



HOW TO USE THE AUTOMATED “EYES OF A CHAMPION” SYSTEM

Logging into the system

Beginning with your second and continuing with each subsequent login please use (might be wise to bookmark this in your browser) this page:

<http://bbf.beaconsystemsinc.com/scripts/xstart.pl>

PLEASE NOTE: The above page will only work after your account has been activated and you have set your password.

Once in the system

When you successfully login the first page that will display is your profile page. It will look like the image below.



My Profile | Eyes of a Champion | My Profile | Directories | Event Calendar | Library | Logout

Welcome Doug Test - USER - Home - at BBF | Saturday, April 24, 2010 : 6:00AM

Doug Test's Profile

| | |
|-----------------|----------------------|
| Address | 600 High School Lane |
| City | Ambert |
| State/Prov. | Ohio (OH) |
| Zip/Postal Code | 44901 |
| Email | dpete@bigpond.com |

My Profile Actions...

- My Profile
- Edit Profile
- Change Password
- My Blog

My Favorites Blog

No Contacts Yet.

My Communities

Doug Test's Blog

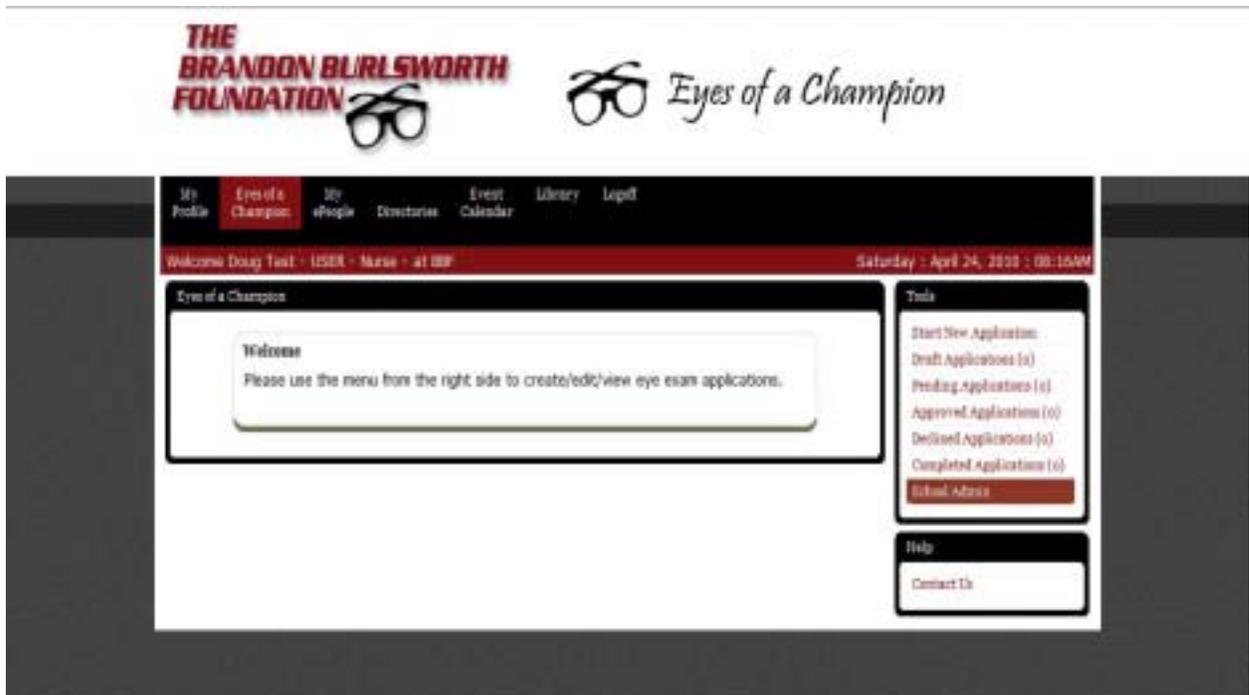
[Read My Blog](#)

This is where you can make edits to your profile including changing your password. Please look to the column on the right. The top box reads My Profile Actions. Click on one of the red text links there to view your full profile, edit your profile, or change your password.

Please take a moment and answer a security question so we can assist you if you ever forget your password. To do this please click on Edit Profile. When your profile opens scroll down to the middle of the page and choose a security question from the pull down menu. Be sure and type in your answer and remember to click on the blue Update My Profile button when finished.

Working with “Eyes of a Champion” Application

In the black bar near the top of the page (see image above) you see a number of options that begins to the far left with My Profile and ends with Logoff. To get started with a new application you need to click on “Eyes of a Champion.” You should see the image below displayed.



Again, if you will look to the column on the right you will see the tools you need to use the system.

1. Start New Application: simply click on this to get started with a new application.

2. Draft Application: if you are interrupted or for some reason can not finish the application you started you can save it and come back to it later.
3. Pending Application: if you have questions or the application fails to meet criteria set forth by the program it will be saved under Pending.
4. Approved Application: if you have completed the application and it passed the qualifying tests, but you have not printed out the Certificate, it will be saved here.
5. Declined Application: a repository of those applications you have entered that were declined.
6. Completed Application: a repository of those applications that have been approved and you printed out a Certificate.
7. School Admin: this is an important tool mostly for Nurses/Counselors that work for more than one school.

To add a second school or change your school click on the red School Admin and this will open a new page displaying the current school tied to your profile. As you will see you can edit or delete. Plus, there is a blue button that reads Add My School. Click this button if you need to add a school.

A new window will open with a pull down menu of the current schools listed in the database. Please attempt to find your school in this list. If you do not see it choose the option at the very bottom of the menu, "Other School."

A new page will automatically open for you to enter in essential information. When you are done please remember to click Submit My School button so your changes will be saved.

Application

Be sure and answer all questions and fill out all fields (use whole dollars amounts only and do not use \$ sign) including the very last step of clicking the box signifying your agreement that all information is accurate to the best of your knowledge. Once you Submit the application you will be notified if the application has been accepted or declined with a confirmation page.

If the application has been accepted it is important you choose the store to utilize so you can continue with the process. This step will be at the very bottom of the confirmation page. It will be a pull down menu displaying the closest five stores to the child's home address that still has

inventory remaining. After you select a store click on Assign Store button.

The next page is where you can access the Certificate for the family. It is a blue button at the bottom of the page Download Certificate.

Communicating with The Brandon Burlsworth Foundation

As you navigate through the “Eyes of a Champion” module a CONTACT US option will be on every page. You will find it at the bottom of the column to the right.

Please feel free to contact us regarding questions and concerns, plus any technical problems you may be experiencing.