

Manager Step-by-Step Set Up

This process will help you log in and set up your retail locations in order to start certification.

1. Go to www.provenwinners.com and LOG IN.



User account

Create new account | Log in | Request password reset

Username or Email Address: *

Enter your Proven Winners username or email address.

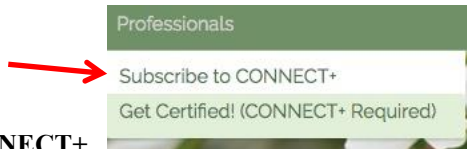
Password: *

Enter the password that accompanies your username.

LOG IN

[Forgot your password?](#)

If you forgot your password, click the **Forgot your password?** link at the bottom of the login box and follow the instructions to reset your password.



2. **Subscribe to CONNECT+**

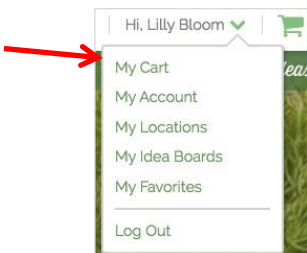


Take advantage of our valuable resources by signing up for CONNECT+ exclusive marketing solutions for IGC'S. You must be subscribed to CONNECT+ to begin certification. If you are already subscribed to CONNECT+ on a different account you must be logged in to that account.

Image	Name	Price	Add to cart
	CONNECT+ 2019-20: GETTING STARTED SUBSCRIPTION - USA	\$0.00	In stock ADD TO CART
	CONNECT+ 2019-20: BASIC SUBSCRIPTION - USA	\$400.00	In stock ADD TO CART
	CONNECT+ 2019-20: ENHANCED SUBSCRIPTION - USA	\$1,050.00	In stock ADD TO CART
	CONNECT+ 2019-20: ELITE SUBSCRIPTION - USA	\$2,000.00	In stock ADD TO CART

Under **HI**, (**YOUR USERNAME**) in the upper right, go to **MY LOCATIONS**.

NOTE: If you don't see **My Locations** in the dropdown menu, it may be under a different account you will need them moved to your CONNECT+ account, for help with this contact Sandy at 815-895-1872.



In **LOCATIONS** set up your store locations.
If your locations already exist continue to the next step.


If not, click on **Create Retailer** and input your location information.

3. BEGIN CERTIFICATION SET UP

Once your store location is set up, you will be able to click on **BEGIN CERTIFICATION SET UP**. If you have more than one location, repeat the remaining steps for each location. There are 5 steps to complete in this window. If the green button says **Subscribe to CONNECT+**, complete that step and the button will automatically change to **Begin Certification Set-Up**.


Certification
 Certification status: **NOT SUBSCRIBED**
 You must be subscribed to CONNECT+ to start certification.

SUBSCRIBE TO CONNECT+



Certification
 Certification status: **NOT STARTED**
 Click [here](#) to find out why you should get certified.

BEGIN CERTIFICATION SET-UP



1. Confirm that your location information is correct. IF NOT click **UPDATE MY RETAIL LOCATION**.

2. Confirm that your user account information is correct. IF NOT click **UPDATE MY USER ACCOUNT**.

3. Select shipping address

4. Specify the number of employees to test, including yourself.

5. Choose the reward(s) you'd like to make eligible for your staff to receive upon completion of the Certified program.

Busy Bee Gardens
 View Certification Stock List Edit

Certification Status
 Not Certified

Certification History
 Never Certified

Register for the 2020 Certification Program

1 Verify retail location information **UPDATE MY RETAIL LOCATION**

Retail Location Address
 111 E. Elm St.
 Sycamore, IL 60178
 United States
 Phone: 815-895-1874

2 Verify user account information **UPDATE MY USER ACCOUNT**

Certification email updates and reminders will be sent to this email address.
 Email: BUSYBEE@GMAIL.COM

IMPORTANT: Email address updates must be verified. If you changed the email address on your user account, an email address change request has been sent to the new email address. You must verify the change by clicking the confirmation link in that email. Note: The confirmation link will expire in 24 hours.} Then refresh this page to see your new email address above.

