



Trail's End System Manual
Reference Guide for Unit Leaders

www.Trails-End.com

Introduction

The Trail's End System makes it easy for you to manage all aspects of your 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 other Unit Team Members to help organize your sale
- Invite Scouts to register an account to participate in the sale
- Set up storefront sites and shifts for your Scouts to register
- Track and manage Scout Storefront Sales, Wagon Sales, and Online Sales
- Track and manage your Unit's inventory (optional)
- Download and Print sales reports and invoice statements
- Manage Unit credit payments and Online Sale commissions

Your Council or an existing leader in your unit will setup your initial account and permissions in the Trail's End System. Users with administrative access (Leaders) will be able to change data in the system (add, edit or delete). Read-only users (Members) can only view data in the system, and manage their own personal account information. The menus and pages you see when you are logged into the 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 in. If you are the Popcorn Kernel of more than one unit, your account may allow you access to multiple roles within your Trail's End account.

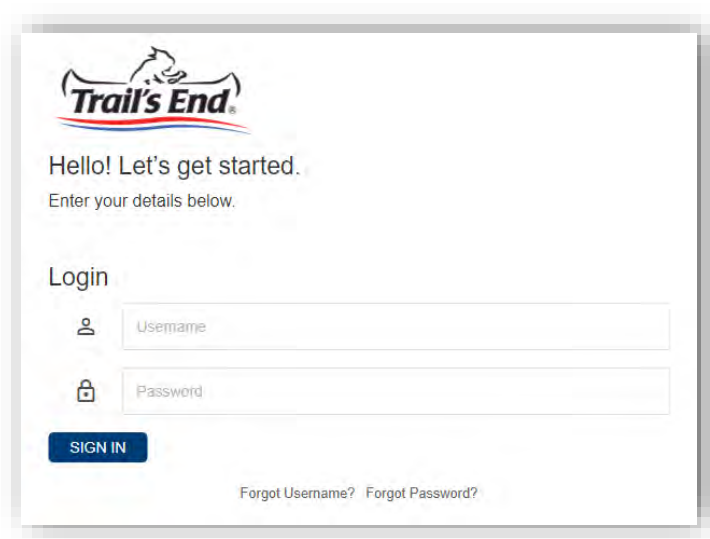
If you have any questions, email us at support@trails-end.com.

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Signing In

1. Go to **www.Trails-End.com** in your internet browser (Firefox and Chrome are preferred) and click the **Log In** button in the upper right corner.
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 support@trails-end.com).
3. Click the **Sign In** button

A screenshot of the Trail's End login page. At the top left is the Trail's End logo, which features a silhouette of a horse's head above the text "Trail's End" with a red underline. Below the logo, the text "Hello! Let's get started." is displayed, followed by "Enter your details below." in a smaller font. Under the heading "Login", there are two input fields: the first is labeled "Username" with a person icon to its left, and the second is labeled "Password" with a lock icon to its left. Below these fields is a blue button with the text "SIGN IN" in white. At the bottom right of the login area, there are two links: "Forgot Username?" and "Forgot Password?".

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




Forgot Username

Enter your Email Address

[GET USERNAME BY EMAIL](#)

[Back to login](#)



Reset Password

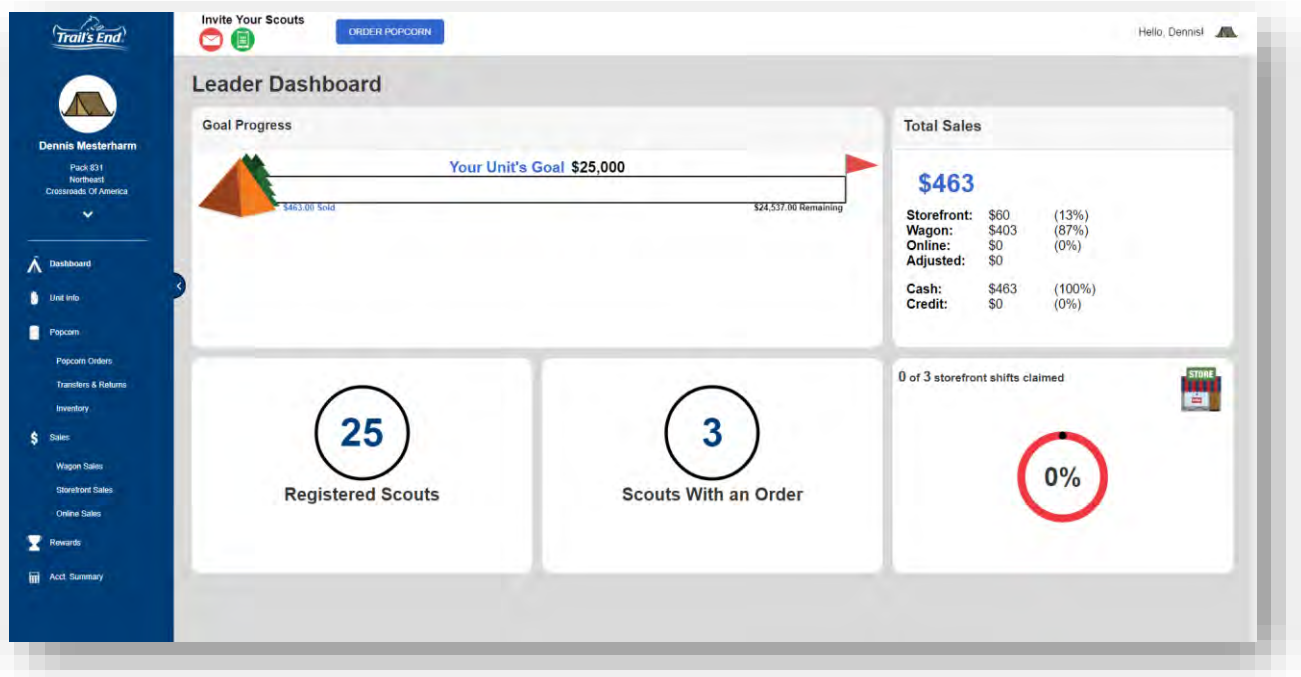
Enter your Username

[RESET PASSWORD BY EMAIL](#)

[Back to login](#)

Unit Homepage

Your unit leader portal on www.trails-end.com has everything you need to set up and manage your unit's sale. The left navigation menu will easily guide you through the process of getting ready for a successful popcorn season.



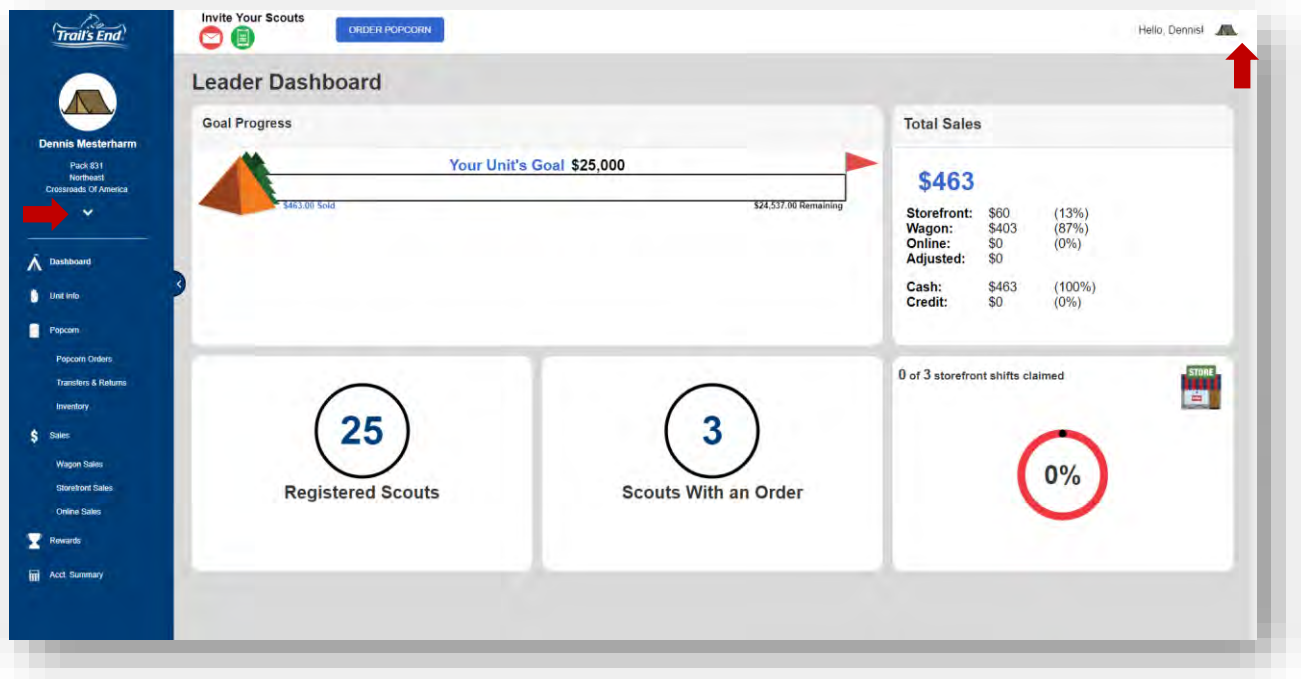
Select a Role

1. 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 **arrow** under your Council, District, and Unit and click **Change Role**. OR, you can click the arrow in the upper right corner next to your name, then click Change Role.
2. Select the role in which you want to work. The role can be switched at any time during your session.

