



HOW TO SET UP/UPDATE ONLINE SALES FOR YOUR SCOUTS

ONLINE SALES WILL START ON AUGUST 26, 2017

This site allows scouts to sell CAMP MASTERS products to friends and relatives *across the country!*

Unit Leader – Steps to sign up Scouts for online selling

- Step 1:** Go to <https://ordering.campmasters.org>
Step 2: Choose Circle Ten Council and log in using your username and password

Select a Council: Circle Ten Council ▼

Username:

Password:

Submit

Having trouble logging in or need assistance with ordering?
Click here to contact the administrator of this web site

- Step 3:** Click on Admin, at the bottom of the page

[Home](#) [My Profile](#) [Admin](#) [On-Line Help](#) [Logout](#)

- Step 4:** Click the Scouts tab at the top of the page

Sales Materials
[Order Unit Sales Materials](#)

General
[program, commission discount listing](#)

Product Listing
[for show-n-deliver for take order](#)

Commitment
[commit sales](#)

admin
Scouts

Step 5: You have two choices for how to enter your Scouts. If you are entering them for the first time OR if you have a lot to enter, then you should use the template. If you only have a few to enter, or if you are updating Scouts already in the system, then you should do it manually.

Using the template:

- Click Download CSV template

Council: Demo Council ▼ District: DEMO DISTRICT #2 ▼

Search Clear Add Print Download CSV Template Choose File No file chosen Bulk Upload [Bulk Uplo](#)

- Open the template
- Enter each Scouts' first name, last name, a username (login ID) that you create, their email address, and a password
 - All usernames must be unique. You can use one parent email for multiple Scouts (siblings). The initial password can be the same for everyone.
- Save the file as a CSV file and save it where you can retrieve it again
- Close it
- Back at that menu, click Choose File, and navigate to that CSV file. Double click it or click open

Council: Demo Council ▼ District: DEMO DISTRICT #2 ▼

Search Clear Add Print Download CSV Template Choose File No file chosen Bulk Upload [Bulk Uplo](#)

- Click Bulk Upload (the button)

Council: Demo Council ▼ District: DEMO DISTRICT #2 ▼

Search Clear Add Print Download CSV Template Choose File No file chosen Bulk Upload [Bulk Uplo](#)

- When the upload is complete, your Scouts will appear in a list. This list can be printed, but not in excel format. You can copy and paste it into excel, if you wish, for easier sharing.

Login	Key Code	First Name	Last Name	Email Id	Type	Counc
Akirk	5753377323	Austin	Kirk	austinmichael.kirk@gmail.com	Scout	Demo
ascout	2731431725	A	Scout	kikrentsa@yahoo.com	Scout	Demo

Manual entry (one by one) or for updating Scouts:

- On that same page, click Add

Council: Demo Council ▼ District: DEMO DISTRICT #2 ▼

Search Clear Add Print Download CSV Template Choose File No file chosen Bulk Upload [Bulk Uplo](#)

- Enter the first name, last name, Login ID (called username in the template), click the box for "force change password on logon", enter a password, confirm the password, enter an email ID (email address)
 - Remember that usernames (login ID) must be unique
 - You will not need to enter a Key Code, as it is automatically provided
- Click Update

IF A SCOUT HAS MOVED TO ANOTHER UNIT...Please let us know so we can move them to the correct unit.

Once all your Scouts are entered, you need to provide to your Scouts/families the following:

1. Their username (login ID)
2. Their password
3. Their Key Code

Families can then go to <http://popcornordering.com> to log in and begin sending emails and taking orders.

GOOD INFORMATION TO HAVE

Prices for products online are based on the average cost of the products across the nation, so they may or may not be the same as the prices on your Take Order forms.

Chocolate products are not available for purchase online until later in the Fall (October) in order to ensure product integrity during shipping.

The products available online may differ from the council product line on the Take Order forms.

Units earn 30% commission on all online sales. Commission checks are sent quarterly to the council and then council will notify you when online sales commissions are deposited into your unit accounts.

Online Sales count towards the prize programs.

You can download your online sales for your Scouts by logging in to <https://ordering.campmasters.org> and on the left side menu, click on the Report List link. Choose Popcornordering.com Client Reports. These reports will export to excel.

The image shows a screenshot of a website's left-hand navigation menu. The menu items are: Commitment (commit sales), Orders (place unit show-n-sell, place take order, in progress take order, view unit orders), Scout Online Sales (view Scout online sales), Prizes (Prize Site), Reports (Report List), and Issues or Errors (Report an issue/error). To the right of the menu, there are two underlined links: 'Unit Order and Settlement Form' and 'Popcornordering.com Client Reports'. A red arrow points from the 'Report List' link in the menu to the 'Popcornordering.com Client Reports' link. Another red arrow points from the 'Popcornordering.com Client Reports' link back to the 'Report List' link, indicating a path to the reports.

For Questions: circle10popcorn@scouting.org