

Unit Web Portal Guide

This guide goes over frequently asked questions in regard to navigating and completing certain required tasks online in a unit's web portal. First Steps:

- Go to PRPopcorn.com
- Click on "My Account"
- Click on "Create Unit Profile"
- Enter your Council Key **449BSAC**
- Choose your District from the dropdown menu
- Choose your unit from the dropdown menu (the Unit type will populate based on the number you choose)
- Enter a username for the account (this does not need to be an email address as in previous years, but must be unique)
- Enter a Password for the account
- Enter the remaining profile information including the email address where all confirmation emails for the account will be sent.
- Click "Submit"
- You will need to log into your newly created account to complete the commitment process by answering your participation status in the sale and choice of commission options.

How to Access My Account?

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

The screenshot displays the PRPopcorn.com dashboard. At the top, there are navigation buttons: "New Order", "Manage Orders", "Scout Seller IDs", "Winner's Circle", and "Worksheet Tool". Below this is the "Order Summary" section for the "Current Season - Fall 2018". It includes a "Download data" link and a table with columns: Order Type, Product, Sale Season, Retail Price, Council Cost, Total Containers, Retail Cost, and Unit Cost. The table shows one row for "Show & Sell" with 2 containers and a total cost of \$40.00. Below the table is a "Prior Year Comparison" section with the message "No records found". At the bottom, there are two side-by-side sections: "Important Dates" with a table of events and "Council Info" with details for Caspio Council.

Event Date	End Date	Event Name	Event Details
6/15/2018	6/30/2018	Coachella	Test update
7/15/2018	7/30/2018	Mid Season Sale	test only

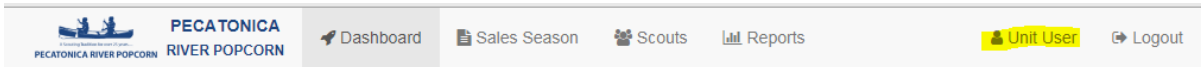
Name	Phone No.
Caspio Council	650-691-0900

Address	City
2953 Bunker Hill Ln #201	Santa Clara

State	Zip
California	95054

How to Update My Profile?

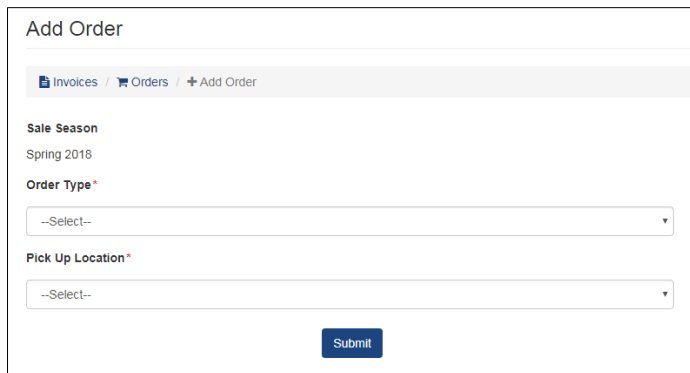
- Click on “Unit User” in the top right hand corner of the screen.



- Your profile information will display.
- To update or change your profile, click “Edit Profile.”
- If you would like to change your password, click “Change Password.”

How to Place an Order?

- Click “New Order” on the Dashboard.
- Choose what type of order you are entering (Take Order/Show n Sell) as well as pick up location.

A screenshot of the 'Add Order' form. The form has a breadcrumb trail: 'Invoices / Orders / + Add Order'. It contains the following fields: 'Sale Season' with the value 'Spring 2018'; 'Order Type' with a dropdown menu showing '--Select--'; and 'Pick Up Location' with a dropdown menu showing '--Select--'. A blue 'Submit' button is located at the bottom of the form.

- You will then be able to enter in your order.
 - o Remember:
 - Show n Sell orders = enter in as cases (If you are unsure of how many containers are in a case per product, please see “Helpful Tips” on PRPopcorn home page.)
 - Take Orders = enter in as containers
- At the bottom of the order form, you have the ability to add any notes/comments to the order.
- Click “Submit Order” to place your order. ****If you do not hit Submit Order, your order it will not be placed****

How to Edit/View an Order?

- Click “Manage Orders” on the Dashboard.
- Here you will see a list of orders you have placed.

Orders

[Invoices](#) / [Orders](#)

[+ Add Order](#)

Sale Season
Fall 2018

Order ID	Order Type	Location	Status	Added Date	Retail Total	
209289	Show & Sell	Test	Submitted by Unit	6/1/2018	\$40.00	Details
209290	Show & Sell	Test	Submitted by Unit	6/5/2018	\$0.00	Details
209294	Show & Sell	Test	Submitted by Unit	6/6/2018	\$50.00	Details

Records 1-3 of 3

- You can only edit an order if the order status says “Submitted by Unit.” Once your order is approved by District, Council, or PRP you will no longer be able to edit your order.
- If you are able to edit your order, click on “Details” and then “Edit Order.”
 - o Here you are able to change the quantities and any notes that were added.
- Once finished, click “Submit Order.” **** If you do not click Submit order your order will not be updated****

How to Enter/View/Edit a Scout for Online Sales (Seller ID)?