Trail's End System

Unit Leader Reference Guide

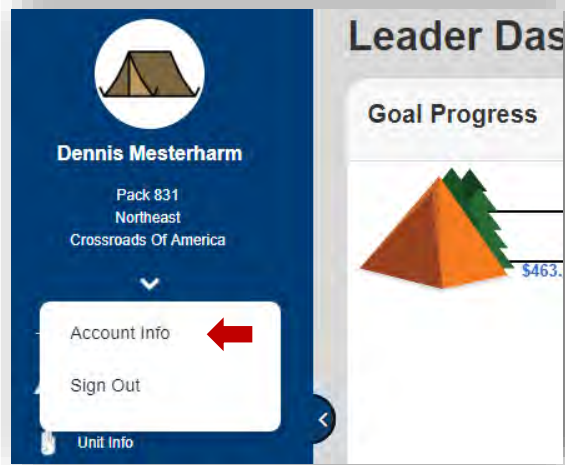
Login at www.trails-end.com



Manage Your Account

View Your Account

1. Click the **arrow** under your Council, District, and Unit OR click the **arrow** in the upper right corner to display a drop-down list of options.
2. Click **Account Info** to view your account details.

A screenshot of the Trail's End System 'Account Info' page. The page is titled 'Account Info' and shows a form for updating personal information. The form fields are: First Name (Dennis), Last Name (Mesterharm), Date of Birth (mm/dd/yyyy), Email Address (cathy@tkt@gmail.com), and Mobile Number ((317) 918-6176). There is a checkbox for 'I'd like to receive messages pertaining to my Scout fundraiser, Scout Rewards, contests, & more!' which is checked. Below the form are 'SAVE' and 'CANCEL' buttons. The page also has a 'Profile Picture' section and a 'Social Media Info' section. The left sidebar shows the user's profile and navigation links: Dashboard, Unit Info, Popcorn, Popcorn Orders, Transfers & Returns, Inventory, Sales, Waiver Sales, Shortform Sales, Online Sales, Rewards, and Acc't Summary.

Edit Your Profile

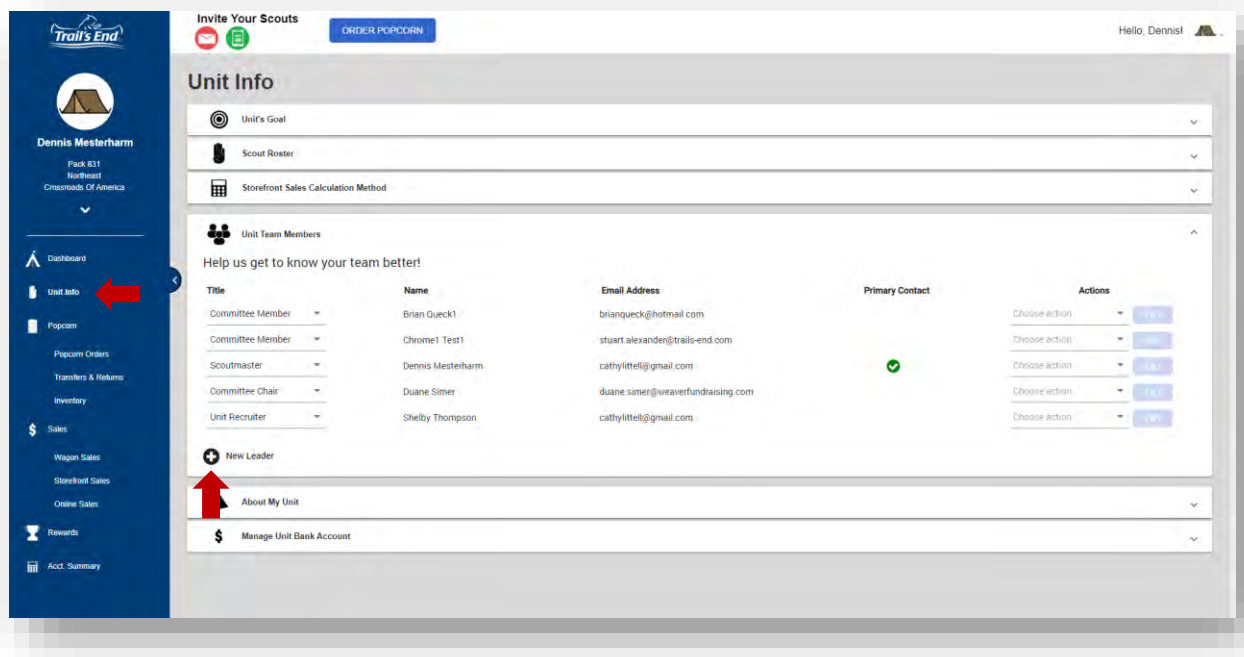
1. Once in **Account Info**, expand the different submenus to make any necessary changes, including the ability to change your password under **Sign In Info**.
2. Click Save within each submenu to save your changes.
3. To leave with section without saving changes, click the **Cancel** button.

The screenshot displays the Trail's End website interface. On the left is a dark blue sidebar with the Trail's End logo and a user profile for Dennis Mesterham. The main content area is titled 'Account Info' and features a 'Personal Info' section with the following fields: First Name (Dennis), Last Name (Mesterham), Date of Birth (0000/00/0000), Email Address (cathylikek@gmail.com), and Mobile Number ((317) 916-6176). Below these fields is a checkbox labeled 'I'd like to receive messages pertaining to my Scout fundraiser, Scout Rewards, contests, & more!' which is checked. At the bottom of this section are two buttons: a blue 'SAVE' button and a red 'CANCEL' button. A red arrow points directly to the 'SAVE' button. Below the Personal Info section are expandable sections for 'Social Media Info' and 'Sign In Info'.

Users – Creating, Editing, Viewing and Deleting

Create a Unit User

1. From the unit leader dashboard, click **Unit Info** on the left navigation menu.
2. Expand the **Unit Team Members** section.
3. Click “+ New Leader”.
4. Fill out the fields and click **Save**.



The screenshot shows the 'Adding a Unit Leader' form. It contains the following fields:

- *Leader Title: Select title (dropdown)
- *First Name: (text input)
- *Last Name: (text input)
- *Username: (text input)
- Primary Phone: () - - (text input)
- *Email: (text input)
- Address Line 1: Enter a location (text input)
- Address Line 2: (text input)
- City: (text input)
- State: Select sta (dropdown)
- Zip: (text input)
- Country Code: Select country (dropdown)

At the bottom of the form are two buttons: 'SAVE' and 'CANCEL'. A red arrow points to the 'SAVE' button.

Edit a Unit User

1. From the unit leader dashboard, click **Unit Info** on the left navigation menu.
2. Expand the **Unit Team Members** section.
3. Next to the user, under the Actions column, click **Choose Action** to display a list of dropdown options. Choose **Edit Leader** then click **Go**.
4. Make the necessary changes, then click **Save**.

The screenshot shows the Trail's End Unit Info page. The left navigation menu has 'Unit Info' selected. The main content area shows the 'Unit Team Members' section. A table lists team members with columns for Title, Name, Email Address, Primary Contact, and Actions. The 'Actions' column for Brian Queck1 has a dropdown menu open, showing options: Set Primary, Edit Leader, Delete Leader, and Resend Login. A red arrow points to the 'Edit Leader' option.

Title	Name	Email Address	Primary Contact	Actions
Committee Member	Brian Queck1	brianqueck@hotmail.com		Set Primary, Edit Leader, Delete Leader, Resend Login
Committee Member	Chromel Test1	stuart.alexander@trails-end.com		
Scoutmaster	Dennis Mesterharm	cathylittell@gmail.com		
Committee Chair	Duane Simer	duane.simer@weaverfundraising.com		
Unit Recruiter	Shelby Thompson	cathylittell@gmail.com		

The screenshot shows the 'Editing a Unit Leader' form. It contains fields for Leader Title, First Name, Last Name, Username, Primary Phone, Email, Address Line 1, Address Line 2, City, State, Zip, and Country Code. The 'SAVE' button is highlighted with a red arrow.

