

# Coffee Registration and Ordering Using Black Pug

## Registering to Sell Coffee

1. Go to <https://stlbsa.org/coffee-fundraiser/>
2. Click “+” on **Register Your Unit to Sell!** (see below)



Coffee Fundraiser 2024

The Greater St. Louis Area Council is going into the 3rd year of Coffee Sales with success!

Units earned nearly ~~\$80,000~~ last year!

**WHY SELL?** +

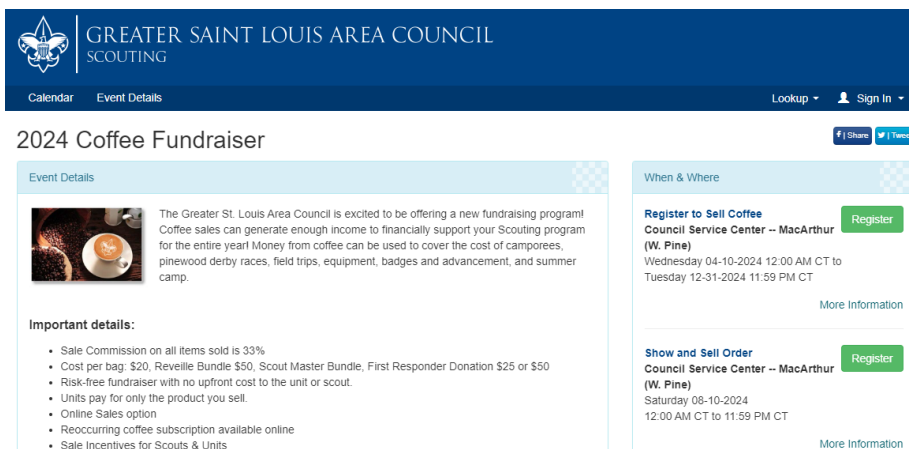
**REGISTER YOUR UNIT TO SELL!** -

Register Your Unit Here!

Questions? - Please don't hesitate to contact us at [gslac.productsales@scouting.org](mailto:gslac.productsales@scouting.org).

Coffee Leader Guide 2024  
Inventory Tracker: Coffee Unit Inventory Worksheet Tool  
This tool is to help units keep track of their inventory.

3. Click on **Register Your Unit Here!** A new window will open. (see below)



GREATER SAINT LOUIS AREA COUNCIL SCOUTING

Calendar Event Details Lookup Sign In

### 2024 Coffee Fundraiser

Event Details

The Greater St. Louis Area Council is excited to be offering a new fundraising program! Coffee sales can generate enough income to financially support your Scouting program for the entire year! Money from coffee can be used to cover the cost of camporees, pinewood derby races, field trips, equipment, badges and advancement, and summer camp.

**Important details:**

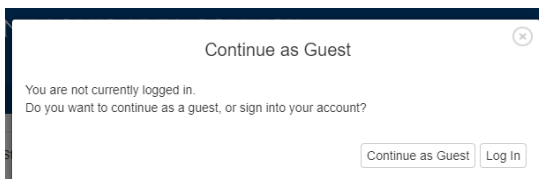
- Sale Commission on all items sold is 33%
- Cost per bag: \$20, Reveille Bundle \$50, Scout Master Bundle, First Responder Donation \$25 or \$50
- Risk-free fundraiser with no upfront cost to the unit or scout.
- Units pay for only the product you sell.
- Online Sales option
- Reoccurring coffee subscription available online
- Sale Incentives for Scouts & Units

When & Where

**Register to Sell Coffee** Register  
Council Service Center -- MacArthur (W. Pine)  
Wednesday 04-10-2024 12:00 AM CT to  
Tuesday 12-31-2024 11:59 PM CT  
More Information

**Show and Sell Order** Register  
Council Service Center -- MacArthur (W. Pine)  
Saturday 08-10-2024  
12:00 AM CT to 11:59 PM CT  
More Information

4. Click the green **Register** button next to Register to Sell Coffee. A popup window will appear (see below). Feel free to log in to an existing account or select **Continue as Guest**.

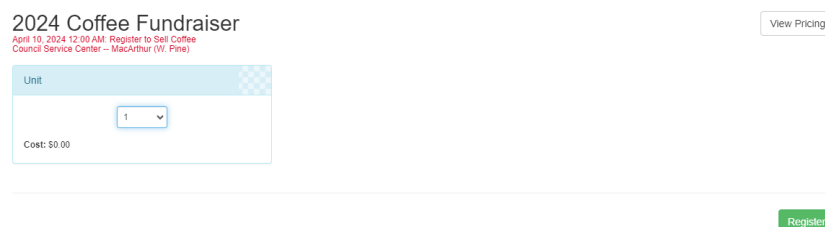


Continue as Guest

You are not currently logged in.  
Do you want to continue as a guest, or sign into your account?

