



A Scouting Tradition for over 35 years....

PECATONICA RIVER POPCORN

Directions for Creating Unit Profile on Scout Boss

- Go to PRPopcorn.com
- Click "Scout Boss" from the "Account Login" drop down in the top right corner of the page
- Click on "Create Unit Profile"
- Enter your Council Key (**157AWA**)
- Choose your District from the dropdown menu
- Choose your unit type from the dropdown menu
- Choose your unit number from the dropdown menu
- 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"

Other tasks to complete in Scout Boss

- Check the Scouts in your unit; the Scout information was added from Council's registrar information a couple of months ago.
 - Click the Scout Seller IDs button on your Dashboard
 - If you have a Scout that is no longer in your unit you can click edit on the right side of the Scout's name and then click on the inactive box on the left side of the Scout's name, then click the update button on the right.
 - If the Scouts parent's email is incorrect, Click edit on the righthand side of the Scout's name and then type in the correct email address and then Click on the update button.
 - Add new Scouts; Fill out the fields First Name, Last Name, and Email address then Click the Add button at the right
- On the other Scouts listed, if email sent column is not showing a date, Click edit and then Click update, that will send the email to the parent so that they can set-up the Scout side. There is a training video for them to watch for the Scout set-up at: <https://pecatonicariverpopcorn.com/videos/platform/MyPRPopcorn.mp4>
- ⇒ On your Dashboard Page; Click the Kernel Tracker button
 - ⇒ Register yourself for Kernel Tracker
 - ⇒ Once you have Unit inventory, you can use Kernel Tracker to assign inventory to Scouts from your Unit inventory; you can also move inventory from your Scout back to your Unit inventory.

If you have any questions or need any additional information , please reach out to either myself, Troy Bowers at 260-409-1590 or Troy.Bowers@scouting.org or Justin Arkkelin at 260-760-9175 or Justin.Arkkelin@scouting.org.