

# 2023 POPCORN SALE LEADER GUIDE



**PINE TREE COUNCIL**

*in partnership with*

**CAMP MASTERS**  
GOURMET POPCORN

# CONTENTS

Ready! Set! Go!	3
Let's Make This Your Best Sale Ezver!	4
Kernel Checklist	5
Important Dates and Contacts	6
2023 Product Selection	7-8
Popcorn Squad	9
Council Commissions and Prizes	10
CAMP MASTERS Prizes	11
Your Popcorn Kickoff	12
Creating / Managing Momentum	13
How Much Popcoin to Sell	14
Goal Setting	15
Multiple Ways to Sell	16-17
Take Order – Cash or Credit Card	18
Register Your Scouts	19-22
Picking Up Popcorn	23

# Ready! Set! Go!

We hope this guidebook provides a step-by-step approach to setting your Unit up for popcorn sale success.

2023 CAMP MASTERS is providing all Councils and Units with training and marketing resources. Some information on these resources is included in this guide. And you'll gain access to others over the coming months leading up to the sale. Please join our Facebook group

<https://www.facebook.com/groups/campmastersunitsparentsandscouts/>

Also check out <https://www.campmasters.org/> for more resources.

However, if you need anything to help fuel your popcorn success, please don't hesitate to email our great team for assistance:  
**customerservice@campmasters.org.**

We are fully invested in your popcorn success!

Warm Regards,

Jason Sieg  
Vice President of Sales and Marketing  
CAMP MASTERS Popcorn Brand



# LET'S MAKE THIS YOUR BEST SALE EVER!

---

Congratulations on choosing to have your Unit fund its program through the Popcorn Fundraiser. You've likely heard many times that *"it's not about selling popcorn, it's supporting Scouting."* But what does this mean? And how does it impact each Scout?

Scouting is here to help children become ethical adults that make good decisions. And popcorn serves an important role in this mentorship. It's a learning activity, just like any other, designed to build important skills toward this goal. Specifically:

## Association with Adults

Kids are sometimes shy or fearful around adults, even ones they know. For most, this doesn't resolve itself as they age. They gain the opportunity for exposure and practice communicating with adults by participating in the popcorn sale. They build the confidence to make future things like college essays, job interviews, and talking to their boss much easier. It sounds like a simple interaction, but it's a way for them to overcome a tough barrier and learn how to navigate an adult-run world.

## Salesmanship and Entrepreneurship

Learning to set and reach goals through action helps Scouts develop important business skills. They learn how to best represent themselves and persuade others. In the future, they can use these tools to gain funding for a revolutionary business idea or be a strong team leader within their organization.

## Grow and Sustain Scouting

Scouting is not just an activity, but also a future career path. The mission of the organization needs strong leaders to carry the mentorship and impact forward into future generations. Everything they learn by participating prepares them to teach others what they know in Scouting or whatever future career they choose. Popcorn also brings Scouting to the attention of many others who may not be familiar with what Scouting offers.

## Fund Membership and Activities

The funds you raise can be used to cover registration fees, uniforms, trips, activities, day camps, summer camps, and high adventure experiences within the program. Fewer out-of-pocket expenses for families equals better-equipped kids and more participation.

Help all of your families save money by encouraging 100% participation! This year's popcorn fundraiser can be the best fundraiser EVER!



# KERNEL CHECKLIST

---

- ☐ Attend Popcorn Training
- ☐ Plan Annual Scout Program (w/ Unit Committee)
- ☐ Review Commission Structure & Prizes
- ☐ Determine Additional Unit Prizes
- ☐ Set Budget for Program
- ☐ Recruit Your #PopcornSquad
- ☐ Update Scout Roster (w/ Membership Chair)
- ☐ Direct Scouts to Self-Register or Update their Bio
- ☐ Determine Per-Scout Fundraising Goal
- ☐ Secure Storefronts
- ☐ Create Unit Timeline for Popcorn Sale
- ☐ Establish Guidelines for Popcorn Pickup / Returns & Money
- ☐ Confirm Show-N-Sell Locations & Times
- ☐ Place Unit Popcorn Order
- ☐ Host Unit Kickoff Meeting
- ☐ Prepare and Distribute Handouts
- ☐ Provide Selling Incentives & Games for Scouts
- ☐ Coordinate Pick-Up / Drop-Offs at District Warehouse
- ☐ Encourage Scout & Parent Participation
- ☐ Share Selling & Marketing Strategies
- ☐ Help Scouts Share Their Online Selling Link
- ☐ Place Final Popcorn Order
- ☐ Order and Distribute Prizes
- ☐ Remit Product Payments to Council
- ☐ Contact District Kernel as Needed for Assistance
- ☐ Celebrate!

