

Leader Product & Prize Ordering



Steps for Unit Product Ordering!

1. Login to the system
2. Click on the ORDERS menu along the top
3. Under “Popcorn” click on the appropriate order type such as “Unit Order for Take Order”
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

DONE.

To be able to “Log In”:

1. A Unit Leader / Unit Popcorn Kernel needs the Council or District to give out the “Username / Password and Instructions” sheet for each Unit.
2. The Leader / Kernel goes **www.trails-end.com** and clicks on “Leaders” tab at bottom.
3. When Leader Screen comes up, click on “Popcorn System” link.
4. The “Popcorn System Login Page” Screen comes up next. Enter the User ID and Password supplied on the handout, and follow the steps. 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!

The screenshot shows the Trail's End website interface. The top navigation bar includes 'Home', 'Popcorn Sales', 'Prizes', 'Safety & Training', 'Scout's Club', and 'About Us'. The 'Popcorn Sales' link is circled in red. Below the navigation is a banner with the text 'Start selling now. Find everything you need for your popcorn sale. Right here.' The main content area is divided into three columns: 'SELL ONLINE', 'MY TOOL KIT', and 'MY SCOUT REWARDS'. The 'Popcorn System Login Page' is displayed in a Microsoft Internet Explorer browser window. The login page features a grid background and includes the following elements:

- Username:
- Password:
- Login button
- Site requirements: **Site minimally requires** Netscape 6.2 **or** Internet Explorer 6.0
- Links: [Complete Instructions](#) | [Simple Instructions](#)
- Instructions for logging in:
 1. You are able to login using the Username and Password available through your Council or District.
 2. Upon logging in you will be required to change your Username and Password to your email address. You must be able to send and receive messages from this account.
 3. A confirmation code will be sent to this email address for a one-time validation.
 4. You will be responsible for your own account, so it is important that only you use your email address.

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" (for whatever order you want: popcorn or prize).

Troop 217 - Unit Home Page - Microsoft Internet Explorer provided by Insightbb.com

File Edit View Favorites Tool Links BG BSA G CNN PRBS JFN GST USATODAY MSNBC MQ PW TE WP Address

Users Sub-Units Orders Scouts Reports Tools My Items Exit

Troop 217 - Unit Home Page

Welcome to the Trail's End Popcorn Sales System.

This is your home page. You can return to this page at any time by using the home icon in the upper left of your menus.

The menus may be expanded using the arrow to the immediate left of each menu. This provides quick access to the level immediately beneath your own, and to some special features. All the menu functionality is available on navigation pages allowing access to all the levels beneath your own.

The Trail's End logo in the upper right can be used to return to the Trail's End home page.

If you are using the system on a public or non-secure terminal, please be sure to use the Exit menu function to remove any session information from your visit.

System Help

Online Help
Documents and instructions for using the Popcorn System

Your Council is participating in the Consumer Internet Ordering Program.

Email support for basic Popcorn System Questions

ORDER ONLINE
Click here for more information.

SYSTEM HELP

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Need Help? Contact help@trails-end.com.

Orders Scouts Reports T

Unit Commission
Unit Commission
Popcorn
Unit Order for Show And Sell
Unit Order for Take Order
Consolidated Unit Popcorn Order
All Unit Orders and Adjustments Prize
Scout Prize Order
Unit Prize Order
Sales History
Review Past Sales
Orderpopcorn.com Orders

Placing the Unit's POPCORN Order

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

[View Order Adjustment Details](#)
[Print Unit Invoice](#)

Submit to Council Approved Scout Orders: 4 Unapproved Scout Orders: 0 Save Changes

First Date to order: 6/2/2004
 Last Date to order: 11/5/2004

1. Enter the quantities needed by the Unit, by product, here.

2. Total amount of Product needed shows up here.

3. "Save" if you need to make changes later.

4. Or "Submit to council" when order is complete.

Steps for Unit Prize Ordering!

