

CAMP MASTERS FOR UNIT LEADERS

ORDERING SYSTEM INTRODUCTION

UPDATED: 2015

STEP 1:

- Council will issue you a Unit specific ID and Password
 - o These will be used to log in
 - o You may be prompted to change password – suggest you keep the same for ease of use
- Your Unit will already be set up in the system and assigned to a delivery/distribution location as part of your district
- Go to www.campmasters.org
- Click on the Councils and Units order here link at center left of page
- Select Council from dropdown list, Log In
- Select your commitment to sell in the link in blue on left of page
 - o Fill in requested information if a change is needed and update
 - o Use a valid email address

STEP 2:

- Enter your Scouts into the system
 - o Click on Admin Link at bottom of page
 - o Click on Scouts tab at top of page
 - o Enter Scouts into system to enable for online sales OR to track individual Scout sales
 - Click on Add button OR click on Scout tab again
 - Enter your Scout's information
 - Suggest using naming convention with unique identifiers [Lastname][Firstinitial]
 - Assign an easy password – must be unique
 - Use a VALID email address for the Scout or parent
- NOTE: this is also where you Assign Show and Sell Credit for reporting purposes
- Click update with each Scout submission, repeat as needed
- You can also upload in BULK – see instructions when you are logged in, under the Scout tab

STEP 3:

- Submit your order, by order type (Show and Sell or Take Order)
 - o Click on appropriate blue link on the menu at left side of screen
 - o If an order exists already you will be prompted
 - o Only the Council can amend an order if you have click submitted
- Preview order by clicking preview order
- Submit to Council when complete

Step 4:

- Order prizes at link on left, same process as orders above

DEMO SITE: www.campmasters.org – CLICK ON ORDER LINK, SELECT ENTER DEMO SITE LINK BELOW STANDARD LOGIN, SELECT DEMO COUNCIL IN DROPDOWN, userid: demounit, password: hello2

IMPORTANT:

WILL NOT AFFECT ANY LIVE DATA.

BEFORE ENTERING DATA, LOOK AT THE BLACK BANNER AND IF IT
YOU ARE NOT IN THE DEMO SYSTEM.

http://demo.campmasters.org/Home.aspx

File Edit View Favorites Tools Help

lenovo bing msn

Lotion Baby Belly Bar (1.7 ... Check Digit Calculator G... Suggested Sites Council & Unit Ordering http--campmasters Get more Add-ons

Demo Council
Troop #: Troop 1044 (Troop 1044)

2015 - Fall Popcorn Sale

home

My Action Items (! - Needs Action, ✓ - Action taken)

✓ You have committed for the 2015 - Fall Popcorn Sale Show-N-Deliver & Take Order. Thank You!

Unit Leader – to set up your Scouts for online selling for www.popcornordering.com, please "click" Admin below.

Sales Materials
[Order Unit Sales](#)
[Materials](#)

General
[program, commission](#)
[discount listing](#)

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

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](#)

Issues or Errors
[Report an issue/error](#)

ENTER S&S

ENTER UNIT TAKE ORDER

PRIZES

ONLINE HELP – TUTORIAL TO ENTER TAKE ORDER AT SCOUT LEVEL

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

1 - COMMIT TO THE POPCORN SALE

2 – TO ORDER SEE RED ARROWS ON LEFT

3 – TO SET UP SCOUTS TO SELL ONLINE, CLICK ADMIN LINK

4 – AFTER THE SALE, CLICK “PRIZE SITE” LINK TO ENTER PRIZE ORDERS

5 - UNIT USER - MUST “CLICK” THE LINK TO PLACE AN ORDER, (EITHER S&S OR TAKE ORDER), CLICK BOX “

Demo Council
Troop #: Troop 1044 (Troop 1044)
2015 - Fall Popcorn Sale

- Sales Materials
[Order Unit Sales Materials](#)
- General
[program](#), [commission](#), [discount listing](#)
- Product Listing
[for show-n-deliver](#)
[for take order](#)
- Commitment
[commit sales](#)
- Orders
[place unit show-n-aell](#)
[place take order](#)
[in progress take order](#)
[view unit orders](#)
- Scout Online Sales
[view Scout online sales](#)
- Prizes
[Prize Site](#)
- Reports
[Report List](#)
- Issues or Errors
[Report an issue/error](#)

unit order entry for 2015 - Fall Popcorn Sale

Council: Demo Council
 District: DEMO DISTRIC #2 Unit: Troop#:Troop 1044 (Troop 1044) Sale Type: Show-N-Deliver

Contact Information

Change Contact Info.

