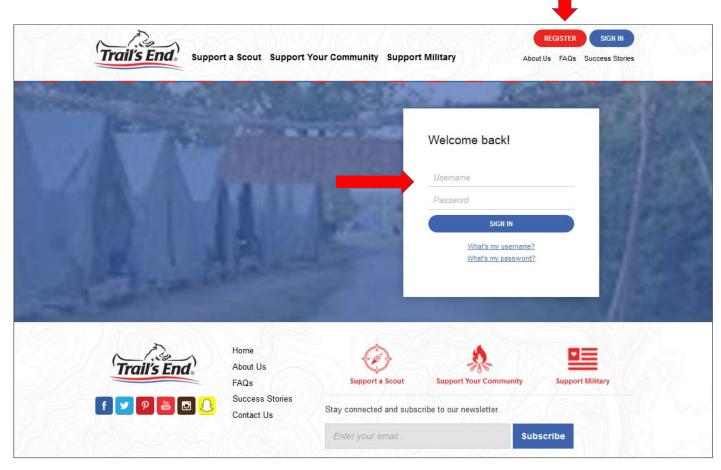


# Trail's End Technology Enabling an Easier Fundrais Program

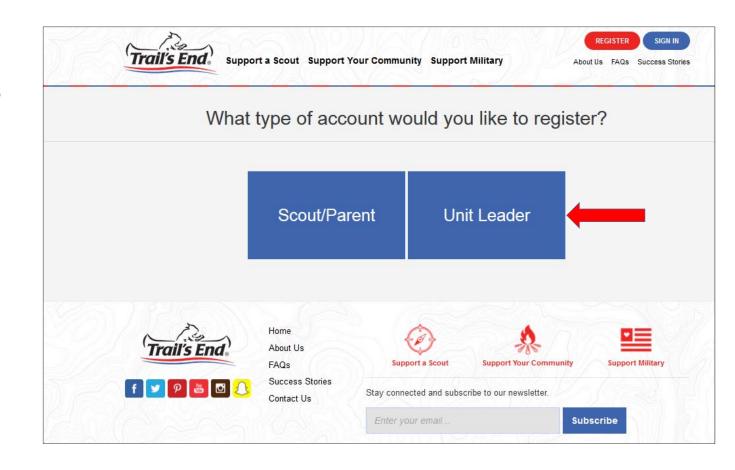
Trail's End

- Go to <u>www.trails-end.com</u> to register and/or log in
- Single sign on for both online selling and the popcorn system



