

# How to Order Show and Deliver Popcorn

Fall 2014

Step 1-go to [www.trails-end.com](http://www.trails-end.com)

Step 2- Click on LEADERS



Sign in New Customer? Your Account Help | 0 [item\(s\)](#) in [My Cart](#)

**Just a friendly reminder from Trail's End...** ×

Please use one of the following four browsers on your personal computer to ensure the best [user experience](#):

- [Internet Explorer](#)
- [Firefox](#)
- [Safari](#)
- [Chrome](#)

Thanks for visiting and supporting the Boy Scouts of [America](#)!

## Trail's End Online Sale begins August 1!

Our Troops

**Gold Level \$35** **Silver Level \$35**

POPcorn IS MEN, THEIR SONS.

# Step 3 – Click on POPCORN SYSTEM

The image shows a screenshot of the Trail's End website. At the top left is the Trail's End logo with the tagline "Over 70% goes to local Scouting". At the top right are links for "Sign In" and "Create an Account". Below the header is a dark blue navigation bar with icons and text for "Resources", "Popcorn Sales", and "Products". Below the navigation bar are two main content boxes. The left box is titled "Popcorn System" and contains the text "Click here to access the Popcorn System and to place your unit's popcorn order." The right box is titled "Sign In or Register" and contains the text "Use the links in the top right corner to view sale resources or online sales." A red arrow points from the top right of the page down to the "Popcorn System" button, which is circled in red.

**Trail's End**  
*Over 70% goes to local Scouting*

Sign In   Create an Account ▾

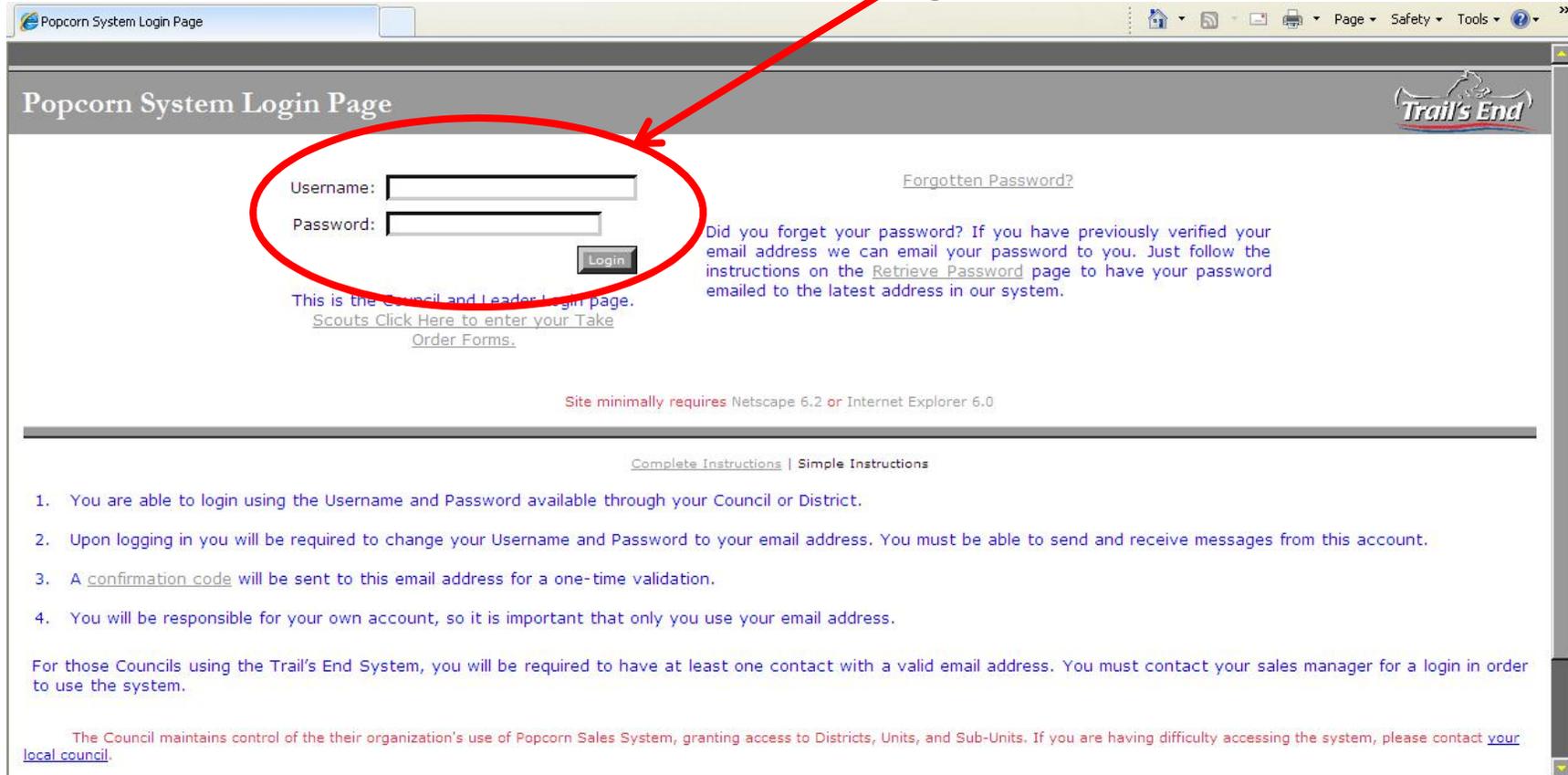
📍 Resources   🛒 Popcorn Sales   ⓘ Products

