



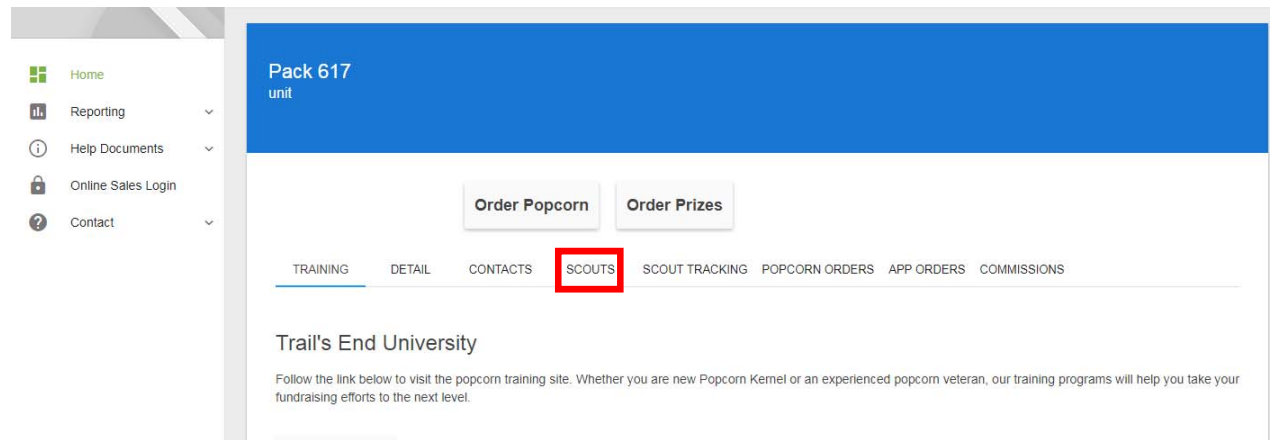
How to place your unit's Take Order in the Trail's End System

Log in to Your Unit Account

1. Go to <https://scouting.trails-end.com>
2. Sign in using your Username and Password
3. Ensure that you are ordering on the 2017-2018 Fundraising Cycle

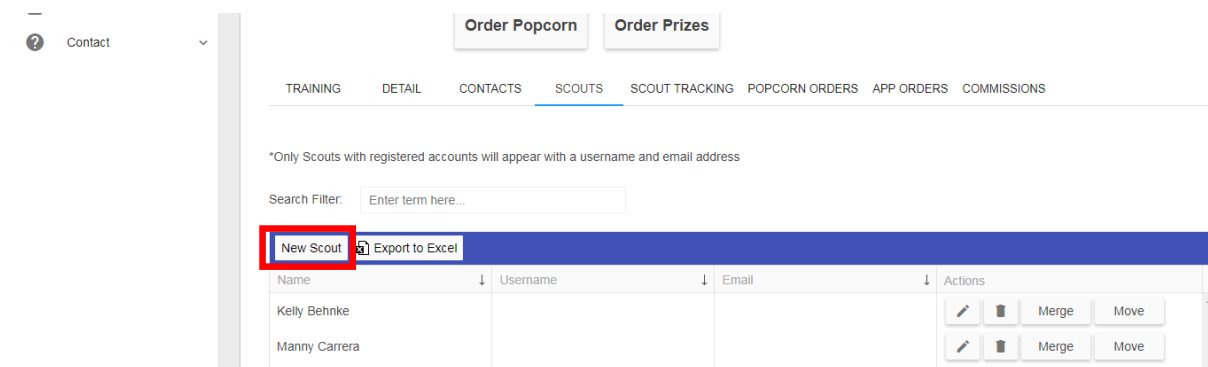
Adding Scout Names to your Unit Roster

- Click on “Scouts” tab



The screenshot shows the Pack 617 unit dashboard. The left sidebar contains navigation options: Home, Reporting, Help Documents, Online Sales Login, and Contact. The main content area has a blue header for 'Pack 617 unit' and two buttons: 'Order Popcorn' and 'Order Prizes'. Below these are several tabs: TRAINING, DETAIL, CONTACTS, SCOUTS (highlighted with a red box), SCOUT TRACKING, POPCORN ORDERS, APP ORDERS, and COMMISSIONS. The SCOUTS tab is active, displaying the title 'Trail's End University' and a paragraph of text about training programs.

- Click on New Scout
 - Type in First name
 - Type in Last Name
 - Click Submit



The screenshot shows the Scouts tab interface. The left sidebar has a 'Contact' option. The main content area has the same 'Order Popcorn' and 'Order Prizes' buttons. The tabs are TRAINING, DETAIL, CONTACTS, SCOUTS (highlighted with a red box), SCOUT TRACKING, POPCORN ORDERS, APP ORDERS, and COMMISSIONS. Below the tabs is a search filter: 'Search Filter: Enter term here...'. A blue bar contains two buttons: 'New Scout' (highlighted with a red box) and 'Export to Excel'. Below this is a table with columns: Name, Username, Email, and Actions. The table contains two rows: 'Kelly Behnke' and 'Manny Carrera'. Each row has a 'Merge' and 'Move' button in the Actions column.

