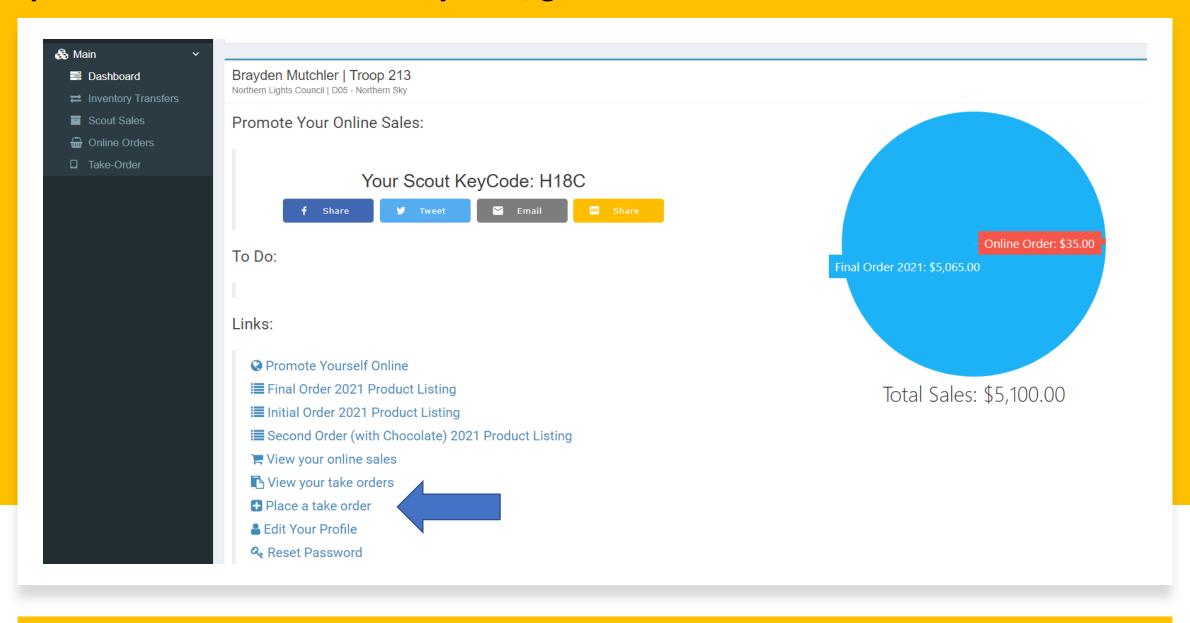
### Enter your take order requirements online to save time and reduce paperwork!

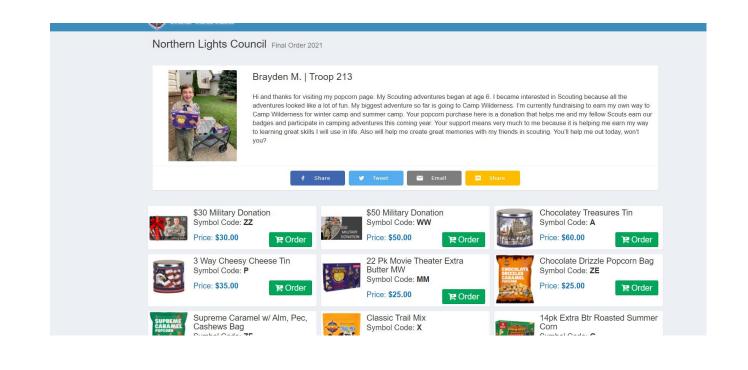
- There are in fact two ways scouts can enter their sales with their CAMP MASTERS system even if they are also using the sales app in person:
  - Scouts can sell via the paper form, returning home to enter their sales information at the customer level.
  - Scouts can sell via the paper form, return home and enter one take order for the product they need from their sales.