**Popcorn System**  
Click here to access the Popcorn System and to place your unit's popcorn order.

**Sign In or Register**  
Use the links in the top right corner to view sale resources or online sales.

# *A new window will pop up*

## Step 4- Log In



Popcorn System Login Page

Trail's End

Username:

Password:

[Forgotten Password?](#)

Did you forget your password? If you have previously verified your email address we can email your password to you. Just follow the instructions on the [Retrieve Password](#) page to have your password emailed to the latest address in our system.

This is the [Council and Leader Login](#) page.  
[Scouts Click Here to enter your Take Order Forms.](#)

Site minimally requires Netscape 6.2 or Internet Explorer 6.0

[Complete Instructions](#) | [Simple Instructions](#)

1. You are able to login using the Username and Password available through your Council or District.
2. Upon logging in you will be required to change your Username and Password to your email address. You must be able to send and receive messages from this account.
3. A [confirmation code](#) will be sent to this email address for a one-time validation.
4. You will be responsible for your own account, so it is important that only you use your email address.

For those Councils using the Trail's End System, you will be required to have at least one contact with a valid email address. You must contact your sales manager for a login in order to use the system.

The Council maintains control of the their organization's use of Popcorn Sales System, granting access to Districts, Units, and Sub-Units. If you are having difficulty accessing the system, please contact [your local council](#).

*Your username is your email address. If you do not have a login and password, contact Marge at the Scout office at 651-254-9147 or [mfrendt@nsbsa.org](mailto:mfrendt@nsbsa.org).*

# Step 4a- Verification of Email and Password

Verify your Email Address and Change your Password

Trail's End

Please Note: At the beginning of each sales period, your email address must be verified and your password must be changed. Verifying your email address involves the completion of a confirmation code process, which is explained further below.

**Info** If you have recently changed your email address while logged into the Popcorn Sales System, then you do not need to complete this form. Rather, complete the steps outlined in the confirmation code email message sent to your new email address.

**1. Enter Your Email Address:** You must enter your own valid email address. The address you enter will be your username.

Enter Email:

Please Re-enter:

**2. Create a new Password:** This password will be used with your Email address to log in to the site.

Enter Password:

Please Re-enter:

Save and Continue

You are required to enter your own email address, which must be an active email account with which you can send and receive messages, and a new password. The email address and password are used as your login credentials for the system.

If this is your first time logging onto the Fall sale, you will be asked to verify and to create a password.