# IMPORTANT DATES and CONTACTS

---

1. Unit Show and Sell Order Due – 8/8/23
2. Units pick up Show and Sell popcorn – 8/26/23
3. Unit Take Order Order Due – 10/10/23
4. All Payments Due – 10/10/23
5. Units pick up Take Order popcorn – 11/11/23

- ❖ Pine Tree Council Popcorn Kernel –
- ❖ Abnaki District Popcorn Kernel -
- ❖ Casco Bay District Popcorn Kernel –
- ❖ Kennebec Valley District Popcorn Kernel -
- ❖ York District Popcorn Kernel -
- ❖ Pine Tree Council Popcorn Contact –  
Leah Barry 207-517-6196  
Leah.Barry@scouting.org

# 2023 PRODUCT SELECTIONS

ON AVERAGE **73%** GOES TO SCOUTING

**ZZ** Support the Military and Scouting Too!

**\$30**  
Military  
Donation



**\$50**  
Military  
Donation

Choose from ZZ and CANDY MASTERS with  
and \$10 worth of popcorn to our military  
personnel. Choose from WW and CANDY MASTERS with  
and \$10 worth of popcorn to our military  
personnel.

**D0** Tasty Trio Tin



This Tasty Trio has 30%  
in your mouth. Choose from  
Caramel, Cinnamon, and  
Salty Kettle Corn and  
more ready to go. — 20oz.  
2.40 gal @

**P** 3-Way Cheesy Cheese Tin



Celebrate Scouting  
with a variety of popcorn  
flavors. Choose from  
of White and Yellow  
Cheese, Cheddar Cheese, and  
with a tangy Cheddar  
cheese. — 18 oz. 2.10 gal @

**MM** 22 Pack Movie Theater



Popcorn perfectly  
seasoned with  
EXTRA Butter. This  
popcorn is the  
movie theater.  
America's #1  
selling flavor! @

**E** Supreme Caramel Tin



Buttery popcorn Caramel  
Corn with Almonds.  
Peasants and Caramel —  
18 oz. 1.10 gal @

**X** Classic Trail Mix



Delicious combination of  
buttery popcorn, cashews,  
raisins, chocolate candies.  
— 14 oz @

**ZE** Chocolate Ditzie  
Caramel Bag



Buttery popcorn caramel  
popcorn with chocolate  
caramel. — 14 oz @

**ZG** Salted JUMBO Cashews



Salted JUMBO  
Cashews - Scouting's  
favorite. Buttery and  
crunchy. — 12 oz @

**G** 14 Pack EXTRA BUTTER  
Roasted Summer Corn



If you like buttery  
corn on the cob,  
you'll love this  
flavor popcorn.  
popcorn @

**K1** Cinnamon Crunch  
Popcorn Bag



Buttery popcorn with  
cinnamon crunch.  
— 14 oz @

**YY** 12 Pack Sweet & Salty Kettle Corn  
Microwave Popcorn



A sweet and salty  
add delicious kettle  
corn. Peasants and Caramel —  
18 oz. 1.10 gal @

**ZD** White Cheddar Cheese Bag



Cheddar popcorn  
with white cheddar  
cheese. — 14 oz @

**ZW** Chocolate Covered Pretzels Bag



Soft to your mouth.  
Chocolate Covered Pretzels.  
— 14 oz @

**V** Purple Popping Corn Jar



This popcorn  
contains naturally no  
butter, no artificial  
flavors, and 100% whole  
grain corn. — 10 oz @

**DD** Caramel Popcorn Bag



Multi-layered taste of  
delicious and crunchy popcorn.  
— 10 oz @

**U** 6 Pack Butter  
Microwave Popcorn



A convenient way to  
enjoy popcorn. This  
is a 6-pack of 100% whole  
grain popcorn. — 10 oz @

\* Packaging may change subject to availability.

