



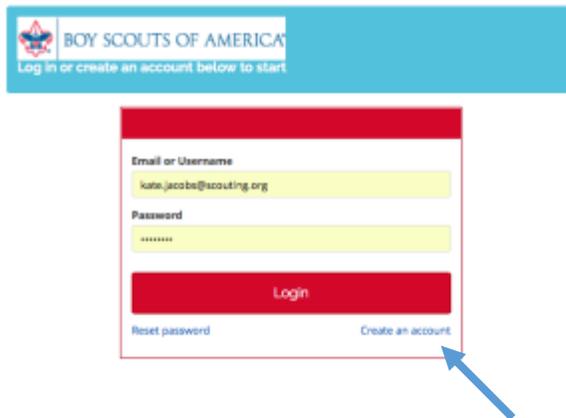
Customizable District Flyers

You can now create your own flyers for all district events/activities by using customizable templates on our online portal!

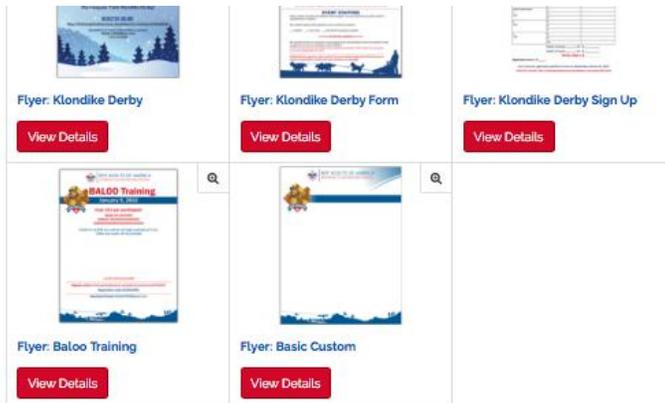
The easy-to-use portal includes a basic template and several themed templates, all of which can be customized with your event's content, photos, graphics, and style. We have provided templates for a wide range of the most common events/themes and made them as flexible as possible to meet each event's unique needs. Note: Flyers and collateral materials for council-level events (i.e. Council Camperall) should be created by the Pathway to Adventure Marketing Team via a [Promotional Request](#).

Use the step-by-step guide below to create beautiful flyers for all your district events! Contact your District Executive with any questions.

Visit <https://scouting.plumgrove.us/login> and click "Create an Account"

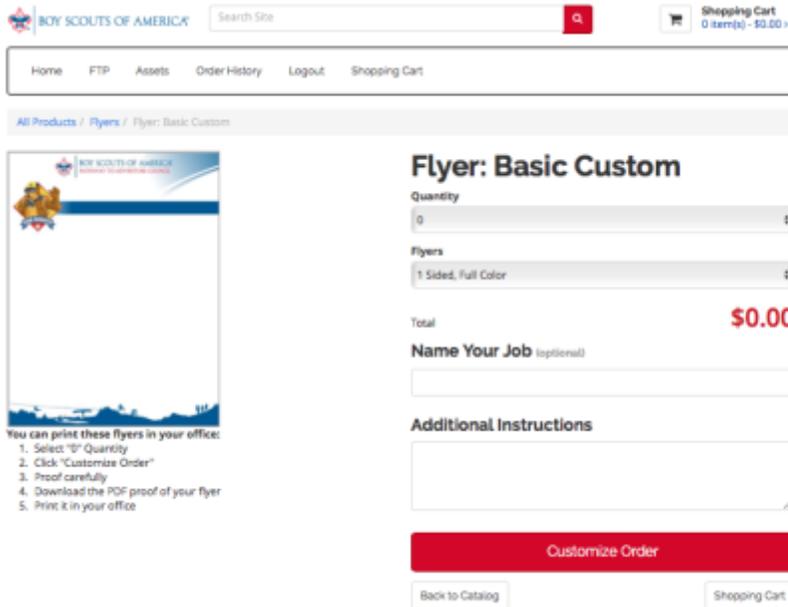


Go to the Flyers section and Click "View Items" and select the template that best suits your event. *Helpful hint: The "Basic Custom" flyer is our most frequently used option.*

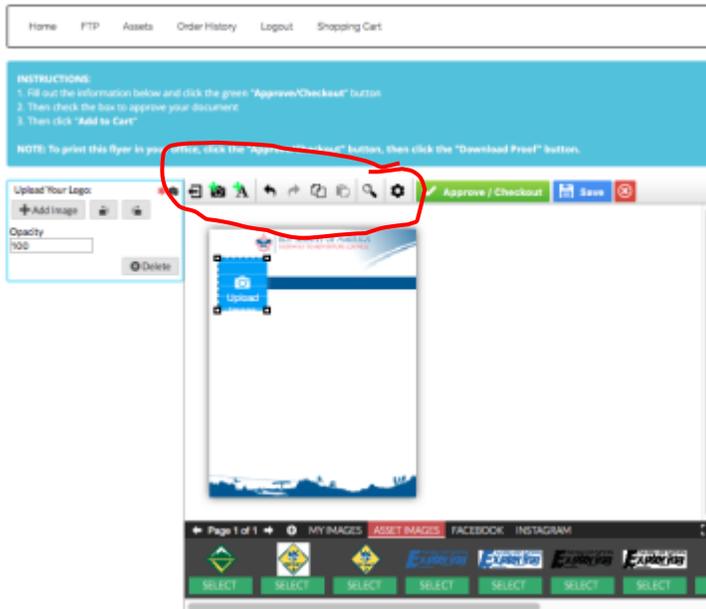




If you are happy with the template you selected, type in the name of your event in the “Name Your Job field and then click the red “Customize Order” button. This will take you to an editing page where you can then make changes to the template.