Name: Scout Master Bob
 Address: 4001 Sesame Street
 City: Abbytown State: LA - Louisiana Zip: 11111
 Home Phone#: () -
 Work Phone#: () -
 Cell Phone#: () -
 Fax#: () -
 Email:

| Symbol Code | Product | Containers Per Case | Cost Per Case | Cases Ordering | Total Cases Cost | Total Containers Ordering |
|-------------|-------------------------------------|---------------------|---------------|----------------|------------------|---------------------------|
| P | 3-Way Cheesy Cheese Tin | 1 | \$30.00 | | | |
| E | 20oz Supreme Car Almds Pecan Cashew | 8 | \$160.00 | | | |
| S | 70nk Snack-Size 94% FF Rtr MW | 1 | \$20.00 | | | |

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

CLICK BOX "CHANGE CONTACT INFO" & TYPE IN UPDATED INFO – INCLUDING E-MAIL. IF NOT CORRECT.

S&S – ORDERS ENTERED IN FULL CASES AS NOTED BELOW

Demo Council
Troop #: Troop 1044 (Troop 1044)
2015 - Fall Popcorn Sale

- Sales Materials
- [Order Unit Sales Materials](#)
- General
- [program_commission discount listing](#)
- Product Listing
- [for show-n-deliver for take order](#)
- 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](#)
- Issues or Errors
- [Report an issue/error](#)

unit order entry for 2015 - Fall Popcorn Sale

Phone#: _____
 Fax#: () - -
 Email: _____

| Symbol Code | Product | Containers Per Case | Cost Per Case | Cases Ordering | Total Cases Cost | Total Containers Ordering |
|-------------|-------------------------------------|---------------------|---------------|----------------|------------------|---------------------------|
| P | 3-Way Cheesy Cheese Tin | 1 | \$30.00 | 10 | \$300.00 | 10 |
| E | 20oz Supreme Car Almds Pecan Cashew | 8 | \$160.00 | | | |
| S | 20pk SnackSize 94% FF Btr MW | 1 | \$20.00 | 10 | \$200.00 | 10 |
| X | Classic Trail Mix | 8 | \$160.00 | | | |
| G | 15pk ExtraBtrRoastedSummerCorn | 8 | \$120.00 | 10 | \$1200.00 | 80 |
| J | 14pk Kettle Corn MW | 8 | \$120.00 | | | |
| L | 8oz Caramel Corn | 8 | \$80.00 | 10 | \$800.00 | 80 |

Total Due: \$2500.00

Prizes:

Note: By clicking on "Cancel" this order will not be considered.

ENTER TOTAL CASES TO ORDER
THEN CLICK "PREVIEW ORDER"



Demo Council
Troop #: Troop 1044 (Troop 1044)
2015 - Fall Popcorn Sale

- Sales Materials**
[Order Unit Sales Materials](#)
- General**
[program commission discount listing](#)
- Product Listing**
[for show-n-deliver](#)
[for take order](#)
- 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](#)
- Issues or Errors**
[Report an issue/error](#)

unit order

Address:

City: State: Zip:

Home Phone#: () -





Work Phone#: () -

Cell Phone#: () -

Fax#: () -

Email:

