



## **INSTRUCTIONS FOR UNIT LEADER/PARENTS/SCOUTS**

**[www.popcornordering.com](http://www.popcornordering.com)**

**CONTINUE TO EARN FUNDS BY SELLING POPCORN ONLINE!**

**SALES WILL START ON AUGUST 12, 2017**

This site allows scouts to sell CAMP MASTERS products to friends and relatives **across the country!** Here are a few key points on how the site will work and how the Online Sales Program will benefit Scouts and Scouting

### **Unit Leader – Steps to sign up Scouts for online selling**

- Step 1:** Go to [www.campmasters.org](http://www.campmasters.org)
- Step 2:** Click “Council and Unit Ordering” – log in using your user id and password
- Step 3:** Click on “Admin” at the bottom of your screen (in the middle)
- Step 4:** Click “Scout” – check the list to see if this is a new Scout, and then click **“Add”**  
You will need to enter all the information in the required fields Scout information, including valid e-mail address. Unit Leader will assign a Username and password. Each must be **UNIQUE**. A 10 digit “Key Code” will also be displayed on the screen & will be the Key Code for the Scout you are entering. Click **“update”** (For new Councils, there will be a SCOUT UPLOAD TEMPLATE that you can use to upload your Scouts into the system. Bottom of the screen see “on-line help” for step-by-step instructions)
- Step 5:** Unit Leader gives the Scout his username, password, and Key Code.
- Step 6:** Scout can now log-in to [www.popcornordering.com](http://www.popcornordering.com) and e-mail customers his Key Code. The Key Code is used to track Scouts sales and is how they receive credit for all online sales. If they do not give their Key Code to the customer, they will not receive credit for the sale.
- Step 7:** Unit Leader and the Scout will each have the ability to log in later to track their online sales.
- Step 8:** Customers will pay for product online with their credit card, and their order will be shipped directly to their home.
- Step 9:** You will receive credit for your sales from your Council based on the online sales commission structure.
- Step 10:** The Unit Leader will combine the online sales with traditional popcorn sales to calculate “Prizes”.

**On average, 70% of all product sales go to Local Scouting**

Site access will be available through [www.popcornordering.com](http://www.popcornordering.com) or [www.campmasters.org](http://www.campmasters.org)

*The majority of the sales will still be generated through the traditional method of selling. However, we are pleased to bring a new and exciting way for you to expand those sales to fund your scouting adventures and community service projects!*

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