Editing a Unit Leader

*Leader Title: Committee Member

*First Name: Brian

*Last Name: Queck1

*Username: Brian.Queck1

Primary Phone: (317) 679-8313

*Email: brianqueck@hotmail.com

Address Line 1: 6837 Balfour Ct

Address Line 2:

City: Indianapolis

State: Indiana

Zip: 46220

Country Code: United States

SAVE **CANCEL**

Delete a Unit User

1. From the unit leader dashboard, click **Unit Info** on the left navigation menu.
2. Expand the **Unit Team Members** section.
3. Next to the user, under the Actions column, click **Choose Action** to display a list of dropdown options. Choose **Delete Leader** then click **Go**.
4. Click **Yes** in the pop-up to confirm the deletion of the user.

The screenshot shows the Trail's End Unit Info page. The left sidebar contains navigation links: Dashboard, Unit Info, Popcorn, Popcorn Orders, Transfers & Returns, Inventory, Sales, Wagon Sales, Sharefront Sales, Online Sales, Rewards, and Add Summary. The main content area is titled 'Unit Info' and includes sections for Unit's Goal, Scout Roster, Storefront Sales Calculation Method, and Unit Team Members. The Unit Team Members section has a table with columns: Title, Name, Email Address, Primary Contact, and Actions. The table lists four members: Brian Queck1, Chrome1 Test1, Dennis Mesterharm, Duane Simer, and Shelby Thompson. The Actions column for Chrome1 Test1 shows a dropdown menu with options: Set Primary, Edit Leader, Delete Leader, and Resend Login. A red arrow points to the 'Delete Leader' option.

Title	Name	Email Address	Primary Contact	Actions
Committee Member	Brian Queck1	brianqueck@hotmail.com		Set Primary, Edit Leader, Delete Leader, Resend Login
Committee Member	Chrome1 Test1	stuart.alexander@trails-end.com		Set Primary, Edit Leader, Delete Leader, Resend Login
Scoutmaster	Dennis Mesterharm	cathylittell@gmail.com		Set Primary, Edit Leader, Delete Leader, Resend Login
Committee Chair	Duane Simer	duane.simer@weaverfundraising.com		Set Primary, Edit Leader, Delete Leader, Resend Login
Unit Recruiter	Shelby Thompson	cathylittell@gmail.com		Set Primary, Edit Leader, Delete Leader, Resend Login

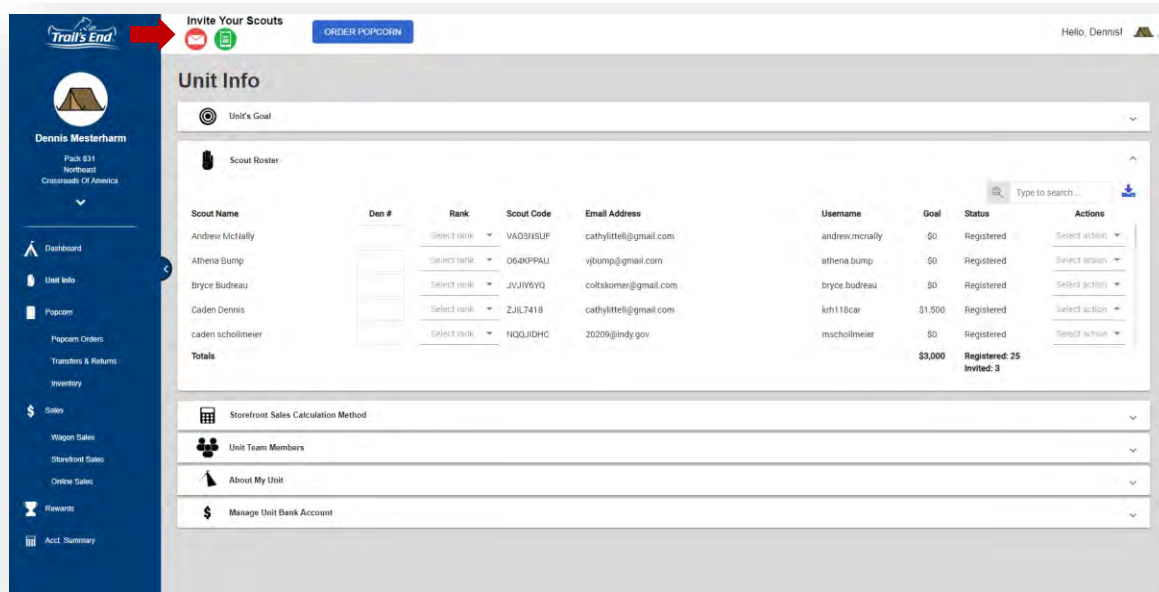
Delete Unit Leader

Are you sure you want to delete Chrome1 Test1?

YESCANCEL

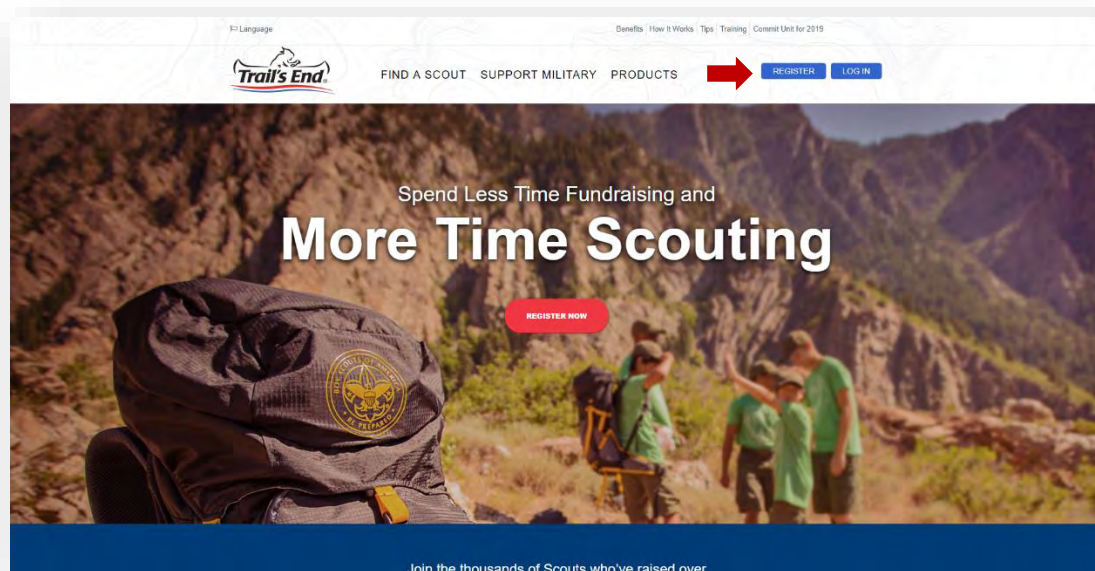
Scout Roster

A Scout must have a registered Trail's End account to appear on the Unit's Scout Roster. You can invite Scouts to create an account with your unit by clicking the email or text icons under Invite Your Scouts in the top navigation menu. Scouts can also visit www.trails-end.com and click the blue Register button in the upper right corner.



The screenshot shows the Trail's End Unit Info page. A red arrow points to the 'Invite Your Scouts' button in the top navigation bar. The page title is 'Unit Info'. Below it, there's a 'Unit's Goal' section. The main section is 'Scout Roster', which contains a table with the following columns: Scout Name, Den #, Rank, Scout Code, Email Address, Username, Goal, Status, and Actions. The table lists five scouts: Andrew McRally, Athena Bump, Bryce Budreau, Caden Dennis, and Caden Schollmeier. The 'Totals' row shows a goal of \$3,000, with 25 registered and 3 invited scouts. Below the roster, there are sections for 'Storefront Sales Calculation Method', 'Unit Team Members', 'About My Unit', and 'Manage Unit Bank Account'.

Scout Name	Den #	Rank	Scout Code	Email Address	Username	Goal	Status	Actions
Andrew McRally	Select rank	Select rank	VA03H5UP	cathylittle@gmail.com	andrew.mcrally	\$0	Registered	Select action
Athena Bump	Select rank	Select rank	D64KPPAU	vjbump@gmail.com	athena.bump	\$0	Registered	Select action
Bryce Budreau	Select rank	Select rank	JVJW6YQ	coltskoner@gmail.com	bryce.budreau	\$0	Registered	Select action
Caden Dennis	Select rank	Select rank	ZJL7418	cathylittle@gmail.com	kh118car	\$1,500	Registered	Select action
Caden Schollmeier	Select rank	Select rank	NQJJDHC	20209@indy.gov	mschollmeier	\$0	Registered	Select action
Totals						\$3,000	Registered: 25 Invited: 3	



The screenshot shows the Trail's End website homepage. The header includes the Trail's End logo, navigation links (FIND A SCOUT, SUPPORT MILITARY, PRODUCTS), and a red arrow pointing to the 'REGISTER' button. The main banner features a background image of a backpack and scouts hiking, with the text 'Spend Less Time Fundraising and More Time Scouting'. A red 'REGISTER NOW' button is prominently displayed. At the bottom, a blue bar contains the text 'Join the thousands of Scouts who've raised over'.

