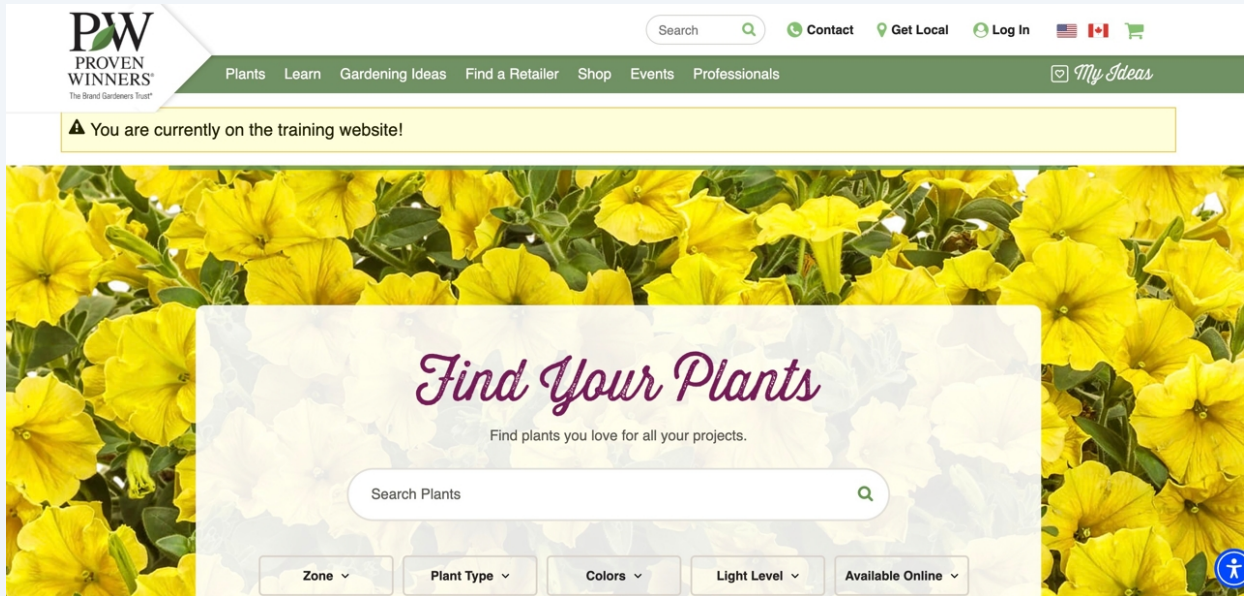
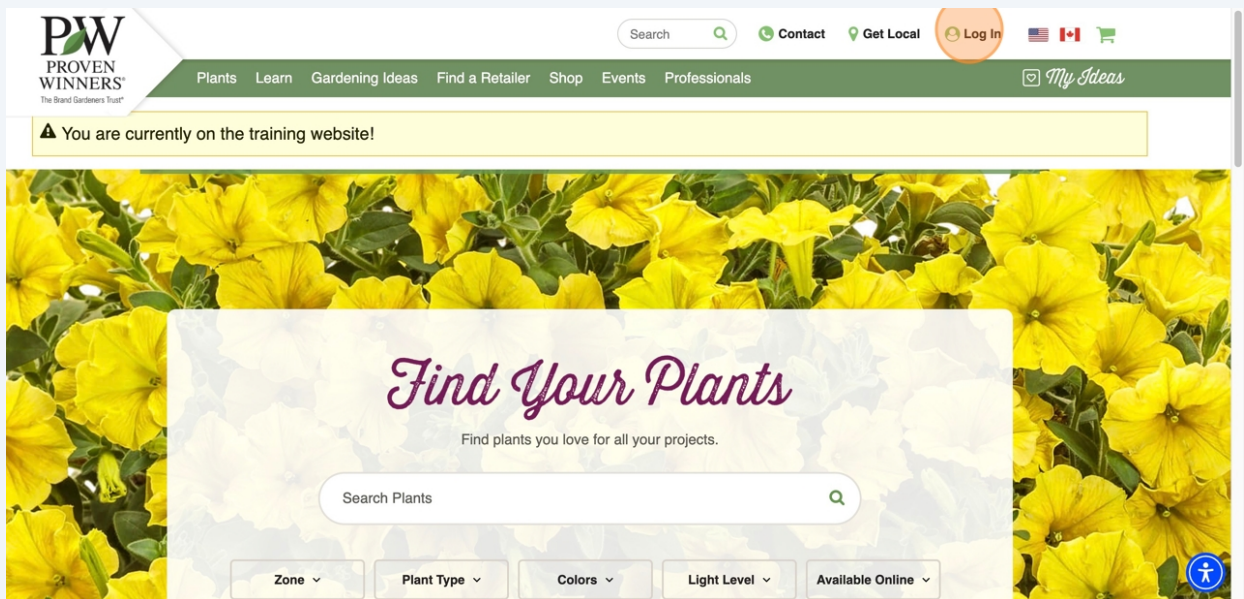