User Account Address
 111 E. Elm St.
 Sycamore, IL 60178
 United States

4 Specify number of employees

Total number of employees to certify for 2020 (including yourself). Each person will require their own test key.

IMPORTANT: This garden center will automatically be marked as Certified Complete when the last test is completed. Once you are Certified Complete, you will not be able to add tests for more employees. If you are uncertain how many employees will take the test, it's best to enter more tests than needed and delete unused tests when everyone is finished.

5 Select rewards

Choose rewards your employees may select from this year

\$6 POP Store Credit per Employee (shipping charges and tax will apply to purchases)

Certified T-Shirt Ladies 2020

Certified T-Shirt Mens 2020

Certified Hat 2020

This cannot be changed later. Select only one item if all employees should receive the same reward.

Be Quick! Certification rewards CAN run out. We will let you know if one of these options becomes unavailable before you complete certification.

Start Certification

Click **START CERTIFICATION** to begin certification for this location.

You will be prompted a second time to confirm your selection for this location. If everything is good click **YES, I AM READY TO START CERTIFICATION**.

You will receive a Certification Set Up Confirmation email that contains your testing keys and chosen rewards. Keep this for your records. Contact us if any changes are needed.

▲ Rewards will be shipped immediately upon completing certification. Please confirm that the shipping address you selected will be able to receive shipments at that time.

▲ Please confirm the number of employees that will be training. Be sure to include yourself.

▲ Please confirm your selected employee rewards. You will not be able to change these later.

Yes I Am Ready to Start Certification **Cancel**

Certification Set Up Confirmation

Retain this email for your records. Important certification details enclosed.

Busy Bee Gardens
 111 E. Elm St., Sycamore, IL 60178

Certification Year: 2020
Certification Status: In Progress

Congratulations - your location has been successfully set up for certification and you are ready to begin training and testing!

Upon successful completion of the certification test, your employees will be able to choose from the following rewards:

- A \$6 store POP Credit
- Certified Hat 2020

4. Certification for this location is now in progress. Take time to familiarize yourself with this page. Refer to your **Certification Set Up Confirmation Email** to assign a **different** key to each employee and yourself. **Keep a record of which key you have assigned to which person.** When you are ready to begin training, click the **REVIEW CERTIFICATION PROCESS** button below.

Busy Bee Gardens

View Certification Stock List Edit

Certification Status

Not Certified

Certification History

Never Certified

2020 Certification Progress

Current progress: 0 of 4 tests completed.



Follow your progress towards your pizza party as your employees successfully complete the test!

Provide your employees with the keys below to use on their tests. After watching the certification training video, they will be able to take a test to review their knowledge. Once all of the tests you requested have been completed, your garden center will be automatically certified. **Not Certified** by May 1 to receive all the benefits.

If your garden center's certification is completed before *Friday, May 1, 2020 - 11:59pm CDT*, your employees will be given their choice of:

- A \$6 store POP Credit
- Certified Hat 2020

Be Quick! Certification rewards CAN run out. We will let you know if one of these options becomes unavailable before you complete certification.

Test Key	Name	Last Modified	Reward
<input type="checkbox"/>	Y6K-9AZ-XUH	Mon, 02/03/2020 - 9:58am	
<input type="checkbox"/>	GF9-QMZ-MCF	Mon, 02/03/2020 - 9:58am	
<input type="checkbox"/>	KUX-5EC-NT6	Mon, 02/03/2020 - 9:58am	
<input type="checkbox"/>	BJP-E42-RQW	Mon, 02/03/2020 - 9:58am	

Mark the check box next to any unused test keys you wish to delete, then click the 'Delete Selected Keys' button.

DELETE SELECTED KEYS

Need more test keys? **ADD TESTS**

Email yourself a copy: **SEND**

Need a copy for your records? **PRINT TEST KEYS**

What's the next step? **REVIEW CERTIFICATION PROCESS**

Monitor the overall progress of your location and watch your pizza fill to completion!

These are the rewards that you chose for your employees to choose from.

Monitor the individual progress of your employees.

