

SET UP YOUR UNIT IN THE TRAIL'S END POPCORN SYSTEM

A Username and Password will be provided to the unit by a Popcorn System Administrator from the Council

- Open your Web browser and Display the Trail's End Web Page at <http://www.trails-end.com>
- Click on the LEADERS tab near the bottom of the screen
- Find the Popcorn Sales tab at the top of the page and click on it
- Click on the Popcorn System link
- Type in the provided user ID in the Username box
- Press the tab key
- Type in the provided password in the Password box.
- Click LOGIN
- On the Verify Your Email page, enter your email address twice
- Change your password – Enter your new password twice
- Click Save and Continue
- The TRAIL'S END system will email you a confirmation code and a link for you to confirm your email address.
- Start your email program
- You will receive an email from Trail's End titled "Trail's End Popcorn Sales System"
- Make sure this email does not end up in your Junk (or spam) folder
- Open the confirmation email from Trail's End

From the confirming email there are two options – either will work

- Open the confirmation email from Trail's End
- Click on the link (scouting.trails-end.com/TESales/login...) to be redirected to Trail's End
- Log in with your new user name and password
- The system prompts you to log in
- In the Username, type your user name (the email address you confirmed in the previous steps)
- In the Password box, type your password (your new one you created through the confirmation)
- Click LOGIN to display the Verify Information Page
- Verify your information by making any corrections necessary and filling required fields
- Click SUBMIT
- The system logs you on and your account is now activated

OR (if the link does not work)

- From the confirmation email, get your account confirmation code – copy the code
- Go back to the Trail's End verify page
- Click on the confirmation code
- Paste code in the box and click Submit
- The system prompts you to log in
- Enter all of the required personal information
- Click Submit
- You will be taken to your Unit's Home Page
- You must now enter all of the Scouts in your unit.
- Click on Scouts
- Click on Edit Scouts to add or change Scouts
- Add only First Name and last initial with the Scout's goal
- Save changes.
- You may now add multiple Scouts by selecting Multiple Scouts at the bottom of the page
- Enter the number of Scouts you wish to enter and click on generate multiform.
- Enter data
- Save the multiple entries

Do not give out any logins or passwords from this page—for Popcorn Chairman's use only.