\*\* Some popcorn varieties are lighter than others.

Popcorn weight is measured in ounces. Volume of tin is measured in gallons.

ALL PRODUCTS TRANS FAT FREE and NON-GMO POPCORN  
- Contains Antioxidants & Virtually Hulleless!  
- Feather Light / Low Calorie

Thank you for  
supporting Scouting

# PRODUCTS

Code	2023 Show and Sell Products	Items Per Case	Cost Item	Cost Case
U	6 Pack Butter Microwave	8	\$10	\$80
DD	Caramel Popcorn Bag	12	\$15	\$180
V	Purple Popping Corn Jar	6	\$15	\$90
ZD	White Cheddar Cheese Bag	9	\$20	\$180
YY	12 Pack Sweet & Salty Kettle Corn MW	8	\$20	\$160
KT	Cinnamon Crunch Bag	12	\$20	\$240
G	14 Pack Extra Butter Roasted Summer Corn MW	8	\$20	\$160
ZG	Salted Jumbo Cashews	12	\$25	\$300
X	Classic Trail Mix	8	\$25	\$200
E	Supreme Caramel Tin	8	\$25	\$200
MM	22 Pack Movie Theater Extra Butter MW	6	\$30	\$180
P	3-Way Cheesy Cheese Tin	1	\$40	\$40
Code	2023 Take Order Products	Items Per Case	Cost Item	Cost Case
ZW	Chocolatey Covered Pretzels Bag	12	\$20	\$240
ZE	Chocolate Drizzle Caramel Bag	12	\$25	\$300
DO	Tasty Trio Tin	1	\$60	\$60
WW	Support the Military and Scouting	1	\$50	\$50

# 2023 COUNCIL COMMISSION & PRIZES

## EARN 33% BASE COMMISSION

Everyone starts here

## EARN SALES SUCCESS COMMISSION

If your total unit sales (including Show & Sell, Take Order, and Online sales) falls into one of the categories below, you will earn extra commissions.

- For sales of \$7,501 to \$12,499 you will receive an additional 3% commission added to the Base Commission.
- For sales of \$12,500 to \$19,999 you will receive an additional 4% commission added to the Base Commission.
- For sales of \$20,000 or more you will receive an additional 5% commission added to your base commission.

## EARN ADDITIONAL 2% COUNCIL KICK-OFF COMMISSION

Have a representative of your unit attend the In-Person Council Kick-off, on June 14, 2023 or June 20, 2023, and you will earn an additional 2% commission

## EARN ADDITIONAL 2% MEMBERSHIP GROWTH COMMISSION

Attend one of the August 2023 Roundtables, and hold a recruiting event for your unit before 9/30/2023 to earn an additional 2% commission.

## EARN ADDITIONAL 1% NEW UNIT SALE COMMISSION

Recruit a unit that has never participated in a Pine Tree Council popcorn sale or one that hasn't participated since 2019, and earn an additional 1% commission. (The recruited unit also earns the additional 1% Commission.)\*



# Additional Scout Incentives

In addition to the Keller Prize Program, Pine Tree Council is offering the following incentives

## Council Top Seller:

\$500 Amazon Gift Card\* & Recognition in Pine Spills

## District Top Seller:

(except Council Top Seller)

\$200 Amazon Gift Card\* & recognition in Pine Spills.

\*Visa Gift Card may be substituted

## Above and Beyond – Yes, it possible

- Sell over \$4,000 - receive a \$50 Gift Card or \$100 Campership for a Pine Tree Council 2024 Camp
- Sell over \$4,500 - receive a \$75 Gift Card or \$150 Campership for a Pine Tree Council 2024 Camp
- Sell over \$5,000 - receive a \$100 Gift Card or \$200 Campership for a Pine Tree Council 2024 Camp



## FILL A SHEET DRAWING

Fill your order sheet and you'll be entered to win a \$20.00 Amazon Gift Card!