Continue as Guest Log In

5. Select “1” from the dropdown menu in the Unit box (see below). Click the green **Register** button on the right side of the screen.



2024 Coffee Fundraiser

April 10, 2024 12:00 AM: Register to Sell Coffee  
Council Service Center -- MacArthur (W. Pine)

View Pricing

Unit

1

Cost: \$0.00

Register

6. **Step 1:** Registration Contact information. Enter the **Brewmaster's contact information**. Click on **Select Unit** then select the unit from the dropdown menu (see below).

The screenshot shows a modal window titled "Change Information for Registration Contact" overlaid on a background page. The modal contains the following fields and options:

- First Name:** Input field with "First Name" placeholder.
- Last Name:** Input field with "Last Name" placeholder.
- Primary Contact Email:** Input field with "Email" placeholder.
- Unit Information:** A button labeled "Select Unit".
- Phone:** A section with a red error icon and the text "Click to add phone number: Home Day Mobile".

At the bottom right of the modal is a "Done" button. The background page shows a sidebar with "Participants" and "Registration Co" sections, and a main content area with "1 Unit" and "Unit Checkout Required" information.

Once the Unit type is selected, click on **Next**.

The first screenshot shows a list of unit types with "Pack" selected and a "Next" button at the bottom right. The list includes:

- Pack:** Youth in grades K through 5.
- Troop:** Youth age 11 to 17, or age 10 who have completed 6th grade or earned the Arrow of Light award.
- Crew:** Youth age 14 to 20, or age 13 who have completed 6th grade.
- Ship:** Youth age 14 to 20, or age 13 who have completed 6th grade.
- Post:** Youth age 14 to 20, or age 13 who have completed 6th grade.
- Club:** Middle schoolers, aged 10 - 13, in sixth through eighth grade, or youth 14 - 20.
- Member of:** Youth or Adult Scouters who are members of a district or council but not associated with a unit. May also be a Lone Scout.

The second screenshot shows a "Find your Unit" modal with a search bar and a dropdown menu. The dropdown is open, showing "Pack 3001 Boy" with a checkmark and a "Done" button to its right. The text below the dropdown reads "Outreach : GSLAC-Mullanphy ILC, Saint Louis".

Once the correct unit is selected, click on **Done**.

When all the Registration Contact information has been entered, click on **Done** (see below).

The screenshot shows the "Change Information for Registration Contact" modal form with the following data entered:

- First Name:** John
- Last Name:** Smith
- Primary Contact Email:** john.smith@gmail.com
- Unit Information:** Select Unit (dropdown menu is open showing "Outreach Pack 3001 B")
- Phone:** Mobile: 314-111-1234

The "Done" button is visible at the bottom right of the modal. The background page shows the same sidebar and main content area as in the first screenshot.

7. **Step 2:** Unit information. Click on **Update Information** in the Unit box (see below).

Register to Sell Coffee - 2024 Coffee Fundraiser 3123899856: Outreach Pack 3001 B

[Participants](#) [Check Out](#)

### Registration Contact

Smith, John  
**Checkout Required**

[Update Information](#) [Autofill](#)

[Additional Actions](#)

**Check Out Required**

Registration closes in 175 days: You have 1 participant that requires Check Out. These spots are not held until check out is completed.

[Continue](#)

### 1 Unit

Unit  
**Checkout Required**

[Update Information](#) [Autofill](#)

[Event Contacts](#)

Enter the unit information and training location (see below). When all the unit information has been entered, click on **Done** (see below).

### Change Information for Unit ✕

<p>Unit Leader Name <input type="text" value="John Smith"/></p> <p>City <input type="text" value="St. Louis"/></p> <p>Zip <input type="text" value="63018"/></p> <p>Unit Leader Email <input type="text" value="john.smith@gmail.com"/></p> <p>Are you participating in Take Orders? <input checked="" type="radio"/> Yes <input type="radio"/> No</p>	<p>Address <input type="text" value="1234 State St."/></p> <p>State <input type="text" value="MO - Missouri"/></p> <p>Unit Leader Phone <input type="text" value="314-111-1234"/></p> <p>Are you participating in Show and Sell? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Please enter the total number of scouts selling <input type="text" value="10"/></p>
--	---

**2024 In Person Training**

Please select one of the in person training options from the drop down below.

