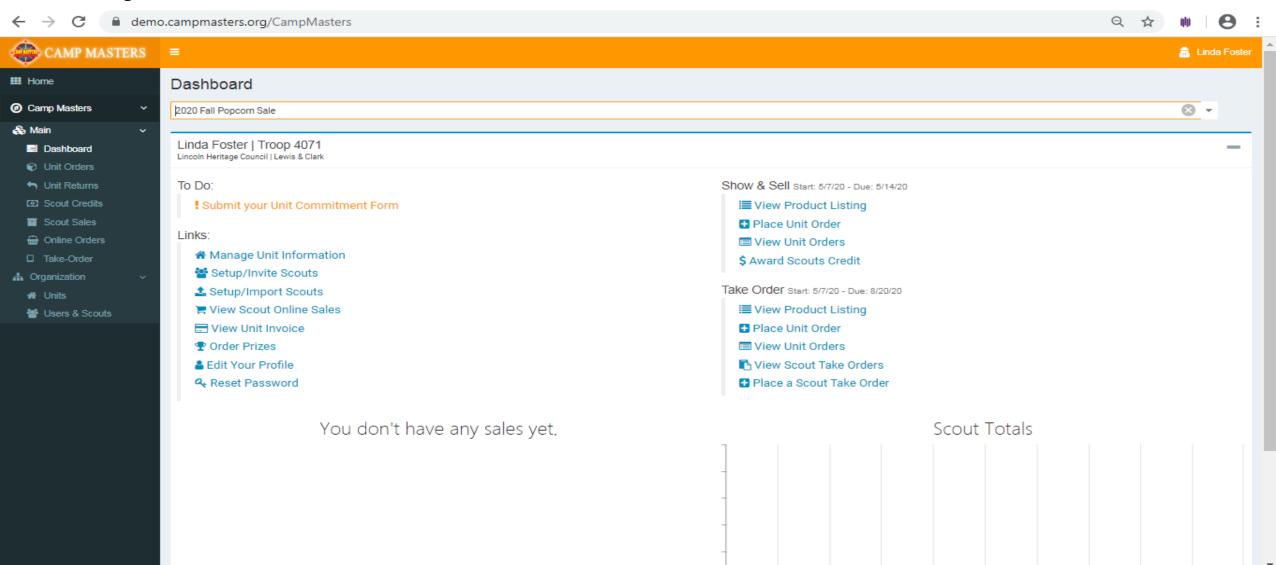
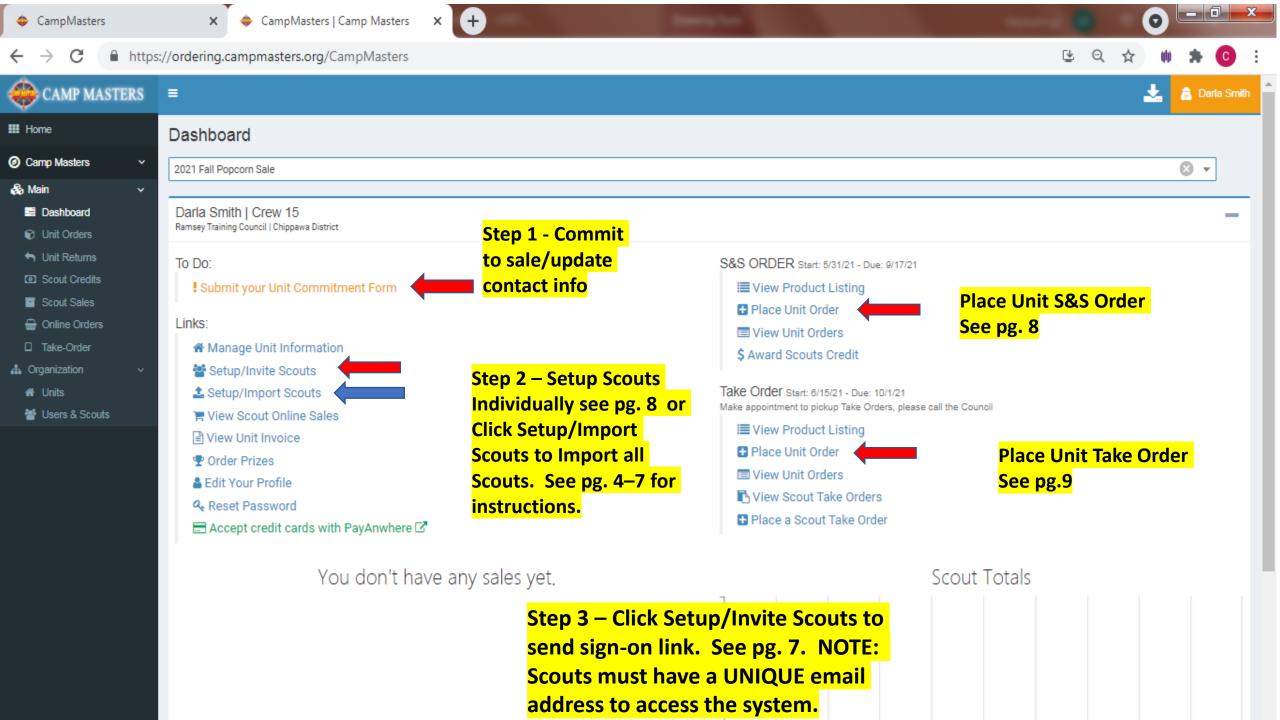
CM SYSTEM GUIDE #4 – UNIT LEADERS

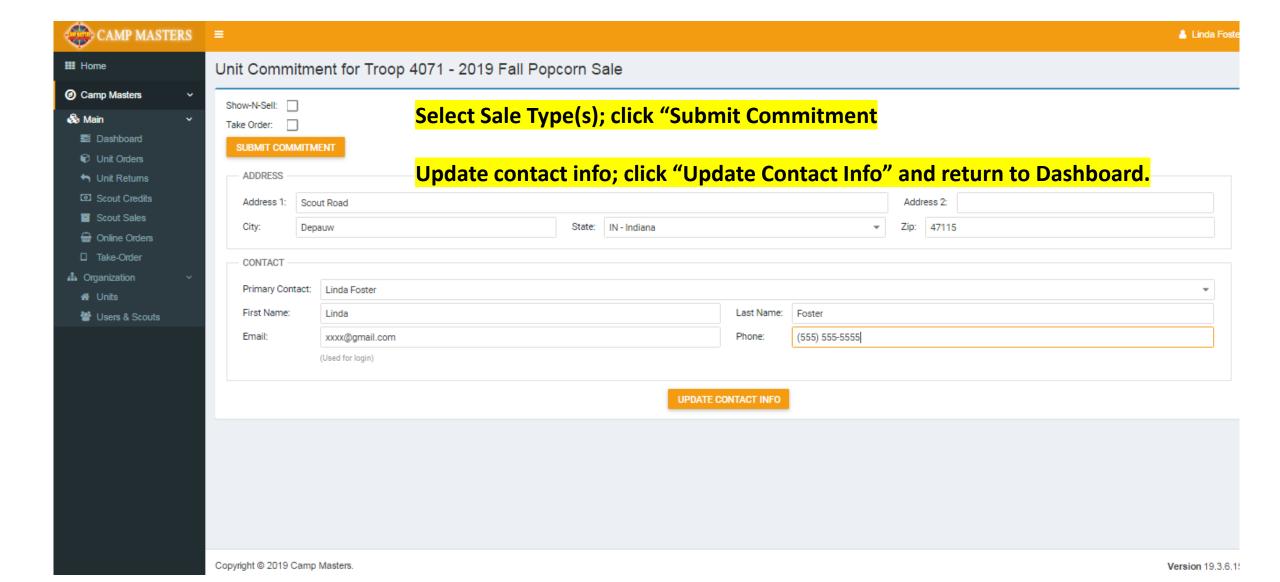
COUNCIL WILL EMAIL TO UNIT LEADER A "SINGLE-SIGN ON LINK. USE THE LINK TO ACCESS THE ORDERING SYSTEM. **OR**

