CM SYSTEM GUIDE #4 – UNIT LEADERS

COUNCIL WILL EMAIL TO UNIT LEADER A “SINGLE-SIGN ON LINK. USE THE LINK TO ACCESS THE ORDERING SYSTEM. OR
ACCESS VIA WWW.CAMPMASTERS.ORG; see bottom left on screen “Council/Units/Scouts Log In Here”. YOUR UNIQUE EMAIL WILL BE YOUR LOG-IN. CLICK ON FORGOT PASSWORD AT BOTTOM OF LOGIN BOX. ENTER YOUR EMAIL ON NEXT SCREEN TO SEND A SET UP PASSWORD LINK TO YOUR EMAIL.
** use Google Chrome or Firefox Web Browser
Step 1 - Commit to sale/update contact info

Step 2 – Setup Scouts/send Scout sign-on link

Place Unit S&S Order

Place Unit Take Order
Select Sale Type(s); click “Submit Commitment”.

Update contact info; click “Update Contact Info” and return to Dashboard.
Step 2 – Setup/Invite Scouts – From this page, send Sign-on Link to all Scouts or select Scouts by clicking on box to check mark. Click on “Add User” for new Scouts. Click “Remove” to remove inactive Scouts. Click on any Scout to update information.

EACH SCOUT MUST HAVE A UNIQUE, ACTIVE EMAIL TO ACCESS THE CM SYSTEM.
### Unit Orders

<table>
<thead>
<tr>
<th>Council</th>
<th>District</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lincoln Heritage Council</td>
<td>Iroquois</td>
</tr>
</tbody>
</table>

#### Create Unit Order

- **Sale:** 2019 Fall Popcorn Sale

#### Table

<table>
<thead>
<tr>
<th>#</th>
<th>Sale</th>
<th>Order #</th>
<th>Status</th>
<th>Warehouse</th>
<th>Unit Type</th>
<th>Unit Number</th>
<th>Contact Name</th>
<th>Contact Email</th>
<th>Contact Phone</th>
</tr>
</thead>
</table>

No data to display
Click “Place an Order” on Sale Type to be entered

Make sure to click CORRECT SALE TYPE!
Click “PRODUCTS - available products for sale type will populate on the screen.”
Must be entered in container quantities equal to full cases.

Click Save when finished with order.
Once Order is complete and saved, click "SUMMARY" to review. Click "Submit to Council". You can print a copy for your records from here.
If you need to make changes to your submitted order, go back to your Dashboard and click “Unit Orders”. Screen will show all orders; click order# to be changed. This will open up the order to allow changes. ANY CHANGES MUST BE MADE BEFORE “UNIT ORDER DUE” DATE
Click product to be changed. Once order is revised, click on “Save” then click on “SUMMARY”
From the Summary page, click "Submit to Council". Print your Revised Order for your records.
TAKE ORDERS CAN BE ENTERED AT THE SCOUT LEVEL – EITHER BY THE LEADER OR BY THE SCOUT

If UNIT is not entering at the Scout Level, Click “Place Unit Order”