Invite Scout(s)

1. From the unit leader dashboard, in the upper left corner under **Invite Your Scouts**, click the **Email** or **Text** icon.
2. Enter the information of the Scout and the Scout's parent.
3. Click **Add 1 more Scout** to add additional lines to invite multiple Scouts at once.
4. Check the box to agree to the Terms of Use.
5. Click **Send Invites**.
6. These Scouts will now appear on your **Scout Roster** with an **Invited** status. Once they finish the registration process, they will convert to **Registered** status.

Note: The registration link the Scout/parent receives will automatically populate their Council, District, and Unit information for them.

View Scout Roster

7. From the unit leader dashboard, click **Unit Info** on the left navigation menu.
8. Expand the **Scout Roster** section.
9. You can assign Den # and Rank to each Scout (optional).
10. Scouts will show as **Registered** or **Invited**.

The screenshot shows the Trail's End System interface. On the left is a blue navigation menu with the user's name 'Dennis Mesterham' and various icons. A red arrow points to the 'Unit Info' icon. The main content area is titled 'Unit Info' and has a sub-section 'Scout Roster' which is expanded, indicated by another red arrow. The Scout Roster is a table with columns: Scout Name, Den #, Rank, Scout Code, Email Address, Username, Goal, Status, and Actions. It lists five scouts: Andrew McCallally, Athena Bump, Bryce Budreau, Caden Dennis, and Caden Schollmeier. The 'Status' column shows 'Registered' for all. The 'Actions' column has a 'Select Action' dropdown for each scout. At the bottom of the table, it shows 'Totals' with a goal of \$3,000, 25 Registered scouts, and 3 Invited scouts. Below the table are several expandable sections: 'Storefront Sales Calculation Method', 'Unit Team Members', 'About My Unit', and 'Message Unit Bank Account'.

Scout Name	Den #	Rank	Scout Code	Email Address	Username	Goal	Status	Actions
Andrew McCallally		Select rank	VA03HSUP	cathylittle@gmail.com	andrew.mccallally	\$0	Registered	Select action
Athena Bump		Select rank	D64KPPAU	vbump@gmail.com	athena.bump	\$0	Registered	Select action
Bryce Budreau		Select rank	JVVJVSQ	coltskoner@gmail.com	bryce.budreau	\$0	Registered	Select action
Caden Dennis		Select rank	ZJIL7418	cathylittle@gmail.com	khl18car	\$1,500	Registered	Select action
Caden Schollmeier		Select rank	HQ0JIDHC	20209@indy.gov	mschollmeier	\$0	Registered	Select action
Totals						\$3,000	Registered: 25	Invited: 3

Edit Scout Roster – Move or Remove

1. From the unit leader dashboard, click **Unit Info** on the left navigation menu.
2. Expand the **Scout Roster** section.
3. Next to the Scout, under the Actions column, click **Select Action** to display a list of dropdown options. Click **Move** or **Remove**.
4. If you click **Move**, you will get a pop-up to designate which District and Unit the Scout should be moved to.

5. If you click **Remove**, you will be prompted to confirm removal of the Scout from your unit. Click **Yes** to confirm.

You do not have the ability to edit a Scout's personal info. The Scout must make these changes within their account.

Storefront Site, Shift and Sale Management

Storefront Sales are recorded at popcorn tables or booths you set up in your community, such as a grocery store or any other high foot traffic location. Your unit has three options for splitting storefront sales credit – **INDIVIDUAL**, **SHIFT**, and **DAY**.

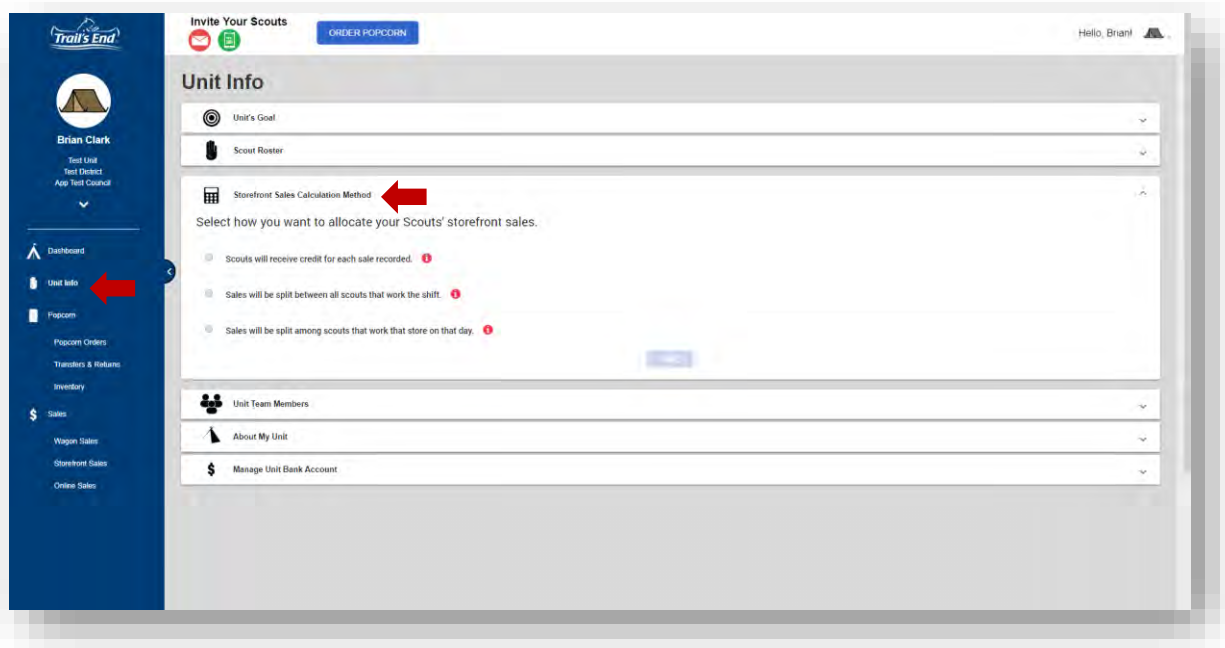
INDIVIDUAL: Scouts will receive credit for each sale recorded.

SHIFT: Sales will be split between all Scouts that work the shift.

DAY: Sales will be split among Scouts that work that store on that day. Total sales are divided by the number of hours worked, and each Scout is given sales credit according to the number of hours they worked.

Setting Your Storefront Sales Calculation Method

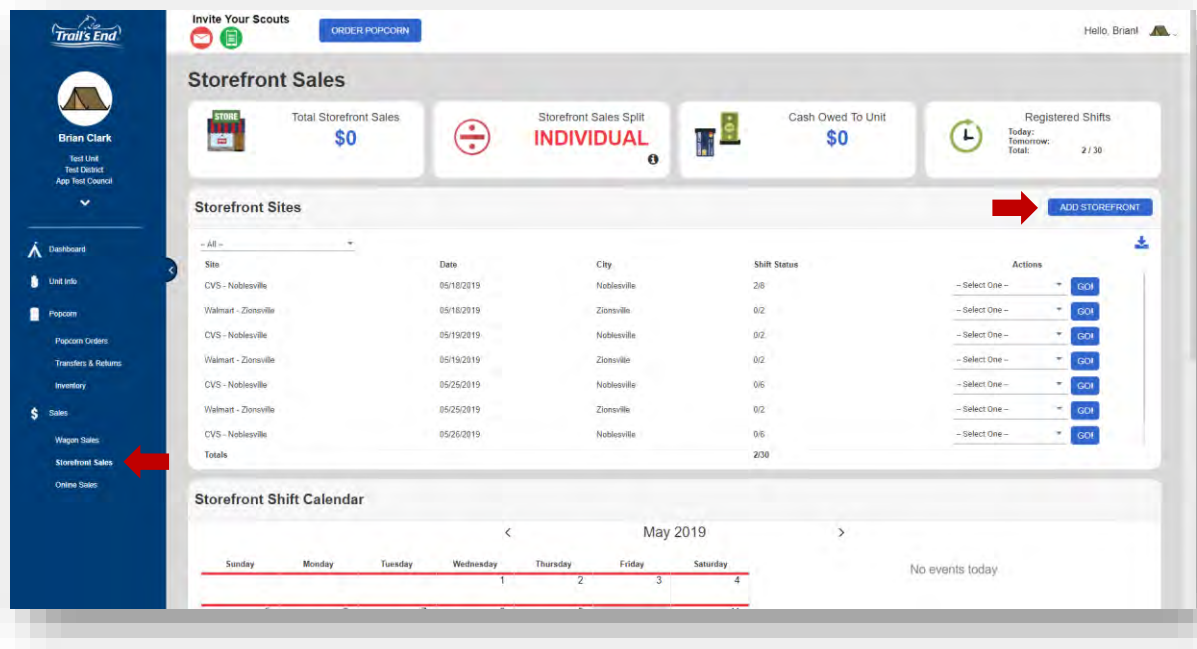
1. From the unit leader dashboard, click **Unit Info** on the left navigation menu.
2. Expand the **Storefront Sales Calculation Method** section.
3. Select how you want to allocate your Scouts' storefront sales.



