One person from your Unit needs to register to sell; preferably your Popcorn Chair.

- Go to PRPopcorn.com
- Click on “My Account”
- Click on “Create Unit Profile”
- Enter your Council Key (provided by your council) **172HAC**
- Choose your District from the dropdown menu
- Choose your unit from the dropdown menu (the Unit type will populate based on the number you choose)
- Enter a username for the account (this does not need to be an email address as in previous years, but must be unique)
- Enter a Password for the account
- Enter the remaining profile information including the email address where all confirmation emails for the account will be sent.
- Click “Submit”
- You will need to log into your newly created account to complete the commitment process by answering your participation status in the sale and choice of commission options.

**How to Access My Account?**

- Go to PRPopcorn.com
- Click on “My Account”
- Enter in your username and password
- Once in the system, you will see your dashboard.
How to Update My Profile?

- Click on “Unit User” in the top right-hand corner of the screen.
- Your profile information will display.
- To update or change your profile, click “Edit Profile.”
- If you would like to change your password, click “Change Password.”

Order Popcorn for your Unit

If your Unit plans on picking up their first order at the District warehouse on September 25th, you are encouraged to place your order at Kickoff if possible. **All orders are due by September 13, 2019.**

1. Review your Unit’s 2018 sales history, which will be provided at the kickoff event **Wednesday, August 7th** and the Council website, **www.hawkeyebsa.org.**
2. Discuss your order with your Unit Leadership and complete your order on the Scout Boss (http://prpopcorn.com) website. ***See the attached list of 2019 products. This initial order is the only time orders are required to be in cases.*** No minimum order is required.

How to Place an Order?

- Click “New Order” on the Dashboard.
- Choose what type of order you are entering (Take Order/Show n Sell) as well as pick up location.

- 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, see “Helpful Tips” on PRPopcorn.com home page.)
  - Take Orders = enter in as containers
- At the bottom of the order form, you can add any notes/comments to the order.
- Click “Submit Order” to place your order.  **If you do not hit Submit Order, your order will not be placed**