Name	Username	Email	Actions
Kelly Behnke			<input type="button" value="Merge"/> <input type="button" value="Move"/>
Manny Carrera			<input type="button" value="Merge"/> <input type="button" value="Move"/>

Adding Scout's Individual Show and Sell Totals

When all Scouts are listed on your Trail's End Roster, it is time to enter their individual Show and Sell Totals.

Click on

“Scout Tracking Tab”

The screenshot shows the Scout Tracking interface for Pack 617 unit. The interface includes a navigation menu on the left with options: Home, Reporting, Help Documents, Online Sales Login, and Contact. The main content area has a blue header for "Pack 617 unit" and two buttons: "Order Popcorn" and "Order Prizes". Below these are tabs for TRAINING, DETAIL, CONTACTS, SCOUTS, SCOUT TRACKING (highlighted with a red box), POPCORN ORDERS, APP ORDERS, and COMMISSIONS. A note states: "*Only Scouts with registered accounts will appear with a username and email address". A search filter is present with the text "Enter term here...". At the bottom, there is a table with columns for Name, Username, Email, and Actions. The table contains three rows of data: Kelly Behnke, Manny Carrera, and Michael Jordan. Each row has a set of action buttons: Edit, Delete, Merge, and Move.

Name	Username	Email	Actions
Kelly Behnke			[Edit] [Delete] Merge Move
Manny Carrera			[Edit] [Delete] Merge Move
Michael Jordan			[Edit] [Delete] Merge Move

- Click on the “\$” box next to the Scout’s name under the Show and Sell column.

TRAINING DETAIL CONTACTS SCOUTS **SCOUT TRACKING** POPCORN ORDERS APP ORDERS COMMISSIONS

Fall 2017 ▼

Scout Name	Show and Sell (Due 8/28/17)	Council Only Reorder 1	Reorder (Due 9/19/17)	Reorder (Due 10/3/17)	Take Order (Due 10/28/17) Paper App	Online Total	Total
Kelly Behnke	\$ 0	\$ 0	\$ 0	\$ 0	\$715.00 \$0.00	\$0.00	\$715.00
Manny Carrera	\$ 100	\$ 0	\$ 0	\$ 0	\$220.00 \$0.00	\$0.00	\$320.00
Michael Jordan	\$ 100	\$ 0	\$ 0	\$ 0	\$1390.00 \$0.00	\$0.00	\$1490.00
Test Scout	\$ 100	\$ 0	\$ 0	\$ 0	\$300.00 \$0.00	\$0.00	\$400.00
rodney dangerfield	\$ 0	\$ 0	\$ 0	\$ 0	\$1315.00 \$0.00	\$0.00	\$1315.00
	\$300.00	0.00	0.00	0.00	\$3940.00	\$0.00	

- Enter the amount credited to the Scout in the box next to their name
- Now you can start entering Individual Scout’s Take Orders

Enter Individual Scout's Take Order Items

- Stay on the “Scout Tracking” page you were on when you entered Scout Show and Sell Totals.
- Click on “Enter Order” for an individual Scout under the “Take Order (Due 10/28/17)” column



2017-2018 Fundraising Cycle

Fall 2017

North Woods - Leader

- Home
- Reporting
- Help Documents
- Online Sales Login
- Contact

Pack 617 unit

Order Popcorn

Order Prizes










TRAINING DETAIL CONTACTS SCOUTS SCOUT TRACKING POPCORN ORDERS APP ORDERS COMMISSIONS

Fall 2017

Scout Name	Show and Sell (Due 8/28/17)	Council Only Reorder 1	Reorder (Due 9/19/17)	Reorder (Due 10/3/17)	Take Order (Due 10/28/17)		Online Total	Total
					Paper	App		
Kelly Behnke	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	Enter Order	\$0.00	\$0.00	\$0.00
Manny Carrera	\$ <input type="text" value="100"/>	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	\$220.00	\$0.00	\$0.00	\$320.00
Michael Jordan	\$ <input type="text" value="100"/>	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	\$1390.00	\$0.00	\$0.00	\$1490.00
Test Scout	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	Enter Order	\$0.00	\$0.00	\$0.00






- Enter the total number of containers needed for each item.
- Press save when done.

