

Ordering Instructions

Visit www.popcornsale.org for all support materials

Step 1. Visit www.popcornsale.org click the link under step one "Commitment To Sell". Fill out the appropriate information and you will receive a confirmation email with in 5 seconds. If you do not receive one, check your junk email or use the back arrow on the internet browser to make sure that your email is typed in correctly.

Step 2. Visit www.popcornsale.org click the link under step two "Fall Worksheet Tool". Use this tool to tabulate each boys sales and your entire unit order. Check the appropriate boxes for "Fill-A-Form", "Winners Circle", and "Braves of Blackhawk" incentives. Every unit is encouraged to order extra inventory as needed. You may do so on this worksheet by typing "Extra" in the name column. Save the worksheet and then email it to your district kernel and chip.bartel@scouting.org

Step 3. Visit www.popcornsale.org click the link under step three "Enter Your Unit Order". Using the Fall Worksheet Tool, fill in your unit order. Be sure to order extra popcorn as needed for your unit.

Commission Structure

Units selecting cash only receive: 35%	Units selecting cash and prizes receive: 30% and Prize Choice From GCC
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Helpful Hints

- Visit www.popcornsale.org for all of the Fall Sale support materials
- Use the "How To Guide" on the next page to navigate the popcorn company commitment and ordering websites
- If you are ordering prizes, visit www.popcornsale.org and see the "Ordering Prizes" section for further details
- Send the finalized worksheet to the kernel and chip.bartel@scouting.org so sales incentives can be distributed
- One check for the net amount is due at time of take order pick up
- Questions? Contact your District Kernel or Chip Bartel, chip.bartel@scouting.org, w815.397.0210 or c262.442.3017

Key Dates

September 10-Show and Sell Orders Due
September 30-Show and Sell Delivery
October 1-Sales Start!

October 30-Orders Due
November 11,12-Popcorn Delivery

How to Complete Commitment to Sell form

1. Navigate to www.popcornsale.org and click on “Step 1” under Ordering Your Popcorn or visit: http://www.prpopcorn.com/council_list.html
2. Choose “Blackhawk Area Council” from the list
3. Enter the **username (Blackhawk)** and **password (Popcorn2011)**
4. Click “Step 1 Click Here to commit your unit to sell”
5. Fill out the required information (Note: the email address entered here is where we will send a confirmation upon receipt of your commitment form).
6. Click “Preview”
7. Review your information on the Unit Commitment Preview page
8. Click “Submit” if everything is correct OR Click “Cancel to make changes” to return to the previous screen and reenter your information.

How to Tabulate My Order

1. Navigate to www.popcornsale.org and click on “Step 2” under Ordering Your Popcorn
2. Enter in the Unit information, scout names and product quantities that each boy sold
3. The totals at the bottom of the page are what you enter into the popcorn order form to place your popcorn order.
4. Save your worksheet to satisfy record keeping and prize requirements.
5. Email the completed worksheet to your unit kernel and chip.bartel@scouting.org

How to Place a Popcorn Order

- 1) Navigate to www.popcornsale.org and click on “Step 3” under Ordering Your Popcorn or visit: http://www.prpopcorn.com/council_list.html
- 2) Choose “Blackhawk Area Council” from the list
- 3) Enter the **username (Blackhawk)** and **password (Popcorn2011)**
- 4) Click “Step 3 Click Here to place your popcorn order”
 - a) Fill out the required information making sure that you total the lines as you go (Note: **All fields are required, enter 0 if you do not wish to order any of that particular product.** The email address entered here is where we will send a confirmation upon receipt of your order)
 - b) Click into the “Total Cases” and “Total Dollars” cells to calculate your total.
- 5) Click “Enter Order”
- 6) Review your order on the Order Preview page.
- 7) Click “Enter” if everything is correct OR Click “Cancel to make changes” to return to the previous screen and reenter your information.

General Commercial Corporation Keller Marketing Division Prize Program How to place a unit order online for volunteers www.boyscouts-gcc.com

General Commercial Corporation/Keller Marketing Division is proud to be working with your Council volunteers. The following document's purpose is to guide you through the prize ordering process.

- Support the Boy Scouts of America's Popcorn Prize Program;
- Make Unit prize ordering fast and easy;
- Facilitate the Council's release of orders, and order-tracking, through a straightforward process;

We hope you enjoy the ease and efficiency of the site and welcome your feedback!

To place Unit orders, please follow these instructions:

Creating Your Profile

Step 1: Open your internet browser.

Step 2: Go to www.boyscouts-gcc.com Home Page.

Step 3: Click on Login – Bottom Left Corner of your Screen

Step 4: In the central area of the screen, click [register here](#) and enter the information requested. Items *asterisked are required. **FIRST**; you must "create a profile" and login before any order may be entered.

Enter: 1st: Enter Council ID: **660HAWK** then click enter

Then fill in the following information:

- a.) **VALID** E-Mail address. Point and click in the next field, or press Tab key on your keyboard.
- b.) **CREATE** a Password. Tab.
- c.) Confirm that Password. Tab.
- d.) Enter your First Name. Tab.
- e.) Enter your Last Name. Tab.
- f.) Address 1 (This is your physical address for UPS delivery). NO P.O. Boxes accepted Tab.
- g.) Address 2 (If you receive mail at a PO Box, please put that address here). Tab
- h.) **ENTER** City. Tab.
- i.) **SELECT** State from down arrow list. Tab.
- j.) **ENTER** your Zip Code. Tab
- k.) **ENTER** your daytime Telephone number.
- l.) Point and click at the down arrow to find your District name in the menu, then point and click on your District's name. Tab.
- m.) Point and click at the down arrow to find your Unit Type in the menu, then point and click on your Unit Type. Tab.
- n.) Type your Unit Number.
- o.) Click **REGISTER**.

Logging into the site

Step 1: Click 'login' on your Welcome screen.

Step 2: You are back on the Home page. Type your Email Address and Password, and click 'Login'.

Placing order

- Step 1:** Click 'Quick Order' in the menu on the left of your screen...it is the third choice on the left. Complete the "**TOTAL PRODUCT SALES** and **NUMBER OF SCOUTS SELLING** " As these are required fields. Next: enter prize quantities and complete all of the required fields to ensure proper shipment. **NOTE: We are Unable to ship to a P.O. BOX.**
- Step 2:** Click "NEXT" when you have completed the prize selections.
- Step 3:** Verify your shipping address (We are unable to ship to a P.O. Box)
- Step 4:** Upon successful completion; you will receive an e-mail verification, unless your Internet Service Provider has our system blocked. Please keep your order number for future reference.

If you need assistance with this process, please contact BSA Customer Service via e-mail BSACustomerService@gcc-usa.com, call BSA Customer Service @ 888-351-8000, or call your Council office.

Editing Existing Order

Units will not be able to initiate a second order for a unit unless the previous order has been authorized for shipment by the Council Office. If your Units have the need to change your order, please follow the instructions listed below.

- Step 1:** Complete Log In and Password Screen
- Step 2:** Click on "Quick Order". Enter Information for your Unit/Number/District/Popcorn Sales Click "Next"
- Step 3:** If there is an order for Unit/District/Council, you will see a message "**There is already an order for this Unit/District/Council.**"
To edit this order, click "here".
- Click on "here"
- Step 4:** Change quantities of prizes needed.
Click "Submit Changes"
Please wait one moment while page refreshes before.

If you need assistance with this process, please contact BSA Customer Service via e-mail BSACustomerService@gcc-usa.com, call BSA Customer Service @ 888-351-8000, or call your Council office.