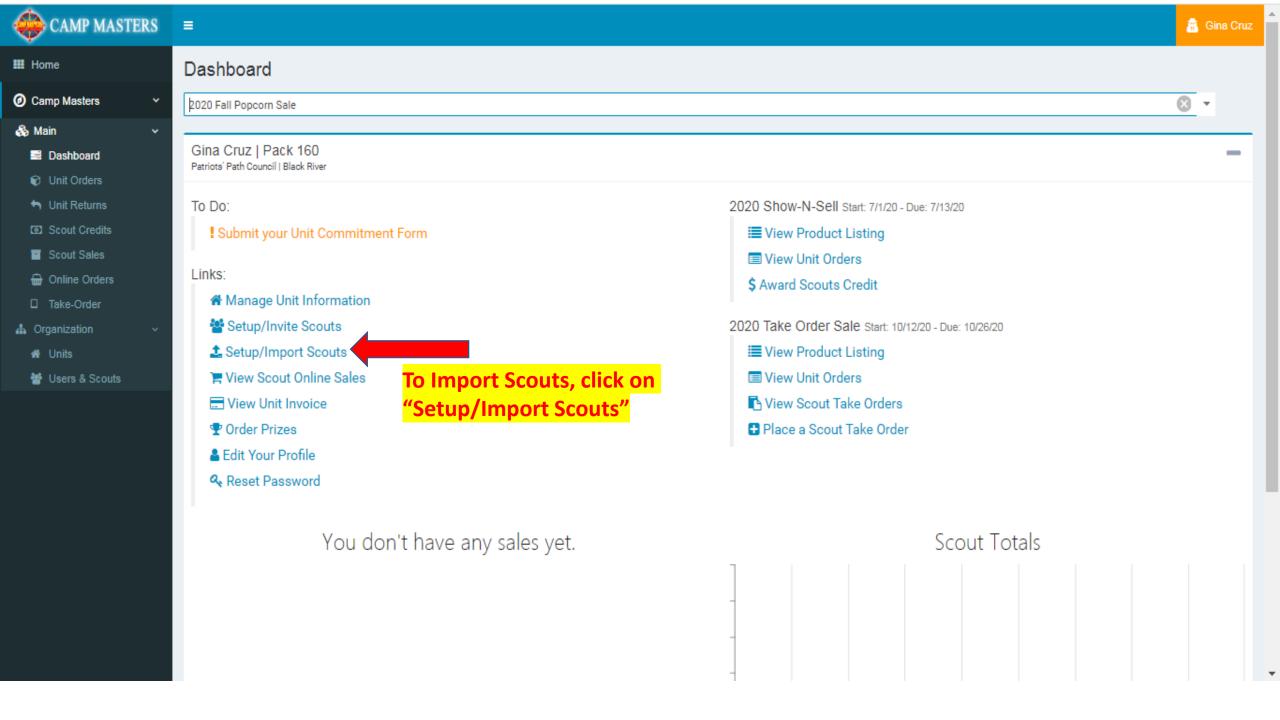
ACCESS VIA <u>WWW.CAMPMASTERS.ORG</u>; see bottom left on screen "Council/Units/Scouts Log In Here". YOUR UNIQUE EMAIL WILL BE YOUR LOG-IN. CLICK ON FORGOT PASSWORD AT BOTTOM OF LOGIN BOX. ENTER YOUR EMAIL ON NEXT SCREEN TO SEND A SET UP PASSWORD LINK TO YOUR EMAIL.

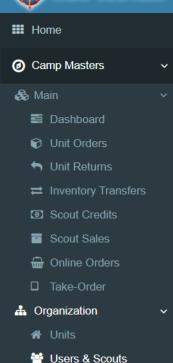
** use Google Chrome or Firefox Web Browser