Adding a Storefront Site

1. From the unit leader dashboard, click **Storefront Sales** on the left navigation menu.
2. Click the blue **Add Storefront** button.

3. Fill out the fields for that location.
4. Click **Save & Close**.



Editing a Storefront Site

1. From the unit leader dashboard, click **Storefront Sales** on the left navigation menu.
2. Next to the Storefront Site, click the dropdown menu under the **Actions** column.
3. Choose **Edit Site** then click **Go**.
4. Make your edits then click **Save & Close**.

Copying a Storefront Site

1. From the unit leader dashboard, click **Storefront Sales** on the left navigation menu.
2. Next to the Storefront Site, click the dropdown menu under the **Actions** column.
3. Choose **Copy Site** then click **Go**.
4. Select one or more dates to copy the site to, then click **Save and Close**.
5. Make your edits then click **Save & Close**.

Deleting a Storefront Site

1. From the unit leader dashboard, click **Storefront Sales** on the left navigation menu.
2. Next to the Storefront Site, click the dropdown menu under the **Actions** column.
3. Choose **Delete Site** then click **Go**.

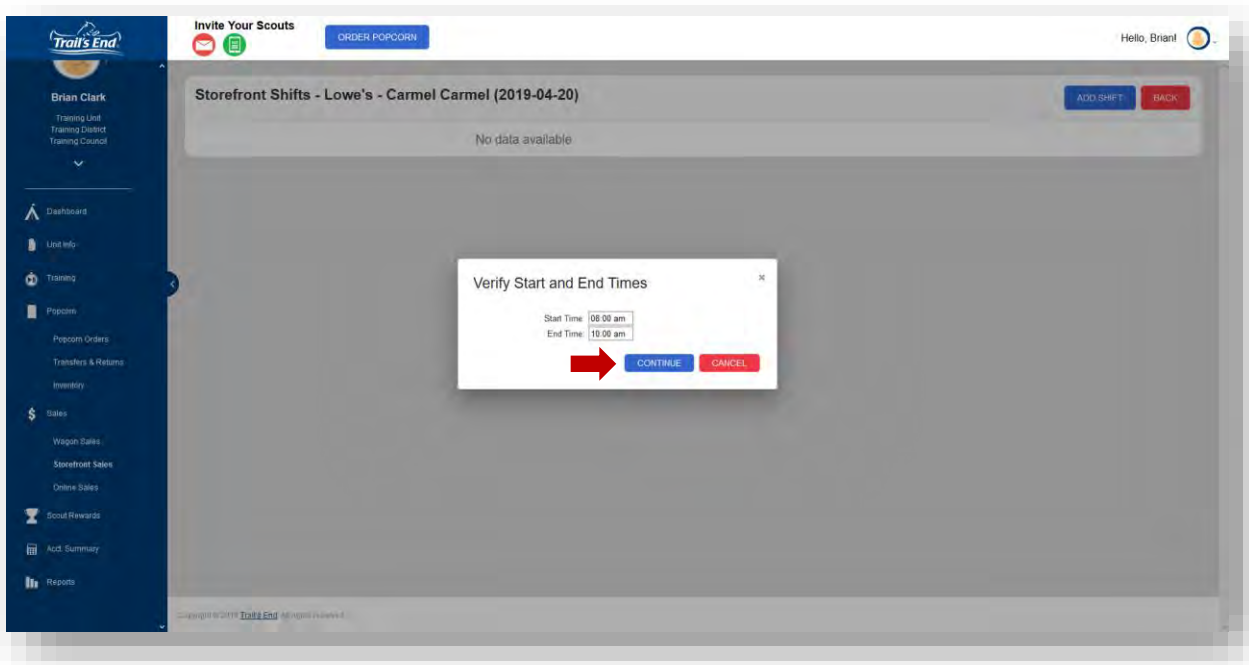
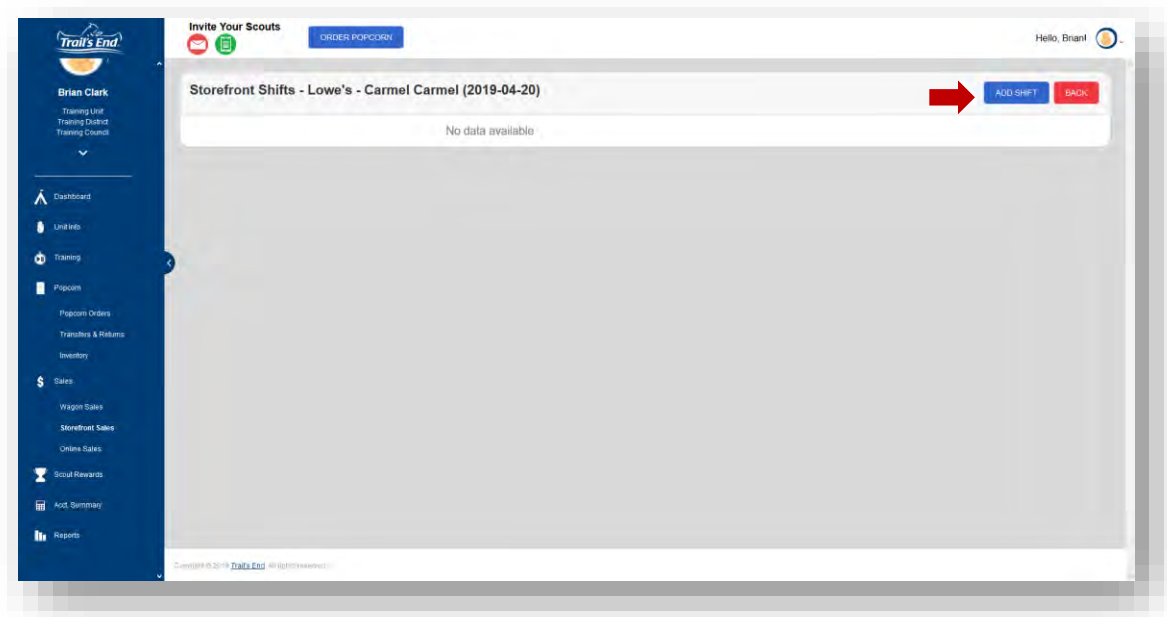
4. Click **Continue** to confirm deletion of the site.

Note: A Storefront Site cannot be deleted if it has shifts.

Adding Shifts to a Storefront Site

1. From the unit leader dashboard, click **Storefront Sales** on the left navigation menu.
2. Next to the Storefront Site, click the dropdown menu under the **Actions** column.
3. Choose **Shifts** then click **Go**.
4. Click the **Add Shift** button.
5. Enter the Start Time and End Time, then click **Continue**.

The screenshot displays the Trail's End System interface for a unit leader. The top navigation bar includes 'Invite Your Scouts' and 'ORDER POPCORN'. The left sidebar shows the navigation menu with 'Storefront Sales' highlighted. The main content area is titled 'Storefront Sales' and features several summary cards: 'Total Storefront Sales' (\$0), 'Storefront Sales Split' (INDIVIDUAL), 'Cash Owed To Unit' (\$0), and 'Registered Shifts' (Today: 0/0, Tomorrow: 0/0, Total: 0/0). Below these is a table of 'Storefront Sites' with columns for Site, Date, City, Shift Status, and Actions. A red arrow points to the 'Actions' dropdown menu for a site, which lists options: 'Shifts', 'Edit Site', 'Delete Site', 'Copy Site', 'Manage Payments/Inventory', and 'Record a Sale'. At the bottom, there is a 'Storefront Shift Calendar' for April 2019, showing days of the week and a table with columns for Location, Time, and Available.



Deleting Shifts from a Storefront Site

1. From the unit leader dashboard, click **Storefront Sales** on the left navigation menu.
2. Next to the Storefront Site, click the dropdown menu under the **Actions** column.
3. Choose **Shifts** then click **Go**.
4. Next to the shift you wish to delete, click **Delete**.

View Scout(s) Registered for a Shift

1. From the unit leader dashboard, click **Storefront Sales** on the left navigation menu.
2. Next to the Storefront Site, click the dropdown menu under the **Actions** column.
3. Choose **Shifts** then click **Go**.
4. Next to the shift, click **Scouts**.

Add/Withdraw Scout from Shift

Scouts will sign up and withdraw from shifts via the app, but as the unit leader you also can add or withdraw Scouts from shifts before and after the shift has occurred.

