How to Enter/View/Edit a Scout for Online Sales (Seller ID)?

Log into https://pecatonicariverpopcorn.com/

- Click "Scout Seller IDs" on the Dashboard.
- A list of Scouts with current online Seller ID's will populate.
    o You do not have to enter a Scout every year for a new Seller ID. Scouts can use the same ID year after year while with this unit.

Scouts

👥 Scouts

🛠 Active Scouts   🛠 Inactive Scouts   🛠 All Scouts

✕ Bulk Delete

☐	Inactive	First Name	Last Name	Email	Seller ID	Date Added		
☐	☐							Add
☐	No	John	Doe	johndoe@email.com	0EAX6C	10/13/2017	🛠 Prizes	✏ Edit ✕ Delete
☐	Yes	Joe	Smith	joesmith@email.com	6QJN1C	10/30/2017	🛠 Prizes	✏ Edit ✕ Delete
☐	No	test	test	alisa.proskura@caspio1.com	S0211I	11/28/2017	🛠 Prizes	✏ Edit ✕ Delete
☐	No	Benny	White	bwhite@test.com	XS1U2W	3/22/2018	🛠 Prizes	✏ Edit ✕ Delete

Records 1-4 of 4

- To add a new Scout, enter in the required fields (white boxes at the top):
    o First Name
    o Last Name (we only need the first two letters of his/her last name)
    o Parent/Guardian email address
- Click "Add." A random Seller ID will be populated and an email will be sent to the parent/guardian letting them know their Scout's Seller ID.
- You may edit a Scout's information by clicking on "Edit."
    o Only a Scout's first/last name and email can be edited. **The Seller ID cannot be changed**
- If a Scout is no longer selling popcorn, you may inactivate him/her which will hide all information tied to that Scout. If at any time you need to view that Scout's information again you simply click on "Inactive Scouts."