#### To place Scout orders into the system, go to Dashboard and Select Place a take Order

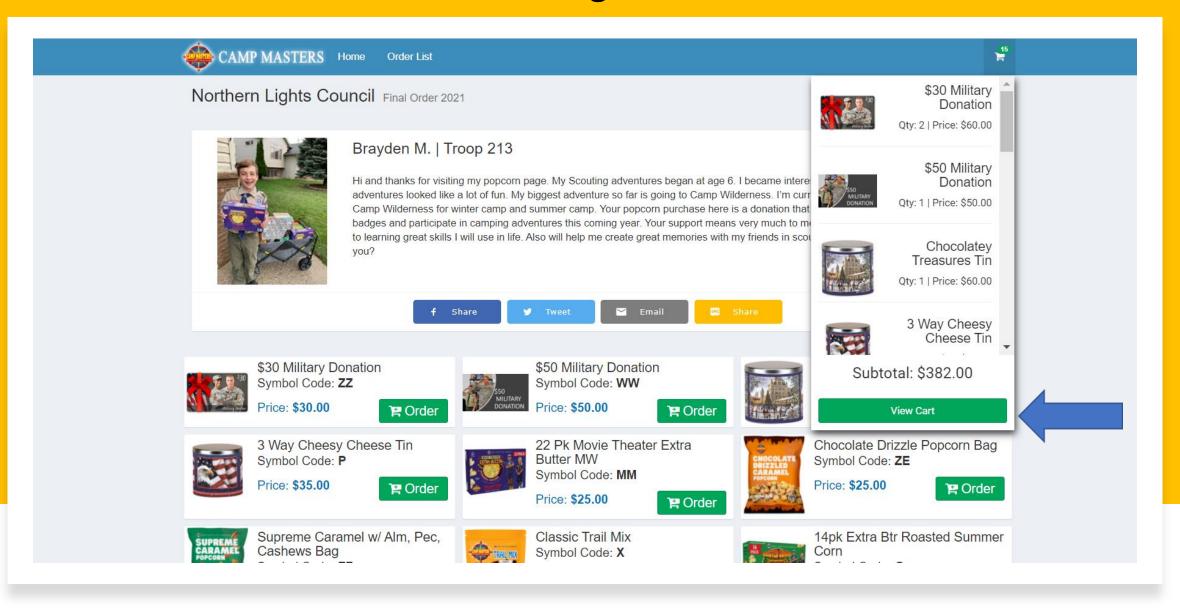


## Select Product to be ordered at customer level, or select all if entering a total order

- If entering your sales individually at customer level, repeat this for each line on your order form
  - Provides customer level data
  - System will total all sales on your dashboard and to your Unit
- If entering all your sales, simply add each product to cart
  - If product was delivered from Show and Sell inventory you will need to enter two of these to avoid over-ordering
  - System will total all sales to your dashboard and to your Unit



#### **After Selecting Press View Cart**



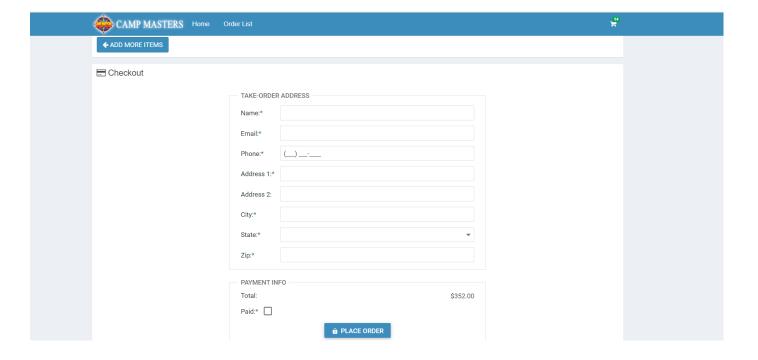
## Adjust Quantity Needed for Every Item and scroll down to Bottom

- If entering your sales individually at customer level verify the quantity and scroll down.
- If inputting total needs for each product, total your product columns from your sales sheet and adjust quantities here.
- Remember to separate delivered from not delivered products and enter two different orders if you delivered product from Show and Sell to fill this need.