# How To Set Up The 2025 Certified Training Scribe

1 Navigate to <https://provenwinners.com>



2 Click "Log In"



3 Enter your username and password.

**PW**  
PROVEN  
WINNERS<sup>®</sup>  
The Smart Gardeners Trust<sup>™</sup>

Search Contact Get Local Log In

Plants Learn Gardening Ideas Find a Retailer Shop Events Professionals My Ideas

Home > User account

### User account

Create new account Log in Request password reset

**⚠ You are currently on the training website!**

**Username or Email Address: \***  
  
Enter your Proven Winners username or email address.

**Password: \***  
  
Enter the password that accompanies your username.

LOG IN or reset your password

4 If you forgot your password, please click the "reset your password" link.

**PW**  
PROVEN  
WINNERS<sup>®</sup>  
The Smart Gardeners Trust<sup>™</sup>

Search Contact Get Local Log In

Plants Learn Gardening Ideas Find a Retailer Shop Events Professionals My Ideas

Home > User account

### User account

Create new account Log in Request password reset

**⚠ You are currently on the training website!**

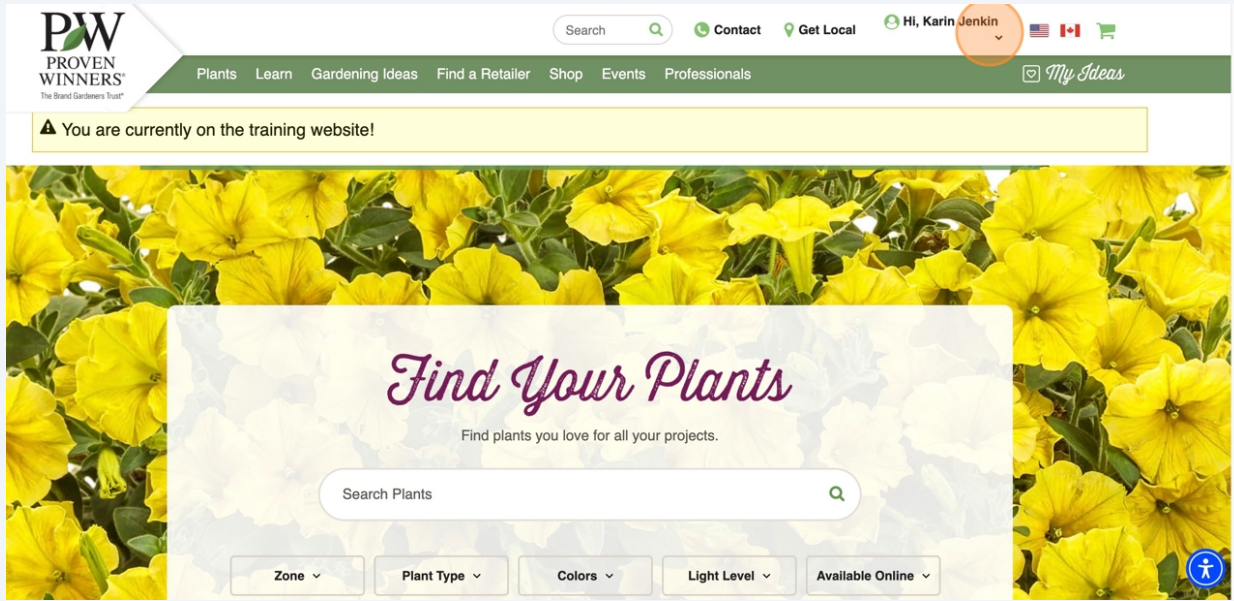
**Username or Email Address: \***  
  
Enter your Proven Winners username or email address.

**Password: \***  
  
Enter the password that accompanies your username.

