



# **Trail's End Popcorn Sales System Manual**

*Reference Guide for Unit Leaders*

Scouting.Trails-End.com

## **Introduction**

The Popcorn Sales System makes it easy for you to manage your Trail's End Popcorn Sale using a convenient, web-based platform. Using this platform, you can:

- Order popcorn from your Council to sell and earn needed funds for your Unit
- Add Popcorn System Users to help organize your information
- Create and manage Scout lists and sales records
- Track your Unit's online sales, print packing slips and invoices

Your Council will setup your initial account and permissions in the Popcorn System. Users with administrative access (Leaders) will be able to change data in the system (add, edit or delete). Read-only users (Members) can mostly view data in the system, and manage their own personal account information. The menus and pages you see when you are logged into the Popcorn System are determined by your role and your organizational responsibility.

**Your Role** – Some menus and other features are available only to Leaders. If you are a read-only user (member), these menus and features will not appear when you log into the Popcorn System. If you are the Popcorn Kernel of more than one unit, you may have multiple roles available to use.

If you have any questions, reach out to your Trail's End Sales Manager or send us an email at [help@trails-end.com](mailto:help@trails-end.com).

## **Table of Contents**

Introduction.....	2
Table of Contents.....	3
Unit Checklist.....	4-5
Logging In.....	6-7
Unit Homepage.....	8-11
• Select a Sales Cycle.....	9-10
• Select a Role.....	10-11
Manage Your Profile.....	12-13
Users – Creating, Editing, Viewing and Deleting.....	14-17
Unit Scout List.....	18
Unit Popcorn Ordering.....	19-25
• Placing a Unit Order – Show-N-Sell.....	19-20
• Placing a Unit Order – Take Order.....	21-25
○ Entering Scout Orders	
Tracking Scout Sales.....	26-29
Online Selling.....	30

## **Unit Checklist**

Use the Checklist below as a guide for administrating your Unit's Popcorn Sale.

### **1. Create Unit Users**

#### **(Contacts Menus)**

- Add any additional unit users anytime.

### **2. Build your Scout List**

#### **(Scouts Menu)**

- Add your Scouts to enter Scout Take Orders and track their sales for prizes

### **3. View your Unit's Commission**

#### **(Commissions Menu)**

- View your unit's popcorn sale commission structure
- If enabled, select between the prize program or the cash only option

### **4. Place the Unit Popcorn Order**

#### **(Unit Order Menu)**

- Enter Scout orders (Scout Tracking menu – Take Order Only)
- Enter and Submit unit order for Council to approve

### **5. Place the Unit Prize Order**

#### **(Side Navigation)**

- Record Scouts' Show-N-Sell amounts in the Scout Tracking page
- Click the Prize Order button
  - i. *Option only available if Council uses a prize program*
- Place your Unit Prize Order

#### **All unit orders flow through your Council**

- **Scout Orders → System reflects Scout need in your unit order**
- **Unit Orders → System reflects unit's need in Council order**
- **Council Order → Submitted to Trail's End for delivery**

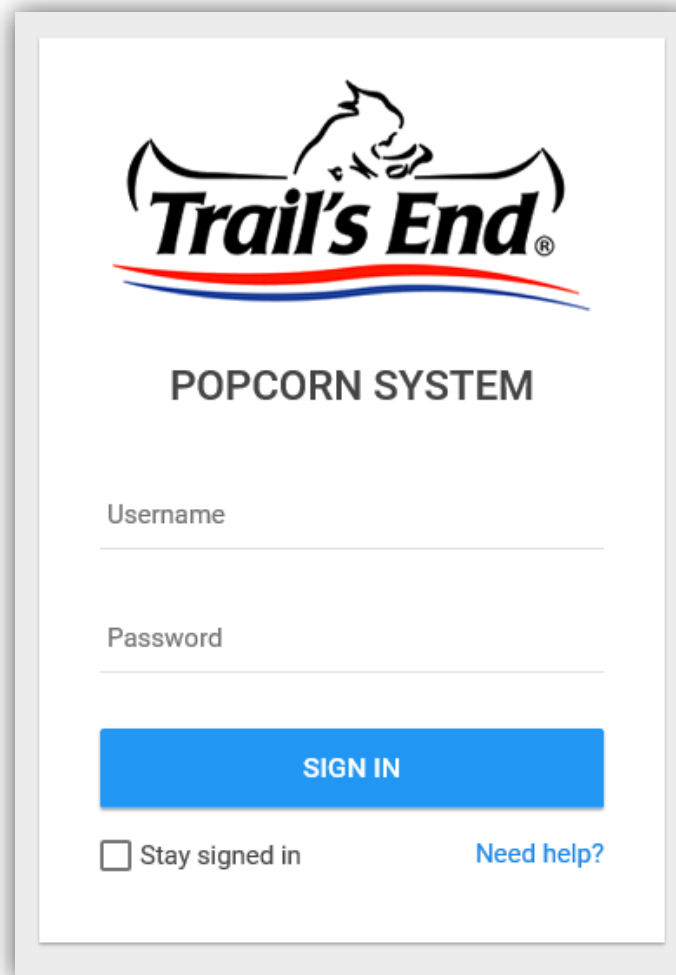
## 6. Reports

### (Side Navigation)

- Print Packing Slips for unit and for Scouts
- Print Invoices for popcorn orders

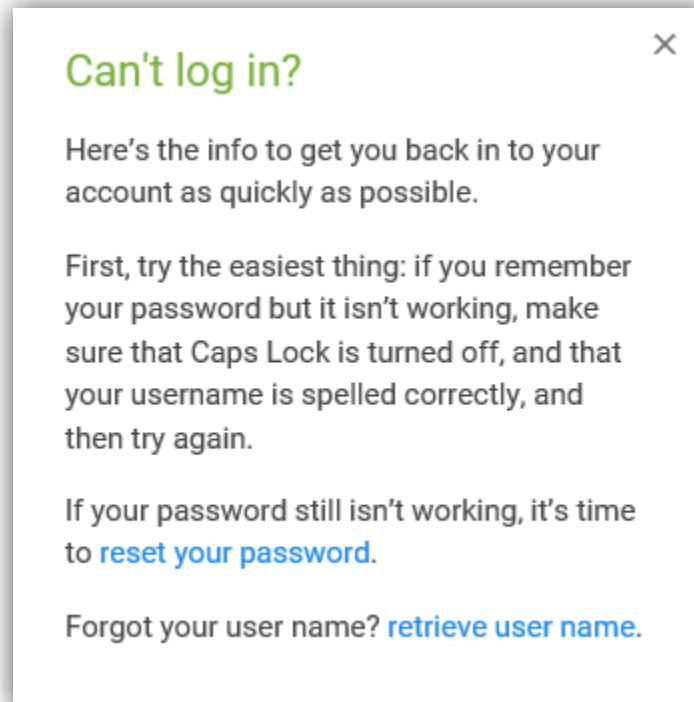
## **Logging In**

1. Go to **Scouting.Trails-End.com** in your internet browser (Firefox and Chrome are preferred).
2. Type your Username and Password into the respective fields (if you do not have an account, please contact a Council admin user in your organization or your Trail's End Sales Manager).
3. Click the **Sign In** button