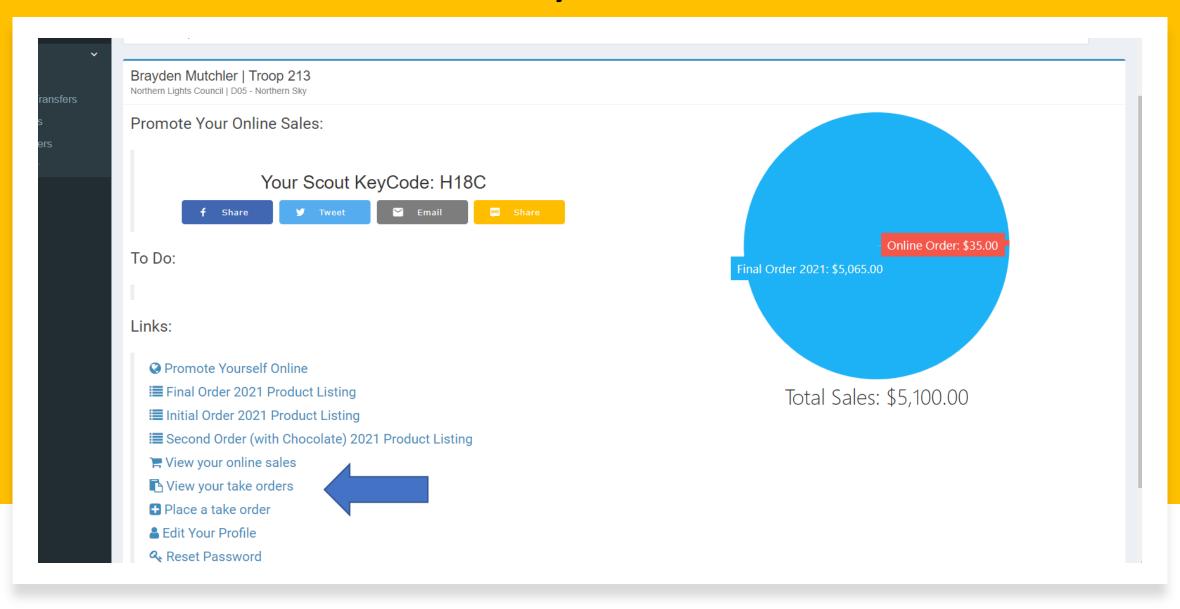
	CAMP MASTERS	Home Orde	er List	H 1
	` <b>≡</b> Cart			
	1	\$30 Military Dor Symbol Code: Z (\$30.00 ea)		
	MAITARY DONATION	\$50 Military Dor Symbol Code: W (\$50.00 ea)		
		Chocolatey Trea Symbol Code: A (\$60.00 ea)		
		3 Way Cheesy C Symbol Code: P (\$35.00 ea)		
		22 Pk Movie The Symbol Code: N (\$25.00 ea)	eater Extra Butter MW  MM  10	
	SMSSA ATT SMSSA ATT SMSSA SMSSA ATT SMSSA ATT SMSSA SMSSA ATT SMSSA ATT SMSSA ATT SMSSA ATT SMSSA ATT SMSSA ATT SMSS	Chocolate Drizz Symbol Code: Z (\$25.00 ea)		
		14pk Extra Btr R Symbol Code: G (\$15.00 ea)	Roasted Summer Corn	
		Classic Trail Mix Symbol Code: X		

# Enter your Customer Information based on your approach

- Enter your customer information for each sale, then click 'paid' if appropriate. On next screen click on 'delivered' if appropriate and finish order.
- If this is a total sales order, enter the Scout's/Parent's information and finish order.
  - Use your paper form for delivery to consumer information.
  - Reminder: if product was delivered, separate those and enter under another order so that product isn't ordered again by marking the delivered box as appropriate!



### **Click View your Scout take Orders**



### You can then view all of your take orders