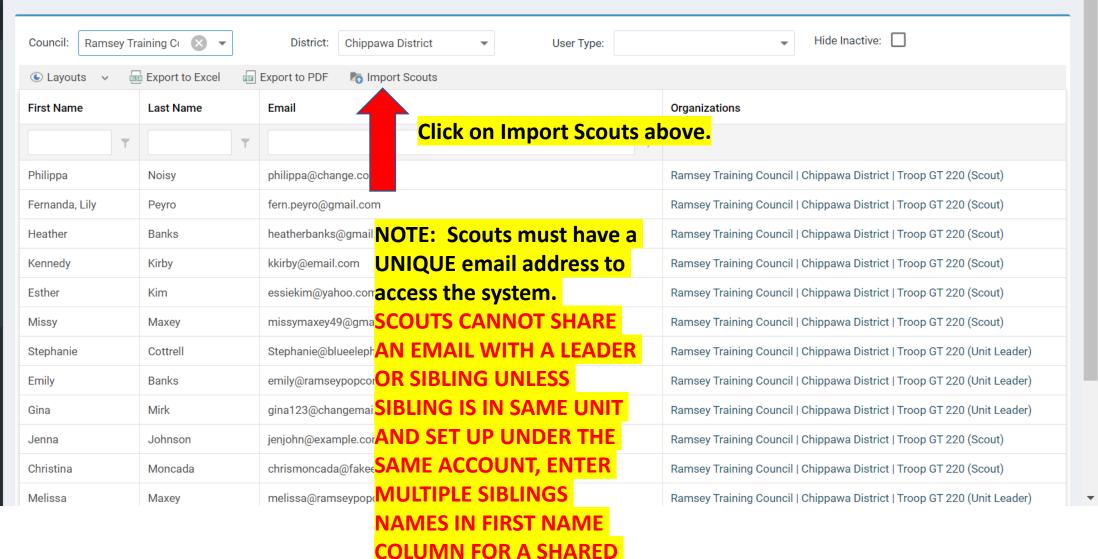




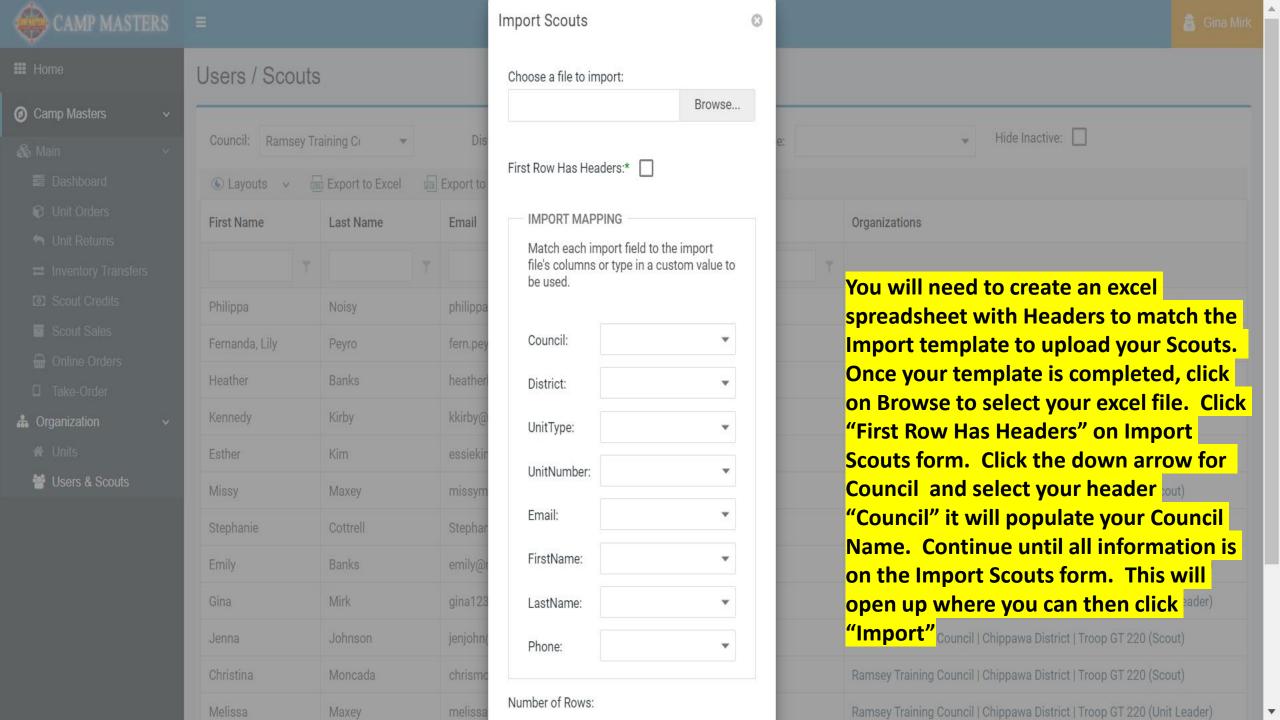




Users / Scouts



ACCOUNT



Council	District	Unit Type	Unit Number	Email	First name	Last Name	phone#		
Ramsey Training Council	Chippawa District	Troop GT	220	fern.peyro@gmail.com	Fernanda, Lily	Peyro	555-555-5555		
Ramsey Training Council	Chippawa District	Troop GT	220	heatherbanks@gmail.com	Heather	Banks	999-999-9999		
Ramsey Training Council	Chippawa District	Troop GT	220	essiekim@yahoo.com	Esther	Kim	101-101-1010		
		Make sure all co	lumns have t	he correct information	and each Scor	ut has a UNIOUE			
		Make sure all columns have the correct information and each Scout has a UNIQUE							
		email address. If siblings are in same Unit, you can use one email address for multiple Scouts. Type multiple "First Name" in column.							

Emily Banks | Troop GT 220

Ramsey Training Council | Chippawa District

Sending scouts the sign on link/adding or removing a scout from your unit.

To Do:

Links:

- ★ Manage Unit Information
- Setup/Invite Scouts
- ♣ Setup/Import Scouts
- ✓ View Commitment Form
- ₩ View Scout Online Sales
- lack View Unit Invoice
- Torder Prizes
- Edit Your Profile
- Reset Password
- Accept credit cards with PayAnwhere
 ✓

Take Order Start: 2/28/22 - Due: 4/21/22

■ View Product Listing

Place Unit Order

Step 1 – Return to your dashboard, under links, "Manage Unit Information"

