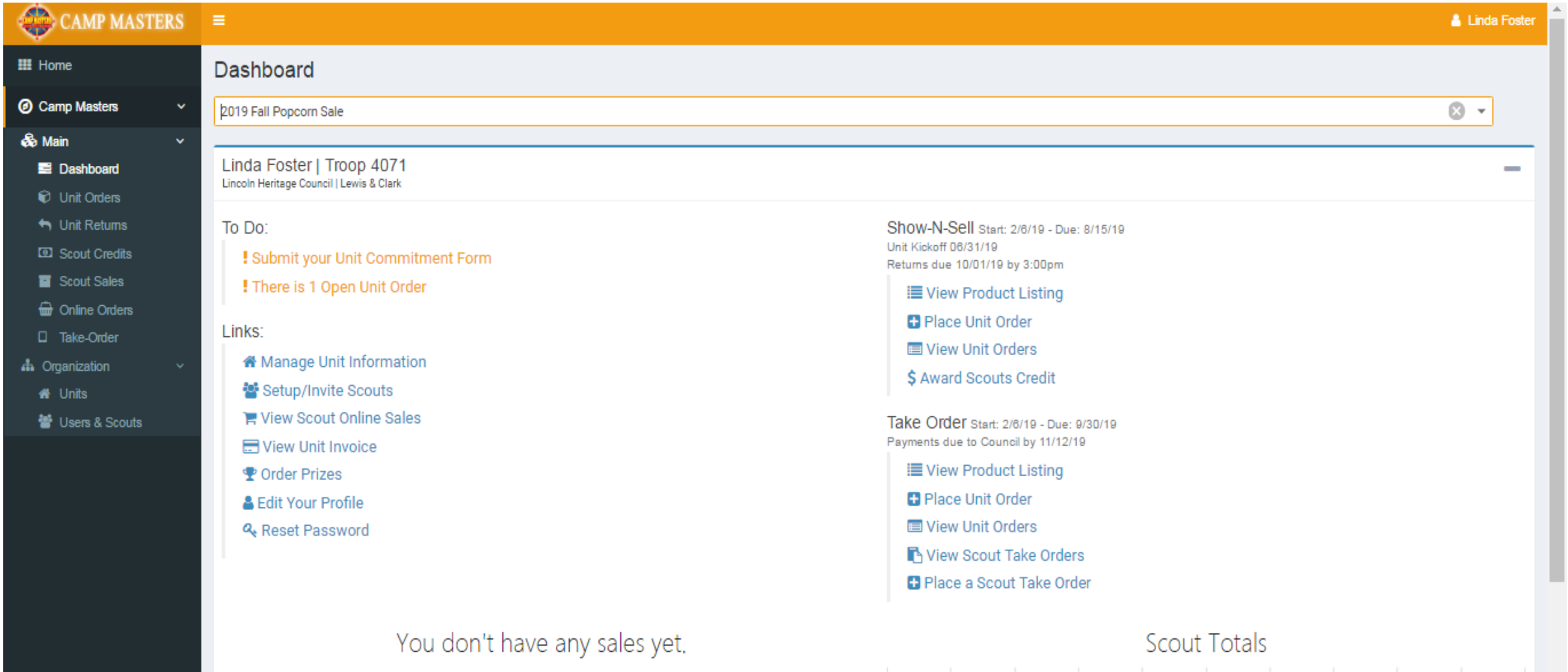
CM SYSTEM GUIDE #4 – UNIT LEADERS

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**



CAMP MASTERS

Linda Foster

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  - Unit Orders
  - Unit Returns
  - Scout Credits
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Dashboard

2019 Fall Popcorn Sale

Linda Foster | Troop 4071

Lincoln Heritage Council | Lewis & Clark

To Do:

- ! Submit your Unit Commitment Form

Step 1 - Commit to sale/update contact info

Links:

- Manage Unit Information
- Setup/Invite Scouts
- View Scout Online Sales
- View Unit Invoice
- Order Prizes

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

Show-N-Sell Start: 2/6/19 - Due: 8/15/19

Unit Kickoff 06/31/19

Returns due 10/01/19 by 3:00pm

- View Product Listing
- Place Unit Order
- View Unit Orders
- $ Award Scouts Credit

Place Unit S&S Order

Take Order Start: 2/6/19 - Due: 9/30/19

Payments due to Council by 11/12/19

- View Product Listing
- Place Unit Order
- View Unit Orders
- View Scout Take Orders
- Place a Scout Take Order

Place Unit Take Order

You don't have any sales yet.