- July 16, 2024 Southern IL (Community of Faith Church, 5208 Meadowland Parkway, Marion, IL 62959 @ 6:30 PM)
- July 18, 2024 Central IL (First Presbyterian Church Mattoon, 10 Charleston Ave, Mattoon, IL 61938 @ 6:30 PM)
- July 23, 2024 West County (Orlando's Event Center, 2050 Dorsett Village Plaza, Maryland Heights, MO 63043 @ 6:30 PM)
- July 24, 2024 South County (Andre's Banquets, South 4254 Telegraph Rd, St. Louis, MO 63129 @ 6:30 PM)
- July 29, 2024 Collinsville (Leighton Evatt American Legion Post 365, 1022 Vandalia St., Collinsville, IL 62234 @ 6:30 PM)
- July 31, 2024 Belleville (Shiloh Church, 210 S. Main St., O'Fallon, IL 62269 @ 6:30 PM)
- August 5, 2024 SE MO (Montgomery Bank Conference & Training Center, 526 W. Main St., Jackson, MO 63755 @ 6:30 PM)

Please pick a location for Training

[Done](#)

8. **Step 3:** Check Out. Click on the **Check Out** tab (see below).

Participants | Check Out

**Check Out Required**

Registration closes in 175 days: You have 1 participant that requires Check Out. These spots are not held until check out is completed.

Participant Summary

**Financial Summary**

Paid in Full:

**Check Out Required**

Checkout

Click the green **Checkout** button to finalize the registration.

**Important:** If this step is not completed, the registration will not be entered in the system.

After the registration is successfully submitted, a message will appear on the screen (see below).

The screenshot shows the 'Registration Booked' confirmation page. At the top, a white message box states 'Registration Booked' and 'Participants have been booked. An email has been sent to the registration contact.' The page header includes the Greater Saint Louis Area Council logo and navigation links for 'Calendar', 'Event Details', and 'Registration'. The event title 'Register to Sell Coffee - 2024 Coffee Fundraiser' and ID '3123899856: Outreach Pack 3001 B' are visible. The 'Participants' tab is active, showing a list with one entry: 'Smith, John', booked on Jul 09, 2024 at 9:34 AM. Below the participant name are buttons for 'Update Information' and 'Autofill', and a 'Preview Information' button. To the right, there is a section for 'Event Contacts' and a dropdown menu. At the bottom, the footer contains copyright information for Black Pug Software LLC and various policy links.

## Placing Coffee Orders (Show and Sell, Reorders, or Take Order)

1. Go to <https://stlbsa.org/coffee-fundraiser/>
2. Click “+” on Order Show & Sell Coffee or Weekly Reorders or Final Take Orders (see below)

### Coffee Fundraiser 2024

The Greater St. Louis Area Council is going into the 3rd year of Coffee Sales with success!

Units earned nearly ~~\$80,000~~ last year!

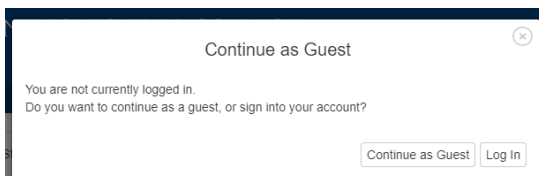


**Important:** The process for placing a coffee order is the same for Show & Sell, Weekly Reorders, and Take Orders. For documentation purposes, placing a Show & Sell Order will be shown.

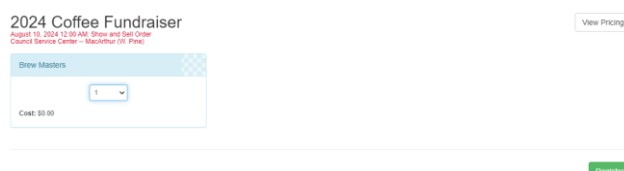
3. Click on **Order Show & Sell Coffee HERE!** A new window will open (see below).



4. Click the green **Register** button next to Show and Sell Order. A popup window will appear (see below). Feel free to log in to an existing account or select **Continue as Guest**.



5. Select “1” from the dropdown menu in the Brew Masters box (see below). Click the green **Register** button on the right side of the screen.



6. **Step 1:** Registration Contact information. Enter the Brewmaster's contact information. Click on **Select Unit** then select the unit from the dropdown menu (see below).

The screenshot shows a modal window titled "Change Information for Registration Contact" overlaid on a web application. The modal contains several input fields: "First Name" (with "First Name" entered), "Last Name" (with "Last Name" entered), "Primary Contact Email" (with "Email" entered), and "Phone" (with "Click to add phone number: Home Day Mobile" displayed). A "Unit Information" dropdown menu is set to "Select Unit". A "Done" button is located at the bottom right of the modal. The background shows a sidebar with "Calendar", "Ev", "Register to Sell", "Participants", "Registration Co", "Registration Co", "Checkout Require", "Update Inform", "1 Unit", "Unit", "Checkout Required", "Update Information", "Autofill", "Event Contacts", and a footer with copyright information and links.

