

Basic steps for Unit Ordering!

1. Login to the system
2. Click on the **ORDERS** menu along the top
3. Under **Popcorn** click on **Unit Order** for either **Show and Deliver (Sept.)** or **Take Order (Nov.)**.
4. On the next screen, fill in the quantities for each product
5. Click **Submit to Council**. You will get a confirmation email, detailing what you ordered.
6. Click on **Orders** menu along the top.
7. Under **Prizes** click on **Unit Prize Order**.
8. Enter Leader's shipping info delivery of prizes (No PO Boxes)
9. Fill in quantities of each prize needed.
10. Click **Submit to Council**. You will get a confirmation email, detailing what you ordered

To be able to “Log In”:

1. A Unit Leader / Unit Popcorn Kernel needs the Council to give them their “Username / Password and Instructions” sheet.
2. Then, the Leader / Kernel goes www.trails-end.com and clicks on “[Leaders](#)” button.



The screenshot shows the Trails End website. At the top, there is a navigation menu with links for "All Products", "Popcorn Tins", "Microwave Popcorn", "Other Treats", and "Military Donation". Below the menu is a large banner featuring a Scout in a uniform holding a popcorn bucket. The banner text reads: "Supporting Scouting has never been easier. When you purchase Trails End products online, you're doing more than just getting great popcorn, snacks and gifts. You're helping Scouts raise the money they need to fund their programs." Below the banner, there is a promotional message: "70% of your purchase goes back to the Scout, his Troop or Pack, and his Council." In the bottom right corner, there are three buttons: "Scouts", "Leaders", and "Contact Us". A green arrow points from the "Leaders" button to the "Log In" button in the top right corner of the page.



[Scouts](#) [Leaders](#) [Contact Us](#)

[Home](#) | [Our Promise](#) | [FAQs](#) | [Shipping & Return Policy](#) | [Contact Us](#)
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To be able to “Log In”:

3. When Leader Screen comes up, mouse over “Popcorn System” link along the side.

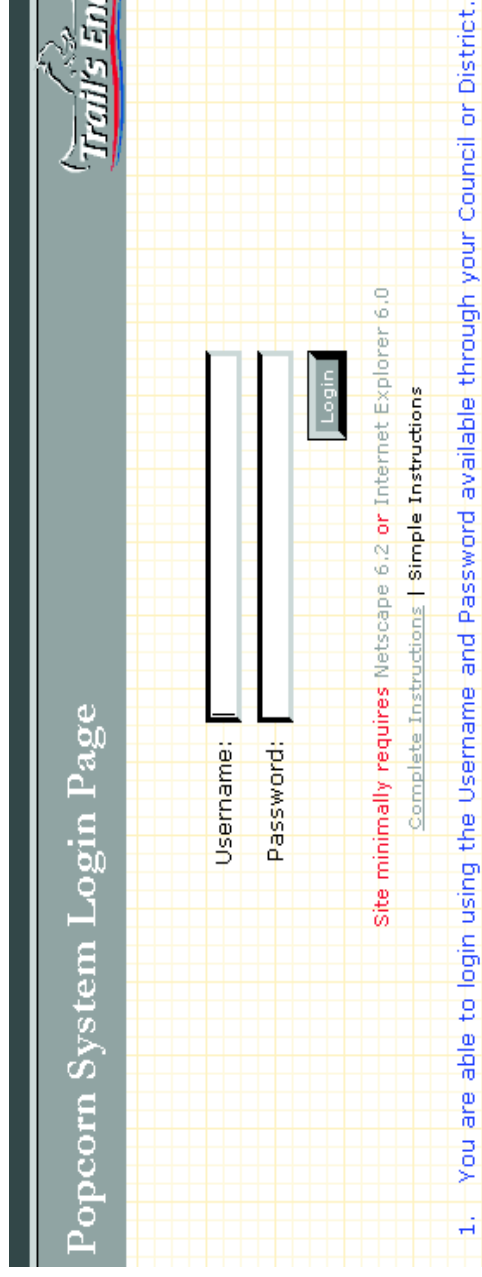
The screenshot shows the Trail's End website interface. At the top, there is a navigation bar with the following links: Home, Popcorn Sales, Rewards, Contacts, Resources, and About Scouting. The main header features the Trail's End logo with the tagline "America's Best" and a large banner for "LEADERS" with the text "Start selling now!" and "Find everything you need for your popcorn sale. Right here." Below the banner is a grid of six menu items:

- MANAGE MY SALE**: Administer your traditional sale and track online sales. Popcorn Systems, Order your unit's product and price online, and get traditional sale data. Show Online Sales, Track how much your Scouts have sold online.
- MY TOOL KIT**: Everything you need to grow your sale. Sales Planner, A full set of communication tools for you to implement. Operation Programs, See all the details for supporting U.S. soldiers and their families. Fly Air, Troops and units for your customized sales materials. Media, Radio files, TV files and ads. Product Catalog
- SCOUT REWARDS**: Look what your Scouts can earn when they sell Trail's End! Fill It Up, Fill up a tank order form and receive a patch and certificate. \$1,000 Follow-Up Club, Get an extra \$50 Trail's End Gift Card from Trail's End. Online sales awards, College Scholarship, Start earning money for college. Online sales awards, Traditional Sale Items, See and price items you earn for door-to-door and street sales.
- NEWS & EVENTS**: 4 items in the news, 4 items to add Feedback, 2 new products, 2 10-year partnership with BSA.
- TRADING POST**: Submit in a Box, so the rewards you need to hold a great popcorn trade-off! Earn Good Mates, You can't find a buddy around a popcorn trade-off!

A green arrow points from the text in the instruction above to the "Popcorn Sales" link in the navigation bar.

To be able to “Log In”:

5. The “Popcorn System Login Page” Screen comes up next. Enter the User ID and Password. (This will be emailed to you from sioux.popcorn@scouting.org.) You will be asked to enter your email address to validate, and then an email will come to that address with a “confirmation code”. Follow steps from there, and you are in the system!



Trail's End

Popcorn System Login Page

Username:

Password:

Login

Site minimally requires Netscape 6.2 or Internet Explorer 6.0
[Complete Instructions](#) | [Simple Instructions](#)

1. You are able to login using the Username and Password available through your Council or District.

* If you do not receive your log in information by 9/1/2011, please email sioux.popcorn@scouting.org or call 605-361-2697.

Unit's "Home Page"

Click on "Orders" link along the top of the page's menu bar to pull up the next screen where you will click "Unit Order...".



Placing the Unit's POPCORN Order

1. Enter the quantities needed by the Unit, by product, here.
2. Actual order to Council by product appears in this column.
3. "Save" if you need to make changes later.
4. Click "Submit to Council" when order is complete.

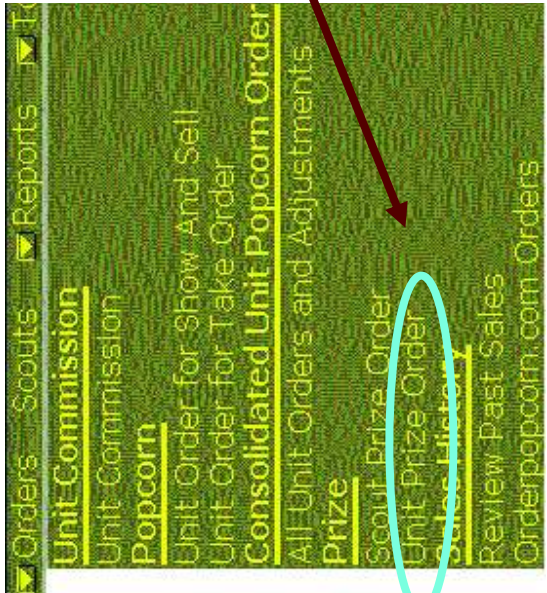
Product	Pre-Order Scout Need		Enter Positive or Negative values		Actual Order to Council		Extra product is shown in the Positive column	
	Original	Inverted	Cases	Cont.	Cases	Cont.	Cases	Cont.
5 Way Chocolate Lovers Tin	17	0	1	0	18	0	1	0
3 Way Tin with Chocolate	9	0	4	0	13	0	4	0
3-Way Tin	97	0	-2	0	95	0	-2	0
30 Pack MW	91	0	-6	0	85	0	-6	0
24 Pack MW	41	0			41	0		
18 PK Kettle Corn	16	4			2	4		
26oz Chocolatey Caramel Crunch	57	3			9	3		
28oz Caramel Corn - MORE NUTS	4	4			0	4		
15 PK Unblivable Butter	22	4			3	4		
15 PK Butter Light	30	0			5	0		
12oz Caramel Corn	4	4			0	4		
2.5LB Tin	4	4			0	4		
Totals:					271	23		