Scout Totals

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Unit Commitment for Troop 4071 - 2019 Fall Popcorn Sale

Show-N-Sell: ☐

Take Order: ☐

SUBMIT COMMITMENT

Select Sale Type(s); click "Submit Commitment

Update contact info; click "Update Contact Info" and return to Dashboard.

ADDRESS

Address 1: Scout Road

Address 2:

City: Depauw

State: IN - Indiana

Zip: 47115

CONTACT

Primary Contact: Linda Foster

First Name: Linda

Last Name: Foster

Email: xxxx@gmail.com

(Used for login)

Phone: (555) 555-5555

UPDATE CONTACT INFO

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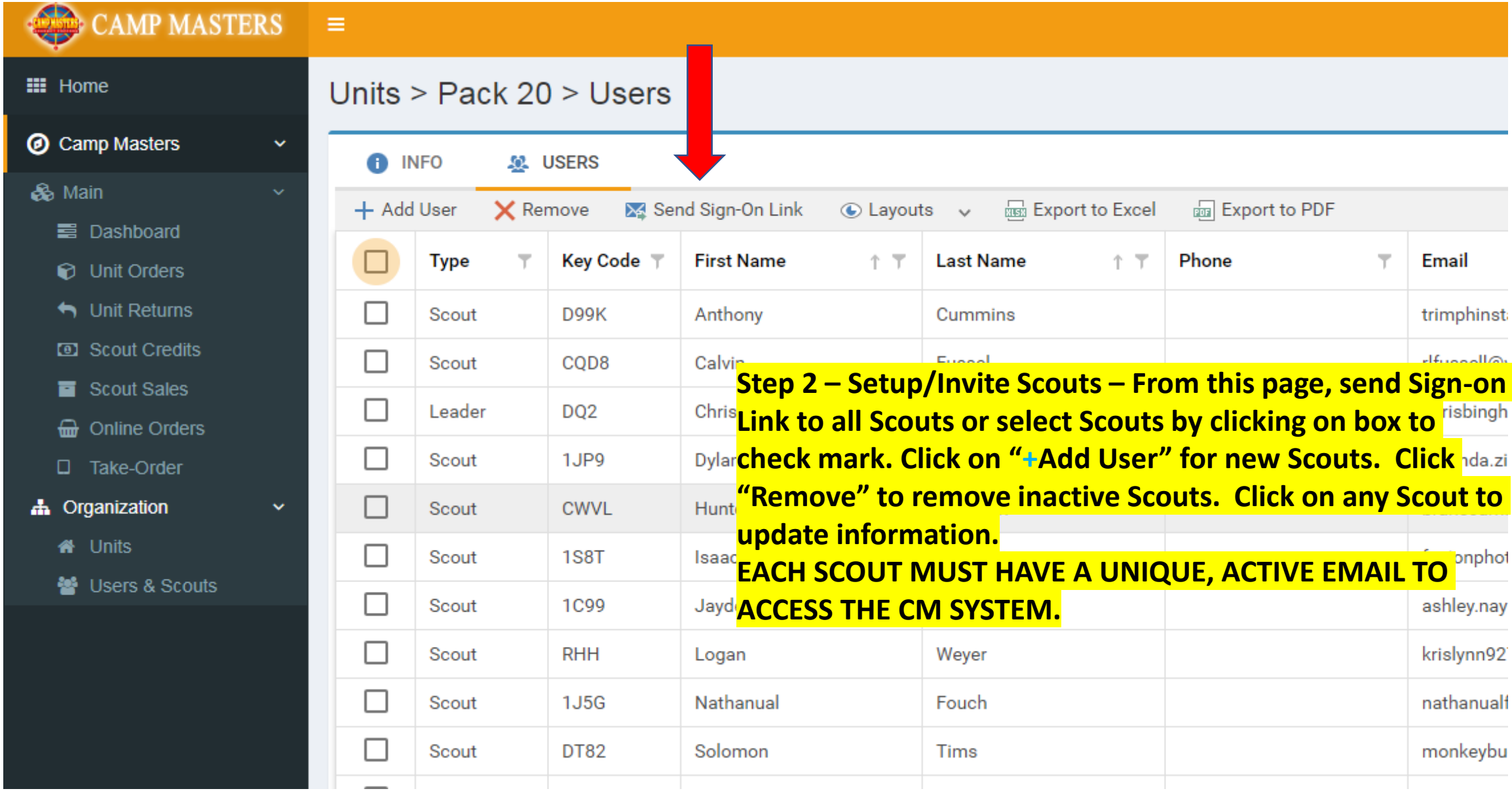

Step 2 – Setup/Invite Scouts – From this page, send Sign-on Link to all Scouts or select Scouts by clicking on box to check mark. Click on "+Add User" for new Scouts. Click "Remove" to remove inactive Scouts. Click on any Scout to update information.

