

# Popcorn System – Unit Checklist

Use the Checklist below as a guide for administrating your Unit's Popcorn Sale. For step by step instructions, refer to the Popcorn System Unit Manual available for download in the Popcorn System.

## 1. Create Unit Users

### (Contacts Menu)

- Add any addition unit users anytime.

## 2. Build your Scout List

### (Scouts Menu)

- Add your Scouts to enter Scout Take Orders and track their sales for prizes

## 3. View your Unit's Commission

### (Commissions Menu)

- View your unit's popcorn sale commission structure
- If enabled, select between the prize program or the cash only option

## 4. Place the Unit Popcorn Order

### (Unit Order Menu)

- Enter Scout orders (Scout Orders menu – Take Order Only)
- Enter and Submit unit order for Council to approve

## 5. Place the Unit Prize Order

### (Side Navigation)

- Record Scouts' Show N Sell amounts in the Scout Tracking page
- Click the Unit Prize Order link in the side navigation
- Place your Unit Prize Order

### All unit orders flow through your Council

- **Scout Orders** → System reflects Scout need in your unit order
- **Unit Orders** → System reflects unit's need in Council order
- **Council Order** → Submitted to Trail's End for delivery

## 6. Reports

### (Side Navigation)

- Print Packing Slips for unit and for Scouts
- Print Invoices for unit
- Click the Unit Prize Order link in the side navigation

**For more detailed information on how to place your order, track sales by Scout, etc., please refer to the left navigation panel in the Popcorn System.**

## How to place your Show and Sell Order

1. Sign in to your **Popcorn System** account (login information provided by your council)
2. Click on the **Unit Orders** menu
3. Click **New Unit Order**, and select the Campaign (eg. Fall 2016) and the Order from the dropdown menus
4. Enter the quantity of cases needed next to each product (**column in red below**)
5. Click on **Save Changes**
6. When your order is complete, click on **Submit to Council**

Product	QTY Interval	Order Adj(+ or -)	Council Order
\$50 Military Donation	1:1	<input type="text" value="0"/>	cs: 0
Chocolate Lover's Collection Tin	1:1	<input type="text" value="0"/>	cs: 0
18pk Unbelievable Butter Microwave	6:1	<input type="text" value="0"/>	cs: 0
18pk Butter Light Microwave	6:1	<input type="text" value="0"/>	cs: 0
Premium Caramel Corn w/ Almonds, Cashews & Pecans	12:1	<input type="text" value="0"/>	cs: 0
Jalapeno Cheddar	12:1	<input type="text" value="0"/>	cs: 0
White Cheddar Cheese	12:1	<input type="text" value="0"/>	cs: 0

Total:

## Ordering Denominations

Depending on the order, you may have the option to order in just cases, or possibly even cases and containers.

### CS = Case

A case contains multiple selling units of any given Trail's End product (eg. There are six 18pk cartons of Unbelievable Butter in one case)

### CT = Container

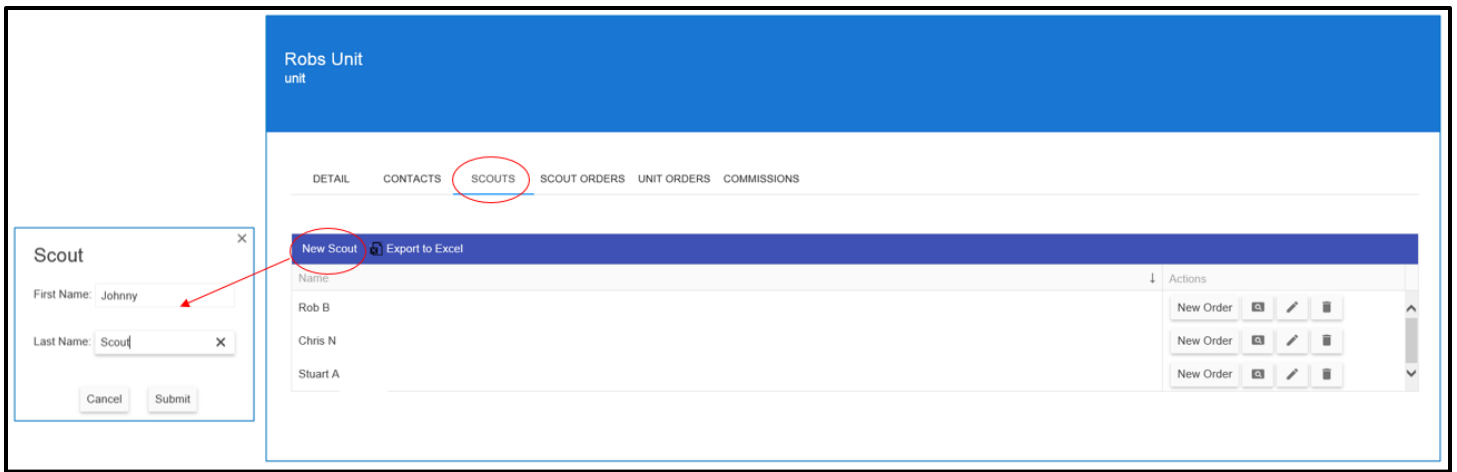
An individual selling unit of any given Trail's End Product (eg. One 18pk carton of Unbelievable Butter)

