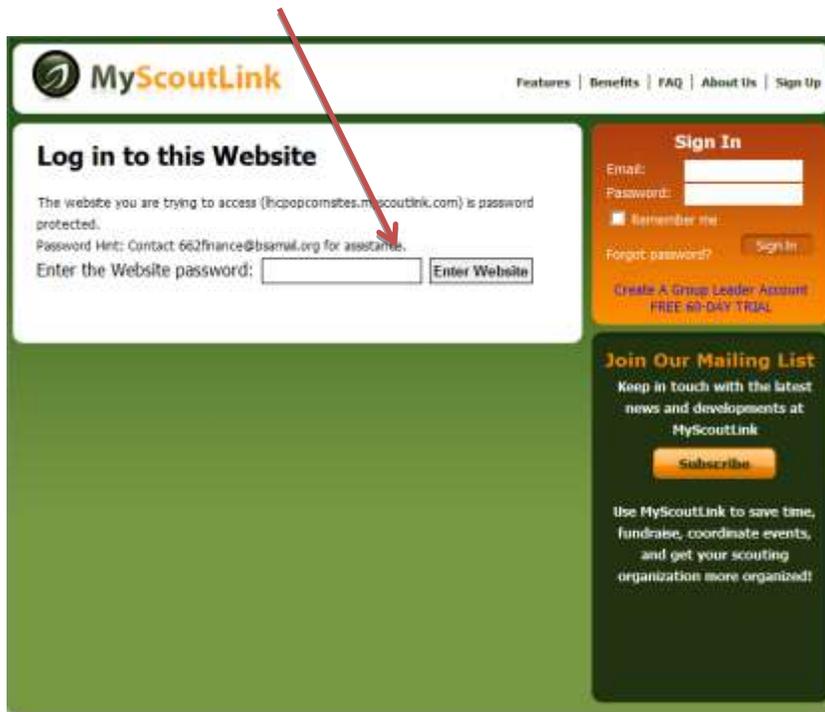


How to Reserve Longhorn Council Popcorn Show & Sell Locations

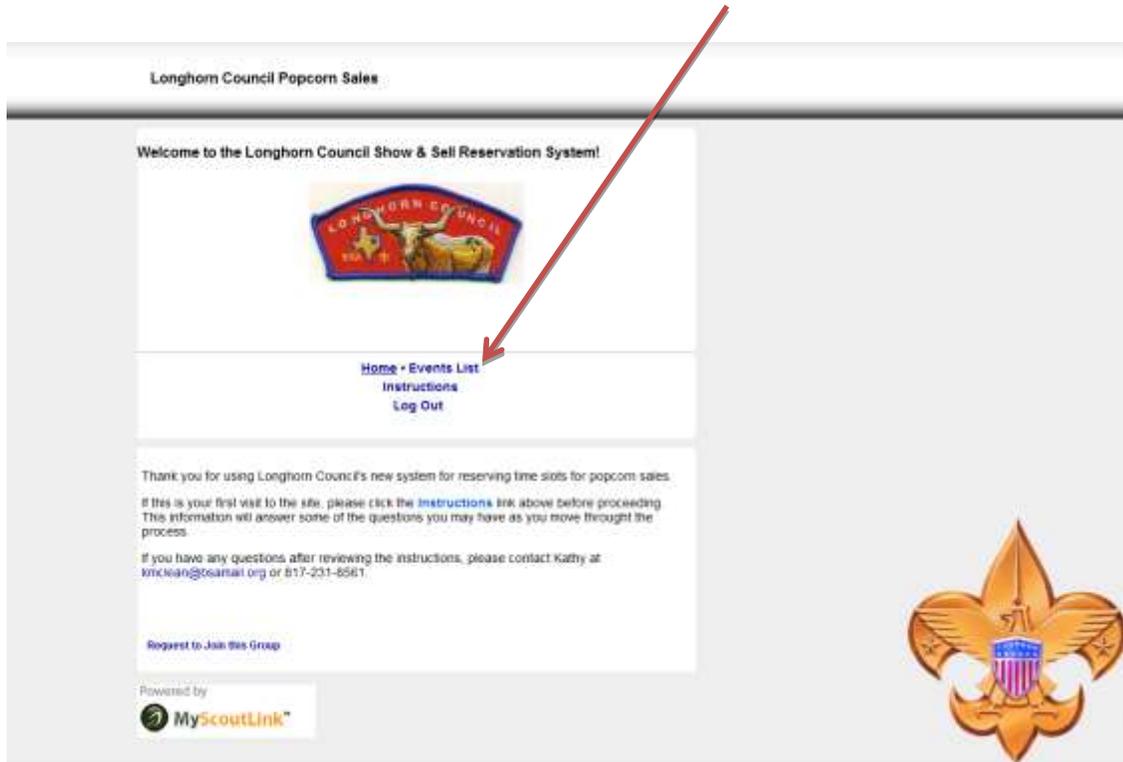
You may reserve up to 3 shifts for your unit. If you do not have the password for the reservation system, please email your District Kernel or 662finance@bsaemail.org. (The list of District Kernel emails is linked on the Popcorn page of www.longhorncouncil.org.)