# Pre Order Step—Look at last year's Sales. Reports, then Unit Invoice

The screenshot shows a web application interface with a navigation menu at the top. The menu items are: Home, Users, Sub-Units, Orders, Scouts, Reports, My Items, Help, and Exit. Below the menu, there is a section titled "Ordering". A dropdown menu is open, showing a list of options: Contact Information Reports, Leader Username and Password, Scout Username and Password, Unit Packing Slip, Unit Invoice, Sub-Unit Packing Slip, Sub-Unit Invoice, Scout Packing Slip, Scout Accounts Receivable, Scout Sales and Prizes, and Scout Take Order Form. A red arrow points to the "Unit Invoice" option, and a red circle highlights it. Below the dropdown, there is a text field for "You are editing for Fall 2012. To change sales cycles:" with a dropdown menu set to "Fall 2012" and a "Change" button. Below this, there is a list of ordering tools for which the user has access in the system. The tools are listed under the heading "Popcorn":  
[Unit Order for Order 09/07/12 Due by Noon](#)  
[Unit Order for Order 09/11/12 Make Up Order](#)  
[Unit Order for Order 10/10/2012](#)  
[Unit Order for Order 10/12/2012](#)  
[Unit Order for Order 10/5/12](#)  
[Unit Order for TAKE ORDERS DUE NOV 2 at Midnight](#)

These tools will allow you to review past orders at both the council and unit level. Each popcorn ordering link is specific to a particular order type for your Council.

If you don't want to look at last years sales, skip to slide titled STEP 5

# Click the drop arrow, click on 2013, click Change Sales Cycle

Unit Invoice

Select Report Scope

You are viewing for [Fall 2012](#). To change sales cycles:

[Post 688](#)

Fall 2012	Change Sales Cycles
Fall 2008	
Spring 2009	
Fall 2009	
Spring 2010	
Fall 2010	
Spring 2011	
Fall 2011	
Spring 2012	
Fall 2012	
Spring 2013	
Fall 2013	

Copyright 2000-2013 by Trail's End Company. [Review our Privacy Statement](#)  
Need Help? Contact [help@trails-end.com](mailto:help@trails-end.com).

# Click on your Unit



The screenshot shows a web application interface. At the top, there is a navigation bar with a home icon and menu items: Users, Sub-Units, Orders, Scouts, Reports, My Items, Help, and Exit. Below this is a dark green header with the text 'Unit Invoice'. Underneath, there is a section titled 'Select Report Scope'. It says 'You are viewing for Fall 2012. To change sales cycles:'. There is a dropdown menu currently set to 'Fall 2012' and a 'Change Sales Cycles' button. A red arrow points from the top of the page down to the 'Post BSS' link, which is circled in red.

Copyright 2000-2013 by Trail's End Company. [Review our Privacy Statement](#)  
Need Help? Contact [help@trails-end.com](mailto:help@trails-end.com).

A PDF will the download, and you can then see what your unit sold in 2012. Remember to add Show and Deliver and Take order together to get a total

# Step 5 – Ordering product

## Click on the drop down arrow next to “Orders”

Post 888 - Unit Home Page

Users Sub-Units **Orders** Scouts Reports My Items Help Exit

Post 888 - Unit Home Page 

**Welcome to the Trail's End Popcorn Sales System.**

This is your home page. You can return to this page at any time by using the home icon in the upper left of your menus.

The menus may be expanded using the arrow to the immediate left of each menu. This provides quick access to the level immediately beneath your own, and to some special features. All the menu functionality is available on navigation pages allowing access to all the levels beneath your own.

The Trail's End logo in the upper right can be used to return to the Trail's End home page.

If you are using the system on a public or non-secure terminal, please be sure to use the Exit menu function to remove any session information from your visit.

**Additional Resources**

Trail's End Program Features  
Sell online at [trails-end.com](http://trails-end.com)



Copyright 2000-2011 by Trail's End Company. [Review our Privacy Statement](#)  
Need Help? Contact [help@trails-end.com](mailto:help@trails-end.com).

