

POPCORN SYSTEM STEPS

For additional help documents and steps, click on Help (at the top) from your Unit Home Page.

For Popcorn System technical support, email help@trails-end.com

How to access the Popcorn System for the first time

1. Go to <http://scouting.trails-end.com/TESales/>
2. Enter your **Username and Password** that was given to you by Council
3. Click on **Login**
4. You will be prompted to enter your email address and create a new password
5. Click on **Save and Continue**
6. A confirmation code will be emailed to you. When you receive the email, click on your **confirmation code link** and you will be taken back to the Popcorn System login screen.
7. Enter your **Username/Email** and **new Password** (that you created in step #6)
8. Click on **Login**
9. Enter your first name, last name, phone number(s) and address.
10. Click on **Submit**
11. You can now access the Popcorn System where you will order popcorn for your Pack or Troop

How to place your Show-n-Sell Order:

1. On your Unit Home Page, click on **Orders (at the top)**
2. Click on **Unit Order for Show-n-Sell**
3. Enter the quantity of cases needed next to each product
4. Click on **Save Changes** (at the bottom)
5. When your order is complete, click on **Submit to Council** (at the bottom)

How to add Scouts to the Popcorn System:

1. On your Unit Home Page, click on **Scouts (at the top)**
2. Click on **Edit Scouts** (on the left)
3. Enter the **First Name & Initial**
4. To add multiple Scouts at once, click on **Add Multiple Scouts**
5. When you are done, click on **Save Changes** (at the bottom)

The Trail's End Popcorn Sales System has sent this email to verify your e-mail address. You must read and complete the actions before you will be permitted to access the system.

Please click on the link below to activate your account. You will be asked to enter your e-mail address and password.

<http://scouting.trails-end.com/TESales/login/confirm.asp?ConfirmationCode=9DC63A69>

If you are unable to click on the above link, open your browser and enter <http://scouting.trails-end.com/TESales/login/confirm.asp> in the address bar. You will be asked to enter the following confirmation code: 9DC63A69

Unit Commission
Unit Commission
Popcorn
Unit Order for Show-n-Sell [Help]
Unit Order for Take Order [Help]
Consolidated Unit Popcorn Order
All Unit Orders and Adjustments [Help]
Sales History
Review Past Sales

First Name & Initial * Goal(\$)

* Do not enter any personally identifiable information for Scouts. Enter only First Name and Initials. Use middle initial to differentiate between Scouts, if necessary.

View Scout List Save Changes

Additional Actions in Pack 38...

[Scout Transfer Area](#) You may request a transfer of existing Scouts into Pack 38. You must know the Scout's Transfer ID (e.g. A1A58B).

[Add Multiple Scouts](#) You may now create multiple Scouts at one time using this feature.

How to credit your Scouts for Store Front Sales (or Show-n-Sell sales):

1. On your Unit Home Page, click on **Scouts (at the top)**
2. When your Store Front sales are complete, enter the **total amount sold in the top box** under the Show-n-Sell column
3. Enter the amounts sold by each Scout
4. Make sure the amounts entered for all of the Scouts **adds up to the total you entered at the top**

How to credit your Scouts for Sheet Sales (or Take Order sales):

1. On your Unit Home Page, click on **Scouts (at the top)**
2. When your sheet sales are complete and you are ready to place your final order, click on **Order Form** next to your first Scout under the Take Order column.
3. Enter the sales from his sheet(s)
4. Note: You don't have to enter every line. Instead you can summarize the sheet(s) on the first line.
5. Check the **Approved box(es)** next to each line with an entry
6. When you are done, click on **Save Changes** (at the bottom)
7. Click on **Scouts** (at the top) to return back to your Scout list.
8. Click on **Order Form** for the next Scout and continue these steps until all sheet sales have been entered.

SCOUT: Tyler M
LAST DATE for SCOUT ORDER: 10/22/2013

CUSTOMER NAME	E-MAIL	\$50.00	\$30.00	\$55.00	\$30.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$15.00	\$15.00	\$10.00	\$10.00	AMOUNT DUE	Delete				
<input checked="" type="checkbox"/>	Total Sheet																		1	2	2	\$55.00	<input type="checkbox"/>	
<input type="checkbox"/>	2																							<input type="checkbox"/>
<input type="checkbox"/>	3																							<input type="checkbox"/>
<input type="checkbox"/>	4																							<input type="checkbox"/>
<input type="checkbox"/>	5																							<input type="checkbox"/>
<input type="checkbox"/>	6																							<input type="checkbox"/>
<input type="checkbox"/>	7																							<input type="checkbox"/>
<input type="checkbox"/>	8																							<input type="checkbox"/>
<input type="checkbox"/>	9																							<input type="checkbox"/>
<input type="checkbox"/>	10																							<input type="checkbox"/>
<input type="checkbox"/>	11																							<input type="checkbox"/>
<input type="checkbox"/>	12																							<input type="checkbox"/>
<input type="checkbox"/>	13																							<input type="checkbox"/>
<input type="checkbox"/>	14																							<input type="checkbox"/>
<input type="checkbox"/>	15																							<input type="checkbox"/>
This Page:		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	2	2			\$55.00	<input type="checkbox"/>	

Line Item Approval: Mark All Approved

Save Changes

Popcorn Orders

Take Order

<input checked="" type="checkbox"/>	Order Form	\$125.00
<input checked="" type="checkbox"/>	Order Form	\$185.00
<input checked="" type="checkbox"/>	Order Form	\$80.00
<input checked="" type="checkbox"/>	Order Form	\$60.00
<input checked="" type="checkbox"/>	Order Form	\$220.00

Pack 38 List

Show-n-Sell

Initial Order

\$1,313.62

\$0.00
\$0.00
\$0.00
\$0.00
\$143.15
\$44.55
\$148.32
\$0.00
\$0.00
\$178.74
\$247.82
\$0.00
\$115.15
\$70.50
\$235.75
\$57.00
\$0.00
\$70.50
\$0.00

How to place your Take Order:

1. After all sheets sales have been entered, click on **Orders (at the top)**
2. Click on **Unit Order for Take Order**
3. The **Pre-Order Scout Need** column shows the sheet sales you entered in the Order Forms from the Scout list
4. If you have leftover Show-n-Sell product, use it to fill your Take Order by entering negative numbers in the **Pre-Order Adjustment** column
5. Your final order will be listed to the right under the **Actual Order to Council** column
6. Double check all of your numbers before submitting to Council
7. Click on **Save Changes** (at the bottom)
8. When your order is complete, click on **Submit to Council** (at the bottom)

Cs:Cont	Product	Original	Converted	Pre-Order Adjustment
1:1	\$50 Military Donation	Containers 1	Cases Cont. 1 0	Cases Cont. +/-
1:1	\$30 Military Donation	Containers 3	Cases Cont. 3 0	Cases Cont. +/-
1:1	Choc Lover's Collection - Tin	Containers 1	Cases Cont. 1 0	Cases Cont. +/-
1:1	Cheese Lover's Collection	Containers 13	Cases Cont. 13 0	Cases Cont. +/-
1:6	18 Pack Kettle Corn	Containers 5	Cases Cont. 0 5	Cases Cont. +/-
1:6	18 Pack Unbelievable Butter	Containers 28	Cases Cont. 4 2	Cases Cont. +/-
1:6	18 Pack Butter Light	Containers 7	Cases Cont. 1 1	Cases Cont. +/-
1:8	Caramel Corn w/ AP Bag	Containers 12	Cases Cont. 1 4	Cases Cont. +/-

Pre-Order Scout Need

Enter Positive or Negative values