1. Go to the Popcorn page on the Longhorn Council website:
<http://www.longhorncouncil.org/Info/Support-Scouting/Popcorn.aspx>.
2. Click on the “Reserve Show & Sell Locations” link (active on June 20, 2012 at 7:00 pm).
3. Type the **password** provided by your District Kernel and click the **Enter Website** button.



The screenshot shows the MyScoutLink login interface. At the top left is the MyScoutLink logo. To the right are links for Features, Benefits, FAQ, About Us, and Sign Up. The main content area is divided into two columns. The left column is titled "Log in to this Website" and contains a message: "The website you are trying to access (licpopcomsites.myscoutlink.com) is password protected. Password Hint: Contact 662finance@bsaemail.org for assistance." Below this is a text input field for the password and an "Enter Website" button. A red arrow points from the top of the page down to this button. The right column is titled "Sign In" and contains fields for Email and Password, a "Remember me" checkbox, a "Forgot password?" link, and a "Sign In" button. Below the "Sign In" section is a "Join Our Mailing List" section with a "Subscribe" button and a brief description of the benefits of MyScoutLink.

4. On the Home page, click **Events List**.



(Note: The Events List page will show a date header of “Sat 25 Aug 2012”. This is only the beginning date of the Show & Sell time slots. There are actually Saturday and Sunday sessions available in September and the first weekend of October.)

5. Scroll through the listing of all the store locations. Select the store most convenient for your unit by clicking on **“More Info and Registration”** next to the preferred location. (The opportunity to pick a date and time slot will be presented in a later step.)

Longhorn Council Popcorn Sales

Welcome to the Longhorn Council Show & Sell Reservation System!



[Home](#) • [Events List](#)
[Instructions](#)
[Log Out](#)

Events List

Sat 25 Aug 2012		
12:00mid	Kroger Ft. Worth Camp Bowie Kroger 439U	More Info and Registration

6. The page that opens prompts for your email address and to type some randomly generated letters. (This is necessary to prevent spam programs from corrupting the reservation process.) Type your **email address**, the **letters** shown when the screen opens, and click **Register**.

Kroger Ft. Worth Camp Bowie

Kroger Ft. Worth Camp Bowie
Sat 2012-Aug-25 (All-Day Event)
Location: Kroger 439U

If you have questions, contact Kathy at 662finance@bsaemail.org or 817-231-8561.

REGISTRATION

STEP 1 - Please enter your email address below:

ebewbe

STEP 2 - Type the letters above:

Register

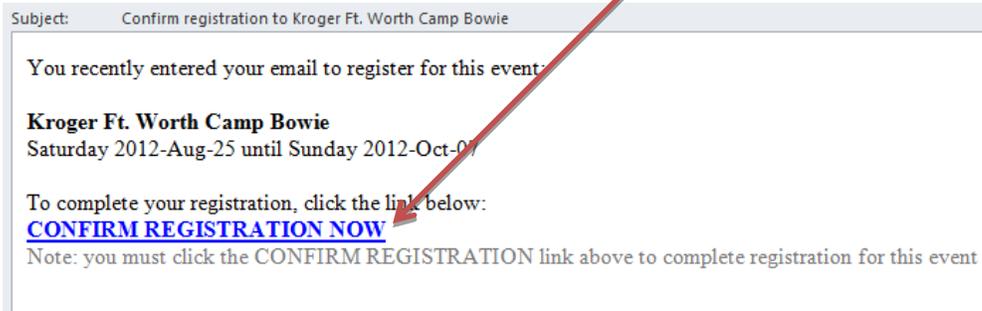
Address: 3114 Camp Bowie W Blvd
Fort Worth, TX 76116

Close

7. A message will appear indicating an email is on its way. Click **“Close”**.



8. The email subject line will read “Confirm registration to Kroger” and the name of the store you selected. Open the email when it is received. If you do not see it within just a few minutes, check your spam or junk email folder. You must click the “**CONFIRM REGISTRATION NOW**” link to be able to select a time slot.