Kelly Behnke

Product	Retail Price	Containers
 Retro Cubs Collection Tin	\$55.00	<input type="text" value="0"/>
 Cheese Lover's Collection Box	\$30.00	<input type="text" value="0"/>
 Chocolatey Caramel Crunch Tin	\$30.00	<input type="text" value="0"/>
 \$30 Military Donation	\$30.00	<input type="text" value="0"/>
 Premium Caramel Corn w/ Almonds, Cashews & Pecans	\$20.00	<input type="text" value="0"/>
 Unbelievable Butter - 18pk Microwave	\$20.00	<input type="text" value="0"/>
 White Cheddar Cheese	\$15.00	<input type="text" value="0"/>
 Classic Caramel Corn	\$10.00	<input type="text" value="0"/>
 Popping Corn	\$10.00	<input type="text" value="0"/>

Total Containers: Total Retail:

Pack 617
unit

-  Home
-  Reporting v
-  Help Documents v
-  Online Sales Login
-  Contact v

Order Popcorn


Order Prizes

TRAINING DETAIL CONTACTS SCOUTS SCOUT TRACKING POPCORN ORDERS APP ORDERS COMMISSIONS

Fall 2017 v

Scout Name	Show and Sell (Due 8/28/17)	Council Only Reorder 1	Reorder (Due 9/19/17)	Reorder (Due 10/3/17)	Take Order (Due 10/28/17)		Online Total	Total
					Paper	App		
Kelly Behnke	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	\$715.00	\$0.00	\$0.00	\$715.00
Manny Carrera	\$ <input type="text" value="100"/>	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	\$220.00	\$0.00	\$0.00	\$320.00
Michael Jordan	\$ <input type="text" value="100"/>	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	\$1390.00	\$0.00	\$0.00	\$1490.00
Test Scout	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	\$300.00	\$0.00	\$0.00	\$300.00
rodney dangerfield	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	\$1315.00	\$0.00	\$0.00	\$1315.00
	\$200.00	0.00	0.00	0.00	\$3940.00	\$0.00		

- Once all Scout Orders are entered, you can verify Unit order before submitting.
- Click on “Popcorn Orders Tab”

← 2017-2018 Fundraising Cycle Fall 2017 North Woods - Leader 

Pack 617
unit

Order Popcorn **Order Prizes**

TRAINING DETAIL CONTACTS SCOUTS SCOUT TRACKING **POPCORN ORDERS** APP ORDERS COMMISSIONS

Fall 2017



Scout Name	Show and Sell (Due 8/28/17)	Council Only Reorder 1	Reorder (Due 9/19/17)	Reorder (Due 10/3/17)	Take Order (Due 10/28/17) Paper App	Online Total	Total
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Manny Carrera	\$ <input type="text" value="100"/>	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	\$220.00 \$0.00	\$0.00	\$320.00

- To verify Unit order before submitting: Click on Magnifying Glass Icon next to “Take Order (Due 10/28/17) 2017/11/08

TRAINING DETAIL CONTACTS SCOUTS SCOUT TRACKING POPCORN ORDERS APP ORDERS COMMISSIONS

Fall 2017

New Unit Order

Date	Delivery	Status	Actions
2017/10/20	Take Order (Due 10/28/17) 2017/11/08	Pending Approval	 Invoice
2017/08/30	Show and Sell (Due 8/28/17) 2017/09/07	APPROVED	 Invoice

Pack 617

Take Order (Due 10/28/17)

Save as Draft
Submit

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

Product	Total Need	Selling Units : Case	Order Adj(+ or -)	Surplus/Shortage	Final Unit Order
Retro Cubs Collection Tin	cs: 19 ct: 0	1:1	cs: <input type="text" value="0"/> ct: <input type="text" value="0"/>	ct: -16	cs: 3 ct: 0
Cheese Lover's Collection Box	cs: 19 ct: 0	1:1	cs: <input type="text" value="0"/> ct: <input type="text" value="0"/>	ct: -15	cs: 4 ct: 0
Chocolatey Caramel Crunch Tin	cs: 2 ct: 3	6:1	cs: <input type="text" value="0"/> ct: <input type="text" value="0"/>	ct: -6	cs: 1 ct: 3
\$30 Military Donation	cs: 23 ct: 0	1:1	cs: <input type="text" value="0"/> ct: <input type="text" value="0"/>	ct: -7	cs: 16 ct: 0
Premium Caramel Corn w/ Almonds, Cashews & Pecans	cs: 0 ct: 9	12:1	cs: <input type="text" value="0"/> ct: <input type="text" value="0"/>	ct: -8	cs: 0 ct: 1
Unbelievable Butter - 18pk Microwave	cs: 1 ct: 4	6:1	cs: <input type="text" value="0"/> ct: <input type="text" value="0"/>	ct: -9	cs: 0 ct: 1
White Cheddar Cheese	cs: 2 ct: 9	12:1	cs: <input type="text" value="0"/> ct: <input type="text" value="0"/>	ct: -8	cs: 2 ct: 1

Verify order is correct. When order is verified click submit.

Orders must be entered by Saturday, October 28th by 11:59pm.

You are done submitting order.

Now it is time to enter Scout prizes.