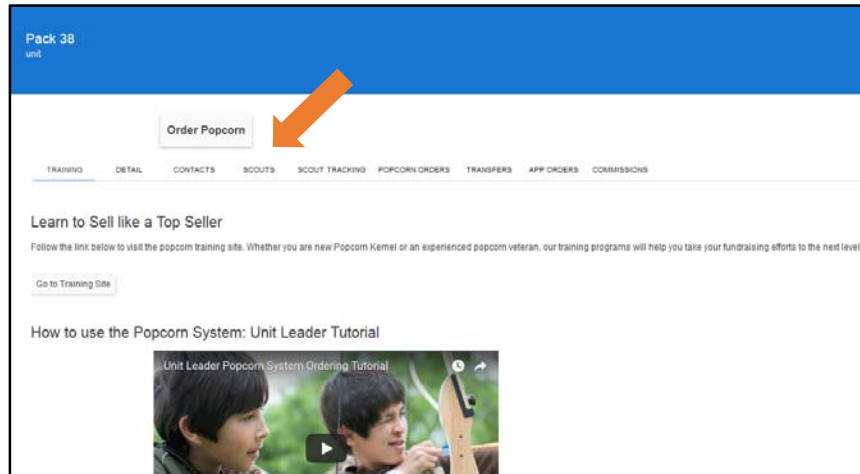


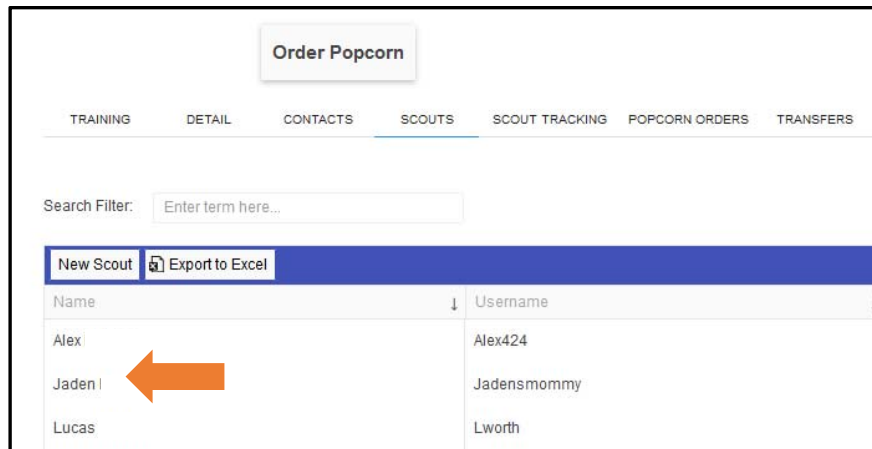


## Entering Scouts Sales Totals on Line

1. Scouts should go to [www.trails-end.com](http://www.trails-end.com) to self-register (Scouts under 13 will need their parent to register on their behalf). Their information will appear in the popcorn system and this will give them the ability to sell on line.
2. Log into the popcorn system at [www.scouting.trails-end.com](http://www.scouting.trails-end.com) and click on "Scouts"



3. You will be able to see a list of the Scouts that have self registered



4. To enter the Scout information as a leader, click on “New Scout”. Enter the Scouts name.

The screenshot shows the 'Order Popcorn' application with the 'SCOUTS' tab selected. A modal window titled 'Scout' is open, allowing for the entry of a new scout's name. The modal contains two text input fields: 'First Name' and 'Last Name', and two buttons: 'Cancel' and 'Submit'. An orange arrow points to the modal, and a red arrow points from the 'New Scout' button in the background to the modal.

5. To enter their sales totals, click on “Scout Tracking”. For Show-n-Sell, enter the dollar amount that the Scout is credited with.









The screenshot shows the 'Order Popcorn' application with the 'SCOUT TRACKING' tab selected. A dropdown menu shows '2018 Selling Campaign'. A table lists scouts with columns for 'Scout Name', 'Early Bird', 'Show n Sell', 'Take Order Paper', and 'App'. The 'Show n Sell' column for 'Alex I' has a '\$ 0' value circled in orange.


Scout Name	Early Bird	Show n Sell	Take Order Paper	App
Alex I	\$ 0	\$ 0	Enter Order	\$0.00
Jaden I	\$ 0	\$ 0	Enter Order	\$0.00

- For the Take Order portion, click on "Enter Order" under the Take Order sale and enter the container totals for each Scout

New Scout Order

Alex M

Product	Retail Price	Containers
 \$50 Military Donation	\$50.00	<input type="text" value="0"/>
 \$30 Military Donation	\$30.00	<input type="text" value="0"/>
 Chocolate Lover's Collection Tin	\$60.00	<input type="text" value="0"/>
 Cheese Lover's Box	\$30.00	<input type="text" value="0"/>
 Chocolatey Caramel Crunch	\$25.00	<input type="text" value="0"/>
 18pk Kettle Corn - Microwave	\$25.00	<input type="text" value="0"/>
 18pk Unbelievable Butter - Microwave	\$20.00	<input type="text" value="0"/>
 Salted Caramel Popcorn	\$25.00	<input type="text" value="0"/>



- For additional information please view the training video at:  
[https://www.youtube.com/watch?v=JGhsh5\\_PZgl](https://www.youtube.com/watch?v=JGhsh5_PZgl)