



Trail's End System Manual
Reference Guide for Unit Leaders

www.Trails-End.com

Introduction

The Trail's End System makes it easy for you to manage all aspects of your Popcorn Sale using a convenient, web-based platform. Using this platform, you can:

- Order popcorn from your Council to sell and earn needed funds for your Unit
- Add other Unit Team Members to help organize your sale
- Invite Scouts to register an account to participate in the sale
- Set up storefront sites and shifts for your Scouts to register
- Track and manage Scout Storefront Sales, Wagon Sales, and Online Sales
- Track and manage your Unit's inventory (optional)
- Download and Print sales reports and invoice statements
- Manage Unit credit payments and Online Sale commissions

Your Council or an existing leader in your unit will setup your initial account and permissions in the Trail's End System. Users with administrative access (Leaders) will be able to change data in the system (add, edit or delete). Read-only users (Members) can only view data in the system, and manage their own personal account information. The menus and pages you see when you are logged into the System are determined by your role and your organizational responsibility.

Your Role – Some menus and other features are available only to Leaders. If you are a read-only user (member), these menus and features will not appear when you log in. If you are the Popcorn Kernel of more than one unit, your account may allow you access to multiple roles within your Trail's End account.

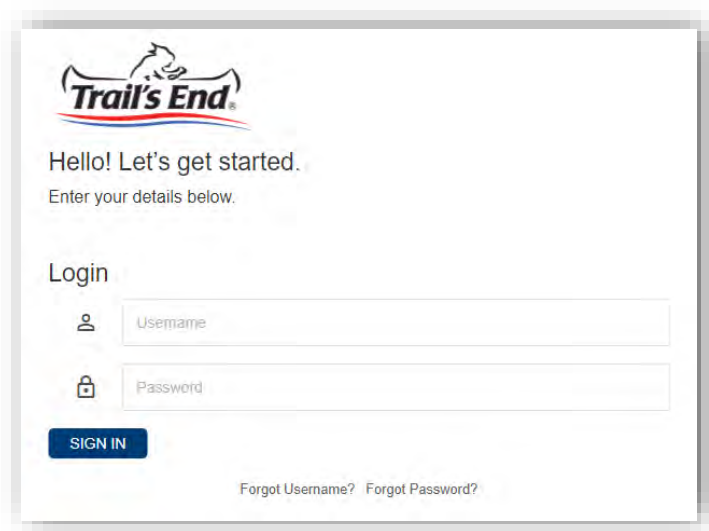
If you have any questions, email us at support@trails-end.com.

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Signing In

1. Go to **www.Trails-End.com** in your internet browser (Firefox and Chrome are preferred) and click the **Log In** button in the upper right corner.
2. Type your Username and Password into the respective fields (if you do not have an account, please contact a Council admin user in your organization or support@trails-end.com).
3. Click the **Sign In** button



The screenshot shows the Trail's End login interface. At the top left is the Trail's End logo, which features a horse head silhouette above the text "Trail's End" with a red underline. Below the logo, the text reads "Hello! Let's get started." followed by "Enter your details below." The "Login" section contains two input fields: "Username" with a person icon to its left and "Password" with a lock icon to its left. Below these fields is a blue "SIGN IN" button. At the bottom of the login area, there are two links: "Forgot Username?" and "Forgot Password?".

4. If you have forgotten your Username or Password, click the **Forgot Username?** or **Forgot Password?** links and follow the prompts to have your Username or Password emailed to your email address on record.




Forgot Username

Enter your Email Address

[GET USERNAME BY EMAIL](#)

[Back to login](#)



Reset Password

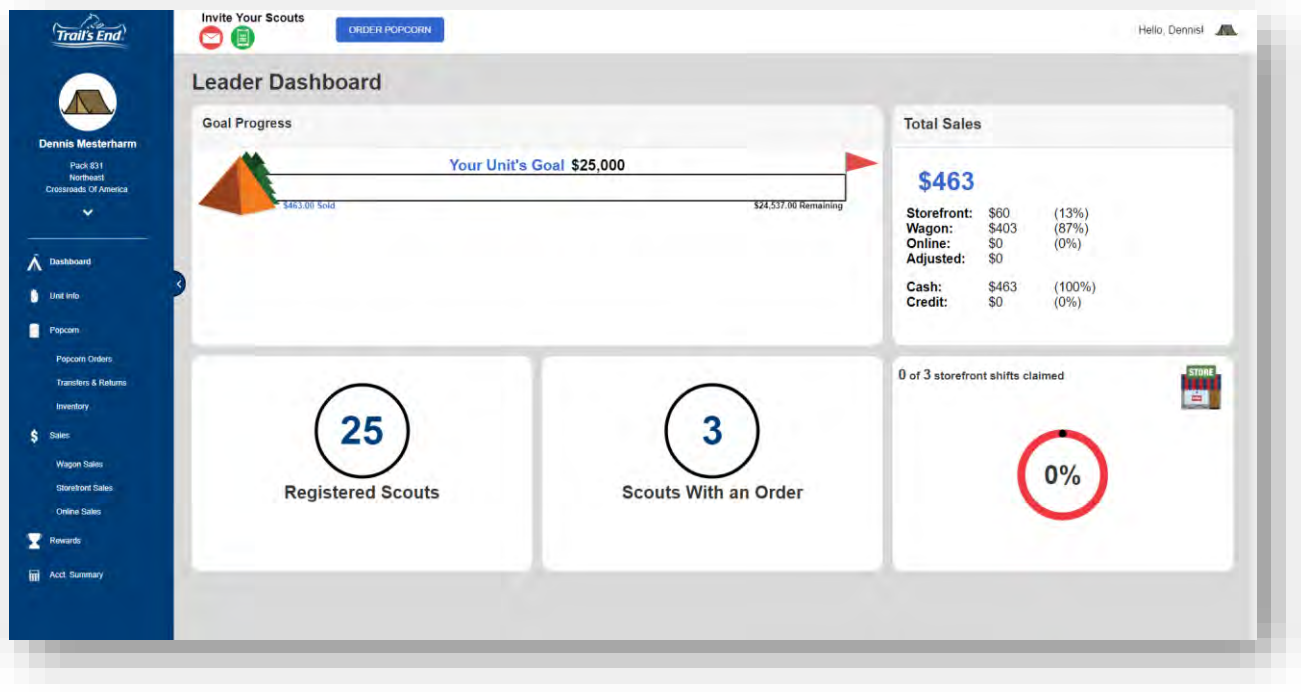
Enter your Username

[RESET PASSWORD BY EMAIL](#)

[Back to login](#)

Unit Homepage

Your unit leader portal on www.trails-end.com has everything you need to set up and manage your unit's sale. The left navigation menu will easily guide you through the process of getting ready for a successful popcorn season.



Select a Role

1. Depending on your access in the system, you may be assigned to one or many roles (i.e. Unit leaders can order popcorn for more than one unit). To switch between roles, click on the **arrow** under your Council, District, and Unit and click **Change Role**. OR, you can click the arrow in the upper right corner next to your name, then click Change Role.
2. Select the role in which you want to work. The role can be switched at any time during your session.

Trail's End
Dennis Mesterharm
Pack #31
Northeast
Crossroads of America

Invite Your Scouts
ORDER POPCORN

Hello, Dennis!

Leader Dashboard

Goal Progress

Your Unit's Goal \$25,000

\$463.00 Sold | \$24,537.00 Remaining

Total Sales

\$463

Storefront:	\$60	(13%)
Wagon:	\$403	(87%)
Online:	\$0	(0%)
Adjusted:	\$0	
Cash:	\$463	(100%)
Credit:	\$0	(0%)