Niew Scout Take Orders

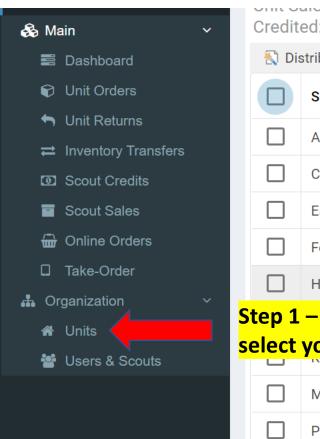
■ Place a Scout Take Order

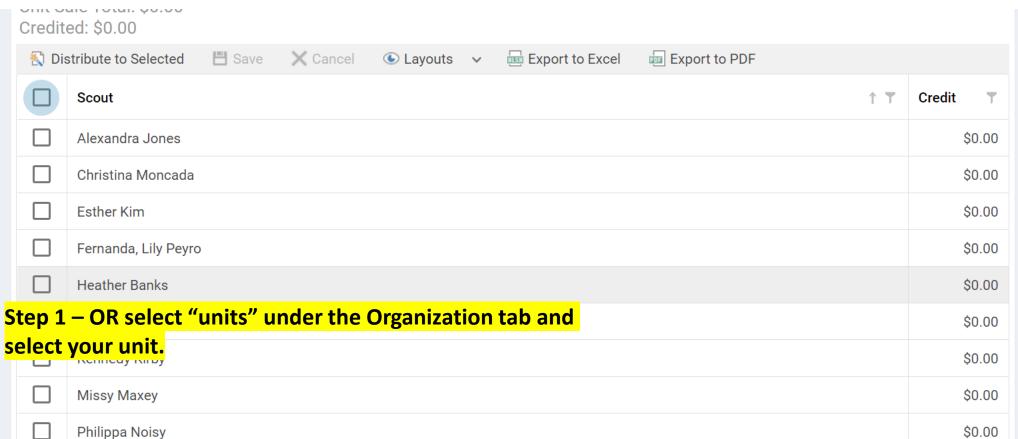
S&S Start: 4/6/22 - Due: 4/19/22

■ View Product Listing

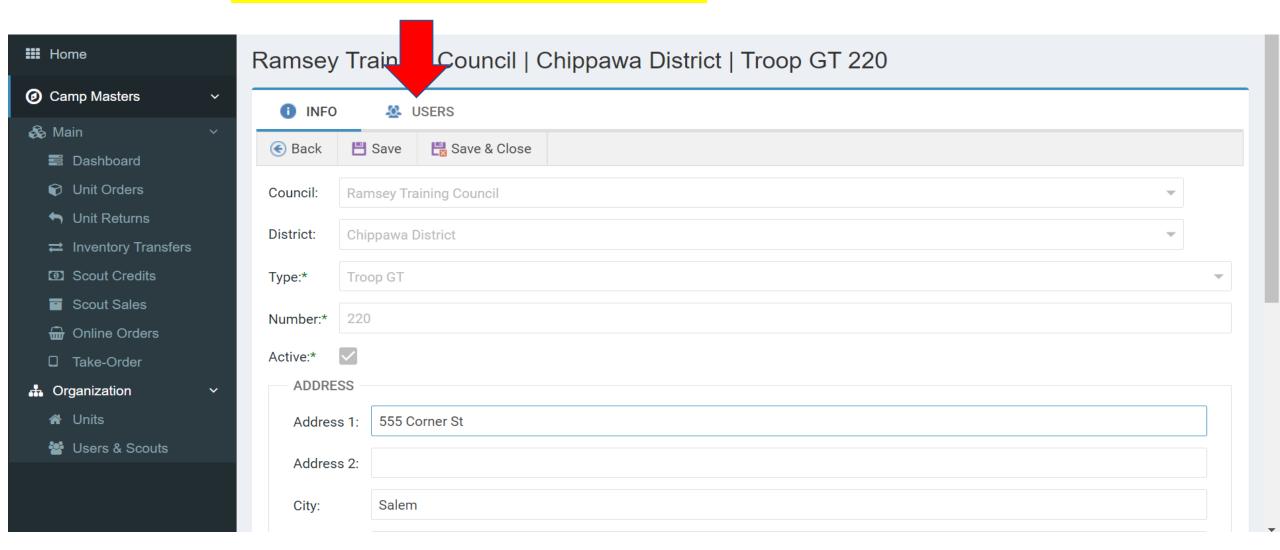
View Unit Orders

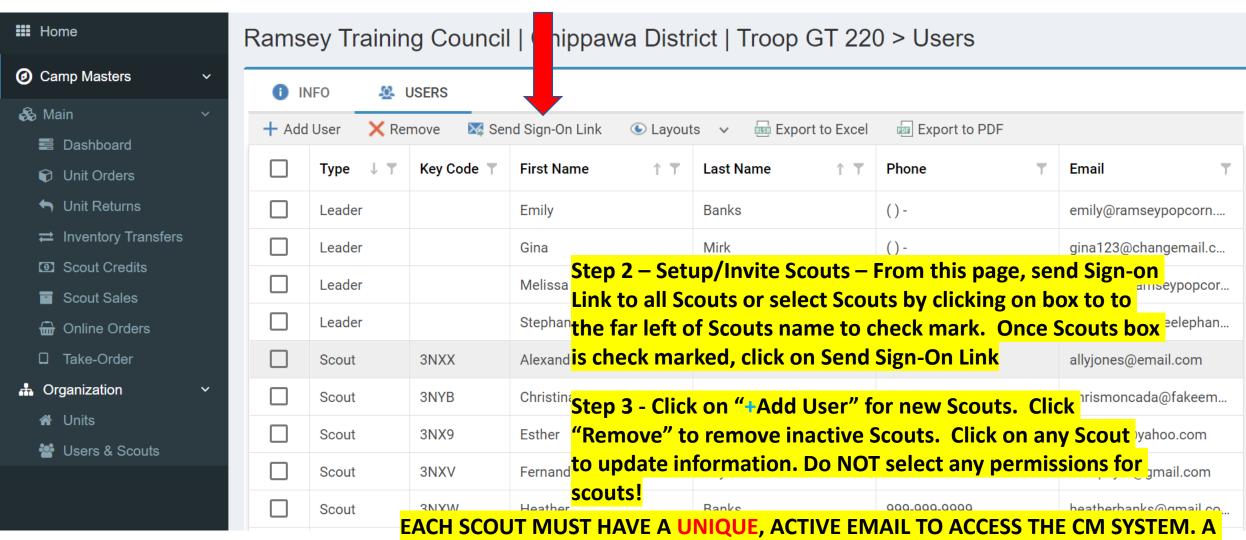
\$ Award Scouts Credit



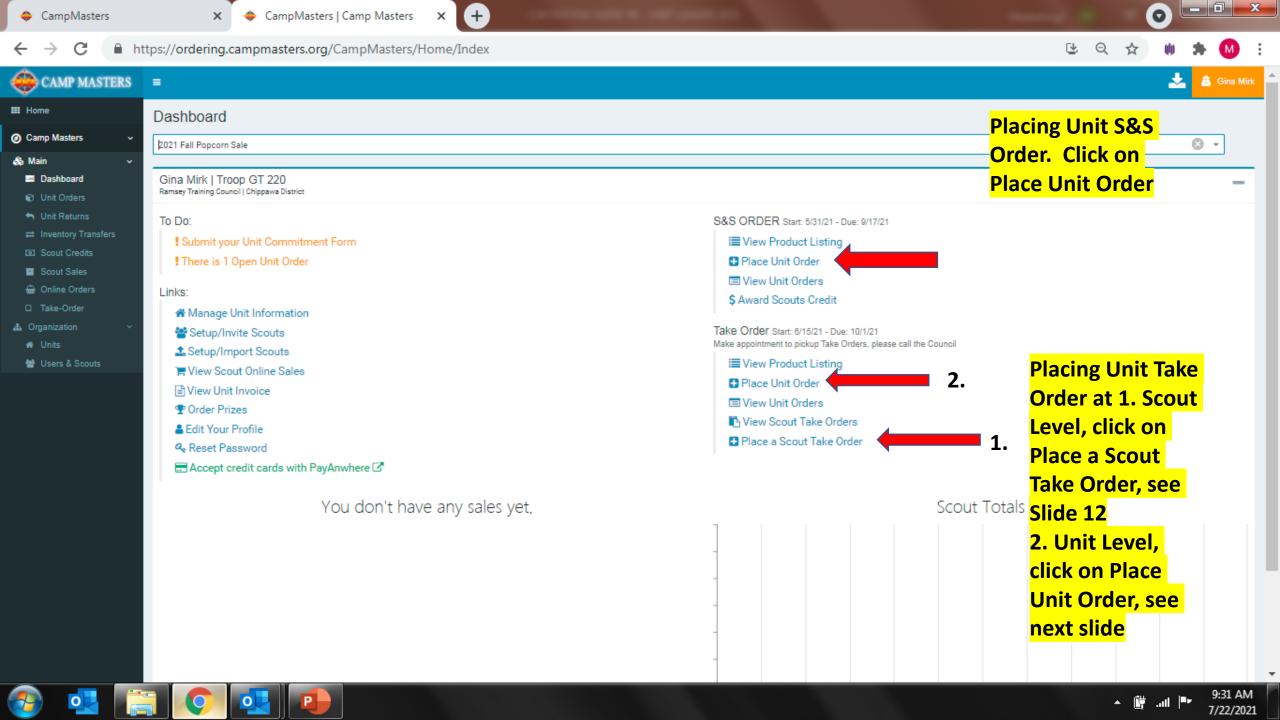


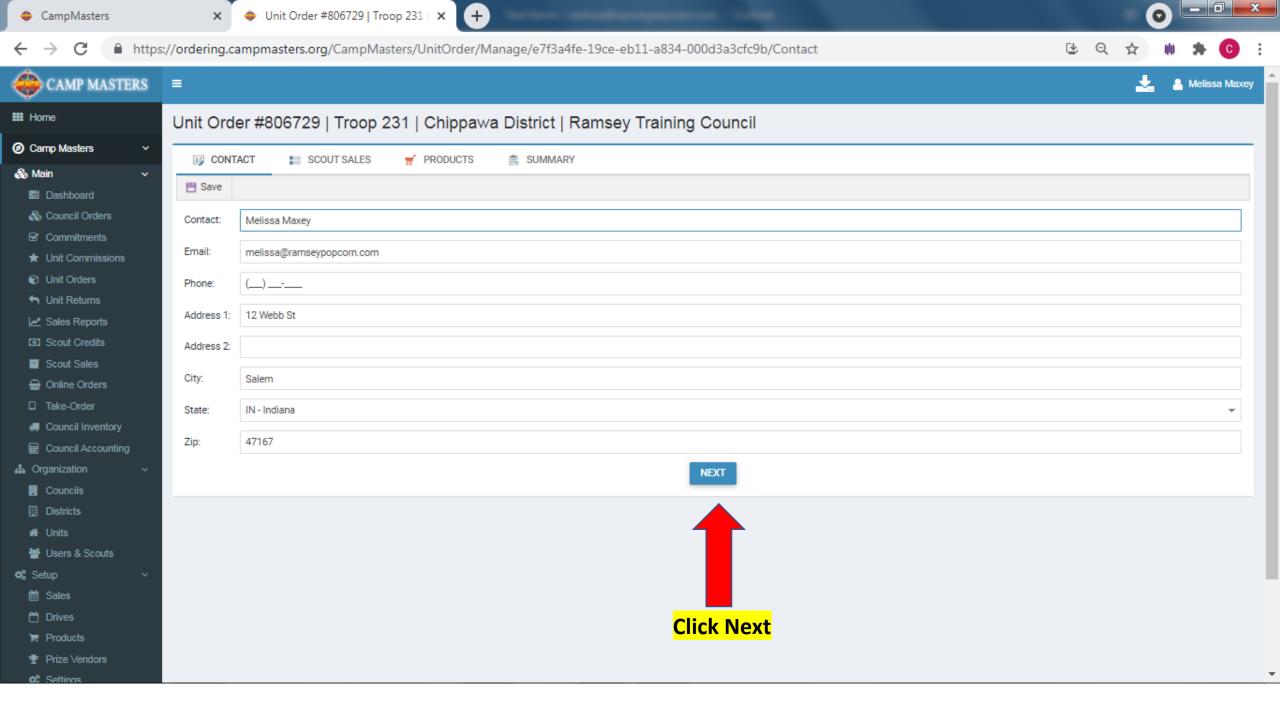
Once selected, click on the tab labelled "USERS"

