



**10 Popcorn System Pre-Sale Tips for Unit Leaders:**

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. 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 to find it.
2. **Log into the system in advance** of when you need to use it, just in case you need any help from your Council or Trail's End that could take time and slow your progress. If you get stuck and time is short to place orders, you may not get help in time.
3. **Make any Adult user changes** in the USERS area, accessed from the Popcorn System menu bar. Every Adult with a login for your Unit should use their own email address, or a designated Pack or Troop email address. You should not pass along the email address and password of another user.
4. Check **the Primary Contact for your Pack or Troop** to be sure it is correct. This is the person that gets the Invoices and any order notifications your Council decides to have the Popcorn System generate: From the Popcorn System's Menu Bar, click MY ITEMS ► choose the View Pack/Troop option ► click the Edit Pack/Troop button at the top center ► use the drop-down selection box to set the Primary Contact for your Unit ► click the Save and Exit button.
5. **Check your Scout list.** Add any new Scouts to your list, and remove or transfer any who are no longer with your Pack or Troop.
6. Familiarize yourself with the resources in the **Guidebook** area: [www.Trails-End.com](http://www.Trails-End.com) ► click the LEADERS tab ► click the white 'Guide Book' link. There are a number of items you will find useful throughout your sale, as well as links to informational pages.
7. **Review the "Unit Leaders' Checklist"** so you know what to expect in the Popcorn System when the season is underway: From the Popcorn System's Menu Bar, click HELP ► click the HTML or PDF option for the "Unit Leader's Checklist." You will find more detail for any tasks about which you need more

## Trail's End Popcorn Sales System Council Manual



- information by using the links within each item on the list (html version), and in the full "Unit Popcorn System Manual," also found in the HELP area.
8. If you need **access to more than one group** under your Council, for instance working with both Pack 30 and Troop 30, talk to your Council about having your user ID assigned to multiple groups. Good News! They can do this for you and you do not need to use separate email addresses for multiple logins.
  
  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 view the internet, such as Internet Explorer, Netscape, AOL, or Firefox. To turn on Active Scripting: Go to your Browser's TOOLS menu (usually) ► choose Internet Options ► for Internet Explorer, click the Security Tab ► of the four Zones, be sure the 'Internet' Zone is selected, and click the Custom Level button ► scroll down to the Scripting section of the resultant window, and be sure the "Enable" radio button is selected for Active Scripting.
  
  10. **A few 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 any 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 it is up to them for all Units in your Council.
    - 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 an order using the Popcorn System and you are sure you are within the dates to do so, **check with Council to be sure they have you setup** properly (administrative access) and know your Pack or Troop is selling.
    - **DON'T wait till the last minute!** How much time you need depends upon what you want to do of course, and the Popcorn System is a terrific tool for managing your sale. But, give yourself enough time to make updates and other necessary entries.