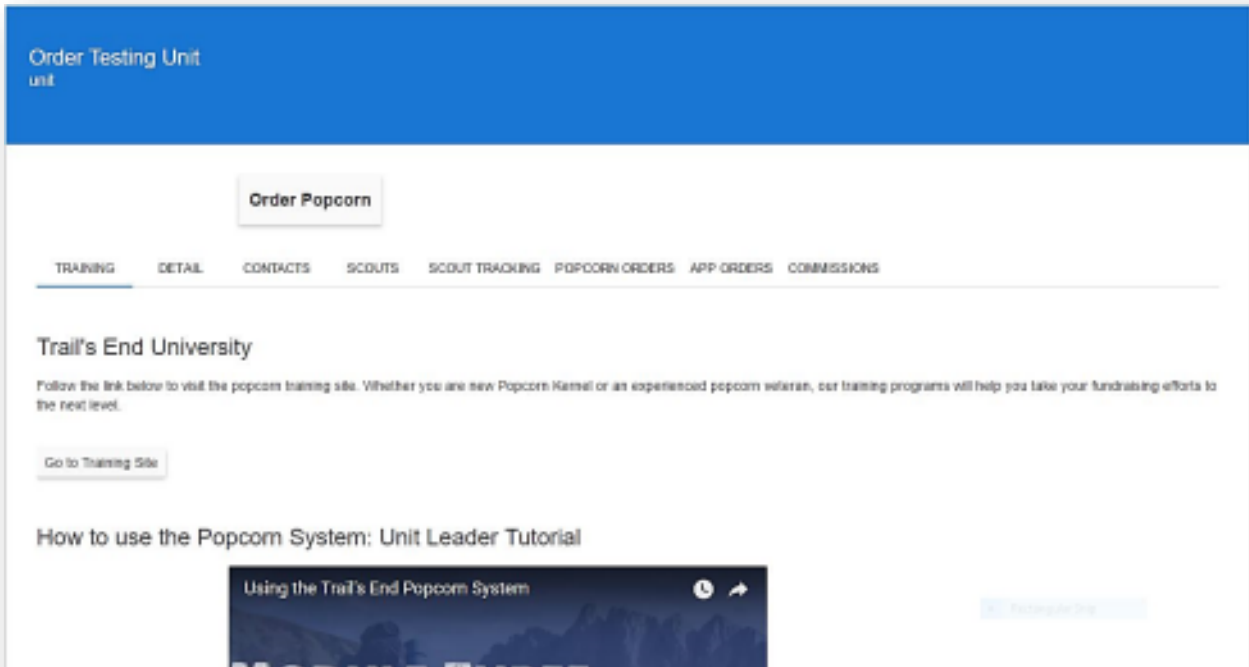
The screenshot shows the login interface for the Trail's End Popcorn System. At the top is the Trail's End logo, which features a silhouette of a person in a canoe with a dog, above the text "Trail's End" in a bold, italicized font, with a red and blue wavy line underneath. Below the logo is the text "POPCORN SYSTEM". There are two input fields: "Username" and "Password". Below the password field is a blue button labeled "SIGN IN". At the bottom left, there is a checkbox labeled "Stay signed in". At the bottom right, there is a blue link labeled "Need help?".

4. If you have forgotten your Username or Password, click the **Need Help?** link and follow the prompts to have your Username or Password emailed to your email address on record.



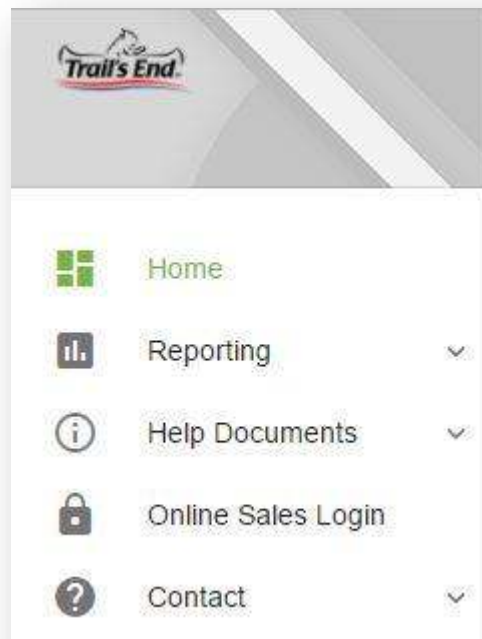
## **Unit Homepage**

Your unit homepage has everything you need to setup your unit's sale. The links in the top navigation are in order from left to right to easily guide you through the process of getting ready to order Trail's End Popcorn.



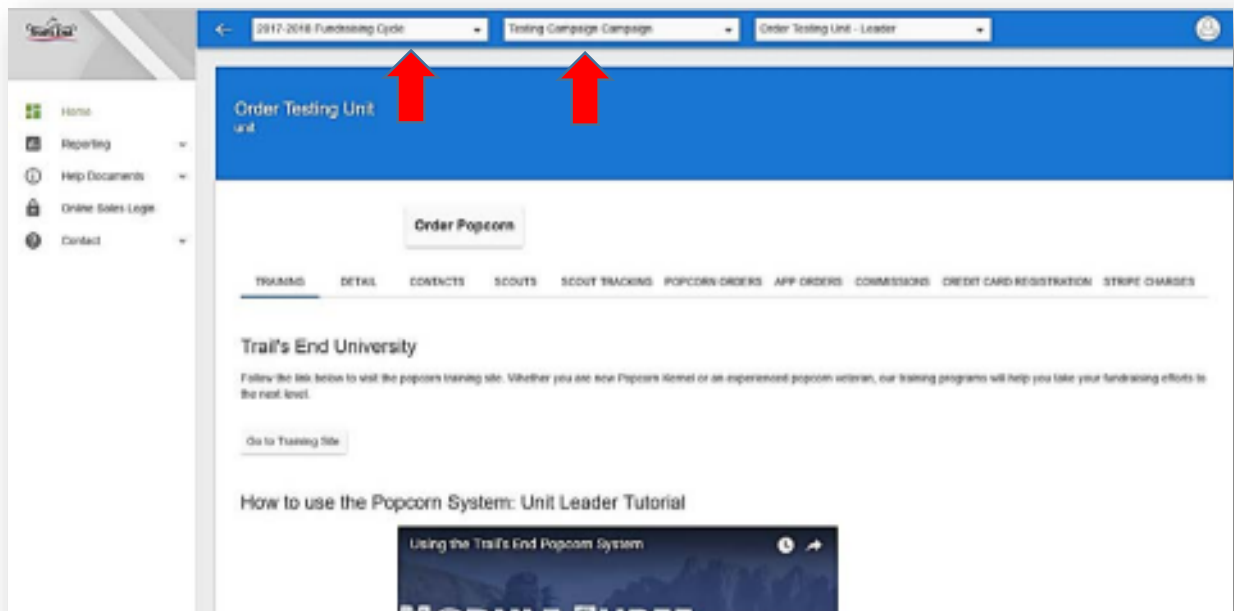
The sidebar navigation will continue to be populated with quick, helpful links and will become more robust over time.





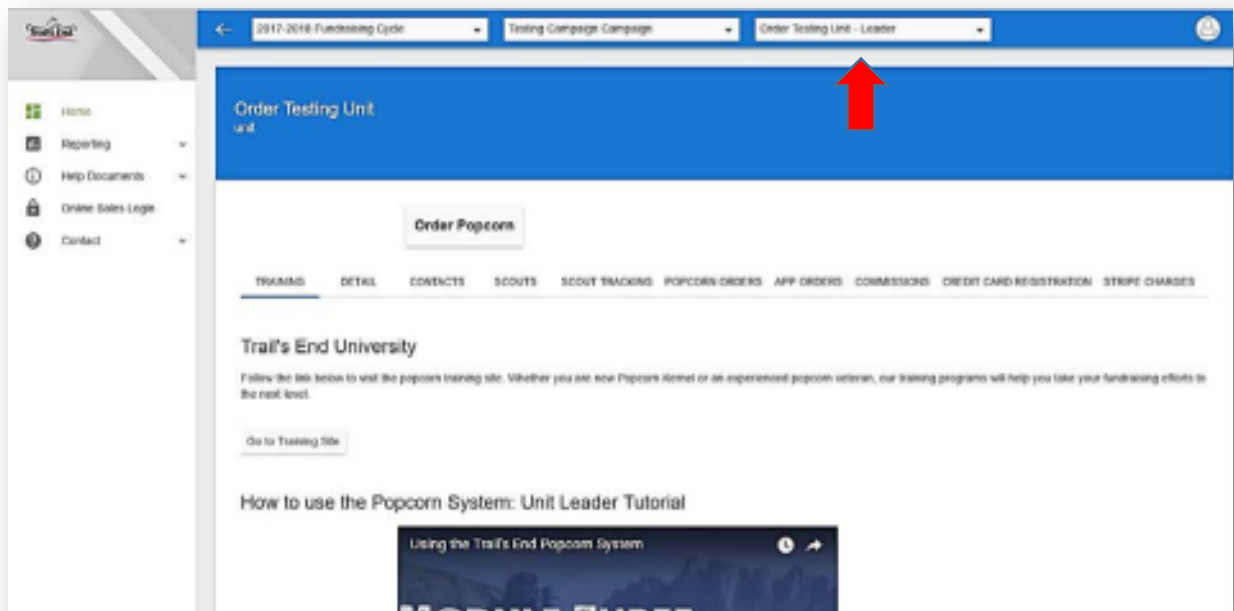
## Select a Sales Cycle

1. Upon logging in, double check to make sure that the available period is set to the current year (first dropdown box). The system is set to automatically default to the current fundraising sales cycle and campaign.
2. If you would like to look at previous years' information, you can change the fundraising sales cycle and campaign by clicking on the dropdown box.



