

**FISCAL YEAR
2024 INCENTIVE
PROCESS FOR 1-3
star PROGRAMS**



**Please reach out to your
coordinator if you have
questions**

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Amazon wish lists

- ❑ On the Incentive Ordering Page
- ❑ Click on Wish list Instructions
- ❑ This will lead to the page on the right



Amazon Wish List Link *(Required)*

Don't Know How to Share an Amazon Wish List? Click Below for Instructions

[Wish List Instructions](#)

Notes

Wait!!! Did you make sure you added items to your order? You need to make sure you add items using the "Add Entry" button! Thank you

HOW-TO GUIDE: AMAZON WISH LISTS

(updated November 8, 2022)

CREATE A WISH LIST ON MOBILE

These steps are identical for the Android and iPhone versions of the app.

- Open the **Amazon** app.
- Click the **Profile** button at the bottom of your screen.
- Click **Your Lists** to access your list page.
- Click **Create A List** in the upper-right corner of your screen.
- Enter a list name.
- Click **Create List**.

CREATE A WISH LIST ON DESKTOP

Creating a new list on the Amazon website or app adds it to the **Your Lists** page. This is where all of your lists are stored, whether they're public or private.

- Click **Accounts & Lists** in the upper-right corner of your screen.
- Click **Your Lists**.
- Click **Create A List**.
- Enter a list name.
- Click **Create List**.

Note: To quickly create a list, and access existing ones, hover over the **Accounts & Lists** drop-down menu, look under the **Your Lists** heading, and click **Create A List**.

ADD ITEMS TO AN EXISTING LIST

One of your lists is set as your default list (usually the first one you create). When you click **Add To List**, the item is added to this list unless you select the drop-down menu next to the button.

DESKTOP

- Open the product details page for an item.
- On the right side of your screen, click the **Add To List** drop-down menu.
- Select one of your lists.

MOBILE

- Open the product details page for an item.
- Scroll down and click the **Add To List** drop-down menu.

SHARE A WISH LIST

Sharing your wish list allows others to see the items on it. Remember, once you send your list, anyone with the link can access it. However, only the list owner can change the privacy settings, delete the list, share the list, and view/change shipping addresses.

- Open the list you want to share.
- Click **Invite** below your list's name. You can also click **Send List To Others** on a desktop.
- For Candelen related wish lists, set the privacy setting to **View Only**.

ACCESSING THE INCENTIVE FORM

- ❑ Access the incentive form from the Candelen Quality First Form home page and scrolling down to the Incentive Order Form button

<https://candelen.org/quality-first-forms/>

- ❑ Scroll to the bottom of the page until you see

- ❑ the direct link to open the form page is

<https://candelen.org/incentives/>



Incentive Order Form

Is your program spending through Candelen? If your Quality First participating site did not receive a payout check and you would like to place an order, please use the link below.

COMPLETE FORM

Password:

CandelenIncentives24

INCENTIVE FORM

STEP 1

- Please enter site ID, name, & vendor
- Next, you will provide your Coordinator the designee email address.
- Select the yes or no box to confirm your sites email address
- If you select no you will need to update your information prior to placing your order
- Please notify your Coordinator if there are any corrections that need to be made

FY 24 Incentive Order Main Form

Site ID	Site Name	Select a Vendor
<input type="text"/>	<input type="text"/>	<input type="text" value="Amazon"/>
Site Coordinator Email		
<input type="text" value="- Fill Out Other Fields -"/>		
Email of Site	Confirm that Site Email Is Correct <i>(Required)</i>	Site Phone <i>(Required)</i>
<input type="text" value="*****"/>	<input type="checkbox"/> Yes, it is correct <input checked="" type="checkbox"/> No, I need to make a change	<input type="text"/>

Email of Site	Confirm that Site Email Is Correct <i>(Required)</i>	Site Phone <i>(Required)</i>
<input type="text"/>	<input type="checkbox"/> Yes, it is correct <input checked="" type="checkbox"/> No, I need to make a change	<input type="text"/>

If you need to make a change, please contact your coach coordinator before proceeding. The site email needs to be reachable to confirm order.

INCENTIVE FORM STEP 2

- ❑ Next, the form will auto populate for the order to be billed to Candelen. You do not have to take any additional steps here.