LOG IN or reset your password

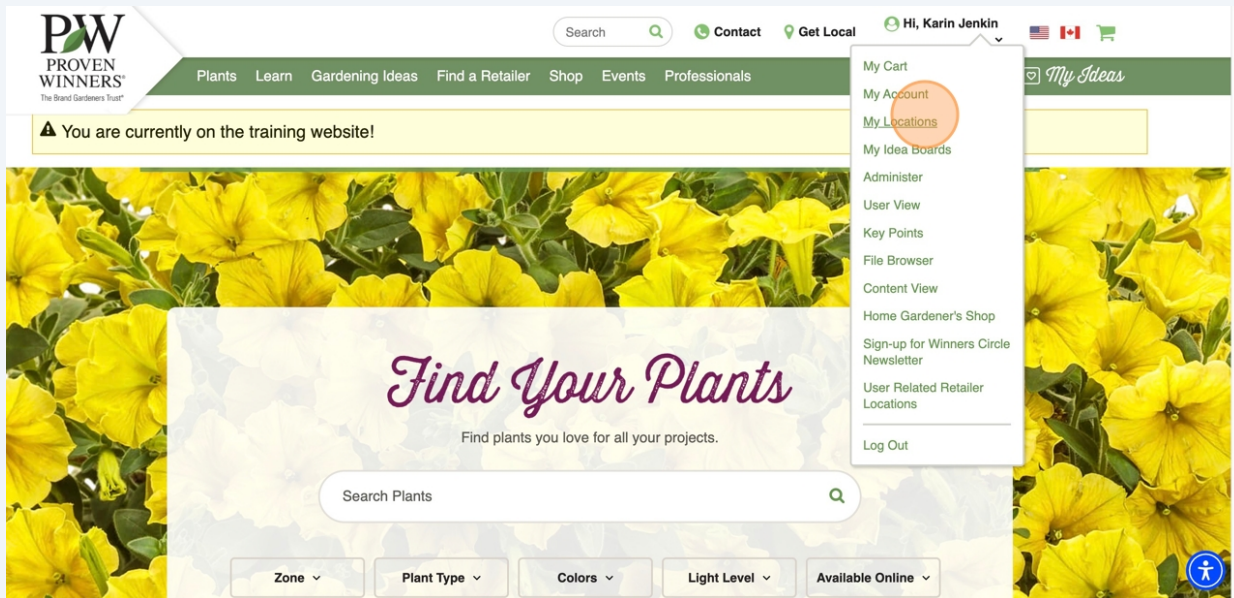
5

After you are logged in, go to the drop-down menu below your name on the top right of the screen.



6

Click "My Locations"



7

Scroll down to your retail location and locate the Certification 2025 gray box at the bottom of your location listing. Please note you will need to take these steps to set up each location individually. When you are ready, click "Begin Certification Set-up".

The screenshot shows a 'Retailer Listings' page. At the top, there are buttons for 'Create Retailer', 'Create Wholesaler', and 'Create Landscaper'. The main listing is for 'Karin's Test IGC' with the following details: 1600 E. Lincoln Highway Suite F, DeKalb, IL 60115, United States; Phone: 1 815-895-0104; Email: [karin@provenwinners.com](mailto:karin@provenwinners.com); Website: no website. Below this, it lists 'Proven Winners® Products Carried': Proven Winners® Annuals, Proven Winners® Shrubs, and Proven Winners® Perennials. Further down, it shows 'Months Open: Year round', 'Proven Winners® Destination: No', 'Months Proven Winners Plants Are Generally Carried: Year round', and 'Last Certification Date: Never'. A gray box titled 'Certification 2025' is highlighted with an orange circle. It contains the text 'Certification status: NOT STARTED', a link 'Click here to find out why you should get certified.', and a button 'BEGIN CERTIFICATION SET-UP'. At the bottom of the listing are 'View', 'Update', and 'Delete' buttons. A 'CONNECT+ Getting Started 2025' logo is in the top right corner.

8

First, you will review your retail location information. If you need to change or update the information, please click "UPDATE MY RETAIL LOCATION".

The screenshot shows a page with a yellow banner at the top that says 'You are currently on the training website:'. Below this, there are sections for 'Certification Status' (Not Certified), 'Certification History' (Never Certified), and 'Register for the 2025 Certification Program'. Under the registration section, there are two numbered steps: '1 Verify retail location information' and '2 Verify user account information'. The first step is highlighted with an orange circle, and a green button 'UPDATE MY RETAIL LOCATION' is positioned to its right. Below the first step, the 'Retail Location Address' is listed: 1600 E. Lincoln Highway Suite F, DeKalb, IL 60115, United States; Phone: 1 815-895-0104. Below the second step, there is a green button 'UPDATE MY USER ACCOUNT'. At the bottom, it says 'Certification email updates and reminders will be sent to this email address.' and 'Email: [karin@provenwinners.com](mailto:karin@provenwinners.com)'. A blue user icon is in the bottom right corner.

