On-Line Sales

All Scouts have the opportunity to do On Line sales. This is a great way to reach family and friends who live far away but want to support their Scout with a purchase. Units must set up their Pack, Troop or Crew for on-line sales; this is not done automatically or without the Unit Leaders knowledge. There are several steps involved in both Unit set-up and individual Scout set-up. While this takes a little extra work, it can bring big benefits to individual Scout sales and unit commission.

Setting Up Your Unit for On-Line Ordering

1. Log on to www.campmasters.org

2. Click on “Council and Unit Order Here”, the green box

3. You are now on the log-in page. Scroll the list and select “Prairielands Council”

4. When asked for the “User ID”, enter the ID number based on your unit type and number.

For example: Pack 98 User ID will be P98; Troop 101, T101 and Crew 1; C1.

5. You will be asked for a password. The first time you log-in, enter “hello” for the password. For

security reasons you will need to change your password as well as choose a security question from

the list & provide an answer. Once the password has been changed, you will be logged into the

ordering system.

6. A box will appear that indicates you need to commit. Click on this and it bring up commitment

form. Check this form for accuracy and then click “submit”.

7. You are now prepared to set up your Scouts into the system.

Setting Up Scouts for On-Line Selling

1. Log on to www.campmasters.org

2. Click on “Council and Unit Order Here”; log in using your User ID and password (See instructions

above)

3. Click on “Admin” at the bottom/middle of the screen

4. Click on “Scout”. Look to see if the Scout is already entered; if not click “Add”

You will need to enter all the information in the required fields, including a valid e-mail address. Assign a user name and password. A 10 digit key code will also show on this screen. Click

“Update”

5. You can now give the Scout his user name, password and key code. The key code is used to track Scouts sales as well as how they receive credit for on-line sales. The key code MUST be given to customers for entry with their order. Scouts and Unit Leaders are each able to track on –line sales.

6. The Scout can now log into www.popcornordering.com and e-mail potential customers product information and his Key Code.

Customers pay for product on-line with a debit or credit card.

Product is shipped directly to the customers address.

7, On-line sales commission is based on the commission package chosen by the unit . The Unit

Leader will combine the on-line sales with traditional sales to calculate the prize level achieved.

Prizes are only available during the regular sales period.

The on-line website will be available set up and sales on Monday, August 8. On-line sales can begin at any time. Questions specifically about On-Line Set up and use should contact Sharon Kirk at 217-531-0218 or at sharon.kirk@scouting.org