1. From the unit leader dashboard, click **Storefront Sales** on the left navigation menu.
2. Next to the Storefront Site, click the dropdown menu under the **Actions** column.
3. Choose **Shifts** then click **Go**.
4. Next to the shift, click **Scouts**.
5. A **Registered Scouts** window should appear.
6. Choose a Scout from the dropdown menu and click **Add Scout** to add a Scout to that shift.
7. Next to an already registered Scout, click **Withdraw** (before shift) or **No-Show** (after shift) to remove the Scout from that shift.

The screenshot shows the Trail's End System interface. On the left is a navigation menu with options like Dashboard, Unit Info, Popcorn, and Sales. The main content area is titled 'Storefront Shifts - CVS - Noblesville (06/16/2019)'. It features a table with columns: Start (08:00 am), End (10:00 am), Max Scouts (1), Shift Status (1/1), and Actions. A red arrow points to the 'SCOUTS' button in the Actions column. Below this table is a section for 'Registered Scouts (8:00 am - 10:00 am)'. It contains a table with columns: Status (REGISTERED), Name (Brian Clark), Parent, Email, and Phone (1234567890). A red arrow points to the 'WITHDRAW' button in the Actions column.

Record a Storefront Sale

Scouts will record sales at storefronts via the app, but unit leaders can also record a cash sale after the fact.

1. From the unit leader dashboard, click **Storefront Sales** on the left navigation menu.
2. Next to the Storefront Site, click the dropdown menu under the **Actions** column.
3. Choose **Record a Sale** then click **Go**.
4. Fill out the fields for the order.
5. Choose a specific Scout to receive credit, if applicable.

View Sales Summary / Run Sales Report

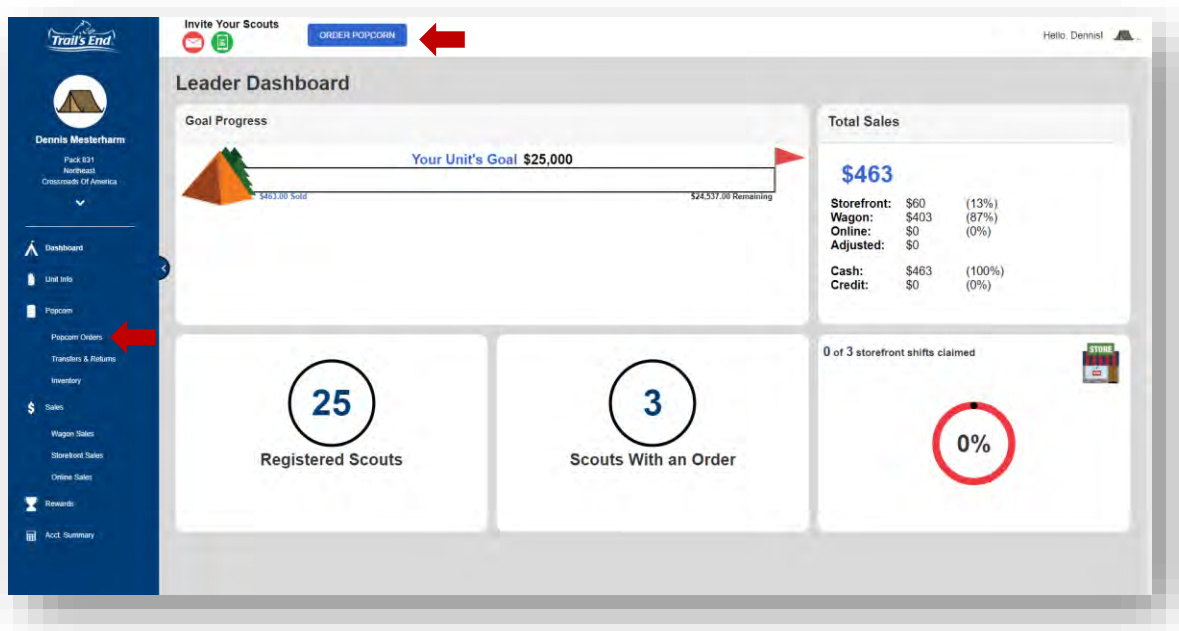
Download and review a sales summary of your site(s) at the end of each day.

11. From the unit leader dashboard, click **Storefront Sales** on the left navigation menu.
12. Next to the Storefront Site, click the dropdown menu under the **Actions** column.
13. Choose **Sales Summary** or **Run Sales Report** then click **Go**.

Unit Popcorn Ordering

Placing a Unit Order

1. From the unit dashboard, click the **Order Popcorn** button. Or, you can go to **Popcorn Orders** from the left navigation menu, then click **Order Popcorn**. This will take you to the New Unit Order screen.
 - a. To view last year's invoice statement, once on the Order Popcorn page, choose the appropriate year from the campaign dropdown and then click Invoice Statement.



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

**Your council must assign a pickup location to your unit before you can place your order. If you receive this error message, please contact your council.*

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
		QTY: 0	Total Retail:

- 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 Final Unit 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 Caramel 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

Inventory & Cash Management (optional)

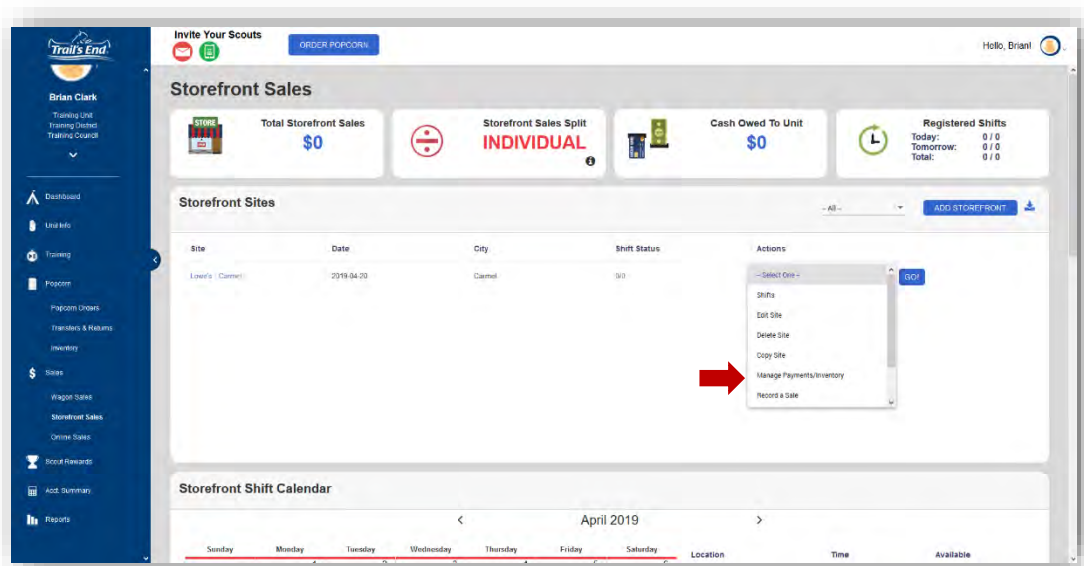
Assigning Unit Inventory to Sites and/or Scouts

1. From the unit leader dashboard, click **Inventory** on the left navigation menu.
2. Enter the number of containers to transfer next to each product.
3. Click **Transfer to Site or Scout**, **Receive from Site or Scout**, or **Adjust Unit Inventory**. Transferring and receiving inventory does not affect your overall inventory. Adjusting inventory will increase or decrease your overall inventory.

Storefront Sales

While not required, you can track payments and inventory for each storefront. Adjust starting cash (petty cash in your cash box) and cash due to unit (starting cash plus any cash sales), as well as transfer inventory to and from a storefront from your unit inventory.

1. From the unit leader dashboard, click **Storefront Sales** on the left navigation menu.
2. Next to the Storefront Site, click the dropdown menu under the **Actions** column.
3. Choose **Manage Payments/Inventory** then click **Go**.



Trail's End System

Site Sales Management
Walmart - Carmel - 2019-04-21

Description	Amount
Starting Cash	0.00
Cash Sales	0.00
Cash Adjustments	0.00
Cash Collected From Site	0.00
Cash Due From Site	0.00

Cash Management Instructions

Click the Cash Adjustments value to adjust the amount to the actual cash on hand to account for any accounting mistakes. To populate Starting Cash, your first cash adjustment before any sales are made will create your Starting Cash.

Enter the amount of Cash Due from Site and click Submit to acknowledge the receipt of cash returned from a storefront at the end of the day.