Bill To

777 E. Thomas Road

Street Address

Suite 200

Address Line 2

Phoenix

Arizona

City

State

85014

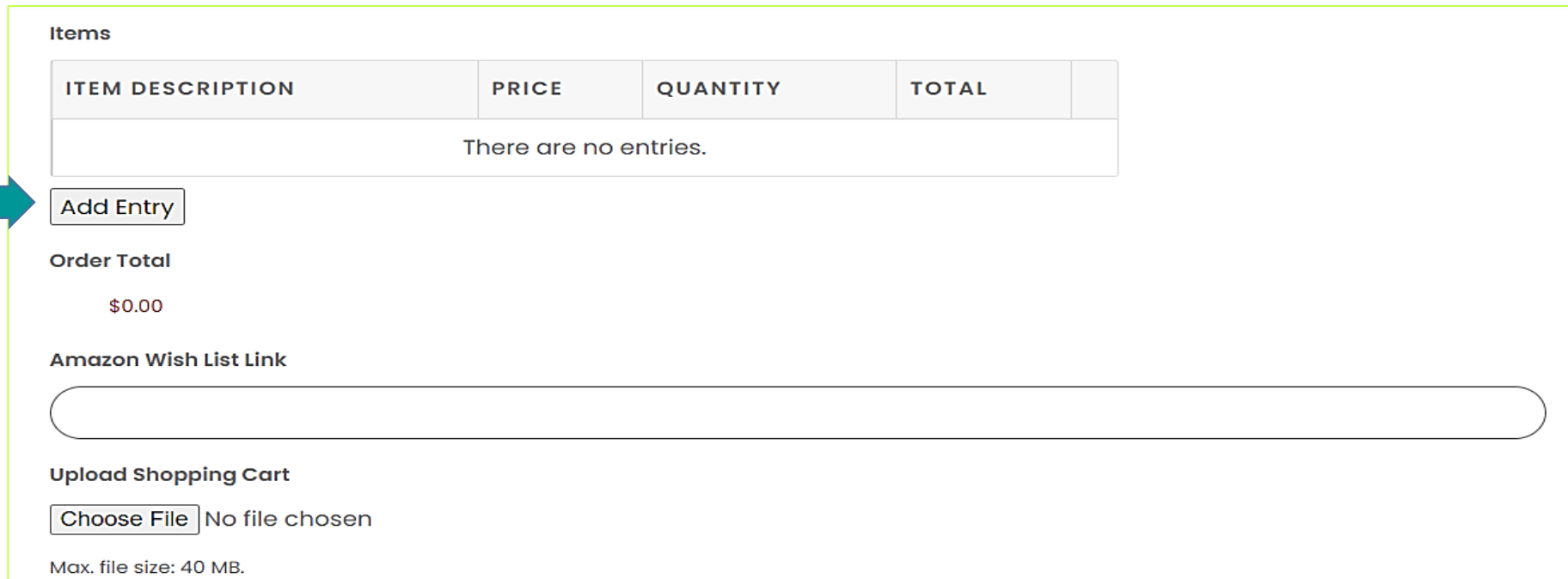
ZIP Code

ORDERING ITEMS

❑ Next you will be promoted to start ordering items by hitting the “Add Entry” button.

This page also features a place to add your Amazon Wish list, notes, shopping cart, and shows your order total at the bottom.

Please read the detailed instructions for creating and uploading an Amazon wishlist

