

# POPCORN

# SYSTEM

# BASICS

- LOGIN
- UNIT POPCORN ORDERING
- UNIT PRIZE ORDERING


\*NOTE: The following pages are basic instructions for logging in to the Popcorn System and placing Unit popcorn and prize orders. There are many other functions available other than those on the following pages that can be helpful in organizing and facilitating your Unit's popcorn sale. You are encouraged to utilize all of these options.

# Trail's End Popcorn Ordering System


## Popcorn System Login and Confirmation

1. To log in for the first time, open your Web browser and display the Trail's End Web page at <http://www.trails-end.com>:
2. Click on the **L E A D E R S** Tab
3. Click on the [Popcorn System](#) link.

The resulting screen will offer you a space for the **username and password provided you by a Popcorn System Administrator**:

1. **Type your user ID** in the Username box.
2. Press the Tab key.
3. **Type your password** in the Password box. The system displays your password as a string of asterisks.
4. Click .

The system displays an Email Verification Page

5. **Enter your email address TWICE:**  
In the Enter Email box, type your email address.  
In the Please Re-enter box, re-type your email address.
6. Change your password – **Enter your NEW password TWICE:**  
Think of a new password for your account.  
In the Enter Password box, type your new password.  
In the Please Re-enter box, re-type your new password.
7. Click .

The system displays a [Confirmation Page](#).

### Completing Setup of Your Account


After you enter your email address and your new password, **the system will send you an email** with a confirmation code and a link for you to click to confirm your email address. You need this email information to finish setting up your account and continue into the Popcorn Sales System further.

To finish setting up your account


1. **Start your email program.**
2. Retrieve the **confirmation email from Trail's End**.

**If you do not receive the confirmation email**, keep in mind it is system generated by Trail's End and may be caught by **SPAM** or **Junk Mail** filters. You can check these folders in your email program to find the confirmation email, or turn off the filters to finish the process.

3. From the confirmation email, get your account confirmation code or **click on the link** provided within the message body of the email.
4. The system prompts you to **log in**, or prompts you to enter your confirmation code. [If the system prompts you to enter your confirmation code:](#)

- From the confirmation email, get your account confirmation code
- In the Enter Code box, type your confirmation code.
- Click .
- The system prompts you to **log in**.

### 5. Log into the system:

- In the Username box, **type your user name** (the **email address** you confirmed in the previous steps).
- In the Password box, **type your password** (your new one you created through the confirmation).
- Click  to display the Verify Information page:

6. **Verify your information** by making any corrections necessary and filling required fields (required fields marked with \*).

Click .

**The system logs you in and your account is now activated.**

## Trail's End Popcorn Ordering System

### How to Order Your Unit's Popcorn

#### To Place a Unit Popcorn Order

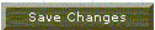
1. Click on the **ORDERS dropdown** from the menu bar
2. Choose the **Order** from the list you are ready to place.

The system displays the Unit Popcorn Order page for the Unit.

#### To increase or place the order for quantities of an item

- Locate the line for the item to be ordered.
- In the Cases and/or Cont box, **type the number of cases and/or containers you want to add to the order.** *Note: Ability to choose container quantities is a Council setup decision.*
- Repeat this process for each item to be ordered.

#### To decrease the order quantities of an item

1. Locate the line for the item.
2. In the Cases and/or Cont box, **type a hyphen (-) and then type the number of cases and/or containers you want to subtract from the order.**
3. Click .

**Tip:** To **view details of adjustments** previously made, click [View Order Adjustment Details](#) at the far right side of the Order page.

Adjustments can be made to Unit orders until the Council places all Unit orders with Trail's End. Order adjustments may require Council re-approval and the system may display a message stating the order will become "**unapproved**" as changes are saved.

#### Reviewing ALL Unit Orders and Adjustments

This option allows you to review all orders placed on the Popcorn Sales System by the Unit, by Sales Cycle.

To review your Unit's orders:

1. On the **Orders menu**, click **All Unit Orders and Adjustments**.

The system displays the Consolidated Unit Popcorn Orders page:

**Click on the REPORTS dropdown** for a menu of various reports you can run.

## Trail's End Popcorn Ordering System

### How to Order Your Unit's Prizes

#### Step 1: Submit your Unit Prize Order to Council

1. On the ORDERS Menu, **click Unit Prize Order**.

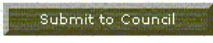
The system displays the Edit Delivery Address for Prize Order page.

From the drop down box, you can enter the Unit's default address, the primary contact or enter a Custom Location to which the prizes will be delivered.

2. Click .

The system displays the Unit Prize Order page.

**Tip:** The delivery address can be edited from the Edit link at the top of the Actual Current Order column.

3. In the Actual Current Order column, **enter the number of each prize to order**.
4. When satisfied with your Unit's prize order, **click** .

The system displays your order.

#### **IMPORTANT**

Once you submit the Unit Prize order to the Council, Changes to the order on the Popcorn System are no longer possible. Any changes following the Unit prize order submission must be made at the Council level.

**Click on the REPORTS dropdown** for a menu of various reports you can run.