



## 2018 ORDERING STEPS FOR TAKE ORDER & PRIZES

Please follow the directions below when placing your popcorn prize orders

Go to the ordering website: [ordering.campmasters.org](http://ordering.campmasters.org)

- a. Select a Council – Lincoln Heritage Council
- b. 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.
- c. 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).

### TAKE ORDER - AT SCOUT LEVEL – BY CONTAINER -

1. To create the Unit, Take Order, on this screen, click on “PLACE TAKE ORDER” on the left hand side of the screen. This will take you to an Order Entry screen, showing the Unit Leader contact information. Update any information as necessary. If you update any of the contact information, be sure to click on the blue box that says, “UPDATE CONTACT INFO”.
2. You will then scroll down to the section title “UNIT ORDER”. Here, you will enter the TOTAL number of each product you need to fill your unit’s Take Order. The Take Order is ordered by container, NOT by the case.
3. Once you enter the total amount of each product needed, you will then scroll down and click the blue box that says, “SAVE ORDER”. If you need to revisit your order prior to placing it, you are now able to leave your screen. If you are ready to submit your order, you will click the green button that says, “SUBMIT ORDER”.
4. Once you submit your order, you will be provided a confirmation number. Please note: If the system does not give you a confirmation number, your order was not submitted. Please note this number for your reference.
5. The system will only allow you to enter one order. If you find that you have made a mistake or need to add to your order, please EMAIL Josh Simpson at the Council Office to make an edit to your order at [josh.simpson@scouting.org](mailto:josh.simpson@scouting.org).
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” key. The form will be displayed in a pdf format; select “PRINT”.
7. When you are finished, you may proceed to the prize order site if you have all prize orders for your unit. If you are not ready to place a prize order, 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

**POPCORNORDERING.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 Military Salesman Council Shoulder Patches or High Achiever Prizes \$1000 - \$3000, please complete the Council Shoulder Patch Order Form or 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](mailto: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.**