When your employees take the online test, they will be required to enter their assigned test key. When they successfully complete the test, the row in this table that is associated with their **Test Key** will be updated with the employee's **Name** and the **Reward** they selected.

Add more test keys and repeat the process of assigning them to your employees.

Email or print yourself a copy of your location's keys. You can do this at any time to get an updated record of your employee's progress.

Ready to start training and testing? Click **REVIEW CERTIFICATION PROCESS** and follow the steps towards becoming a Certification Garden Center!

5. START TRAINING

Now that your location set-up is complete, you are ready to start training and testing!

This is the main Certification page. You can get here quickly by clicking **Get Certified!** under **Professionals** in the main navigation bar of the Proven Winners website.



IMPORTANT NOTE: You and your employees do not need to be logged into an account on the Proven Winners website to view this page, the Certification training video or to take the Certification test.

6 A. Chose the method of training that will work best for your location - **Individual or Group.**

6 B. View the **Certification Training Program Video.**



2020 Certified Training Program Test

Chat

First Name:

Last Name:

Test Key:

If you don't know your employee test key see your manager.

Please list my **FIRST NAME** on my "Garden Center" retailer listing on the Proven Winners website so customers can see who has completed this year's training. It will appear like this:

Be sure to talk to our Proven Winners Certified expert(s): Carol, John, and Marc!

Yes

No

[NEXT PAGE >](#)

2020 Certification Training Program

The 2020 Certification Training Program

At Proven Winners®, plants aren't the only thing we're committed to growing. We're also dedicated to growing your business by increasing your knowledge of Proven Winners plants, products and consumer trends. We understand the crucial role garden centers and their employees play in providing information and advice to people who love to garden. That's why we've developed the Proven Winners Certified Training Program for garden centers - an ongoing partnership that offers the opportunity to learn more about our plants while building your employees' confidence to sell Proven Winners. [Why certify?](#)

Certification has been extended to May 1st, [be sure to finish up to receive all the benefits.](#)

7 Simple Steps - Get Started Today!

- Subscribe to CONNECT+:** A CONNECT+ subscription is required for the 2020 Certification Training Program. CONNECT+ has more to offer than just certification; we have four levels of marketing/advertising services aimed to make your life easier. Check out the chart and see what works for your business.
- Manager set-up:** Add your store location(s), list the number of employees that will complete the training, and choose your rewards. [Download the Managers Step By Step Instructions - PDF.](#)
- Train:** Watch the 45 minute training [video](#).
- Test and choose reward:** Take the [online](#) certification test or [download the employee test forms](#).
- Comment:** Give us some feedback or take our survey and receive a chance to win a \$150 gift card for provenwinners.com or a \$50 Amazon.com gift card. Once you complete the test you will have access to the survey.
- Print:** Print your certificate of completion for employees and garden center and these [handy take away sheets -PDF.](#)
- Celebrate:** Enjoy your FREE pizza party! It's easy--just submit your pizza receipt [HERE](#) and the pizza is on us.
- Post:** Take a picture of your staff wearing their new Proven Winners t-shirts and post it on social media. Tag us at #PWPros to let everyone know your garden center is ready to make recommendations and answer questions about Proven Winners at your store.

Choose your method of training:

Method 1 - Individual training

Individuals can watch the online video at home or at work and then take the online test and survey. All you need is a test key from your store manager.

1. Manager [Logs In, Sets Up Location, Assigns Keys](#)
2. [Start Training](#)

Method 2 - Group training

A group of employees can watch the online video together, then take the test and send them to Proven Winners via fax, email or mail. This method is great for large groups, stores with multiple locations or those with limited internet access. If you need a flash drive with the video and forms contact us at 1-815-895-1872.

[Download Group Training Package Now - PDF](#)

Method 3 - Offline training

An employees can read through the script and see the graphics from the video, then take the test and send it to Proven Winners mail. This method is great for companies without technology.

[Download Full video script with screen grabs - PDF](#)

[Download Group Training Package Now - PDF](#)

Proven Winners Members, Brokers Reps and Media

Individuals can watch the online video at home or at work and then take the test and fax in the answer sheet.