1. Fill your popcorn order form with orders.
2. Make a copy or scan it.
3. Send it to [pinetreecouncil@ptcbsa.org](mailto:pinetreecouncil@ptcbsa.org) as soon as it is full.
4. Your name will be placed in a weekly drawing to win a \$20.00 Gift Card
5. If your name is not selected, your entry stays in the next drawing.
6. Every time you Fill Up A Sheet, (with new names), send it in.

All entries must be received by 10:00 pm on the Tuesday BEFORE the drawing! The first drawing will be on September 6, 2023, and every Wednesday after that.

The last drawing will be on October 4, 2023.

Any questions please contact [leah.barry@scouting.org](mailto:leah.barry@scouting.org).

Please Note: All lines must include actual customer information. Forms with no names, or with placeholders (i.e. customer 1, customer 2, ) will not be eligible for the drawing.



# CAMP MASTERS PRIZES

IN ADDITION to Council incentives, CAMP MASTERS offers prizes to recognize Scouts Popcorn Sale efforts.



SELL \$400+ ONLINE  
GET A \$10 AMAZON  
GIFT CARD

## High Achiever Prizes (Selling \$3,000 or more)



SELL \$3000+ TOTAL  
GET 4% BACK ON A  
VISA or EGift card

OR



THIS CAMPER PKG  
2-Person Tent, 3W-200 Lumen COB LED  
Headlamp, 4x30 Binoculars, 6-in-1  
Cooking Multi-Tool, Cooler Chair  
Backpack, Metal Campfire Mug w/ BSA  
Branding, and Sleeping Bag. Image not  
to scale, items are shown larger to show  
detail.

# YOUR POPCORN KICKOFF

A great popcorn sale starts with a great popcorn kickoff! Follow these simple steps to start your popcorn sale with a BANG and motivate your Scouts, parents and other volunteers.

1. **Set the Agenda.** Think of things that are fun and fast-paced. This helps build energy and excitement for the popcorn sale. Scouts will leave ready to earn their way selling delicious popcorn!
2. **Ask for Help.** Enlist others to help you pull off a fun and exciting popcorn kickoff! No need to try and take it all on yourself.
3. **Know Your WHY.** Share the exciting Scouting Program that this fundraiser will support. Talk about the activities and what the Scouts will experience, and reiterate that it can all be paid for by POPCORN!
4. **Review the Forms.** Show Scouts the forms they'll be using in detail so they understand how to use them to promote the products and capture orders.
5. **Build their Profile.** Have each Scout register or update their profile at [CAMPMASTERS.org](http://CAMPMASTERS.org).
6. **Ready to Sell!** Add CAMP MASTERS to their phones.
7. **Sharing is Caring.** Explain how they can share their CAMP MASTERS profile link with friends, family and through social media.
8. **Cover What's Critical.** Spend some time explaining the different ways to sell, key dates for the program and show and sell locations.
9. **Focus on the Goal.** Motivate Scouts to take on the Unit Scout goal and to pick an awesome prize as part of their goal!
10. **Create a Memory.** End the night with a fun and memorable event. Scouts love to be part of the action.



# CREATING / MANAGING MOMENTUM



Fundraising is not a sales pitch but a long-term partnership between your Unit and the people in your community.

Perhaps the hardest part of any fundraiser is creating and keeping the momentum up before and during the sale.

Families are busy and Scouting may not be their only after-school activity. So we've compiled a list to help you keep excitement and spirits high throughout the popcorn sale.

- Ensure everyone knows the purpose of the fundraiser. Spread the word in every way possible!
  - Send letters home with your Scouts.
  - Talk to the parents individually. Share what the proceeds will be used for.

## Dear Scouting Families

- A game board for Scouts to help them reach their sales goal.
- Promote popcorn as a great gift for teachers, coaches, employees, and business associates.
- An award/reward for the first, second, and third place Scouts to reach a specific objective you set during your popcorn sale.
- A "Make A Difference" flyer explains how a popcorn purchase benefits Scouts and their units. This helps make people feel good about making a difference.
- A goal guide with tips on keeping fundraisers motivated by setting weekly or monthly goals. You can also include bonuses or prizes for incentives.
- A printable progress chart to keep Scouts and families informed.