Approved Scout Orders: 4
 Unapproved Scout Orders: 0
 First Date to order: 6/2/2004
 Last Date to order: 11/5/2004

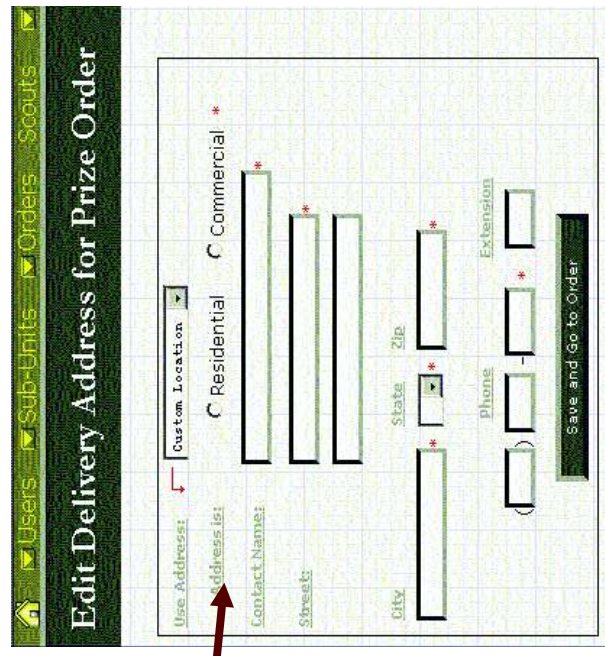
[Submit to Council](#) [Save Changes](#) [View Order Adjustment Details](#) [Print Unit Invoice](#)

Placing the Unit's PRIZE Order

1. From "Orders" menu along top of Unit Homepage, choose "Unit Prize Order"



2. Enter Leader shipping info for delivery of Prizes



3. Enter quantities of each Prize your Scouts need here. Click "Submit to Council".

A screenshot of the 'Edit/Create Prize Order for Troop 16' table. The table has columns for 'Item #', 'Item Name', 'Description', 'Quantity', 'Unit Price', and 'Total Price'. The 'Quantity' column is highlighted in red, and an arrow points to it from the text above. The table contains 16 rows of items, including 'Patch', 'Popcorn', 'Flashlight', 'Whistle', 'Compass', 'Radio', 'Certificate', 'Wristwatch', 'Basketball Game', 'Defector', 'Walkman', 'Maglite', 'Toys', 'Army Knife', 'Binoculars', 'Watch', and 'Gift Card'.

Item #	Item Name	Description	Quantity	Unit Price	Total Price
1	1730071	Patch	0	0	0
1	1730081	Pop	5	0	0
2	03-2A	Master Jack knife	0	0	0
2	03-2B	FM Scanner Radio with Flashlight	0	0	0
2	03-2C	Coleman 5-in-1 Survival Whistle	0	0	0
3	03-3A	BSA Trailblazer Compass	0	0	0
3	03-3B	AM/FM Shower Radio	0	0	0
3	03-3C	One PC Software Title Gift Certificate	0	0	0
4	03-4A	FM Radio Wristwatch	0	0	0
4	03-4B	Hand-held Basketball Game	0	0	0
4	03-4C	Mini Metal Defector	0	0	0
5	03-5A	Sony Radio Walkman	0	0	0
5	03-5B	Micro outdoor Kit	0	0	0
5	03-5C	BSA Mini Maglite®	0	0	0
5	TR13	\$13 gift card from Toys "R" Us	0	0	0
5	WB13	\$13 gift card from Wal-Mart	0	0	0
6	03-6A	BSA Swiss Army Ruby Knife II	0	0	0
6	03-6B	Bushnell Compact 8x21 Binoculars	0	0	0
6	03-6C	Timex Clip Watch	0	0	0
6	TR22	\$22 gift card from Toys "R" Us	0	0	0
6	WB22	\$22 gift card from Wal-Mart	0	0	0

