

# REGISTER YOUR SCOUTS

UNIT LEADERS: Scouts must be registered in the CAMP MASTERS system to receive sales!

**Step One:** Log in to the CAMP MASTERS system and click "Setup / Invite Scouts."

The screenshot shows the CAMP MASTERS dashboard for a user named Jason Sieg | Troop 313, associated with Demo Council | Demo District Anytown. The interface includes a left sidebar with navigation options: Home, Camp Masters, Main, and Organization. The main content area is titled "Dashboard" and displays a "2020 Fall Popcorn Sale" banner. Below the banner, the "To Do" section lists three tasks: "Submit your Unit Commitment Form", "There are 11 Unordered Scout Take Orders", and "There are 2 Open Unit Orders". The "Links" section provides quick access to various functions such as "Manage Unit Information", "Setup/Invite Scouts", "Setup/Import Scouts", "View Scout Online Sales", "View Unit Invoice", "Order Prizes", "Edit Your Profile", and "Reset Password". On the right side, there are two promotional boxes: "Show-N-Sell" and "Take Order", each with a start and due date, and a list of actions like "View Product Listing", "Place Unit Order", "View Unit Orders", and "Award Scouts Credit".

**CAMP MASTERS**

Home

Camp Masters

Main

Dashboard

Unit Orders

Unit Returns

Scout Credits

Scout Sales

Online Orders

Take-Order

Organization

Units

Users & Scouts

**Dashboard**

2020 Fall Popcorn Sale

Jason Sieg | Troop 313  
Demo Council | Demo District Anytown

**To Do:**

- ! Submit your Unit Commitment Form
- ! There are 11 Unordered Scout Take Orders
- ! There are 2 Open Unit Orders

**Links:**

- Manage Unit Information
- Setup/Invite Scouts
- Setup/Import Scouts
- View Scout Online Sales
- View Unit Invoice
- Order Prizes
- Edit Your Profile
- Reset Password

**Show-N-Sell** Start: 2/25/20 - Due: 8/7/20  
Unit Kickoff 6/13/20  
Returns Due 10/01/20 by 3:00pm

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

**Take Order** Start: 3/2/20 - Due: 10/23/20  
Returns due 10/20/20 by 3:00pm  
Payments due to Council 11/1/20

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

# REGISTER YOUR SCOUTS

**Step Two:** Entering Scouts, select the “Setup / Import Scouts” option from the dashboard.

**CAMP MASTERS**

**Dashboard**

2020 Fall Popcorn Sale

**Jason Sieg | Troop 313**  
Demo Council | Demo District Anytown

**To Do:**

- ! Submit your Unit Commitment Form
- ! There are 11 Unordered Scout Take Orders
- ! There are 2 Open Unit Orders

**Links:**

- Manage Unit Information
- Setup/Invite Scouts
- Setup/Import Scouts
- View Scout Online Sales
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**Show-N-Sell** Start: 2/25/20 - Due: 8/7/20  
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- View Product Listing
- Place Unit Order
- View Unit Orders
- View Scout Take Orders
- Place a Scout Take Order

**Step Three:** Click the “Import Scouts” button and upload your Excel spreadsheet.

**CAMP MASTERS**

**Users / Scouts**

Council: Demo Council District: Demo District Anytown User Type: Hide Inactive: ☐

Layouts Export to Excel Export to PDF **Import Scouts**

First Name	Last Name	Email	Organizations
Jason	Sieg	pkp25@yahoo.com	Demo Council   Demo District Anytown   Troop 313 (Unit Leader)
Max	Franklin	troop313max@demo.com	Demo Council   Demo District Anytown   Troop 313 (Scout)
Jill	Smith	jillsmith@gmail.com	Demo Council   Demo District Anytown   Troop 313 (Scout)
Jeff	Hawkins	wayne1965@gmail.com	Demo Council   Demo District Anytown   Troop 313 (Scout)
Max	Sieg	jason@yahoo.com	Demo Council   Demo District Anytown   Troop 313 (Scout)
Ryan	Franklin	Ryno23@yahoo.com	Demo Council   Demo District Anytown   Troop 313 (Scout)
Jacob	Smith	Troop313Jacob@scouting.org	Demo Council   Demo District Anytown   Troop 313 (Scout)

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