# UNIT BUDGETING & GOAL SETTING

The mission behind the unit program planning philosophy is to help Scouting units fulfill young people's need for adventure and deliver on this promise. Units that operate under an annual program plan, that young people help construct, are proven to be more successful and make a more profound impact on the lives of their members. We promise young people the most exciting adventures they can imagine, and we had better be prepared to make it happen. How do you get buy-in and commitment from your unit's families when it comes to annual programming and fundraising needs? Your answer to this question is the key factor to the level of success your Scouting program will enjoy.

Brainstorming Ideas to Get You Started - The unit might plan and fund some of the following:

## **Program Ideas:**

Summer Camp  
Cub Scout Council Events  
Monthly Unit Activities  
Pinewood Derby  
Patrol/Den Activities

## **Other Considerations:**

BSA Registrations & Life Magazine  
Meeting Supplies/Awards & Recognitions  
Den/Patrol Expenses/Training Courses  
Unit Equipment  
Uniforms/Personal Camping Equipment  
Assistance for Low-income Scout Families

Once there are several ideas under consideration, filter them to allow the most realistic ones to surface. Be cautious not to discount Scouts ideas. Do provide them with enough information to decide which are most in creating their best program year.

Next, add key dates to a unit calendar that will be shared with Scouts and parents. Be sure to account for vacations, holidays and other school functions.

You now know what you're doing and when. It's time to budget! You can use the planner to help you organize activities and determine your fundraising goal.

Scouting teaches Scouts to earn their way. And a organized popcorn sale helps them learn to plan and meet their goals. Studies show your Scouting families appreciate a well planned sale that helps them coordinate it within their already busy lives.

Show them how the Unit and Scout sales fund the planned activities within the program. Present them with a clear fundraising goal. And offer an approach that allows them to achieve their goal.

**A little time spent organizing now, means more participation and success in the fall!**



# SCOUTS GOAL SETTING – THE KEY TO A SUCCESSFUL SALE

How do you get buy-in and commitment from your unit's families when it comes to annual programming and fundraising needs?

Goal Setting



**Ideas to Get You Started** – the unit might plan and fund some of the following, in whole or part:

- Summer Camp / High Adventure Trips
- BSA Annual Registration and Scout Life Magazine
- Patrol / Den Activities / Unit Activities / Council Activities
- Meeting Supplies / Awards and Recognition
- Youth and Adult Training Courses
- New Unit Equipment
- Uniforms / Personal Camping Equipment
- Assistance for Low-income Scout Families
- A Trip the Unit Always Wanted to Take

Scouting teaches Scouts to earn their way. The popcorn sale helps them learn to plan and meet their goals.

- Show them how the Unit and Scout sales fund the planned activities within the program.
- Present them with a clear fundraising goal
- Offer an approach that allows them to achieve their goal.

## How to Create Per Scout Goals

- Unit Sales Goal =  $\frac{\text{Total Program Dollars}}{\text{Popcorn Commission Goal}}$
- Scout Sales Goal =  $\frac{\text{Unit Sales Goal}}{\text{Number of Scouts}}$

# MULTIPLE WAYS TO SELL

## ONLINE

Online sales are easier than ever for kids to sell virtually to friends and family. The most important aspect of your online presence is the Scout profile. It's important to see that smiling Scout face on every profile. And that their bios are well-composed. Once they've set up their profile, there are links within the Scout profile to share their personal CAMP MASTERS account. You can also encourage parents to support their Scouts as well using this link within their networks. CAMP MASTERS has also provided a library of email templates, social media posts, and graphics to make this easier for everyone.



## SHOW and DELIVER / WAGON SALES

Involves the Scout bringing product door-to-door to customer residences to ask for support. This method is preferred for neighborhoods close to home. The product is carried along in a wagon or vehicle, making it a quick and easy process for the customer.



## TAKE ORDER

This can be taken through neighborhoods, to parents' co-workers, friends, and family. The customer places an order, on the order form, and pays the Scout to deliver the product when it arrives. The Scout should tell the customer when the product will be delivered.

