

Unit LOGIN Instructions

Welcome, again, to the 2016 Popcorn World Series! It is time to get you logged into the new CAMP MASTERS popcorn system. Below are your step-by-step instructions for getting in to the LIVE site:

1. Go to ordering.campmasters.org
 - a. Choose your council – Circle Ten Council
 - b. Your username was emailed to the person indicated as the kernel when the unit signed up. If you have replaced that person, get the login info from them and continue
 - c. Your initial password is hello
 - d. Click Submit
2. On the next screen, you will need to create a new password
 - a. Confirm the new password
 - b. Select a security question
 - c. Enter the answer to your security question
3. Once logged in, on your home page, you will be asked to “commit” for the 2016 Sale
 - a. If you are not prompted for the “commit”, then on the left side menu, under Commitment, click “commit sales”
 - b. You will see boxes to check (Yes, Show-N-Deliver, Take Order)
 - c. If you were **NOT** planning on Show & Sell when you first signed up, but you have **changed your mind** – then click for Show-N-Deliver!
 - d. Click for Take Order
 - e. When Circle Ten Council opens the ordering, if you have not “committed” for a particular sale, you will not be able to place an order
4. This is the **only login for your unit**, so please confirm the contact information on that same page.
 - a. You may update the information if the kernel has changed since the initial sign-up.
 - b. Click Submit at the bottom center of the page when you are done.
5. Click the Admin link at the bottom of the page to see how to set up your Scouts for online sales.
 - a. The unit leader in the popcorn system **MUST** enter the Scouts in order for them to sell online.
 - b. There are Bulk Upload Instructions for you to use to make it easier.
 - c. There is also a video to watch.

If you have any trouble, or have questions, please let me know. We are all new to this system and I will get answers and solutions to you as soon as possible. Circle10Popcorn@scouting.org

Please make sure you have logged in to the site prior to your leader training in August. That way, if you have questions, you can come prepared to the training.

There is also a ***demo site*** where you can play around. In the demo site, click on anything/everything and see what you can do. You will not affect any live data here – so place as many orders as you would like (for practice)! The demo site may allow orders in containers, but that will not be the case on the LIVE site once Circle Ten Council opens the ordering. Make a list of questions, if you need to, and send them to Circle10Popcorn@scouting.org.

- Go to <http://demo.campmasters.org/>
- The council is demo council
- The username is demounit
- The password is hello2