Site Inventory Management
Walmart - Carmel - 2019-04-21

Products	Qty at Unit	Qty at Site	Quick Fill	Transfer or Adjust Qty
18pk Kettle Corn	50	0		0
18pk Unb. Butter	120	0		0
Caramel Corn	500	0		0
Cheese Lover's Box	30	0		0

Trail's End System

Site Inventory Management
Walmart - Carmel - 2019-04-21

Products	Qty at Unit	Qty at Site	Quick Fill	Transfer or Adjust Qty
18pk Kettle Corn	45	15		0
18pk Unb. Butter	120	0		0
Caramel Corn	500	100		0
Cheese Lover's Box	20	10		0
Chocolate Lover's Collection Tin	0	0		0
Chocolatey Caramel Crunch	0	0		0
Gold Level Military	0	0		0
Premium Caramel w/ Nuts	420	0		0

TRANSFER TO WALMART - CARMEL TRANSFER BACK TO UNIT TRANSFER TO ANOTHER SITE OR SCOUT ADJUST SITE INVENTORY

Wagon Sales

While not required, you can track payments and inventory by Scout. You can adjust starting cash and cash due to unit, as well as transfer products to and from a Scout from your unit inventory. As Scouts mark orders “Delivered” in the app, their inventory will decrease.

1. From the unit leader dashboard, click **Wagon Sales** on the left navigation menu.
2. Next to the Scout, click the dropdown menu under the **Actions** column.
3. Choose **Manage Payments/Inventory** then click **Go**.

WAGON SALES

Invite Your Scouts [ORDER POPCORN](#) Hello, Brian!

Total Wagon Sales **\$75** **Cash Owed to Unit** **\$75** **Unsold Scout Inventory** **\$0** **Total Orders**
Total Wagon Sales: \$75.00
Delivered Sales: \$75.00
Undelivered Sales: \$0.00

Scout Wagon Sales

Scout	Delivered Orders	Cash Owed by Scout	Undelivered Orders	Actions
Evan Manders	1	\$75.00	0	<div>Manage Payments/Inventory Record a Sale View Wagon Order</div>
Totals	1	\$75.00	0	

Wagon Inventory by Scout

Scout	Sold Items	On Hand Items	Undelivered Items	Value
Evan Manders	1	-1	0	-\$1.00

Wagon Sale Management

Wagon Sales are all of a Scout's personal sales that are not recorded at a storefront or online. Scouts receive full sales credit and are typically sales door-to-door, with friends and family, or from a parent's workplace. Wagon Sales can be marked **Delivered** or **Undelivered** if Scouts do not have product at the time of the sale. Unit Leaders and Scouts always have access to product delivery info, allowing the app to fully replace the paper Take Order form.

Record a Wagon Sale

Scouts will record Wagon Sales via the app, but unit leaders can also record a sale on their behalf.

1. From the unit leader dashboard, click **Wagon Sales** on the left navigation menu.
2. Next to the Scout, click the dropdown menu under the **Actions** column.
3. Choose **Record a Sale** then click **Go**.
4. Fill out the fields for the order.
 - a. Customer Information
 - b. Products and Quantity
 - c. Delivered or Undelivered Status
5. Click **Record Sale**.

The screenshot displays the Trail's End System Unit Leader Dashboard. On the left is a blue navigation sidebar with the user's name 'Brian Clark' and a list of menu items: Dashboard, Unit Info, Popcorn, Popcorn Orders, Transfers & Returns, Inventory, Sales, **Wagon Sales** (highlighted with a red arrow), Storefront Sales, and Online Sales. The main content area is titled 'WAGON SALES' and includes a top bar with 'Invite Your Scouts' and an 'ORDER POPCORN' button. Below this are four summary cards: 'Total Wagon Sales' (\$75), 'Cash Owed to Unit' (\$75), 'Unsold Scout Inventory' (\$0), and 'Total Orders' (Total Wagon Sales: \$75.00, Delivered Sales: \$75.00, Undelivered Sales: \$0.00). The 'Scout Wagon Sales' table has columns for Scout, Delivered Orders, Cash Owed by Scout, Undelivered Orders, and Actions. A row for Scout 'Evan Manders' shows 1 Delivered Order, \$75.00 Cash Owed, and 0 Undelivered Orders. The Actions dropdown menu is open, showing 'Manage Payments/Inventory', 'Record a Sale' (highlighted with a red arrow), and 'View Wagon Order'. A 'Totals' row shows 1 Delivered Order, \$75.00 Cash Owed, and 0 Undelivered Orders. Below the table is the 'Wagon Inventory by Scout' section, which shows a table with columns for Scout, Sold Items, On Hand Items, Undelivered Items, and Value. For Scout 'Evan Manders', it shows 1 Sold Item, -1 On Hand Item, 0 Undelivered Items, and a Value of -\$1.00.

Re-send Wagon Order Receipt via Email or Text Message

1. From the unit leader dashboard, click **Wagon Sales** on the left navigation menu.
2. Next to the Scout, click the dropdown menu under the **Actions** column.
3. Choose **View Wagon Order** then click **Go**.
4. Next to the order, under the **Actions** column, click the dropdown menu.
5. Click **Email Receipt** or **Text Receipt**, then click **Go**.

View Wagon Order Details

1. From the unit leader dashboard, click **Wagon Sales** on the left navigation menu.
2. Next to the Scout, click the dropdown menu under the **Actions** column.
3. Choose **View Wagon Order** then click **Go**.
4. A list of that Scout's Wagon Orders will appear. In this view, you can mark items delivered or undelivered on behalf of a Scout.

Refund Wagon Order

1. From the unit leader dashboard, click **Wagon Sales** on the left navigation menu.
2. Next to the Scout, click the dropdown menu under the **Actions** column.
3. Choose **View Wagon Order**, then click **Go**.
4. Next to the order, under the **Actions** column, click the dropdown menu.
5. Click **Refund**, then click **Go**.

Note: Refunds will only be available for 48 hours after the sale is recorded.

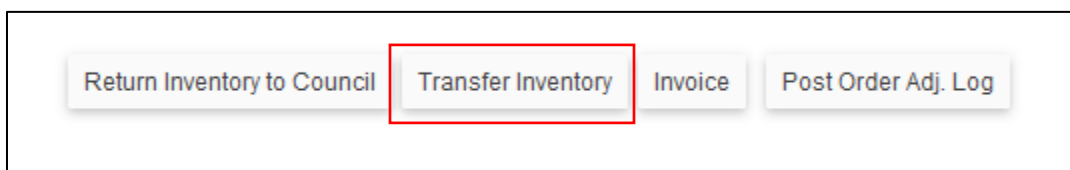
Unit to Unit Product Transfers & Product Returns

Unit to Unit Product Transfers

Many units will exchange excess products they've ordered with other units in their area in lieu of returning products to the Council. The Trail's End System will facilitate these transfers by allowing units to transfer products from their popcorn orders to another unit within their council.

Giving Unit

1. Under the **Popcorn Orders** page, click **View** next to your approved unit order with the inventory to be transferred.
2. Click the Transfer Inventory button and select the District and Unit from the dropdowns menus of the unit that is receiving the inventory



Product Transfer

Instructions: To transfer inventory to another Unit. Select the Unit you would like to send inventory to and enter the quantity for each line item you would like to send. Once the form is complete, click "Submit Transfer Request" Click the "Cancel Transfer" to clear the transfer request.

Select District ▼

Select Unit ▼

Cancel

Ok

3. Enter the quantities (cases and containers) to be transferred

Pending Qty	Transfer Qty Available	Transfer Qty
cs: 0 ct: 0	cs: 0 ct: 0	cs: <input type="text" value="0"/> ct: <input type="text" value="0"/>
cs: 0 ct: 0	cs: 0 ct: 0	cs: <input type="text" value="0"/> ct: <input type="text" value="0"/>
cs: 0 ct: 0	cs: 0 ct: 0	cs: <input type="text" value="0"/> ct: <input type="text" value="0"/>
cs: 0 ct: 0	cs: 0 ct: 0	cs: <input type="text" value="0"/> ct: <input type="text" value="0"/>
cs: 0 ct: 0	cs: 0 ct: 0	cs: <input type="text" value="0"/> ct: <input type="text" value="0"/>
cs: 7 ct: 0	cs: 190 ct: 0	cs: <input type="text" value="0"/> ct: <input type="text" value="0"/>

Cancel Transfer Submit Transfer Request

- Click the Submit Transfer Request to complete the form
- If the receiving unit has not accepted the product transfer, the giving unit can cancel the product transfer by going to the **Transfers & Returns** page on the left navigation menu and clicking the Cancel button next to the transfer request.

Receiving Unit

- The primary contact of the receiving unit will be emailed a notification of the transfer request
- Go to the **Transfers & Returns** page on the left navigation menu.
- Review the pending products transfer. If correct, click the **Approve** button, or the **Reject** button if the transfer quantities are incorrect.

Once the receiving unit has accepted the product transfer, adjustments will be made to each unit's popcorn invoice statement to reflect the product transfer.

Returning Unsold Product to Council

Not all councils allow for product returns or only allow returns on certain products. Please refer to your council's product return policy before placing any returns.

