



CAMP MASTERS POPCORN EASY STEPS FOR UNIT ONLINE ORDERING



GET READY

PC REQUIREMENTS

- Minimum of 128 MB memory
- Minimum screen resolution of 1024 by 768
- HIGH color (16 bit) advised by required color is 256
- Hard disk space: Minimum 100 MB **free** hard disk space required
- Modem Speed 56 Kbps or faster

SOFTWARE REQUIREMENTS

Internet Browser – Internet explorer, version 5.5 with SP2 or greater with latest patches for the major version

Adobe Acrobat Reader, version 5.0 or later (to view/print reports).

GET SET

1. Log- on to the internet to the CAMP MASTER’S website: www.campmasters.org
2. Navigation Bar is on the left; find “CAMP MASTERS ONLINE ORDERING” and “click” on it.
3. This brings you to the “LOG-IN” page
4. “SELECT COUNCIL” - scroll down list and select your **Council Name**.
5. “USER ID” – Type in the i.d. number the Council has given to you. (Example: Pack 10 user i.d. should be P10.)
6. “PASSWORD” – The first time you log-in type in “hello”. You will see a message that says your login was successful. For security reasons, you will need to **change your password** and choose a question from the list and provide an answer. (If you forget your password, you will be prompted to answer the question that you chose. An e-mail with your user ID and new password will then be sent to your e-mail address.) Once you have changed your password you will be logged in to the ordering system.

COMMIT

You will see an “Action Item”* that says you need to COMMIT. “Click” on this item and it will bring up a Commitment Form. (*Unless you have already committed through the Council office.)

This form will show the Contact Information from last year’s Popcorn Chair. If you are new, you will need to change all the information and SUBMIT. If you are not new, please review for accuracy and then SUBMIT. You cannot submit unless all required fields are completed

ENTER ORDERS

1. Navigation Bar on the left shows the different sale types: SHOW & DELIVER and TAKE ORDER. For SHOW & DELIVER you must order in full CASES. For TAKE ORDER, you can order in CONTAINERS. Dates for each Sale Type have been preset by the Council so the system will only allow you to enter orders during the correct dates. Select the appropriate Sale Type and “Click”.

2. Contact Information will be displayed. **Please review for accuracy.** If you need to make changes, click on "CHANGE CONTACT INFO" and proceed with necessary changes. Also, at the bottom of the page be sure "PROFILE" has the correct e-mail address.
3. Scroll down the page to see the list of products available and pricing. Type in your order quantity for each item.
4. At the bottom of the page you will see a dollar total. If this is correct, select "PREVIEW ORDER"; if not, select "CANCEL" and start over. You will also have to choose if you are participating in the **COUNCIL PRIZE PROGRAM**. It will say PRIZES (YES or NO) and you must select before you can move forward with placing your order. (If your Council does not have a Prize Program please just select NO.) **** SEE PRIZE ORDERING BELOW****
5. If "PREVIEW ORDER" is ok, then click "SUBMIT ORDER". This will send it to the Council and you will not be able to make changes. If the "PREVIEW" is not ok, you can select "MAKE CHANGE". This will take you back to your order where you can change quantities and then select "PREVIEW ORDER" again. Once you "SUBMIT ORDER" the system will give you an order number.
6. After "SUBMIT ORDER" you can PRINT a copy of this order for your file. At the top of the page, left corner, select "PRINT" key. The form will be displayed in a pdf format; select "PRINT".
7. Once you SUBMIT the order, if you find any errors please contact your Council office directly for help.
8. When you are finished, please click "LOGOUT", located bottom, right-hand of the page.

RETURNS

- RETURNS can only be entered at the Council level. If your Council allows returns from Show & Sell, the Council will enter a RETURN ORDER and you will be able to review online.

REPORT LIST

- PRODUCT LIST shows products available to order from the Council.
- PICKING TICKET shows the items that are on your orders
- UNIT MASTER RECORD
- UNIT SETTLEMENT FORM

PRIZES

- On the left-hand navigation bar, you can select "PRIZES" and this will take you to the GCC site to enter your prize orders. Before ordering prizes, check your e-mail address under "PROFILE" at the bottom of the page to be sure it is correct.
- For CAMP MASTERS High Achiever Prizes, please complete the form (provided by the Council or download from www.campmasters.com) and turn it in to the Council Office.