**ORDER TOTALS
 WILL DISPLAY & IF
 ALL IS CORRECT
 CLICK SUBMIT
 ORDER**

| Symbol Code | Product | Containers Per Case | Cost Per Case | Cases Ordered | Total Case Cost | Total Containers Ordered |
|---|--------------------------------|---------------------|---------------|---------------|------------------|--------------------------|
|  P | 3-Way Cheesy Cheese Tin | 1 | \$30.00 | 10 | \$300.00 | 10 |
|  S | 20pk SnackSize 94% FF Btr MW | 1 | \$20.00 | 10 | \$200.00 | 10 |
|  G | 15pk ExtraBtrRoastedSummerCorn | 8 | \$120.00 | 10 | \$1,200.00 | 80 |
|  L | 8oz Caramel Corn | 8 | \$80.00 | 10 | \$800.00 | 80 |
| Total Due: | | | | | \$2500.00 | |

Prizes:

Note: By clicking on "Cancel" this order will not be considered.



Demo Council
Troop #: Troop 1044 (Troop 1044)

2015 - Fall Popcorn Sale

- Sales Materials**
- [Order Unit Sales Materials](#)
- General**
- [program, commission discount listing](#)
- Product Listing**
- [for show-n-deliver for take order](#)
- 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](#)
- Issues or Errors**
- [Report an issue/error](#)

unit order

Address: 4001 Sesame Street

City: Abbytown State: LA - Louisiana Zip: 11111

Home Phone#: (123) 123 - 1234

Work Phone#: () -

Cell Phone#: () -

Fax#: () -

Email:

Message from webpage

Thank you for submitting your order.
Your order number is 291073

[OK](#)

ORDER CONFIRMATION NUMBER WILL BE DISPLAYED & YOUR ORDER IS NOW COMPLETE FOR S&S; COUNCIL HAS RECEIVED YOUR ORDER

| Symbol Code | Product | | | | | Total Case Cost | Cor Or |
|-------------------|----------------------------------|---|----------|----|------------|------------------|--------|
| | P 3-Way Cheesy Cheese Tin | 1 | \$30.00 | 10 | \$300.00 | 10 | |
| | S 20pk SnackSize 94% FF Btr MW | 1 | \$20.00 | 10 | \$200.00 | 10 | |
| | G 15pk ExtraBtrRoastedSummerCorn | 8 | \$120.00 | 10 | \$1,200.00 | 80 | |
| | L 8oz Caramel Corn | 8 | \$80.00 | 10 | \$800.00 | 80 | |
| Total Due: | | | | | | \$2500.00 | |

Prizes:



- [Sales Materials](#)
- [Order Unit Sales Materials](#)
- [General program, commission discount listing](#)
- [Product Listing for show-n-deliver for take order](#)
- [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](#)
- [Issues or Errors Report an issue/error](#)

unit order entry for 2015 - Fall Popcorn Sale

Council: Demo Council District: DEMO DESTRIC #2 Unit: Troop 1044 Sale Type: Take Order

Contact Information

Name: Home:

Address: Work:

City: State: Zip: Cell:

 Fax:

Scroll down to add Scout orders

Unit Order

| Symbol Code | Product | Cost Per Container | Scout Container Qty | Unit Container Qty | Total Cost | Total Qty |
|---|--------------------------------|--------------------|---------------------|----------------------|------------|-----------|
|  Z | \$25.00 Military Donation | \$25.00 | 0 | <input type="text"/> | \$0.00 | 0 |
|  A | 5-Way Chocolatey Treasures Tin | \$50.00 | 0 | <input type="text"/> | \$0.00 | 0 |
|  B | 3-Way Premium Tin | \$40.00 | 0 | <input type="text"/> | \$0.00 | 0 |

TAKE ORDER – CLCK ON LINK FOR TAKE ORDER – FOLLOW STEPS IN THE TUTORIAL TO ENTER AT UNIT LEVEL OR AT SCOUT TAKE ORDER LEVEL

ENTER TAKE ORDER IN CONTAINERS












Demo Council
Troop #: Troop 1044 (Troop 1044)