0 of 3 storefront shifts claimed

25
Registered Scouts

3
Scouts With an Order

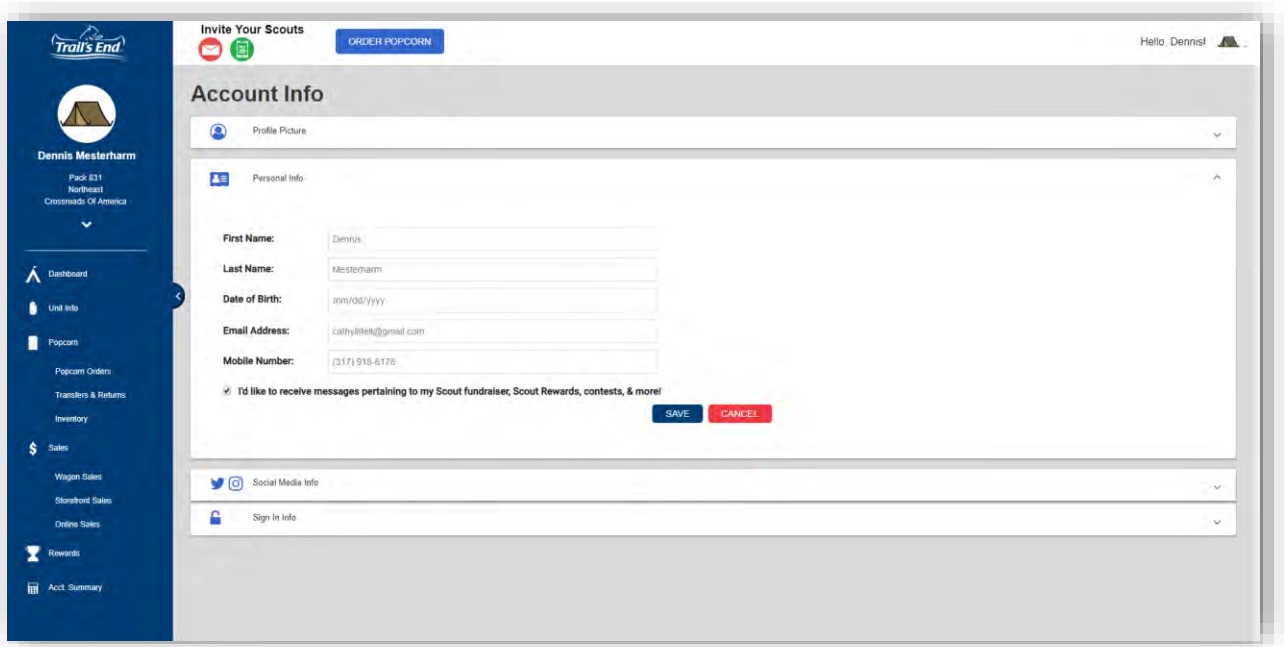
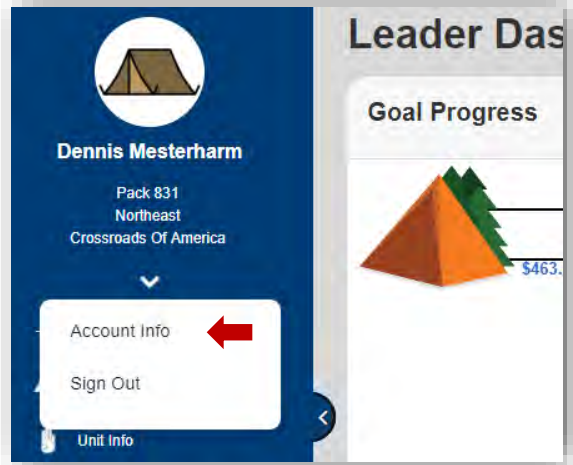
0%

Dashboard
Unit Info
Popcorn
Popcorn Orders
Transfers & Returns
Inventory
Sales
Wagon Sales
Storefront Sales
Online Sales
Rewards
Acct. Summary

Manage Your Account

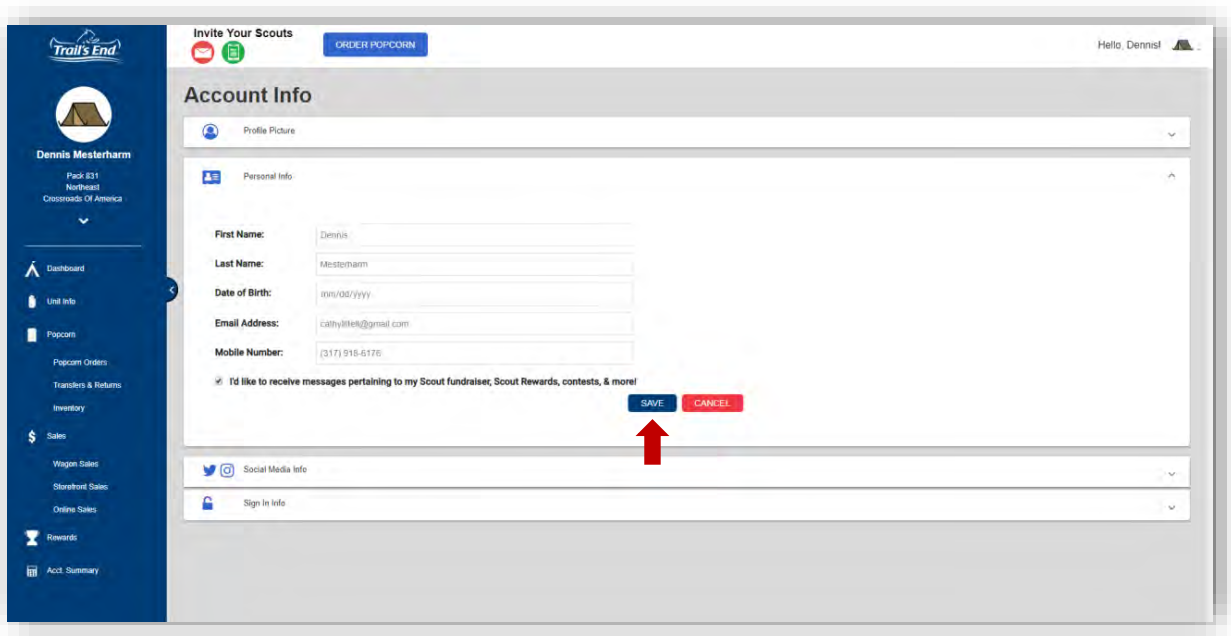
View Your Account

1. Click the **arrow** under your Council, District, and Unit OR click the **arrow** in the upper right corner to display a drop-down list of options.
2. Click **Account Info** to view your account details.



Edit Your Profile

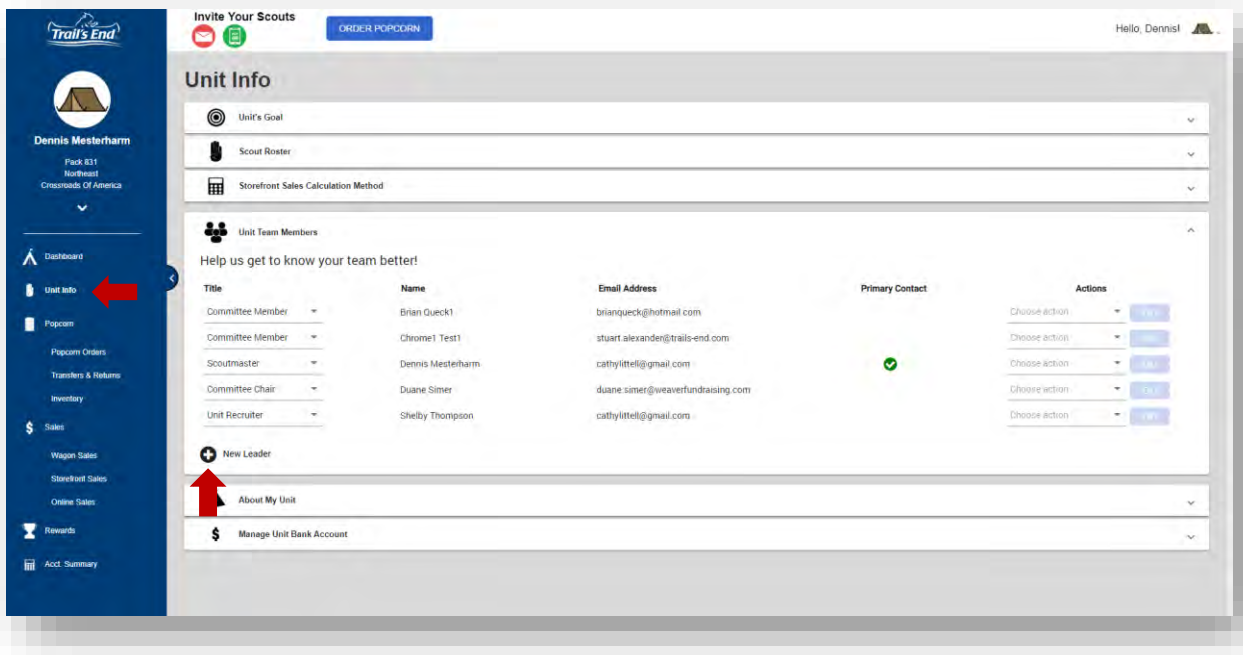
1. Once in **Account Info**, expand the different submenus to make any necessary changes, including the ability to change your password under **Sign In Info**.
2. Click Save within each submenu to save your changes.
3. To leave with section without saving changes, click the **Cancel** button.



Users – Creating, Editing, Viewing and Deleting

Create a Unit User

1. From the unit leader dashboard, click **Unit Info** on the left navigation menu.
2. Expand the **Unit Team Members** section.
3. Click “+ New Leader”.
4. Fill out the fields and click **Save**.



