

## STOREFRONT RESERVATION GUIDE

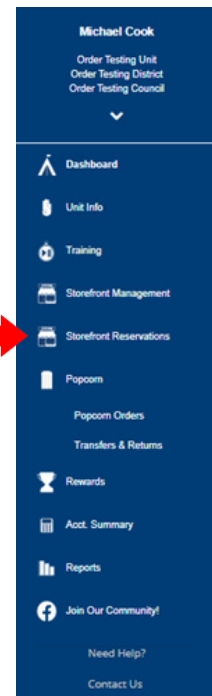
**STEP 1** To begin claiming Storefront Reservations, login to your Trail's End unit leader account at [www.trails-end.com/login](http://www.trails-end.com/login) and go to the "Storefront Reservations" tab on the left side menu.

**STEP 2** You can locate available Storefront Reservations by clicking on dates with a blue icon (include a close-up of the icon here). The number next to the icon indicates the number of available Reservations.

**MANAGE RESERVATIONS**

September 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30 1	31 1	1	2	3	4	5
6	7	8	9	10	11 1	12 2
13 1	14	15	16	17	18 1	19 2
20 2	21	22	23	24	25 1	26 2
27 2	28	29	30	1	2	3

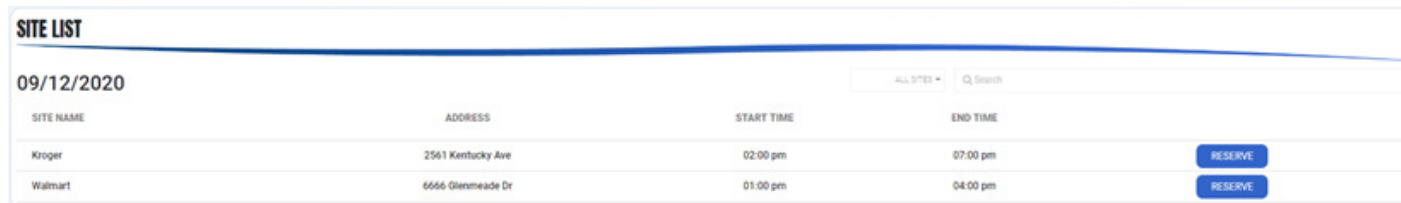


**STEP 3** Selecting a date will bring up a list of Storefront Reservations available, including the address, start time, and end time for the reservation. For dates with multiple reservations available, filter for specific stores or look up stores using the "Search" box.

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**STEP 4** You will claim the shift by clicking on the blue “Reserve” button. Due to the high volume of reservation requests, it may take several minutes to confirm your Reservation. Once confirmed, you will receive an email and the Reservation will be added to the “Storefront Management” screen.”

**STEP 5** Reservations may be rejected if the current rules prohibit you from securing that store (Example: It’s outside of your district) OR if another Unit claimed the Reservation prior to you clicking the reserve button.



The screenshot shows a 'SITE LIST' table with columns for SITE NAME, ADDRESS, START TIME, and END TIME. There are two rows of data, one for Kroger and one for Walmart, each with a blue 'RESERVE' button to its right. The date 09/12/2020 is displayed at the top left of the table area.

SITE NAME	ADDRESS	START TIME	END TIME	
Kroger	2561 Kentucky Ave	02:00 pm	07:00 pm	RESERVE
Walmart	6666 Glenmeade Dr	01:00 pm	04:00 pm	RESERVE

**STEP 6** The “Stats” box on the Storefront Reservations page gives you information about upcoming claiming availability.

