

How To Place Unit Order

www.trails-end.com

1. Click on “Sign In” tab in upper right corner of website.
2. Enter in your Username and Password. You are now logged into the Leader Dashboard for your Unit.
3. Click on the “Popcorn Orders” tab on the left side of the Dashboard in the blue section.
4. Click on the blue “Order Popcorn” tab.
5. Click on the “Choose Delivery” tab next to the “2022 Selling Campaign” tab.
6. If entering Show and Sell click “First Order” and for Take Order click “Take Order”.
 - A) Show and Sell: Enter in the quantity of **cases** in the box that has “0”
 - B) Take Order: Enter in the quantity of **containers** (individual bags of popcorn) in the box that has “0”.
7. If you are NOT ready to submit your order you can “Save as Draft” and come back later to submit order.
8. If you are READY to place your order click “Submit” tab in the upper right corner of your order form