9

Next, you will review your user account information. If you need to update this, please click on "UPDATE MY USER ACCOUNT".

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

**Retail Location Address**  
1600 E. Lincoln Highway Suite F  
DeKalb, IL 60115  
United States

**Phone:** 1 815-895-0104

---

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

**Certification email updates and reminders will be sent to this email address.**


**Email:** karin@provenwinners.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**  
1600 E. Lincoln Highway Suite F  
DeKalb, IL 60115  
United States

---

**3 Select shipping address**



10

The third step is to choose the location you would like your rewards to ship to.

1600 E. Lincoln Highway Suite F  
DeKalb, IL 60115  
United States

---

**3 Select shipping address**

**Rewards and/or pizza reimbursement check will be sent to this address: \***

Retail Location Address  
 User Account Address

---

**4 Specify number of employees**

**Total number of employees to certify for 2025 (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. \***

11

The next step is to enter the total number of employees to certify for 2025 (including yourself). Each person will require their own test key.

Rewards and/or pizza reimbursement check will be sent to this address: \*

- Retail Location Address
- User Account Address

4 Specify number of employees

Total number of employees to certify for 2025 (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 Blue Unisex 2025
- Certified Hat 2025 - Blue
- Certified Hat 2025 - Green
- Certified Hat 2025 - Grey

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

12

Then you will choose the rewards that your employees can choose from. If you want everyone to have the same reward, then please only select that one reward.

10

**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 Blue Unisex 2025
- Certified Hat 2025 - Blue
- Certified Hat 2025 - Green
- Certified Hat 2025 - Grey

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

13

Once each section is filled in, click the "Start Certification" button.

10

**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. \*

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- Certified Hat 2025 - Blue
- Certified Hat 2025 - Green
- Certified Hat 2025 - Grey

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

14

Three reminder/warning boxes will appear. Click on "Yes I Am Ready To Start Certification". This will complete your certification set-up.

- \$6 POP Store Credit per Employee (shipping charges and tax will apply to purchases)
- Certified T-Shirt Blue Unisex 2025
- Certified Hat 2025 - Blue
- Certified Hat 2025 - Green
- Certified Hat 2025 - Grey

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.

⚠ 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

15

If you need to delete a test key, click on the check box next to the test key. Then click the box below to delete the test key.

Test Key	Name	Last Modified	Reward
<input type="checkbox"/>	<a href="#">XGJ-P4P-HPG</a>	Fri, 02/21/2025 - 5:06pm	
<input type="checkbox"/>	<a href="#">QRX-9DK-EV2</a>	Fri, 02/21/2025 - 5:06pm	
<input type="checkbox"/>	<a href="#">JKY-58C-KPE</a>	Fri, 02/21/2025 - 5:06pm	
<input type="checkbox"/>	<a href="#">BWQ-SEZ-QDY</a>	Fri, 02/21/2025 - 5:06pm	
<input type="checkbox"/>	<a href="#">7MQ-CSU-T4Q</a>	Fri, 02/21/2025 - 5:06pm	
<input type="checkbox"/>	<a href="#">82T-QDJ-D9Z</a>	Fri, 02/21/2025 - 5:06pm	
<input type="checkbox"/>	<a href="#">J7R-855-27P</a>	Fri, 02/21/2025 - 5:06pm	
<input type="checkbox"/>	<a href="#">N3F-R3N-FXU</a>	Fri, 02/21/2025 - 5:06pm	
<input type="checkbox"/>	<a href="#">AQR-C86-8Z7</a>	Fri, 02/21/2025 - 5:06pm	
<input checked="" type="checkbox"/>	<a href="#">X7X-U8D-DR8</a>	Fri, 02/21/2025 - 5:06pm	

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

DELETE SELECTED KEYS

16

If you need to add test keys, enter the total number of additional test keys you need in this box. Then click "ADD TESTS". Please note that test keys can only be added if you have not used all the test keys already given. If you have completed certification and need to add additional test keys, you will need to contact Karin at Karin@ProvenWinners.com.