## Select a Role

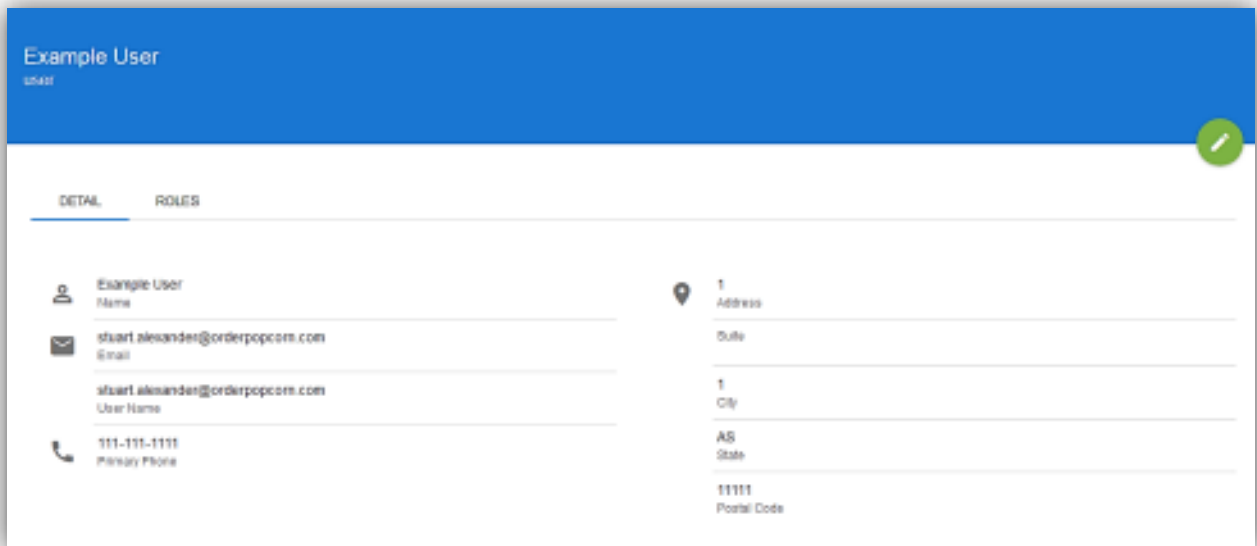
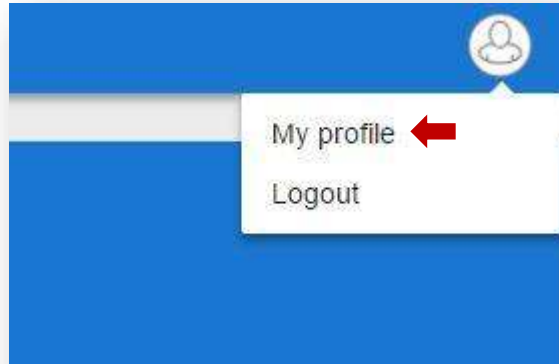
3. Depending on your access in the system, you may be assigned to one or many roles (i.e. Unit leaders can order popcorn for more than one unit). To switch between roles, click on the **third dropdown box** to switch between your unit accounts.
4. Select the role in which you want to work. The role can be switched at any time during your session.



## Manage Your Profile

### View Your Account Profile

1. In the top right corner, click the white circle to display a drop-down list of options.
2. Click the **My Profile** link to view your account details and your role(s) within the system.



## Edit Your Profile

1. Once in your My Profile, click **Edit** button (green circle with pencil)
2. Make any necessary changes to your account details, **including updating your password**, by changing the text in the editable fields, and click the **Save** button (green circle with checkmark)
3. To leave with page without saving changes, click the **Cancel** button (red circle with X)

Example User  
UNIT

DETAIL ROLES

Name: Example User

Email: stuart.alexander@orderpopcorn.com

User Name: stuart.alexander@orderpopcorn.com

Primary Phone: 111-111-1111

Address: 1

Suite:

City: 1

State: AS

Postal Code: 11111

Edit User  
UNIT

Name: Stuart

Location: Waverly

Email: stuart.alexander@trails.end.com

User Name: Stuart Waverly

Password:

Confirm Password:

Address: 440 S. Perry Walk Rd.

Suburb:

City: Whittaker

State: Indiana

Zip: 46375

Primary Phone: 360-496-1084

## Users – Creating, Editing, Viewing and Deleting from Unit

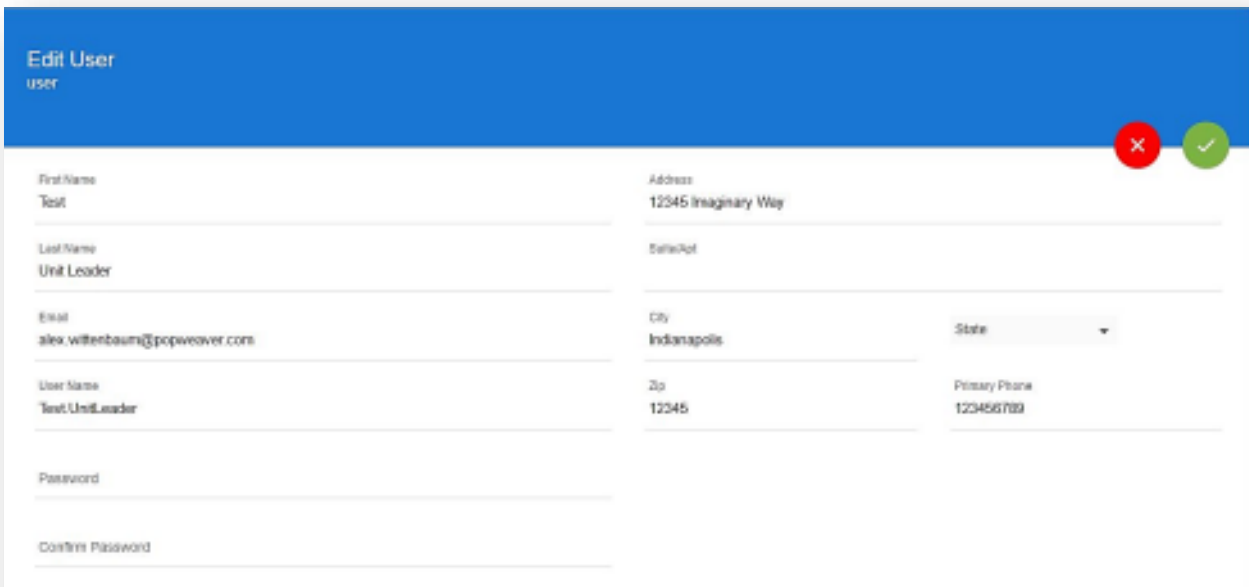
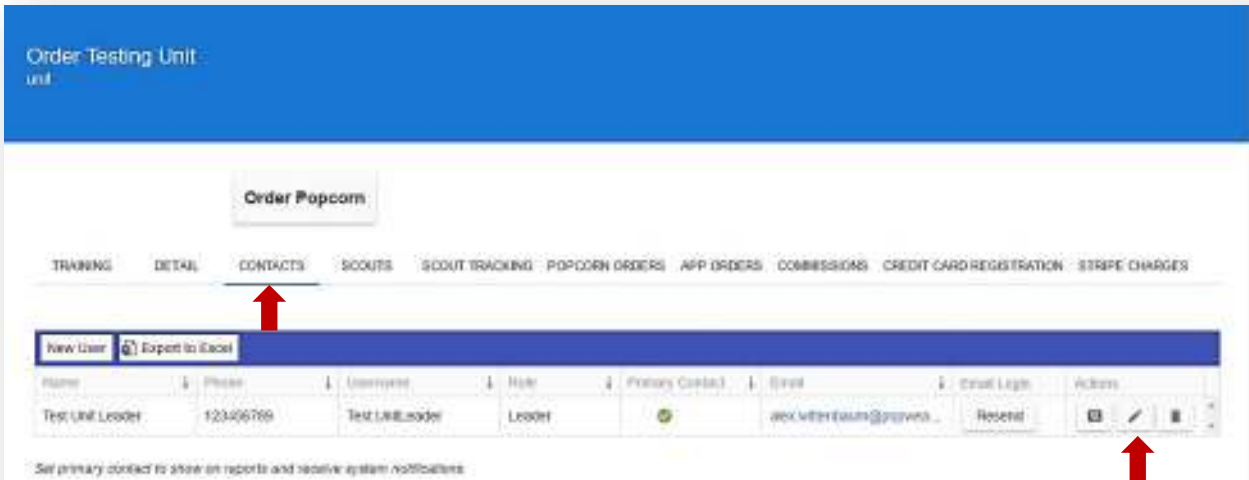
### Create a Unit User