2015 - Fall Popcorn Sale

- [Sales Materials](#)
- [Order Unit Sales Materials](#)
- [General program, commission discount listing](#)
- [Product Listing for show-n-deliver for take order](#)
- [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](#)
- [Issues or Errors Report an issue/error](#)

unit order entry for 2015 - Fall Popcorn Sale

| | | | | | | | |
|---|---|-------------------------------------|---------|----------|---------------------------------|-------------------|-----------|
|  | C | 24pk Movie Theater Extra Btr MW | \$25.00 | 0 | <input type="text" value="25"/> | \$625.00 | 25 |
|  | D | 24pk Variety Microwave Popcorn | \$25.00 | 0 | <input type="text"/> | \$0.00 | 0 |
|  | E | 20oz Supreme Car Almds Pecan Cashew | \$20.00 | 0 | <input type="text"/> | \$0.00 | 0 |
|  | F | 20oz Chocolate Caramel Corn | \$20.00 | 0 | <input type="text" value="10"/> | \$200.00 | 10 |
|  | S | 20pk SnackSize 94% FF Btr MW | \$20.00 | 0 | <input type="text"/> | \$0.00 | 0 |
|  | X | Classic Trail Mix | \$20.00 | 0 | <input type="text" value="10"/> | \$200.00 | 10 |
|  | G | 15pk ExtraBtrRoastedSummerCorn | \$15.00 | 0 | <input type="text" value="10"/> | \$150.00 | 10 |
|  | J | 14pk Kettle Corn MW | \$15.00 | 0 | <input type="text" value="10"/> | \$150.00 | 10 |
|  | L | 8oz Caramel Corn | \$10.00 | 0 | <input type="text"/> | \$0.00 | 0 |
| Total Unit Take Orders | | | | 0 | 85 | \$1,975.00 | 85 |

Scout Orders

ONCE ORDER IS ENTERED & IF ALL QTY & DOLLARS ARE CORRECT, CLICK "SAVE", THEN CLICK "SUBMIT ORDER"

IF NOT YET COMPLETE YOU CAN CLICK SAVE & COME BACK LATER TO FINISH BY CLICKING IN PROGRESS T TAKE ORDER. THEN COMPLETE YOUR ORDER, AND CLICK "SAVE" THEN CLICK "SUBMIT",



http://demo.campmasters.org/UnitTakeOrders.aspx

File Edit View Favorites Tools Help

lenovo

Lotion Baby Belly Bar (1.7 ...)

Check Digit Calculator G...

Suggested Sites

Council & Unit Ordering

http--campmasters

Get more Add-ons

Demo Council
Troop #: Troop 1044 (Troop 1044)

unit order entry for 2015 - Fall Popcorn Sale

Thank you for submitting your order.
Your order number is 291076.

OK

| Scout | Symbol Code | Product | Cost Per Container | Container Quantity | Total Cost |
|------------------------|-------------|--------------------------------|--------------------|--------------------|------------|
| C | | 24pk Movie Theater Extra | | 25 | \$625.00 |
| D | | 24pk Variety Microwave P | | | \$0.00 |
| E | | 20oz Supreme Car Almds | | | \$0.00 |
| F | | 20oz Chocolate Caramel C | | 10 | \$200.00 |
| S | | 20pk SnackSize 94% FF Btr MW | \$20.00 | 0 | \$0.00 |
| X | | Classic Trail Mix | \$20.00 | 0 | \$0.00 |
| G | | 15pk ExtraBtrRoastedSummerCorn | \$15.00 | 10 | \$150.00 |
| J | | 14pk Kettle Corn MW | \$15.00 | 10 | \$150.00 |
| L | | 8oz Caramel Corn | \$10.00 | 0 | \$0.00 |
| Total Unit Take Orders | | | 0 | 85 | \$1,975.00 |

Save Order Submit Order

Scout Orders

Home My Profile Admin On-Line Help Logout

**TAKE ORDER
CONFIRMATION
NUMBER WILL BE
DISPLAYED & YOUR
ORDER IS NOW
COMPLETE;
COUNCIL HAS
RECEIVED THE
ORDER.**