

Show and Sell Popcorn Ordering instructions (Aug 1 to Aug 8)

All **Show and Sell/Deliver** products are available on **consignment**, which means your unit is not expected to buy the popcorn up front. We have promotions and incentives for you to pay early throughout September and October, but the final payment in full is due to the Council before December 12th. Early payments are encouraged and will be credited to the overall unit invoice. All orders for Show and Sell/Deliver are done in FULL CASE ONLY and Returns are accepted only on November 1 in FULL CASE ONLY. Unsold Show and Sell/Deliver product should be used to first fill any unit Take Orders and then returned to the Council only on November 1, so the families must return unsold product to the unit leader in time for the unit kernel to return it to the Council before November 1.

If you have families that have never sold Show and sell or deliver before, but want to this year, provide them with a minimum order of a few products. More popcorn can always be picked up later.

If you have never sold Show and Sell before and **don't know what to order**, please call me or email me and I can provide some guidance. I do need to know how many Scouts you have selling, how aggressive your goals are for the year and how many show and sell location dates you have this fall so we can accurately come up with a general product request you should order.

The **online system** will open on **August 1** for unit orders. All orders must be placed by **August 8** online.

Show and Sell Ordering Instructions:

1. Visit www.trails-end.com and click on %leaders+ at the top.
2. Follow the “**Click here to access the Popcorn System**+ link..
3. **Sign in** using your username and password. If it's your first time logging in, Trails-end may ask you to create a new password.
4. Once logged in, to place your order click on the “**Orders**” tab on the top of the page towards the middle. Scroll down to “**Unit order for Show and sell/deliver**+ and click on it.
5. Enter the “**Full Case**” values in each of the product boxes you wish to order.
6. Once completed, make sure the %actual order to council+ column is accurate. **PRESS SAVE**
7. You can go back in once the order is saved to make changes. I recommend you don't submit to council unit closer to August 8 in case you have changes. Once you hit %**SUBMIT TO COUNCIL**+ your order is final. Only Justin can make changes at that point.
8. If for any reason you need to make a change after you %Submit to Council+ you must email me your changes and your unit and number.
9. Your order is not completed until you press “**SUBMIT TO COUNCIL**+ Please don't forget to go back in to press **Submit** before August 8.
10. You will get a confirmation email from Trails-end telling you that you placed an order.

Remember, here are a few tips:

1. Be conservative in your orders. You can return only full cases on November 1, however, it's a lot of work to move the product around so please order only what you need.
2. The Council will have additional products throughout the sale for you to pick up if you need extra, however, we will ask you to make a payment in order to pick up additional products.
3. Don't place orders for families if they have not returned a call or email. Don't guess.
4. To get an idea of what your unit sold last year; log in to the popcorn system as stated above, and click on the %reports+ tab at the top; then click on %Scout Sales and Prizes+ and then query the 2013 Fall Sale. Press %change sales cycle+, and click on %All Scouts in unit+. You will then see a retail sale total for each Scout.

All Show and Sell products in full case will be distributed on Saturday, August 23rd, 2014 Location TBD. Please continue to check the E-Kernels for a notice on when to schedule your appointment time with Lenora.

Questions? Call Lenora at 891-4073 ext. 5204 or Lenora.Stepp@scouting.org
or Justin King at 512-6202 or Justin.king@scouting.org