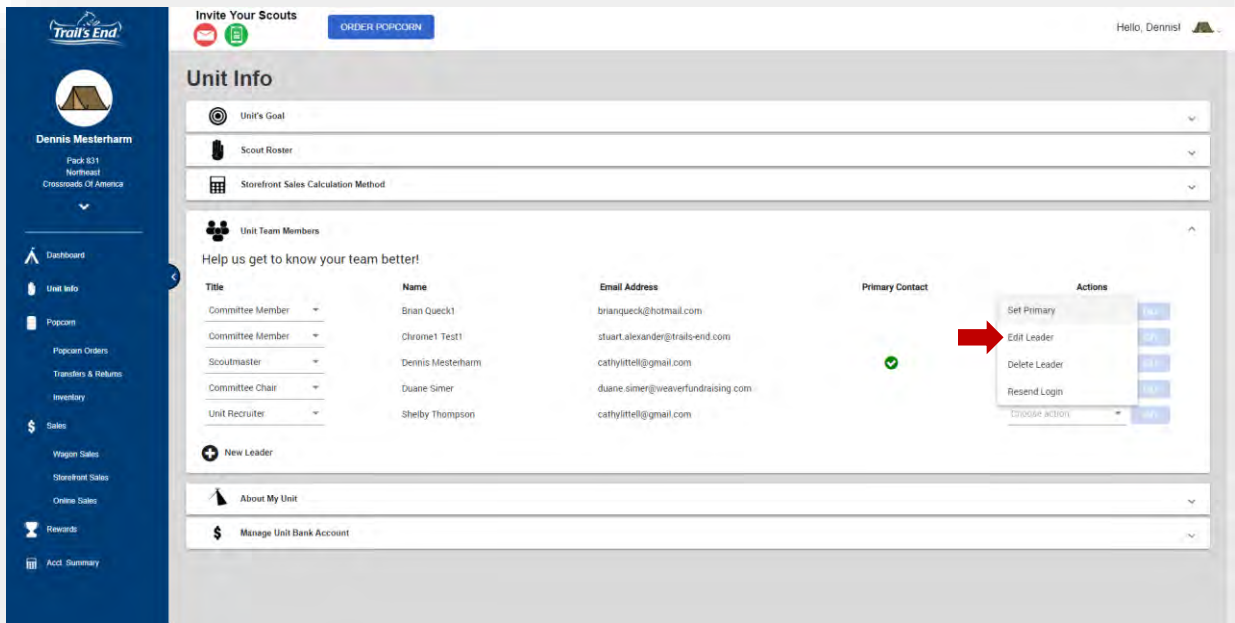
The 'Adding a Unit Leader' form includes the following fields:

- Leader Title: Select title (dropdown)
- First Name: [Text input]
- Last Name: [Text input]
- Username: [Text input]
- Primary Phone: () - - [Text input]
- Email: [Text input]
- Address Line 1: Enter a location [Text input]
- Address Line 2: [Text input]
- City: [Text input]
- State: Select sta (dropdown)
- Zip: [Text input]
- Country Code: Select country (dropdown)

At the bottom, there are 'SAVE' and 'CANCEL' buttons. A red arrow points to the 'SAVE' button.

Edit a Unit User

1. From the unit leader dashboard, click **Unit Info** on the left navigation menu.
2. Expand the **Unit Team Members** section.
3. Next to the user, under the Actions column, click **Choose Action** to display a list of dropdown options. Choose **Edit Leader** then click **Go**.
4. Make the necessary changes, then click **Save**.



Editing a Unit Leader

*Leader Title:

*First Name: *Last Name:

*Username:

Primary Phone: *Email:

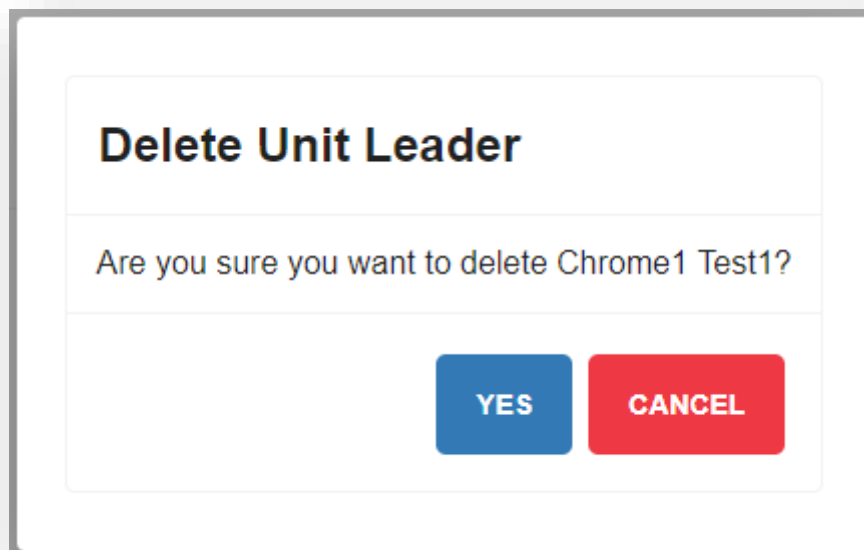
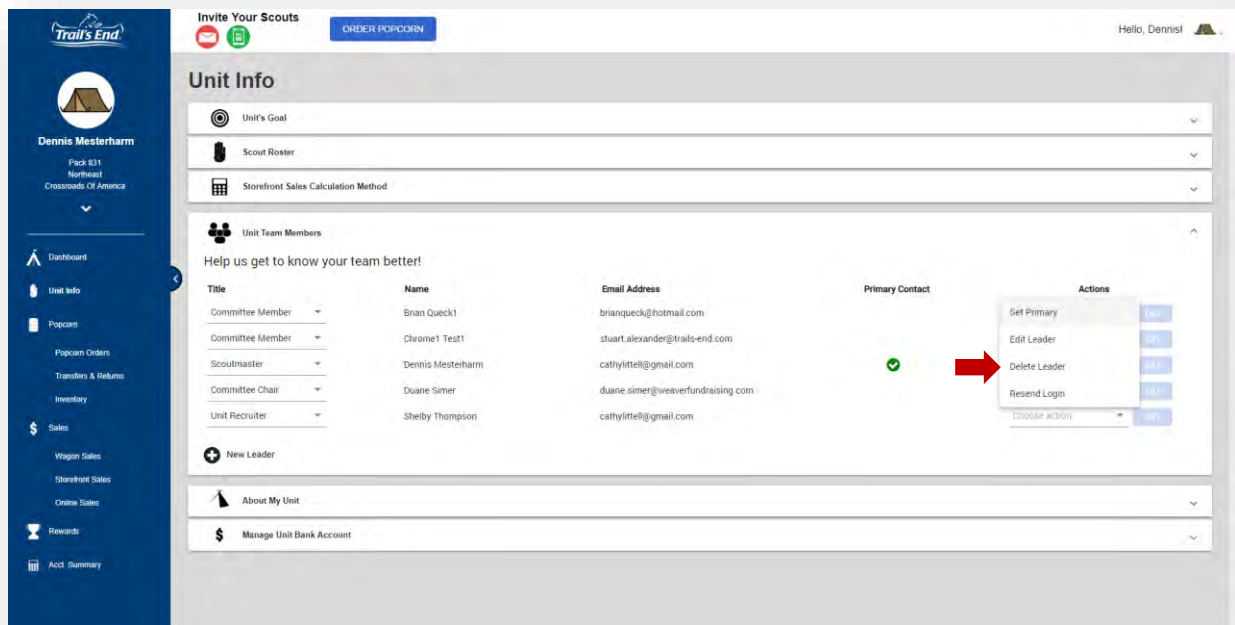
Address Line 1: Address Line 2:

City: State: Zip:

Country Code:

Delete a Unit User

1. From the unit leader dashboard, click **Unit Info** on the left navigation menu.
2. Expand the **Unit Team Members** section.
3. Next to the user, under the Actions column, click **Choose Action** to display a list of dropdown options. Choose **Delete Leader** then click **Go**.
4. Click **Yes** in the pop-up to confirm the deletion of the user.



Scout Roster

A Scout must have a registered Trail's End account to appear on the Unit's Scout Roster. You can invite Scouts to create an account with your unit by clicking the email or text icons under Invite Your Scouts in the top navigation menu. Scouts can also visit www.trails-end.com and click the blue Register button in the upper right corner.

The screenshot shows the Trail's End web interface. At the top, there is a navigation bar with "Invite Your Scouts" and "ORDER POPCORN" buttons. A red arrow points to the "Invite Your Scouts" button. Below the navigation bar is the "Unit Info" section, which includes a "Unit's Goal" dropdown and a "Scout Roster" section. The Scout Roster section contains a table with the following data:

Scout Name	Den #	Rank	Scout Code	Email Address	Username	Goal	Status	Actions
Andrew Mcraally		Select rank	VA03H5UF	cathylittle@gmail.com	andrew.mcraally	\$0	Registered	Select action
Athena Bump		Select rank	D64KPPAU	vjbump@gmail.com	athena.bump	\$0	Registered	Select action
Bryce Budreau		Select rank	JVJW6YQ	coltskomer@gmail.com	bryce.budreau	\$0	Registered	Select action
Caden Dennis		Select rank	ZJL7418	cathylittle@gmail.com	kh118car	\$1,500	Registered	Select action
caden schollmeier		Select rank	NQQJ0DHC	2020@indy.gov	mschollmeier	\$0	Registered	Select action
Totals						\$3,000	Registered: 25 Invited: 3	

Below the table are several expandable sections: "Storefront Sales Calculation Method", "Unit Team Members", "About My Unit", and "Manage Unit Bank Account". A sidebar on the left contains navigation options like "Dashboard", "Unit Info", "Popcorn", etc. A red arrow points to the "Unit Info" menu item.

