



INSTRUCTIONS FOR UNIT LEADER/PARENTS/SCOUTS

www.popcornordering.com

CONTINUE TO EARN FUNDS BY SELLING POPCORN ONLINE!

UPDATED 8/2/11

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.popcornordering.com
- Step 2:** Register by clicking on **“Scout Sign In”**
- Step 3:** Click on **“New User? Sign up Here!”**
You will need to enter all the information in the required field including your Scout Identification number (number on your registration card from the Council):
Council Name
District Name
Pack or Troop Number
Valid e-mail address
On this page, you will set up your own Username and password. You will be given a 10 digit “Key Code”. Click **“submit”**.
- Step 4:** After you **“submit”**, the system will take you to the **“Unit Admin”** pages that shows:
Reports
Users
Edit Profile
- Step 5:** From here, you will select **“Users”** to start setting up your Scouts.
On this page, you will enter Scout information: first name, last name, Username, password, and e-mail. After you enter the information click **“Add”** and the Scout will be added to your User List.
- Step 6:** You will then be able to give the Scout his Username, password, and Key Code.
- Step 7:** Scout can now log-in 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 8:** Unit Leader and the Scout will each have the ability to log in later to track their online sales.
- Step 9:** Customers will pay for product online with their credit card, and their order will be shipped directly to their home.
- Step 10:** You will receive credit for your sales from your Council based on the online sales commission structure.
- Step 11:** The Unit Leader will combine the online sales with traditional popcorn sales to calculate **“Prizes”**.

70% of all product sales will benefit scouting

Site access will be available through www.popcornordering.com or 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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