

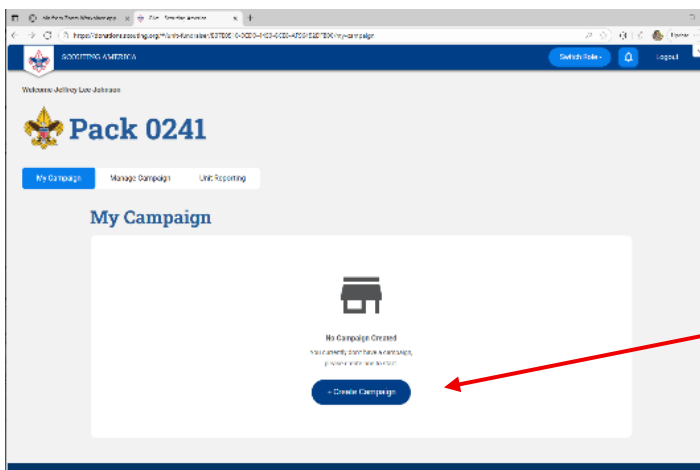
# UNIT LEADER DIGITAL PRODUCT SALE SET-UP

## INSTRUCTIONS TO MAKE AVAILABLE FOR YOUR SCOUTS

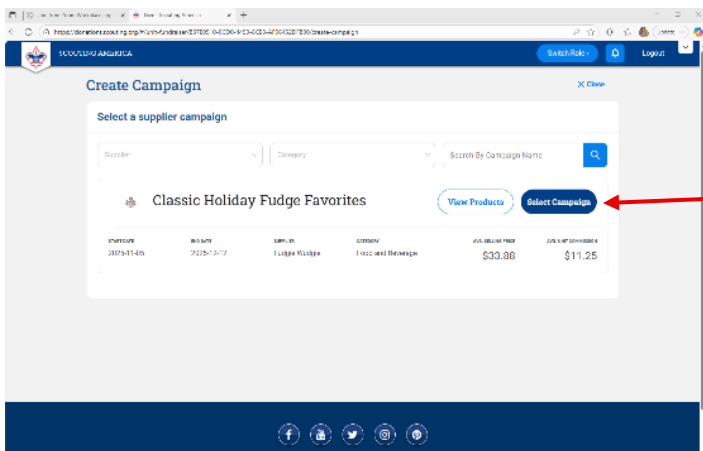
To view the Unit Leader Campaign Set-Up, please visit:

<https://donations.scouting.org/#/sales-platform>. Click the “Join Unit Campaign” button.

This is linked to your “My.Scouting.Org” account and data. Use that user ID and password to log in. Select the “Switch Role” drop down button in the banner in top right hand corner. If you are registered in multiple positions, select the Unit that you are creating the sale for. DO NOT SELECT THE “PEER TO PEER” option.

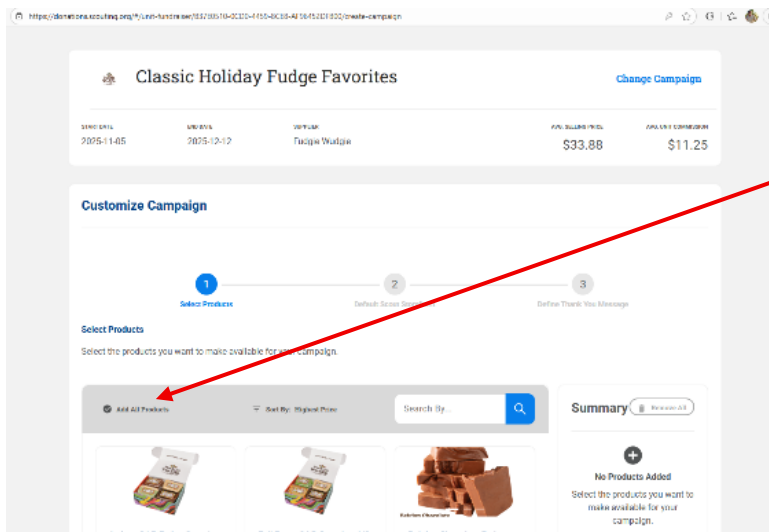


Click on “Create Campaign”



