

# Trail's End Popcorn Sales System

## 10 Tips to Help Unit Leaders Get Started



### 1. Passwords expire at the beginning of the new Sales Cycle.

The first time you log into the Popcorn System every year, you will be directed to create a new password, and answer a confirmation email. This should take just a couple of minutes. Keep in mind that the Trails End confirmation email is a system generated email, and you may need to check spam or junk mail filters for its location.

### 2. Log into the system in advance .

Log in ahead of your deadlines, just in case you need any help from your Council or Trail's End that could take up to a day, or until business hours begin the next day. Give yourself time just in case you need help

### 3. Make Leader changes in the Popcorn System.

Click the USERS menu bar option after you log into the Popcorn System. The Unit Leaders who manage the Popcorn Sale often change from one year to the next, so be sure the people who are no longer helping with your Popcorn Sale are removed from the list of Users. Add those Leaders who are taking over, and have them login. The one or two people who log in to the Popcorn System for your Unit should use their own email addresses, or a designated Unit email address. You should not pass along the email address and password of another user.

### 4. Check the Primary Contact for your Unit or Group.

This is the person who receives invoices from Council and email notifications from the Popcorn System. From the Popcorn System's Menu Bar, click MY ITEMS. Choose the View "Troop 100" option. Click the Edit button at the top center. Use the drop-down selection box to set the Primary Contact for your Unit. Then click the Save and Exit button.

### 5. Update your Scout list.

Click on the Scouts menu bar option, then the Edit button. Add new Scouts to your list, and remove or transfer any who are no longer with your Unit.

### 6. Get familiar with the Trail's End website.

<http://www.trails-end.com> This web resource is burgeoning with tools to help you and your Scouts manage the Popcorn Sale, maximize your efforts, and achieve your goals.

### 7. Review the "Unit Leader's Checklist"

The Checklist will help you know how the most basic Popcorn Features support your sale, and the order in which they are best used. Click on the Help menu bar option. Choose the HTML or PDF option for the "Unit Leader's Checklist." The HTML (web page) choice includes direct links to step by step instructions for each of the tasks, and the PDF choice is best for printing. You will find more information about more Popcorn System topics in the Unit Leader's Manual, also found under the Help menu bar option.

## Trail's End Popcorn Sales System

### 10 Tips to Help Unit Leaders Get Started



#### 8. If you need access to more than one Unit or Group within your Council

For instance, you may work with both Pack 30 and Troop 30. Talk to your Council or District Leaders about having your username assigned to multiple groups. Good News! They can do this for you and you do not need to use multiple email addresses for multiple group access in the Popcorn System.

#### 9. To use the Popcorn System pages, be sure you have **enabled Active Scripting in your internet browser settings.**

Your "browser" is the software used to see the internet, like Internet Explorer, Netscape, AOL, or Firefox. To turn on Active Scripting for Internet Explorer: Click the TOOLS menu bar option and choose Internet Options. Internet Explorer, click the Security Tab. Choose the 'Internet' Zone tab, and click the Custom Level button. Scroll down to the Scripting section of the next window, and be sure the "Enable" radio button is selected for Active Scripting.

#### 10. **Quick Tips...**

- **Use the Checklist** as a guide! It won't tell you everything, but it will point you in the right direction.
- **Do not enter identifying information about your Scouts**, other than their first name and initial. There should not be Scout email addresses, last names, phone numbers, etc. anywhere in the popcorn system. The National BSA offices prefer this as well.
- If you want to give Scouts credit for sales and do not see either the **orderform link** you want, **or the allocation box** you want, talk to your Council about this. They may have a very good reason for using one or the other, and they make this method selection regarding how Units give Scouts credit for sales.
- When it's time, you can enter Unit prize orders directly in the Unit Prize Ordering area, even if you have not made Scout prize selections. **You do not have to enter a Scout prize selection to place the Unit Prize Order.**
- If you are not able to place your order in Popcorn System, or complete some other task, **check with Council to be sure they have you setup** properly (administrative access) and know that your Unit or Group is selling.
- **Don't wait till the last minute!** How much time you need depends upon what you want to do, and the Popcorn System is THE tool for managing your sale. Give yourself enough time to work before information and orders are due.

**Best of Luck to you and your Scouts with your Sale, your Goals, and your Program!!!**