Test Key	Name	Last Modified	Reward
<input type="checkbox"/>	<a href="#">BWQ-SEZ-QDY</a>	Fri, 02/21/2025 - 5:06pm	
<input type="checkbox"/>	<a href="#">7MQ-CSU-T4Q</a>	Fri, 02/21/2025 - 5:06pm	
<input type="checkbox"/>	<a href="#">82T-QDJ-D9Z</a>	Fri, 02/21/2025 - 5:06pm	
<input type="checkbox"/>	<a href="#">J7R-855-27P</a>	Fri, 02/21/2025 - 5:06pm	
<input type="checkbox"/>	<a href="#">N3F-R3N-FXU</a>	Fri, 02/21/2025 - 5:06pm	
<input type="checkbox"/>	<a href="#">AQR-C86-8Z7</a>	Fri, 02/21/2025 - 5:06pm	

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



17

You can email a copy of the test keys to yourself or another person.

Test Key	Name	Last Modified	Reward
<input type="checkbox"/> <a href="#">N3F-H3N-FXU</a>		Fri, 02/21/2025 - 5:06pm	
<input type="checkbox"/> <a href="#">AQR-C86-8Z7</a>		Fri, 02/21/2025 - 5:06pm	

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**

Your growing environment **Sign Up!**  
Be inspired with our Gardener's Idea

18

Or if you choose, you can print out the test keys.

Test Key	Name	Last Modified	Reward
<input type="checkbox"/> <a href="#">N3F-H3N-FXU</a>		Fri, 02/21/2025 - 5:06pm	
<input type="checkbox"/> <a href="#">AQR-C86-8Z7</a>		Fri, 02/21/2025 - 5:06pm	

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**

Your growing environment **Sign Up!**  
Be inspired with our Gardener's Idea

19

To review the process for you and your employees to watch the certification video and answer the questionnaire, please click on the "REVIEW CERTIFICATION PROCESS" button.

The screenshot shows a web interface with a table of test keys. The first row is partially visible with a checkbox and the text 'TEST KEY ID'. The second row has a checkbox, the key ID 'AQR-C86-8Z7', and the date 'Fri, 02/21/2025 - 5:06pm'. Below the table, there is a green button labeled 'DELETE SELECTED KEYS'. Further down, there is a section 'Need more test keys?' with a counter '0' and a green 'ADD TESTS' button. Below that is an email input field with 'karin@provenwinners.com' and a green 'SEND' button. Another section asks 'Need a copy for your records?' with a green 'PRINT TEST KEYS' button. At the bottom of this section, there is a button labeled 'REVIEW CERTIFICATION PROCESS' which is circled in orange. Below the main content area, there is a footer with a green circle containing '5b', a section titled 'Your growing environment' with the address 'DeKalb, IL, 60115 I change' and a link 'Find plants for your zone', a small image of a garden, and a 'Sign Up!' section with the text 'Be inspired with our Gardener's Idea Book and Winner's Circle® newsletter'.

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You will be redirected to ProvenWinners.com/training. This is where you can find any necessary forms, the link to the video, and the link to the online questionnaire. Please note, this year each employee will complete a questionnaire and not a test.

For individual training, please refer to the first column on your left. The video and online questionnaire are at the bottom of this section.

The screenshot shows a page titled '3. Use One of the Three Methods to Complete Training'. It is divided into three columns: 'Individual Training', 'Group Training', and 'Offline Training'. The 'Individual Training' column has a circled orange highlight over the word 'online' in the text. Below the text are three buttons: 'Download individual employee instructions', 'Help me find my employee Certified test keys', and 'Watch video and answer the questionnaire online'. The 'Group Training' column has text describing group training and a button 'Download group training package'. Below that is a button 'Watch the video and answer the questionnaire together'. The 'Offline Training' column has text describing offline training and a button 'Download video script'. Below that is a button 'Download employee training package'. At the bottom of the 'Offline Training' column, there is a section for 'Proven Winners Members, Broker Reps, Students, Growers, Media and other Interested Parties' and a button 'If you are NOT an IGC watch the video HERE'.

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For Group Training, download the group training package from the first teal box. Then click on the second teal box to watch the video. For group training, you will fill out one questionnaire for the entire group. Then have each employee write their name and reward choice on the Group Certification Reward Form. Submit the questionnaire and the group form to the fax number or email address at the top of the form.

3. Use One of the Three Methods to Complete Training

### Individual Training

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

[Download individual employee instructions](#)

[Help me find my employee Certified test keys](#)

[Watch video and answer the questionnaire online](#)

### Group Training

A group of employees can watch the online video together, then answer the questionnaires 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 text/call Karin at 815-991-9685.