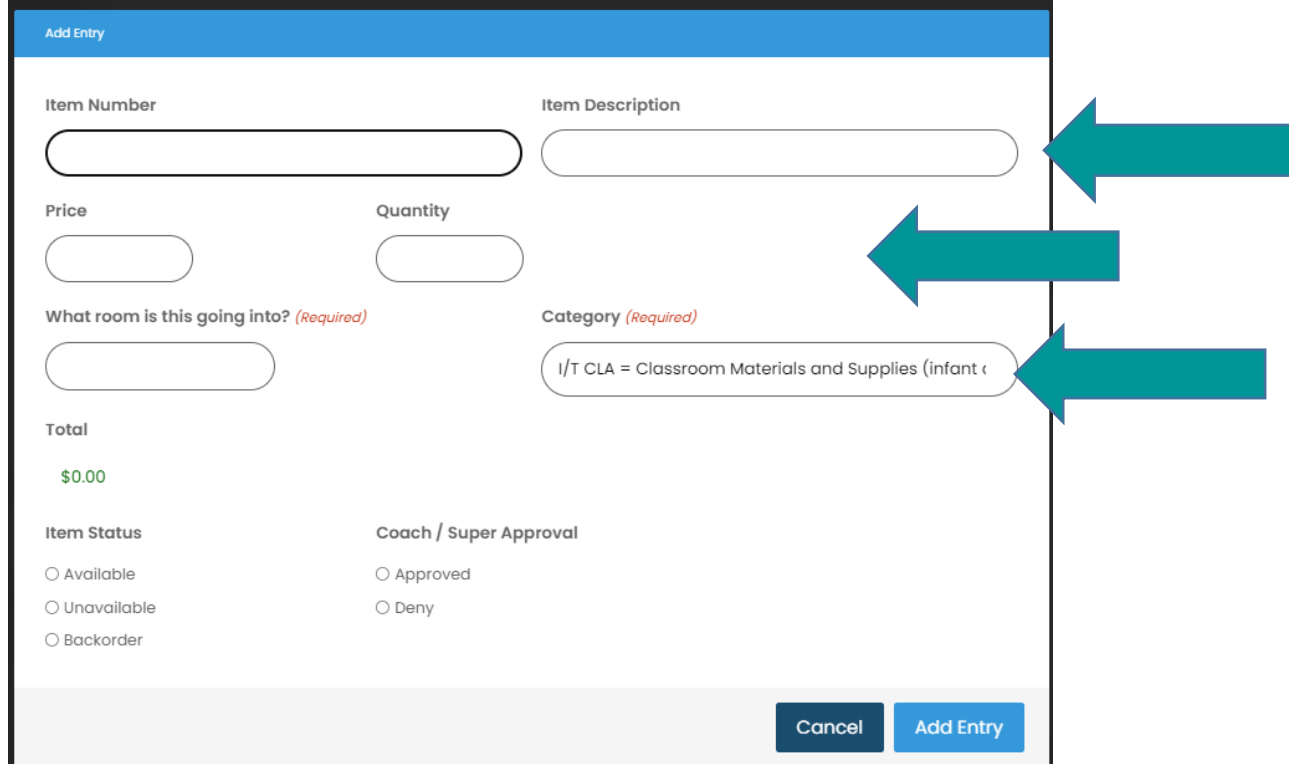


The screenshot shows a web interface for ordering items. At the top, there is a section titled "Items" containing a table with the following headers: "ITEM DESCRIPTION", "PRICE", "QUANTITY", and "TOTAL". Below the table, the text "There are no entries." is displayed. A teal arrow points to a button labeled "Add Entry" located below the table. Below the "Add Entry" button, there is a section titled "Order Total" showing "\$0.00". Underneath that is a section titled "Amazon Wish List Link" with a large, empty rounded rectangular input field. Below the input field is a section titled "Upload Shopping Cart" with a "Choose File" button and the text "No file chosen". At the bottom of this section, it says "Max. file size: 40 MB."

PLACING AN ORDER

When placing an order, the more details provided the better.

❑ Please complete each bubble (do not complete Item Status/Coach/Super Approval)



The screenshot shows a web form titled "Add Entry" with the following fields and controls:

- Item Number:** A text input field with a teal arrow pointing to it from the right.
- Item Description:** A text input field.
- Price:** A text input field with a teal arrow pointing to it from the right.
- Quantity:** A text input field.
- What room is this going into? (Required):** A text input field.
- Category (Required):** A dropdown menu with the selected option "I/T CLA = Classroom Materials and Supplies (infant t" and a teal arrow pointing to it from the right.
- Total:** A label with the value "\$0.00".
- Item Status:** Radio buttons for "Available", "Unavailable", and "Backorder".
- Coach / Super Approval:** Radio buttons for "Approved" and "Deny".
- Buttons:** "Cancel" and "Add Entry" buttons at the bottom right.

CONFIRMING YOUR ORDER

Once you have added each item to your order you will scroll down and click the  button.

After a successful click the Submit button you will be redirected to a page with this message

∨ WHAT'S THE NEXT STEP? ∨

An order confirmation email has been sent to you.
You must follow the order confirmation link in this email to proceed.

You **MUST** go to your email and confirm the order!

- ❑ Click on the email titled 'Action Needed: Your Incentive Order needs Approval' to approve and submit order.
- ❑ The order will **NOT** be submitted without completing this step.
- ❑ After you confirm, the order will then be confirmed by the Coordinator.



noreply

Action Needed: Your incentive order needs approval.

Hello,

Your order that was placed with Candelen is now ready to approve.

Your email was registered as the contact information for incentive orders.

[Click here to approve your order](#)

[Click here to reject your order](#)

REPORTING MISSING & DAMAGE ITEMS

After the order is shipped you will receive an email that will direct to the missing and damage form

- Provide the Site ID and Order ID
- At prompt check a box if the items have been received or if the items are missing or damaged.

Please complete this process within 30 days of the order being placed.

If an item is damaged

- Take a photo of the item that shows the damage
- If the packaging is damaged when delivered- add a photo
- Attach photo to the report

Incentive Item Status

Site ID: Order ID: Vendor:

Check this box if you received the item: pencils

Check this box if the item is missing or damaged: pencils

Picture required for any damaged items: No file chosen

Max. file size: 40 MB.

Damage Description - List the Item and Damage Per Item