

**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:

Save Submit

## 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

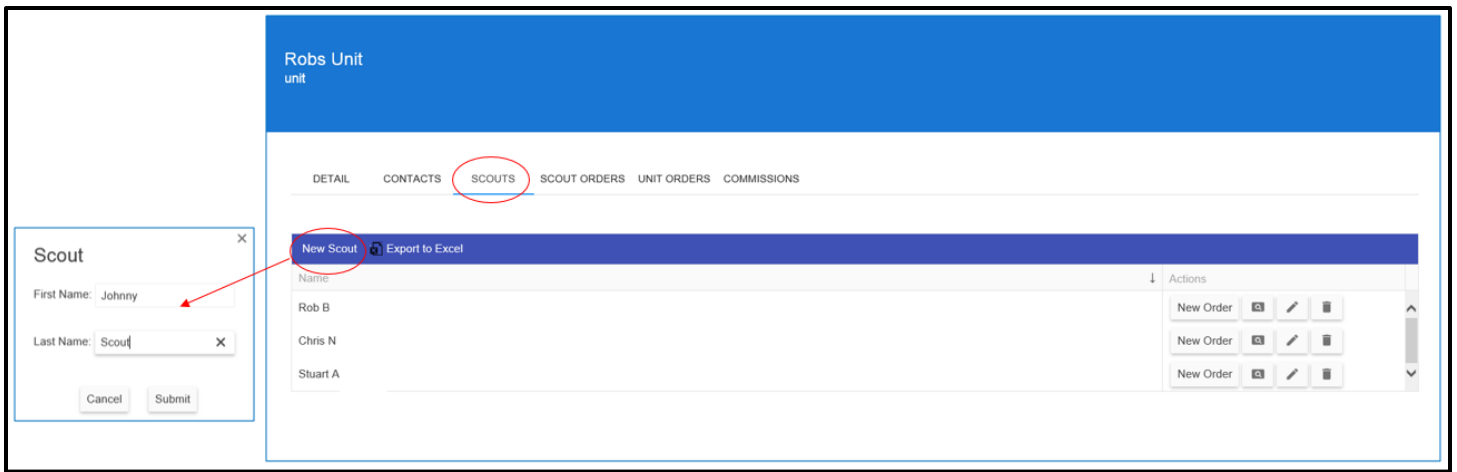
An individual selling unit of any given Trail's End Product (eg. One 18pk carton of Unbelievable Butter)

### 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 set to 'Fall 2016'. The table has columns for 'Scout Name', 'Scout SNS Order Date: 2016/08/11', 'Scout Take Order Order Date: 2016/07/01', 'Online Total', and 'Total'. The rows are: 'test scout' (0, \$150.00, \$150.00), 'Johnny Scout' (0, Enter Order, 0), and a summary row (0, \$150.00, 0). Red boxes highlight the 'Scout SNS' and 'Scout Take Order' columns.

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: 0 ct: 0	cs: 0 ct: 0	ct: 0
 \$50 Military Donation	cs: 0 ct: 0	1:1	cs: 0 ct: 0	cs: 0 ct: 0	ct: 0
 Chocolate Lover's Collection Tin	cs: 0 ct: 0	1:1	cs: 0 ct: 0	cs: 0 ct: 0	ct: 0
 Sweet & Savory Collection Box	cs: 0 ct: 0	1:1	cs: 0 ct: 0	cs: 0 ct: 0	ct: 0
 18pk Unbelievable Butter Microwave	cs: 0 ct: 0	8:1	cs: 0 ct: 0	cs: 0 ct: 0	ct: 0
 18pk Butter Light Microwave	cs: 0 ct: 0	8:1	cs: 0 ct: 0	cs: 0 ct: 0	ct: 0
 Premium Caramel Corn w/ Almonds, Cashews & Pecans	cs: 0 ct: 0	12:1	cs: 0 ct: 0	cs: 0 ct: 0	ct: 0
 Jalapeno Cheddar	cs: 0 ct: 0	12:1	cs: 0 ct: 0	cs: 0 ct: 0	ct: 0
 White Cheddar Cheese	cs: 0 ct: 0	12:1	cs: 0 ct: 0	cs: 0 ct: 0	ct: 0
Total:			0		