# Step 6 – Click on Unit Order for Show and Deliver Order Due Aug 29\*



# Step 7 – Order Product by full cases

Unit **Popcorn** Order for Post 888

Show and Deliver Order Due Aug 29

Ca:Cont Ratio	Product	Pre-Order Scout Read Original	Converted	Enter Positive or Negative values Pre-Order Adjustment	Actual Order to Council	Excess Product
1:1	\$25 Military Donation	Containers	Cases	Cases	Cases	Containers
1:1	Choc Lover's Collection - Box	Containers	Cases	Cases	Cases	Containers
1:1	Sweet & Savory Collection	Containers	Cases	Cases	Cases	Containers
1:1	Cheese Lover's Collection	Containers	Cases	Cases	Cases	Containers
1:6	Choc Caramel Crunch - Tin	Containers	Cases	Cases	Cases	Containers
1:12	White Choc Pretzels - Bag	Containers	Cases	Cases	Cases	Containers
1:6	18 Pack Kettle Corn	Containers	Cases	Cases	Cases	Containers
1:6	18 Pack Unbelievable Butter	Containers	Cases	Cases	Cases	Containers
1:6	18 Pack Butter Light	Containers	Cases	Cases	Cases	Containers
1:12	Caramel Corn w/ ACP Bag	Containers	Cases	Cases	Cases	Containers
1:12	Dark & White Choc Drizzle	Containers	Cases	Cases	Cases	Containers
1:6	Jalapeno Cheddar Cheese	Containers	Cases	Cases	Cases	Containers
1:12	Caramel Corn Bag	Containers	Cases	Cases	Cases	Containers
1:12	Popping Corn	Containers	Cases	Cases	Cases	Containers

Submit to Council Approved Scout Orders: 0 Unapproved Scout Orders: 0 Total Cases

View Order Adjustment Details Print Unit Invoice Save Changes

*Tip-* Want to know how many are in a case? Look at the ratio under the product logo. Example, a case of Dark and White Choco Drizzle has 12 bags per case

**Step 8- "Submit" to Council. This will send your order to trails end. Hitting "Save" will only save your order, not submit it.**