Once the Unit type is selected, click on **Next**.

The first screenshot shows a list of unit types with "Pack" selected and a "Next" button. The second screenshot shows a "Find your Unit" search interface with a search bar and a result for "Pack 3001 Boy" with a "Done" button.

What type of unit are you with?

- Pack  
Youth in grades K through 5. [Next](#)
- Troop  
Youth age 11 to 17, or age 10 who have completed 8th grade or earned the Arrow of Light award.
- Crew  
Youth age 14 to 20, or age 13 who have completed 8th grade.
- Ship  
Youth age 14 to 20, or age 13 who have completed 8th grade.
- Post  
Youth age 14 to 20, or age 13 who have completed 8th grade.
- Club  
Middle schoolers, aged 10 - 13, in sixth through eighth grade, or youth 14 - 20.
- Member of  
Youth or Adult Scouters who are members of a district or council but not associated with a unit. May also be a Lone Scout.

Find your Unit

Search

Pack 3001 Boy  
Outreach : GSLAC-Mullanphy ILC, Saint Louis [Done](#)

Once the correct unit is selected, click on **Done**.

When all the Registration Contact information has been entered, click on **Done** (see below).

The screenshot shows a modal window titled "Change Information for Smith, John" overlaid on a web application. The modal contains several input fields: "First Name" (with "John" entered), "Last Name" (with "Smith" entered), "Primary Contact Email" (with "john.smith@gmail.com" entered), and "Phone" (with "Mobile" and "314.111.1234" entered). A "Unit Information" dropdown menu is set to "Outreach Pack 3001 B". A "Done" button is located at the bottom right of the modal. The background shows a sidebar with "Calendar", "Ev", "Show and Sell", "Participants", "Registration Co", "Registration Co", "Checkout Require", "Update Inform", "1 Brew Masters", and a footer with copyright information and links.

7. **Step 2:** Coffee order information. Click on **Update Information** in the Brew Masters box (see below).

3123899974: Outreach Pack 3001 B

Participants | Check Out

**Registration Contact**

Smith, John  
Checkout Required

Update Information | Autofill

Preview Information

Additional Actions

Check Out Required

Registration closes in 32 days: You have 1 participant that requires Check Out. These spots are not held until check out is completed.

Continue

**1 Brew Masters**

Brew Masters  
Checkout Required

Update Information | Autofill

Event Contacts

Enter the unit's coffee order (see below). When all the information has been entered, click on **Done** (see below).

Change Information for Brew Masters

Unit Leader Name: John Smith

Address: 1234 State St.

City: St. Louis

State: MO - Missouri

Zip: 63018

Unit Leader Phone: 314-111-1234

Unit Leader Email: john.smith@gmail.com

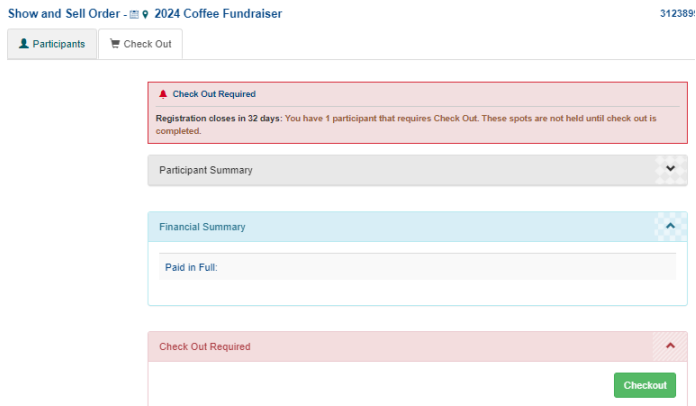
Please enter in the number of cases you need below. Please note each case of Campfire Roast Ground and STL Blend Ground is 10 bags of coffee. All cases of Whole Bean, Decaf Roast, and French Vanilla Ground are 5 bags of coffee.

Campfire Roast (Whole) ?	0	Campfire Roast (Ground) ?	1
Decaf Roast (Ground) ?	1	French Vanilla (Whole) ?	0
French Vanilla (Ground) ?	2	STL Blend (Whole) ?	0
STL Blend (Ground) ?	1		

Done

**Important:** For Show & Sell and Weekly Reorders, coffee is ordered by the case. The number of bags per case will vary (5 or 10 bags per case). For Take Order, coffee is ordered by the bag. Bundles and First Responder Donations are only available for Take Orders.

8. **Step 3:** Check Out. Click on the **Check Out** tab (see below).



Click the green **Checkout** button to finalize the coffee order.

**Important:** If this step is not completed, the order will not be entered in the system.

After the order is successfully submitted, a message will appear on the screen (see below).