1. Login to the system
2. Click on the ORDERS menu along the top
3. Click on “Unit Prize Order”.
4. On the next screen, fill in the “ship to” info.
5. On the next screen, fill in the quantities for each prize.
6. Click “Submit to Council”. You will get a confirmation email, detailing what you ordered.

Unit Kernel will get an email once Prize Order is shipped, that contains a tracking number for the delivery.

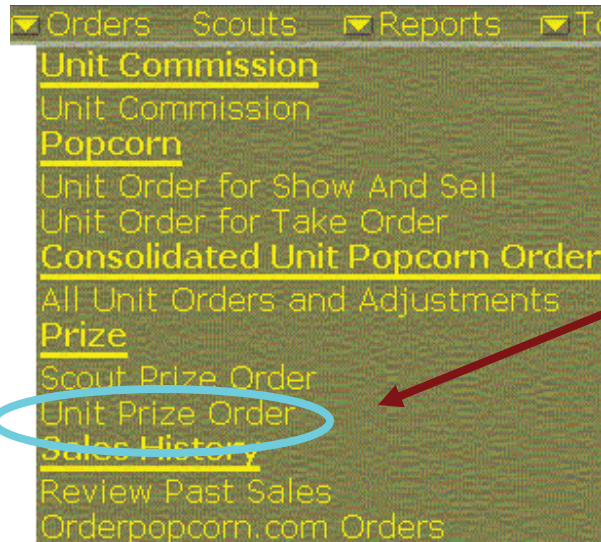
DONE.

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 Prize Order".

The screenshot shows a web browser window titled "Troop 217 - Unit Home Page - Microsoft Internet Explorer provided by Insightbb.com". The browser's address bar shows "http://www.trails-end.com". The page has a green header with the "Trail's End" logo and a navigation menu with links: Users, Sub-Units, Orders, Scouts, Reports, Tools, My Items, and Exit. The main content area is titled "Troop 217 - Unit Home Page" and contains a welcome message: "Welcome to the Trail's End Popcorn Sales System." Below this, there are three paragraphs of text explaining the home page and how to use the system. At the bottom, there is a "System Help" section with three columns: "Online Help" (with a PDF icon and a "HELP" button), "Your Council is participating in the Consumer Internet Ordering Program." (with an "ORDER ONLINE" logo and a "Click here for more information." link), and "Email support for basic Popcorn System Questions" (with a "SYSTEM HELP" icon). A copyright notice at the bottom reads: "Copyright 2000-2004 by Trail's End Company. Review our Privacy Statement. Need Help? Contact help@trails-end.com." A red arrow points from the "Orders" link in the top menu to a dropdown menu that is open. The dropdown menu lists the following options: Unit Commission, Unit Commission Popcorn, Unit Order for Show And Sell, Unit Order for Take Order, Consolidated Unit Popcorn Order, All Unit Orders and Adjustments Prize, Scout Prize Order, Unit Prize Order (circled in blue), Sales History, Review Past Sales, and Orderpopcorn.com Orders.

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

Users Sub-Units Orders Scouts
Edit Delivery Address for Prize Order

Use Address: Custom Location

Address is: Residential Commercial *

Contact Name: *

Street: *

City: * State: * Zip: *

Phone: * Extension: *

Save and Go to Order

Users Sub-Units Orders Scouts Reports Tools My Items Exit
Trail's End

Edit/Create Prize Order for Troop 16

| Level | Item Number | Description | Scout Quantity Needed | Actual Current Order | Overage / Shortage |
|-------|-------------|--|-----------------------|----------------------|--------------------|
| | | | | Edit Address | |
| 1 | 1739071 | Patch | 0 | 0 | 0 |
| 1 | 1739081 | Pin | 5 | 5 | 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 Detector | 0 | 0 | 0 |
| 5 | 03-5A | Sony Radio Walkman | 0 | 0 | 0 |
| 5 | 03-5B | Micris 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 |

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