

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

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.

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[Materials](#)

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[discount listing](#)

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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
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2015 - Fall Popcorn Sale

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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#: (123) 123 - 1234
 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	<input type="text"/>		
	E 20oz Supreme Car Almds Pecan Cashew	8	\$160.00	<input type="text"/>		
	S 70nk Snack-Size 94% FF Rtr MW	1	\$20.00	<input type="text"/>		

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**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
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2015 - Fall Popcorn Sale

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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	<input type="text" value="10"/>	\$300.00	10
	E	20oz Supreme Car Almds Pecan Cashew	8	\$160.00	<input type="text"/>		
	S	20pk SnackSize 94% FF Btr MW	1	\$20.00	<input type="text" value="10"/>	\$200.00	10
	X	Classic Trail Mix	8	\$160.00	<input type="text"/>		
	G	15pk ExtraBtrRoastedSummerCorn	8	\$120.00	<input type="text" value="10"/>	\$1200.00	80
	J	14pk Kettle Corn MW	8	\$120.00	<input type="text"/>		
	L	8oz Caramel Corn	8	\$80.00	<input type="text" value="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"



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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
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2015 - Fall Popcorn Sale

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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:



Demo Council
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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:

Email:

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
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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

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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	10	\$200.00
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.**