- Click “Scout Seller IDs” on the Dashboard.
- A list of Scouts with current online Seller ID’s will populate.
 - o You do not have to enter a Scout every year for a new Seller ID. Scouts can use the same ID year after year while with this unit.

Scouts

[Scouts](#)

[Active Scouts](#) [Inactive Scouts](#) [All Scouts](#)

[Bulk Delete](#)

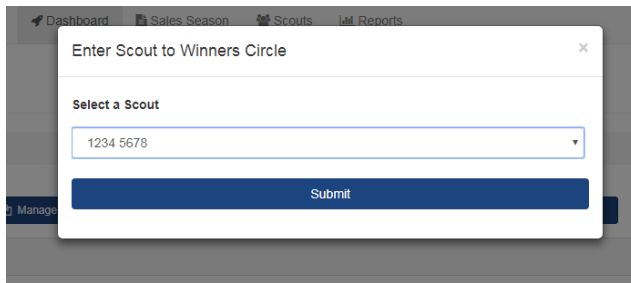
<input type="checkbox"/>	Inactive	First Name	Last Name	Email	Seller ID	Date Added		
<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>				Add
<input type="checkbox"/>	No	John	Doe	johndoe@email.com	0EAX6C	10/13/2017	Prizes	Edit Delete
<input type="checkbox"/>	Yes	Joe	Smith	joesmith@email.com	6QJN1C	10/30/2017	Prizes	Edit Delete
<input type="checkbox"/>	No	test	test	alisa.proskura@caspio1.com	S0211I	11/28/2017	Prizes	Edit Delete
<input type="checkbox"/>	No	Benny	White	bwhite@test.com	XS1U2W	3/22/2018	Prizes	Edit Delete

Records 1-4 of 4

- To add a new Scout, enter in the required fields (white boxes at the top):
 - o First Name
 - o Last Name (we only need the first two letters of his/her last name)
 - o Parent/Guardian email address
- Click “Add.” A random Seller ID will be populated and an email will be sent to the parent/guardian letting them know their Scout’s Seller ID.
- You may edit a Scout’s information by clicking on “Edit.”
 - o Only a Scout’s first/last name and email can be edited. ****The Seller ID cannot be changed****
- If a Scout is no longer selling popcorn, you may inactivate him/her which will hide all information tied to that Scout. If at any time you need to view that Scout’s information again you simply click on “Inactive Scouts.”

How to Enter a Scout into the Winner’s Circle?

- Click “Winners Circle” on the Dashboard.
- Select the Scout’s name you want to enter into the Winners Circle.
 - o Scouts are added through the Scout Seller ID process (please see above).



- Click “Submit”

Add Prize

[Districts](#) / [Units](#) / [Scouts](#) / [Prizes](#) / [+ Add Prize](#)

District	Unit	Scout
Caspio District 1	0003	test test

Invoice Period*

--Select--

Amount Sold*

Prize Type*

Worksheet Verification*

No file chosen

Zip* **Pickup Name*** **Pickup Email***

- Type in the above information
 - o Invoice period (Season and year)
 - o Total dollars Scout sold
 - o Prize choice
 - o Worksheet verification (this can be a photo of the Take Order sheet, excel document, or anything that shows the total sales for this Scout)
 - o Zip code
 - o Name of person picking up prize
 - o Email of person picking up prize
- Click "Submit"

How do I Tabulate My Order?

- Click "Worksheet Tool" on the Dashboard.
- Select the blue "Download Worksheet Tool" link.
- Save the excel file anywhere on your device.
- Once file is open, enter in the Unit information, Scout names, and product quantities that each Scout sold.
- The totals at the bottom of the page are what you enter into the popcorn order form to place your popcorn order.

What is Included in the Top Header?



- **Dashboard**
 - o Select this at any time to go back to the dashboard.
- **Sales Season**
 - o Here you can:
 - Add/edit/view any orders placed during the fundraiser year.
 - Commit to each order type (Show n Sell or Take Order).
 - Print an invoice
- **Scouts**
 - o Here you can:
 - Add/view all Scouts
 - Edit Scouts information
 - Enter in Winners Circle prize
 - Activate/inactivate Scouts
- **Reports**
 - o Here you can generate the following reports:
 - Pick Tickets

- Online Invoices (online sales per Scout)
- Remaining Balance
- Sales Summary