[Download Test and Answer sheet - PDF](#)

[Offline training - includes script with screen grab - PDF](#)

[Start Training](#)

Make sure your garden center completes certification by May 1st to receive all the benefits

6 C. Take the test & choose your reward. The **Certified Training Program Test** is available online and in the **Downloadable Group Training Package**.

6 D. You will know you've successfully completed the online test when you reach the **You've Passed the Test!** page. There your employee will be able to give feedback, sign up for Proven Winners® University, take our survey, print their certificate and much more!

6 E. Celebrate with your certified employees! Submit your pizza receipt with our online rebate form.



Help me find my employees **Certified test keys:**

1. [Logs In](#)
2. Go to **My Content** then **My Account**
3. Click the **Location Name** (Zo's Garden Center)
4. Click **Manage Certification Process** and you'll find the keys

Help me submit my **Pizza voucher:**

1. **Log In**
2. Go to **My Content** then **My Account**
3. Click the **Location Name** (Zo's Garden Center)
4. Click the gray **Certification status box**
5. Click **Get Tools and Resources** and then click **Submit pizza rebate form**

6. MONITOR YOUR PROGRESS

Monitor your progress by logging in and viewing your location. To see more detail click **MANAGE CERTIFICATION PROGRESS**. Once you and your employees have successfully completed the test your location will **automatically be certified**. If you have unused keys and/or employees who didn't successfully complete the test (see example below) your location will not complete automatically.

Certification
 Certification status: **IN PROGRESS**
 Employees to certify: 4
 Current Progress: 2 of 4 employees certified

MANAGE CERTIFICATION PROGRESS

Have you finished testing, but status is still "in progress"? Click the button above and follow instructions to complete certification and receive your benefits! (You must have at least one certified employee to complete certification.)



Test Key	Name	Last Modified	Reward
<input type="checkbox"/> Y6K-9AZ-XUH	Laura Testing	Mon. 02/03/2020 - 10:14am	<input checked="" type="checkbox"/> Certified Hat 2020
<input type="checkbox"/> GF9-QMZ-MCF	Rose Bloom	Mon. 02/03/2020 - 10:20am	<input type="checkbox"/> Did Not Finish
<input type="checkbox"/> KUX-5EC-NT6		Mon. 02/03/2020 - 9:58am	
<input type="checkbox"/> BJP-E42-RQW		Mon. 02/03/2020 - 9:58am	

Mark the check box next to any unused test keys you wish to delete, then click the 'Delete Selected Keys' button.

This red indicator will identify employees that started but did not successfully complete the test. These employees will not receive rewards if they don't complete the test.

Have this employee retake the test using the same test key. All the questions have to be answered correctly in order to complete. Correct answers can be found at the top after they click submit.

COMPLETE CERTIFICATION

If there are unused test keys or if an employee does not plan on finishing, it is important to log back into the website and mark your location complete. Go to **HI, (YOUR USERNAME)**, in the pull down menu select **MY LOCATIONS** and click **MANAGE CERTIFICATION PROCESS**. Then click **COMPLETE CERTIFICATION NOW**. You will be prompted a second time to confirm your selection for this location. If everything is good click **YES, I WANT TO COMPLETE CERTIFICATION**.

Test Key	Name	Last Modified	Reward
<input type="checkbox"/> Y6K-9AZ-XUH	Laura Testing	Mon. 02/03/2020 - 10:14am	<input checked="" type="checkbox"/> Certified Hat 2020
<input type="checkbox"/> GF9-QMZ-MCF	Rose Bloom	Mon. 02/03/2020 - 10:23am	<input checked="" type="checkbox"/> POP Credit
<input type="checkbox"/> KUX-5EC-NT6	Reed Bloom	Mon. 02/03/2020 - 10:26am	<input checked="" type="checkbox"/> Certified Hat 2020
<input type="checkbox"/> BJP-E42-RQW		Mon. 02/03/2020 - 9:58am	

DELETE SELECTED KEYS

Need more test keys? **ADD TESTS**

Email yourself a copy: **SEND**

Need a copy for your records? **PRINT TEST KEYS**

What's the next step? **REVIEW CERTIFICATION PROCESS**

Ready to complete certification?