View Scouts Online Sales

1. Then, the Leader / Kernel goes www.trails-end.com and clicks on “Leaders” button.



The screenshot shows the Trails' End website. At the top, there is a navigation bar with the following links: [All Products](#), [Popcorn Tins](#), [Microwave Popcorn](#), [Other Treats](#), and [Military Donation](#). Below the navigation bar is a large banner image of a Scout in uniform holding a popcorn bucket. The banner text reads: "Supporting Scouting has never been easier. When you purchase Trails' End products online, you're doing more than just getting great popcorn, snacks and gifts. You're helping Scouts raise the money they need to fund their programs." Below the banner is a promotional message: "70% of your purchase goes back to the Scout, his Troop or Pack, and his Council." To the right of the banner is a product listing for "Unbelievable Butter Microwave Popcorn" priced at "\$35.95" with a "Buy Now" button. At the bottom of the page, there is a footer with the following links: [Home](#), [Our Promise](#), [FAQs](#), [Shipping & Return Policy](#), [Contact Us](#), [©2008 Trails' End, All Rights Reserved](#), [Privacy Policy](#), [Scouts](#), [Leaders](#), and [Contact Us](#). A green arrow points from the "Leaders" button in the footer to the "Leaders" button in the navigation menu.

To be able to “Log In”:

- When Leader Screen comes up, click on View Online Sales link.

The screenshot shows the Trail's End website with a navigation bar at the top. The navigation bar includes the following links: Home, Popcorn Sales (circled in red), Rewards, Contests, Resources, and About Scouting. Below the navigation bar is a large banner with the text "LEADERS" and "Start selling now!". Below the banner is a red bar with the text "Find everything you need for your popcorn sale. Right here.". Below the red bar are four columns of links: "MANAGE MY SALE", "MY TOOL KIT", "SCOUT REWARDS", and "NEWS & EVENTS". A red arrow points from the "Popcorn Sales" link in the navigation bar to the "MANAGE MY SALE" link in the main content area.

Trail's End
America's Best

Home Popcorn Sales Rewards Contests Resources About Scouting

LEADERS

Start selling now!

Find everything you need for your popcorn sale. Right here.

MANAGE MY SALE
Administer your traditional sale and track online sales.
Progress Updates
Enter your unit's product and price options, and get real-time sales data.
Share Online Sales
Track how much your Scouts have sold online.

MY TOOL KIT
Everything you need to grow your sale.
Sales Planner
A full set of communication tools for you to implement.
Operations Programs
See all the details for supporting U.S. leaders and their families.
E-By Air
Troops and units for your customized sales materials.
Media
Radio files, TV files and ads.
Product Catalog

SCOUT REWARDS
Look what your Scouts can earn when they sell Trail's End!
E-By Air
Fill up a table order form and receive a patch and certificate.
E-By Air
Get an extra \$50 Trail's End Gift Card from Trail's End. [Online sales counts!](#)
College Scholarship
Start earning money for college. [Online sales counts!](#)
Traditional Sale Items
See and price items you earn for door-to-door and street sales.

NEWS & EVENTS
• Trends in the field
• How to set Feedback!
• New Products
• 100-year partnership with BSA

TRADING POST
Submit to a Box
Do the trading, you need to hold a great program book-off!

Scout Pin Contest

Create an Account

2. Leaders/Kernel will need to create an account. (This is not the same login as you use to order popcorn and prizes), or sign in if an account has already been created.

The image shows two web forms side-by-side. The top form is titled 'SIGN IN' and has the instruction 'Returning users, please sign in:'. It contains fields for 'Email' and 'Password', a 'Login' button, and a 'Forgot your password?' link with the instruction 'Enter your email address below, and we'll send you a new password.' Below this is an 'Email' field and a 'New Password' button. The bottom form is titled 'CREATE A NEW ACCOUNT' and includes a 'NEED HELP? Click Here' link. It contains a 'Validation Code' field with a 'What is this?' link, 'First Name' and 'Last Name' fields, an 'Email Address' field (with the note '(this will be your user name)'), and 'Create Password' and 'Confirm Password' fields (with the note '(must be 6 or more characters)'). There is a checkbox for 'Yes, I'd like to receive emails from Trail's End about new products, promotions, and rewards.' Below this are 'Account Type' (with a 'Unit Leader' icon), 'Council Name', 'Unit Type' (with a dropdown menu), and 'Unit Number' fields. A 'Join/Logout' link is at the bottom right. A red 'Create Account & Login' button is at the bottom center.

3. Click on Download Report

Council Sales & Commission Summary

ONLINE SALES REPORTS

Scout Rewards Report

Each Scout's online sales between August 1 and October 28 count toward his Fall Sale Rewards. Leaders will enter these sale amounts for each Scout on the Unit Prize Order screen in the Popcorn System. Download this CSV report to view each Scout's online sales that count toward Fall Sale Rewards.

Download Report

