

ANNIVERSARY PLAZA

Guide for purchasing sponsorship recognition items

Please follow the steps outline below for the purchase of the numerous recognition items that are available through the Anniversary Plaza capital campaign website.

Note: If you wish to arrange for installment payments for your selection, contact Emily Shanahan at 425-338-0380 or Emily.Shanahan@Scouting.org to make your selections and make arrangements for manual billing. Installment payments should be completed by June 30th.

STEP ONE:

- Review the sponsor/recognition items that are being offered for your support of the new Anniversary Plaza. They are located under the Sponsorship Options heading on the council website -mountbakerbsa.org/anniversary-plaza/.
- We have two main categories for selection using the colored buttons.
 1. Commemorative Bricks and Benches (each can customize with a logo)
 - 4 x 8 bricks
 - 8 x 8 bricks
 - Stone Benches (limited number)
 2. Other Sponsorship items:
 - Flagpoles and Flagpole Stars
 - Posts
 - Picnic Tables for Janicki Shelters

STEP TWO:

- Make your selection of recognition items you wish to sponsor. For each group of items, there is a separate link to a website to collect your information, make and confirm your selections and to make your payment.

NOTE: *if you want bricks and picnic tables, you will have to go back to the council website to make each purchase. Example: Once you use the 1st link to purchase the bricks, you will need to go back to the council website to access the 2nd link for the picnic table. We apologize for the additional steps, but we are using different vendors for the sponsorship items, and each requires separate payments.*

- Using your mouse pointer, either select the “Click here to order your Brick or Bench” or “Click here to sponsor any of our amazing Anniversary Plaza items.”

[INSTRUCTIONS FOR BRICK OR BENCH PURCHASE – START ON PAGE 2 OF THIS GUIDE](#)

[INSTRUCTIONS FOR OTHER SPONSORSHIP ITEMS – START ON PAGE FOUR OF THIS GUIDE](#)

“BRICK OR BENCH” SPONSORSHIP OPTIONS: Click this button to purchase your custom bricks or benches. It will send you to a new webpage - bricksrus.com/donorsite/fmscplaza. Follow the outlined steps below.

PAGE ONE-CONTACT INFORMATION, SELECTION OF ITEM

1. Fill out contact information
2. Select the sponsorship item.

Note: you can only choose one from the list at time. Example – you can select a 4x8 with logo, but you can not also choose the 8x8 brick at the same time. You will have to return to this website after completion to add additional size of brick or the bench.

3. Select the # of the item you wish to sponsor and customize.

Note: You can select up to twenty of an item and customize each one.

4. Enter in any additional donation in the provided box.
5. By checking the box to pay for credit card expense – this will allow for 100% of your donation to go to this important project.
6. Click “Continue” to proceed to customizing your sponsorship item

PAGE TWO-CUSTOM ENGRAVING AND PREVIEW

1. Customization of your selected brick or bench – follow the steps below.
 - a. If you selected a brick or bench with a logo, you will have the option to select eight different logos.
 - i. Click “Select Logo” and choose your logo.

Note: Certain logo selections will take more room on your selected item and leave less space for # of lines for your customized lettering.

1. Once you have chosen, you will then proceed to entering your lettering on the brick.
2. Once you finished with your custom lettering, you click “Preview Brick” to preview the letter.

Note: on the preview screen, you will only see your letter, not the logo. When done, close window.

- b. If you did not select an item with a logo, you can proceed to entering your lettering on the item and then preview the item.
- c. Click the “Continue” button. When you click the button, a box will come up to remind you to review your custom item before proceeding to the payment screen.

PAGE THREE-PAYMENT SCREEN OPTIONS

1. Select your payment options: Check by Mail or PayPal/Credit or Debit Card.
 - a. Check By Mail -follow the instructions given on the site.
 - b. PayPal/Credit or Debit Card – follow the instructions given on the site.

Note: you do not need to have a PayPal account to use this option to use a credit or debit card.

PAGE FOUR – FOR PAYPAL PAYMENT SELECTION

1. A new screen with detailed information will pop-up. Please review the instructions for use the PayPal site.

Note: you can use the guest function to pay with your Credit Card if you do not have a PayPal account.

2. Finish the payment process.

REPEAT THE STEPS FOR “BRICK OR BENCH” SPONSORSHIP OPTIONS FOR ADDITIONAL DONATIONS – i.e., if you want to purchase another brick size and bench.

OR

PROCEED TO THE OTHER ANNIVERSARY PLAZA SPONSORSHIP ITEMS STEPS – i.e., if you want to purchase flagpoles, posts, and tables.

“OTHER ANNIVERSARY PLAZA” SPONSORSHIP OPTIONS: Click this button to purchase your custom bricks or benches. It will send you to our Council 24/7 Scouting webpage. Follow the following steps.

PAGE ONE – LANDING PAGE:

1. Review the Sponsorship Opportunities and Recognition levels available on this site.
2. Review the instructions below the list of items and recognition levels in detail
3. Start the process by clicking Register. You do not need to create an account. "Continue as Guest".

PAGE TWO – SELECTION OF SPONSORSHIP ITEMS

1. Review the instructions at the top of the webpage
2. Make selections and # of each items selected.
3. Complete process by clicking “green” button at bottom of page

PAGE THREE – REGISTRATION

1. Complete registration contact information in first box by clicking update information button.
2. After completing contact information, proceed to the sponsorship items listed and update information button
3. After completing the update information pages, proceed to checkout.

PAGE FOUR– CHECKOUT

1. Review the Participant Summary box to review your selections
2. Review the Financial Summary box to review the donation amount
3. Click the “checkout” button to complete payment transaction

PROCEED TO “BRICK OR BENCH” SPONSORSHIP ITEMS STEPS – i.e., if you want to purchase brick and bench. Follow the steps.