### Containers : Case

Each product line displays a case per container ratio (eg. 6:1). For example, there are six 18pk cartons of Unbelievable Butter in one case

## How to add Scouts to the Popcorn System

1. On your Unit Home Page, click on the **Scouts** menu
2. Click on **New Scout** (**circled in red below**)
3. Enter the **First Name & Last Name**
4. When you are done, click **Submit**
5. Scouts that have registered online selling accounts, and that are associated with your unit will already be displayed in your Scout list



## How to credit your Scouts for Show and Sell and Take Order










1. On your unit Home Page, click on the **Scout Orders** menu
2. Click the **Scout Tracking** button
3. When your Show and Sell sales are **complete**, enter the **total amount sold by each Scout** under the Show and Sell column
4. When your Take Order sales are complete, either enter the **total amount sold by each Scout** in the **Take Order** column, or click on **Enter Order**
  - If you clicked on **Enter Order**, select the campaign and the appropriate order from the dropdown menus, enter the total quantity sold by Scout for each item, and click **Save**
5. Return to the **Scout Tracking** menu to continue entering sales for each Scout. **Complete these steps for all Scouts.**

The screenshot shows a table with a dropdown menu at the top set to 'Fall 2016'. The table has five columns: 'Scout Name', 'Scout SNS Order Date: 2016/08/11', 'Scout Take Order Order Date: 2016/07/01', 'Online Total', and 'Total'. The 'Scout SNS' and 'Scout Take Order' columns are highlighted with red boxes. The 'Scout SNS' column contains input fields with '0' entered. The 'Scout Take Order' column contains '\$150.00' for 'test scout' and 'Enter Order' for 'Johnny Scout'. The 'Online Total' column has empty input fields. The 'Total' column shows '\$150.00' for 'test scout' and an empty field for 'Johnny Scout'.

Scout Name	Scout SNS Order Date: 2016/08/11	Scout Take Order Order Date: 2016/07/01	Online Total	Total
test scout	0	\$150.00		\$150.00
Johnny Scout	0	Enter Order		
	0	\$150.00		

## How to place your Take Order

1. After you have added all sales by Scout, click on the **Unit Orders** menu
2. Click the **New Unit Order** button, and select the campaign and the appropriate order from the dropdown menus
3. The **Total Scout Need** column shows the orders you entered on the **Scouts / Scout Tracking** pages
4. If you have **leftover Show and Sell** product, use it to fill your Take Order by entering **negative numbers in the Order Adjustment** column. (column in red below)
5. Your final order will be listed to the right under the **Council Order** column
6. **Double check** all of your numbers before submitting to your Council
7. Click on **Save Changes**
8. When your order is complete, click on **Submit to Council**

Product	Total Need	QTY Interval	Order Adj(+ or -)	Council Order	Surplus/Shortage
 White Chocolatey Pretzels Bag	cs: 0 ct: 0	12:1	cs: <input type="text" value="0"/> ct: <input type="text" value="0"/>	cs: 0 ct: 0	ct: 0
 \$50 Military Donation	cs: 0 ct: 0	1:1	cs: <input type="text" value="0"/> ct: <input type="text" value="0"/>	cs: 0 ct: 0	ct: 0
 Chocolate Lover's Collection Tin	cs: 0 ct: 0	1:1	cs: <input type="text" value="0"/> ct: <input type="text" value="0"/>	cs: 0 ct: 0	ct: 0
 Sweet & Savory Collection Box	cs: 0 ct: 0	1:1	cs: <input type="text" value="0"/> ct: <input type="text" value="0"/>	cs: 0 ct: 0	ct: 0
 18pk Unbelievable Butter Microwave	cs: 0 ct: 0	8:1	cs: <input type="text" value="0"/> ct: <input type="text" value="0"/>	cs: 0 ct: 0	ct: 0
 18pk Butter Light Microwave	cs: 0 ct: 0	8:1	cs: <input type="text" value="0"/> ct: <input type="text" value="0"/>	cs: 0 ct: 0	ct: 0
 Premium Caramel Corn w/ Almonds, Cashews & Pecans	cs: 0 ct: 0	12:1	cs: <input type="text" value="0"/> ct: <input type="text" value="0"/>	cs: 0 ct: 0	ct: 0
 Jalapeno Cheddar	cs: 0 ct: 0	12:1	cs: <input type="text" value="0"/> ct: <input type="text" value="0"/>	cs: 0 ct: 0	ct: 0
 White Cheddar Cheese	cs: 0 ct: 0	12:1	cs: <input type="text" value="0"/> ct: <input type="text" value="0"/>	cs: 0 ct: 0	ct: 0
Total:			<input type="text" value="0"/>		