



## 2018 ONLINE SELLING FOR SCOUTS

### How does online selling work?

**Commissions are paid back to the unit from the Council – 30% go to the unit**

Your Scouts can reach friends and family who live far away, and orders will ship directly to consumer.

A different product offering is available online.

Consumers spend more when using a credit card; *the average person spends \$50 online.*

### How do my Scouts sell online?

Unit Popcorn Kernels will set up an account online and give each boy the account information.

Scouts can send e-mails from the website to friends and family.

Leaders, Scouts and parents can track online sales at [www.popcornordering.com](http://www.popcornordering.com).

### INSTRUCTIONS FOR UNIT LEADER TO SET UP ACCOUNTS AND TRAIN SCOUTS

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

**ONLINE SALES WILL START ON AUGUST 1, 2018**

This site allows scouts to sell 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 (this can be the same for all Scouts)  
Assign a Username and password. A 10 digit “Key Code” will also show on this screen.  
Click “update”
- Step 5: You will then be able to give 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 the 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”.

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

**LEADERS** – Be sure to remind you Scouts to change their emails the first time they log in. This way the emails go to their email address for updates and orders.