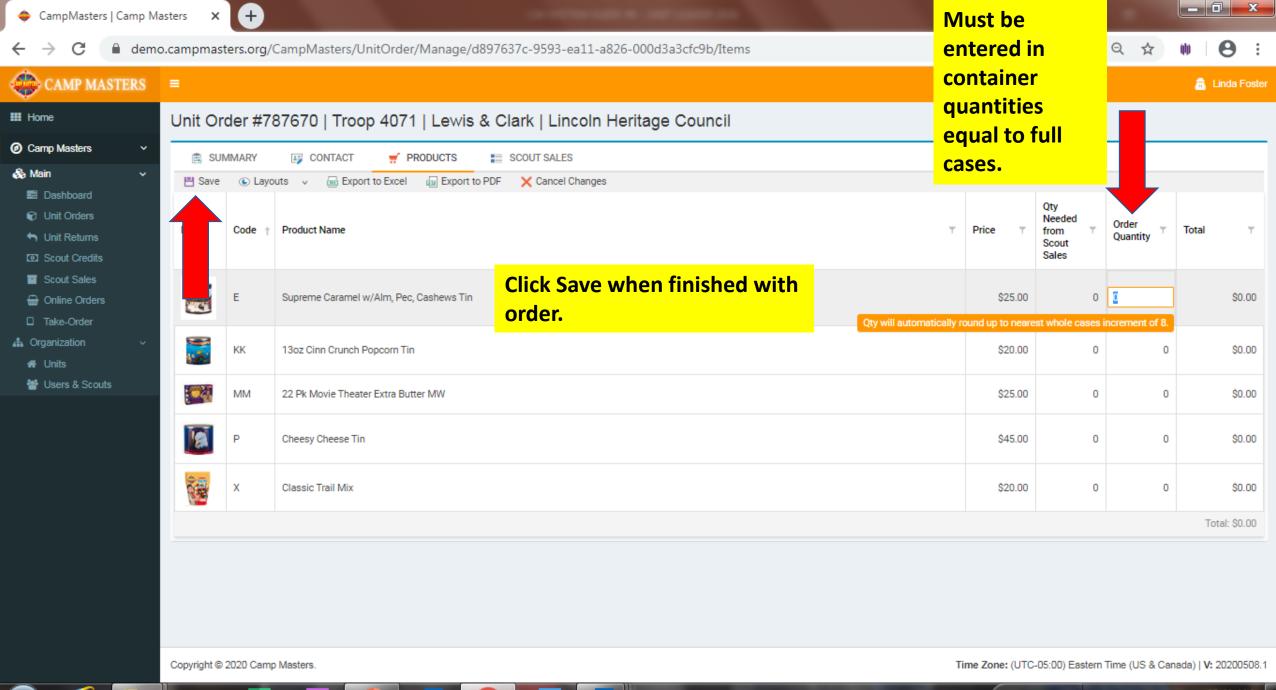




EACH SCOUT MUST HAVE A UNIQUE, ACTIVE EMAIL TO ACCESS THE CM SYSTEM. A SCOUT CANNOT SHARE AN EMAIL WITH A LEADER OR A SIBLING UNLESS SIBLINGS ARE SET UP UNDER THE SAME ACCOUNT BY ENTERING MULTIPLE 1ST NAMES IN FIRST NAME COLUMN

























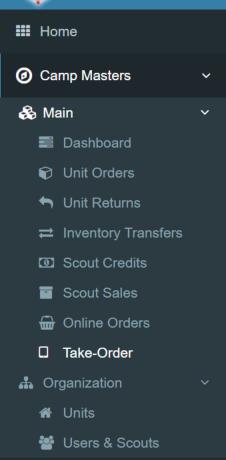


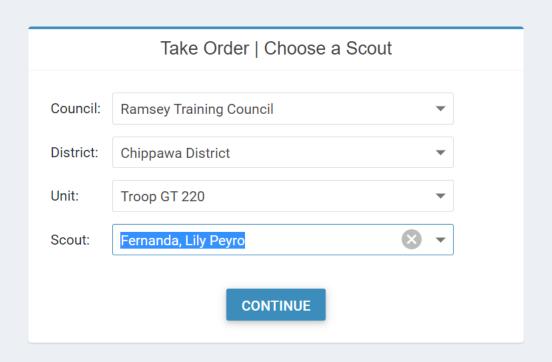










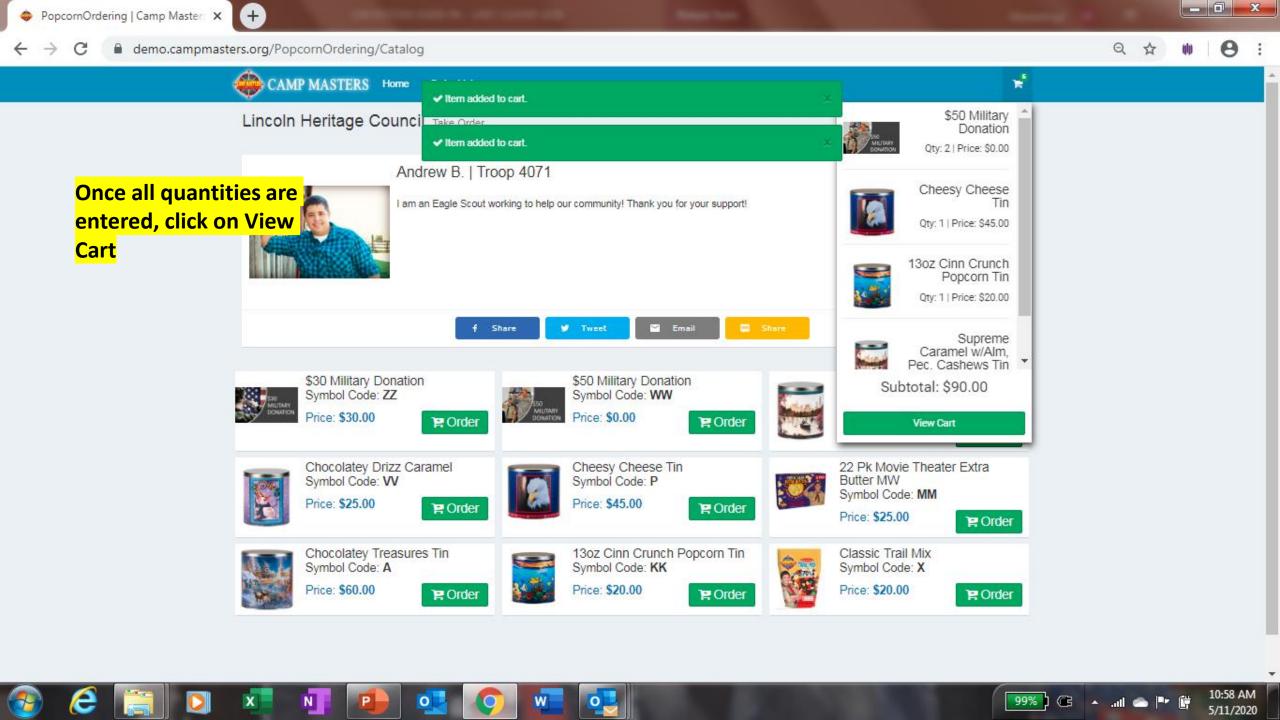


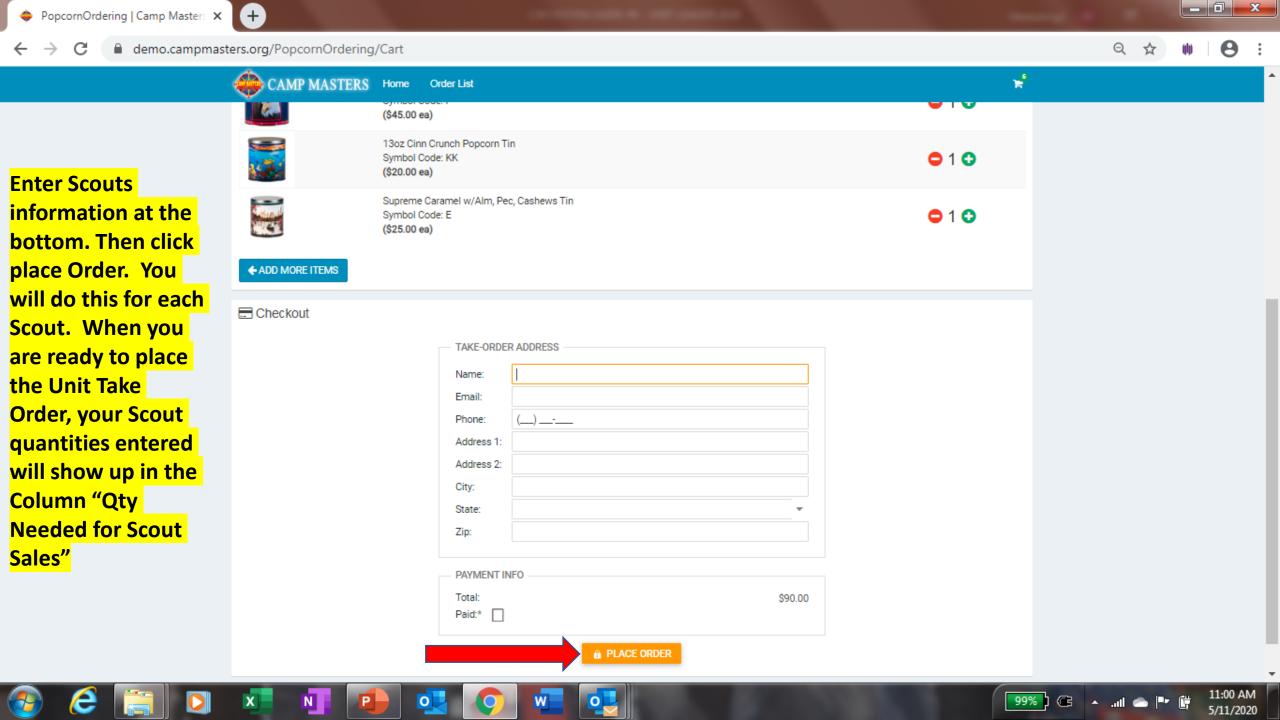
Select your Scout from the Drop down to enter their Take Order.

