

Pecatonica River Popcorn
Unit Instructions
www.prpopcorn.com

Creating a Unit Profile

Step 1: Open your internet browser.

Step 2: Go to www.prpopcorn.com

Step 3: Click “Login” from the menu on the left side of your screen.

You must “create a unit profile” and login before any order may be entered. All units will need to register on the site as a first time user for the fall 2010 sale.

Step 4: Click “here” in the middle part of your screen to begin the unit registration process.

Step 5: Enter the following information:

- a. Enter your “Council Code” (173WINN) then click “Continue”
- b. Choose your “District Name” from the drop down menu
- c. Choose your “Unit Type” from the drop down menu
- d. Enter your “Unit Number” and click “Continue”

Step 6: Enter the following information on the unit profile page. Take note of the Account Name that is automatically generated for you as you will need this to log into the site.

- e. Password
- f. Re-enter password
- g. First Name
- h. Last Name
- i. Mailing Address
- j. City
- k. State
- l. Zip Code
- m. Phone Number
- n. Email address
- o. Click “submit” in the top left corner of the page

Note - Upon successfully registering on the site you will be taken back to the login
page to login with the credentials you just registered

Logging into the site

Step 1: Open your internet browser

Step 2: Go to www.prpopcorn.com

Step 3: Click “Login” from the menu on the left side of your screen.

Step 4: Enter your “Account Name” and “Password” then click “Login”

Retrieving your password

Step 1: Open your internet browser

Step 2: Go to www.prpopcorn.com

Step 3: Click “Login” from the menu on the left side of your screen.

Step 4: Enter your “Account Name” then click the link for retrieving your password located in the middle of your screen

Entering Scouts

Step 1: Open your internet browser

Step 2: Go to www.prpopcorn.com

Step 3: Click “Login” from the menu on the left side of your screen.

Step 4: Enter your “Account Name” and “Password” then click “Login”

Step 5: Click “Create/Edit Scout Profile” from the menu on the left side of your screen

Step 6: Click “Add Scout” in the middle part of your screen

Step 7: Enter the Scout’s First Name and First Initial of Last Name (Age, Rank and Phone number are optional)

Step 8: Click “Update” to the right of the scout name

Step 9: To enter more names click “Add Scout” in the middle part of your screen and repeat Steps 6-8 until all Scouts’ have been entered

Note: All scouts should be entered on the scout page whether they are participating in any of
the council’s sales or not”

Placing a Show & Sell Order

Step 1: Open your internet browser

Step 2: Go to www.prpopcorn.com

Step 3: Click “Login” from the menu on the left side of your screen.

Step 4: Enter your “Account Name” and “Password” then click “Login”

Step 5: Click “Create a Show & Sell Order” from the menu on the left side of your screen

Step 6: Enter the number of **cases** in each product field that you wish to order (Enter “0” for products that you do not wish to order).

Step 7: Choose “Pickup Location” from the drop down menu

Step 8: Click “Save Order” to come back to order later. Click “Finalize Order” to submit your order to the council. (Once you finalize your order you must contact the council to make any changes)

Placing a Take Order

Step 1: Open your internet browser

Step 2: Go to www.prpopcorn.com

Step 3: Click “Login” from the menu on the left side of your screen.

Step 4: Enter your “Account Name” and “Password” then click “Login”

Step 5: Click “Create a Take Order” from the menu on the left side of your screen

Step 6: Enter the number of **containers** in each product field for each boy who sold popcorn (Enter “0” for products that you do not wish to order)

Step 7: Choose “Pickup Location” from the drop down menu

Step 8: Click “Save Order” to come back to order later. Click “Finalize Order” to submit your order to the council. (Once you finalize your order you must contact the council to make any changes)

Step 9: Click “Inventory On Hand” from the menu on the left side of your screen.

Step 10: Enter the number of **containers** you have on hand from your Show and Sell sale. If you did not do a Show and Sell sale enter “0” for Inventory on Hand. The total number of containers for each product to be ordered will be shown in the far right hand column of your page

Step 11: Click “Save this Information” to record your Inventory on Hand. Once you save your order you will be unable to adjust your quantities later.

Editing an Existing Order

Step 1: Open your internet browser

Step 2: Go to www.prpopcorn.com

Step 3: Click “Login” from the menu on the left side of your screen.

Step 4: Enter your “Account Name” and “Password” then click “Login”

Step 5: Click “Create a Show & Sell Order” or “Create a Take Order” from the navigation menu on the left side of your screen to adjust quantities. (If you have already finalized your order, you must contact the council office to make changes)

Step 6: Update quantities for each product and click “Update” for the line that you are changing. When all changes are done click “Save Order” to record your changes

Step 7: Click “Finalize Order” to submit your order to the council. (Once you finalize your order you must contact the council to make any changes)

Viewing the Unit Master Record

Step 1: Open your internet browser

Step 2: Go to www.prpopcorn.com

Step 3: Click “Login” from the menu on the left side of your screen.

Step 4: Enter your “Account Name” and “Password” then click “Login”

Step 5: Click “View Unit Master Record” from the navigation menu on the left side of your screen.

Assigning Show & Sell Dollars to Scouts

Step 1: Open your internet browser

Step 2: Go to www.prpopcorn.com

Step 3: Click “Login” from the menu on the left side of your screen.

Step 4: Enter your “Account Name” and “Password” then click “Login”

Step 5: Click “View Unit Master Record” from the navigation menu

Step 6: Input the respective Show & Sell dollar amounts into the corresponding green “Show-n-Sell by Scout” column located in the bottom right hand corner of the Unit Master Record. If you enter an amount that is greater than your Show & Sell sale you will receive an error telling you such.

Step 7: Click “Save this information” to record your changes