If you and your employees have finished certification testing for the year, click the button below.

COMPLETE CERTIFICATION NOW

Ready to complete certification?

If you and your employees have finished certification testing for the year, click the button below.

⚠ Completing certification is final. Please make sure everyone has completed testing and then click the confirmation button below. **NOTE: Individuals that did not finish the test (0) will not receive a reward.** Once your location is marked complete, your free reward items will be processed and shipped.

Yes I Want To Complete Certification

Cancel

An unused test key has no Name or Reward displayed. If this key was assigned to someone, have them take the test. They must successfully complete the test to get a reward.

If no one is going to use that test key it can be deleted by checking the box to the left and clicking the **DELETE SELECTED KEYS BUTTON**.

If you remove all unused test keys, your location will **automatically be certified**.


Congratulations! Your location has competed Certification! You will receive a certification complete email that contains information about your reward order and/or POP coupon plus your pizza voucher code.

Go to **HI, (YOUR USERNAME)**, in the pull down menu select **MY LOCATIONS** and click **GET TOOLS AND RESOURCES**.

Certification
 Certification status: **COMPLETE**

[GET TOOLS AND RESOURCES](#)

Click the button above to get your certificates, press release and to submit your pizza voucher.




Certification Complete!

Busy Bee Gardens
 111 E. Elm St., Sycamore, IL 60178

Congratulations! You are now an official Proven Winners® Certified Garden Center for 2020. Thank you for taking the time to educate your staff on the Proven Winners® Program.

As a graduate of the Proven Winners Certified Training Program, your garden center has earned a free pizza party. That's right, there really is such a thing as a free lunch! Learn how this reward works [here](#).

Voucher Code: 1580747299-365303
 Expiration Date: 3/19/2020



Busy Bee Gardens

View

Certification

Stock List

Edit

Certification Status
 Certified: Mon, 02/03/2020 - 12:00am

Certification History
 2020

Certification Complete!

Congratulations on completing the certification requirements, and thank you for getting involved with Proven Winners® and your customers. We're proud to give your business priority listing among other certified locations in your local area, and you should be proud of your progress. We encourage you to **download the files below**. They are all setup to allow you to advertise your accomplishment in store, and the press in your area. Just fill in your name, and print. As a Proven Winners® Certified Garden Center you can proudly display the Certified Garden Center logo on your website.

- [Garden Center Certificate](#)
- [Employee Certification Certificate](#)
- [Certification Press Release](#)
- [Certified Garden Center Logo](#)

Pizza Rebate

Voucher Code: 1580747299-365303
 Expiration: 3/19/2020

SUBMIT PIZZA REBATE FORM

Make sure you congratulate the certified members of your team!

Test Key	Name	Date	Reward
Y6K-9AZ-XUH	Laura Testing	Mon, 02/03/2020 - 10:14am	Certified Hat 2020
GF9-QMZ-MCF	Rose Bloom	Mon, 02/03/2020 - 10:23am	POP Credit
KUX-5EC-NT6	Reed Bloom	Mon, 02/03/2020 - 10:26am	Certified Hat 2020
BJP-E42-RQW	April Bloom	Mon, 02/03/2020 - 10:28am	Certified Hat 2020

Congratulations again.
 Jessica DeGraaf
 Meghan Owens
 Retail Account Managers

Print out your **Garden Center Certificate** and **Press Release** to send to your local media outlets. Your employee will have the ability to print their own **Employee Certification Certificate** to recognize their individual accomplishments, but it is also here in case you need it. The **Proven Winners Certified Garden Center Logo** can be added to your web site or other marketing materials.

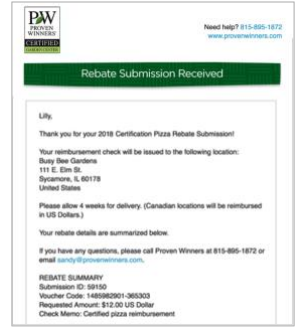
Have your free pizza party. Click **SUBMIT PIZZA REBATE FORM** to submit your receipt to Proven Winners for reimbursement.

