



2018 ORDERING STEPS FOR UNIT KERNELS

Please follow the directions below when placing your popcorn orders

Go to the ordering website: www.campmasters.org

- a. Click on the icon that says Council & Unit Ordering.
- b. Select a Council – Lincoln Heritage Council
- c. Your **User ID** will be your **Unit Type** and **4-digit unit number (Ex: Pack 0123)**. Please remember to use the **4-digit unit number** and **include a space** between the **unit type** and **4-digit unit number**. If you are unsure of this information, please contact the Council Office.
- d. The first time you log in, your password will be **hello**. For security reasons, after your first login you will need to change your password and choose a question from the list and provide an answer. If you need your password reset after your first login, please contact the Council Office (502-361-2624).

SET UP SCOUTS

Each Scout needs to be set up in the system. At the bottom of the screen choose “Admin”, click on “Scouts”, then click “Add”. (If your scout is already on the list you will not need to add this Scout). Note – this is the same location that you set up your Scout to sell online for www.popcornordering.com. This is also the location you add the amount your Scout sold during the Show N’ Sell.

SHOW N’ SELL/SHOW N’ DELIVER – BY CASE -

1. Once you have logged in, on the left-hand navigation bar, click “PLACE UNIT SHOW-N-SELL”. For Show & Sell, you will order in full cases.
2. Contact Information will be displayed. Please review for accuracy. If you need to make changes, click “CHANGE CONTACT INFO” and proceed with the necessary changes.
3. Scroll down to see the list of products available. Type the quantity for each item. As you enter the order, the system will show you the total retail price and total number of cases and containers you are ordering. Your unit can order up to 100% of the amount sold in 2017.
4. At the bottom of the page you will see a retail dollar total. If this is correct, select “PREVIEW ORDER”; if not, select “CANCEL” and start over. You will also have to choose if you are participating in the Council prize program. It will say PRIZES (Yes or No) and you must select before you can move forward with placing your order.
5. If “PREVIEW ORDER” is correct, then click “SUBMIT ORDER”. This will send it to the Council for review. Once sent, you **will not** be able to make changes. If the “PREVIEW” is not correct, you can select “MAKE CHANGE”. This will take you back to your order where you can change quantities and then select “PREVIEW ORDER” again.
 - a. Once you “SUBMIT ORDER” the system will give you an ORDER NUMBER on the screen – please note this order number for your reference.
6. After “SUBMIT ORDER” you can print a copy of this order for your file. At the top of the page, left corner, select “PRINT”. The form will be displayed in a PDF format.
7. Once you submit the order, if you find any errors please contact the Council Office directly for help.
 - a. Josh Simpson (502-267-8092) or josh.simpson@scouting.org.
8. When you are finished, please click “LOGOUT”, located bottom, right-hand of the page.

TAKE ORDER - AT SCOUT LEVEL – BY CONTAINER -

1. Setup each Scout. At the bottom of the screen, click on “Admin”, then click on “Scout”, then click ‘Add’. (If your Scout is already on the list you will not need to add this Scout).
 - a. This is also where you set up your Scout to sell online for www.popcornordering.com.
 - b. You will enter the Scout’s Show N’ Sell amount in this screen under ENTER \$ AMT SCOUT IS CREDITED FOR SHOW N’ SELL. You will enter a whole dollar amount that they sold for Show N’ Sell/Show N’ Deliver.



2. Once you have added the Scout, go to the left-hand navigation bar and click on “Place Take Order”. This will take you to the Order Entry page. You will need to select “Scout” from the list you have created, and the form will then show you are entering a Scout take order. Scroll down the page to see the list of products available and pricing. Type in the quantity of containers for each item.
3. You will see a dollar total for each Scout on the line with their name. At the bottom of the page, you will see a dollar total. If this is correct, select “SAVE ORDER”; if not, make necessary corrections.
4. If your order is correct, click “SUBMIT ORDER”. Once you “SUBMIT ORDER”, the system will give you an ORDER NUMBER on the screen – please note this order number reference.
5. After “SUBMIT ORDER”, you can PRINT a copy of this order for your file. At the top of the page, left corner, select “PRINT” key. The form will be displayed in a pdf format; select “PRINT”.
6. Once you have entered all of your “Scout Take Orders”, click on “View Unit Orders”. From here, you will see a list of your Scouts and the orders you have entered. To create the Unit Take Order, on this screen, click on “NEW ORDER”. This will take you to an Order Entry screen, showing the Unit Leader contact information and the order as it stands with your Scouts’ orders, the containers you are ordering and the total dollars.
7. If all is in order, go to the bottom on the “PREVIEW ORDER” screen, then click “SUBMIT ORDER” and you will receive an order number. This will send it to the Council and you will not be able to make changes. If the “PREVIEW” is not ok, you can select “MAKE CHANGE”. This will take you back to your order where you can change quantities and then select “PREVIEW ORDER” again. Once you “SUBMIT ORDER” the system will give you an ORDER NUMBER on the screen – please note this order number for your reference.
8. After “SUBMIT ORDER”, you can PRINT a copy of this order for your file. At the top of the page, left corner, select “PRINT” key. The form will be displayed in a pdf format; select “PRINT”.
9. Once you SUBMIT the order, if you find any errors, please contact your Council office directly for help (502-361-2624).
10. When you are finished, please click “LOGOUT”, located bottom, right-hand of the page.

HELPFUL REPORTS

Product List - shows products available to order from the Council

Picking Ticket - shows the items that are on your orders

Unit Invoice / Order Settlement Form – shows you what each sold, how much commission, and what is owed to Council

POPCORNDORDERING.COM Client Reports - shows your Scouts online sales to customers via credit card orders

PRIZES

1. On the left-hand navigation bar, you can select “PRIZES” and this will take you to the KELLER/GCC site to enter your prize orders. This link will now take you directly to the ordering page to order the prizes. Before ordering prizes, check your e-mail address under “PROFILE” at the bottom of the page to be sure it is correct.
2. For CAMP MASTERS High Achiever Prizes \$3000, please complete the High Achievers Form and turn the form into the Council Office to the attention of Josh Simpson. You can email them to 205popcorn@scouting.org, fax to 502-361-7899, or drop them off at the Council Service Center.
3. **All Scouts are eligible to receive the 2018 Popcorn Participation Patch, regardless of if the Unit is participating in the prize program.**

For the Unit to receive participation patches for their Scouts, they must be ordered through the prize site.