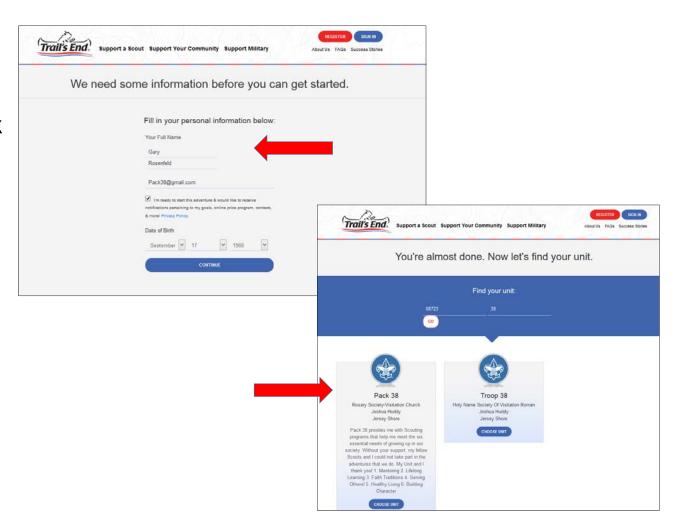


 Click on "Unit Leader" to register as a Unit user



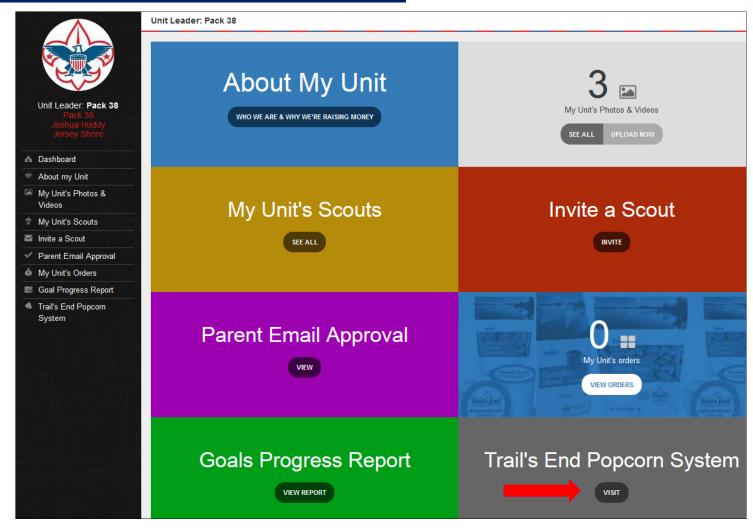


- Fill out the information required
  - Name/email. Check the box to receive information from Trail's End
  - Address
  - Create your user name and password
  - Type in your Unit number and hit "go"
  - Select the appropriate Unit your belong to





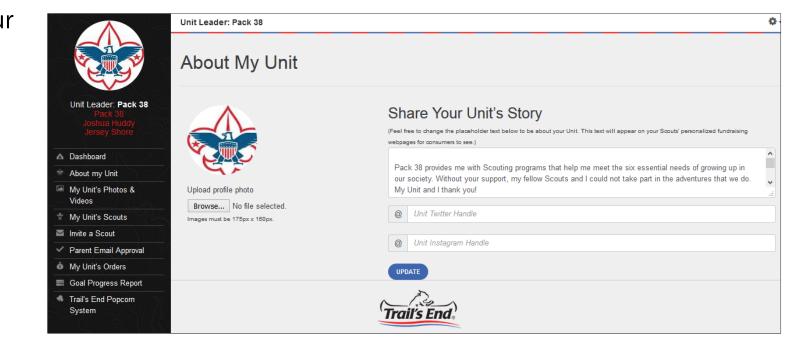
Unit Leader's
 dashboard where
 you will have access
 to all your Scout
 information, order
 tracking, goal
 progress, and link to
 the popcorn system





Click on "About My
Unit" to put in
information about all
the good things your
Unit does for the
Scouts and the
community.
Information is
shared on your
Scouts individual
fundraising page



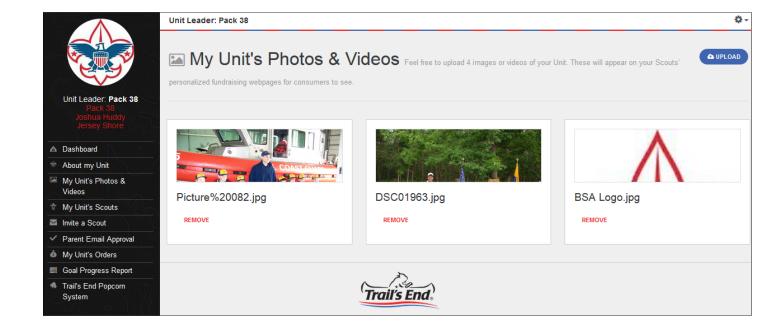






 You can upload pictures and videos for your Unit. These will pull through to your Scouts fundraising page. Showcases to their friends and family what they are doing to drive people to support Scouting



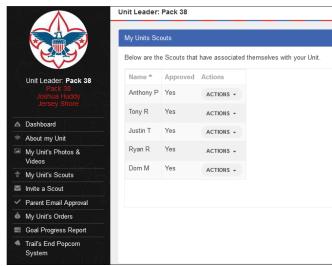






 As a Leader, you can view the Scouts that have registered with your Unit and send an e-mail inviting Scouts/Leaders to sign up









