

# 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](http://WWW.CAMPMASTERS.ORG); see bottom left on screen “Council/Units/Scouts Log In Here”. YOUR UNIQUE EMAIL WILL BE YOUR LOG-IN

**\*\* use Google Chrome or Firefox Web Browser**

**CAMP MASTERS** Linda Foster

Home

**Dashboard**

2019 Fall Popcorn Sale

Linda Foster | Troop 4071  
Lincoln Heritage Council | Lewis & Clark

**To Do:**

- ! Submit your Unit Commitment Form
- ! There is 1 Open Unit Order

**Links:**

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

**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

**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

You don't have any sales yet.

Scout Totals

# 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  
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**Place Unit S&S Order**



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**Place Unit Take Order**



You don't have any sales yet.

Scout Totals

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- Home
- Camp Masters
- Main
  - Dashboard
  - Unit Orders
  - Unit Returns
  - Scout Credits
  - Scout Sales
  - Online Orders
  - Take-Order
  - Organization
  - Units
  - Users & Scouts

- Home
- Camp Masters
- Main
  - Dashboard
  - Unit Orders
  - Unit Returns
  - Scout Credits
  - Scout Sales
  - Online Orders
  - Take-Order
- Organization
  - Units
  - Users & Scouts

### Unit Commitment for Troop 4071 - 2019 Fall Popcorn Sale

Show-N-Sell:

Take Order:

**SUBMIT COMMITMENT**

Select Sale Type(s); click "Submit Commitment"

#### ADDRESS

Address 1: Scout Road

Address 2:

City: Depauw

State: IN - Indiana

Zip: 47115

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

#### CONTACT

Primary Contact: Linda Foster

First Name: Linda

Last Name: Foster

Email: xxxx@gmail.com

Phone: (555) 555-5555

(Used for login)

**UPDATE CONTACT INFO**

## Units &gt; Pack 20 &gt; Users

📄 INFO

👤 **USERS**

+ Add User

✖ Remove

✉ Send Sign-On Link

🔄 Layouts ▾

📄 Export to Excel

📄 Export to PDF

<input type="checkbox"/>	Type	Key Code	First Name	Last Name	Phone	Email
<input type="checkbox"/>	Scout	D99K	Anthony	Cummins		trimphinst
<input type="checkbox"/>	Scout	CQD8	Calvin	Fussell		dfussell@
<input type="checkbox"/>	Leader	DQ2	Chris			risbingh
<input type="checkbox"/>	Scout	1JP9	Dylan			nda.zi
<input type="checkbox"/>	Scout	CWVL	Hunt			
<input type="checkbox"/>	Scout	1S8T	Isaac			onphot
<input type="checkbox"/>	Scout	1C99	Jayd			ashley.nay
<input type="checkbox"/>	Scout	RHH	Logan	Weyer		krislynn92
<input type="checkbox"/>	Scout	1J5G	Nathanual	Fouch		nathanualf
<input type="checkbox"/>	Scout	DT82	Solomon	Tims		monkeybu

**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.**

- ☰ Home
- 🏠 Camp Masters
- 🏠 Main
  - 📊 Dashboard
  - 📦 Unit Orders
  - 🔄 Unit Returns
  - 📄 Scout Credits
  - 📄 Scout Sales
  - 🛒 Online Orders
  - 📄 Take-Order
- 👤 Organization
  - 🏠 Units
  - 👥 Users & Scouts

## Unit Orders

Council:  District:   
Drive:  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
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**Click "Create Unit Order"**

No data to display

No data to paginate < >

Page size: 25

- 🏠 Home
- 📍 Camp Masters ▾
- 🔗 Main ▾
  - 📊 Dashboard
  - 📦 Unit Orders
  - ↩️ Unit Returns
  - 📄 Scout Credits
  - 📄 Scout Sales
  - 🛒 Online Orders
  - 📄 Take-Order
- 👤 Organization ▾
  - 🏠 Units
  - 👥 Users & Scouts

**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 **11/19 12:00 AM** and are due by **9/30/19 12:00 AM** .

Payments due to Council by 11/12/19

Place an Order ↻

- Home
- Camp Masters
- Main
  - Dashboard
  - Unit Orders
  - Unit Returns
  - Scout Credits
  - Scout Sales
  - Online Orders
  - Take-Order
- Organization
  - Units
  - Users & Scouts

# 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
			<b>Total</b>	<b>\$0.00</b>

- Home
- Camp Masters
- Main
  - Dashboard
  - Unit Orders
  - Unit Returns
  - Scout Credits
  - Scout Sales
  - Online Orders
  - Take-Order
- Organization
  - Units
  - Users & Scouts

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

SUMMARY CONTACT PRODUCTS SCOUT SALES

Save Layouts Export to Excel Export to PDF Cancel Changes

Image	Code ↑	Product Name	Price	Qty Needed from Scout Sales	Order Quantity	Total
	G	14pk Extra Btr Roasted Summer Corn	\$15.00	0	<input type="text" value="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

Click Save when finished with order.

