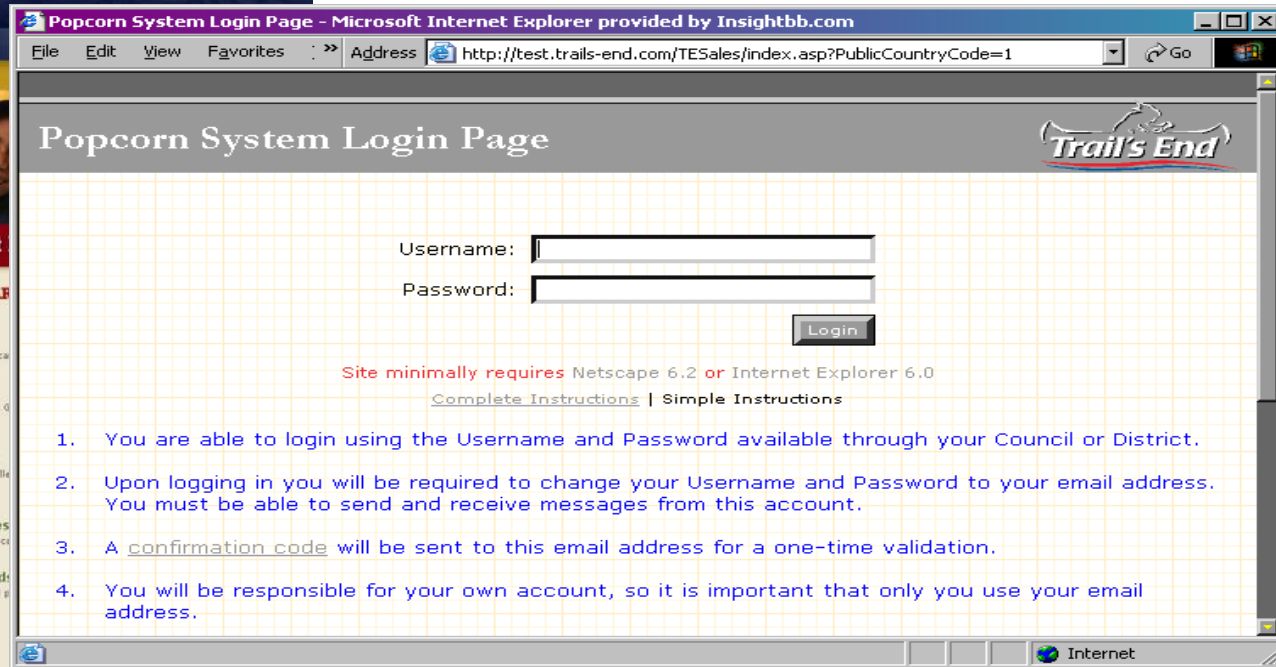
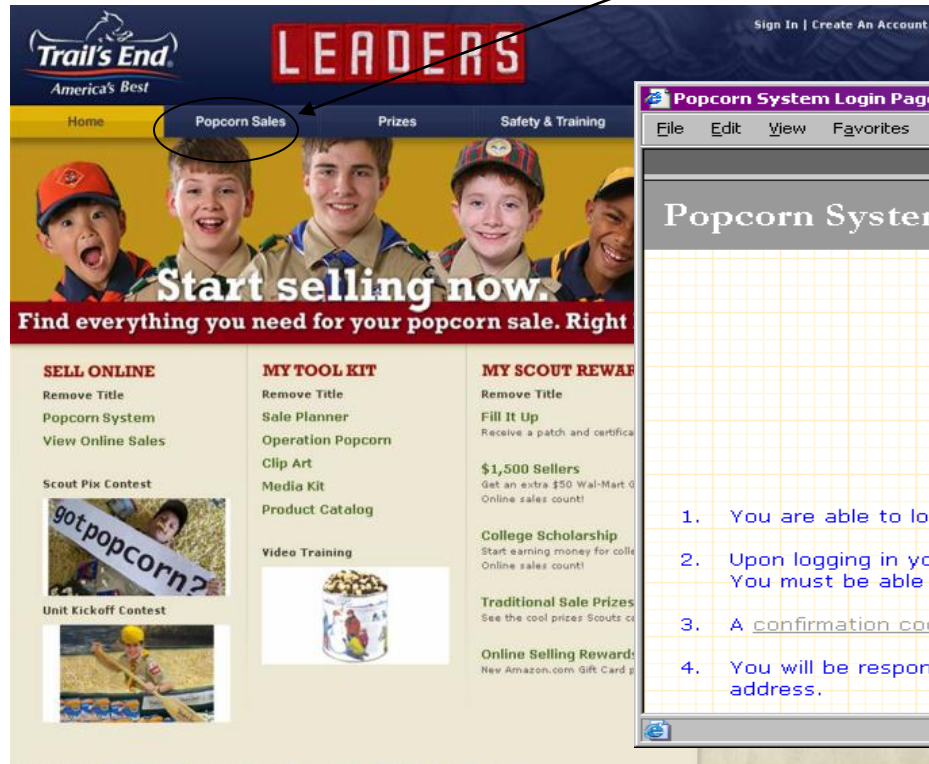