Your screen should now look similar to the image below. Use the toolbar, circled below in red, to add text and images to your flyer.



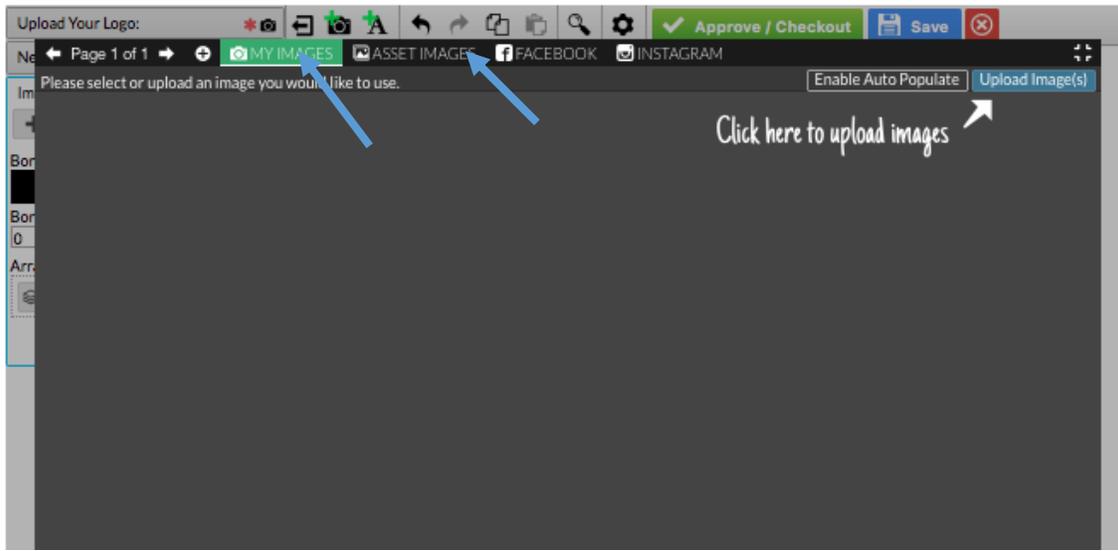


You can select a pre-uploaded logo by clicking “Asset Images” or select “My Images” to upload your own image. *Helpful hint: [The BSA Brand Center](#) is a great resource for photos.*

INSTRUCTIONS:

1. Fill out the information below and click the green “Approve/Checkout” button
2. Then check the box to approve your document
3. Then click “Add to Cart”

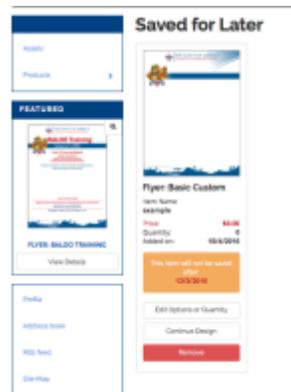
NOTE: To print this flyer in your office, click the “Approve/Checkout” button, then click the “Download Proof” button.



You can place your text and images wherever you want them on your flyer.

You now have two options:

1. **If you want to save your incomplete flyer and work on it more at another time, select the blue “Save” button.** You will be able to access your draft flyer for the next 60 days by logging in again and selecting your draft.

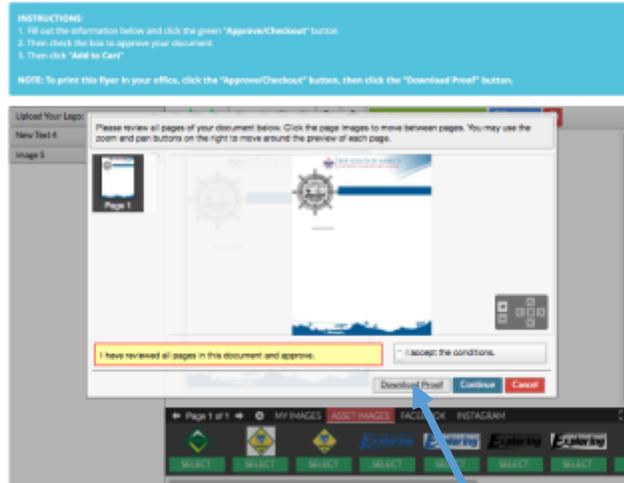




2. If you finished all your changes and are ready to download a completed copy of the flyer, click the green “Approve/Checkout” button.

You should then see a screen similar to the one below with you finished flyer. If you are satisfied with it, click “Download Proof” in the lower righthand corner.

The file will be saved to the Downloads folder on your computer. You can then print copies yourself or upload the flyer to a print request form.



Send your downloaded file to your District Executive (DE) through email. He/she will make sure the flyer adheres to brand standards. You and your DE can then coordinate printing, distribution, and promotion of the flyer as necessary.



This online portal is possible thanks to our friends and partners at Plum Grove.
<http://plumgroveprinters.com>