**A large percentage of homeowners say that no one has ever come to their door, missing this great opportunity.**

# MULTIPLE WAYS TO SELL



**SHOW and SELL:**  
**STOREFRONT**  
**DRIVE-THRU**  
**POP UP SHOP**

**LOCATION! LOCATION! LOCATION!**

You can never start too early in securing storefronts. Look for high-traffic locations with good visibility. Here are some tips to help you do just that:



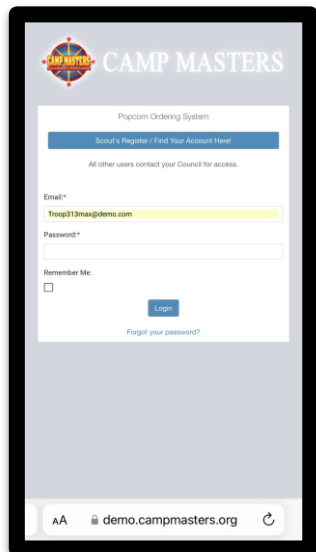
- Coffee and bagel shops
- The favorite local shop that everyone goes to
- Home Depot / Lowes / Tractor Supply
- Local hardware stores
- Convenience stores
- Dunkin Donuts
- Post office / bank
- Farm stands
- Car wash / Gas station
- Sporting events
- After religious service
- Office building
- Main Street



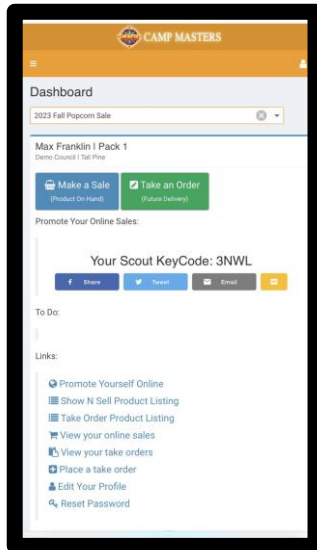
# TAKE ORDERS by CASH or CREDIT CARDS

## SCOUTS, PARENTS & LEADERS

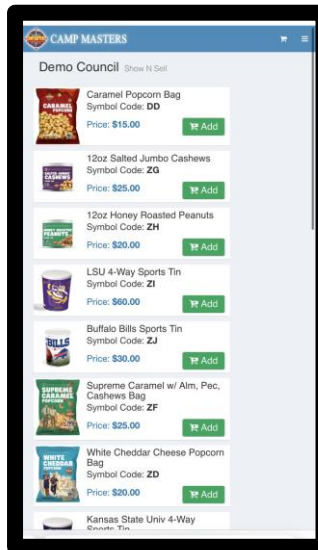
Follow these instructions to easily take orders and payment on your smartphone.



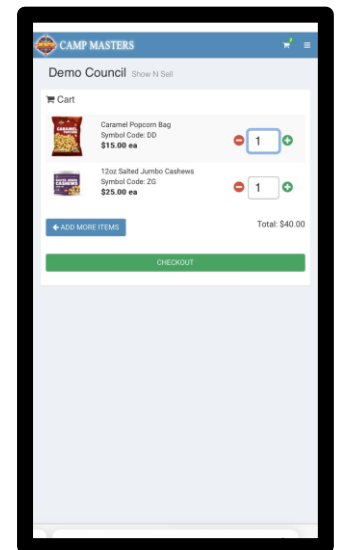
Login to CAMP MASTERS Dashboard



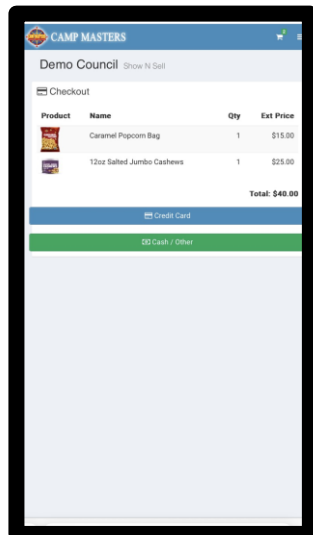
Click "Place a Take Order" from the dashboard