# Popcorn 101

## Leader Product & Rewards Ordering



1. A Unit Leader / Unit Popcorn Kernel needs the Council or District to give out the “Username / Password and Instructions” sheet for each Unit.
2. The Leader / Kernel goes **www.trails-end.com** and clicks on “Leaders” tab at bottom.
3. When Leader Screen comes up, click on “Popcorn System” link.
4. The “Popcorn System Login Page” Screen comes up next. Enter the User ID and Password supplied on the handout, and follow the steps.



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.

# Unit's "Home Page"

Click on "Orders" link along the top of the page's menu bar to pull up the next screen where you will click "Unit Order" (for whatever order you want: popcorn or prize).

Troop 217 - Unit Home Page - Microsoft Internet Explorer provided by Insightbb.com

File Edit View Favorites Tool: >> Links BG BSA G CNN DODS FN GST USATODAY MSNBC MQ PW TE WP >> Address

Home Users Sub-Units Orders Scouts Reports Tools My Items Exit

## Troop 217 - 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.

#### System Help

<b>Online Help</b> Documents and instructions for using the Popcorn System	<b>Your Council is participating in the Consumer Internet Ordering Program.</b>	<b>Email Help</b> Email support for basic Popcorn System Questions
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Need Help? Contact [help@trails-end.com](mailto:help@trails-end.com).

Done

- Unit Commission
- Unit Commission Popcorn
- Unit Order for Show And Sell
- Unit Order for Take Order
- Consolidated Unit Popcorn Order
- All Unit Orders and Adjustments Prize
- Scout Prize Order
- Unit Prize Order
- Sales History
- Review Past Sales
- Orderpopcorn.com Orders

# Placing the Unit's POPCORN Order

1. Enter the quantities needed by the Unit, by product, here.

2. Total amount of Product needed shows up here.

3. "Save" if you need to make changes later.

4. Or "Submit to council" when order is complete.

Product	Pre-Order Scout Need			Enter Positive or Negative values		Actual Order to Council	Extra product is shown in the Positive	
	Original	Converted		Pre-Order Adjustment			Excess Product	
5 Way Chocolate Lovers Tin	17	17	0 +/-	1	0	18	0	1 Extra
3 Way Tin with Chocolate	9	9	0 +/-	4	0	13	0	4 Extra
3-Way Tin	97	97	0 +/-	-2	0	95	0	-2 (Less)
30 Pack MW	91	91	0 +/-	-6	0	85	0	-6 (Less)
24 Pack MW	41	41	0 +/-			41	0	0
18 Pk Kettle Corn	16	2	4 +/-			2	4	0
26oz Chocolatey Caramel Crunch	57	9	3 +/-			9	3	0
28oz Caramel Corn - MORE NUTS	4	0	4 +/-			0	4	0
15 Pk Unblvble Butter	22	3	4 +/-			3	4	0
15 Pk Butter Light	30	5	0 +/-			5	0	0
12oz Caramel Corn	4	0	4 +/-			0	4	0
2.5LB Tin	4	0	4 +/-			0	4	0
<b>Totals:</b>						<b>271</b>	<b>23</b>	

[View Order Adjustment Details](#)  
[Print Unit Invoice](#)

[Submit to Council](#)

Approved Scout Orders: 4  
 Unapproved Scout Orders: 0

First Date to order: 6/2/2004  
 Last Date to order: 11/5/2004

[Save Changes](#)

# Unit's "Home Page"

Click on "Orders" link along the top of the page's menu bar to pull up the next screen where you will click "Unit Prize Order".