The screenshot shows the Trail's End website homepage. At the top, there is a navigation bar with the Trail's End logo, "FIND A SCOUT", "SUPPORT MILITARY", "PRODUCTS", and "REGISTER" buttons. A red arrow points to the "REGISTER" button. Below the navigation bar is a large banner image of a Scout backpack and a group of Scouts hiking. The banner text reads: "Spend Less Time Fundraising and More Time Scouting". Below the banner is a "REGISTER NOW" button. At the bottom of the banner, it says "Join the thousands of Scouts who've raised over".

Invite Scout(s)

1. From the unit leader dashboard, in the upper left corner under **Invite Your Scouts**, click the **Email** or **Text** icon.
2. Enter the information of the Scout and the Scout's parent.
3. Click **Add 1 more Scout** to add additional lines to invite multiple Scouts at once.
4. Check the box to agree to the Terms of Use.
5. Click **Send Invites**.
6. These Scouts will now appear on your **Scout Roster** with an **Invited** status. Once they finish the registration process, they will convert to **Registered** status.

Note: The registration link the Scout/parent receives will automatically populate their Council, District, and Unit information for them.

View Scout Roster

7. From the unit leader dashboard, click **Unit Info** on the left navigation menu.
8. Expand the **Scout Roster** section.
9. You can assign Den # and Rank to each Scout (optional).
10. Scouts will show as **Registered** or **Invited**.

The screenshot shows the Trail's End Unit Info dashboard. The left navigation menu is visible, with 'Unit Info' selected. The main content area shows the 'Scout Roster' section, which contains a table of scouts. The table has columns for Scout Name, Den #, Rank, Scout Code, Email Address, Username, Goal, Status, and Actions. The 'Status' column shows 'Registered' for all listed scouts. The 'Actions' column has a 'Select Action' dropdown for each scout. Below the table, there are sections for 'Storefront Sales Calculation Method', 'Unit Team Members', 'About My Unit', and 'Message Unit Bank Account'. A red arrow points to the 'Unit Info' menu item, and another red arrow points to the 'Scout Roster' section header.

Scout Name	Den #	Rank	Scout Code	Email Address	Username	Goal	Status	Actions
Andrew McCallly		Select rank	VA03HSUF	cathylittle@gmail.com	andrew.mccally	\$0	Registered	Select action
Athena Bump		Select rank	D64KPPAU	vjbump@gmail.com	athena.bump	\$0	Registered	Select action
Bryce Badreau		Select rank	JVJY6VQ	coltskoner@gmail.com	bryce.badreau	\$0	Registered	Select action
Caden Dennis		Select rank	ZJIL7418	cathylittle@gmail.com	khl18car	\$1,500	Registered	Select action
caden schollmeier		Select rank	HQQJIDHC	20209@indy.gov	mschollmeier	\$0	Registered	Select action
Totals						\$3,000	Registered: 25 Invited: 3	

Edit Scout Roster – Move or Remove

1. From the unit leader dashboard, click **Unit Info** on the left navigation menu.
2. Expand the **Scout Roster** section.
3. Next to the Scout, under the Actions column, click **Select Action** to display a list of dropdown options. Click **Move** or **Remove**.
4. If you click **Move**, you will get a pop-up to designate which District and Unit the Scout should be moved to.

5. If you click **Remove**, you will be prompted to confirm removal of the Scout from your unit. Click **Yes** to confirm.

You do not have the ability to edit a Scout's personal info. The Scout must make these changes within their account.

Storefront Site, Shift and Sale Management

Storefront Sales are recorded at popcorn tables or booths you set up in your community, such as a grocery store or any other high foot traffic location. Your unit has three options for splitting storefront sales credit – **INDIVIDUAL**, **SHIFT**, and **DAY**.

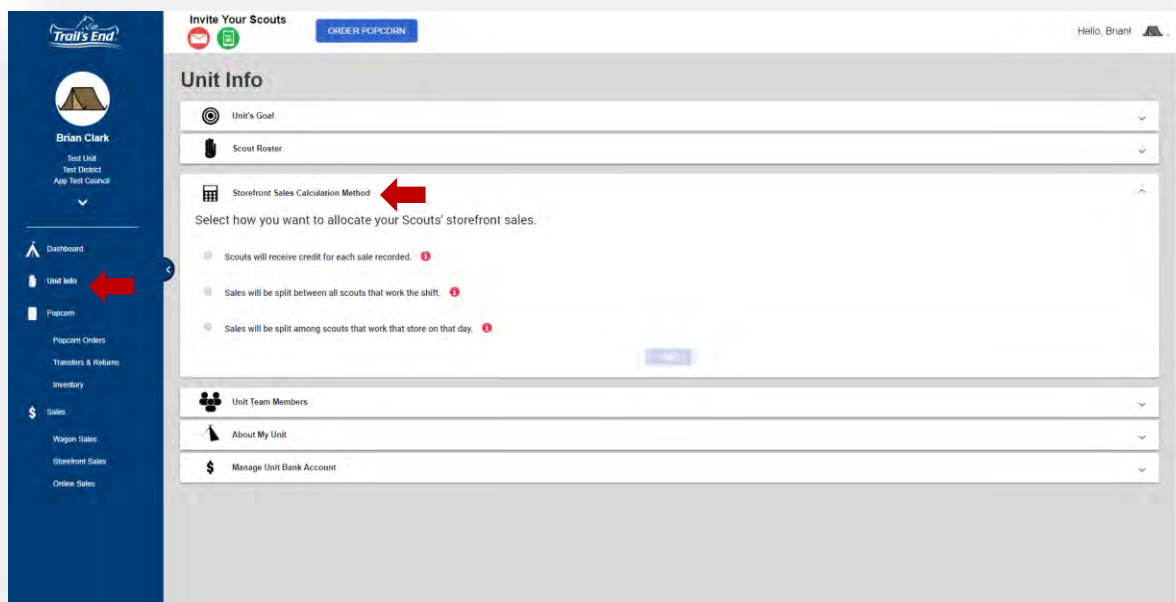
INDIVIDUAL: Scouts will receive credit for each sale recorded.

SHIFT: Sales will be split between all Scouts that work the shift.

DAY: Sales will be split among Scouts that work that store on that day. Total sales are divided by the number of hours worked, and each Scout is given sales credit according to the number of hours they worked.

Setting Your Storefront Sales Calculation Method

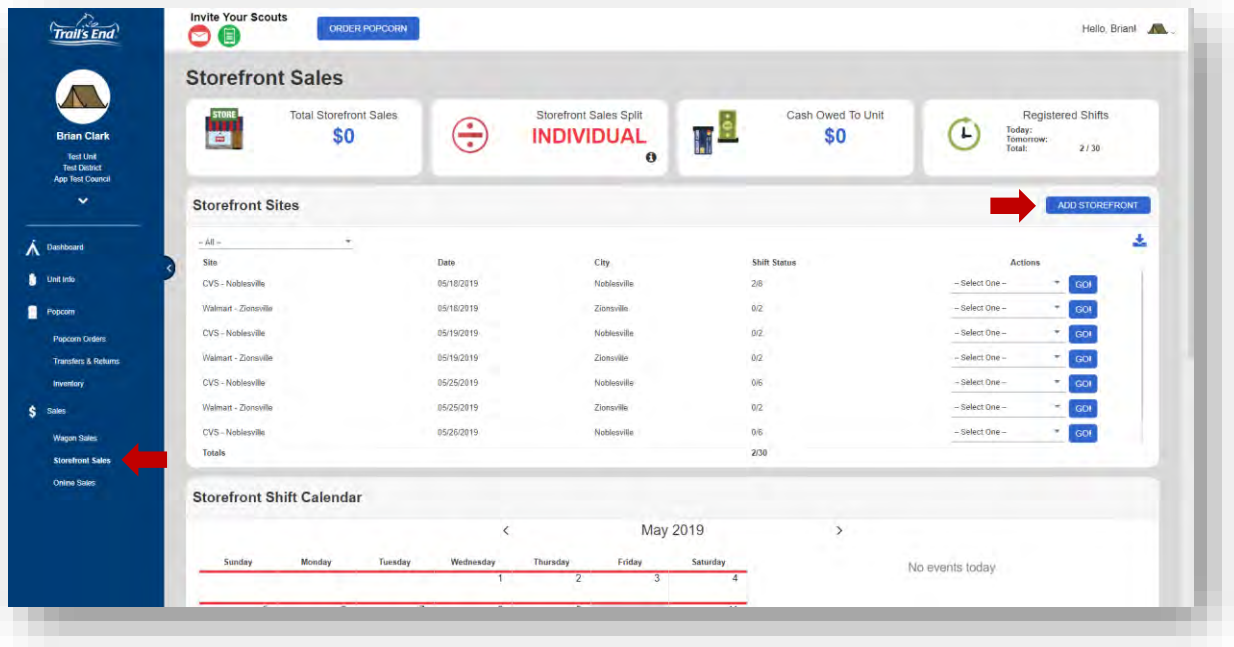
1. From the unit leader dashboard, click **Unit Info** on the left navigation menu.
2. Expand the **Storefront Sales Calculation Method** section.
3. Select how you want to allocate your Scouts' storefront sales.



