Getting Started - Unit Commitment
It is easy to get started! Participating Scout units will need to complete a Unit & Kernel Form

How to Get Started on the Popcorn Website
1. Go to PRPopcorn.com
2. Click on "My Account"
3. Click on "Create Unit Profile"
4. Enter your Council Key – 576SHAC
5. Choose your District from the dropdown menu
6. Choose your unit type from the dropdown menu
7. Choose your unit number from the dropdown menu
8. Enter a username for the account (this does not need to be an email address, but must be unique) – We suggest your Unit Type and Number example: Pack0000
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 PRPopcorn.com
2. Click on "My Account"
3. Enter in your username and password
4. Once in the system, you will see your dashboard

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 at any time to go back to the dashboard
2. Sales Season – 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
3. Scouts – Here you can:
    Edit Scouts information
    Enter in Winners Circle prize
    Activate/inactivate Scouts
4. Reports – Here you can:
    Pick Tickets
    Online Invoices (online sales per Scout)
    Remaining balance
    Sales Summary
    Commission Matrix- this report shows you the commission percent assigned to your unit. If there is a mistake with that percent, contact the council office

5. Files – Here you can:
    Print council specific forms
    View PDF versions of sales forms

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

1. Click "Scout Seller IDs" on the Dashboard

2. A list of Scouts with current online Seller ID's will populate. (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)

3. To add a new Scout, enter in the required fields (white boxes next to the Add button):
    First Name
    Last Name (we only need the first two letters of his/her last name)
    Parent/Guardian email address

4. 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

5. You may edit a Scout's information by clicking on "Edit" (Only a Scout's first/last name and email can be edited)

 The Seller ID cannot be changed

How to Place a Popcorn Order

1. Click "New Order" on the Dashboard

2. Choose what type of order you are entering (Take Order/Show n Sell) as well as pick up location

3. You will then be able to enter in your order.
    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" at the bottom of the page)
    Take Orders = enter in as containers

4. At the bottom of the order form, you have the ability to add any notes/comments to the order

5. Click "Update" to place your order** If you do not click "Update" your order will not be updated**

How to Edit/View an Order

1. Click "Manage Orders" on the Dashboard

2. Here you will see a list of orders you have placed

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

4. If you are able to edit your order, click on "Details" and then "Edit Order" Here you are able to change the quantities and any notes that were added

5. Once finished, click "Update" ** If you do not click "Update" your order will not be updated**