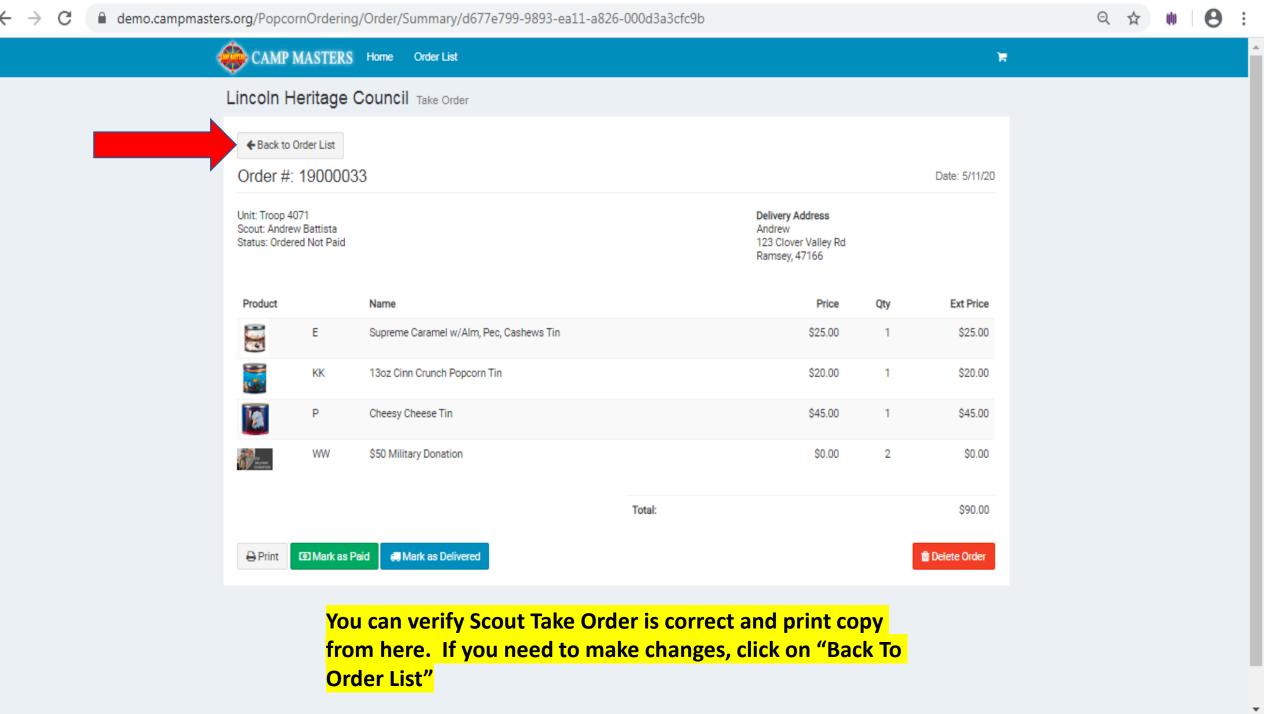
Copyright © 2022 Camp Masters.

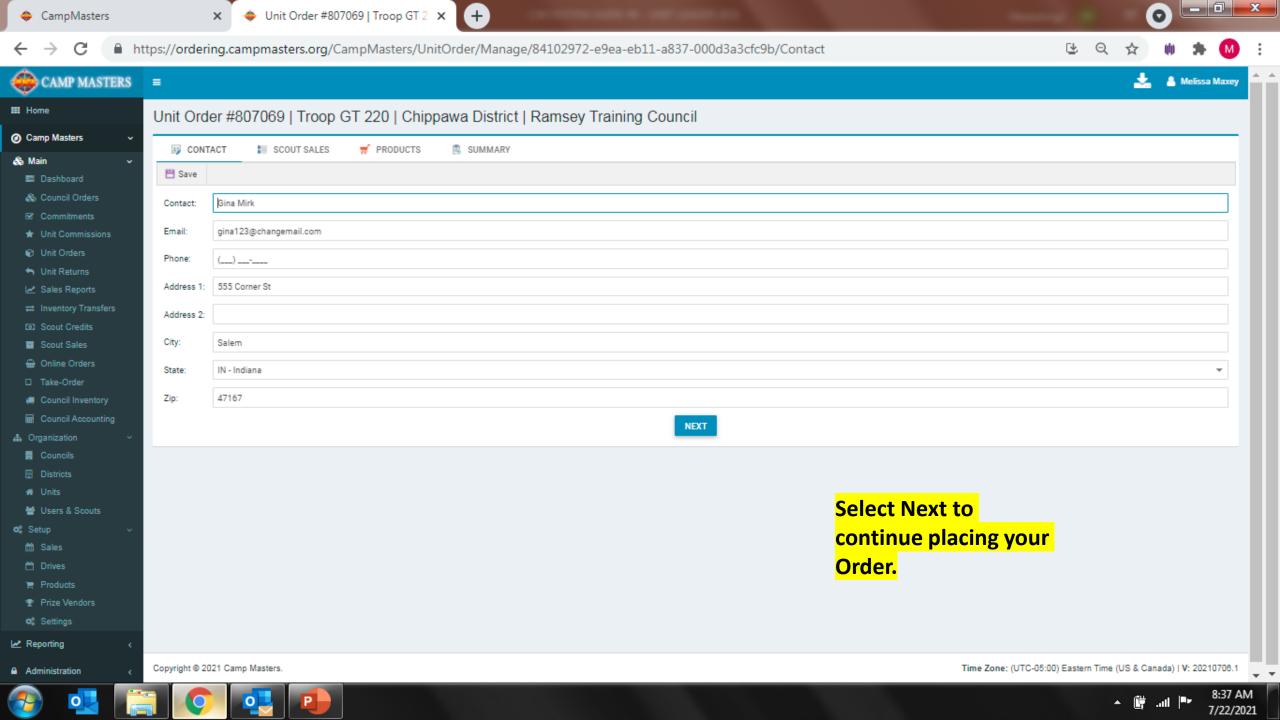
Time Zone: (UTC-05:00) Eastern Time (US & Canada) | V: 20220210.1