Unit **Poptcorn** Order for Post 880

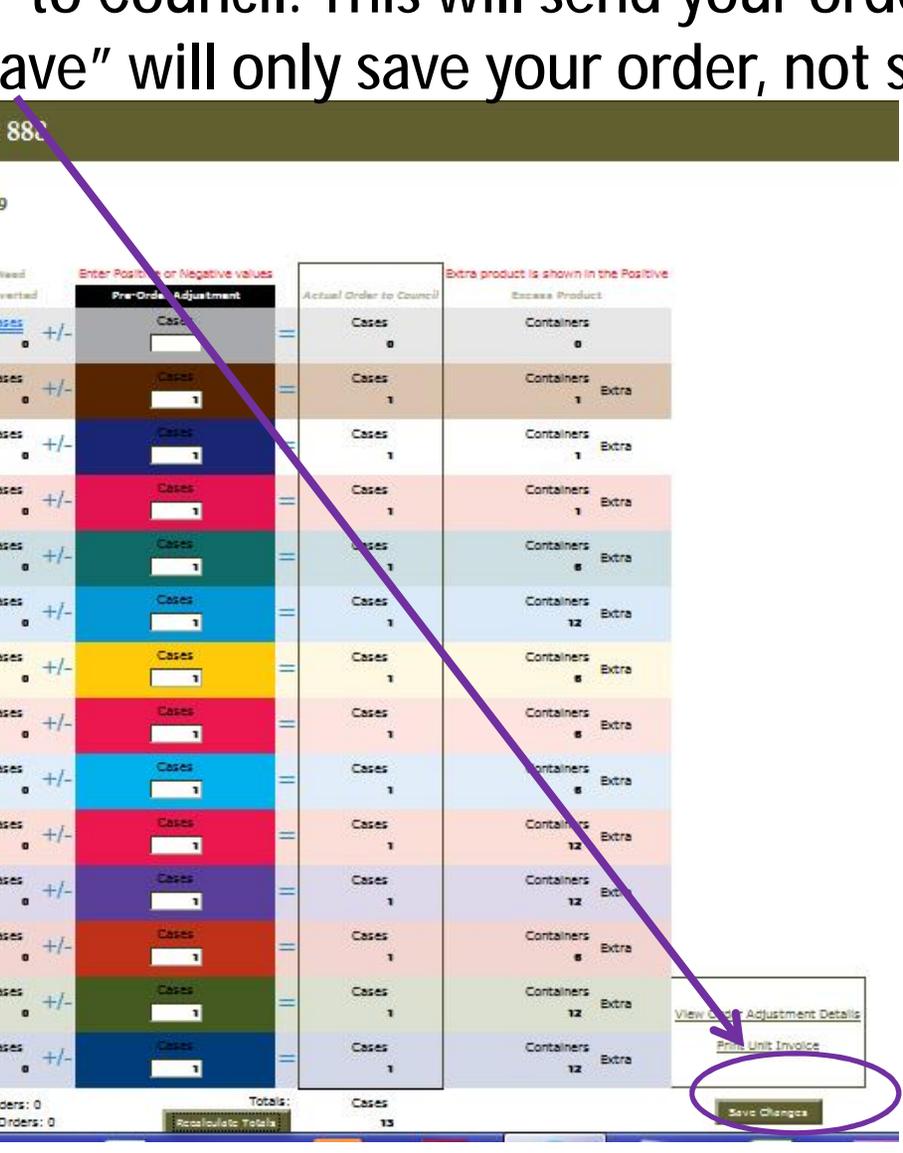
Show and Deliver Order Due Aug 29

Ca:Cont Ratio	Product	Pre-Order Scout Need Original	Converted	Enter Positive or Negative values	Pre-Order Adjustment	Actual Order to Council	Extra product is shown in the Positive
1:1	\$25 Military Donation	Containers 0	Cases 0	+/-	Cases 0	Cases 0	Containers 0
1:1	Choc Lovers Collection - Box	Containers 0	Cases 0	+/-	Cases 1	Cases 1	Containers 1 Extra
1:1	Sweet & Savory Collection	Containers 0	Cases 0	+/-	Cases 1	Cases 1	Containers 1 Extra
1:1	Cheese Lovers Collection	Containers 0	Cases 0	+/-	Cases 1	Cases 1	Containers 1 Extra
1:6	Choc Caramel Crunch - Tin	Containers 0	Cases 0	+/-	Cases 1	Cases 1	Containers 6 Extra
1:12	White Choc Pretzels - Bag	Containers 0	Cases 0	+/-	Cases 1	Cases 1	Containers 12 Extra
1:6	18 Pack Kettle Corn	Containers 0	Cases 0	+/-	Cases 1	Cases 1	Containers 6 Extra
1:6	18 Pack Unbelievable Butter	Containers 0	Cases 0	+/-	Cases 1	Cases 1	Containers 6 Extra
1:6	18 Pack Butter Light	Containers 0	Cases 0	+/-	Cases 1	Cases 1	Containers 6 Extra
1:12	Caramel Corn w/ ACP Bag	Containers 0	Cases 0	+/-	Cases 1	Cases 1	Containers 12 Extra
1:12	Dark / White Choc Drizzle	Containers 0	Cases 0	+/-	Cases 1	Cases 1	Containers 12 Extra
1:6	Jalapeno Cheddar Cheese	Containers 0	Cases 0	+/-	Cases 1	Cases 1	Containers 6 Extra
1:12	Caramel Corn Bag	Containers 0	Cases 0	+/-	Cases 1	Cases 1	Containers 12 Extra
1:12	Popping Corn	Containers 0	Cases 0	+/-	Cases 1	Cases 1	Containers 12 Extra

Totals: Cases 13

Approved Scout Orders: 0  
Unapproved Scout Orders: 0

Buttons: **Submit to Council**, **Save Changes**, [View Order Adjustment Details](#), [Print Unit Invoice](#)



