SET UP SCOUTS ONLINE

How to Set Up Scouts for Pecatonica River Online Sales

1. Click "Scout Seller IDs" on the dashboard
2. To add a new Scout, enter in the required fields
    a. First Name
    b. Last Name (or the first 2 letters of the last name)
    c. Parent/Guardian email address
3. Click "Add". A random Seller ID will populate in the field and an email will be sent to the parent/guardian email with instructions and the Scout's Seller ID.
4. To "Edit" a Scout's information, click on "Edit" – the Scout's name and email can be changed – *the Seller ID cannot be changed*
5. A Scout can be made inactive to hide the account information. To view that Scout's information, click on "Inactive Scouts".
6. If the Seller ID email needs to be resent, in the Scout's file, click "Edit" without making a change.

Whitley's Nuts Online Sales Information

1. Instruct your customer to go to https://www.whitleysfundraising.com.
   Registration is Not Required. Organization Credit Captured in Checkout.
2. After the customer chooses items for the cart, from the cart select "Checkout".
3. Under Guest Checkout, the customer enters his/her email address and selects "Continue As Guest".
4. Choose Organization to Receive Credit:
    a. Region = Pennsylvania
    b. Organization/Council Name = Pennsylvania Dutch Council
    c. Unit/Other = Scout's Unit (select from drop-down)
    d. Participants Name = Scout's name (Customer needs to type Scout's name in box)
5. Customer finishes the Check Out process.
    Council will email Whitley's Nut sales reports to units with online sales.