Must be entered in container quantities equal to full cases.



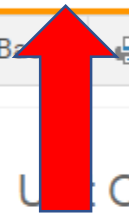


- Home
- Camp Masters
- Main
  - Dashboard
  - Unit Orders
  - Unit Returns
  - Scout Credits
  - Scout Sales
  - Online Orders
  - Take-Order
- Organization
  - Units
  - Users & Scouts

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

[SUMMARY](#)
[CONTACT](#)
[PRODUCTS](#)
[SCOUT SALES](#)

[Back](#)
[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

- ☰ Home
- 🏠 Camp Masters
- 🏠 Main
  - 📊 Dashboard
  - 📦 Unit Orders
  - 🔄 Unit Returns
  - 📄 Scout Credits
  - 📄 Scout Sales
  - 🛒 Online Orders
  - 📄 Take-Order
- 👤 Organization
  - 🏠 Units
  - 👥 Users & Scouts

## Unit Orders

Council:  District:

Drive:  Sale:

[+ Create Unit Order](#) [✓ Approve](#) [🖨 Picking Tickets](#) [👁 Layouts](#) [📄 Export to Excel](#) [📄 Export to PDF](#)

<input type="checkbox"/>	Sale	Order #	Status	Warehouse	Unit Type	Unit Number	Contact Name	Contact Email	Contact Phone	
<input type="checkbox"/>	Show-N-Sell	787635	Submitted	Brandeis 1;...	Troop	309	Katie Evere...	abohannon...		...

Page 1 of 1 (1 items) < 1 > Page size: 25

**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**






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

- Home
- Camp Masters
- Main
  - Dashboard
  - Unit Orders
  - Unit Returns
  - Scout Credits
  - Scout Sales
  - Online Orders
  - Take-Order
- Organization
  - Units
  - Users & Scouts

 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	<input type="text" value="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

- Home
- Camp Masters
- Main
  - Dashboard
  - Unit Orders
  - Unit Returns
  - Scout Credits
  - Scout Sales
  - Online Orders
  - Take-Order
- Organization
  - Units
  - Users & Scouts

# 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.**

Submitted @ 2/28/19 3:04 PM by Katie Everette  
Revised @ 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

- Home
- Camp Masters
- Main
  - Dashboard
  - Unit Orders
  - Unit Returns
  - Scout Credits
  - Scout Sales
  - Online Orders
  - Take-Order
- Organization
  - Units
  - Users & Scouts

## Dashboard

2019 Fall Popcorn Sale

Linda Foster | Troop 4071  
Lincoln Heritage Council | Lewis & Clark

### To Do:

Submit your Unit Commitment Form

### Links:

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

Show-N-Sell Start: 2/6/19 - Due: 8/15/19  
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Returns due 10/01/19 by 3:00pm

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

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

You don't have any sales yet.

