



2017 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 Councils & Units, Order Here
- b. Select a Council – Mid-America Council
- c. Your username will be the abbreviation of your district, unit (Troops will be T and Packs will be P) and unit number (4 digits). Example – DDT0123, PLSP0123, GRT0123, WWP0123, LCT0123, SEP0123, TBT0123, WEP0123, TCT0123, TLP0123, OHWT0123. The first time you log in, your password will be **hello**.

ONLINE SALES - SET UP SCOUTS

Each Scout needs to be set up in the system if selling online. At the bottom of the screen choose “Admin”, then click on “Scout”, then click “Add”. (If your scout is already on the list you will not need to add this Scout). If Scouts choose to sell online they will need their login ID and password for www.popcornordering.com. See attached blue sheet for more detailed instruction.

SHOW-N-DELIVER (PRE-ORDER) – 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 on “CHANGE CONTACT INFO” and proceed with 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 100% of the amount sold in 2016. You can also see the Smart Order Form (peach colored sheet).
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 ok, 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 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.
 - a. Once you “SUBMIT ORDER” the system will give you an ORDER NUMBER on the screen – please note this order number reference.
6. After you click “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.
7. Once you submit the order, if you find any errors please contact your Council office directly for help.
 - a. Janelle Ehlers (402-514-3028) or Kathy Jurey (402-514-3037).
8. When you are finished, please click “LOGOUT”, located bottom, right-hand of the page.





TAKE ORDER - AT UNIT LEVEL – BY CONTAINER -

1. On the left side the screen under Orders – click “PLACE TAKE ORDER”.
2. Make sure all contact information is correct and up to date.
3. Enter your order in the Unit Order section by container quantity. You need to click on SAVE ORDER if you want to come back later to update the order. If you want to submit at this time you need to click of SUBMIT ORDER right after you click on save button.
4. Once you SUBMIT the order, if you find any errors please contact your Council office directly for help.
 - a. Janelle Ehlers (402-514-3028) or Kathy Jurey (402-514-3037).
5. When you are finished, please click “LOGOUT”, located bottom, right-hand of the page.

RETURN POLICY

Returns are accepted by containers and only at your specified return date and time unless otherwise arranged. This will cut down on the need for transfers. Transfers will be done on Monday, October 23rd through October 25th ONLY. We will have a link for your unit to report returns on our web page - http://www.mac-bsa.org/popcorn_sales.aspx. Before you return the product to your return location, your returns must be entered online at this site.

Reporting Scout Sales

ALL Scout sales over \$1,000 need to be reported for prize purposes. The Scout Report sheet (in your training packet) will need to be filled out and sent in with ONLY Scouts that sold over \$1000.00. OR you can visit our web site at http://mac-bsa.org/popcorn_sales.aspx to report the names. This is not a registration so Scouts will need to register for each individual event. More information about the events will be communicated closer to the event. **EVERY PACK OR TROOP NEEDS TO TURN IN THIS SHEET REGARDLESS IF YOU HAD ANY \$1000 SELLERS.**

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 CAMP MASTERS High Achiever Prizes \$3000, please complete the High Achievers Form and turn the form into the Council Office to the attention of Kathy Jurey. You will find this form on our web site - http://www.mac-bsa.org/popcorn_sales.aspx. You can email the completed form to 326popcorn@scouting.org, fax to 402-431-0444, or drop them off at Scouter Services.