Camp Masters

Dashboard Unit Orders

Scout Credits Scout Sales Online Orders ☐ Take-Order

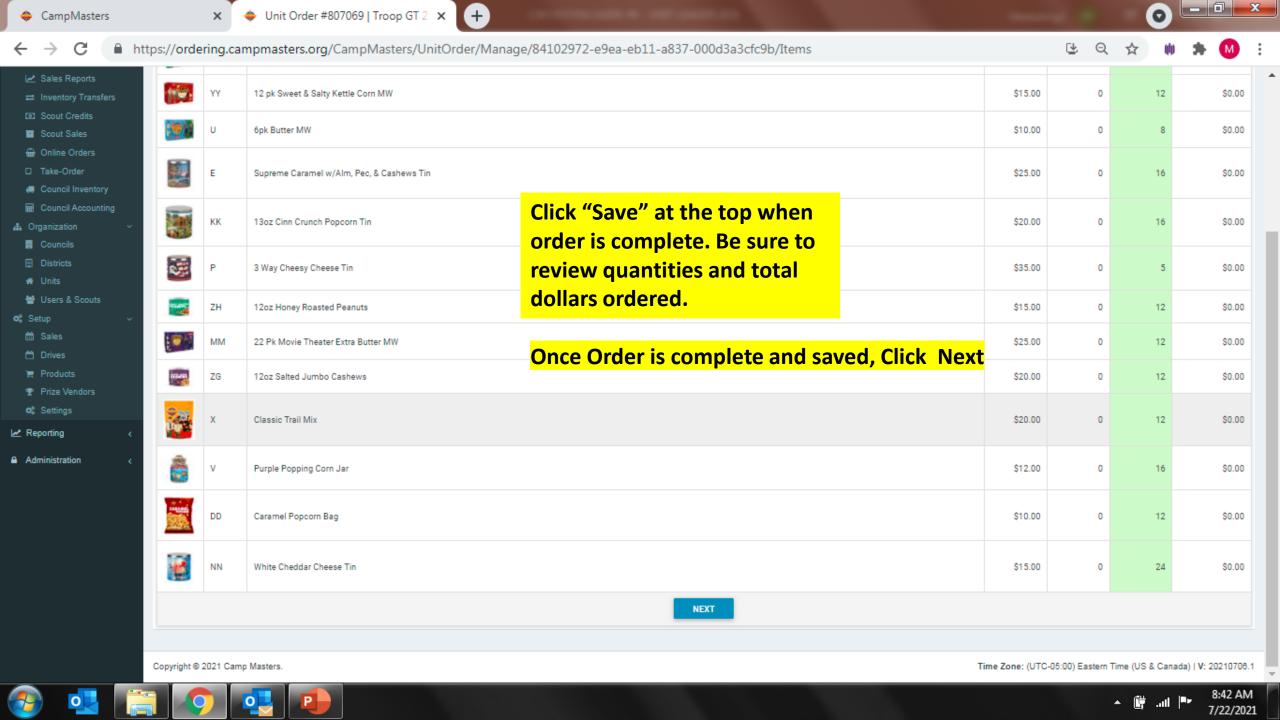
♣ Organization Units

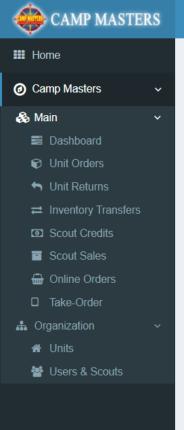
Users & Scouts

윯 Main

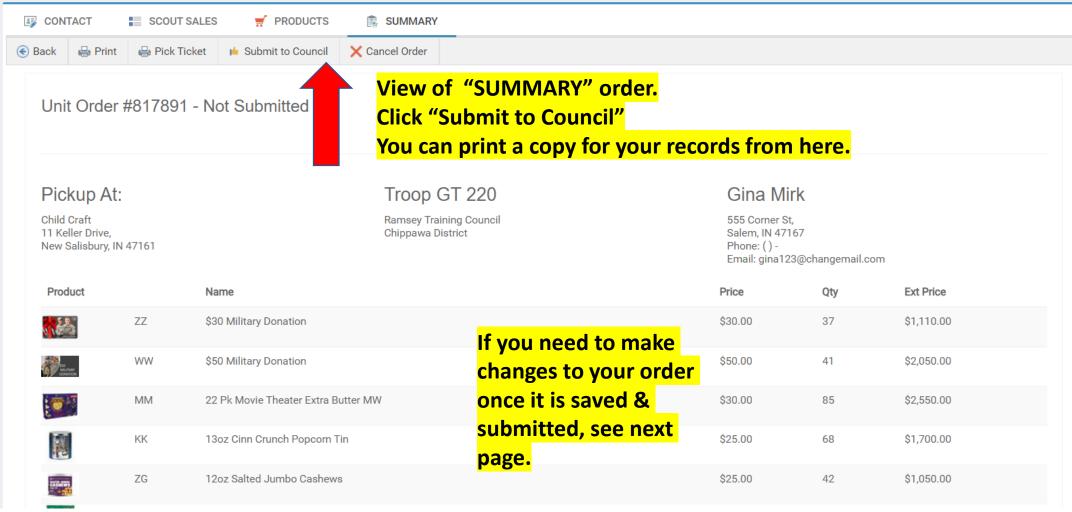
Unit Order #787641 | Troop 90 | Lincoln Trail | Lincoln Heritage Council

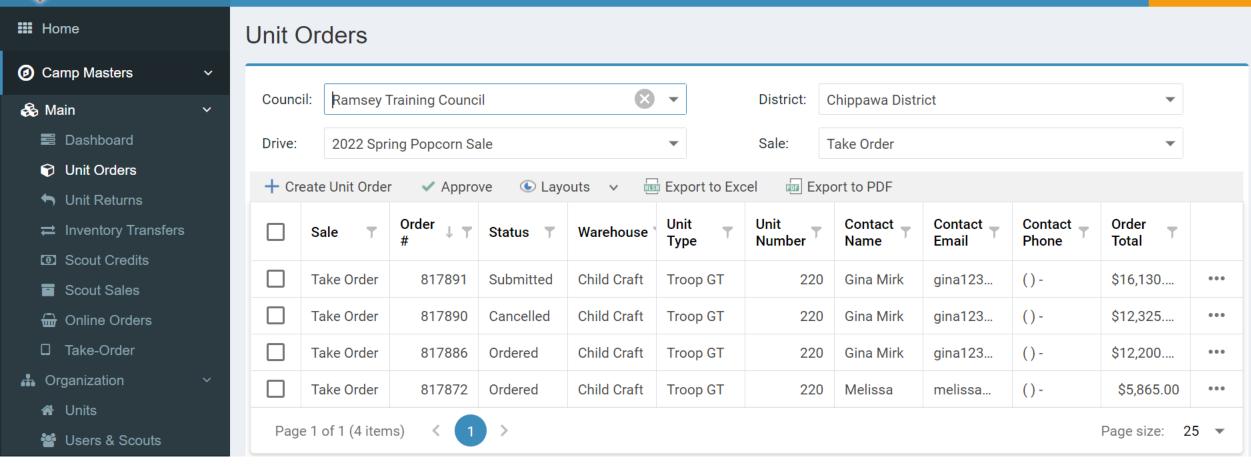
ı SII	MMARY		PRODUCTS SCOUT SALES				
Save Save		outs V 🔙 Export to Excel	Export to PDF X Cancel Changes				
lmage	Code ↑	Product Name	"Qty Needed from Scout Sales" (on Take Order only)	Price T	Qty Needed from T Scout Sales	Order Quantity	Total
V	A	5 Way Chocolatey Treasures T	will populate based on any order a Scout has submitted electronically (see "Scout Sales" top of Screen). In the "Order Quantity" column enter	\$60.00	0	3	\$180.0
	Е	Supreme Caramel w/Alm, Pec	amount needed from Scout Sales entered digitally or by paper Take Order Form, Make Sure NOT TO	\$25.00	0	4	\$100.0
	G	14pk Extra Btr Roasted Summ	DUPLICATE Scout Sales. Take Order Order Quantity can be adjusted to account for any Unit inventory/	\$15.00	1	6	\$90.0
	L	Caramel Popcorn Tin	leftover product.	\$10.00	1	10	\$100.0
<u>Oq</u>	ММ	22 Pk Movie Theater Extra But	After all quantities are entered & adjusted, click "SAVE"	\$25.00	0	5	\$125.0
18	P	3 Way Cheesy Cheese Tin	Scout Take Order quantities will appear in "QTY	\$35.00	2	7	\$245.0
	VV	Chocolatey Drizz Caramel	NEEDED from Scout Sales". Do not adjust this number unless Scout has an order marked as delivered. You	\$25.00	0	20	\$500.0
Marinet Marinet	WW	\$50 Military Donation	would then decrease order quantity by that amount.	\$50.00	1	12	\$600.0
Aude							