**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"**

**Click "PRODUCTS - available products for Sale Type will populate on the screen**

Unit Order #787641 - Not Submitted

**Pickup At:**

Service First Warehouse  
907 Peterson Drive,  
Elizabethtown, KY 42701

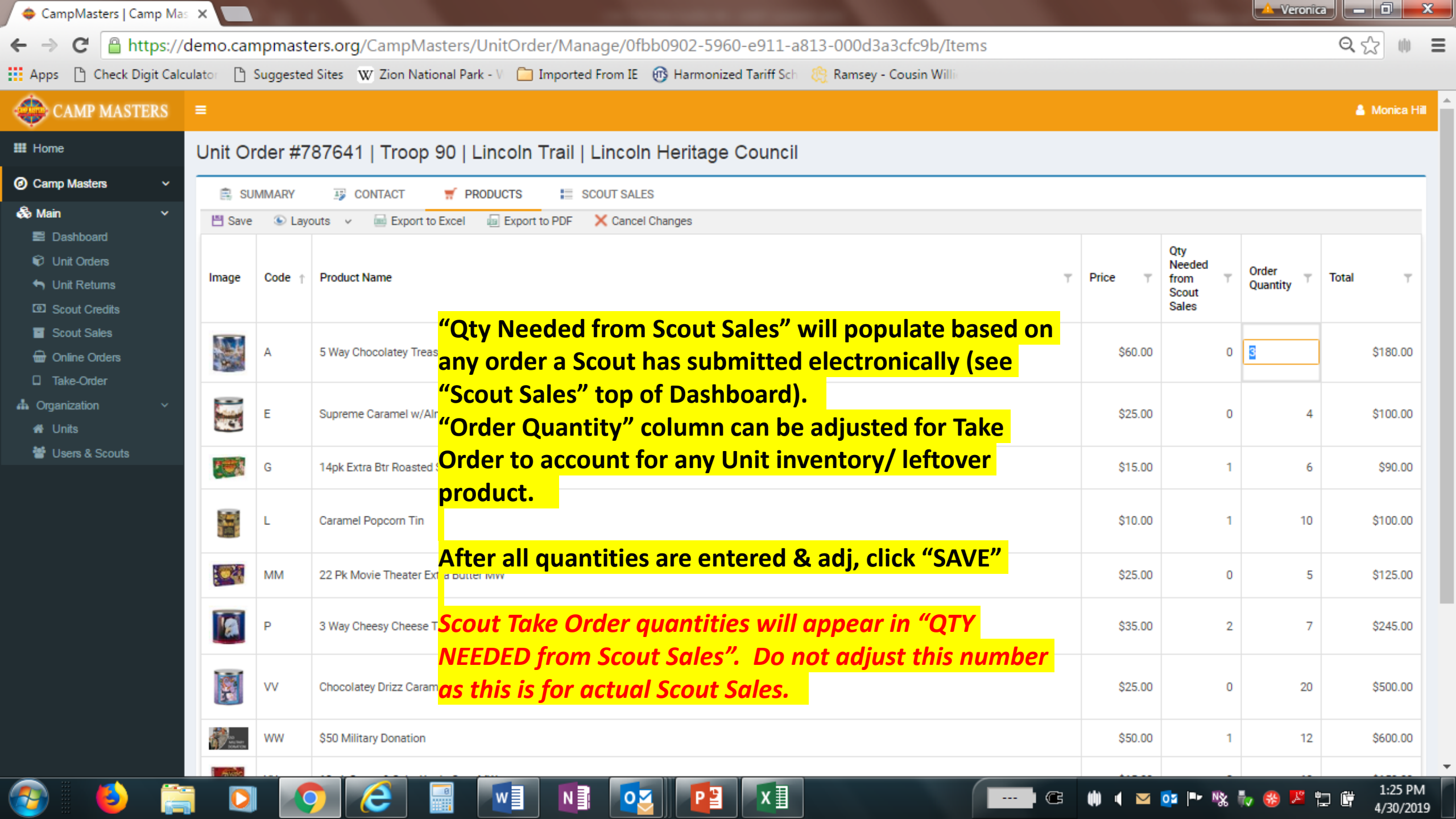
**Troop 90**

Lincoln Heritage Council  
Lincoln Trail

**Monica Hill**

3450 Bradfordsv  
Lebanon, KY 400  
Phone: (270)692  
Email: monicahil

Product	Name	Price	Qty	Ext Price
			Total	\$0.00



Unit Order #787641 | Troop 90 | Lincoln Trail | Lincoln Heritage Council

SUMMARY CONTACT PRODUCTS SCOUT SALES

Save Layouts Export to Excel Export to PDF Cancel Changes

Image	Code ↑	Product Name	Price	Qty Needed from Scout Sales	Order Quantity	Total
	A	5 Way Chocolatey Treas	\$60.00	0	<input type="text" value="3"/>	\$180.00
	E	Supreme Caramel w/Alr	\$25.00	0	4	\$100.00
	G	14pk Extra Btr Roasted S	\$15.00	1	6	\$90.00
	L	Caramel Popcorn Tin	\$10.00	1	10	\$100.00
	MM	22 Pk Movie Theater Ex a butter w/w	\$25.00	0	5	\$125.00
	P	3 Way Cheesy Cheese T	\$35.00	2	7	\$245.00
	VV	Chocolatey Drizz Caram	\$25.00	0	20	\$500.00
	WW	\$50 Military Donation	\$50.00	1	12	\$600.00