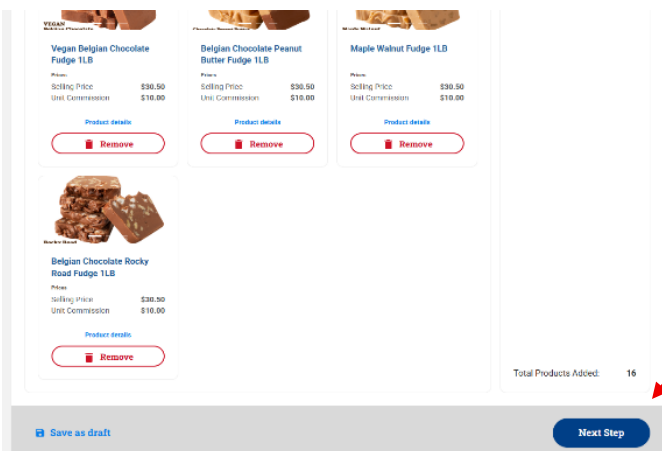
This page lists the campaigns that have been set up for your Unit. Click on “Select Campaign.”

A window will pop up (not pictured) where you Name Your Campaign. The default campaign name will appear. You may edit this if you'd like.



This window is next, be sure to click on “Add All Products.” All products approved for the campaign will show up. You may remove products from your campaign if you’d like.

Scroll Down



Scroll down and click on “Next Step”

After you hit “Next Step,” a pop up window (not pictured here) will appear that offer you advice and help in conducting your sale and creating your storefront. Click on the “I have read” button and click on “Continue.”

This page is where you customize your storefront. You can upload a Unit logo here if you'd like which will become a default logo option to all Scouts in your Unit.

Then update or modify your campaign message. This message will be the default boilerplate that all Scouts in your Unit can potentially use to promote the sale to their supporters. Scouts can further tailor message if they like when they create their storefront.

Finally, set the individual sales goal for each Scout. Please note that once a sales goal has been set for the Scout, it cannot be amended.

**Scout Sales Goal Setting Tip:** Establish the individual sales goal by the number of products you want them to sell by the Scout Selling Price (i.e. 15 units of fudge at \$30.00/per unit = \$450 scout sales goal).

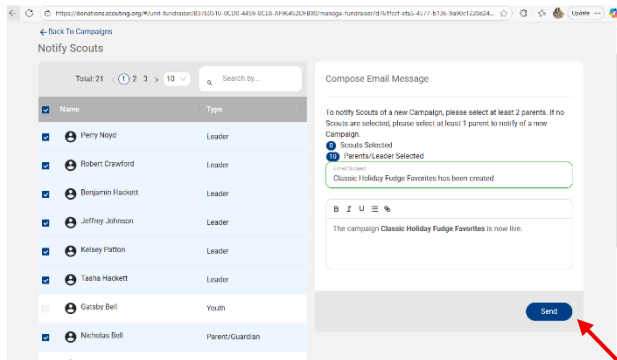
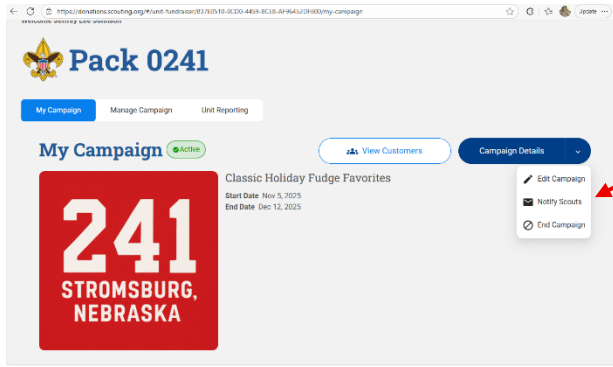
**Note:** In this example, the window says "your Unit has 11 Scouts." That is the number of Scouts who have registrations in My.Scouting.org. If you have more Scouts on your roster, you have unregistered Scouts in your Unit.

Write your Thank You message and select "Send to Approval."

This will notify the Council your Unit campaign needs to be approved.

Next step, add Scouts!

Once the Council approves your Campaign, you will receive a notification. Log back to "Join Unit Campaign" at <https://donations.scouting.org/#/sales-platform> using your My.Scouting.org login info.



Select the drop down menu under “Campaign Details,” then select “Notify Scouts.”

Of note, if you need to edit your campaign (the welcome note, the thank you note, etc. you can do that here).

Select the names of the Scouts/parents that will participate in the campaign. Select the box next to “Name” and they all will be selected.

Note: unselected probably don’t have an email listed with their official registration or they may not have a My Scouting Account set-up.

**Anyone who wants to participate in a Digital Product Sale must have a My Scouting Account set-up.**

Select “Send”

Unit Leaders will need to approve a Scout digital storefront before they can share.

To view Video Training Tutorials for:

1. Create My Scouting Account
2. Unit Leader Instructions
3. Parent and Scout Instructions

Visit:

<https://donations.scouting.org/#/sales-platform/resources>