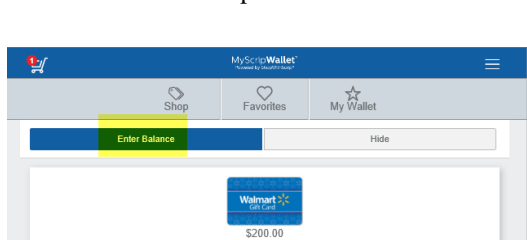
**** Click on My Wallet to view available ScripNow eGift Card and Reload/ReloadNow retailers and balances**

ScripNow eCards/Reloads - keep track of your Card amounts via the Wallet

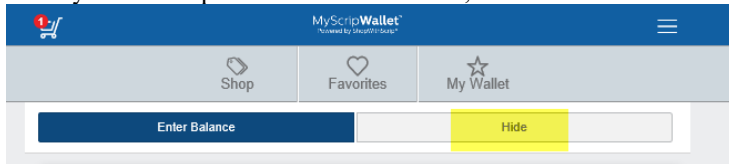
1. Log into www.myscripwallet.com
2. Click on "My Wallet"
3. Choose ScripNow or Reload
4. Search for your retailer
5. Several retailers have the option to "Get Balance" for you by a click of the button



6. Some retailers have the option to "Enter Balance" so you will have to enter this each time you use it if you want to maintain the amount for future purchases



7. If you have depleted the eCard balance, click the "Hide" button



Sending Gift cards via Email to your family and friends

<https://www.youtube.com/watch?v=v2jMwHjxjDA&list=PLB05706667A3B6471&index=4>

1. This can only be done via the www.shopwithscrip.com
2. Select a retailer that offers ScripNow eCard (i.e. Starbucks)
3. Select the denomination and dollar amount
4. Click the check-box “Make this a gift?”
5. Add a personal message
6. Choose the giftcard display image
7. Choose when to deliver, either now or a future date (up to a year)
8. Provide the recipient name and email
9. Provide your name and phone number

Starbucks

Physical Gift Card | ScripNow eCard | ReloadNow

Denomination: \$5 | Dollar Amount: \$50 | Rebate %: 7% | Total: \$50.00

Min: \$5 Max: \$500 Increment: \$5

☒ Make this a gift?

Gift Options

Personal Message: Merry Christmas!! Love, Mom and Dad (115 characters remaining)

Delivery: When: NOW | FUTURE DATE: 12/25/2018

About the Recipient: Name: Rudolph | Email: Rudolph@santa.com | Confirm Email: Rudolph@santa.com

About You: Name: Mom and Dad | Phone: (972) 555-1212

[What is this?](#) | **NEXT**

10. Click “Next” and verify the information

Starbucks

Physical Gift Card | ScripNow eCard | ReloadNow

Denomination: \$5 | Dollar Amount: \$50 | Rebate %: 7% | Total: \$50.00

Min: \$5 Max: \$500 Increment: \$5

☒ Make this a gift?

Gift Options

To: Rudolph
From: Mom and Dad
Message: Merry Christmas!! Love, Mom and Dad
Sent To: Rudolph@santa.com
On Date: 12/25/2018
Phone: 972) 555-1212

EDIT

11. Click “Add to Cart”
12. Click on the Cart
 - a. Verify your order
 - b. Choose PrestoPay
 - c. Enter your PrestoPay Pin
 - d. Submit your Order

ScripNow, Reload, and ReloadNow products cannot be returned or cancelled once the order is submitted.