1. From the unit homepage, click the **Contacts** tab.
2. Once on the Contacts tab, click the **New User** link in the top left corner of the contact list.
3. Complete the New User form, and click the **Green Checkmark** button to create a new user, or click the **Red X** button to go back without saving.



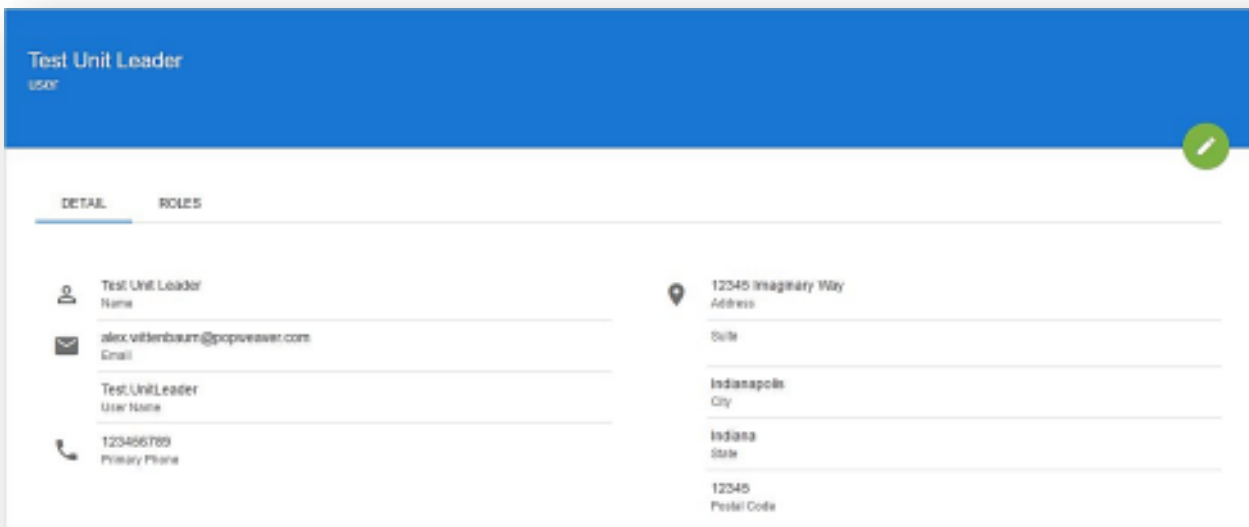
## Edit a Unit User

1. From the unit homepage, click the **Contacts** tab.
2. Once on the Contacts tab, click the **Edit** button (square pencil symbol) next to the unit user you wish to edit.
3. An editable form will appear with the details of the unit User. Make edits as needed and click the **Green Checkmark** to save your changes, or click the **Red X** button to go back without saving.



## View a Unit User

1. From the Unit homepage, click the **Contacts** tab.
2. Once on the Contacts tab, click the **View** button (magnifying glass symbol) next to the unit user you wish to view.
3. The details page of the unit User will appear to view the user's information and their assigned roles.

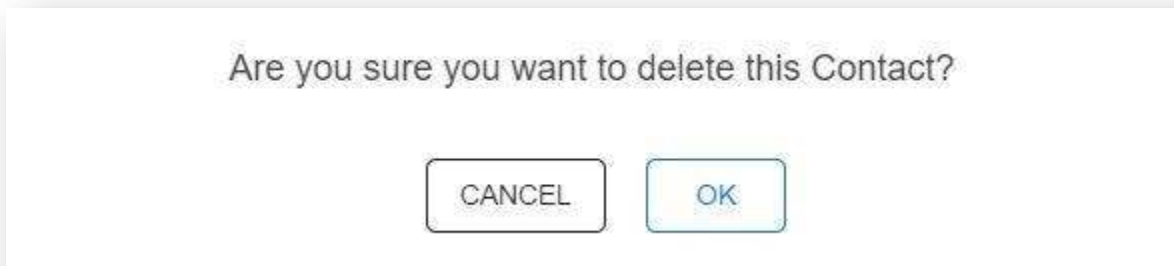
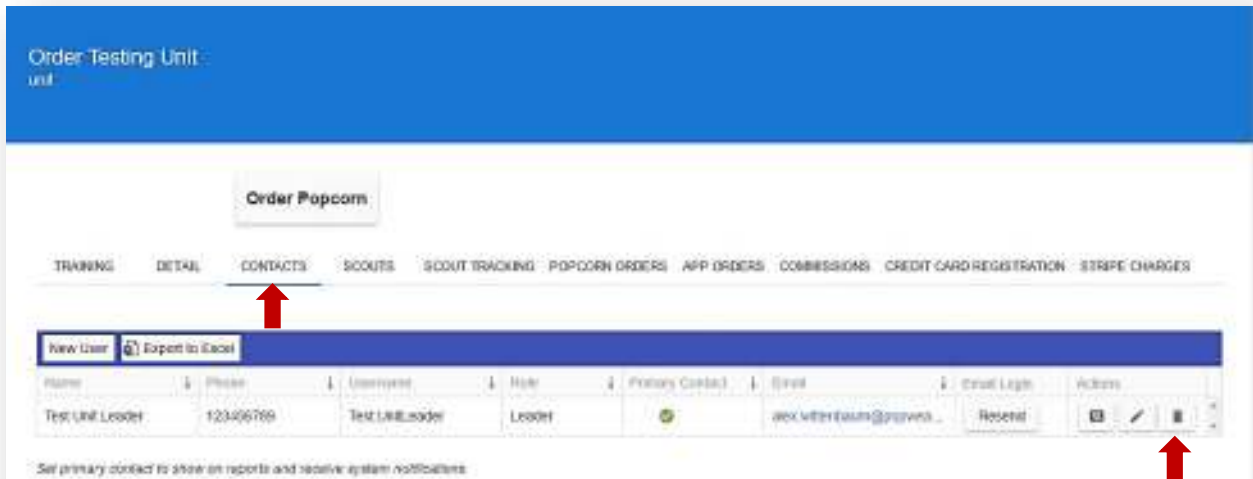




## Delete a Unit User

1. From the unit homepage, click the **Contacts** tab.
2. Once on the Contacts tab, click the **Delete** button (trashcan symbol) next to the unit user you wish to delete.
3. A pop-up will appear asking to confirm your decision to delete, or to cancel the action.