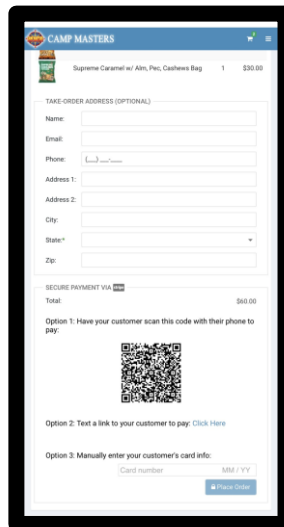
This will take you to the products page. Scroll down to find the requested product. Then click "Order" to add the item to the shopping cart



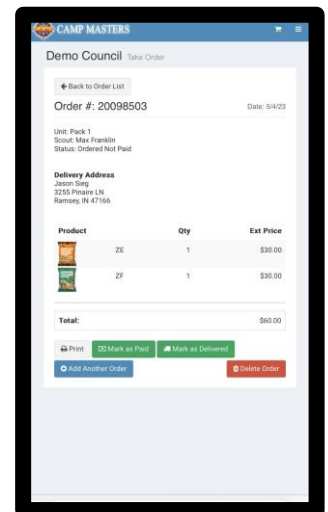
Scroll down to find the requested product. Then click "Order" to add the item to the shopping cart.



A confirmation window will appear. You can either take cash or Credit card for payment



To take payment, you can:  
1. Have the customer scan QR code for them to enter payment.  
2. Text them so they can enter payment.  
3. Enter Information manually.



Mark as paid and delivered if applicable.



# 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 Jason Sieg | Troop 313. The left sidebar contains navigation links: Home, Camp Masters, Main (Dashboard, Unit Orders, Unit Returns, Scout Credits, Scout Sales, Online Orders, Take-Order), and Organization (Units, Users & Scouts). The main content area is titled "Dashboard" and includes a "2020 Fall Popcorn Sale" banner. Below the banner, the user's name and troop are displayed. 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 links to "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, there are two sections: "Show-N-Sell" with a start date of 2/25/20 and due date of 8/7/20, and "Take Order" with a start date of 3/2/20 and due date of 10/23/20. Both sections include links to "View Product Listing", "Place Unit Order", "View Unit Orders", and "Award Scouts Credit".

The list of current Scouts registered in your Unit will be displayed.

The screenshot shows the CAMP MASTERS Users list for Troop 313. The left sidebar is the same as the previous screenshot. The main content area is titled "Demo Council | Demo District Anytown | Troop 313 > Users". Below the title, there are tabs for "INFO" and "USERS". The "USERS" tab is active, and it shows a table of users. The table has columns for "Type", "Key Code", "First Name", "Last Name", "Phone", and "Email". The table contains 7 rows of data. Below the table, there is a pagination bar showing "Page 1 of 1 (7 items)" and a "Page size: 25" dropdown.

Type	Key Code	First Name	Last Name	Phone	Email
Leader		Jason	Sieg	(214) 608-3499	pkp25@yahoo.com
Scout	D9YW	Jacob	Smith	(555) 555-5555	Troop313Jacob@scouting.org
Scout	D9ZJ	Jeff	Hawkins	(214) 366-3455	wayne1965@gmail.com
Scout	D9ZH	Jill	Smith	(888) 888-8888	jillsmith@gmail.com
Scout	D9V7	Max	Franklin	(214) 608-3499	troop313max@demo.com
Scout	D9YX	Max	Sieg	(812) 347-3505	jason@yahoo.com
Scout	D9Y9	Ryan	Franklin	( ) -	Ryno23@yahoo.com

# REGISTER YOUR SCOUTS

**Step Two:** Remove any Scouts no longer in your Unit by clicking the box to the left of their name(s). And then selecting “Remove” from the menu above.

