

CAMP MASTERS FOR UNIT LEADERS

ORDERING SYSTEM INTRODUCTION

UPDATED: 2015

STEP 1:

- Council will issue you a Unit specific ID and Password
 - o These will be used to log in
 - o You may be prompted to change password – suggest you keep the same for ease of use
- Your Unit will already be set up in the system and assigned to a delivery/distribution location as part of your district
- Go to www.campmasters.org
- Click on the Councils and Units order here link at center left of page
- Select Council from dropdown list, Log In
- Select your commitment to sell in the link in blue on left of page
 - o Fill in requested information if a change is needed and update
 - o Use a valid email address

STEP 2:

- Enter your Scouts into the system
 - o Click on Admin Link at bottom of page
 - o Click on Scouts tab at top of page
 - o Enter Scouts into system to enable for online sales OR to track individual Scout sales
 - Click on Add button OR click on Scout tab again
 - Enter your Scout's information
 - Suggest using naming convention with unique identifiers [Lastname][Firstinitial]
 - Assign an easy password – must be unique
 - Use a VALID email address for the Scout or parent
- NOTE: this is also where you Assign Show and Sell Credit for reporting purposes
- Click update with each Scout submission, repeat as needed
- You can also upload in BULK – see instructions when you are logged in, under the Scout tab

STEP 3:

- Submit your order, by order type (Show and Sell or Take Order)
 - o Click on appropriate blue link on the menu at left side of screen
 - o If an order exists already you will be prompted
 - o Only the Council can amend an order if you have click submitted
- Preview order by clicking preview order
- Submit to Council when complete

Step 4:

- Order prizes at link on left, same process as orders above