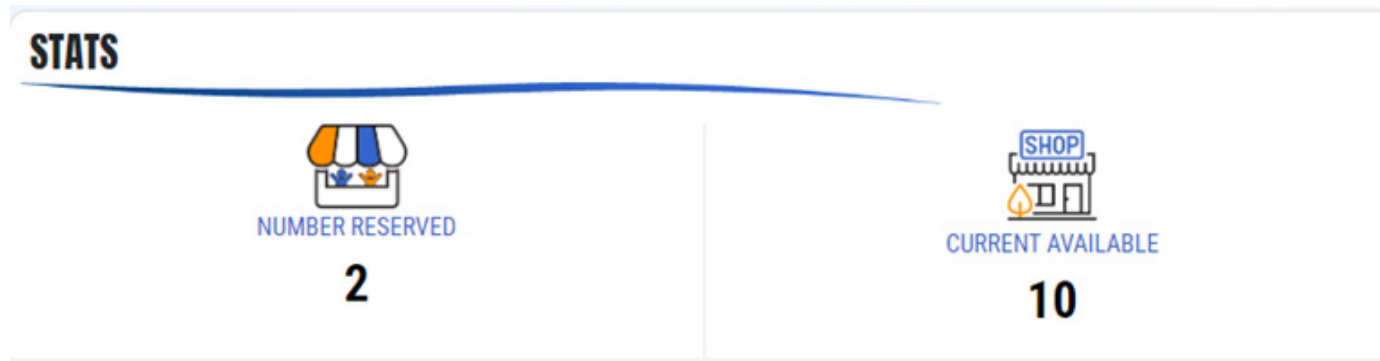
- The “Number Reserved” is the current number of Storefront Reservations that your unit has claimed.
- The “Current Available” is the number of Storefront Reservations that your unit is allowed to claim right now. More Storefront Reservations will become available to reserve as other units have had the opportunity to claim shifts.
- The “Upcoming Available” is the number of Storefront Reservations your unit will have at an upcoming date.
- The “Next Available Date” is when your unit will be able to claim a certain amount of shifts.

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**STEP 7** The unit in the screenshot below currently has no storefronts booked and none currently available but on 7/12/20 they will be able to claim 12 storefronts.



**STEP 8** Once your unit begins reserving shifts, the number reserved will increase while the number available will decrease.



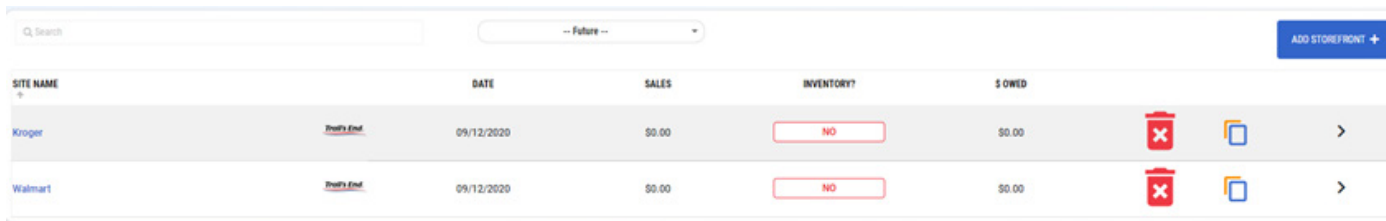
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**STEP 9** To see your reserved storefronts, you'll move to the "Storefront Management" tab on the left side menu.

**STEP 10** Your Storefront Reservations will then be managed the same as any sites you set up on your own. You can manage shifts, add Scouts, assign inventory and cash, and record sales.

**STEP 11** Sites reserved from Trail's End booked stores will have a Trail's End logo next to them.

**STEP 12** Please note that you sign up for a store with a certain time range set by the store (ex. 4pm – 8pm) and you then have the ability to adjust the shifts within that time range. You can have 4 one-hour shifts, 2 two-hours shifts, etc.



SITE NAME	DATE	SALES	INVENTORY?	\$ OWED
Kroger 	09/12/2020	\$0.00	NO	\$0.00
Walmart 	09/12/2020	\$0.00	NO	\$0.00

**STEP 13** If your unit no longer wants the shifts or is unable to work the site, you can delete it and it will be released to other units to claim.

### Release Site

Releasing this storefront will open the reservation for other units to claim. Are you sure you want to release this storefront?

**RELEASE** **Cancel**