*\*Please note that deleting a user cannot be undone.*

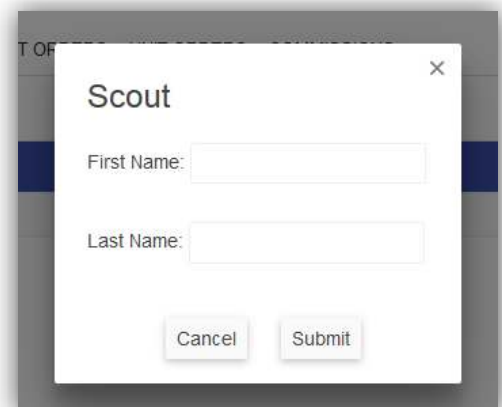


## Unit Scout List

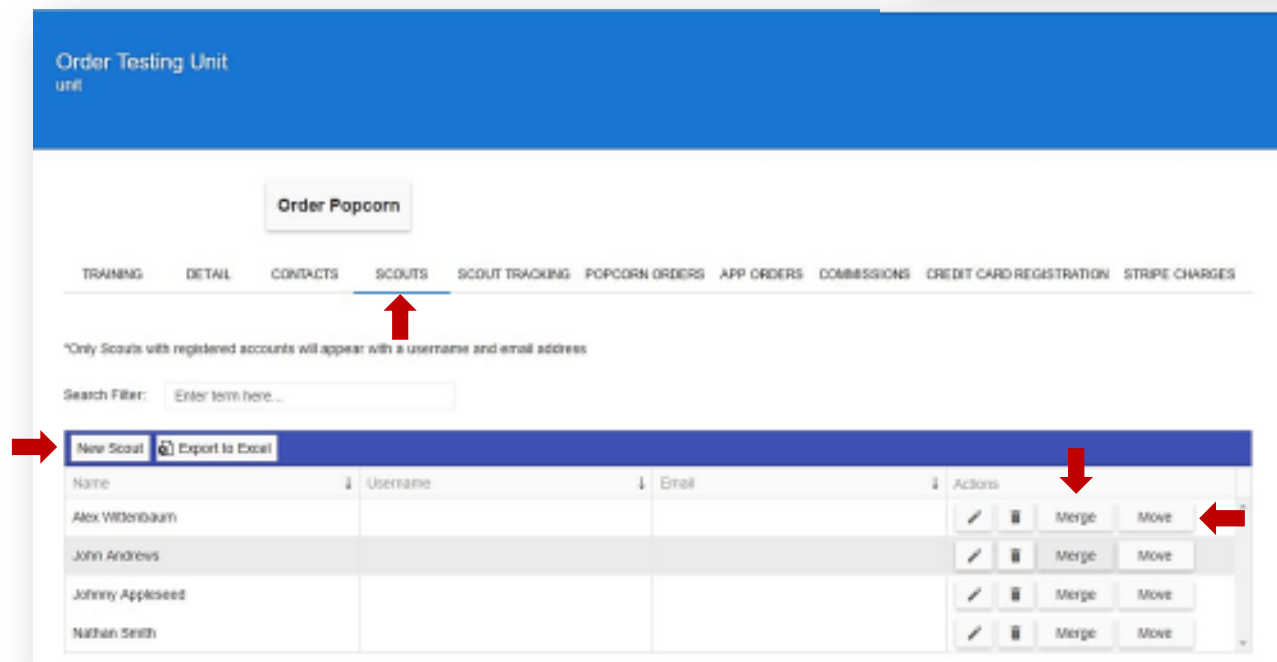
The Popcorn System allows unit leaders to track the popcorn sale for each Scout. To view your unit's Scout list, click the **Scouts** tab on your unit homepage. The Scout list is populated in two ways: manually by a unit leader and by Scouts registering Trail's End online selling accounts at [www.Trails-End.com](http://www.Trails-End.com). Scouts that have registered online selling accounts, and affiliated their accounts to your unit should already be displayed in your Scout list.

### Managing Scout List

1. From the unit homepage, click the **Scouts** tab.
2. Click the **New Scout** button.
3. Type the first and last name of the Scout, and then click **Submit**. 
4. Click the **pencil** button to edit a Scout, and the **trashcan** button to delete.
5. Click the **move** button to move scouts to another unit in the council.
6. Click the **merge** button to bring duplicate scout accounts together.



A modal window titled "Scout" with a close button (X) in the top right corner. It contains two text input fields: "First Name:" and "Last Name:". Below the fields are two buttons: "Cancel" and "Submit".



The screenshot shows the "Order Testing Unit" interface. At the top, there is a blue header with the unit name. Below it is a navigation bar with tabs: TRAINING, DETAIL, CONTACTS, **SCOUTS**, SCOUT TRACKING, POPCORN ORDERS, APP ORDERS, COMMISSIONS, CREDIT CARD REGISTRATION, and STRIPE CHARGES. A red arrow points to the "SCOUTS" tab. Below the navigation bar is a search filter: "Search Filter: Enter term here...". Below the search filter is a table with columns: Name, Username, Email, and Actions. The table contains four rows of scout data. A red arrow points to the "New Scout" button above the table. Another red arrow points to the "Merge" button in the Actions column of the first row. A third red arrow points to the "Move" button in the Actions column of the first row.

Name	Username	Email	Actions
Alex Wildenbaum			Merge Move
John Andrews			Merge Move
Johnny Applesseed			Merge Move
Nathan Smith			Merge Move

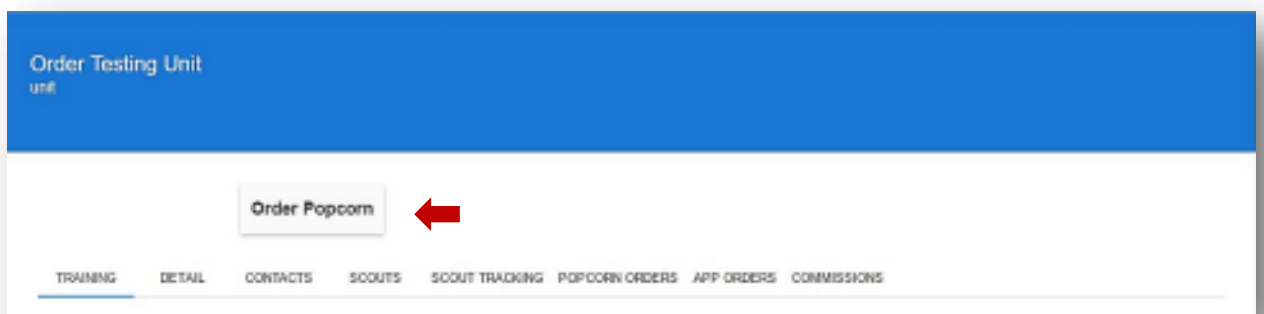
## Unit Popcorn Ordering

When Councils are creating forecasted orders, there are two main settings that determine how a unit can order: **Scout Orders** and **Case vs. Container Ordering**. At the beginning of the season, many units pre-order popcorn for store front sales (Show-N-Sell), therefore, Scout Orders are not required for placing the Unit Order. The last order of the season, typically referred to as the Take Order, it is common that leaders will be required to enter Scout Orders (entering the quantity sold by each Scout on their Take Order Forms) before placing the unit order.

A **case** of Trail's End product contains multiple selling units, whereas a **container** is equivalent to one selling unit of product (bag, carton, collection box, tin, etc.). Some orders may require your unit to order only by the case (CS), and some may allow you to order down to the container (CT).

### Placing a Unit Order – Show-N-Sell

1. From the unit homepage, click the **Order Popcorn** button. This will take you to the New Unit Order screen



2. From the dropdown menus, double check to make sure that the correct campaign is set (This automatically defaults to the current year) and select the appropriate order from the **"Choose Delivery"** dropdown box to populate the product ordering rows.

