

Scout Boss

Unit Setup & Quick-Start Guide

Welcome to **Scout Boss**, your unit's central tool for managing Scouts, accessing Kernel Tracker, and supporting your MyPRPopcorn sellers.

This guide will walk you through the initial setup of your unit account and several of the most common functions you may need throughout the popcorn sale.

1. Create Your Unit Profile

Before you can access Scout Boss, you will need to create your unit profile.

Step 1 -> Go to **PRPopcorn.com**.

Step 2 -> From the **Account Login** dropdown in the upper-right corner of the page, select **Scout Boss**.

Step 3 -> Click **Create Unit Profile**.

Step 4 -> Enter your **Council Key**. **Important:** Your Council Key is provided by your council.

Step 5 -> Complete the unit information:

- **District** – Select your district from the dropdown menu.
- **Unit Type** – Select your unit type.
- **Unit Number** – Select your unit number.

Step 6 -> Create your Scout Boss login:

- **Username** – Enter a unique username. Your username **does not need to be an email address**.
- **Password** – Enter a password for your account.

Step 7 -> Enter the remaining profile information, including the **email address where you want account confirmation emails sent**.

Step 8 -> Click **Submit**. Your Scout Boss unit profile is now set up.

2. Access Your Scout Boss Account

Once your unit profile has been created, you can access Scout Boss at any time.

Step 1 -> Go to **PRPopcorn.com**.

Step 2 -> From the **Account Login** dropdown in the upper-right corner, select **Scout Boss**.

Step 3 -> Enter your **username and password**.

Step 4 -> After logging in, you will be taken to your **Scout Boss Dashboard**.

Tip: Your dashboard is the starting point for accessing the tools and information available to your unit.

3. Set Up and Access Kernel Tracker

Important: Your first access to Kernel Tracker must be completed through your **Scout Boss Dashboard**.

Step 1 -> Log in to **Scout Boss**.

Step 2 -> From your Unit Dashboard, click **Kernel Tracker**.

Step 3 -> The first time you access Kernel Tracker, you will be asked to create login credentials.

Enter:

- **Email Address**
- **Password**

Note: Your Kernel Tracker email and password **do not have to be the same** as your Scout Boss username and password. However, using the same credentials may make it easier to remember your login information.

Need Help Using Kernel Tracker?

Watch the Kernel Tracker training video:

Kernel Tracker Training Video

<https://pecatonicariverpopcorn.com/videos/platform/KernelTracker.mp4>

4. Resend a MyPRPopcorn Email to a Scout

If a Scout did not receive their MyPRPopcorn email, you can resend it through Scout Boss.

Step 1 -> Log in to **Scout Boss**.

Step 2 -> Click **Scouts** in the top navigation.

Step 3 -> Locate the Scout who needs their MyPRPopcorn email resent.

Step 4 -> Click **Update** next to the Scout.

Important: You must click **Update** even if you are not changing any information. Saving the Scout's record will trigger the MyPRPopcorn email to be resent.

Step 5 -> Click **Update** again to save the Scout's record.

Repeat these steps **individually for each Scout** who needs their MyPRPopcorn email resent.

Don't Forget!

Ask parents to check their **Spam, Junk, or Promotions folders** if they do not see the email in their inbox.

5. Mark a Scout as Inactive

When a Scout is no longer active in your unit, their Scout Boss record should be marked **Inactive**.

Step 1 -> Log in to **Scout Boss**.

Step 2 -> Click **Scouts** in the top navigation.

Step 3 -> Locate the Scout who is no longer active in your unit and click **Update**.

Step 4 -> Click the **Inactive** button on the left side of the Scout's name.

Step 5 -> Click **Update** to save the change.

Repeat these steps individually for each Scout who needs to be marked inactive.

Important: Please mark Scouts as inactive when they leave your unit. A Scout who transfers to another unit will be assigned a **new Seller ID associated with their new unit**.

6. Issues Accessing MyPRPopcorn

If a Scout is having trouble accessing MyPRPopcorn:

Please contact the Pecatonica River Popcorn Team

Email: pops@prpopcorn.com

Our team can help troubleshoot the issue and determine the appropriate next step.

Important: Do Not Create a Duplicate Seller ID

Please do not create another Seller ID for a Scout who already has one in your unit.

Creating a duplicate Seller ID can cause problems with the Scout's account and sales history. If a Scout is having trouble accessing MyPRPopcorn, please contact the Pecatonica River Popcorn Team for assistance.

Quick Reference

Task	Where to Go
Create Unit Profile	PRPopcorn.com → Account Login → Scout Boss
Access Scout Boss	PRPopcorn.com → Account Login → Scout Boss
Set Up Kernel Tracker	Scout Boss Dashboard → Kernel Tracker
Resend MyPRPopcorn Email	Scout Boss → Scouts → Update
Mark Scout Inactive	Scout Boss → Scouts → Update → Inactive
MyPRPopcorn Access Problems	Email pops@prpopcorn.com