

How To Sign-up & Track Popcorn Online Sales

- Go to www.trails-end.com
- Click on SCOUTS (lower left corner)
- Under “SELL ONLINE”,
 - click on “Send Emails”
- Create a new account
 - “I’m in a (unit type: pack or troop)
 - Number of unit
 - Zip code
 - Enter scouts birth date (if under 13 will need to enter parents name and email address)
 - SUBMIT

Check your council, unit # and charter organization, if they are not correct, click “Back” and check information you entered.

- Now enter profile information: first name and last initial of your scout
- Click “Create Account & Login”
- Create Your Scout....follow directions for creating picture and scene

Go to Send Emails

- Choose greeting
- Enter recipients’ first name & email address
- Check box for “save name & email address”
- Add more emails
- Click SEND EMAIL

Tracking Individual Online Sales

- Click on Popcorn Sales
- Click on Track Online Sales

NOTES

- Customer clicks on All Products for all ordering options
- Online products are at **retail price** for Trails End (more expensive than if bought from a show-n-sell or take order) and shipping is extra
- Trails End has combinations of popcorn products to buy

These directions compiled by Brenda DeVito, Viking District Popcorn Kernel.