1. Under the **Popcorn Orders** page, click **View** next to your approved unit order with the inventory to be returned.
2. Click the **Return Inventory to Council** button

Return Inventory to Council

Transfer Inventory

Invoice

Post Order Adj. Log

3. Enter the quantities (cases and containers) to be returned

Cancel Return
Submit Return Request

Pending Qty	Transfer Qty Available	Transfer Qty	
cs: 0 ct: 0	cs: 0 ct: 0	<div style="border: 1px solid gray; padding: 2px;">cs: 0</div> <div style="border: 1px solid gray; padding: 2px;">ct: 0</div>	
cs: 0 ct: 0	cs: 0 ct: 0	<div style="border: 1px solid gray; padding: 2px;">cs: 0</div> <div style="border: 1px solid gray; padding: 2px;">ct: 0</div>	
cs: 0 ct: 0	cs: 0 ct: 0	<div style="border: 1px solid gray; padding: 2px;">cs: 0</div> <div style="border: 1px solid gray; padding: 2px;">ct: 0</div>	
cs: 0 ct: 0	cs: 0 ct: 0	<div style="border: 1px solid gray; padding: 2px;">cs: 0</div> <div style="border: 1px solid gray; padding: 2px;">ct: 0</div>	
cs: 0 ct: 0	cs: 0 ct: 0	<div style="border: 1px solid gray; padding: 2px;">cs: 0</div> <div style="border: 1px solid gray; padding: 2px;">ct: 0</div>	
cs: 7 ct: 0	cs: 190 ct: 0	<div style="border: 1px solid gray; padding: 2px;">cs: 0</div> <div style="border: 1px solid gray; padding: 2px;">ct: 0</div>	

4. Click the **Submit Return Request** to complete the form

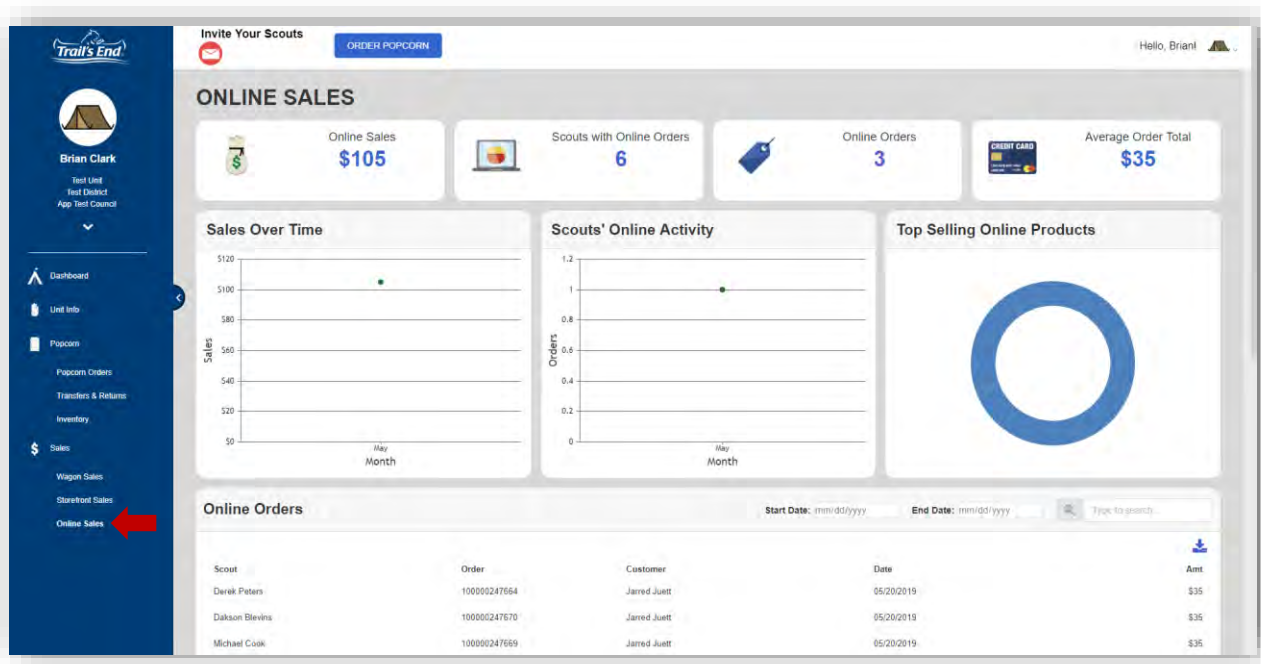
Once the council has accepted the product return, adjustments will be made to your popcorn invoice statement to reflect the returned products.

Online Selling

FREE SHIPPING FOR EVERY ONLINE ORDER!

Scouts can customize their own online fundraising page via the app or www.trails-end.com to share with family and friends far away. Customers place their order through www.trails-end.com and it ships directly to them. Plus, shipping is **FREE** for every online order, 24/7!

View your unit's online sales details from the **Online Sales** page on the left navigation menu. View Sales Over Time, Scouts' Online Activity, Top Selling Products, Online Orders, Customer Locations, and the Online Sales Leaderboard.



Unit Credit Payments

The Trail's End App allows every Scout to accept credit card payments with **FREE** credit card processing! The app is compatible with all Square readers, but a reader is not necessary to accept credit card payment. Whether swiped or manually typed by the Scout, there is **NO COST** to the unit.

If your unit has a balance due to council on your popcorn invoice statement...

- App credit card sales and unit commissions from online orders will be credited against the invoice statement.
 - Credited weekdays, two days in arrears.

If your unit has paid its balance in full...

- Add your unit or chartering organization's bank information into the **Unit Info** section of your Trail's End Account.
- Go to the **Account Summary** page and click **Request Payout to Unit**.
- Payouts will be direct deposited on the 14th and 28th of each month, or the next business day, depending on the date of your payout request.
- View the full payout schedule: app.trails-end.com.

A detailed history of all transactions, credits, and payouts can be found in the **Account Summary** section.

Adding Your Unit or Chartering Organization's Bank Account

1. From the unit leader dashboard, click **Unit Info** on the left navigation menu.
2. Expand the **Manage Unit Bank Account** section.
3. Fill out the required fields.
4. Click **Save**.

Trail's End Rewards




**Trail's End Rewards is a council specific program, and may or may not apply to your unit. Please refer to your council to determine the details of their selected prize program.*

Important Notes

- Scouts must have a registered Trail's End account to qualify for Trail's End Rewards.
- Any adjustments to Scout sale amounts should be done on the Sales page in the Sales Adjustment column.
 - The total of all Scout sales cannot exceed the unit's total retail orders and online sales.
 - Once a Rewards order is submitted, only sales occurring after the order submission date can be adjusted.
- Before you Submit Scout Rewards, make sure all Scout sales totals are correct and your unit invoice statement is paid in full with your council.
- Scouts' Amazon.com gift cards will be released for redemption in their Trail's End Scout accounts 7 days after submission, if not flagged for additional approval.
- You may recall your Rewards submission within the 7 day window to make changes; however, resubmitting restarts the 7 day approval window.
- All gift card amounts are final once released.
- Scouts can continue to reach additional Rewards tiers after the first submission if online sales qualify them for the next tier. If this happens, you will need to submit an additional order for these Scouts.

Finalizing Scout Sales Amounts

1. From the unit leader dashboard, click **Sales** on the left navigation menu.
2. Scroll to the **Sales per Scout** section.
3. Review Scout sales.
4. Use the **Sales Adjustment** column to make any adjustments by clicking the blue edit icon.

Scout Name	Worked Storefront Hours	Future Storefront Hours	Total Storefront Hours	Storefront Sales	Wagon Sales	Online Sales	Sales Adjustment	Total Sales	Scout Goal
Stuart Alexander	4	0	4	\$140.00	\$630.00	\$0.00	\$11,000.00 	\$11,770.00	\$0.00
Carly Blackwell	2	0	2	\$0.00	\$1,575.00	\$280.00	\$2,000.00 	\$3,855.00	\$350.00
Ender Stanford	4	0	4	\$60.00	\$1,575.00	\$0.00	\$1,000.00 	\$2,635.00	\$0.00
Totals	10	0	10	\$200.00	\$3,780.00	\$280.00	\$14,000.00	\$18,260.00	\$350.00

View Trail's End Reward Tiers

1. From the unit leader dashboard, click **Rewards** on the left navigation menu.
2. Click **View Reward Tiers** in the upper right corner.

Submitting Trail's End Rewards

1. From the unit leader dashboard, click **Rewards** on the left navigation menu.
2. Review the information displayed.
3. Click **Submit Scout Rewards**.
4. Scouts' Amazon.com gift cards will be released for redemption in their Trail's End Scout accounts 7 days after submission, if not flagged for additional approval.

Recalling Your Rewards Submission (available only within 7 day approval window)

1. From the unit leader dashboard, click **Rewards** on the left navigation menu.
2. Click **Recall**.
3. Note that resubmitting your unit's rewards order restarts the 7 day approval process.