# Step 9 – Hit OK to finalize your order

Order Management - Order for Post 600

Show and Deliver Order Due Aug 29

On-Case Ratio	Product	Pre-Order Scout Read	Original	Commented	Enter Positive or Negative values	Pre-Order Adjustment	Actual Order to Cases?	Extra product is shown in the Positive
1:1	\$25 Military Donation	Containers	Cases	+/-	Cases	Cases	Cases	Containers
1:1	Choc Lover's Collection - Box	Containers	Cases	+/-	Cases	Cases	Cases	Containers
1:1	Sweet & Savory Collection	Containers	Cases	+/-	Cases	Cases	Cases	Containers
1:1	Choc Lover's Collection	Containers	Cases	+/-	Cases	Cases	Cases	Containers
1:8	Choc Caramel Crunch - Tin	Containers	Cases	+/-	Cases	Cases	Cases	Containers
1:12	White Choc Pretzels - Bag	Containers	Cases	+/-	Cases	Cases	Cases	Containers Extra
1:6	18 Pack Kettle Corn	Containers	Cases	+/-	Cases	Cases	Cases	Containers Extra
1:6	18 Pack Unbelievable Butter	Containers	Cases	+/-	Cases	Cases	Cases	Containers Extra
1:6	18 Pack Butter Light	Containers	Cases	+/-	Cases	Cases	Cases	Containers Extra
1:12	Caramel Corn w/ ACP Bag	Containers	Cases	+/-	Cases	Cases	Cases	Containers Extra
1:12	Dark & White Choc Drizzle	Containers	Cases	+/-	Cases	Cases	Cases	Containers Extra
1:6	Jalapeno Cheddar Cheese	Containers	Cases	+/-	Cases	Cases	Cases	Containers Extra

I affirm that I am ordering the products indicated with the approval of the Unit Leadership. Unit leadership agrees to abide by all conditions set forth by Council regarding payment and liability concerning this product order. For information concerning payment and liability, please contact your Council Representative.

# Step 10 – Order Completed!

## Unit Popcorn Order for Post 999

The popcorn order was processed successfully.

Show and Deliver Order Due Aug 29

Ca:Cont Ratio	Product	Pre-Order Scout Need		History		Submitted to Council	Post Order Adjustments		New Adjustment	New Revised Unit Order		Extra product is shown in the Positive Excess Product
		Original	Converted	Pre-Order Adjustment			Cases	Cont.		Cases	Cont.	
1:1	\$25 Military Donation	Containers 0	Cases 0 +/-	Cases 0	=	Cases 0	+/-	Cases Cont.	+/-	Cases 0	Cont. 0	Containers 0
1:1	Choc Lover's Collection - Box	Containers 0	Cases 0 +/-	Cases 1	=	Cases 1	+/-	Cases Cont.	+/-	Cases 1	Cont. 0	Containers 1 Extra
1:1	Sweet & Savory Collection	Containers 0	Cases 0 +/-	Cases 1	=	Cases 1	+/-	Cases Cont.	+/-	Cases 1	Cont. 0	Containers 1 Extra
1:1	Cheese Lover's Collection	Containers 0	Cases 0 +/-	Cases 1	=	Cases 1	+/-	Cases Cont.	+/-	Cases 1	Cont. 0	Containers 1 Extra
1:6	Choc Caramel Crunch - Tin	Containers 0	Cases 0 +/-	Cases 1	=	Cases 1	+/-	Cases Cont.	+/-	Cases 1	Cont. 0	Containers 6 Extra
1:12	White Choc Pretzels - Bag	Containers 0	Cases 0 +/-	Cases 1	=	Cases 1	+/-	Cases Cont.	+/-	Cases 1	Cont. 0	Containers 12 Extra
1:6	18 Pack Kettle Corn	Containers 0	Cases 0 +/-	Cases 1	=	Cases 1	+/-	Cases Cont.	+/-	Cases 1	Cont. 0	Containers 6 Extra
1:6	18 Pack Unbelievable Butter	Containers 0	Cases 0 +/-	Cases 1	=	Cases 1	+/-	Cases Cont.	+/-	Cases 1	Cont. 0	Containers 6 Extra
1:6	18 Pack Butter Light	Containers 0	Cases 0 +/-	Cases 1	=	Cases 1	+/-	Cases Cont.	+/-	Cases 1	Cont. 0	Containers 6 Extra
1:12	Caramel Corn w/ ACP Bag	Containers 0	Cases 0 +/-	Cases 1	=	Cases 1	+/-	Cases Cont.	+/-	Cases 1	Cont. 0	Containers 12 Extra

# If you need to change your order

- If you need to change your order after you hit “submit” please contact one of the people below to change your order
- Bill Anderson-Horecka 651-254-9146 or [billa-h@nsbsa.org](mailto:billa-h@nsbsa.org)
- Marge Frenndt 651-254-9147 or [mfrenndt@nsbsa.org](mailto:mfrenndt@nsbsa.org)