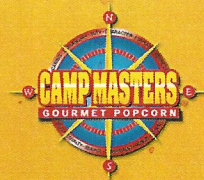


PopcornOrdering.com



INSTRUCTIONS FOR UNIT LEADER/PARENTS/SCOUTS

www.popcornordering.com

CONTINUE TO EARN FUNDS BY SELLING POPCORN ONLINE!

This site allows scouts to sell CAMP MASTERS products to friends and relatives **across the country!** Here are a few key points on how the site will work and how the Online Sales Program will benefit Scouts and Scouting

Unit Leader – Steps to sign up Scouts for online selling

Step 1: Go to www.campmasters.org

Step 2: Click “Council and Unit Ordering” – log in using your user id and password

Step 3: Click on “Admin” at the bottom of your screen (in the middle)

Step 4: Click “Scouts” – check the list to see if this is a new Scout, and then click **“Add”**

*You will need to enter all the information in the required fields Scout information, including valid e-mail address. Unit Leader will assign a Username and password. Each must be UNIQUE. A 10 digit “Key Code” will also be displayed on the screen & will be the Key Code for the Scout you are entering. Click **“update”** (For new Councils, there will be a SCOUT UPLOAD TEMPLATE that you can use to upload your Scouts into the system. Bottom of the screen see “on-line help” for step-by-step instructions)*

Step 5: Unit Leader gives the Scout his username, password, and Key Code.

Step 6: Scout can now log-in to www.popcornordering.com and e-mail customers his Key Code. The Key Code is used to track Scouts sales and is how they receive credit for all online sales. If they do not give their Key Code to the customer, they will not receive credit for the sale.

Step 7: Unit Leader and the Scout will each have the ability to log in later to track their online sales.

Step 8: Customers will pay for product online with their credit card, and their order will be shipped directly to their home.

Step 9: You will receive credit for your sales from your Council based on the online sales commission structure.

Step 10: The Unit Leader will combine the online sales with traditional popcorn sales to calculate “Prizes”.