CM SYSTEM GUIDE #4 – UNIT LEADERS

COUNCIL WILL EMAIL TO UNIT LEADER A “SINGLE-SIGN ON LINK. USE THE LINK TO ACCESS THE ORDERING SYSTEM. OR ACCESS VIA WWW.CAMPMASTERS.ORG; see bottom left on screen “Council/Units/Scouts Log In Here”. YOUR UNIQUE EMAIL WILL BE YOUR LOG-IN

** use Google Chrome or Firefox Web Browser
Step 1 - Commit to sale/update contact info

Step 2 – Setup Scouts/send Scout sign-on link

Place Unit S&S Order

Place Unit Take Order

You don't have any sales yet.
Select Sale Type(s); click “Submit Commitment”

Update contact info; click “Update Contact Info” and return to Dashboard.
Step 2 – Setup/Invite Scouts – From this page, send Sign-on Link to all Scouts or select Scouts by clicking on box to check mark. Click on “+ Add User” for new Scouts. Click “Remove” to remove inactive Scouts. Click on any Scout to update information.

EACH SCOUT MUST HAVE A UNIQUE, ACTIVE EMAIL TO ACCESS THE CM SYSTEM.
Click “Create Unit Order”
Click “Place an Order” on Sale Type to be entered.

Make sure to click CORRECT SALE TYPE!
Click “PRODUCTS - available products for sale type will populate on the screen"
**Unit Order #787635 | Troop 309 | Seneca | Lincoln Heritage Council**

<table>
<thead>
<tr>
<th>Code</th>
<th>Product Name</th>
<th>Price</th>
<th>Qty Needed from Scout Sales</th>
<th>Order Quantity</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>G</td>
<td>14pk Extra Btr Roasted Summer Corn</td>
<td>$15.00</td>
<td>0</td>
<td>0</td>
<td>$0.00</td>
</tr>
<tr>
<td>KK</td>
<td>13oz Cinn Crunch Popcorn Tin</td>
<td>$20.00</td>
<td>0</td>
<td>0</td>
<td>$0.00</td>
</tr>
<tr>
<td>L</td>
<td>Caramel Popcorn Tin</td>
<td>$10.00</td>
<td>0</td>
<td>0</td>
<td>$0.00</td>
</tr>
<tr>
<td>MM</td>
<td>22 Pk Movie Theater Extra Butter MW</td>
<td>$25.00</td>
<td>0</td>
<td>0</td>
<td>$0.00</td>
</tr>
<tr>
<td>P</td>
<td>3 Way Cheesy Cheese Tin</td>
<td>$35.00</td>
<td>0</td>
<td>0</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**Click Save when finished with order.**

**Must be entered in container quantities equal to full cases.**
Once Order is complete and saved, Click “SUMMARY” to review. Click “Submit to Council”
You can print a copy for your records from here.
If you need to make changes to your submitted order, go back to your Dashboard and click “Unit Orders”. Screen will show all orders; click order# to be changed. This will open up the order to allow changes. ANY CHANGES MUST BE MADE BEFORE “UNIT ORDER DUE” DATE.
Click product to be changed. Once order is revised, click on “Save” then click on “SUMMARY”
From the Summary page, click “Submit to Council”. Print your Revised Order for your records.
TAKE ORDERS CAN BE ENTERED AT THE SCOUT LEVEL – EITHER BY THE LEADER OR BY THE SCOUT

If UNIT is not entering at the Scout Level, Click “Place Unit Order”
Click “PRODUCTS - available products for Sale Type will populate on the screen
“Qty Needed from Scout Sales” will populate based on any order a Scout has submitted electronically (see “Scout Sales” top of Dashboard). “Order Quantity” column can be adjusted for Take Order to account for any Unit inventory/ leftover product.

After all quantities are entered & adj, click “SAVE”

Scout Take Order quantities will appear in “QTY NEEDED from Scout Sales”. Do not adjust this number as this is for actual Scout Sales.
Click “Save” when complete. Be sure to review quantities and total dollars ordered.

Once Order is complete and saved, Click “SUMMARY” to review.
View of “SUMMARY” order.
Click “Submit to Council”
You can print a copy for your records from here.
UNIT LEADER DASHBOARD/HOME PAGE BELOW.
FOR SCOUTS AND SCOUTING FAMILIES TO SELL ONLINE AND ENTERING SCOUT TAKE ORDERS, REFERENCE
“CM SYSTEM GUIDE #5 – SCOUTS 2019”
BOTH GUIDES WILL BE AVAILABLE ON THE CAMP MASTERS WEBSITE – www.campmasters.org “HOW TO ORDER POPCORN”