Troop 217 - Unit Home Page - Microsoft Internet Explorer provided by Insightbb.com

File Edit View Favorites Tool Links BG BSA G CNN DODS FN GST USATODAY MSNBC MQ PW TE WP Address

Home Users Sub-Units Orders Scouts Reports Tools My Items Exit

## Troop 217 - Unit Home Page

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- Orders
- Scouts
- Reports
- Tools
- My Items
- Exit

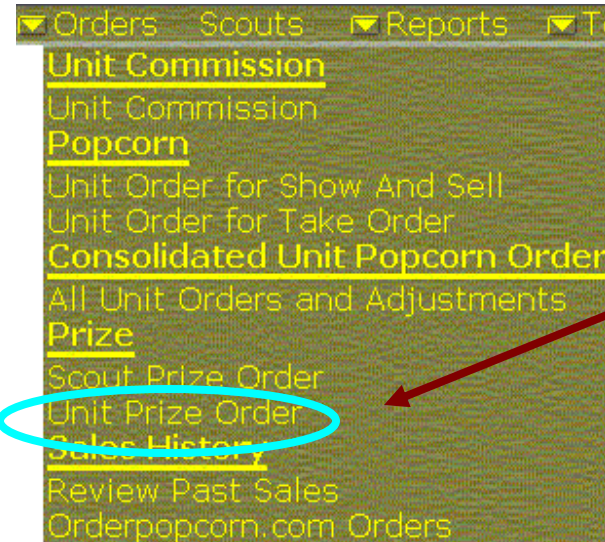
- Unit Commission
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- Consolidated Unit Popcorn Order
- All Unit Orders and Adjustments Prize
- Scout Prize Order
- Unit Prize Order
- Sales History
- Review Past Sales
- Orderpopcorn.com Orders

# Placing the Unit's PRIZE Order

1. From "Orders" menu along top of Unit Homepage, choose "Unit Prize Order"

2. Enter Leader shipping info for delivery of Prizes

3. Enter quantities of each Prize your Scouts need here. Hit "Submit to Council".



A screenshot of a web form titled "Edit Delivery Address for Prize Order". The form includes a "Use Address:" dropdown menu set to "Custom Location". Below it are radio buttons for "Residential" and "Commercial". The form has several input fields: "Contact Name", "Street", "City", "State", "Zip", "Phone", and "Extension". A "Save and Go to Order" button is at the bottom.

A screenshot of a web application showing a table for editing or creating a prize order for Troop 16. The table has columns for Level, Item Number, Description, Scout Quantity Needed, Actual Current Order, and Overage / Shortage. The table is titled "Edit/Create Prize Order for Troop 16" and includes the "Trail's End" logo.

Level	Item Number	Description	Scout Quantity Needed	Actual Current Order	Overage / Shortage
1	1739071	Patch	0	0	0
1	1739081	Pin	5	5	0
2	03-2A	Master Jack Knife	0	0	0
2	03-2B	FM Scanner Radio with Flashlight	0	0	0
2	03-2C	Coleman 5-in-1 Survival Whistle	0	0	0
3	03-3A	BSA Trailblazer Compass	0	0	0
3	03-3B	AM/FM Shower Radio	0	0	0
3	03-3C	One PC Software Title Gift Certificate	0	0	0
4	03-4A	FM Radio Wristwatch	0	0	0
4	03-4B	Hand-held Basketball Game	0	0	0
4	03-4C	Mini Metal Detector	0	0	0
5	03-5A	Sony Radio Walkman	0	0	0
5	03-5B	Micris outdoor Kit	0	0	0
5	03-5C	BSA Mini Maglite®	0	0	0
5	TR13	\$13 gift card from Toys "R" Us	0	0	0
5	WB13	\$13 gift card from Wal-Mart	0	0	0
6	03-6A	BSA Swiss Army Ruby Knife II	0	0	0
6	03-6B	Bushnell Compact 8x21 Binoculars	0	0	0
6	03-6C	Timex Clip Watch	0	0	0
6	TR22	\$22 gift card from Toys "R" Us	0	0	0
6	WB22	\$22 gift card from Wal-Mart	0	0	0