

## **How to Complete Commitment to Sell form**

1. Navigate to <http://prpopcorn.com>.
2. Click “My Account” in the top right corner of the page.
3. Click “Create Unit Profile”.
4. Enter the Council Key provided by the council.
5. Choose your District, Unit type and unit number from the drop downs to see if your unit already has a commitment record on file.
6. If step five returned no records, you will be taken to your unit contact form. If step returned contact information for someone other than the person handling the sale, email [pops@prpopcorn.com](mailto:pops@prpopcorn.com) to update the email address to gain access to the account.
7. Fill out the required information (Note: the email address entered here is where we will send a confirmation upon receipt of your commitment form) and then click “Create Profile”. You will receive a confirmation email with the information you just entered. You can also log into the site using the link in step 1 to update any information throughout the sale.
8. Log into your account using the information you just submitted to complete the registration process.

## **How to Tabulate My Order**

1. Navigate to <http://prpopcorn.com>.
2. Click “My Account” in the top right corner of the page.
3. Enter the email and password that was used to commit the unit to sell.
4. Click “Download Worksheet Tool” from the unit dashboard.
5. Enter in the Unit information, scout names and product quantities that each boy sold.
6. The totals at the bottom of the page are what you enter into the popcorn order form to place your popcorn order.
7. Print, Save, or email your worksheet to satisfy record keeping or commission requirements.

## **How to Place a Popcorn Order**

- 1) Navigate to <http://prpopcorn.com>.
- 2) Click “My Account” in the top right corner of the page.
- 3) Enter the email and password that was used to commit the unit to sell.
- 4) Click “Place Order” from the unit dashboard.
- 5) Choose your order type and Pick up Location from the drop box menu and click continue.
- 6) Choose the desired number of cases and/or containers from the respective fields.
- 7) Click “Submit” to place your order. You will be allowed to edit your order until the council approves the order for fulfillment.

## **How to Edit a Popcorn Order**

- 1) Navigate to <http://prpopcorn.com>.
- 2) Click “My Account” in the top right corner of the page
- 3) Enter the email and password that was used to commit the unit to sell.
- 4) Click “View Orders/Edit” from the unit dashboard.
- 5) You are able to edit the order as long as the approved column shows a “No” next to the order. Once approved you will no longer be able to do any edits to the order (only view). To make changes click the edit link to the right of the order.

## **How to Sign up Scout for Online Seller ID**

- 1) Navigate to <http://prpopcorn.com>.
- 2) Click “My Account” in the top right corner of the page.
- 3) Enter the email and password that was used to commit the unit to sell.
- 4) Click “Enter a Scout for a Seller ID” from the unit dashboard.
- 5) Enter the Scout’s First Name, First two initials of Last Name and the parent guardian email. Repeat until all Scouts have been signed up.

## **How to enter Scout into Winners Circle**

- 1) Navigate to <http://prpopcorn.com>.
- 2) Click "My Account" in the top right corner of the page.
- 3) Enter the email and password that was used to commit the unit to sell.
- 4) Click "Enter Scout into Winners Circle" from the unit dashboard.
- 5) Enter the Scout's First Name, First two initials of Last Name, Dollar Amount Sold (including online sales, zip code, prize choice and the parent guardian email. Attached a copy of the sales flyers or worksheet tool that can be used to verify the sales being reported. Repeat until all Scouts have been signed up.

## **How to Place Prize Order**

- 6) Navigate to <http://prpopcorn.com>.
- 7) Click "My Account" in the top right corner of the page.
- 8) Enter the email and password that was used to commit the unit to sell.
- 9) Click the "Place Prize Order" button in the bottom right corner of the unit dashboard. This will take the necessary profile information and current sales (including online) and populate them in the prize ordering website allowing for a quick order.