Organization: Texas Advantage Volleyball

Product	Qty	Rebate	\$ Rebate	\$ Amount
SCRIPNOW E-CARDS				
Starbucks ScripNow	1	7%	\$3.50	\$5.00
Order Subtotal	1		\$3.50	\$50.00

Payment Options

☒ PrestoPay (\$0.15 fee)
☐ Check

Account #: 2008

PN: Enter your PIN

Order Summary: Order Subtotal: \$3.50, Rebate Total: \$0.15, Convenience Fee: \$0.15, Order Total: \$50.15

Submit Order

Wrapped box indicates a gifted gift card

13. The eGift card will be delivered to the recipient on the date you chose (up to a year).

Adding the www.myscripwallet.com icon on your phone

<https://www.youtube.com/watch?v=d7VXCUTadVw>

Apple:

1. Navigate to MyScripWallet.com via your choice of browser (I chose safari for this example)
2. Select the Upward Arrow icon at the bottom of the screen
3. Choose “Add to Home Screen”
4. Click “Add”
5. You can now click on the icon to access the website to purchase your ScripNow/Reload/ReloadNow items.

Android:

1. Navigate to MyScripWallet.com via your choice of browser (I chose Chrome for this example)
2. Access the Chrome Menu Button
3. Choose “Add to Home Screen”
4. Click “Add”
5. You can now click on the icon to access the website to purchase your ScripNow/Reload/ReloadNow items.

Monthly Statements

- Each month the coordinator will run a report summing up all the Scrip rebates associated with the “Classroom/Group”. This report will be sent to TAV to be applied to your account. Please allow a few days for them to apply towards your account. The coordinator will also send a monthly email to all those participating in the program listing the amounts earned each month.

Student Name: 17Black-Marissa Harmon

Classroom / Group: [Redacted]

Teacher Name / Classroom / Group Name

A red arrow points to the Classroom / Group field.

- The “Classroom/Group” value is what you need to remember because the monthly Excel file will have everyone’s monthly rebates since 11/1/2014. You will need to search on your “Classroom/Group” to find your monthly amount.

PrestoPay Returns – Non-sufficient funds/frozen account

- In the event we receive a PrestoPay Returned email, TAV will add the \$30 return fee charged by ShopWithScrip to your dues account. You will be notified by both ShopWithScrip and your coordinator and will need to rectify the issue immediately.
- Please be aware that you are responsible to pay TAV back any amount you purchased plus the \$30 return fee. If payment is not made, your daughter will be in jeopardy of the [NCAA Amateurism requirements](#) as this would be considered salary or payment to the athlete.**
- If the amount is substantial or this occurs more than once, your PrestoPay account will be locked, and you must contact the coordinator to resume purchasing gift cards.

Reports you can run

- Log into <https://shop.shopwithscrip.com/Login> using your Username/Password.
- Click on “Dashboard”
- At the bottom, click on “Reports”

Family Functions

Express Order View ScripNow Shopping Lists

Your Orders Change Profile / Password PrestoPay Manage Non-Profits Specials Messages Reminders Order History Reports

A red arrow points to the Reports link.

- Choose the report you would like to run

Family / Reports

Report Name

Report Name	Preview	Run Report
Family Order Detail Report	Preview	Run Report
Family Order History Report	Preview	Run Report
Family Order Rebate Summary Report	Preview	Run Report

- Click on “Report Begin and End Date”, and choose your date range. For example, choose Custom Range, and choose the prior month’s dates.

Family / Report Selection

Organization: Texas Advantage Volleyball

Select Report: Family Order Detail Report

Report Begin and End Date: Last 30 Days

Output Format: Last 7 Days Last 30 Days Last 90 Days Custom Range

FROM: 06/01/2016 TO: 06/30/2016

APPLY CANCEL

The Custom Range date picker shows a calendar for June 2016 with the 1st and 30th highlighted.

- Choose the Output Format, and click “Run Report”

Output Format: Adobe PDF (Printable Format) Comma Delimited (*.csv) Microsoft Excel (*.xls)

RUN REPORT CANCEL

7. There is a percentage taken out of your Scrip Rebates to cover program costs etc., so the report will NOT provide that information. You will need to calculate that information yourself. Currently, we are taking 10% out to cover costs to run the program (this is non-profit, and your coordinator is a volunteer).