PIZZA REBATE INSTRUCTIONS

The pizza rebate form will pre-populate with all your information including your voucher code. You can also find your voucher code in the Certification Complete email we've sent to the manager congratulating your team on completing certification. Fill out the rest of the pizza rebate form and click **SUBMIT**.

Voucher Code: *

✓ **Your reimbursement check will be issued to:**
Busy Bee Gardens
111 E. Elm St.
Sycamore, IL 60178
United States



UPLOAD RECEIPT

Receipt: *

Upload a photo or scanned copy (gif, jpg, png or pdf) of your pizza party receipt. If your receipt includes non-reimbursable items (as defined above), please note those details on the receipt copy or in the Comments section below.

Requested Amount: *

\$

The cost of the pizza and its applicable taxes for all of your 2018 certified employees.

Currency: *

US Dollar
 Canadian Dollar

Memo:

This will be printed in the check memo area. (Optional)

Photo:

No file chosen

Upload a photo from your pizza party.

Comments:

If your receipt includes non-reimbursable items (as defined above), please note those details here or on the copy of the receipt.

You will receive a **Rebate Submission Received Email** that contains information summarizing your rebate details. Allow 4 weeks for delivery of your reimbursement check.

To check your reimbursement status, log into your account, go to **HI**, (**YOUR USERNAME**), in the pull down menu select **MY LOCATIONS** and click **GET TOOLS AND RESOURCES**.

Pizza Rebate

Voucher Code: 1548701798-365303
Submitted: 1/28/20
Reimbursed:

The Pizza Rebate status will also be updated when the reimbursement check has been issued.

Pizza Rebate

Voucher Code: 1548701798-365303
Submitted: 1/28/20
Reimbursed: \$25.00 on 2/28/20

Post on Social Media –Share your Success - If your staff selected our T-shirts, we'd encourage you to take a picture and post it on your social media account. Use the hashtag **#PWPros** to let everyone know your garden center is ready to help them with Proven Winners plants this spring!

Employee Training

Test Key: _____

Watch video (www.provenwinners.com/training)

Take the test your manager will give you a printed copy to complete or you can take it online.

After completing the test, you will have a few options:

Print out your employee certificate of completion

Feedback (www.provenwinners.com/feedback) – Have a quick comment about the certified training program? Just click the **feedback** link in the left sidebar of our website and let us know what you think. If you are completing certification offline email sandy@provenwinners.com with any comments.

Sign up (www.provenwinners.com/certification/pwu/signup) to receive email links to view the NEW Proven Winners University videos. **EXCLUSIVE TO 2020 CERTIFIED EMPLOYEES ONLY NOTE: You will need to have your certification test key to sign up.**

Sign up to receive our Retail Newsletter (www.provenwinners.com/professionals/newsletters)

Need More Information?

Questions Regarding Certification:

Sandy Wentworth Sandy@provenwinners.com 815-895-1872

Questions Regarding CONNECT+:

Kara Bartmess Kara@provenwinners.com 815-895-0104

Looking for help with Social Media?

Jessica DeGraaf Jessica@provenwinners.com 616-706-7970

Want to use our Garden Answer videos in your store or in your social media?

Jeanine Standard Jeanine@provenwinners.com 309-824-2561

Looking for additional videos on Proven Winners products?

See all our retailer videos – <https://www.youtube.com/user/provenwinnersretail>

Find new plants for 2020:

<https://www.provenwinners.com/plants/search/year/2020>

Check out our newest website dedicated to the National Plant of the Year Program: www.nationalplantoftheyear.com

Gardener's Idea Book Co-Op - www.provenwinners.com/gib-co-op

Learn how your garden center can take advantage of this unique co-branding opportunity. We pay for the books; you just pay the postage.

Proven Winners University - www.provenwinners.com/University

View 2-5 minute videos on popular topics. Use as additional staff training or share them with your customers.

EXCLUSIVE TO 2020 CERTIFIED EMPLOYEES ONLY