

Trails-End Online selling guide

1. HOW TO REGISTER

Reminders: Each account must use a separate email address. Accounts for leaders to view online sales are SEPARATE from their Popcorn System accounts.

a. SCOUTS

- Go to <http://scouts.trails-end.com> (you can also access this page by going to trails-end.com and clicking on SCOUTS at the bottom of the page)
- Click on Create An Account in the upper right-hand corner
- Fill in the required fields to create your account

b. LEADERS

- Go to <http://leaders.trails-end.com> (you can also access this page by going to trails-end.com and clicking on LEADERS at the bottom of the page)
- Click on View Online Sales in the upper right-hand corner
- You must enter your four-digit unit number
- Fill in the required fields to create your account

REMINDER: Leaders must enter their four-digit unit number when creating account. This means that if they are really Troop 16, they must register as Troop 0016.

2. VALIDATION CODE

All leaders and councils registering to view online sales will need a validation code. The validation code is: **popcorn**. It is case sensitive.

3. WHAT INFORMATION DO SCOUTS ENTER WHEN REGISTERING TO SELL ONLINE?

The following information is required for a Scout to register:

Unit Type

Unit Number

Zip Code

Birth Date (if they are under 13, they will need parent approval)

Email Address

Password

Email preference

First Name

Last Initial

Parent First Name

WHO GETS EMAILS FROM TRAIL'S END?

Anyone who has created an account on our website and that has actively chosen to receive emails from Trail's End. This can be changed at any time within any account.

NEW FEATURES:

- a. Those registered as leaders and councils can now also place orders on trails-end.com with that account.
- b. Scout Account updates – within a Scout account, it is clear what their “Fall Sale Period” dates are as well as which online sales count toward “Fall Sale Rewards”.
- c. Downloadable Reports (COMING SOON): leaders will have a report they can run (on their View Online Sales screen) to see all online sales within their “Fall Sale Period” to make it easier to include online sales within their unit prize order. Councils will have the same report leaders have as well as a report they can download with unit commission information for each fiscal month (this was the report many councils were requesting to make it easier to pay units).

4. WHO TO CONTACT FOR HELP?

Please view the FAQ page (located at the bottom of every page on the Trails-End website) to see if you can find answers to your questions. If you cannot find the particular answers you are looking for, then email support@trails-end.com.

When emailing, please include the following information:

Name

Are you a leader or a Scout?

Council

District

Unit

Detailed information about inquiry