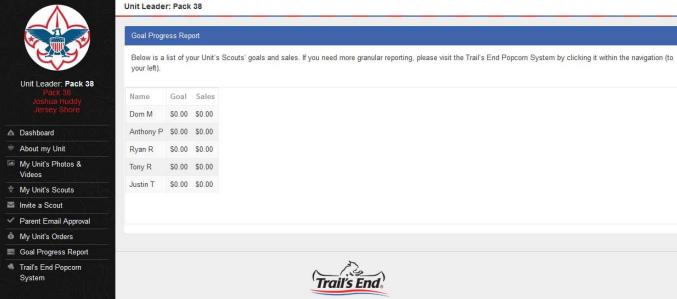


 You are able to view all online orders that are associated with the Scouts in your unit

 Track the progress of your Scouts' sales and track their progress towards achieving their sales goals.

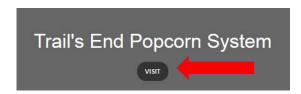


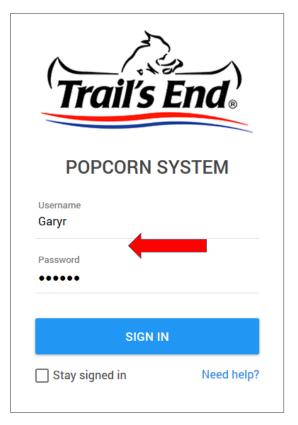






- Access the Popcorn Sales
   System from your dashboard in
   order to place your Unit's
   traditional (Show-n-Sell/Take
   Order) order.
- Sign into the Popcorn Sales System with the same credentials
- A link will be available this fall to access either Keller's or National Supply's prize ordering screen





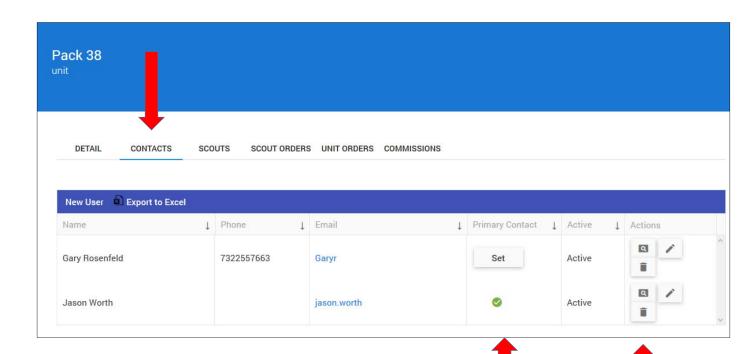


Pack 3 <sub>unit</sub>	88					
DETA	AIL	CONTACTS	SCOUTS	SCOUT ORDERS	UNIT ORDERS	COMMISSIONS
	Pack 38 Unit Name					
	Rosary Society-Visitation Church Sponsoring Organization					
9	945 Gloucester Avenue Address					
	Suite/Apt					
	Brick City					
	XX State					
	<b>0872</b> Zip	3				





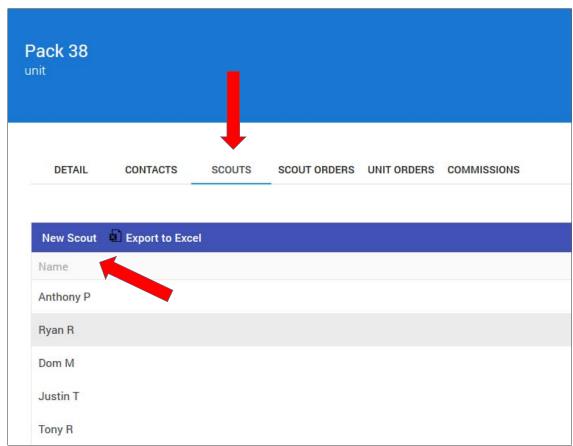
- Click on "Contacts" to see and add users to your Unit.
- Set up who should be the primary contact for your Unit.
- Under "Actions" you can view information and delete users





- Click on "Scouts" to see who has registered with your unit.
- By clicking on "New Scout", you can add Scouts to your Unit.