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

CampMasters | Camp Masters

https://demo.campmasters.org/CampMasters/UnitOrder/Index

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Unit Orders

Council: Lincoln Heritage Council

District: Iroquois

Drive: 2019 Fall Popcorn Sale

Sale: Please select a sale.

+ Create Unit Order | Approve | Picking Tickets | Layouts | Export to Excel | Export to PDF

#	Sale	Order #	Status	Warehouse	Unit Type	Unit Number	Contact Name	Contact Email	Contact Phone
				No data to display					

Click "Create Unit Order

No data to paginate

Page size: 25

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https://demo.campmasters.org/CampMasters/UnitOrder/Sale

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Click "Place an Order" on Sale Type to be entered

Make sure to click CORRECT SALE TYPE!

Unit Order | Choose a Sale

Show-N-Sell

Unit orders can be entered starting **2/6/19 12:00 AM** and are due by **8/15/19 12:00 AM** .

Unit Kickoff 06/31/19 Returns due 10/01/19 by 3:00pm

Place an Order

Take Order

Unit orders can be entered starting **/19 12:00 AM** and are due by **9/30/19 12:00 AM** .

Payments due to Council by 11/12/19

Place an Order

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https://demo.campmasters.org/CampMasters/UnitOrder/Manage/0ace19a4-e62a-e911-80f7-ddef8bc8bef6

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Unit Order #787628 | Pack 20 | Iroquois | Lincoln Heritage Council

SUMMARY | CONTACT | PRODUCTS | SCOUT SALES

Back | Print | Submit to Council | Cancel Order

Unit Order #787628 - Not Submitted

Click "PRODUCTS - available products for sale type will populate on the screen

Pickup At:

Independant II
7725 National Turnpike,
Louisville, KY 40214

Pack 20

Lincoln Heritage Council
Iroquois

Chris Bingham

6925 W
Woodh
Louisvi
Phone:
Email:

Product	Name	Price	Qty	Ext Price
			Total	$0.00

CampMasters | Camp Masters

https://demo.campmasters.org/CampMasters/UnitOrder/Manage/48e36b28-923b-e911-a810-000d3a3cfc9b/Items

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Katie Everette

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Unit Order #787635 | Troop 309 | Seneca | Lincoln Heritage Council

SUMMARY | CONTACT | PRODUCTS | SCOUT SALES

Save | Layouts | Export to Excel | Export to PDF | Cancel Changes

Click Save when finished with order.

Must be entered in container quantities equal to full cases.

Image	Code	Product Name	Price	Qty Needed from Scout Sales	Order Quantity	Total
	G	14pk Extra Btr Roasted Summer Corn	$15.00	0	0	$0.00
	KK	13oz Cinn Crunch Popcorn Tin	$20.00	0	0	$0.00
	L	Caramel Popcorn Tin	$10.00	0	0	$0.00
	MM	22 Pk Movie Theater Extra Butter MW	$25.00	0	0	$0.00
	P	3 Way Cheesy Cheese Tin	$35.00	0	0	$0.00

CampMasters | Camp Masters

https://demo.campmasters.org/CampMasters/UnitOrder/Manage/48e36b28-923b-e911-a810-000d3a3cfc9b/Summary

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Unit Order #787635 | Troop 309 | Seneca | Lincoln Heritage Council

SUMMARY | CONTACT | PRODUCTS | SCOUT SALES

Ba | Print | Submit to Council | Cancel 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.

Unit Order #787635 - Not Submitted

Pickup At:

Brandeis 1; Bay 1 Seneca
1801 Watterson Trail,
Louisville, KY 40299

Troop 309

Lincoln Heritage Council
Seneca

Katie Everette

4116 N
Northu
Louisvi
Phone:
Email:

Product		Name	Price	Qty	Ext Price
	G	14pk Extra Btr Roasted Summer Corn	$15.00	16	$240.00
	KK	13oz Cinn Crunch Popcorn Tin	$20.00	16	$320.00

CampMasters | Camp Masters

https://demo.campmasters.org/CampMasters/UnitOrder

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Unit Orders

Council: Lincoln Heritage Council

District: Seneca

Drive: 2019 Fall Popcorn Sale

Sale: Show-N-Sell

Create Unit Order | Approve | Picking Tickets | Layouts | Export to Excel | Export to PDF

Sale	Order #	Status	Warehouse	Unit Type	Unit Number	Contact Name	Contact Email	Contact Phone
Show-N-Sell	787635	Submitted	Brandeis 1;...	Troop	309	Katie Evere...	abohannon...	

