

# EAA's Scrip Ordering Program

## Getting Started & How the Program Works

- **Setup and Enrollment:**

- Complete the following forms (see additional web links):
  - **EAA Membership and/or On-Line Login Request Form** – This will provide you with a login to order your scrip via the Internet.
  - **Authorization for Electronic Checking Account Withdrawals** – This will allow your order charges to conveniently be withdrawn from your checking account.
- Deliver these forms to your team scrip coordinator or for EAA direct, mail to:  
**Elgin Aquatics Assoc.  
13N338 Chisholm  
Elgin, Illinois 60123**
- Your team coordinator will deliver your login back to you.

- **Order Processing and Delivery:**

- THROUGHOUT THE YEAR (All Year!) there will be scrip order dates.
- Place your order via the web-based scrip order system on or before the posted current order date... [www.ScripMgmt.com](http://www.ScripMgmt.com), Scrip Order System.
- Your scrip order coupons and gift certificates will be returned to you the following week by your team scrip coordinator.

- **Scrip Fundraising Money...**Every scrip purchase you make will generate fundraising “earnings”:

- These earnings will be credited to your EAA membership account.
- Three times per year (April, August & January), your earnings will be forwarded to your swim team management for credit posting.
- Monthly statements are provided to you that reflect your EAA account status.

- **Friends and Family...**Get your friends and family involved in building up your fundraising earnings:

- Have your friend and family complete the “Setup and Enrollment” process noted above. **ADDITIONALLY**...have them fill-in the “Friends and Family” information on the login request form.
- The order placement process is the same, but order deliver varies slightly. These orders will be given back to you for your personal delivery or see your team coordinator for alternate delivery.
- All of their earnings will be credited to your EAA membership family account.