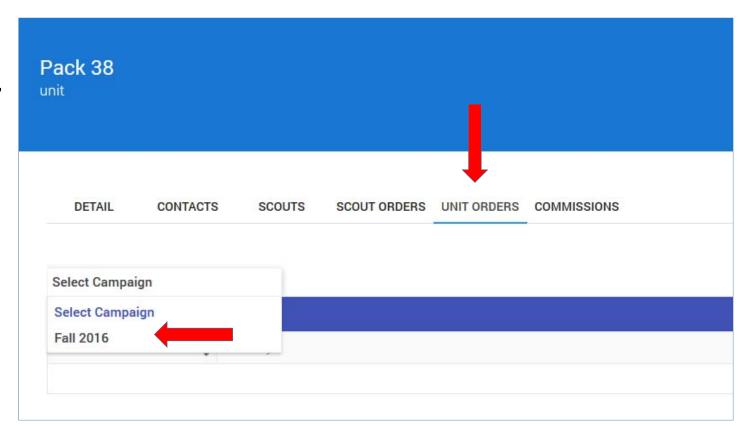






#### Placing Your Order

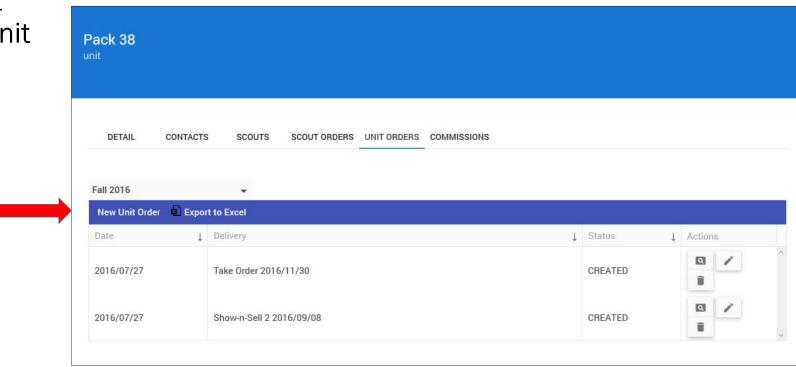
- Click on "Unit Orders"
- Select the Campaign "Fall 2016"





#### Placing Your Order

 Click on "New Unit Order"

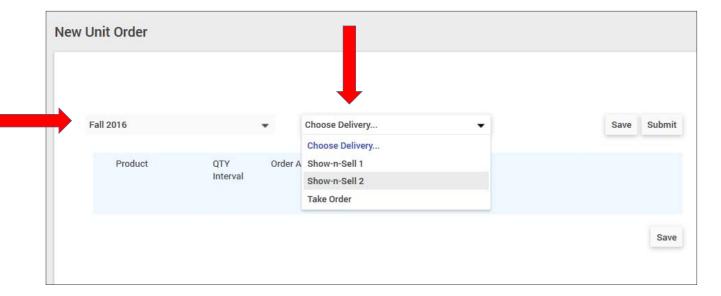




#### Placing Your Order

 Once again, select Campaign, "Fall 2016"