Page 1 of 1 (1 items) 1

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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

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CampMasters | Camp Masters

https://demo.campmasters.org/CampMasters/UnitOrder/Manage/48e36b28-923b-e911-a810-000d3a3cfc9b/Items

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Unit Order #787635 | Troop 309 | Seneca | Lincoln Heritage Council

SUMMARY | CONTACT | PRODUCTS | SCOUT SALES

Save | Layouts | Export to Excel

Click product to be changed. Once order is revised, click on "Save" then click on "SUMMARY"

Im	Code	Product Name	Price	Needed from Scout Sales	Order Quantity	Total
	G	14pk Extra Btr Roasted Summer Corn	$15.00	0	16	$240.00
	KK	13oz Cinn Crunch Popcorn Tin	$20.00	0	16	$320.00
	L	Caramel Popcorn Tin	$10.00	0	24	$240.00
	MM	22 Pk Movie Theater Extra Butter MW	$25.00	0	18	$450.00
	P	3 Way Cheesy Cheese Tin	$35.00	0	5	$175.00

CampMasters | Camp Masters

https://demo.campmasters.org/CampMasters/UnitOrder/Manage/48e36b28-923b-e911-a810-000d3a3cfc9b

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Unit Order #787635 | Troop 309 | Seneca | Lincoln Heritage Council

SUMMARY | CONTACT | PRODUCTS | SCOUT SALES

Back | Print | Submit to Council | Cancel Order

Unit Order #787635 -

From the Summary page, click "Submit to Council". Print your Revised Order for your records.

bmitted @ 2/28/19 3:04 PM by Katie Everette
evised @ 2/28/19 3:41 PM by Katie Everette
Revised @ 2/28/19 3:41 PM by Katie Everette

Pickup At:

Brandeis 1; Bay 1 Seneca
1801 Watterson Trail,
Louisville, KY 40299

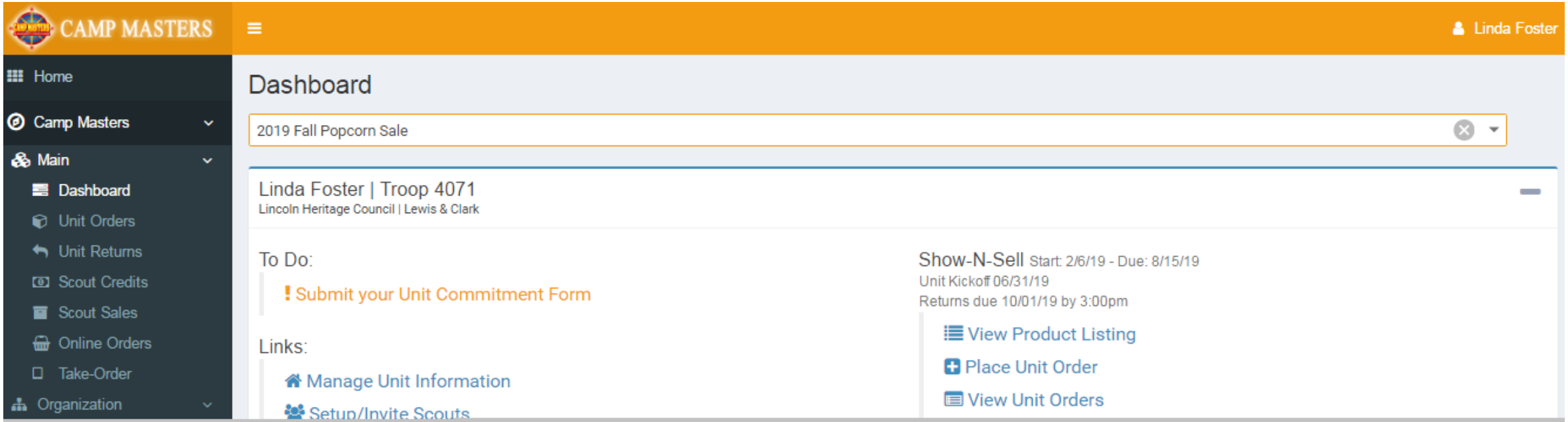
Troop 309

Lincoln Heritage Council
Seneca

Katie Everette

4116 N
Northu
Louisv
Phone:
Email:

Product		Name	Price	Qty	Ext Price
	G	14pk Extra Btr Roasted Summer Corn	$15.00	32	$480.00



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"