



## 2018 ONLINE SELLING FOR SCOUTS

### **How does online selling work?**

**Commissions are paid back to the unit from the Council – 30% go to the unit**

Your Scouts can reach friends and family who live far away, and orders will ship directly to consumer.

A different product offering is available online.

Consumers spend more when using a credit card; ***the average person spends \$50 online.***

### **How do my Scouts sell online?**

Unit Popcorn Kernels will set up an account online and give each boy the account information.

Scouts can send e-mails from the website to friends and family.

Leaders, Scouts and parents can track online sales at [www.popcornordering.com](http://www.popcornordering.com) .

### **INSTRUCTIONS FOR UNIT LEADER TO SET UP ACCOUNTS AND TRAIN SCOUTS**

[www.popcornordering.com](http://www.popcornordering.com)

**ONLINE SALES WILL START ON AUGUST 1, 2018**

This site allows scouts to sell 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](http://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 “Scout” – 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 (this can be the same for all Scouts)
  - Assign a Username and password. A 10 digit “Key Code” will also show on this screen.
  - Click “update”
- Step 5: You will then be able to give the Scout his Username, password, and Key Code.
- Step 6: Scout can now log-in to [www.popcornordering.com](http://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 the 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”.

Site access will be available through [www.popcornordering.com](http://www.popcornordering.com) or [www.campmasters.org](http://www.campmasters.org)

**LEADERS** – Be sure to remind your Scouts to change their emails the first time they log in. This way the emails go to their email address for updates and orders.