

Manage Your Sale Using the Trail's End Popcorn System

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

A Username and Password was provided to the unit at the July 21 Program Preview. If you do not have a Username and Password contact your Popcorn Chairman – listed on Page 2

- 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
- Click on the Popcorn System link at the top of the page in the upper right corner
- 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.

STEP 8. MANAGE YOUR SCOUT'S SALES

Sign in to the Popcorn System

Your Popcorn System account is *separate* from your account to view online sales.

- 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
- Click on the Popcorn System link at the top of the page in the upper right corner
- Sign into your account
- Click on SCOUTS in the top navigation to create or update your Scout roster