Adding a Storefront Site

1. From the unit leader dashboard, click **Storefront Sales** on the left navigation menu.
2. Click the blue **Add Storefront** button.

3. Fill out the fields for that location.
4. Click **Save & Close**.



Editing a Storefront Site

1. From the unit leader dashboard, click **Storefront Sales** on the left navigation menu.
2. Next to the Storefront Site, click the dropdown menu under the **Actions** column.
3. Choose **Edit Site** then click **Go**.
4. Make your edits then click **Save & Close**.

Copying a Storefront Site

1. From the unit leader dashboard, click **Storefront Sales** on the left navigation menu.
2. Next to the Storefront Site, click the dropdown menu under the **Actions** column.
3. Choose **Copy Site** then click **Go**.
4. Select one or more dates to copy the site to, then click **Save and Close**.
5. Make your edits then click **Save & Close**.

Deleting a Storefront Site

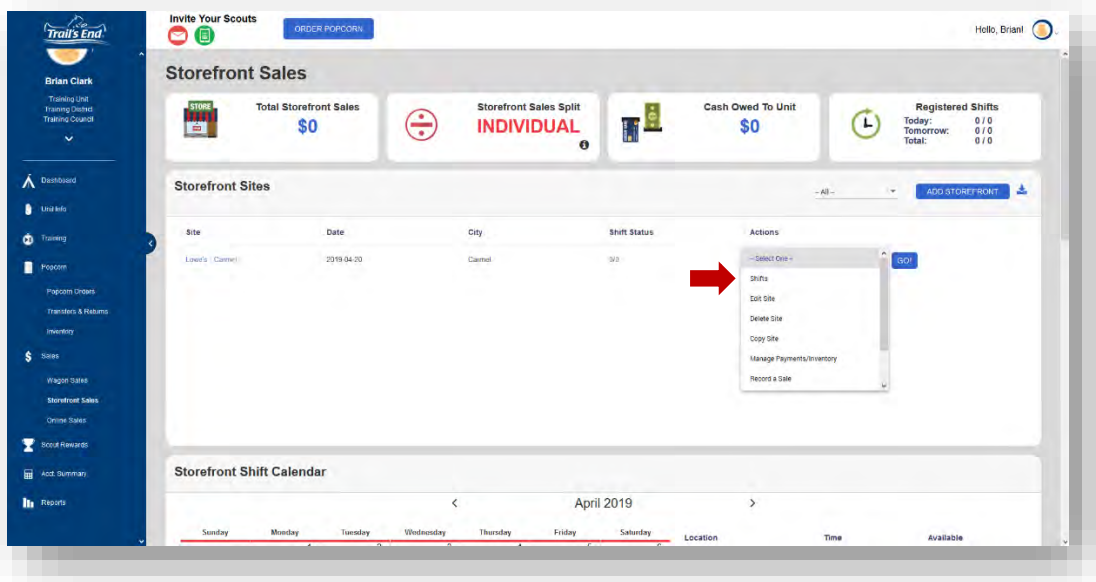
1. From the unit leader dashboard, click **Storefront Sales** on the left navigation menu.
2. Next to the Storefront Site, click the dropdown menu under the **Actions** column.
3. Choose **Delete Site** then click **Go**.

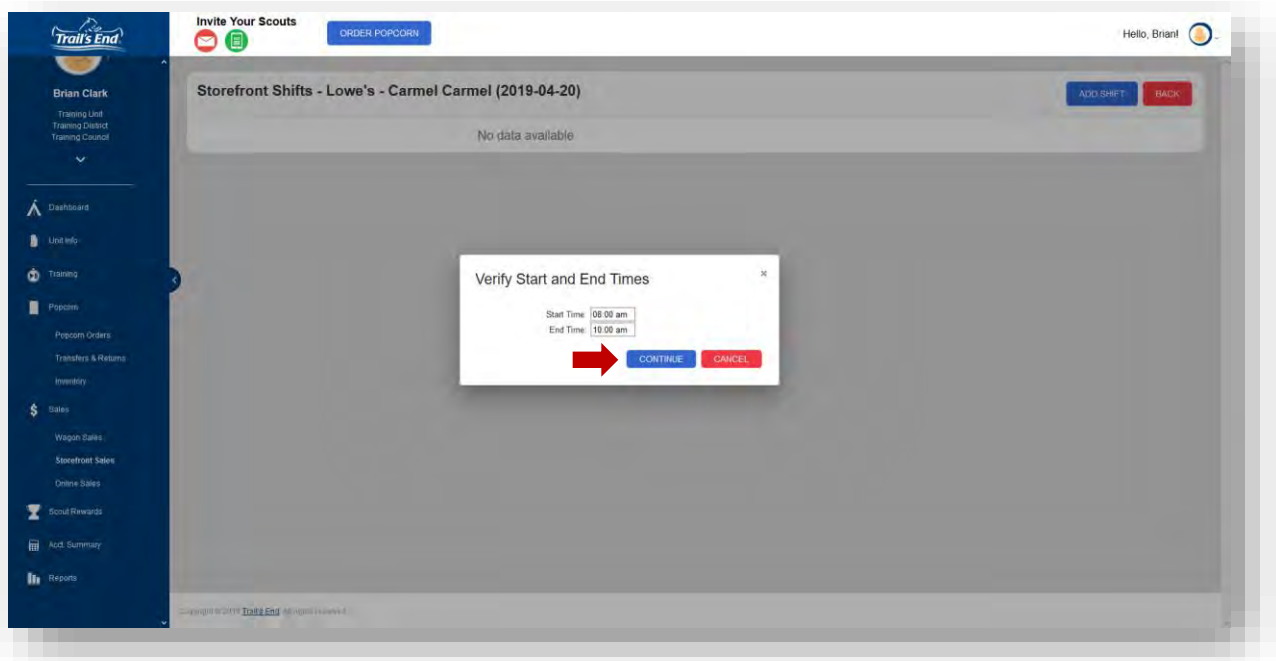
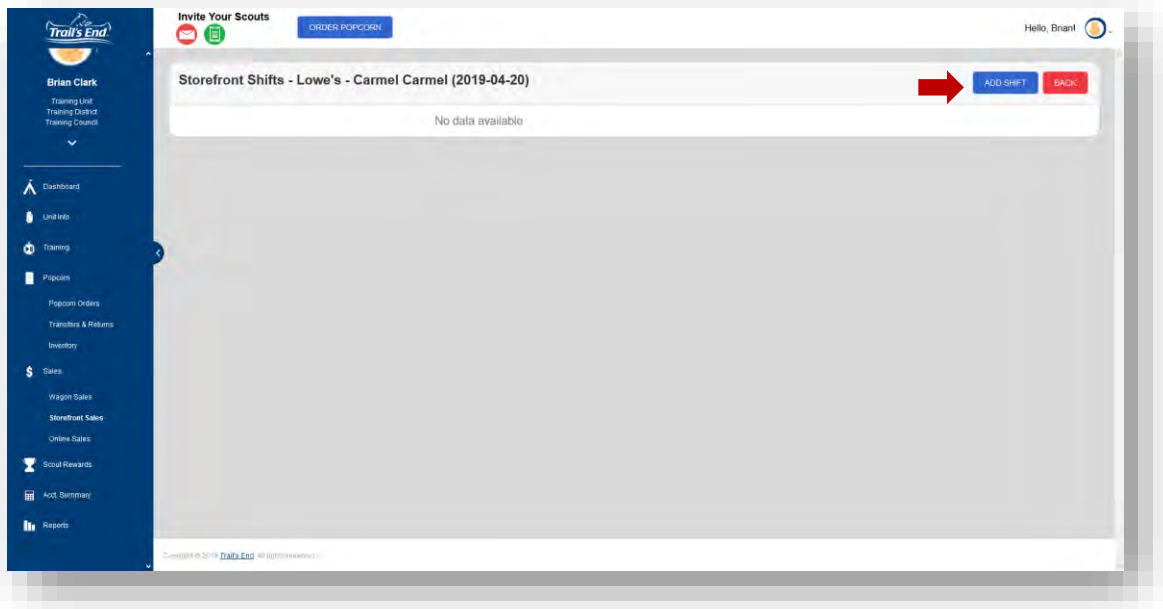
4. Click **Continue** to confirm deletion of the site.

Note: A Storefront Site cannot be deleted if it has shifts.

Adding Shifts to a Storefront Site

1. From the unit leader dashboard, click **Storefront Sales** on the left navigation menu.
2. Next to the Storefront Site, click the dropdown menu under the **Actions** column.
3. Choose **Shifts** then click **Go**.
4. Click the **Add Shift** button.
5. Enter the Start Time and End Time, then click **Continue**.





Deleting Shifts from a Storefront Site

1. From the unit leader dashboard, click **Storefront Sales** on the left navigation menu.
2. Next to the Storefront Site, click the dropdown menu under the **Actions** column.
3. Choose **Shifts** then click **Go**.
4. Next to the shift you wish to delete, click **Delete**.