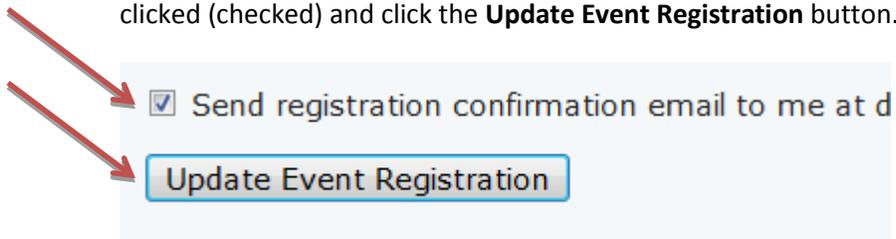


9. A page will open with four tabs across the top. The first tab called RSVP will present the date and time slots available for reservation at the location selected. Sessions that have already been reserved will be marked as “SOLD OUT” and will not be available for selection.

On the RSVP tab, click the circle next to the type of unit that will be selling at this location and type in the unit number. Scroll through the choices and click the box or boxes (up to a maximum of three) next to each of the time slots you wish to reserve for your unit.



10. Scroll to the bottom of the page. Make sure the “Send registration Confirmation email...” box is clicked (checked) and click the **Update Event Registration** button.



NOTE: Every time you change time slot selections and click **Update Event Registration** again, you will receive another confirmation email.

11. You may wait for the confirmation email to arrive, or continue with step 12. If you choose to review the confirmation email as soon as it is delivered, you will want to be aware of the following.

The system will send an email to the address you entered with the subject "Registration confirmation for Kroger...". The subject line and the opening sentence of the message will refer to the particular store location you selected. **It will also indicate it is "on Sat Aug 25, 2012" - this reflects the beginning of the Show & Sell period and not the date(s) you selected for your unit. The actual dates of the time slots you reserved will be shown at the bottom of the email message.** See the example below.

Subject: Registration confirmation for Kroger Ft. Worth Camp Bowie on Sat Aug 25, 2012

Thank you for registering for Kroger Ft. Worth Camp Bowie on Sat Aug 25, 2012. [Add to Calendar](#)

Location: Kroger 439U
9114 Camp Bowie West Blvd.
Fort Worth
TX 76116

Name: Unit Kernel Name

Email: youraddress@email.com

Your registration selections are below:

UNIT TYPE for the group reserving time at this store:
Troop

UNIT NUMBER:
456

Choose the date/time slot(s) you wish to reserve at this store, then click "Update Event Registration" at the bottom of the page.:

Sat.,10/6/2012,1:00pm-3:45pm
Sun.,10/7/2012,10:00am-12:45pm
Sun.,10/7/2012,1:00pm-3:45pm

These are the actual date & time slots you reserved!!!

12. Click on the **Your Profile** tab and fill in as much as possible and then click the **Update Your Profile** button. This information will help us stay in touch with you throughout the Show & Sell period and enable you to receive vital instructions.