The screenshot shows the Camp Masters web application. The top navigation bar is orange with the 'CAMP MASTERS' logo on the left and a user profile 'Jason Sieg' on the right. A dark sidebar on the left contains a menu with options like Home, Camp Masters, Main, Dashboard, Unit Orders, Unit Returns, Scout Credits, Scout Sales, Online Orders, Take-Order, Organization, Units, and Users & Scouts. The main content area is titled 'Demo Council | Demo District Anytown | Troop 313 > Users'. Below this, there are tabs for 'INFO' and 'USERS'. The 'USERS' tab is active, showing a table of users. Above the table, there are buttons: '+ Add User', 'Remove' (highlighted in orange), 'Send Sign-On Link', 'Layouts', 'Export to Excel', and 'Export to PDF'. The table has columns: Type, Key Code, First Name, Last Name, Phone, and Email. It lists seven users, including a Leader and six Scouts. Two Scouts (Jeff Hawkins and Jill Smith) have checkboxes selected. At the bottom, it says 'Page 1 of 1 (7 items)' and 'Page size: 25'.

Type	Key Code	First Name	Last Name	Phone	Email
Leader		Jason	Sieg	(214) 608-3499	pkp25@yahoo.com
Scout	D9YW	Jacob	Smith	(555) 555-5555	Troop313Jacob@scouting.org
Scout	D9ZJ	Jeff	Hawkins	(214) 366-3455	wayne1965@gmail.com
Scout	D9ZH	Jill	Smith	(888) 888-8888	jillsmith@gmail.com
Scout	D9Y7	Max	Franklin	(214) 608-3499	troop313max@demo.com
Scout	D9YX	Max	Sieg	(812) 347-3505	jason@yahoo.com
Scout	D9Y9	Ryan	Franklin	() -	Ryno23@yahoo.com

**Step Three:** For the remaining Scouts, make sure their contact information is correct. Then select them by clicking the box to the left of their names. And then select “Send Sign-On Link”.

This screenshot is similar to the previous one, but the 'Send Sign-On Link' button is now highlighted in orange. Additionally, all checkboxes in the first column of the user table are now selected. The rest of the interface, including the sidebar, top bar, and table data, remains the same.

This will email each of the Scouts their unique CAMP MASTERS link so they can access the system without having to login. This makes taking orders and payments much easier.

# REGISTER YOUR SCOUTS

**Step Four:** For new Scouts, select the “Setup / Import Scouts” option from the dashboard.

**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

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

**CAMP MASTERS**

Home

Camp Masters

Main

Dashboard

Unit Orders

Unit Returns

Scout Credits

Scout Sales

Online Orders

Take-Order

Organization

Units

Users & Scouts

**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)

Page 1 of 1 (7 items) < 1 > Page size: 25

Copyright © 2020 Camp Masters. Time Zone: (UTC-05:00) Eastern Time (US & Canada) | V: 20200508.1

# REGISTER YOUR SCOUTS

**Step Six:** Select your file and complete the field matches to the spreadsheet columns below. If your sheet has headers, be sure to select the “First Row Has Headers” box.

Import Scouts

Choose a file to import:

Browse...

First Row Has Headers:\* ☐

IMPORT MAPPING

Match each import field to the import file's columns or type in a custom value to be used.

Council:

District:

UnitType:

UnitNumber:

Email:

FirstName:

LastName:

Phone:

Number of Rows:

You'll see a data preview as you assign each field for import. Once complete, click “Import”.

First Row Has Headers:\* ☒

IMPORT MAPPING

Match each import field to the import file's columns or type in a custom value to be used.

Council:  Council

District:  District

UnitType:  UnitType

UnitNumber:  UnitNumber

Email:  Email

FirstName:  FirstName

LastName:  LastName

Phone:  Phone

Number of Rows: 3

IMPORT

You'll see a green success box once imported.

✓ Import Succeeded - Download and review the import file for details. [Click here to download the import results file.](#)

If you get an error, check your spreadsheet rows again carefully for typos.

# VEHICLE CAPACITY ESTIMATES

---

Mid-size Car > 20 cases

Small SUV > 40 cases

Crossover > 40 cases

Mini van > 60 cases

Large SUV > 70 cases

Commercial > 70 cases

All of the capacity estimates are very dependent upon the products, which affect the shapes of the cartons.

In all of the examples, except for the Full-size van, it is recommended that all seat, behind the front driver and passenger seats be: stowed into the car floor or removed.