View Scout(s) Registered for a Shift

1. From the unit leader dashboard, click **Storefront Sales** on the left navigation menu.
2. Next to the Storefront Site, click the dropdown menu under the **Actions** column.
3. Choose **Shifts** then click **Go**.
4. Next to the shift, click **Scouts**.

Add/Withdraw Scout from Shift

Scouts will sign up and withdraw from shifts via the app, but as the unit leader you also can add or withdraw Scouts from shifts before and after the shift has occurred.

1. From the unit leader dashboard, click **Storefront Sales** on the left navigation menu.
2. Next to the Storefront Site, click the dropdown menu under the **Actions** column.
3. Choose **Shifts** then click **Go**.
4. Next to the shift, click **Scouts**.
5. A **Registered Scouts** window should appear.
6. Choose a Scout from the dropdown menu and click **Add Scout** to add a Scout to that shift.
7. Next to an already registered Scout, click **Withdraw** (before shift) or **No-Show** (after shift) to remove the Scout from that shift.

The screenshot displays the Trail's End system interface. On the left is a dark blue navigation sidebar with the Trail's End logo and user information for Brian Clark. The main content area is titled "Storefront Shifts - CVS - Noblesville (06/16/2019)". It shows a shift with a start time of 08:00 am and an end time of 10:00 am, with a maximum of 1 scout and 1/1 status. An "Actions" dropdown menu is open, showing "SCOUTS" and "DELETE SHIFT" options, with a red arrow pointing to "SCOUTS". Below this, a "Registered Scouts (8:00 am - 10:00 am)" section shows a table with one registered scout, Brian Clark, with a phone number of 1234567890. An "Actions" dropdown menu is open for this scout, showing "WITHDRAW" and "NO-SHOW" options, with red arrows pointing to "WITHDRAW" and "NO-SHOW".

Record a Storefront Sale

Scouts will record sales at storefronts via the app, but unit leaders can also record a cash sale after the fact.

1. From the unit leader dashboard, click **Storefront Sales** on the left navigation menu.
2. Next to the Storefront Site, click the dropdown menu under the **Actions** column.
3. Choose **Record a Sale** then click **Go**.
4. Fill out the fields for the order.
5. Choose a specific Scout to receive credit, if applicable.

View Sales Summary / Run Sales Report

Download and review a sales summary of your site(s) at the end of each day.

11. From the unit leader dashboard, click **Storefront Sales** on the left navigation menu.
12. Next to the Storefront Site, click the dropdown menu under the **Actions** column.
13. Choose **Sales Summary** or **Run Sales Report** then click **Go**.

Unit Popcorn Ordering

Placing a Unit Order

1. From the unit dashboard, click the **Order Popcorn** button. Or, you can go to **Popcorn Orders** from the left navigation menu, then click **Order Popcorn**. This will take you to the New Unit Order screen

The screenshot displays the Trail's End Leader Dashboard for Dennis Meisterharm, Pack 831, Northwest Crossroads of America. The dashboard includes a navigation menu on the left with options like Dashboard, Unit Info, Popcorn, Popcorn Orders, Transfers & Returns, Inventory, Sales, Wagon Sales, Storefront Sales, Online Sales, Rewards, and Act Summary. The main content area shows a Goal Progress bar for a \$25,000 goal, with \$463.00 sold and \$24,537.00 remaining. A Total Sales summary shows \$463 total, with Storefront (\$60, 13%), Wagon (\$403, 87%), Online (\$0, 0%), and Adjusted (\$0, 0%). Cash is \$463 (100%) and Credit is \$0 (0%). Three key metrics are displayed: 25 Registered Scouts, 3 Scouts With an Order, and 0% of 3 storefront shifts claimed. A red arrow points to the 'ORDER POPCORN' button in the top right, and another red arrow points to the 'Popcorn Orders' option in the left navigation menu.

2. From the dropdown menus, double check to make sure that the correct campaign year is set (automatically defaults to the current year) and select the appropriate order from the **“Choose Delivery”** dropdown box to populate the product ordering rows.

**Your council must assign a pickup location to your unit before you can place your order. If you receive this error message, please contact your council.*

New Unit Order

Order Testing Unit
Fall 2017

Fall 2017 Choose Delivery... Submit

Click Submit when you are ready to send your order to the Council for approval

Product QTY Interval Order Adj(+ or -) Final Unit Order

QTY: 0 Total Retail:

- Use the Order Adj column to enter and/or adjust the order quantities (use positive or negative integers to adjust), and then click **Submit** to send your order to your Council for approval, or click **Save** to hold your quantities to be submitted at a later time. The Final Unit Order column will reflect your final order quantity to your Council.

New Unit Order

Save Submit

Product	QTY Interval	Order Adj(+ or -)	Council Order
\$50 Military Donation	1:1	cs: 5	cs: 5
18pk Unbelievable Butter Microwave	6:1	cs: 4	cs: 4
White Chocolatey Pretzels Bag	6:1	cs: 10	cs: 10
Premium Caramel Corn w/ Almonds, Cashews & Pecans	12:1	cs: 7	cs: 7
Jalapeno Cheddar	12:1	cs: 6	cs: 6
White Cheddar Cheese	12:1	cs: 11	cs: 11

Total: 43

Save

Inventory & Cash Management (optional)

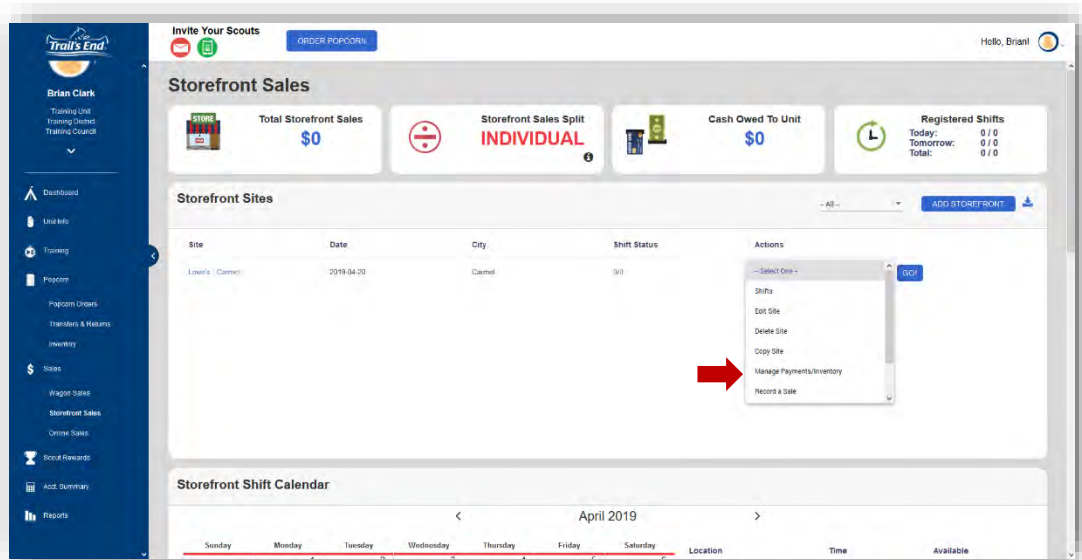
Assigning Unit Inventory to Sites and/or Scouts

1. From the unit leader dashboard, click **Inventory** on the left navigation menu.
2. Enter the number of containers to transfer next to each product.
3. Click **Transfer to Site or Scout**, **Receive from Site or Scout**, or **Adjust Unit Inventory**. Transferring and receiving inventory does not affect your overall inventory. Adjusting inventory will increase or decrease your overall inventory.

Storefront Sales

While not required, you can track payments and inventory for each storefront. Adjust starting cash (petty cash in your cash box) and cash due to unit (starting cash plus any cash sales), as well as transfer inventory to and from a storefront from your unit inventory.

1. From the unit leader dashboard, click **Storefront Sales** on the left navigation menu.
2. Next to the Storefront Site, click the dropdown menu under the **Actions** column.
3. Choose **Manage Payments/Inventory** then click **Go**.



Site Sales Management
Walmart - Carmel - 2019-04-21

Description	Amount
Starting Cash	0.00
Cash Sales	0.00
Cash Adjustments	0.00
Cash Collected From Site	0.00
Cash Due From Site	0.00

Cash Management Instructions

Click the Cash Adjustments value to adjust the amount to the actual cash on hand to account for any accounting mistakes. To populate Starting Cash, your first cash adjustment before any sales are made will create your Starting Cash.

Enter the amount of Cash Due from Site and click Submit to acknowledge the receipt of cash returned from a storefront at the end of the day.

Site Inventory Management
Walmart - Carmel - 2019-04-21

Products	Qty at Unit	Qty at Site	Quick Fill	Transfer or Adjust Qty
18pk Kettle Corn	50	0		0
18pk Unb. Butter	120	0		0
Caramel Corn	600	0		0
Cheese Lover's Box	30	0		0

TRANSFER TO WALMART - CARMEL TRANSFER BACK TO UNIT TRANSFER TO ANOTHER SITE OR SCOUT ADJUST SITE INVENTORY

Wagon Sales

While not required, you can track payments and inventory by Scout. You can adjust starting cash and cash due to unit, as well as transfer products to and from a Scout from your unit inventory. As Scouts mark orders “Delivered” in the app, their inventory will decrease.