[Download group training package](#)

[Watch the video and answer the questionnaire together](#)

### Offline Training

All employees can read through the script and see the graphics from the video, then answer the questionnaire and mail it to Proven Winners. This method is great for companies without easy internet access.

[Download video script](#)

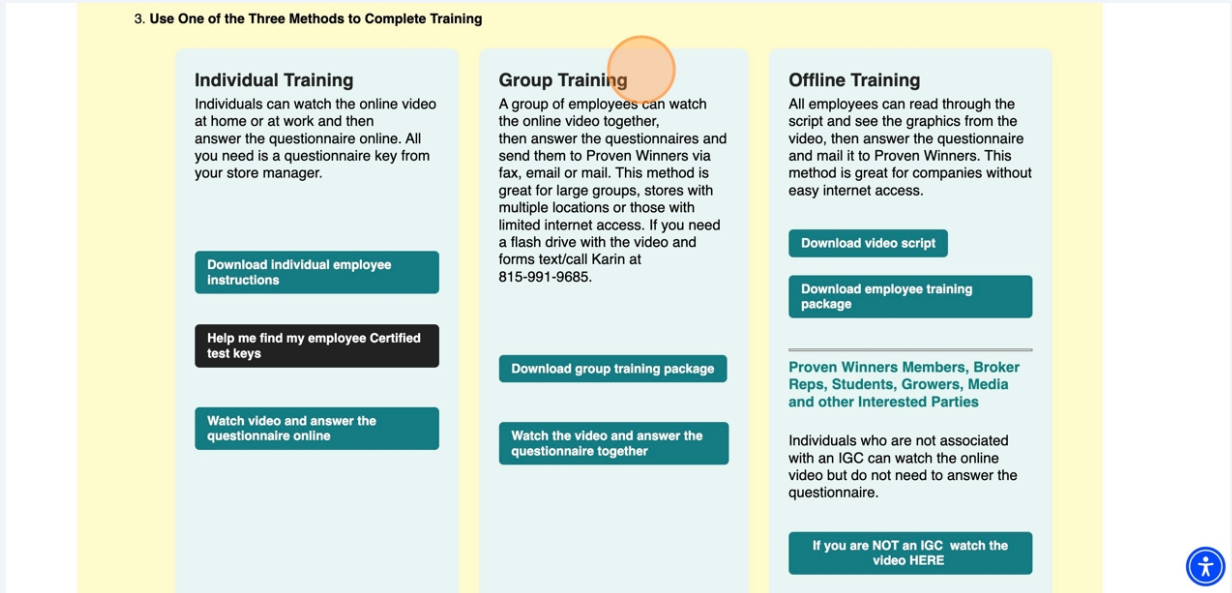
[Download employee training package](#)

---

**Proven Winners Members, Broker Reps, Students, Growers, Media and other Interested Parties**

Individuals who are not associated with an IGC can watch the online video but do not need to answer the questionnaire.

[If you are NOT an IGC watch the video HERE](#)



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For offline training, you can download the video script and the training package.

3. Use One of the Three Methods to Complete Training

### Individual Training

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

[Download individual employee instructions](#)

[Help me find my employee Certified test keys](#)

[Watch video and answer the questionnaire online](#)

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[Download group training package](#)

[Watch the video and answer the questionnaire together](#)

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[Download video script](#)

[Download employee training package](#)

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**Proven Winners Members, Broker Reps, Students, Growers, Media and other Interested Parties**

Individuals who are not associated with an IGC can watch the online video but do not need to answer the questionnaire.

[If you are NOT an IGC watch the video HERE](#)



23

Click "Offline Training" All employees can read through the script and see the graphics from the video, then answer the questionnaire and mail it to Prov..."

3. Use One of the Three Methods to Complete Training

### Individual Training

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[Download individual employee instructions](#)

[Help me find my employee Certified test keys](#)

[Watch video and answer the questionnaire online](#)

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[Download group training package](#)

[Watch the video and answer the questionnaire together](#)

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All employees can read through the script and see the graphics from the video, then answer the questionnaire and mail it to Proven Winners. This method is great for companies without easy internet access.

[Download video script](#)

[Download employee training package](#)

**Proven Winners Members, Broker Reps, Students, Growers, Media and other Interested Parties**

Individuals who are not associated with an IGC can watch the online video but do not need to answer the questionnaire.

[If you are NOT an IGC watch the video HERE](#)

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If you have any questions or need assistance, please contact Karin - text or call to (815) 991-9685 or email her at (815) 991-9685.

Thank you for participating in the 2025 Certified Training Program!