

REGISTER YOUR UNIT & SCOUTS

How to Get Started on the Popcorn Website

1. Go to www.PRPopcorn.com
2. Click on "My Account"
3. Click on "Create Unit Profile"
4. Enter you Council Key – **524PDC**
5. Choose your District from the drop-down menu
6. Choose your unit type from the drop-down menu
7. Choose your unit number from the drop-down menu
8. Enter a username for the account (Does not need to be an email address) If you have more than one unit, you will need to create another user name – email and password can be the same)
9. Enter a Password for the account
10. Enter the remaining profile information including the email address where all confirmation emails for the account will be sent
11. Click "Submit"

How to Access My Account

1. Go to www.PRPopcorn.com
2. Click on "My Account"
3. Enter in your username and password
4. Once in the system, you will see your dashboard

The screenshot displays the PRPopcorn.com dashboard. At the top, there are navigation buttons for "New Order", "Manage Orders", "Scout Seller IDs", and "Worksheet Tool". Below these is an "Order Summary" section, updated every 2 hours, for the "Current Season - Fall 2021". A table shows the following data:

Order Type ▲	Total Containers	Total Retail Dollars	Total Unit Cost	Unit Commission
Show & Sell	305	\$6,550.00	\$4,519.50	\$2,030.50
Total	305	\$6,550.00	\$4,519.50	\$2,030.50

Below the table, it states "Prior Season Comparison - No records found". There are also sections for "Important Dates" (No records found) and "Council Info" for the Pennsylvania Dutch Council, located at 630 Janet Ave, Lancaster, PA 17601, with phone number 717-394-4063. A prominent blue button at the bottom center says "CLICK HERE to place your prize order".

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How to Update My Profile

1. Click on “Unit User” in the top right hand corner of the screen
2. Your profile information will display
3. To update or change your profile, click “Edit Profile”
4. If you would like to change your password, click “Change Password”



What is Included in the Top Header

1. Dashboard – Select this anytime to go back to the dashboard
2. Sales Season – Here you can:
 - a. Add / edit / view any orders placed during the fundraiser year
 - b. Commit to each order type (Show & Sell or Take Order)
 - c. Print an invoice
3. Scouts – Here you can:
 - a. Add / view all you unit’s Scouts
 - b. Edit Scout’s information
 - c. Enter in Winner’s Circle prize
 - d. Activate / Inactivate Scouts
4. Reports – Here you can generate the following reports:
 - a. Pick Tickets
 - b. Online Invoices (online sales per Scout)
 - c. Remaining balance
 - d. Sales Summary
 - e. Commission Matrix – shows the commission percent assigned to your unit

(If there is a mistake with your percentage, contact Robin Kotzmoyer (Robin.Kotzmoyer@scouting.org)).

Setting a Goal – the Impact on the Unit and the Council

Unit and Council Impact

- Scouting Values
 - ✓ Scouts learn to earn their own way
 - ✓ Scouts learn responsibility
 - ✓ Scouts learn perseverance
 - ✓ Salesmanship
 - ✓ Communication
 - ✓ Self Confidence
 - ✓ Enhance Scouting Programs
 - ✓ Provide needed equipment
 - ✓ Reduce program costs