1. From the unit leader dashboard, click **Wagon Sales** on the left navigation menu.
2. Next to the Scout, click the dropdown menu under the **Actions** column.
3. Choose **Manage Payments/Inventory** then click **Go**.

The screenshot displays the Trail's End System interface for Wagon Sales. At the top, there's a navigation bar with 'Invite Your Scouts' and 'ORDER POPCORN' buttons, and a user greeting 'Hello, Brian!'. The main section is titled 'WAGON SALES' and features four summary cards: 'Total Wagon Sales' at \$75, 'Cash Owed to Unit' at \$75, 'Unsold Scout Inventory' at \$0, and 'Total Orders' showing \$75.00 Delivered and \$0.00 Undelivered. Below this is a table for 'Scout Wagon Sales' with columns for Scout, Delivered Orders, Cash Owed by Scout, Undelivered Orders, and Actions. A red arrow points to the 'Actions' dropdown for Scout Evan Manders, which lists 'Manage Payments/Inventory', 'Record a Sale', and 'View Wagon Order'. At the bottom, there's a 'Wagon Inventory by Scout' table with columns for Scout, Sold Items, On Hand Items, Undelivered Items, and Value.

Scout	Delivered Orders	Cash Owed by Scout	Undelivered Orders	Actions
Evan Manders	1	\$75.00	0	Manage Payments/Inventory Record a Sale View Wagon Order
Totals	1	\$75.00	0	

Scout	Sold Items	On Hand Items	Undelivered Items	Value
Evan Manders	1	-1	0	-\$1.00

Wagon Sale Management

Wagon Sales are all of a Scout's personal sales that are not recorded at a storefront or online. Scouts receive full sales credit and are typically sales door-to-door, with friends and family, or from a parent's workplace. Wagon Sales can be marked **Delivered** or **Undelivered** if Scouts do not have product at the time of the sale. Unit Leaders and Scouts always have access to product delivery info, allowing the app to fully replace the paper Take Order form.

Record a Wagon Sale

Scouts will record Wagon Sales via the app, but unit leaders can also record a sale on their behalf.

1. From the unit leader dashboard, click **Wagon Sales** on the left navigation menu.
2. Next to the Scout, click the dropdown menu under the **Actions** column.
3. Choose **Record a Sale** then click **Go**.
4. Fill out the fields for the order.
 - a. Customer Information
 - b. Products and Quantity
 - c. Delivered or Undelivered Status
5. Click **Record Sale**.

The screenshot shows the Trail's End system interface. On the left is a dark blue sidebar with the user's name 'Brian Clark' and a navigation menu. The main area is titled 'WAGON SALES' and features four summary cards: 'Total Wagon Sales' at \$75, 'Cash Owed to Unit' at \$75, 'Unsold Scout Inventory' at \$0, and 'Total Orders' with sub-totals for Delivered (\$75.00) and Undelivered (\$0.00). Below these is a table for 'Scout Wagon Sales' with columns for Scout, Delivered Orders, Cash Owed by Scout, Undelivered Orders, and Actions. A dropdown menu is open under the Actions column for Scout 'Evan Manders', showing options like 'Record a Sale'. At the bottom, there is a 'Wagon Inventory by Scout' table with columns for Scout, Sold Items, On Hand Items, Undelivered Items, and Value.

Scout	Delivered Orders	Cash Owed by Scout	Undelivered Orders	Actions
Evan Manders	1	\$75.00	0	Manage Payments/Inventory Record a Sale View Wagon Order
Totals	1	\$75.00	0	

Scout	Sold Items	On Hand Items	Undelivered Items	Value
Evan Manders	1	-1	0	-\$1.00

Re-send Wagon Order Receipt via Email or Text Message

1. From the unit leader dashboard, click **Wagon Sales** on the left navigation menu.
2. Next to the Scout, click the dropdown menu under the **Actions** column.
3. Choose **View Wagon Order** then click **Go**.
4. Next to the order, under the **Actions** column, click the dropdown menu.
5. Click **Email Receipt** or **Text Receipt**, then click **Go**.

View Wagon Order Details

1. From the unit leader dashboard, click **Wagon Sales** on the left navigation menu.
2. Next to the Scout, click the dropdown menu under the **Actions** column.
3. Choose **View Wagon Order** then click **Go**.
4. A list of that Scout's Wagon Orders will appear. In this view, you can mark items delivered or undelivered on behalf of a Scout.

Refund Wagon Order

1. From the unit leader dashboard, click **Wagon Sales** on the left navigation menu.
2. Next to the Scout, click the dropdown menu under the **Actions** column.
3. Choose **View Wagon Order**, then click **Go**.
4. Next to the order, under the **Actions** column, click the dropdown menu.
5. Click **Refund**, then click **Go**.

Note: Refunds will only be available for 48 hours after the sale is recorded.

Unit to Unit Product Transfers & Product Returns

Unit to Unit Product Transfers

Many units will exchange excess products they've ordered with other units in their area in lieu of returning products to the Council. The Trail's End System will facilitate these transfers by allowing units to transfer products from their popcorn orders to another unit within their council.

Giving Unit

1. Under the **Popcorn Orders** page, click **View** next to your approved unit order with the inventory to be transferred.
2. Click the Transfer Inventory button and select the District and Unit from the dropdowns menus of the unit that is receiving the inventory



Product Transfer

Instructions: To transfer inventory to another Unit. Select the Unit you would like to send inventory to and enter the quantity for each line item you would like to send. Once the form is complete, click "Submit Transfer Request" Click the "Cancel Transfer" to clear the transfer request.

Select District

Select Unit

3. Enter the quantities (cases and containers) to be transferred

Pending Qty	Transfer Qty Available	Transfer Qty
cs: 0 ct: 0	cs: 0 ct: 0	cs: <input type="text" value="0"/> ct: <input type="text" value="0"/>
cs: 0 ct: 0	cs: 0 ct: 0	cs: <input type="text" value="0"/> ct: <input type="text" value="0"/>
cs: 0 ct: 0	cs: 0 ct: 0	cs: <input type="text" value="0"/> ct: <input type="text" value="0"/>
cs: 0 ct: 0	cs: 0 ct: 0	cs: <input type="text" value="0"/> ct: <input type="text" value="0"/>
cs: 0 ct: 0	cs: 0 ct: 0	cs: <input type="text" value="0"/> ct: <input type="text" value="0"/>
cs: 7 ct: 0	cs: 190 ct: 0	cs: <input type="text" value="0"/> ct: <input type="text" value="0"/>

4. Click the Submit Transfer Request to complete the form
5. If the receiving unit has not accepted the product transfer, the giving unit can cancel the product transfer by going to the **Transfers & Returns** page on the left navigation menu and clicking the Cancel button next to the transfer request.

Receiving Unit

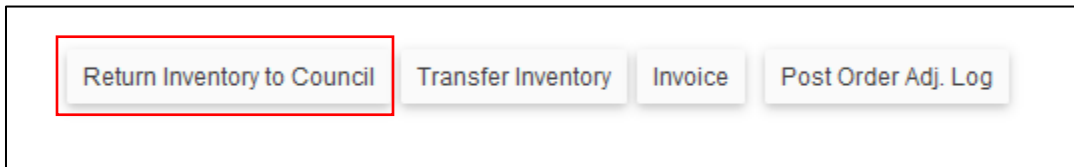
1. The primary contact of the receiving unit will be emailed a notification of the transfer request
2. Go to the **Transfers & Returns** page on the left navigation menu.
3. Review the pending products transfer. If correct, click the **Approve** button, or the **Reject** button if the transfer quantities are incorrect.

Once the receiving unit has accepted the product transfer, adjustments will be made to each unit's popcorn invoice statement to reflect the product transfer.

Returning Unsold Product to Council

Not all councils allow for product returns or only allow returns on certain products. Please refer to your council's product return policy before placing any returns.

1. Under the **Popcorn Orders** page, click **View** next to your approved unit order with the inventory to be returned.
2. Click the **Return Inventory to Council** button



3. Enter the quantities (cases and containers) to be returned

A screenshot of a return request form. At the top right, there are two buttons: "Cancel Return" and "Submit Return Request". Below them is a table with three columns: "Pending Qty", "Transfer Qty Available", and "Transfer Qty". The "Transfer Qty" column is highlighted with a red border. Each row in the table contains input fields for cases (cs) and containers (ct).