New Unit Order

**Order Testing Unit**  
Fall 2017

Fall 2017      Choose Delivery...


Submit







Click Submit when you are ready to send your order to the Council for approval

Product	QTY Interval	Order Adj (+ or -)	Final Unit Order	Total Retail:
			QTY: 0	

- Use the Order Adj column to enter and/or adjust the order quantities (use positive or negative integers to adjust), and then click **Submit** to send your order to your Council for approval, or click **Save** to hold your quantities to be submitted at a later time. The Council Order column will reflect your final order quantity to your Council.

New Unit Order

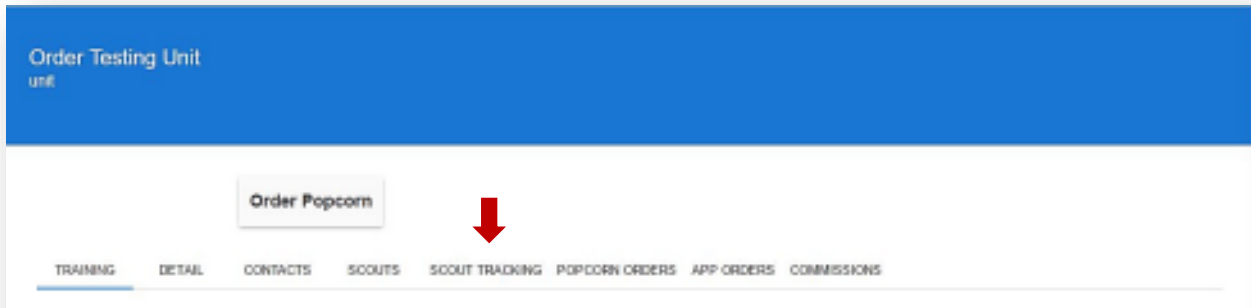

 Save   Submit

Product	QTY Interval	Order Adj (+ or -)	Council Order
 \$50 Military Donation	1:1	CS: 5	CS: 5
 18pk Unbelievable Butter Microwave	6:1	CS: 4	CS: 4
 White Chocolatey Pretzels Bag	6:1	CS: 10	CS: 10
 Premium Cashew Corn w/ Almonds, Cashews & Pecans	12:1	CS: 7	CS: 7
 Jalapeno Cheddar	12:1	CS: 6	CS: 6
 White Cheddar Cheese	12:1	CS: 11	CS: 11
			Total: 43

Save

## Placing a Unit Order – Take Order (Scout Orders Required)

1. Click the **Scout Tracking** button.



2. On the Scout Tracking page, double check to make sure that the current campaign is set (This automatically defaults to the current year).



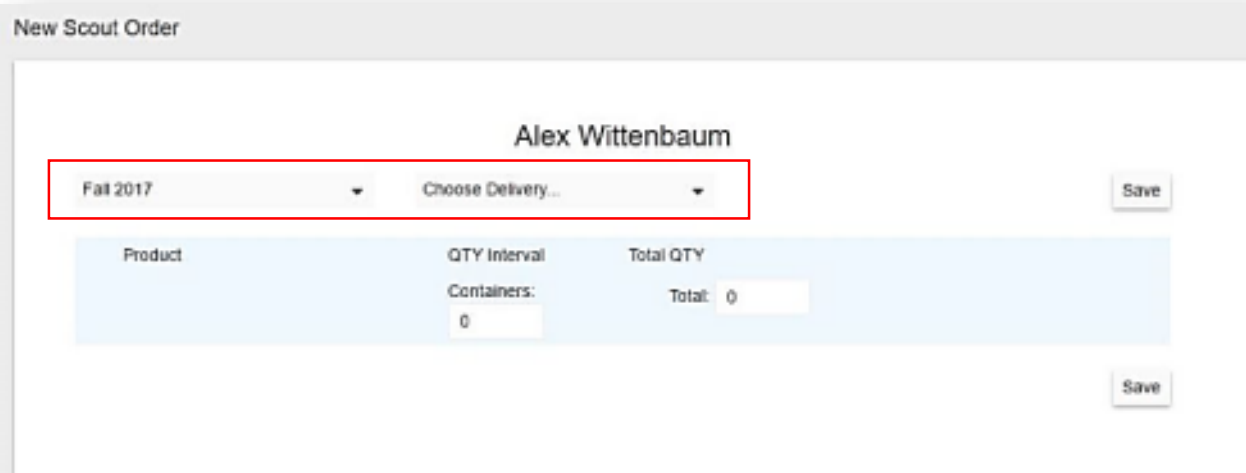
3. If your Council requires Scout orders, the order column will have a hyperlink called Enter Order. Click **Enter Order** next to each Scout to begin placing Scout Orders.

The screenshot shows a table with the following data:

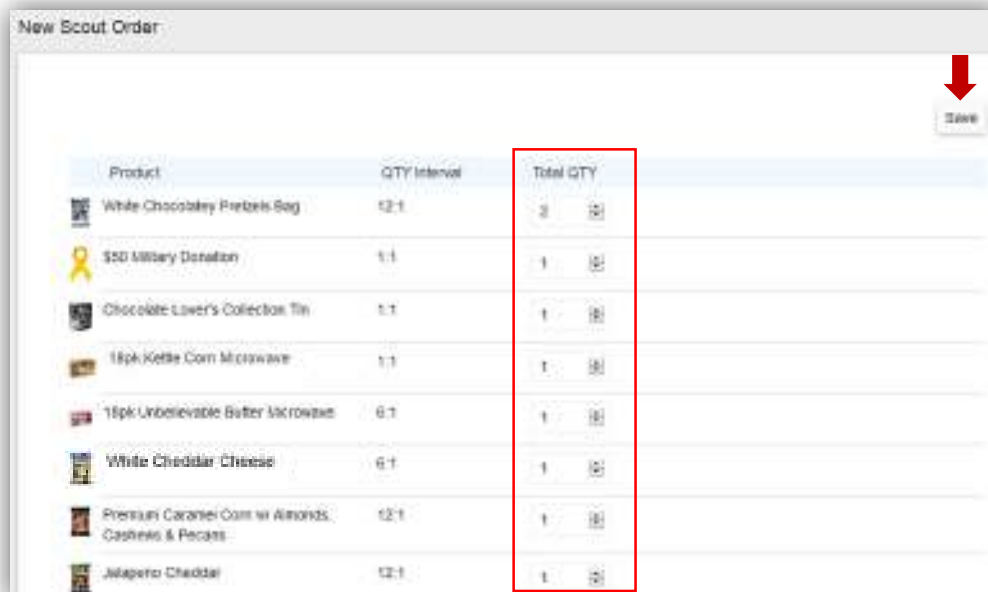
Scout Name	Show N Sell	Take Order Paper
Alex Wittenbaum	0	Enter Order
John Andrews	0	Enter Order
Johnny Appleseed	0	Enter Order
Nathan Smith	0	Enter Order
	0	0

The 'Enter Order' link in the first row is highlighted with a red box.

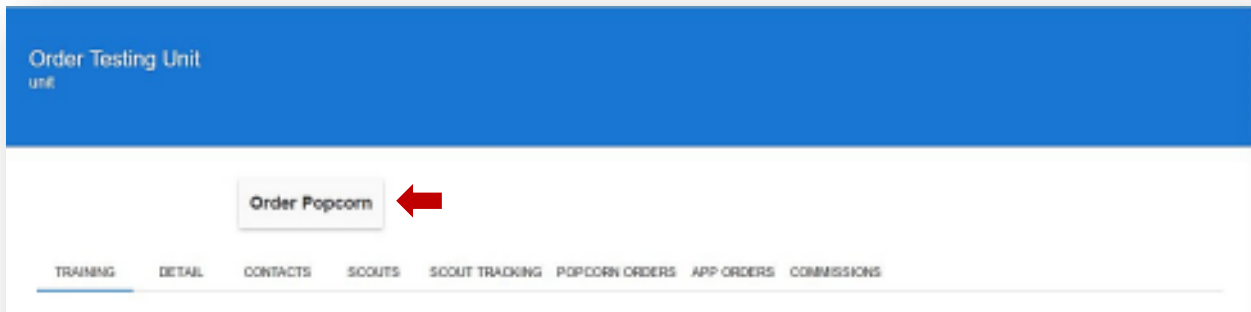
4. Double check to make sure that the current campaign is set (This automatically defaults to the current year) and select the **correct order** from the Choose Delivery dropdown menu to populate the Scout ordering screen.