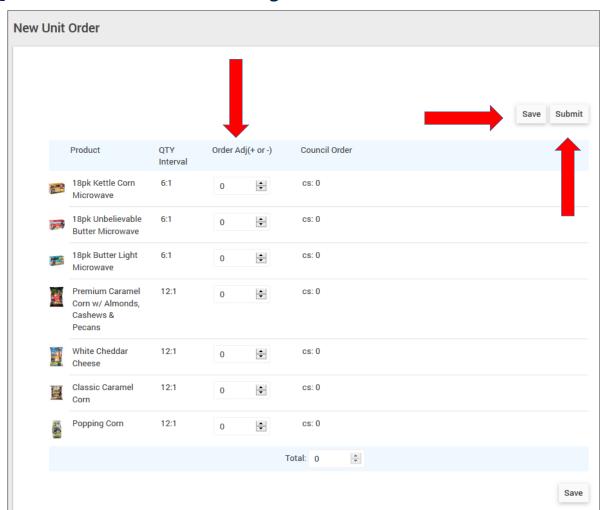
 Choose Delivery that you are placing your order for. This example, it is for Show-n-Sell 2





#### Placing Your Order

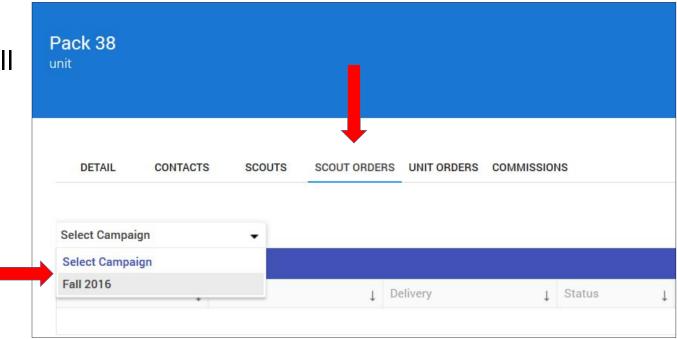
- Enter the quantity that you need. You may enter a number or use buttons to go up or down
- Select "Save". You may go back to the order.
   You may make changes up until the Council deadline.
- Once final, hit "Submit





#### Placing Your Order by Scout

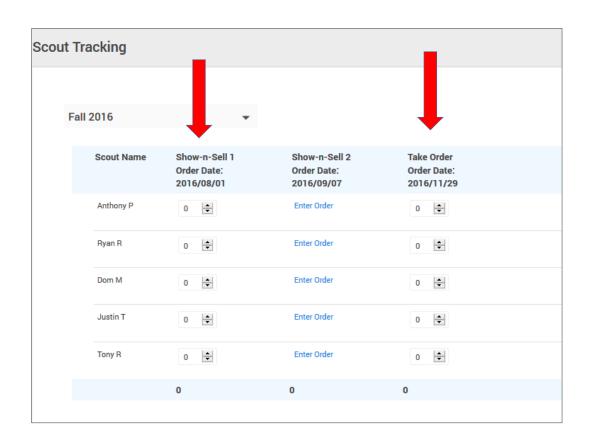
- Click on "Scout Orders"
- Select your campaign "Fall 2016"





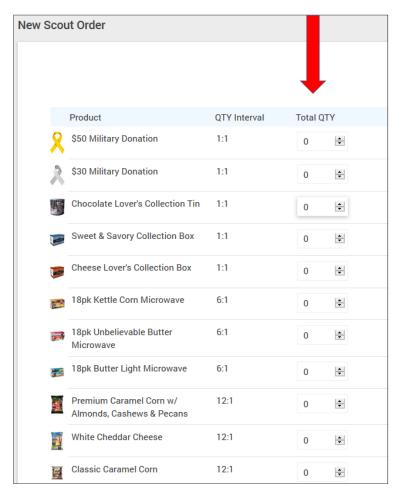
#### Placing Your Order by Scout

- Click on "Scout Tracking" in order to pull up your list of Scouts
- For Show-n-Sell, you can put in a dollar value for the amount of popcorn each Scout gets credit for sell.
- Take Order Sale can be entered by Scout (preferred).



#### Placing Your Order by Scout

 Enter the quantity for each Scout









#### Placing Your Order by Scout

- Quantities of all the Scout orders will roll up to the Unit's Order screen.
- Leader can adjust the total order, add/subtract product.
- Select "save" and "submit" when final.

