

On-line Ordering System Directions

TO REGISTER go to www.shopwithscrip.com.

1. In the green box on the left of the page click "Family Sign-up – create account".
2. Fill in the information on the registration page. You will need to provide your e-mail address, Create a password (anything you want), enter your name, gender, year of birth and zip code. You do not need to enter your address, give any payment information, or enter other personal information.
3. Click "Accept" to accept the Shop with Scrip terms and conditions and privacy policy. I didn't see anything in here that raised a red flag, but I encourage you to check these out for yourself. As part of the agreement you must accept periodic e-mail announcements from Shop with Scrip.
4. On the "Join a Non-Profit" page you will need to enter the following code for Nittany Christian: 6L6D15A77767. Click "join".
5. On the "Manage Non Profits" page click "home".
6. You will now be at your account dashboard. This is the page you will be directed to every time you log on. There's lots of information here. You can look at all the orders you've placed by clicking on "Account Activity". You can place an order by clicking on "shop" on the top blue menu bar.

TO ORDER go to www.shopwithscrip.com

1. Use your e-mail address and password and enter them into the orange box on the left side of the page.
2. From your account dashboard, choose “shop” on the top blue menu bar.
3. From the ordering page, click on the basic type of retailer you would like to order (gas, dining, grocery). Find more retailers within a category by clicking on the arrow at the bottom. Type in the quantity and click “add”.
4. When you are finished adding retailers and quantities, click “check out”.
5. From the shopping cart page, you can delete items, go back and add something else, or submit your order.
6. When you have your order the way you would like it, click “finish order”. Print out the next page and submit it with your check by 9:00 Monday morning. If you’ve made a mistake – don’t panic. **I will only process orders for which I have received a print-out and a check.** Once you have submitted your order, you cannot go back and change it, BUT you can go back and place a new one. Once again, I will only process the order for which I have received a print-out and check.