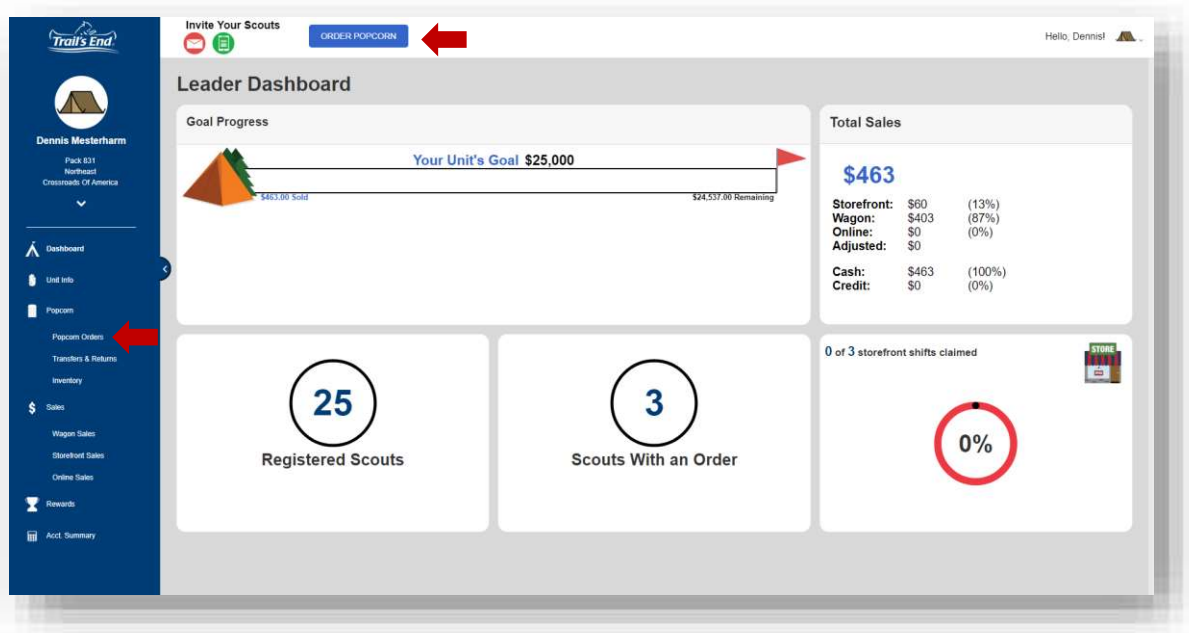


Unit Popcorn Ordering

Placing a Unit Order

1. From the unit dashboard, click the **Order Popcorn** button. Or, you can go to **Popcorn Orders** from the left navigation menu, then click **Order Popcorn**. This will take you to the New Unit Order screen.
 - a. To view last year's invoice statement, once on the Order Popcorn page, choose the appropriate year from the campaign dropdown and then click Invoice Statement.



2. From the dropdown menus, double check to make sure that the correct campaign year is set (automatically defaults to the current year) and select the appropriate order from the “**Choose Delivery**” dropdown box to populate the product ordering rows.

**Your council must assign a pickup location to your unit before you can place your order. If you receive this error message, please contact your council.*

New Unit Order

Order Testing Unit
Fall 2017







Fall 2017 Choose Delivery...

Click Submit when you are ready to send your order to the Council for approval

Product	QTY Interval	Order Adj(+ or -)	Final Unit Order
			QTY: 0
			Total Retail:

- Use the Order Adj column to enter and/or adjust the order quantities (use positive or negative integers to adjust), and then click **Submit** to send your order to your Council for approval, or click **Save** to hold your quantities to be submitted at a later time. The Final Unit Order column will reflect your final order quantity to your Council.

New Unit Order

Product	QTY Interval	Order Adj(+ or -)	Council Order
 \$50 Military Donation	1:1	cs: 5	cs: 5
 18pk Unbelievable Butter Microwave	6:1	cs: 4	cs: 4
 White Chocolatey Pretzels Bag	6:1	cs: 10	cs: 10
 Premium Caramel Corn w/ Almonds, Cashews & Pecans	12:1	cs: 7	cs: 7
 Jalapeno Cheddar	12:1	cs: 6	cs: 6
 White Cheddar Cheese	12:1	cs: 11	cs: 11
Total: 43			