**“Qty Needed from Scout Sales” will populate based on any order a Scout has submitted electronically (see “Scout Sales” top of Dashboard).**

**“Order Quantity” column can be adjusted for Take Order to account for any Unit inventory/ leftover product.**

**After all quantities are entered & adj, click “SAVE”**

**Scout Take Order quantities will appear in “QTY NEEDED from Scout Sales”. Do not adjust this number as this is for actual Scout Sales.**



Unit Order #787641 | Troop 90 | Lincoln Trail | Lincoln Heritage Council

SUMMARY CONTACT PRODUCTS SCOUT SALES

Save Layouts Export to Excel Export to PDF Cancel Changes

Image	Code	Product Name	Price	Qty Needed from Scout Sales	Order Quantity	Total
	A	5 Way Chocolatey Treasures Tin	\$60.00	0	3	\$0.00
	E	Supreme Caramel w/Alm, Pec, Cashews Tin	\$25.00	0	4	\$0.00
	G	14pk Extra Btr Roasted Summer Corn	\$15.00	1	6	\$0.00
	L	Caramel Popcorn Tin	\$10.00	1	10	\$0.00
	MM	22 Pk Movie Theater Extra Butter MW	\$25.00	0	5	\$0.00
	P	3 Way Cheesy Cheese Tin	\$35.00	2	7	\$0.00
	VV	Chocolatey Drizz Caramel	\$25.00	0	20	\$0.00
	WW	\$50 Military Donation	\$50.00	1	12	\$0.00
	YY	12 pk Sweet & Salty Kettle Corn MW	\$15.00	2	10	\$0.00
	ZA	3 Way Premium Tin	\$45.00	2	8	\$0.00
	ZZ	\$30 Military Donation	\$30.00	0	9	\$0.00

Click "Save" when complete. Be sure to review quantities and total dollars ordered.

Once Order is complete and saved, Click "SUMMARY" to review.



Unit Order #787641 - Not Submitted

View of "SUMMARY" order.  
Click "Submit to Council"  
You can print a copy for your records from here.

## Pickup At:












Service First Warehouse  
907 Peterson Drive,  
Elizabethtown, KY 42701

## Troop 90

Lincoln Heritage Council  
Lincoln Trail

## Monica Hill

3450 Bradford Rd.  
Lebanon, KY  
Phone: (270)  
Email: monic

Product		Name	Price	Qty	Ext Price
	A	5 Way Chocolatey Treasures Tin	\$60.00	3	\$180.00
	E	Supreme Caramel w/Alm, Pec, Cashews Tin	\$25.00	4	\$100.00
	G	14pk Extra Btr Roasted Summer Corn	\$15.00	6	\$90.00
	L	Caramel Popcorn Tin	\$10.00	10	\$100.00
	MM	22 Pk Movie Theater Extra Butter MW	\$25.00	5	\$125.00
	P	3 Way Cheesy Cheese Tin	\$35.00	7	\$245.00
	VV	Chocolatey Drizz Caramel	\$25.00	20	\$500.00
	WW	\$50 Military Donation	\$50.00	12	\$600.00
	YY	12 pk Sweet & Salty Kettle Corn MW	\$15.00	10	\$150.00
	ZA	3 Way Premium Tin	\$45.00	8	\$360.00
	ZZ	\$30 Military Donation	\$30.00	9	\$270.00

Total \$2,720.00

**UNIT LEADER DASHBOARD/HOME PAGE BELOW.**  
**FOR SCOUTS AND SCOUTING FAMILIES TO SELLONLINE AND ENTERING SCOUT TAKE ORDERS, REFERENCE**  
**“CM SYSTEM GUIDE #5 – SCOUTS 2019”**  
**BOTH GUIDES WILL BE AVAILABLE ON THE CAMP MASTERS WEBSITE – [www.campmasters.org](http://www.campmasters.org) “HOW TO ORDER POPCORN”**

**CAMP MASTERS** Linda Foster

**Home** | **Dashboard**

**Camp Masters** |

**Main**

- Dashboard
- Unit Orders
- Unit Returns
- Scout Credits
- Scout Sales
- Online Orders
- Take-Order
- Organization
  - Units
  - Users & Scouts

**Linda Foster | Troop 4071**  
Lincoln Heritage Council | Lewis & Clark

**To Do:**

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**Take Order** Start: 2/6/19 - Due: 9/30/19  
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You don't have any sales yet. Scout Totals