RSVP **Your Profile** **Map** **More Events**

Update Your Profile

Firstname

Lastname

Phone

Mobile

Email

Home Phone

Popcorn Position District Kernel
 Unit Kernel

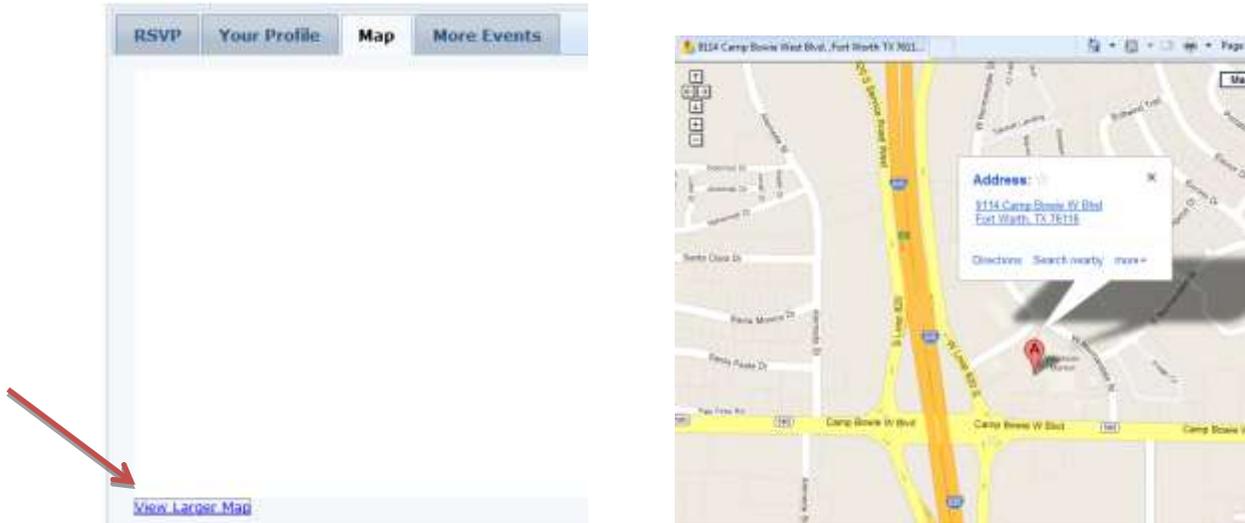
Unit Number

Unit Type

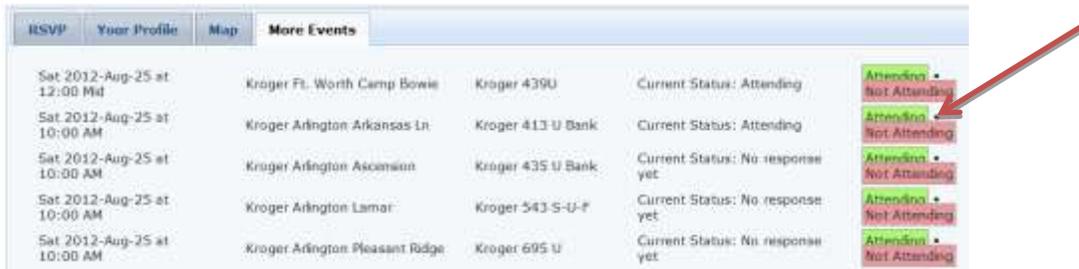
Work Phone

Thank you for using MyScoutLink.com™.

13. Click the **Map** tab and then the **View Larger Map** link on that page. It will open a new page with the store address already pinned. Use it to obtain directions and/or to print maps for your parents and leaders.



14. The **More Events** tab allows you to reserve other store locations, if desired. To reserve another store location from the More Events tab, click **Attending** next to the desired location.



The time slot selection page will then be displayed for that location. (Refer back to step 9 for selecting time slots.)

NOTE: if you wish to cancel all of your unit's reserved time slots for a particular store location, you can click **Not Attending** next to the name of that store on the **More Events** tab.

15. When finished, close the tabbed window and click **Log Out** on the home page of the website.

Longhorn Council Popcorn Sales

Welcome to the Longhorn Council Show & Sell Reservation System!



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[Instructions](#)
[Log Out](#)

Events List

Sat 25 Aug 2012	12:00mid Kroger Ft. Worth Camp Bowie Kroger 439U	More Info and Registration
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16. If you have not done so already, look for an email sent to the address you entered with the subject "Registration confirmation for Kroger...". The subject line and the opening sentence of the message will refer to the store location you selected. **It will also indicate it is "on Sat Aug 25, 2012" - this reflects the beginning of the Show & Sell period and not the date(s) you selected for your unit. The actual dates of the time slots you reserved will be shown at the BOTTOM of the email message.** See the example below.

Subject: Registration confirmation for Kroger Ft. Worth Camp Bowie on Sat Aug 25, 2012

Thank you for registering for Kroger Ft. Worth Camp Bowie on Sat Aug 25, 2012. [Add to Calendar](#)

Location: Kroger 439U
9114 Camp Bowie West Blvd.
Fort Worth
TX 76116

Name: Unit Kernel Name

Email: youraddress@email.com

Your registration selections are below:

UNIT TYPE for the group reserving time at this store:

Troop

UNIT NUMBER:

456

Choose the date/time slot(s) you wish to reserve at this store, then click "Update Event Registration" at the bottom of the page.:

Sat_10/6/2012,1:00pm-3:45pm
Sun_10/7/2012,10:00am-12:45pm
Sun_10/7/2012,1:00pm-3:45pm

These are the actual date & time slots you reserved!!!

17. **Print the confirmation email and take it with you to your Show & Sell location.** The store manager will be given a list by Longhorn Council of units approved to sell at that store on that date. The store may require you to show your confirmation message prior to setting up your tables so that it can be compared against the council list. The council list provided to the store manager will be the deciding factor if any conflict over a time slot arises.