

HOW TO ORDER PRODUCT

PECATONICA RIVER POPCORN

- Go to www.PRPopcorn.com and access your account
- Click "New Order" on the Dashboard
- Choose "Order Type" and Pick Up Location".
 - Show & Sell (**Due by 08/01/23**)
 - Take Order (**Due by 10/16/23**)
- Enter your order in the fields
 - Show & Sell (CASES ONLY)
 - Take Order (Cases and Containers)
- At the bottom of the order page, you may add notes or comments
- Click "Update" to place your order – ***If you do not click "Update" your order will not move forward for approval.***

HOW TO VIEW/EDIT AN ORDER

- Go to www.PRPopcorn.com and access your account
- Click "Manage Orders" on the Dashboard ***Orders can only be edited if the status states "Submitted by Unit" – an approved order cannot be edited*** (To change order status – Myrna.Walker@Scouting.org)
- To edit – click on "Details" and then "Edit Order" – you can change quantities and notes.
- Once finished, click "Update" – ***If you do not click "Update" your order will not move forward for approval.***

Order ID	Order Type	Location	Status	Added Date	Retail Total	Product Order Notes
1836295	Show & Sell	Pennsylvania Dutch Council	Approved by Council	5/11/2021	\$6,550.00	test, please call me.
Total					\$6,550.00	

WHITLEY'S NUTS

- Go to <http://padutchbsa.org> and click on "Fall Product Sale"
- Look for the Nut Order buttons
 - Show & Sell (**Due by 08/01/23**)
 - Take Order (**Due by 10/16/23**)
- Enter your unit information and choose the same warehouse as the popcorn order.
- Enter your order in the fields
 - Show & Sell (CASES ONLY)
 - Take Order (Cases and Containers)
- Click "Submit"

Show & Sell Nut Order

NOTE: During Show & Sell, additional popcorn and nut can be ordered using the "Consignment Package Order" button on the Fall Product Sale page of the Council website. This will be the **only** option to order additional products during Show & Sell.

Consignment Package Order