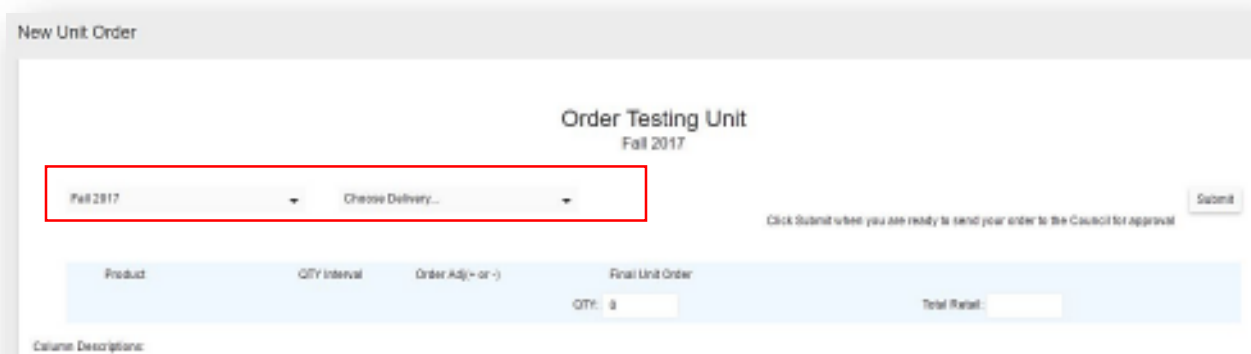
5. Enter the quantity sold in containers of each product by the Scout, and then click the **Save** button. The quantities entered for all Scouts will aggregate in your unit popcorn order in the Total Need column.



6. Once you have entered Scout Orders for all of your Scouts, click the **Order Popcorn** button.



7. From the dropdown menus, double check to make sure that the current campaign is set (This automatically defaults to the current year) and select the appropriate order to populate the product ordering rows.



8. Once the product rows populate, you are ready to enter your unit Take Order. The **Total Need** column is the aggregate of all of your Scout Orders. Use the Order Adj to enter/adjust the unit order to the Council (CS = Case, CT = Container). The Council Order column reflects the final quantity of the order submitted to your Council, and the Surplus/Shortage column shows if your order to the Council is more or less than the Scout need.

*\*You may have inventory leftover from a previous order. If you plan to use leftover inventory to fulfill your Scouts Orders, negatively adjust the order quantity so that you do not over order.*

9. Click **Submit** to send your order to your Council for approval, or click **Save** to save the quantities in your order to be submitted at a later time.

Product	Total Need	QTY Interval	Order Adj(+ or -)	Final Unit Order	Surplus/Shortage
White Chocolatey Pretzels Bag	cs: 8 ct: 5	12:1	cs: 0 <input type="button" value="up"/> ct: 0 <input type="button" value="down"/>	cs: 8 ct: 8	ct: 1
950 Military Donation	cs: 101 ct: 0	1:1	cs: 0 <input type="button" value="up"/> ct: 0 <input type="button" value="down"/>	cs: 102 ct: 0	ct: 1
Chocolate Lover's Collection Tin	cs: 101 ct: 0	1:1	cs: 0 <input type="button" value="up"/> ct: 0 <input type="button" value="down"/>	cs: 102 ct: 0	ct: 1
14pk Kettle Corn Microwave	cs: 101 ct: 0	1:1	cs: 0 <input type="button" value="up"/> ct: 0 <input type="button" value="down"/>	cs: 102 ct: 0	ct: 1
18pk Unbelievable Butter Microwave	cs: 16 ct: 5	6:1	cs: 0 <input type="button" value="up"/> ct: 0 <input type="button" value="down"/>	cs: 17 ct: 0	ct: 1
White Cheddar Cheese	cs: 16 ct: 5	6:1	cs: 0 <input type="button" value="up"/> ct: 0 <input type="button" value="down"/>	cs: 17 ct: 0	ct: 1
Premium Caramel Corn w/ Almonds, Cashews & Pecans	cs: 8 ct: 5	12:1	cs: 0 <input type="button" value="up"/> ct: 0 <input type="button" value="down"/>	cs: 8 ct: 8	ct: 1

- To return to a saved unit order, or to check on your order's approval status, click the **Popcorn Orders** tab.
- Double check to make sure that the current campaign is set (This automatically defaults to the current year).

Order Testing Unit  
unit

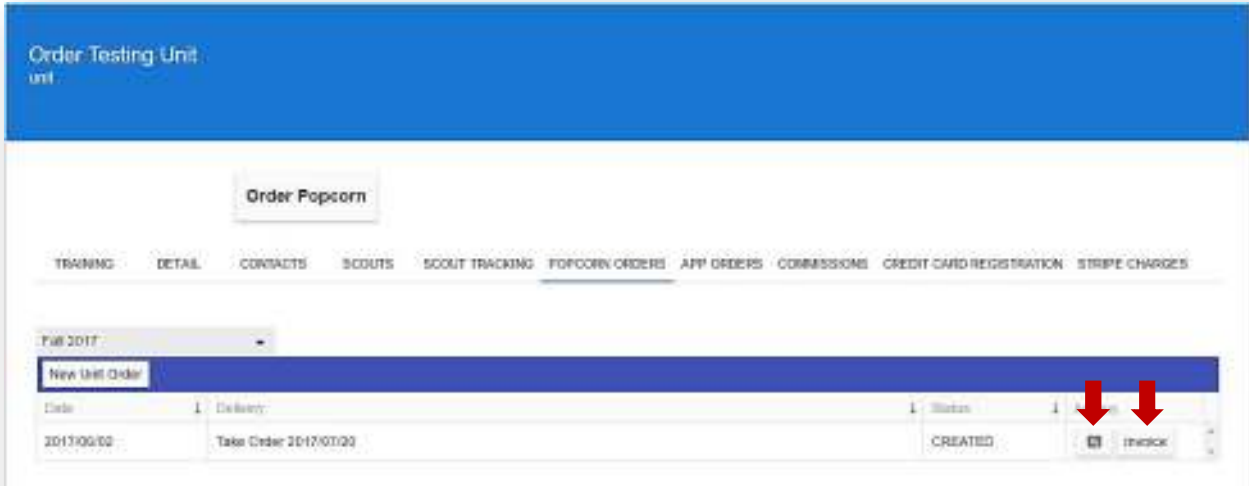
[TRAINING](#) [DETAIL](#) [CONTACTS](#) [SCOUTS](#) [SCOUT TRACKING](#) [POPCORN ORDERS](#) [ANY ORDERS](#) [COMMISSIONS](#) [CREDIT CARD REGISTRATION](#) [STRIPE CHARGES](#)

Feb 2017

Date	Delivery	Status	Action
20170902	Take Order 2017/07/20	CREATED	<input type="button" value="Track"/>



12. Click the **magnifying glass** to go back to the order you wish to edit and submit.
13. Click the **Invoice** button to view your popcorn invoice (only orders in APPROVED status will generate an invoice).