Pending Qty	Transfer Qty Available	Transfer Qty
cs: 0 ct: 0	cs: 0 ct: 0	cs: 0 ct: 0
cs: 0 ct: 0	cs: 0 ct: 0	cs: 0 ct: 0
cs: 0 ct: 0	cs: 0 ct: 0	cs: 0 ct: 0
cs: 0 ct: 0	cs: 0 ct: 0	cs: 0 ct: 0
cs: 0 ct: 0	cs: 0 ct: 0	cs: 0 ct: 0
cs: 7 ct: 0	cs: 190 ct: 0	cs: 0 ct: 0

4. Click the **Submit Return Request** to complete the form

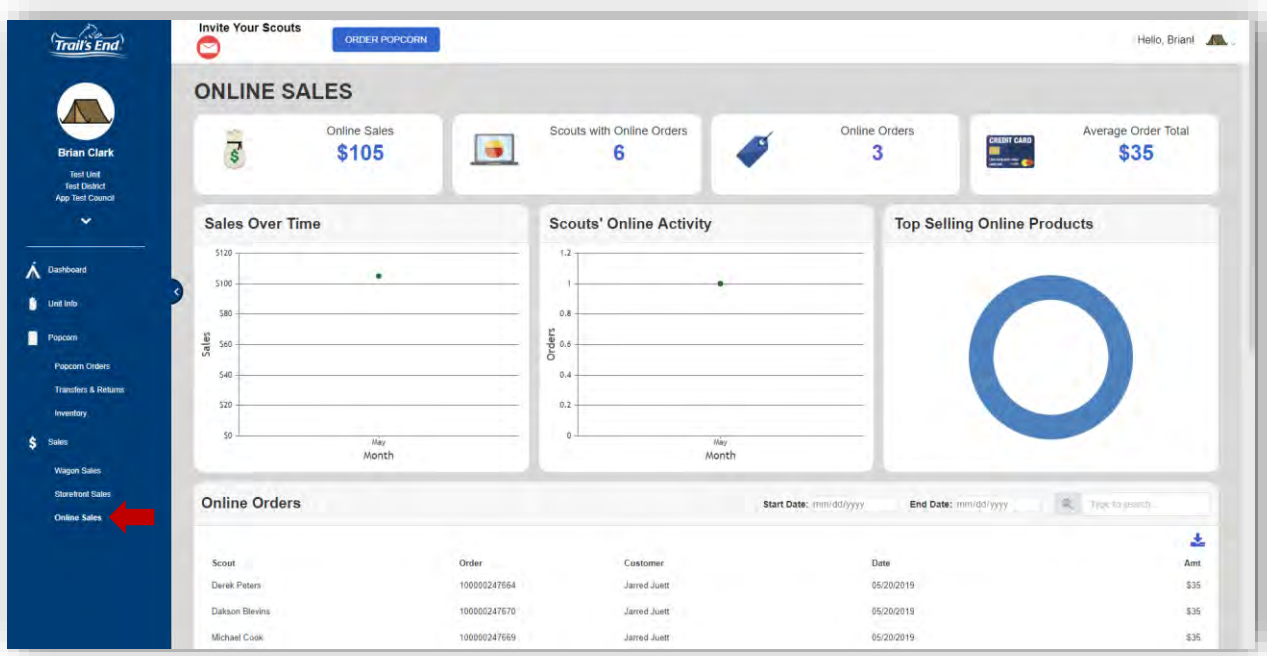
Once the council has accepted the product return, adjustments will be made to your popcorn invoice statement to reflect the returned products.

Online Selling

FREE SHIPPING FOR EVERY ONLINE ORDER!

Scouts can customize their own online fundraising page via the app or www.trails-end.com to share with family and friends far away. Customers place their order through www.trails-end.com and it ships directly to them. Plus, shipping is **FREE** for every online order, 24/7!

View your unit's online sales details from the **Online Sales** page on the left navigation menu. View Sales Over Time, Scouts' Online Activity, Top Selling Products, Online Orders, Customer Locations, and the Online Sales Leaderboard.



Unit Credit Payments

The Trail's End App allows every Scout to accept credit card payments with **FREE** credit card processing! The app is compatible with all Square readers, but a reader is not necessary to accept credit card payment. Whether swiped or manually typed by the Scout, there is **NO COST** to the unit.

If your unit has a balance due to council on your popcorn invoice statement...

- App credit card sales and unit commissions from online orders will be credited against the invoice statement.
 - Credited weekdays, two days in arrears.

If your unit has paid its balance in full...

- Add your unit or chartering organization's bank information into the **Unit Info** section of your Trail's End Account.
- Go to the **Account Summary** page and click **Request Payout to Unit**.
- Payouts will be direct deposited on the 14th and 28th of each month, or the next business day, depending on the date of your payout request.
- View the full payout schedule: app.trails-end.com.

A detailed history of all transactions, credits, and payouts can be found in the **Account Summary** section.

Adding Your Unit or Chartering Organization's Bank Account

1. From the unit leader dashboard, click **Unit Info** on the left navigation menu.
2. Expand the **Manage Unit Bank Account** section.
3. Fill out the required fields.
4. Click **Save**.

Trail's End Rewards

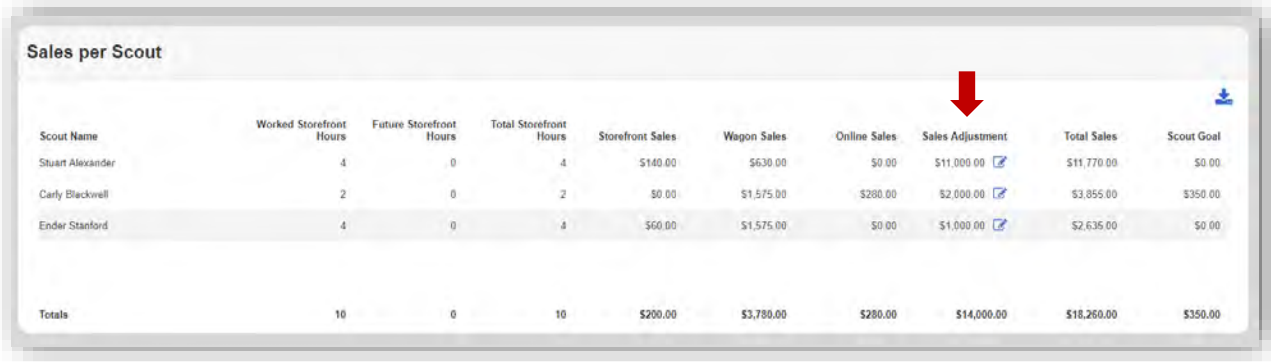
**Trail's End Rewards is a council specific program, and may or may not apply to your unit. Please refer to your council to determine the details of their selected prize program.*

Important Notes

- Scouts must have a registered Trail's End account to qualify for Trail's End Rewards.
- Any adjustments to Scout sale amounts should be done on the Sales page in the Sales Adjustment column.
 - The total of all Scout sales cannot exceed the unit's total retail orders and online sales.
 - Once a Rewards order is submitted, only sales occurring after the order submission date can be adjusted.
- Before you Submit Scout Rewards, make sure all Scout sales totals are correct and your unit invoice statement is paid in full with your council.
- Scouts' Amazon.com gift cards will be released for redemption in their Trail's End Scout accounts 7 days after submission, if not flagged for additional approval.
- You may recall your Rewards submission within the 7 day window to make changes; however, resubmitting restarts the 7 day approval window.
- All gift card amounts are final once released.
- Scouts can continue to reach additional Rewards tiers after the first submission if online sales qualify them for the next tier. If this happens, you will need to submit an additional order for these Scouts.

Finalizing Scout Sales Amounts

1. From the unit leader dashboard, click **Sales** on the left navigation menu.
2. Scroll to the **Sales per Scout** section.
3. Review Scout sales.
4. Use the **Sales Adjustment** column to make any adjustments by clicking the blue edit icon.



The screenshot shows a table titled "Sales per Scout" with the following data:

Scout Name	Worked Storefront Hours	Future Storefront Hours	Total Storefront Hours	Storefront Sales	Wagon Sales	Online Sales	Sales Adjustment	Total Sales	Scout Goal
Stuart Alexander	4	0	4	\$140.00	\$630.00	\$0.00	\$11,000.00	\$11,770.00	\$0.00
Carly Blackwell	2	0	2	\$0.00	\$1,575.00	\$280.00	\$2,000.00	\$3,855.00	\$350.00
Ender Stanford	4	0	4	\$60.00	\$1,575.00	\$0.00	\$1,000.00	\$2,635.00	\$0.00
Totals	10	0	10	\$200.00	\$3,780.00	\$280.00	\$14,000.00	\$18,260.00	\$350.00

View Trail's End Reward Tiers

1. From the unit leader dashboard, click **Rewards** on the left navigation menu.
2. Click **View Reward Tiers** in the upper right corner.

Submitting Trail's End Rewards

1. From the unit leader dashboard, click **Rewards** on the left navigation menu.
2. Review the information displayed.
3. Click **Submit Scout Rewards**.
4. Scouts' Amazon.com gift cards will be released for redemption in their Trail's End Scout accounts 7 days after submission, if not flagged for additional approval.

Recalling Your Rewards Submission (available only within 7 day approval window)

1. From the unit leader dashboard, click **Rewards** on the left navigation menu.
2. Click **Recall**.
3. Note that resubmitting your unit's rewards order restarts the 7 day approval process.