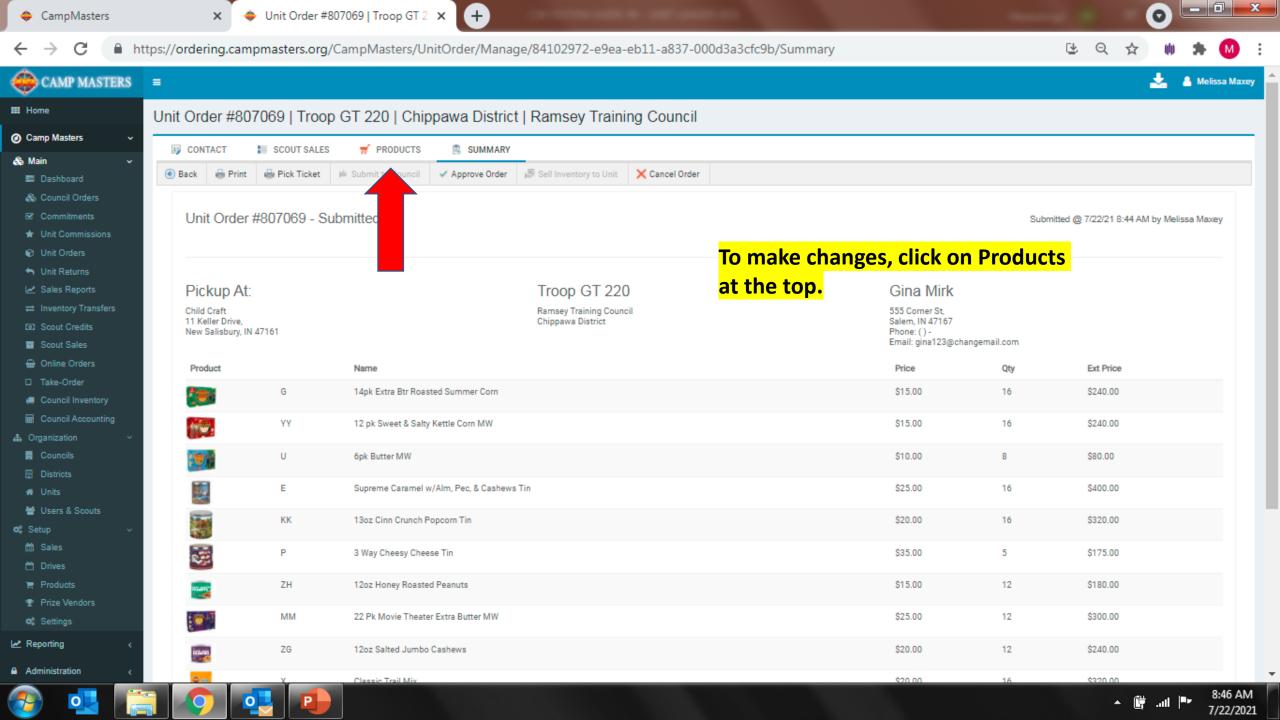


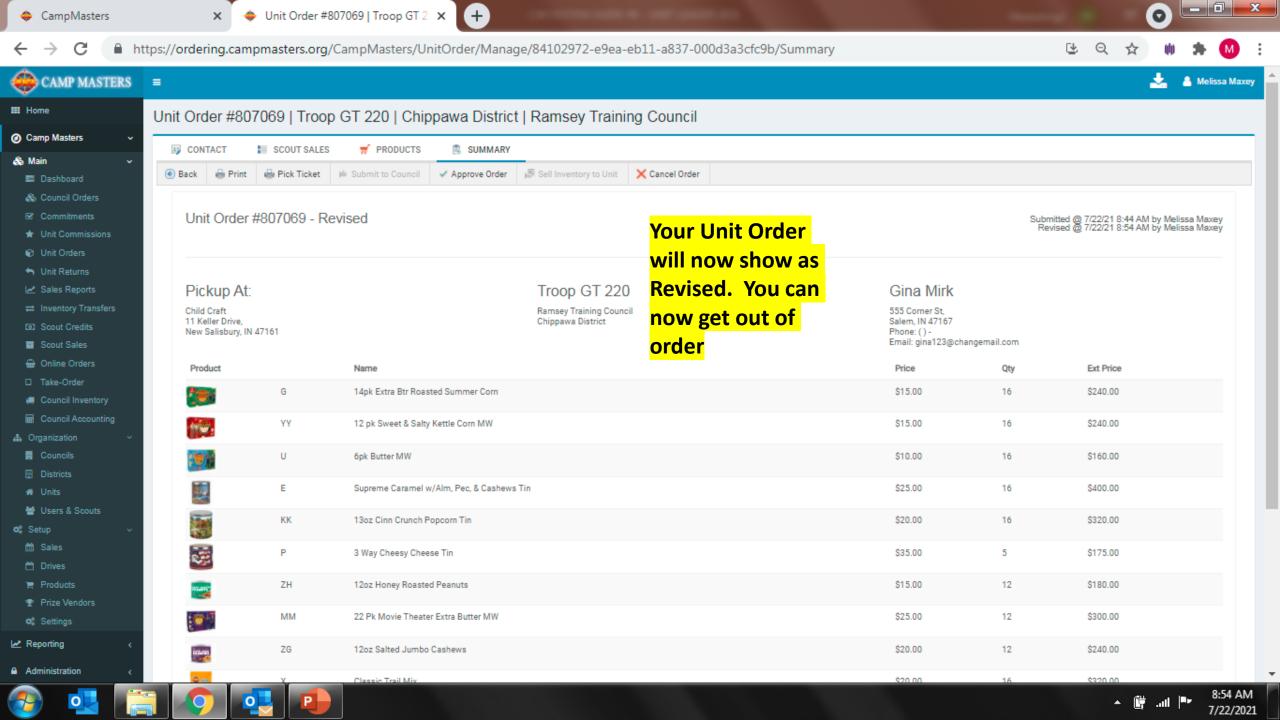
Unit Order #817891 | Troop GT 220 | Chippawa District | Ramsey Training Council



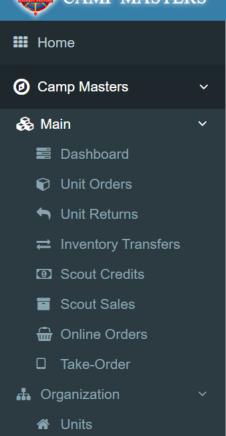


If you need to make changes to your submitted order, go back to your Dashboard and click "Unit Orders". Screen will show all orders; click order# to be changed. This will open the order to allow changes. ANY CHANGES MUST BE MADE BEFORE "UNIT ORDER DUE" DATE to your Council



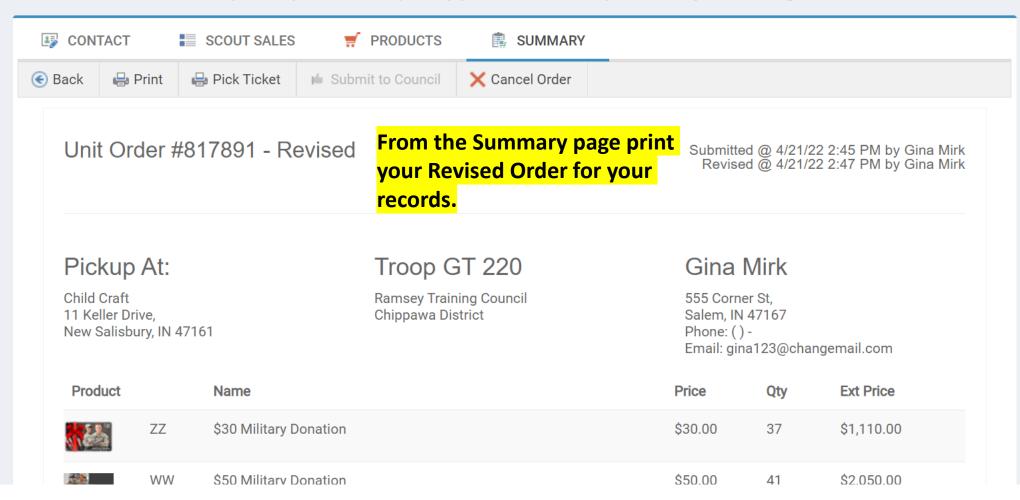






Users & Scouts

Unit Order #817891 | Troop GT 220 | Chippawa District | Ramsey Training Council



UNIT LEADER DASHBOARD/HOME PAGE BELOW. FOR SCOUTS AND SCOUTING FAMILIES TO SELLONLINE AND ENTERING SCOUT TAKE ORDERS, REFERENCE

"CM SYSTEM GUIDE #5 - SCOUTS 2022"

BOTH GUIDES WILL BE AVAILABLE ON THE CAMP MASTERS WEBSITE - www.campmasters.org "HOW TO ORDER POPCORN"

