

ORDERING UNIT PRIZES ONLINE

REVIEW SCOUTS ONLINE ORDERS – Before Ordering Prizes

Sign in to your leader account on trail-end.com to view online sales:

1. Go to leaders.trails-end.com
2. Click on View Online Sales in the upper right hand corner
3. Sign in or create an account. Your validation code is popcorn
4. You will see your Scouts' online sales
5. All online sales through November 5th count toward Scout Rewards
6. Download the Scout Rewards Report to view online sales that count toward Scout Rewards

ORDER YOUR PRIZES

All prizes are ordered online at www.trails-end.com

Prizes will be shipped to the home of the Unit Popcorn Chairman

Don't forget to combine Take Order sales and Online sales for all prizes

Ask your Scouts which gift card they would like to receive – Amazon or Wal-Mart

DO NOT enter your order for Scout Rewards until after the Popcorn Pick-up (and you have submitted a check for your popcorn)

Steps for Ordering Unit Prizes (Patches/Gift Cards, *Zyclones*, Military Award, & \$1500 Club)

TIP: Use the TAB key to navigate throughout the prize ordering system (not enter)

1. Login to the Trail's End Popcorn System
2. Click on Leaders
3. Click on Popcorn System in the upper right-hand corner
4. Sign into your account
5. Click on Scouts in the top navigation
6. Each Scout's sales from Take Order will be listed next to his name.
7. Because online sales count towards Scout Rewards, you will need to manually enter each Scout's online sales next to his/her name. Use the Scout Rewards Report in the Online System for easy access to each Scout's online sales total.
Add Scout's Online Sales in the column called Trail's End.com Sales
8. Click on Save Allocations
9. Click on the ORDERS in the top navigation to place your rewards order for each Scout
10. Choose Scout Prize Order
11. Choose one prize for each Scout from drop down box. Save Gift Card prizes are

NOT cumulative

12. Don't forget to choose the appropriate Bonus Rewards for each qualifying Scout! Zyclone/Military Club Patch/\$50 gift card for \$1,500 in sales. **SAVE**
13. When All Scout Prize Selections have been made - Click on Orders then on Unit Prize Order
14. Manually add in the number of patches or pins (Scout only chooses one)
15. Click "**Submit to Council**".
16. On the next screen, fill in the "ship to" information
17. On the next screen, confirm quantities for each prize
18. You will get a confirmation email, detailing what you ordered
19. The council will approve your order with Trail's End (after you have submitted check for product)
20. Trail's End will ship the unit order to your home
21. The Unit Popcorn Chairman will receive an email once the Prize Order is shipped, that contains a tracking number for the delivery.
22. **Distribute Prizes to Scouts As Soon As Possible**

