



ORDERING AND DISTRIBUTION

Place Your Final Order by
October 29th
trails-end.com

PLACING FINAL UNIT PRODUCT ORDER ON or Before October 29th, by 7 p.m.

Contact your District Kernel or District Executive if you do not know your username and password.

1. Login at www.trails-end.com
2. Use Chrome or Firefox
3. Select Current Year
4. Ahead of time, Collect all handwritten order forms not already entered in the app and enter them in the leader portal (It is better to ask the parent to enter for the Scout—saves you work).
5. Enter these in System—Dashboard — scout name> click on grocery buggy on far right > enter total quantity for each item > mark undelivered> record sale. (You do not have to record each order individually, you can add all at one time.)
6. Ahead of time, Collect ALL unsold popcorn product that may have been at storefront or wagon sales. KNOW your actual inventory.
7. Collect ALL popcorn product that has not been sold and not been marked as delivered.
8. Inventory all of the popcorn ON HAND
9. Run UNDELIVERED ITEMS BY SCOUT report. Subtract any product quantities that are in your actual inventory. This should give you the amount of popcorn product that needs to be ordered.
10. Download the PRODUCTS info at the bottom of the page and compare with Undelivered Report.
11. Click ORDER POPCORN at the top of screen > choose delivery > take order
12. System message will pop up with product shortages and donations to order. Compare this to your numbers from step 8. Discrepancies may occur due to damages/lost product/inventory adjustments. Trust your numbers from step 8 (if you know your actual inventory and if orders are correctly marked delivered/undelivered). Click OK.
13. Enter product quantities to be ordered in the ORDER ADJ column. CS = case. CT=container(bag). You can enter the total quantity as CT and ignore CS.
14. Order Gold Level and Silver Level Donations based on QUANTITY sold. Order \$1 American Heroes Donations based on DOLLAR AMOUNT sold.
15. To ORDER POPCORN final order click SUBMIT
16. Once you choose SUBMIT –you cannot change your order
17. You will receive an order confirmation to your email address once your order is approved by the Council

**You MUST include any Show N Sell American Heroes Donations,
even if they sold using the app.**

You do Not need to order any product or donations for orders placed Online Direct.