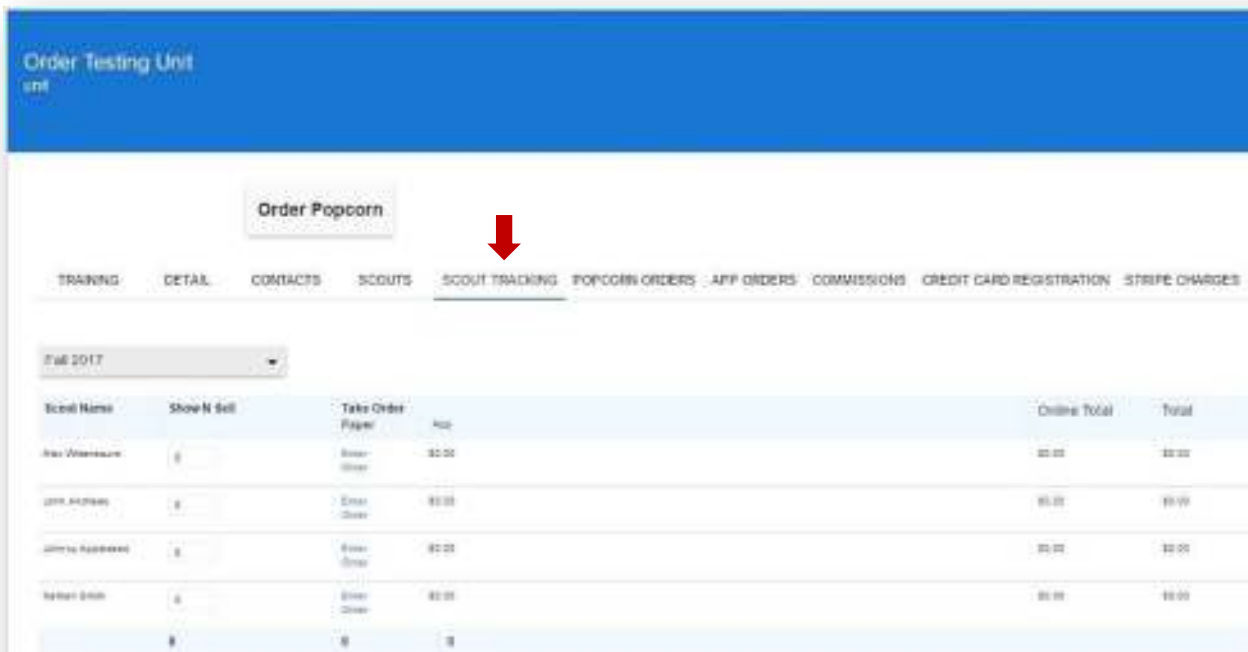


## Tracking Scout Sales

### Simple Sales Tracking for Store Front Sales (Show N Sell)

Most Councils will configure the initial order of the season so Units can pre-order products for store front sales. Because most units do not know at the time of ordering how much each Scout is sold, the simple sales tracking boxes allow a unit leader to return to the Scout Tracking page after placing the unit order and enter the dollar amount sold by each Scout. Type a dollar amount in the box that aligns with the Scout and the order. The boxes will automatically save the values entered.

1. From the unit homepage, click the **Scout Tracking** tab.



2. Double check to make sure that the current campaign is set (This automatically defaults to the current year) to display the Scout Tracking fields.
3. Next to each Scout's name, enter the dollar amount sold in the empty allocation boxes.

Scout Name	Show N Sell	Take Order Paper	App
Alex Wittenbaum	0	<a href="#">Enter Order</a>	\$0.00
John Andrews	0	<a href="#">Enter Order</a>	\$0.00
Johnny Appleseed	0	<a href="#">Enter Order</a>	\$0.00
Nathan Smith	0	<a href="#">Enter Order</a>	\$0.00
	0	0	0

### Take Order Sales Tracking

4. Once you have entered all of your Scouts' orders, the Enter Order hyperlinks will change to reflect the retail dollar amount sold by each Scout.

### Order Popcorn

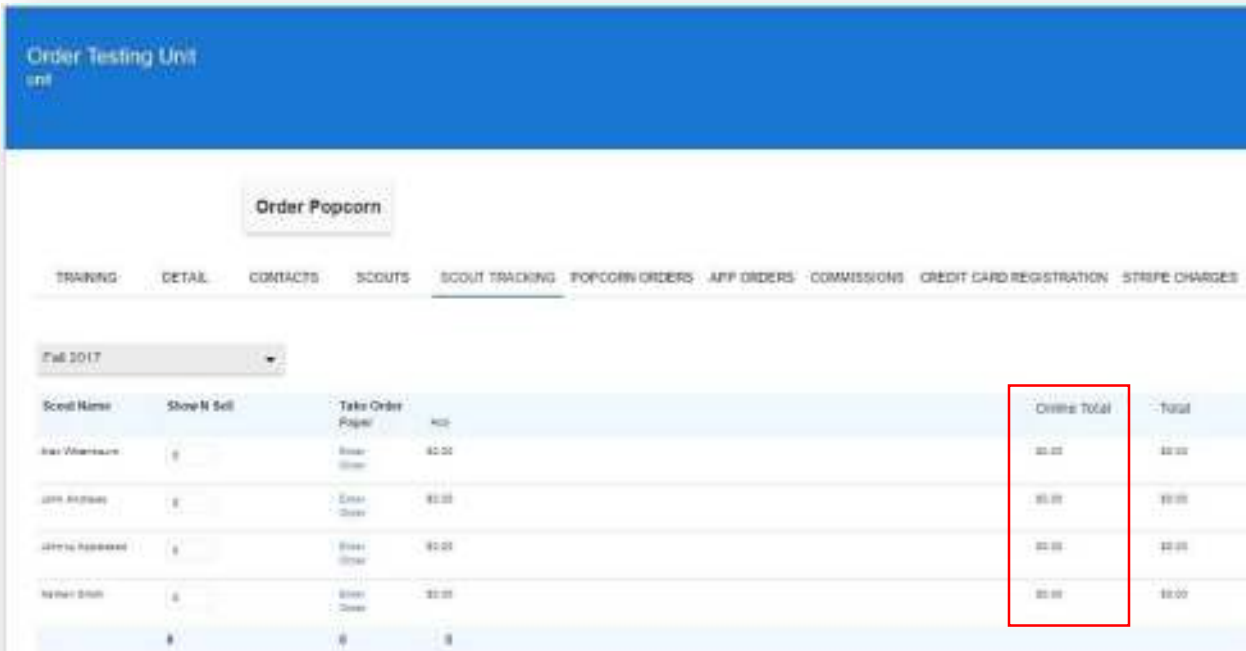
TRAINING    DETAIL    CONTACTS    SCOUTS    SCOUT TRACKING

Fall 2017 ▼

Scout Name	Show N Sell	Take Order Paper	App
Alex Wittenbaum	<input type="text" value="0"/>	Enter Order	\$0.00
John Andrews	<input type="text" value="0"/>	Enter Order	\$0.00
Johnny Appleseed	<input type="text" value="0"/>	Enter Order	\$0.00
Nathan Smith	<input type="text" value="0"/>	Enter Order	\$0.00
	0	0	0

## Online Sales Tracking

One of the many advantages of the new Popcorn System is it is directly synced with the online selling system. On the Scout Tracking page, there is a column titled Online Total that automatically calculates the total retail sales for each Scout that has registered an online selling account and sold to customers on Trails-End.com.



The screenshot shows the Scout Tracking interface for an "Order Testing Unit". It features a navigation menu with options like TRAINING, DETAIL, CONTACTS, SCOUTS, SCOUT TRACKING, POPCORN ORDERS, APP ORDERS, COMMISSIONS, CREDIT CARD REGISTRATION, and STRIPE CHARGES. A dropdown menu is set to "Fall 2017". The main table displays the following data:

Scout Name	Show N Sell	Take Order Paper	Acc	Online Total	Total
Ben Whisenand	0	Order Sheet	\$0.00	\$0.00	\$0.00
John Andrew	0	Order Sheet	\$0.00	\$0.00	\$0.00
John Robinson	0	Order Sheet	\$0.00	\$0.00	\$0.00
Robert Smith	0	Order Sheet	\$0.00	\$0.00	\$0.00
	0	0	0		

## **Online Selling**

Using your same sign in credentials as the Popcorn System, log into the Trail's End online selling platform at [www.Trails-End.com](http://www.Trails-End.com) to view Scout Sales, registered Scouts and invite Scouts to sell online.

