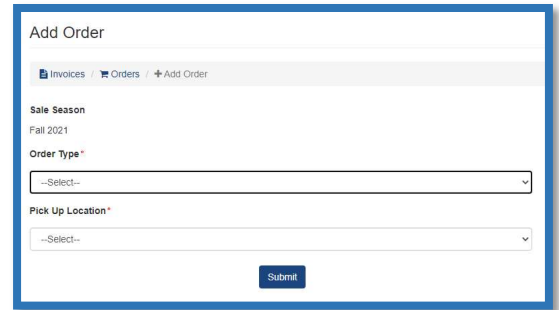


HOW TO ORDER PRODUCT

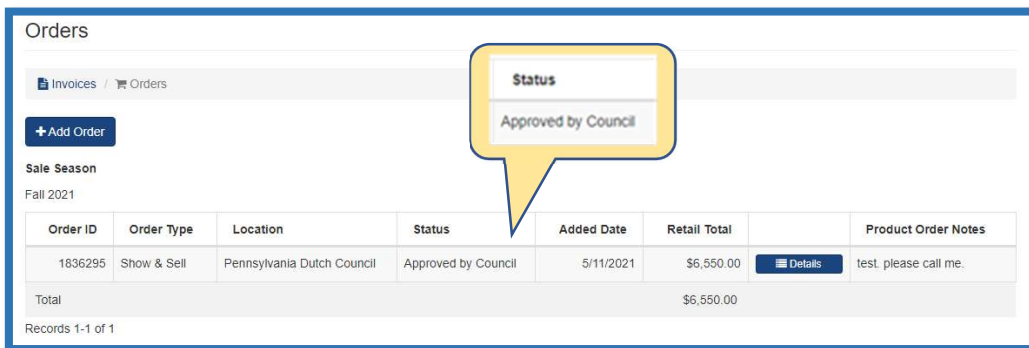
PECATONICA RIVER POPCORN

1. Go to www.PRPopcorn.com and access your account
2. Click “New Order” on the Dashboard
3. Choose “Order Type”.
 - a. Show & Sell (**Due by 08/02/24**)
 - b. Take Order (**Due by 10/15/24**)
4. Enter your order in the fields
 - a. Show & Sell (CASES ONLY)
 - b. Take Order (Cases and Containers)
5. At the bottom of the order page, you may add notes or comments
6. 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

1. Go to www.PRPopcorn.com and access your account
2. 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 – Lauren.Bowen@Scouting.org and Robin.Kotzmoyer@Scouting.org)
3. To edit – click on “Details” and then “Edit Order” – you can change quantities and notes.
4. 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

1. Go to <http://padutchbsa.org> and click on “Fall Product Sale”
2. Look for the Nut Order buttons
 - a. Show & Sell (**Due by 08/02/24**)
 - b. Take Order (**Due by 10/15/24**)
3. Enter your unit information.
4. Enter your order in the fields
 - a. Show & Sell (CASES ONLY)
 - b. Take Order (Cases and Containers)
5. 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